



## MEDINA CITY COUNCIL

Monday, March 25, 2024

5:00 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

Hybrid - Virtual/In-Person  
Medina City Hall - Council Chambers  
501 Evergreen Point Road, Medina, WA 98039  
**Monday, March 25, 2024 – 5:00 PM**

---

### AGENDA

**MAYOR** | Jessica Rossman

**DEPUTY MAYOR** | Randy Reeves

**COUNCIL MEMBERS** | Joseph Brazen, Jennifer Garone, Harini Gokul, Mac Johnston, Michael Luis

**CITY MANAGER** | Stephen R. Burns

**CITY ATTORNEY** | Jennifer S. Robertson

**CITY CLERK** | Aimee Kellerman

#### Hybrid Meeting Participation

The Medina City Council has moved to hybrid meetings, offering both in-person and online meeting participation. In accordance with the direction from Governor Inslee, masking and social distancing will be optional for those participating in person. Individuals who are participating online and wish to speak live can register their request with the City Clerk at 425.233.6411 or email [akellerman@medina-wa.gov](mailto:akellerman@medina-wa.gov) and leave a message before 2PM on the day of the Council meeting. Please reference Public Comments for the Council Meeting on your correspondence. The City Clerk will call on you by name or telephone number when it is your turn to speak. You will be allotted 3 minutes for your comment and will be asked to stop when you reach the 3 minute limit. The city will also accept written comments. Any written comments must be submitted by 2 PM on the day of the Council meeting to the City Clerk at [akellerman@medina-wa.gov](mailto:akellerman@medina-wa.gov).

Join Zoom Meeting

<https://medina-wa.zoom.us/j/81961696176?pwd=WjRuK3ErVy9jdmmtelAvek1VeHkzUT09>

Meeting ID: 819 6169 6176

Passcode: 689036

One tap mobile

+1 253 205 0468, 81961696176# US

#### 1. REGULAR MEETING - CALL TO ORDER / ROLL CALL

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

2. **APPROVAL OF MEETING AGENDA**

3. **PUBLIC COMMENT PERIOD**

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

4. **PRESENTATIONS**

4.1 King County Councilmember Claudia Balducci

Time Estimate: 30 minutes

5. **CITY MANAGER'S REPORT**

None.

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 Planning Commission Appointment Confirmation

**Recommendation:** Approve.

**Staff Contact:** Aimee Kellerman, CMC, City Clerk on behalf of the Personnel Committee

7. **LEGISLATIVE HEARING**

None.

8. **PUBLIC HEARING**

None.

9. **CITY BUSINESS**

9.1 Comprehensive Plan Update – Capital Facilities Element

**Recommendation:** Discussion and direction.

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

Time Estimate: 30 minutes

9.2 Comprehensive Plan Update – Housing Element

**Recommendation:** Discussion and direction.  
**Staff Contact:** Jonathan Kesler, AICP, Planning Manager  
**Time Estimate:** 30 minutes

[9.3](#) 77th Ave NE Path Entrance  
**Recommendation:** Direction.  
**Staff Contact:** Ryan Osada, Director of Public Works  
**Time Estimate:** 30 minutes

[9.4](#) Retreat Work Plan Follow-up  
**Recommendation:** Discussion, direction and possible action.  
**Staff Contact:** Stephen R. Burns, City Manager  
**Time Estimate:** 45 minutes

**10. REQUESTS FOR FUTURE AGENDA ITEMS AND COUNCIL ROUND TABLE**

**11. PUBLIC COMMENT**

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

**12. EXECUTIVE SESSION – [Time Estimate: 15 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.

**13. ADJOURNMENT**

Next regular City Council Meeting: April 8, 2024 at 5 PM.

### ADDITIONAL INFORMATION

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

The agenda items are accessible on the City's website at [www.medina-wa.gov](http://www.medina-wa.gov) on Thursdays or Fridays prior to the Regular City Council Meeting.

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

### UPCOMING MEETINGS AND EVENTS

Monday, April 8, 2024 - City Council Meeting (5:00PM)  
Monday, April 22, 2024 - City Council Meeting (5:00PM)  
Monday, May 13, 2024 - City Council Meeting (5:00PM)  
**Monday, May 27, 2024 - Memorial Day - City Hall Closed**  
Tuesday, May 28, 2024 - City Council Meeting (5:00PM)  
Monday, June 10, 2024 - City Council Meeting (5:00PM)  
**Wednesday, June 19, 2024 - Juneteenth - City Hall Closed**  
Monday, June 24, 2024 - City Council Meeting (5:00PM)  
**Thursday, July 4, 2024 - Independence Day - City Hall Closed**  
Monday, July 8, 2024 - City Council Meeting (5:00PM)  
Monday, July 22, 2024 - City Council Meeting (5:00PM)  
**Monday, August 12, 2024 - City Council Meeting - Dark No Meeting**  
**Monday, August 26, 2024 - City Council Meeting - Dark No Meeting**  
**Monday, September 2, 2024 - Labor Day - City Hall Closed**  
Monday, September 9, 2024 - City Council Meeting (5:00PM)  
Monday, September 23, 2024 - City Council Meeting (5:00PM)  
Monday, October 14, 2024 - City Council Meeting (5:00PM)  
Monday, October 28, 2024 - City Council Meeting (5:00PM)  
**Monday, November 11, 2024 - Veterans Day - City Hall Closed**  
Tuesday, November 12, 2024 - City Council Meeting (5:00PM)  
Monday, November 25, 2024 - City Council Meeting (5:00PM)  
**Thursday, November 28, 2024 - Thanksgiving Holiday - City Hall Closed**  
**Friday, November 29, 2024 - Day After Thanksgiving Holiday - City Hall Closed**  
Monday, December 9, 2024 - City Council Meeting (5:00PM)  
Monday, December 23, 2024 - City Council Meeting (5:00PM)  
**Wednesday December 25, 2024 - Christmas Day - City Hall Closed**

### CERTIFICATION OF POSTING AGENDA

The agenda for Monday, March 25, 2024 Regular Meeting of the Medina City Council was posted and available for review on Friday, March 22, 2024 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](http://www.medina-wa.gov).



# MEDINA, WASHINGTON

## AGENDA BILL

Monday, March 25, 2024

---

**Subject:** Planning Commission Appointment Confirmation

**Category:** Consent

**Staff Contact:** Aimee Kellerman, CMC, City Clerk on behalf of the Personnel Committee

---

### **Summary**

Planning Commission Position No. 6 is currently vacant due to the resignation of Commissioner David Langworthy, whose work commitments interfered with his ability to take on the extra meetings necessary to complete the Comprehensive Plan. Many thanks to Mr. Langworthy for his thoughtful contributions over the years.

The City received three applications to fill Position No. 6. All candidates were interviewed on March 12th by Council Personnel Committee member Mac Johnston, Planning Commission Chair Laura Bustamante, and Mayor Jessica Rossman. Also present were City Manager Steve Burns and Planning Manager Jonathan Kesler, along with Deputy Clerk Dawn Nations. The applications are attached.

The interview panel unanimously recommends appointment of Julie Barrett to Position No. 6 on the Planning Commission.

This was an impressive applicant pool, and each candidate brought strengths that could benefit Medina. What made Ms. Barrett stand out was her enthusiastic focus on community as a common theme in how she thinks about a variety of city issues, the relevant work and neighborhood conversations she has already begun, and her explanation of how her experience is currently under-represented on Planning Commission (and Council).

Ms. Barrett is a retired teacher and school counselor who has lived in Medina for over 40 years, and described feeling “very impacted” by the changes in Medina and the greater region. She spoke extensively about the importance of rebuilding a sense of community, including that theme in many of her responses to our questions. For example, when asked about her concerns for Medina moving forward, her answer included that she would like to see future development encourage connectedness and green spaces, ensuring there are places for people to come together. Later in the interview, she talked about efforts she’s made to collaborate with other Medina residents and other members of St. Thomas Church to identify ways for people to stay in their home communities despite rising costs; she would like to find more ways to collaborate and problem-solve on that subject. The interview panel agrees with Ms. Barrett that potential displacement is an important concern within the City, and deserves informed representation on Planning Commission – especially as we specifically focus on housing issues. The panel also appreciated that Ms. Barrett connected community with cost-of-living concerns.

Ms. Barrett came to the interview having already researched and read about the state's recent housing mandates, and she is enthusiastic about being involved in envisioning how things could be. Ms. Barrett's genuine interest in learning about development codes and land use was apparent, and her discussion was energetic.

Pursuant to RCW 35.63.020 and MMC 2.28.010 regarding processes for Planning Commission appointments, and Council Guidelines 3.5.2 regarding criteria for appointments, the Mayor requests Council's confirmation of Julie Barrett's appointment to Planning Commission Position No. 6, effective immediately.

This meets and supports Council's priorities 3 and 5.

Council Priorities:

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

**Attachment**

Application of Julie Barrett

**Budget/Fiscal Impact:** N/A

**Recommendation:** Approve.

**City Manager Approval:** 

**Proposed Council Motion:** "I move to appoint Julie Barrett to Position No. 6 on the Medina Planning Commission for the remainder of the term."

### Form submission from: Volunteer Application

Medina Washington <medina-wa@municodeweb.com>

Fri 2/16/2024 2:11 PM

To:Aimee Kellerman <akellerman@medina-wa.gov>

Submitted on Friday, February 16, 2024 - 1:55pm

Submitted by anonymous user: [98.237.240.121](#)

Submitted values are:

#### CONTACT INFORMATION

You are a current resident of the City of Medina Yes, I am a full time resident.

First Name Julie

Last Name Barrett

Street Address [REDACTED]

City Medina

Email julie.wyman.barrett@gmail.com

Phone [REDACTED]

#### APPLICANT INFORMATION

Please choose the Board/Committee you're applying for Planning Commission

Length of Residency 47 year

Appointment to a Board, Commission or Committee will require your consistent attendance at regularly scheduled meetings. Are you available for:

- Evening Meetings
- Daytime Meetings

#### Occupational Background

High school educator and counselor 36 years Bellevue and Northshore School Districts

Department head

Advisory Board Seattle University

#### Educational Background

BA plus 2 years University of Washington

Masters of Education with a major in counseling from Seattle University

#### ESA Certification

Puget Sound Writers' Workshop at the University of Washington that included the writing, literature and research programs

#### Reason for Applying

I am interested in and concerned about the development of our area, and the disenfranchisement of some populations.

I am retired and have some time to devote attention to my community.

I also am interested in hearing other voices in the community.

My intention and concern is always towards creating a welcoming and safe place that we can call home.

#### Relevant Experience



Born in Seattle (family came in 1889) and have experienced the unintended consequences and damage to our area.

Researched property tax laws, wrote letters of objection and complained to anyone who would listen to me.

I am really interested in the new state law on land development..

36 years experience in a system controlled by state laws. I am experienced with the frustrations and processes.

I researched extensively the planning and building of two homes built on our private lane.

Addressed innumerable issues.

My experience is as a citizen in the community, if you want someone with that experience.

Community Involvement

Medina Days

Parent involvement in Medina Elementary

Taught at Bellevue High School

Promotion of certain citizens for mayor and the City Council over the years

Long time member of Saint Thomas Church. I am interested in helping develop community in Medina and the church is a central place for that.

I know more of my neighbors through the church.

I have a large Golden and am out and about at the parks.

The results of this submission may be viewed at:

<https://www.medina-wa.gov/node/16985/submission/1244>



# MEDINA, WASHINGTON

## AGENDA BILL

Monday, March 25, 2024

**Subject:** Comprehensive Plan Update – Capital Facilities Element

**Category:** City Council Business

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

### **Summary**

Medina City Council, Planning Commission, Park Board, Staff and Consultants will work toward having a complete draft of the updated Comprehensive Plan available for public comment by the beginning of June 2024. *This process will follow the revised Comprehensive Plan Flowchart approved by City Council at their February 26, 2024, regular meeting, which includes Council's initial review of each Comprehensive Plan Element's Gap Analysis prepared by Medina's consulting planning firm (LDC, Corp.) and its direction for the Planning Commission to further review and collaborate on revisions to each Comprehensive Plan Element.*

Council's direction to allow staff, LDC, the Planning Commission, and the DSC to collaborate on **revising the Capital Facilities Element** at future meetings will be requested at the March 25, 2024, Council meeting.

Focused consideration is requested by the Council on the following components of the revised Capital Facilities Element:

1. Largely, the edits made (are those that will be made) update metrics as they become available from staff and from contract jurisdictions. **Are there themes or discussion topics not discussed in the Element now that should be?**
2. **Is there general comfort with the edits made to the goals and policies reflecting an address of the CPP/MPP gap analysis?**

This Comp Plan process meets and supports Council's priorities 2, 3 and 5.

Council Priorities:

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

Priorities met:

2. Preserving and fostering the development of a variety of housing types, sizes and densities to accommodate the diverse needs of all members of the community while maintaining Medina's high-quality residential setting.

3. Clear guidelines are key to the efficient and effective completion of the periodic update of the City of Medina Comprehensive Plan by the December 31, 2024, deadline. The Council-approved flowchart is designed to accomplish this.
5. Preserving the quiet, sylvan neighborhood character of Medina

**Attachments**

1. Medina Comp Plan Update Schedule Matrix
2. Medina Comp Plan Update Flowchart
3. City of Medina Capital Facilities Element (existing)
4. City of Medina Capital Facilities Element (draft version, revised with redlines visible)

**Budget/Fiscal Impact:** None.

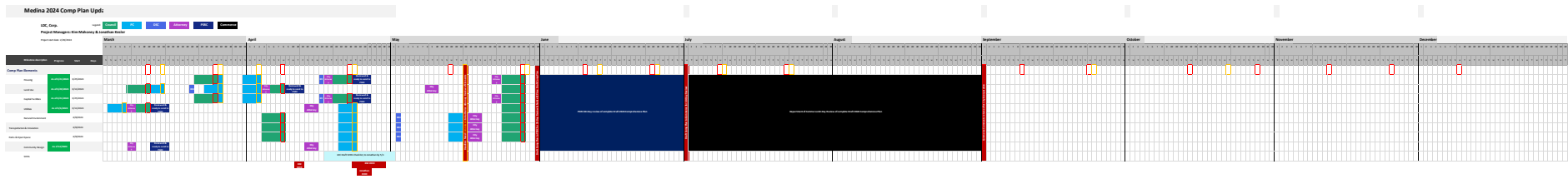
**Recommendation:** Discussion and direction.

**City Manager Approval:**

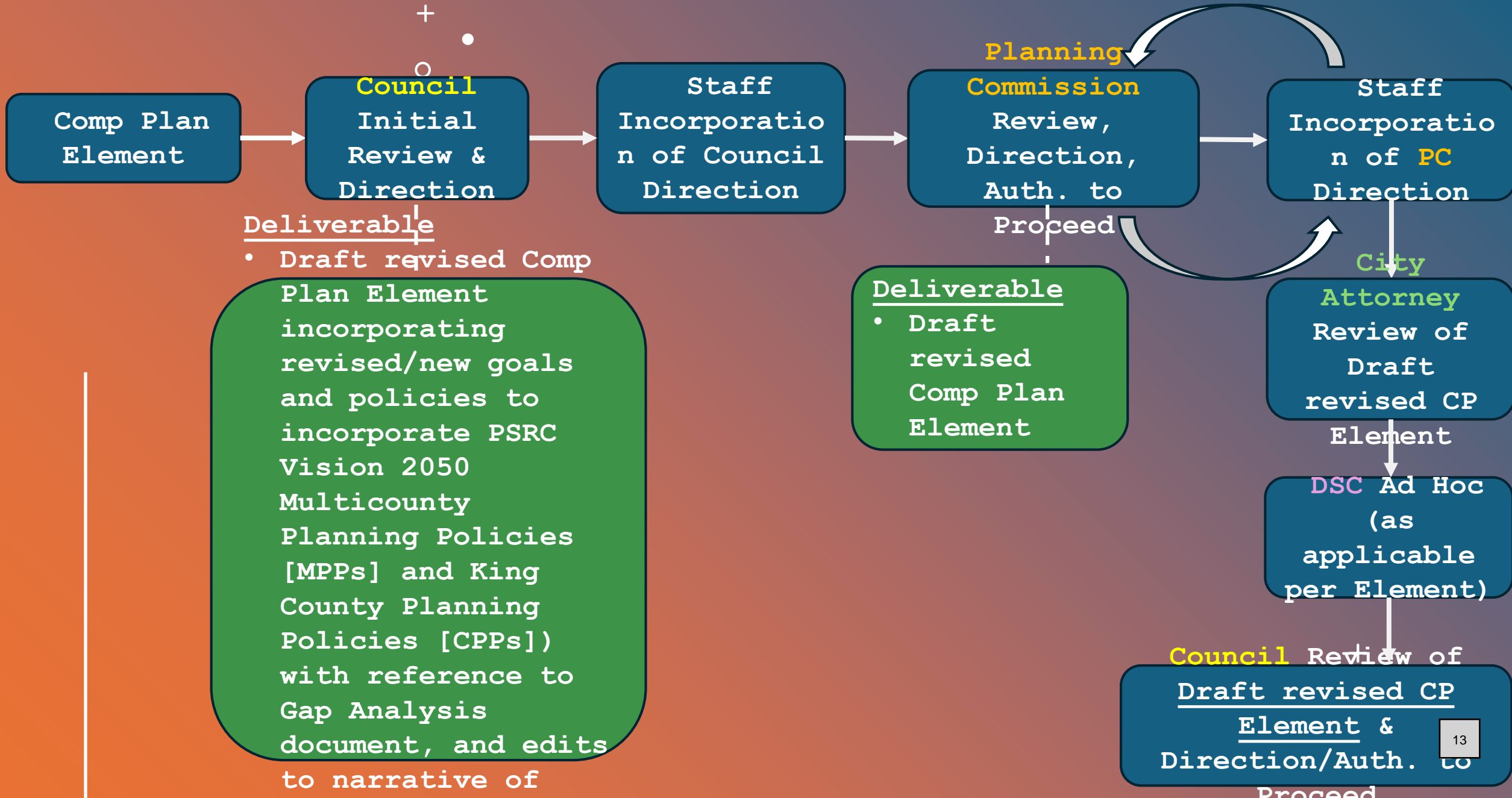


**Proposed Council Motion:** “I move to allow staff to continue revising the Comprehensive Plan’s Capital Facilities Element with the Planning Commission and, as needed, with the DSC, consistent with the Comprehensive Plan Update Flowchart.”

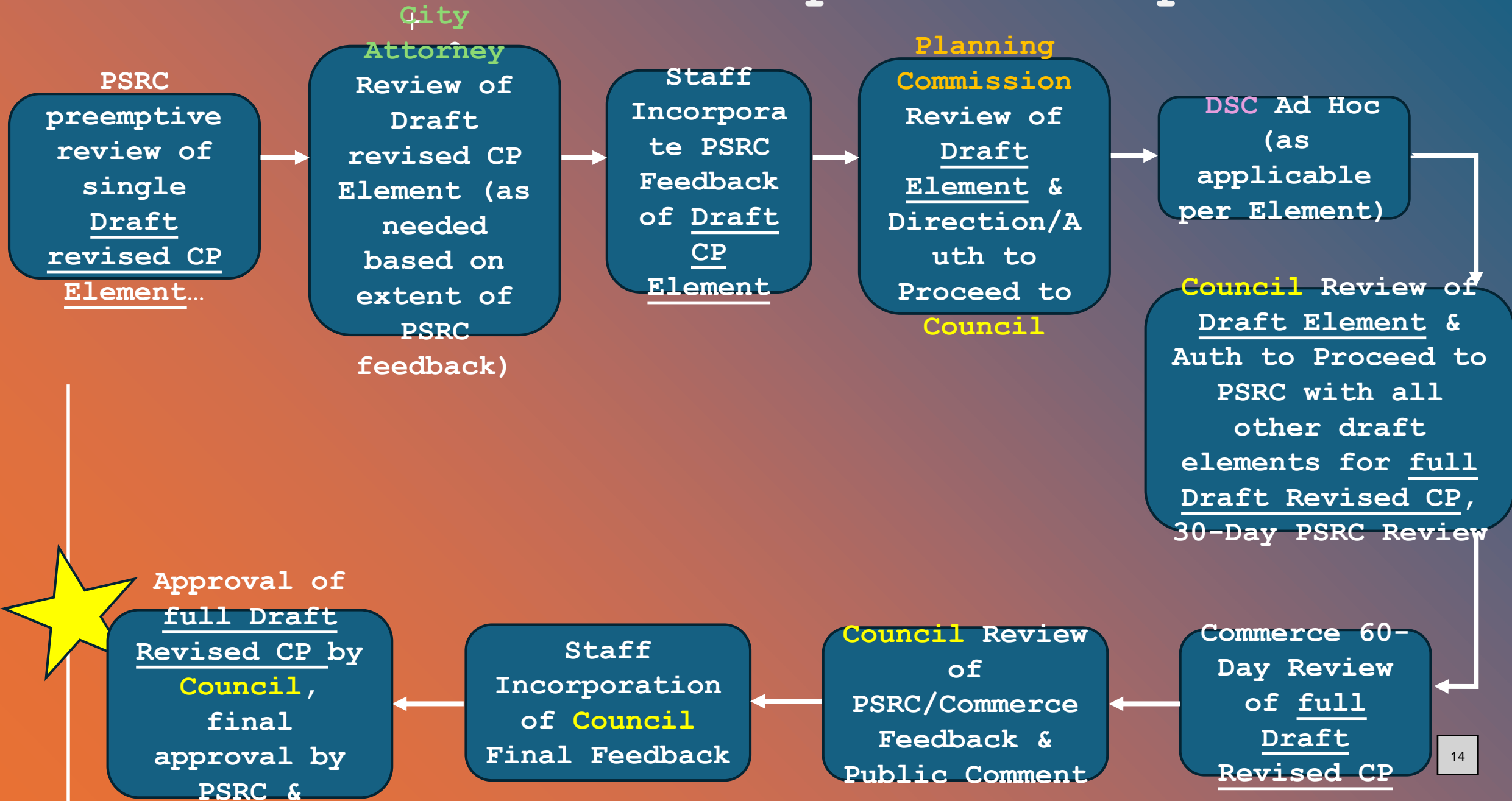
Time Estimate: 30 minutes



# Revised Path to Comp Plan Adoption



# Revised Path to Comp Plan Adoption



## 7. CAPITAL FACILITIES ELEMENT

### INTRODUCTION

The Growth Management Act (GMA) requires cities to prepare a Capital Facilities Element. Capital facilities refer to those physical structures and infrastructure that are owned and operated by public entities and the associated services provided. The locations of Medina's capital facilities are shown in Figure 9.

### EXISTING CONDITIONS

#### Administration and Public Safety

City Hall is housed in the former ferry terminal building located at the south end of Evergreen Point Road in Medina Beach Park. City Hall contains City Council chambers, City administrative offices, and the police department. There are currently 24 City staff including the police department. Public hearings for the Planning Commission, Hearing Examiner, and City Council are also held in this facility. Public restrooms are provided in conjunction with park use. The facility was renovated in 2011. Renovation included expansion to the Police Department, as well as a larger Council Chamber. City Hall now provides approximately 9,000 square feet of space.

The City of Medina maintains its own police force, which is housed within City Hall. The Medina police force also serves the adjacent Town of Hunts Point under contract. Marine Patrol is provided under contract by the Seattle Police Department Harbor Patrol.

Fire protection is provided under contract by the City of Bellevue. However, there is no fire station located within Medina; the nearest station is in the adjacent City of Clyde Hill on NE 24<sup>th</sup> Street between 96<sup>th</sup> Avenue NE and 98<sup>th</sup> Avenue NE.

The City also has a Public Works shop located in the southwest corner of Medina Park adjacent to the Puget Power substation. The shop occupies approximately 1,878 square feet with an additional 2,637 square feet of covered maintenance bays.

#### Schools

The Bellevue School District maintains two facilities in Medina. Medina Elementary School is located on NE 8<sup>th</sup> Street between Evergreen Point Road and 82<sup>nd</sup> Avenue NE. The school was reconstructed in 2006, replacing a 45,000 square foot building and three portable structures with a two-story, 67,000 square foot facility. Reconstruction expanded the school's capacity by approximately 100 students. Current enrollment is 554 students, which is at capacity. The second Bellevue School District facility is the former Three Points School, which is now leased by Bellevue Christian Schools, a private school, for their elementary school campus. It is located on NE 28<sup>th</sup> Street adjacent to Evergreen Point Road and SR 520. There are 276 students attending Bellevue Christian Elementary School. They have indicated that they are near capacity.

St. Thomas School, another private school, is located at the corner of NE 12<sup>th</sup> Street and 84<sup>th</sup> Avenue NE, adjacent to St. Thomas Church. The school has an enrollment of 290, which is close to maximum enrollment.

(Private schools are mentioned only because they may contribute to, or reduce, the demand on public facilities.)

### **Water and Sewer**

King County CPPs direct jurisdictions to provide water and sewer services in a cost-effective way in order to maintain the health and safety of residents. Conservation and efficient use of water resources are vital to ensuring long-term supply.

Water and sewer services are provided by the City of Bellevue. Based on Bellevue's 2015 Water System Plan, single-family residential water consumption in the Bellevue service area is estimated at 24,455 gallons per person per year. Due to the large size of some Medina properties relative to the Bellevue average, and resultant increased irrigation needs, residential users in Medina may use more than this average amount. Drinking water consumption by commercial and municipal employees is estimated at 9,855 gallons per person per year.

Sewer flows are not separately metered, and are therefore estimated from winter average per-capita drinking water demand. Based on the 2013 City of Bellevue Wastewater System Plan, for the Bellevue service area, average sewer water usage is estimated at 20,440 gallons per person per year. It should be noted that the golf course does not use potable water for maintaining their greens, fairways, and landscaping, but rather is allowed to pump water from Lake Washington under a "grandfathered" water use rights agreement with the State Department of Natural Resources.

King County maintains a sewage pumping station at the corner of NE 8<sup>th</sup> Street and 82<sup>nd</sup> Avenue NE on the Medina Elementary School property in an agreement with the Bellevue School District.

### **Storm Drainage**

Federal clean water regulations require jurisdictions to adopt and implement stormwater management plans. Medina is a National Pollutant Discharge Elimination System (NPDES) Phase II permittee, and adopted its Stormwater Management Plan in 1993 (updated 2009). To comply with NPDES requirements, the City will be updating its stormwater regulations by the end of 2016 to comply with the Department of Ecology's 2012 Stormwater Management Manual.

In addition, King County CPPs direct all jurisdictions to manage natural drainage systems for water quality and habitat considerations, including erosion, sedimentation, flood risk, storm water runoff, and public health. Jurisdictions in shared basins are to coordinate regulations to manage the basins and the natural drainage system.

Medina operates and maintains its own storm drainage system. In recent years, significant storm events have concentrated attention on deficiencies of the system. Problems related to the system deficiencies have included standing water on roadways, flooded basements, soil erosion, and, in at least one case, slope failure causing severe property damage. Many of the inadequacies of the



overall system can be attributed to poor on-site management of stormwater runoff on individual properties. To address this problem, in 2009 the City adopted new regulations to control stormwater discharges in Medina. The regulations define allowed, prohibited, and conditional discharges, and require owners of individual properties to implement best management practices. Additionally, the regulations require property owners to maintain, repair, or replace private stormwater facilities. Such facilities are subject to annual inspection. The 2009 regulations also adopted the Stormwater Management Manual for Western Washington and subsequent amendments for regulation of development, redevelopment, and construction.

Certain sections of the City-owned system were identified as requiring an upgrade to correct old or undersized lines and to install pollution control devices (e.g., catch basins, oil separators). Since the adoption of the 2009 stormwater regulations, Medina has improved a number of stormwater facilities, including:

- Installation of outlet (flood) control on the Medina Park stormwater ponds;
- Installation of storm drain pipe along Evergreen Point Road north of SR 520 to replace open ditches;
- Installation of oil/water separators upstream of major drainage basin outfalls into Lake Washington; and
- Installation of storm drain pipe along NE 28<sup>th</sup> Street to replace open ditches.

Additional ongoing City programs, including annual street sweeping and storm basing cleaning, further support the City's stormwater management goals.

## **CAPITAL FACILITIES PLAN**

The City will most likely continue to have water and sewer service provided by the City of Bellevue. Bellevue has indicated that they have adequate capacity to continue to service the relatively stable population in Medina.

Medina Elementary School, Bellevue Christian School, and St. Thomas School are all near or at enrollment capacity. School administrators at Bellevue Christian School have indicated there are no major expansions planned for this facility in the foreseeable future.

As described previously, the City's Stormwater Management Plan identifies major drainage basins (see Figure 10) and addresses drainage system problems. The plan includes analysis of overall system condition and capacity, identification of a set of stormwater management techniques, a model ordinance to address development on individual properties, and a suggested capital improvement program. The majority of the capital improvements outlined in the Comprehensive Stormwater Management Plan focus on increasing the flow capacity of a number of individual sections of the system and reconditioning some of the open ditches (see Figure 11).

Recommendations concerning the control of point sources of stormwater runoff are aimed at either providing stormwater retention/detention and/or encouraging the use of the best management practices as defined under Department of Ecology guidelines. The Stormwater

Management Plan encourages the use of public information programs or other such educational efforts to raise the awareness of City residents concerning water quality issues and solutions.

The City's 6-year Capital Improvement Plan is listed in Appendix B.

## **GOALS**

CF-G1 To have adequate, cost effective and efficient facilities and services for the City's needs.

## **POLICIES**

CF-P1 The Six-Year Capital Improvement Plan shall be periodically updated to reflect the projected needs of the community.

CF-P2 The City Council may periodically evaluate the adequacy of City facilities. If there is any consideration of the development of new or the expansion of existing facilities, a full comprehensive financial analysis, including cost justification, must be completed before any proposal is recommended to Council.

CF-P3 The City shall continue to contract with the City of Bellevue for water and sewer services.

CF-P4 The City should make improvements to the stormwater system based on the Comprehensive Stormwater Management Plan, including increasing the flow capacity of a number of individual sections of the stormwater system and reconditioning some of the open ditches.

CF-P5 The City shall maintain requirements for stormwater retention/detention and/or the use of the best management practices as defined under Department of Ecology guidelines, and according to the objectives of the Puget Sound Water Quality Management Plan.

CF-P6 The City shall pursue stormwater management strategies to minimize flooding, significant erosion to natural drainage ways, and degradation of water quality.

CF-P7 The City shall encourage the use of public information programs or other such educational efforts to raise the awareness of City residents concerning water quality and quantity issues and solutions.

[This page intentionally left blank]

## 7. CAPITAL FACILITIES ELEMENT

### INTRODUCTION

The Growth Management Act (GMA) requires cities to prepare a Capital Facilities Element. Capital facilities refer to those physical structures and infrastructure that are owned and operated by public entities and the associated services provided. The locations of Medina’s capital facilities are shown in [Figure 9](#).

**Commented [KM1]:** Ensure all figure/table references are complete

### EXISTING CONDITIONS

#### Administration and Public Safety

City Hall is housed in the former ferry terminal building located at the south end of Evergreen Point Road in Medina Beach Park. City Hall contains City Council chambers, City administrative offices, and the police department. There are currently ~~24-22~~ City staff including the police department [that work in City Hall](#). Public hearings for the Planning Commission, Hearing Examiner, and City Council [are also held in this facility](#). Public restrooms are provided in conjunction with park use. ~~The facility was renovated in 2011. Renovation included expansion to the Police Department, as well as a larger Council Chamber.~~ City Hall ~~now~~ provides approximately ~~9,000~~[8,662](#) square feet of space.

**Commented [KM2]:** I think this is OK to remain as-is. Medina’s current HEX operates virtually, but if he changed that dynamic or if a new HEX was hired, City Hall is where hearings would be held. We don’t want to close off that potential by editing this to reflect the current HEX’s virtually-held hearings.

**Commented [KM3]:** [Jonathan](#) - Has the facility been renovated more recently than 2011?

The City of Medina maintains its own police force, which is housed within City Hall. The Medina police force also serves the adjacent Town of Hunts Point under contract. Marine Patrol is provided under contract by the [Seattle-Mercer Island](#) Police Department ~~Harbor Patrol~~.

Fire protection is provided under contract by the City of Bellevue. However, there is no fire station located within Medina; the nearest station is in the adjacent City of Clyde Hill on NE 24<sup>th</sup> Street between 96<sup>th</sup> Avenue NE and 98<sup>th</sup> Avenue NE.

**Commented [KM4]:** Informed by Bellevue cap fac 6-year plan (Joel to review)

The City also has a Public Works shop located in the southwest corner of Medina Park adjacent to the Puget Power substation. The shop occupies approximately 1,878 square feet with an additional 2,637 square feet of covered maintenance bays [and is currently staffed by four employees](#).

**Commented [KM5]:** Informed by Bellevue cap fac 6-year plan (Joel to review)

#### Schools

The Bellevue School District maintains two facilities in Medina. Medina Elementary School is located on NE 8<sup>th</sup> Street between Evergreen Point Road and 82<sup>nd</sup> Avenue NE. The school ~~was reconstructed in 2006, replacing a 45,000 square foot building and three portable structures with a two-story, is an approximately~~ [67,000 square foot facility](#). ~~Reconstruction expanded the school’s capacity by approximately 100 students.~~ Current enrollment is 554 students, which is at capacity. The second Bellevue School District facility is the former Three Points School, which is now leased by Bellevue Christian Schools, a private school, for their elementary school campus. It is located on NE 28<sup>th</sup> Street adjacent to Evergreen Point Road and SR 520. There are [276 students attending Bellevue Christian Elementary School](#). They have indicated that they are near capacity.

**Commented [KM6]:** Update after responses are received by the school confirming capacity.

**Commented [KM7]:** Update after responses are received by the school confirming capacity.

St. Thomas School, another private school, is located at the corner of NE 12<sup>th</sup> Street and 84<sup>th</sup> Avenue NE, adjacent to St. Thomas Church. The school has an enrollment of 290, which is close to maximum enrollment.

**Commented [KM8]:** Update after responses are received by the school confirming capacity.

(Private schools are mentioned only because they may contribute to, or reduce, the demand on public facilities.)

**Water and Sewer**

**Commented [KM9]:** Informed by Bellevue cap fac 6-year plan (Joel to review)

King County CPPs direct jurisdictions to provide water and sewer services in a cost-effective way ~~in order~~ to maintain the health and safety of residents. Conservation and efficient use of water resources are vital to ensuring long-term supply.

Water and sewer services are provided by the City of Bellevue. Based on Bellevue’s 2015 Water System Plan, single-family residential water consumption in the Bellevue service area is estimated at 24,455 gallons per person per year. Due to the large size of some Medina properties relative to the Bellevue average, and resultant increased irrigation needs, residential users in Medina may use more than this average amount. Drinking water consumption by commercial and municipal employees is estimated at 9,855 gallons per person per year.

**Commented [KM10]:** Updated water and wastewater system plan has been requested by Bellevue - metrics will be updated once those plans are received by Bellevue.

**Commented [KM11]:** Need to update

**Commented [KM12]:** Need to update

Sewer flows are not separately metered, and are therefore estimated from winter average per-capita drinking water demand. Based on the 2013 City of Bellevue Wastewater System Plan, for the Bellevue service area, average sewer water usage is estimated at 20,440 gallons per person per year. It should be noted that the golf course does not use potable water for maintaining their greens, fairways, and landscaping, but rather is allowed to pump water from Lake Washington under a “grandfathered” water use rights agreement with the State Department of Natural Resources.

**Commented [KM13]:** Updated water and wastewater system plan has been requested by Bellevue - metrics will be updated once those plans are received by Bellevue.

**Commented [KM14]:** Need to update

King County maintains a sewage pumping station at the corner of NE 8<sup>th</sup> Street and 82<sup>nd</sup> Avenue NE on the Medina Elementary School property in an agreement with the Bellevue School District.

**Commented [KM15]:** We should explore whether this needs to be addressed/updated. Do we need to contact the County about this pump station? Can the school provide us with this information?

**Storm Drainage**

Federal clean water regulations require jurisdictions to adopt and implement stormwater management plans. Medina is a National Pollutant Discharge Elimination System (NPDES) Phase II permittee, and adopted its Stormwater Management Program in 2023, which is aligned with the requirements set forth in Ecology’s Western Washington Phase II Municipal Stormwater Permit, current as of August 1, 2019. Plan in 1993 (updated 2009). To comply with NPDES requirements, the City will be updating its stormwater regulations by the end of 2016 to comply with the Department of Ecology’s 2012 Stormwater Management Manual.

In addition, King County CPPs direct all jurisdictions to manage natural drainage systems for water quality and habitat ~~considerations~~functions, minimize erosion and sedimentation, protect public health, reduce flood risks, and moderate peak stormwater runoff rates including erosion, sedimentation, flood risk, storm water runoff, and public health. Jurisdictions should work cooperatively to establish, monitor, and enforce consistent standards for managing streams and wetlands throughout drainage basins. ~~in shared basins are to coordinate regulations to manage the basins and the natural drainage system.~~

Medina operates and maintains its own storm drainage system. In recent years, significant storm

events have concentrated attention on deficiencies of the system. Problems related to the system deficiencies have included standing water on roadways, flooded basements, soil erosion, and, in at least one case, slope failure causing severe property damage. Many of the inadequacies of the

overall system can be attributed to poor on-site management of stormwater runoff on individual properties. To address this problem, in 2009 the City adopted new regulations to control stormwater discharges in Medina. The regulations define allowed, prohibited, and conditional discharges, and require owners of individual properties to implement best management practices. Additionally, the regulations require property owners to maintain, repair, or replace private stormwater facilities. Such facilities are subject to annual inspection. The 2009 regulations also adopted the Stormwater Management Manual for Western Washington and subsequent amendments for regulation of development, redevelopment, and construction.

Certain sections of the City-owned system were identified as requiring an upgrade to correct old or undersized lines and to install pollution control devices (e.g., catch basins, oil separators). Since the adoption of the 2009 stormwater regulations, Medina has improved a number of stormwater facilities, including:

- Installation of outlet (flood) control on the Medina Park stormwater ponds;
- Installation of storm drain pipe along Evergreen Point Road north of SR 520 to replace open ditches;
- Installation of oil/water separators upstream of major drainage basin outfalls into Lake Washington; and
- Installation of storm drain pipe along NE 28<sup>th</sup> Street to replace open ditches.

Additional ongoing City programs, including annual street sweeping and storm basing cleaning, further support the City's stormwater management goals.

**CAPITAL FACILITIES PLAN**

The City will most likely intend to continue to have water and sewer service provided by the City of Bellevue. Bellevue has indicated that they have adequate capacity to continue to service the relatively stable population in Medina.

Medina Elementary School, Bellevue Christian School, and St. Thomas School are all near or at enrollment capacity. School administrators at Bellevue Christian School have indicated there are no major expansions planned for this facility in the foreseeable future.

As described previously, the City's current Stormwater Management Plan Program identifies sets forth a task to prepare a Stormwater Management Action Plan that would inventory and map major drainage delineated basins, investigate the health of the basin, and prioritize or determine which basins should be retrofitted or preserved (see Figure X) (see Figure 10) and addresses drainage system problems. The plan program includes analysis of overall system condition and capacity, identification of a set of stormwater management techniques, a model ordinance to address development on individual properties, and a suggested capital improvement program. The majority of the capital improvements outlined in the Comprehensive Stormwater Management Plan Program focus on annual as-needed maintenance, repair, and improvements to the City's existing stormwater infrastructure, increasing the flow capacity of a number of individual sections of the system and reconditioning some of the open ditches (see Figure 11).

Recommendations concerning the control of point sources of stormwater runoff are aimed at either providing stormwater retention/detention and/or encouraging the use of the best

**Commented [KM16]:** To discuss with Ryan Osada - are these flooding issues still current today, or did the 2009 regulations resolve the issue?

**Commented [KM17]:** Update as needed once we hear back from Bellevue.

**Commented [KM18]:** Update as needed once we hear back from the schools

**Commented [KM19]:** Update figure after received from Ryan

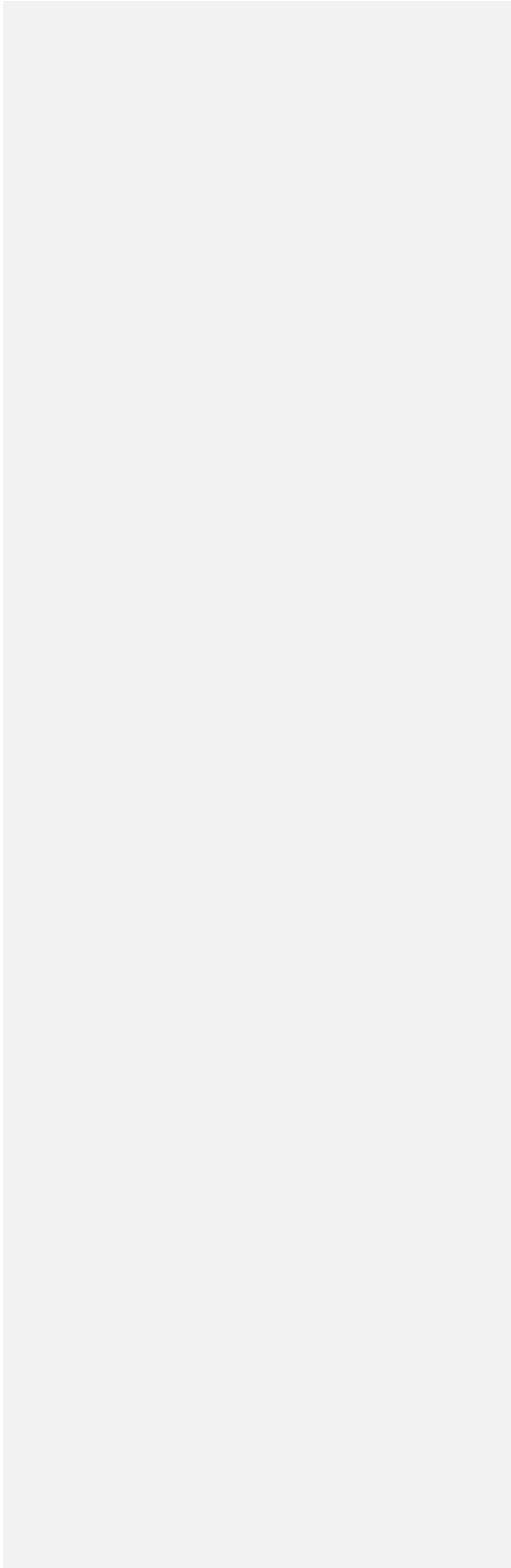
**Commented [KM20]:** Ensure this figure is correctly represented

**Formatted:** Highlight

**Formatted:** Highlight

**Commented [KM21]:** Ensure this is accurate

management practices as defined under Department of Ecology guidelines. The Stormwater





Management ~~Plan~~ Program encourages the use of public information programs or other such educational efforts to raise the awareness of City residents concerning water quality issues and solutions.

The City's ~~Six~~ 6-Year Capital Improvement Plan is listed in Appendix B.

**Commented [KM22]:** Ensure the updated version is attached

**GOALS**

CF-G1 To have adequate, ~~cost effective~~ cost-effective, and efficient capital facilities and services for the City's needs.

**POLICIES**

CF-P1 The Six-Year Capital Improvement Plan ~~shall~~ should be periodically updated to reflect the projected needs of the community.

CF-P2 The City Council may periodically evaluate the adequacy of City facilities; ~~consideration of facility adequacy could include that of water conservation, efficiency, demand reduction efforts, and disaster resiliency in the siting or expanding of capital facilities. If there is any consideration of the development of to develop new facilities, or the expansion of expand on or maintain existing facilities to support forecasted growth,~~ a full comprehensive financial analysis, including cost justification, must be completed before any proposal is recommended to Council.

**Commented [KM23]:** Edits here are recommended to incorporate CPP PF-10 more fully (see pg. 116 of the complete gap analysis)

**Commented [KM24]:** Edits here are recommended to incorporate CPP PF-27 more fully (see pg. 120 of the complete gap analysis)

CF-P3 The City ~~shall~~ should continue to contract with the City of Bellevue for water and sewer services, ~~and should ensure all Medina residents have access to a safe, reliably maintained, and sustainable drinking water source that accommodate current and future needs,~~ ~~The City should collaborate with or otherwise support facility or infrastructural improvements at the City of Bellevue aimed at requiring water reuse or reclamation and at reducing the rate of energy consumption used to provide water and sewer services, potentially through the use of low-carbon, renewable, or alternative energy sources,~~

**Commented [KM25]:** Edits here are recommended to incorporate CPP EC-18 more fully (see pg. 17 of the complete gap analysis)

**Commented [KM26]:** Edits here are recommended to incorporate CPP PF-6 more fully (see pg. 121 of the complete gap analysis)

CF-P4 The City should make improvements to the stormwater system based on the ~~City of Medina Comprehensive Stormwater Management Plan~~ Program, ~~including increasing the flow capacity of a number of individual sections of the stormwater system and reconditioning some of the open ditches,~~

**Commented [KM27]:** Edits here are recommended to incorporate CPP PF-11, PF-15, and PF-16 (see pg. 117 of the complete gap analysis)

CF-P5 The City ~~shall~~ should maintain requirements for stormwater retention/detention and/or the use of the best management practices as defined under Department of Ecology guidelines, and according to the objectives of the Puget Sound Water Quality Management Plan.

**Commented [KM28]:** Recommend deleting - the Program is revised annually and its prioritized improvements may change more routinely than the Comp Plan.

CF-P6 The City ~~shall~~ should pursue stormwater management strategies to ~~promote the use of low-impact development management techniques,~~ minimize flooding, ~~minimize significant erosion to natural drainage ways,~~ ~~avoid impacts to natural features,~~ and reduce degradation of water quality; ~~these strategies apply holistically throughout the City, prevent or mitigate harmful environmental hazards, and inherently increase environmental resiliency in frontline communities,~~

**Commented [KM29]:** Edits here are recommended to incorporate CPP EN-3 more fully (see pg. 29-30 of the complete gap analysis)

**Commented [KM30]:** Edits here are recommended to incorporate CPP EN-6 more fully (see pg. 31-32 of the complete gap analysis)

**Commented [KM31]:** Edits here are recommended to incorporate CPPs EN-5 and EN-25 more fully (see pg. 30 of the complete gap analysis)

CF-P7 The City ~~shall~~should encourage the use of public information programs or other such educational efforts to raise the awareness of City residents concerning water quality and quantity issues and solutions.

~~CF-P8 The City should support the development of regional plans for long-term water provision to support growth and to address the potential impacts of climate change and fisheries protection on regional water sources with other neighboring jurisdictions.~~

~~CF-P9 The City should support reused or reclaimed water to be used, where feasible, at its parks, schools, and golf course.~~

**Commented [KM32]:** This policy has been drafted to implement CPP PF-5 (see pg. 122 of the complete gap analysis)

**Commented [KM33]:** This policy has been drafted to implement CPP PF-6 (see pg. 122 of the complete gap analysis)



# MEDINA, WASHINGTON

## AGENDA BILL

Monday, March 25, 2024

**Subject:** Comprehensive Plan Update – Housing Element

**Category:** City Council Business

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

### **Summary**

Medina City Council, Planning Commission, Park Board, Staff and Consultants will work toward having a complete draft of the updated Comprehensive Plan available for public comment by the beginning of June 2024. *This process will follow the revised Comprehensive Plan Flowchart approved by City Council at their February 26, 2024, regular meeting, which includes Council's initial review of each Comprehensive Plan Element's Gap Analysis prepared by Medina's consulting planning firm (LDC, Corp.) and its direction for the Planning Commission to further review and collaborate on revisions to each Comprehensive Plan Element.*

Council's direction to allow staff, LDC, the Planning Commission, and the DSC to collaborate on **revising the Housing Element** at future meetings will be requested at the March 25, 2024, Council meeting.

Focused consideration is requested by the Council on the following components of the revised Housing Element:

1. The edits that have been made to the Housing Element align the Element with the requirements of the Revised Code of Washington (RCW) and with the findings of the Housing Needs Assessment. **Do the edits to the Housing Element adequately represent the vision and intention of the community?**
2. **Is there general comfort with the edits made to the goals and policies reflecting an address of the CPPs/MPPs and RCW requirements?**

This Comp Plan process meets and supports Council's priorities 2, 3 and 5.

Council Priorities:

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

Priorities met:

2. Preserving and fostering the development of a variety of housing types, sizes and densities to accommodate the diverse needs of all members of the community while maintaining Medina's high-quality residential setting.

3. Clear guidelines are key to the efficient and effective completion of the periodic update of the City of Medina Comprehensive Plan by the December 31, 2024, deadline. The Council-approved flowchart is designed to accomplish this.
5. Preserving the quiet, sylvan neighborhood character of Medina

**Attachments**

1. Medina Comp Plan Update Schedule Matrix
2. Medina Comp Plan Update Flowchart
3. City of Medina Housing Element (existing)
4. City of Medina Housing Element (draft version, revised with redlines visible)

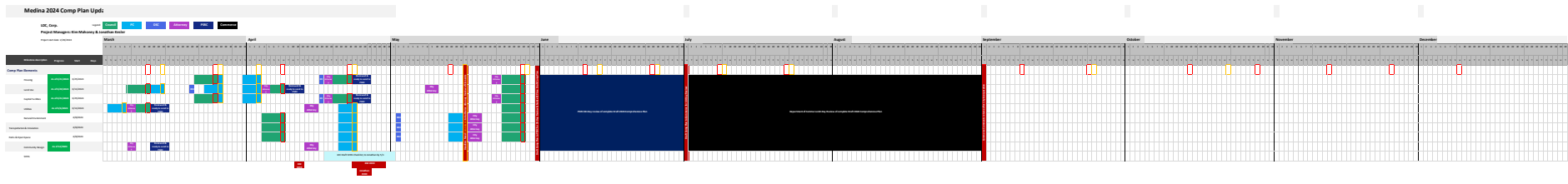
**Budget/Fiscal Impact:** None.

**Recommendation:** Discussion and direction.

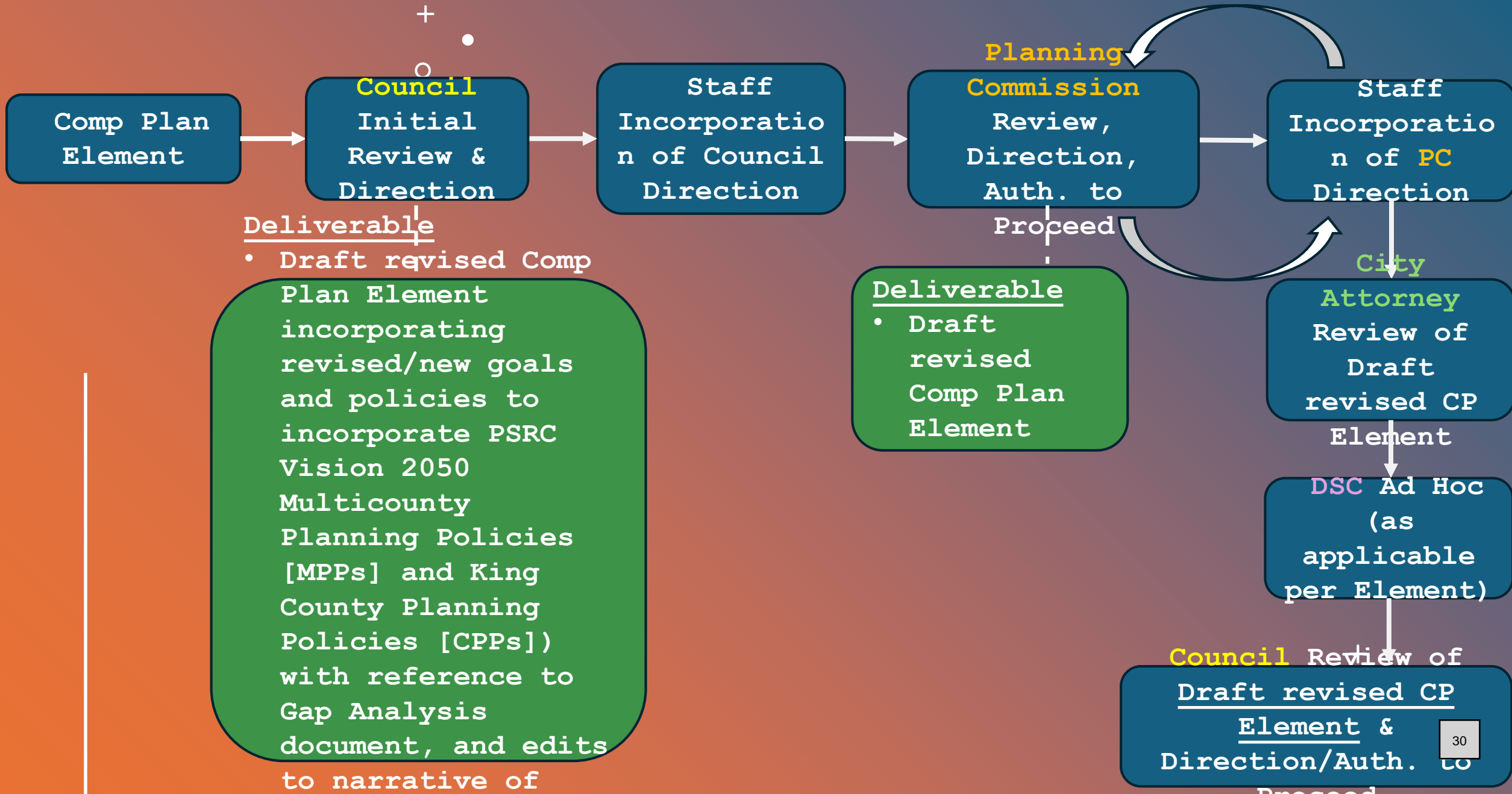
**City Manager Approval:** 

**Proposed Council Motion:** “I move to allow staff to continue revising the Comprehensive Plan’s Housing Element with the Planning Commission and with the DSC, consistent with the Comprehensive Plan Update Flowchart.”

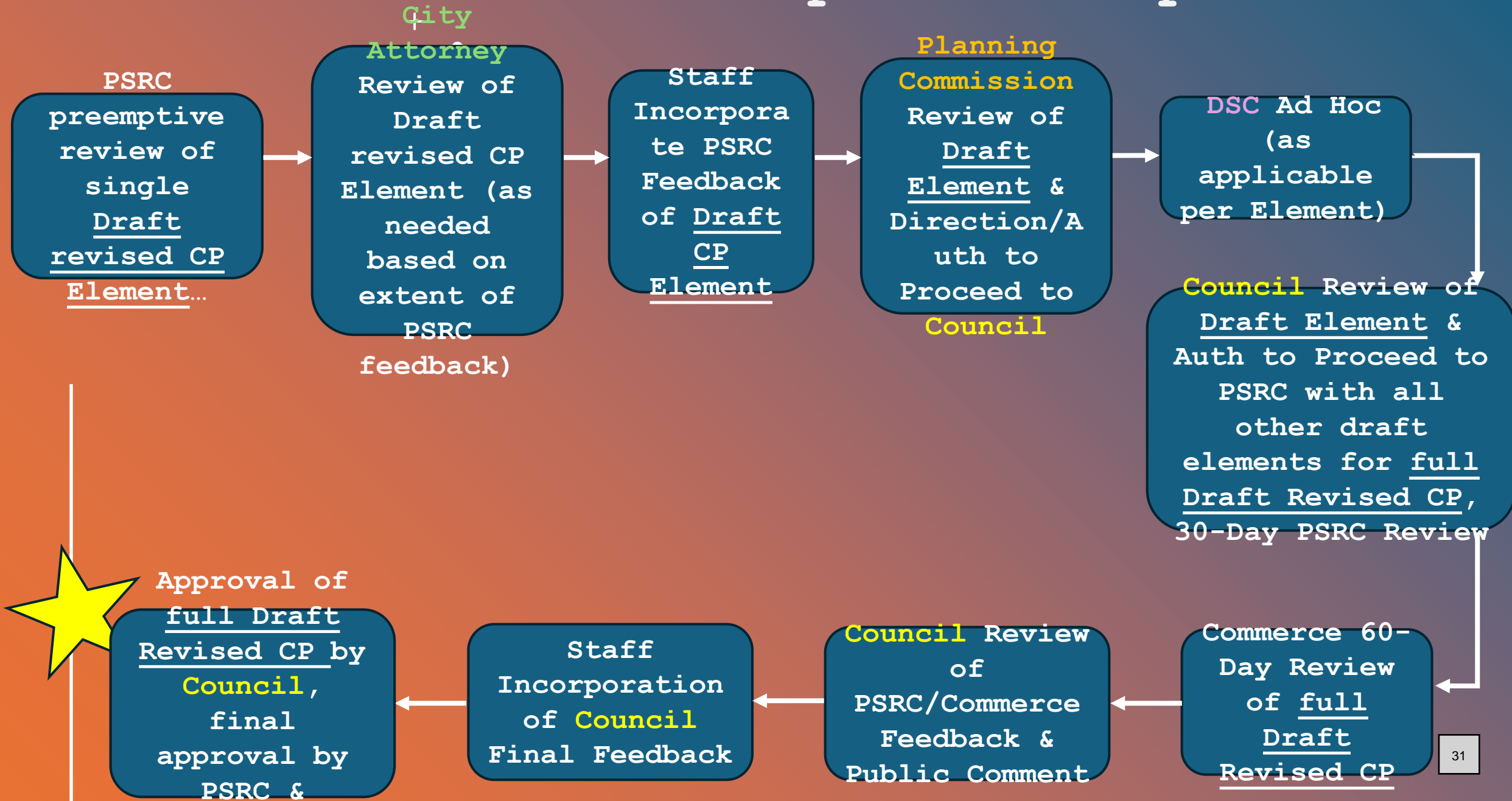
Time Estimate: 30 minutes



# Revised Path to Comp Plan Adoption



# Revised Path to Comp Plan Adoption



# 1. HOUSING ELEMENT

## INTRODUCTION

The Growth Management Act (GMA) requires a housing element that ensures the vitality and character of established neighborhoods. This element includes:

1. An inventory and analysis of existing and projected housing needs;
2. A statement of goals, policies and objectives, and mandatory provisions for the preservation, improvement, and development of housing, including single-family residences;
3. Identification of sufficient land for housing, including, but not limited to, government assisted housing, housing for low-income families, manufactured housing, multifamily housing, and group homes and foster care facilities; and
4. Adequate provisions for existing and projected needs of all economic segments of the community.

In addition, King County countywide planning policies (CPP) require that each jurisdiction take actions that will collectively meet the expected growth in, and make housing available to, all economic segments of the county population. Medina's ability to participate at this level is limited by a lack of available and suitable building sites and the realities of the real estate market. However, the City participates in region-wide planning efforts to address affordable housing and homelessness through ARCH, A Regional Coalition for Housing, described further below.

## EXISTING CONDITIONS

While Medina is an incorporated city, its character and function are more like that of a mature residential neighborhood within a larger community. According to the 2010 U.S. Census of Population and Housing, there are 1,162 total housing units in the City. Housing units are in the form of detached single-family units on individual lots. There are no multiple-family structures and current zoning does not allow such development. Medina is an established residential community that abuts single-family residential areas of Hunts Point, Clyde Hill, and Bellevue. Medina maintains a high percentage of owner-occupied units (89.1%) and a vacancy rate of 8.7 percent. Since 2000, the percentage of owner-occupied units has decreased from 98.7 percent, while the vacancy rate has increased from 4.6 percent. Medina's development pattern is consistent with that of neighboring communities.

**Table 2. Medina Housing Statistics**

Housing Measure	Value
Housing units	1,162
Vacant housing units	101 (8.7%)
Occupied housing units (households)	1,061
- Owner occupied	945 (89.1%)



- Renter occupied	116 (10.9 %)
Persons per household	2.80

Source: 2010 U.S. Census

## PROJECTED HOUSING NEEDS

According to PSRC's 2013 Land Use Targets dataset, Medina is expected to accommodate 81 additional households by the year 2035.

Given the projected population increase of 46 persons, this increase in households would occur through a gradual reduction of the current average household size from 2.80 persons per household to 2.64 persons per household, which is consistent with anticipated demographic changes (see discussion of Future Growth Issues in Land Use Element).

The adopted growth target for Medina is an additional 27 housing units by the year 2035. Therefore, the majority of the projected additional households would be accommodated through existing housing stock, increasing Medina's occupancy rate to approximately 96 percent by the year 2035.

For a thorough study of Medina's existing and projected housing needs, including housing affordable across a range of income levels, please refer to the *East King County Housing Analysis* (ARCH 2013).

## HOUSING PLAN

Medina has several mechanisms to assist in the provision of affordable housing. These are as follows:

- Adult Family Homes are permitted within existing households as a home occupation. This provides housing opportunities for a segment of the population that often has difficulty obtaining reasonably priced, quality housing.
- Current regulations allow domestic employees to reside in separate units on the properties where they work.
- Additional detached units are allowed to be constructed on properties where there is sufficient lot size to meet the underlying, minimum zoning.
- Accessory dwelling units are permitted in all residential zoning districts subject to the requirements of the Medina Municipal Code.
- The City makes contributions to ARCH (A Regional Coalition for Housing), to support regional affordable housing. ARCH staff advises the City on addressing existing and projected housing needs, and administers Medina's affordable housing programs. The ARCH trust fund helps create affordable housing for low- and very low-income households and people who have special needs or are homeless.

Beyond these mechanisms, the City may actively explore other reasonable means to address affordable housing issues. One consideration is to broaden the definition of accessory dwelling units to allow them to be built as separate structures on the same lot, but subject to other existing

requirements. This would allow a measure of affordability without significantly changing the City's character, provided that other existing requirements of MMC Section 23.34.020 are met.

**GOALS**

- H-G1 The City shall preserve and foster housing development consistent with Medina’s high-quality residential setting.
- H-G2 The City shall explore affordable housing opportunities.

**POLICIES**

- H-P1 The City shall minimize changes to existing zoning designations except as to meet above goals when deemed necessary by citizens.
- H-P2 The City shall consider ways to restrict the size of homes in order to retain the character of the community.
- H-P3 The City shall seek to maintain the informal single family character of its neighborhoods, including preventing the intrusion of non-residential activities.
- H-P4 When a home is constructed such that it may potentially have no feasible resale market as a single family residence, the owners should be aware that this would not set the stage for a future conversion to a nonresidential use.
- H-P5 The City should work with cities and community representatives on countywide or subregional funding sources for housing development, preservation, and related services.
- H-P6 The City should continue participation in inter-jurisdictional organizations to assist in the provision of affordable housing on the Eastside.
- H-P7 The City shall continue to make contributions to agencies that support affordable housing.
- H-P8 The City shall explore additional affordable housing options that are compatible with the City’s high-quality residential setting.
- H-P9 The City shall not discriminate between a residential structure occupied by persons with handicaps and a similar residential structure occupied by a family or other unrelated individuals.
- H-P10 The City shall assure that zoning does not unduly restrict group homes or other housing options for persons with special needs by making reasonable accommodations in its rules, policies, practices, and services, when such accommodations may be necessary, to afford persons with disabilities equal opportunity to use or enjoy a dwelling.
- H-P11 The City shall permit group living situations that meet the definition of “family status”, including where residents receive such supportive services as counseling, foster care, or medical supervision, within a single family house.
- H-P12 To reduce the loss of households, the City should discourage lot aggregation that impacts the scale and character of the neighborhood.

[This page intentionally left blank]

# HOUSING ELEMENT

## INTRODUCTION

Medina's Housing Element describes the community's vision for ensuring the vitality and character of its neighborhoods while meeting the goals and requirements of the Growth Management Act (GMA) requires a housing element that ensures the vitality and character of established neighborhoods and King County's Countywide Planning Policies (CPP). This element includes: The GMA requires local Housing Elements to include an inventory and analysis of existing and projected housing needs for all economic segments of the community. Medina's Housing Needs Assessment (HNA) is an addendum to the Housing Element.

Through its adopted plans and policies, the city pursues opportunities to:

- Preserve the quiet, sylvan neighborhood character.
  - Encourage residential development compatible in scale with the surrounding housing.
  - Promote and encourage green building practices.
1. An inventory and analysis of existing and projected housing needs;
  2. A statement of goals, policies and objectives, and mandatory provisions for the preservation, improvement, and development of housing, including single-family residences;
  3. Identification of sufficient land for housing, including, but not limited to, government assisted housing, housing for low-income families, manufactured housing, multifamily housing, and group homes and foster care facilities; and
  4. Adequate provisions for existing and projected needs of all economic segments of the community.

In addition, King County countywide planning policies (CPP) require that each jurisdiction take actions that will collectively meet the expected growth in, and make housing available to, all economic segments of the county population. Medina's ability to participate at this level is limited by a lack of available and suitable building sites and the realities of the real estate market. However, the City participates in region-wide planning efforts to address affordable housing and homelessness through ARCH, A Regional Coalition for Housing, described further below.

This Housing Element works in conjunction with land use, transportation, capital facilities, and utilities elements in this Comprehensive Plan. For instance, the infrastructure and services required for housing are described in the Capital Facilities and Utilities Elements. Consideration of denser housing along transit corridors supports the city's transportation objectives. A full understanding of Medina's housing goals and policies should include an examination of these other Comprehensive Plan elements.

**EXISTING CONDITIONS**

While Medina is an incorporated city, its character and function are more like that of a mature residential neighborhood within a larger community. According to the 2021 U.S. Census of Population and Housing, there are 1,113 total housing units in the City. ~~Housing units are in the form of detached single-family units on individual lots. There are no multiple-family structures and current zoning does not allow such development.~~ Medina is an established residential community that abuts ~~single-family~~ residential areas of Hunts Point, Clyde Hill, and Bellevue. Medina maintains a high percentage of owner-occupied units (81.5%) and a vacancy rate of 5.03%. Since 2015, the percentage of owner-occupied units has decreased from 89.17%, while the vacancy rate has ~~decreased~~ increased from 84.76%. Medina's development pattern is consistent with that of neighboring communities.

**Table 12. Medina Housing Statistics**

Housing Measure	Value
Housing units	1,113
Vacant housing units	59 (5.03%)
Occupied housing units (households)	1,054
- Owner occupied	859 (81.5%)
- Renter occupied	195 (18.5 %)
Persons per household	2.8

Source: 2021 U.S. Census

~~Although the number of total housing units in Medina has decreased since the last Comprehensive Plan update, down approximately 4.2% from 1,162 units in 2015 to 1,113 in 2021, the number of larger households has increased. Larger households, composed of 4-or-more people, make up the greatest proportion of Medina's households at 38.5% (406), followed by 2-person households at 35.5% (374), 1-person households at 17% (178), and finally 3-person households at 9% (96) (Table 2). When the occupancy is separated into homeowners and renters (Table 3), 2-person households make up the largest proportion of owner-occupied units at 39.5% (339), followed by 4-or-more person households at 36.8% (316). 4-or-more person households make up the largest proportion of renter-occupied households at 46.2% (90), followed by 1-person households at 26.7% (52).~~

**Table 2. Medina Household Size**

Household Size	Value
1-person	178 (17%)
2-person	374 (35.5%)
3-person	96 (9%)
4-or-more people	406 (38.5%)
Total Households	1,054

Source: 2021 U.S. Census

**Table 3. Medina Household Size by Occupancy Type**

<b>Household Size</b>	<b>Owner</b>	<b>Renter</b>
1-person	126 (14.7%)	52 (26.7%)
2-person	339 (39.5%)	35 (17.9%)
3-person	78 (9.1%)	18 (9.2%)
4-or-more people	316 (36.8%)	90 (46.2%)
<b>Total Households</b>	<b>859</b>	<b>195</b>

*Source: 2021 U.S. Census*

This larger household size correlates with more children living in the city. 44% (462) of households in Medina have children and of those, 74% (340) are between the age of 6 to 17 years. In general, Medina has a higher percentage of children under the age of 18 (26.2%) than both King County (20.2%) and the state of Washington (22.1%). This, along with the general population increase in the surrounding jurisdictions, could be a factor in the uptick of bike and park usage that has been noted over the past few years.

Consistent with regional and national trends, the proportion of Medina’s population over the age of 65 continues to increase. Residents 65 and older account for 19% of Medina’s population with 39% of those seniors being over the age of 75. 34% of households have one or more people 65 years of age or older and of those, 10.6% are living alone. As a historically single-family residential city, it is this aging population that are most at risk for displacement due to a number of factors that are both within (e.g., encouraging the development of smaller houses, ADU’s, and reducing permit fees) and beyond (e.g., property taxes) the city’s control.

**PROJECTED HOUSING TARGET NEEDS**

A housing target, as defined in the GMA, is based on regional forecasts and allocations in Puget Sound Regional Council’s (PSRC) VISION 2050 and sets the minimum expectation for the amount of housing that Medina will need to plan for in the Comprehensive Plan Update for 2024. The City of Medina has a 2019-2044 housing unit target of 19 units as adopted in King County’s Countywide Planning Policies (CPP’s), or 1,132 units by 2044. As part of the Comprehensive Plan update, jurisdictions must demonstrate zoned or planned capacity for their growth target. As a fully built-out community with no adjacent land to annex, Medina has an existing buildable net capacity of 8 units which means there is a capacity deficit of 11 units.

The predominant development pattern in Medina happens through redevelopment where an older home is demolished and replaced by a new one. With the 2023 passage of missing middle legislation (HB 1110 and HB 1337) by the Washington State Legislature, denser, neighborhood-scale housing such as duplexes will be allowed in every zoning district except for those parcels with a critical area (e.g., the Shoreline Jurisdiction, steep slopes, etc.). Although a deficit of 11 units might initially seem to be an insurmountable goal, the city has always exceeded the growth target set by King County. The middle housing land use change will create an opportunity for Medina to organically and easily meet its growth target through redevelopment.

~~According to PSRC's 2013 Land Use Targets dataset, Medina is expected to accommodate 81 additional households by the year 2035.~~

~~Given the projected population increase of 46 persons, this increase in households would occur through a gradual reduction of the current average household size from 2.80 persons per household to 2.64 persons per household, which is consistent with anticipated demographic changes (see discussion of Future Growth Issues in Land Use Element).~~

~~The adopted growth target for Medina is an additional 27 housing units by the year 2035. Therefore, the majority of the projected additional households would be accommodated through existing housing stock, increasing Medina's occupancy rate to approximately 96 percent by the year 2035.~~

~~For a thorough study of Medina's existing and projected housing needs, including housing affordable across a range of income levels, please refer to the *East King County Housing Analysis* (ARCH 2013).~~

## **AFFORDABLE HOUSING PLAN**

A major challenge for all Eastside communities is to provide affordable housing opportunities for all economic segments of the community. The Growth Management Act (GMA) affirms the city's responsibility to meet this challenge in its goal to: Plan for and accommodate housing that is affordable to all economic segments, including emergency and permanent supportive housing; and plan for housing units necessary to meet statewide projections for moderate, low, very low, and extremely low-income households.

Medina has several mechanisms to assist in the provision of affordable housing. These are as follows:

- Adult Family Homes Special Housing Needs such as foster homes, adult daycares, permanent supportive housing, and transitional housing are all permitted within existing households as a home occupation the city. This provides housing opportunities for a segment of the population that often has difficulty obtaining reasonably priced, quality housing.
- Current regulations allow domestic employees to reside in separate units on the properties where they work.
- Additional detached units are allowed to be constructed on properties where there is sufficient lot size to meet the underlying, minimum zoning.
- Accessory dwelling units are permitted in all residential zoning districts subject to the requirements of the Medina Municipal Code.
- The City makes contributions to ARCH (A Regional Coalition for Housing), to support regional affordable housing. ARCH staff advises the City on addressing existing and projected housing needs, and administers Medina's affordable housing programs. The ARCH trust fund helps create affordable housing for low-



and very low-income households and people who have special needs or are homeless.

~~Beyond these mechanisms, the City may actively explore other reasonable means to address affordable housing issues. One consideration is to broaden the definition of accessory dwelling units to allow them to be built as separate structures on the same lot, but subject to other existing requirements. This would allow a measure of affordability without significantly changing the City's character, provided that other existing requirements of MMC Section 23.34.020 are met.~~

~~Medina is part of the U.S. Department of Housing and Urban Development's (HUD) Seattle-Bellevue Metro Area, which includes all of King County. In 2021, the area median income for the Seattle-Bellevue Metro area was \$115,700 while Medina's median household income was over \$250,000 for owner-occupied housing units, \$160,856 for renters, and \$208,500 across all households. It is important to note that although Medina's median household income is higher than the AMI, and therefore more households are less likely to face housing affordability challenges than the typical residents of the HUD Seattle-Bellevue Metro Area, Medina does have residents whose incomes fall below.~~

~~Approximately 18.9% of all Medina households earn less than 80% of the AMI with a higher percentage of renters (33.4%) compared to homeowners (16.5%) earning less than 80% AMI. Renters, who are more likely to be families with children, tend to spend a greater proportion of their income on housing compared to homeowners. More homeowners are persons on fixed incomes, including elderly residents.~~

~~Policy H-1 of the 2021 King County Countywide Planning Policies (CPP's) establishes a countywide need for housing in 2044 by percentage of AMI. Table 5 demonstrates the allocation of projected housing units by income level, as established by the CPP's. To meet the 19 new housing units, King County has allocated 8 units between 0-30% AMI, 3 units between 31-50% AMI, and 8 units between 51-80% AMI. Medina has an abundance of housing units affordable to an AMI of 81% and greater which is why there are no units allocated in those AMI brackets. This is not to indicate that market rate housing cannot be built, but rather that Medina must plan for and accommodate in a manner that seeks to increase housing choice. Success will primarily be defined by whether Medina has adopted and implemented policies and plan(s) that, taken together and in light of available resources, can reasonably be expected to support and enable the production or preservation of units needed at each affordability level.~~

**Table 5. Allocation of Projected Housing Units by Income Level**

<b>Percentage of Area Median Income (AMI)</b>	<b>Units</b>
0-30%	8
31-50%	3
51-80%	8
81-100%	0
101-120%	0
Above 120%	0

*Source: King County Countywide Planning Policies, 2022.*

Jurisdictions are also required to plan for and accommodate emergency housing and permanent supportive housing. King County has allocated 3 permanent supportive housing units and 4 emergency housing units. Table 6 shows the 2044 projected housing units that include emergency housing and permanent supportive housing units.

**Table 6. Allocation of Projected Housing Units Including Permanent Supportive and Emergency Housing**

	<u>0 to ≤30%</u>							<b>Emergency Housing Needs</b>
<b>Total</b>	<b>Non-PSH</b>	<b>PSH</b>	<b>≥30 to ≤50%</b>	<b>≥50 to ≤80%</b>	<b>≥80 to ≤100%</b>	<b>≥100 to ≤120%</b>	<b>&gt;120%</b>	
<u>Net New Need 2019-2044</u>	<u>5</u>	<u>3</u>	<u>3</u>	<u>8</u>	-	-	-	<u>4</u>

*Source: King County Countywide Planning Policies, 2022.*

## GOALS

- ~~H-G1~~ The City shall ~~P~~preserve and foster the development of a variety of housing types, sizes, and densities development consistent with to accommodate the diverse needs of all members of the community while maintaining Medina's high-quality residential setting.
- ~~H-G2~~ The City shall explore affordable housing opportunities.

## POLICIES

- ~~H-P1~~ The City shall minimize changes to existing zoning designations except as to meet above goals when deemed necessary by citizens. **This is a land use policy, not housing.**
- ~~H-P4~~ When a home is constructed such that it may potentially have no feasible resale market as a single family residence, the owners should be aware that this would not set the stage for a future conversion to a nonresidential use. **This is a land use policy, not housing.**
- ~~H-P12~~ To reduce the loss of households, the City should discourage lot aggregation that impacts the scale and character of the neighborhood. **This is a land use policy not housing and one that isn't reflected in the code.**

### Community Values and Quality Neighborhoods

- ~~H-P1.~~ Ensure new development is consistent with citywide goals and policies, including but not limited to sustainable site standards, landscaping and tree retention requirements, and diversity of housing options.
- ~~H-P23.~~ The City shall seek to Mmaintain the informal single-family residential character of its neighborhoods including preventing intrusion of non-residential activities.
- ~~H-P3.~~ Support and encourage through the use of appropriate incentives ways to meet Medina's housing needs, including a need for a variety of household sizes, incomes, and types.
- ~~H-P4.~~ Promote fair and equal access to housing for all persons and prohibit any activity that results in discrimination in housing.

### Development Standards

- ~~H-P5.~~ Craft regulations and procedures to provide a high degree of certainty and predictability to applicants and the community-at-large to minimize unnecessary time delays in the review of permit applications, while still maintaining opportunities for public involvement and review.

H-P62. The City shall consider ways to Restrict the size and scale of new and remodeled homes in order to retain the informal, sylvan character of the community.

H-7. Consider encouraging Dark Sky lighting with new development.

H-8. Support and promote the development of accessory dwelling units (ADUs) within new and existing residential developments.

### Affordable Housing

HP-96. The City should Continue participation in regional and inter-jurisdictional organizations, such as King County, A Regional Coalition for Housing (ARCH), and other Eastside jurisdictions to assess the need for and to assist in the provision of affordable housing on the Eastside.

H-P10. City shall Continue to make contributions to agencies that support affordable housing.

H-P11. Support the construction of housing types that are available to very low, low, and moderate income households. The City shall explore affordable housing opportunities.

H-P128. The City shall explore additional Encourage affordable housing options that are compatible with the City's high-quality residential setting; including the preservation and rehabilitation of older housing stock to create affordable housing.

H-P135. The City should Continue to work with cities and community representatives on countywide, or subregional, state and federal funding sources for housing development, preservation, and related services.

H-P14. Limit short-term rentals as they can limit the availability of housing for full-time residents.

H-P15 Consider incentives that will encourage the construction of more affordable housing.

### Special Housing Needs

H-P169. Ensure development regulations allow for and have suitable provisions to accommodate housing opportunities for special needs populations. The City shall not discriminate between a residential structure occupied by persons with handicaps and a similar residential structure occupied by a family or other unrelated individuals.

H-P170. Provide reasonable accommodation for special housing needs throughout the city, while protecting residential neighborhoods from potential adverse impacts. The City shall assure that zoning does not unduly restrict group homes or other housing options for persons with special needs by making reasonable accommodations in its rules, policies, practices, and services.

~~when such accommodations may be necessary, to afford persons with disabilities equal opportunity to use or enjoy a dwelling.~~

~~H-P184. Encourage a range of housing types for seniors that are affordable at a variety of incomes. The City shall permit group living situations that meet the definition of "family status", including where residents receive such supportive services as counseling, foster care, or medical supervision, within a single family house.~~

~~H-P19. Encourage and support accessible design and housing strategies that provide seniors the opportunity to remain in their own community as their housing needs change.~~



# MEDINA, WASHINGTON

## AGENDA BILL

March 25, 2024

**Subject:** 77<sup>th</sup> Ave NE Path Entrance

**Category:** Discussion

**Staff Contact:** Ryan Osada, Director of Public Works

### **Summary**

The path entrance at 2030 77<sup>th</sup> Ave NE connects 77<sup>th</sup> Ave NE and 78<sup>th</sup> Ave NE. This pathway is frequently used and has been an essential part of Medina's walkway infrastructure. Coming from the south, the sidewalk abruptly ends at a set of stairs. Coming from the north, the entrance crosses the driveway of 2030 77<sup>th</sup> Ave NE with variable slopes. Over the past year, there have been changes made to the area, which have not fully addressed ADA and ROW compliance issues.

This project meets and supports Council's priorities 1-5:

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

### **Attachment**

Power Point

**Budget/Fiscal Impact:** \$73,000.00 - \$93,000.00

**Recommendation:** Direction

**City Manager Approval:** 

### **Proposed Council Motion:**

Option A "I move to direct staff to proceed with Option 1 with the estimated cost of \$73,000.00."  
 Option B "I move to direct staff to proceed with Option 2 with the estimated cost of \$93,000.00."

**Time Estimate:** 30 minutes

# 77TH AVE NE PATH ENTRANCE



# BACKGROUND

- Pedestrian path connecting 77th Ave NE & 78th Ave NE
- Sidewalk ends at path with stairs
- Adjacent to 2030 77th Ave NE driveway entrance





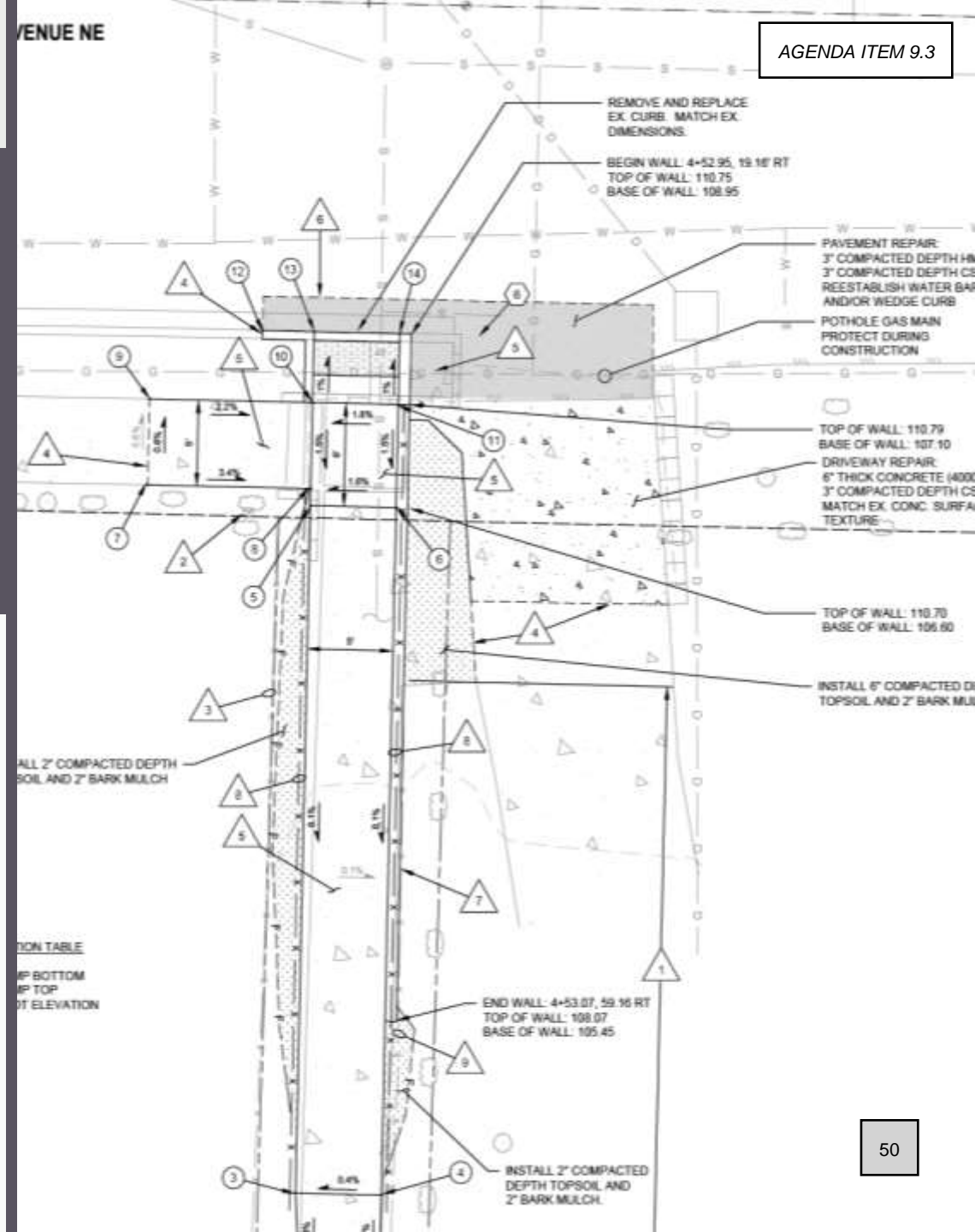
# COMPLAINTS

- Vehicular hazards with wall/drop off area
- Pedestrian safety at stair wall and driveway
- ADA Compliance



# RAMP PLAN #1

- October 2022
- Bid Proposal ~\$90,000.00
- Council direction to bring a lower cost design




# AC WATERMAIN BREAK 10.9.2023



- 240,000 gallons
- Impacted two homes

# ROW PERMIT

- Site repairs
- Remove and replace concrete driveway

 <b>DEVELOPMENT SERVICES</b>		<b>RIGHT-OF-WAY PERMIT APPLICATION</b>							
501 EVERGREEN POINT ROAD MEDINA, WA 98039 PHONE: 425-233-6414/6400		<b>AGENDA ITEM 9.3</b>							
Property Information									
Project location:	2030 77th Ave NE	<input type="checkbox"/> Street Excavation <input checked="" type="checkbox"/> Street Use	Permit No. PW-ROW-23-073						
Agent / Primary Contact									
Name:	[REDACTED]	Email:	[REDACTED]						
Contact Phone:	[REDACTED]	Alternative Phone:							
Mailing Address:	2030 77th Ave NE	City:	Medina State: WA Zip: 98039						
Project Information									
Check all that apply: <input type="checkbox"/> Curb and Sidewalk Cutting <input type="checkbox"/> Water Installation <input type="checkbox"/> Power Installation <input type="checkbox"/> Telephone Installation <input checked="" type="checkbox"/> Driveway <input type="checkbox"/> Sanitary Sewer Installation <input type="checkbox"/> Natural Gas Installation <input type="checkbox"/> Cable TV Installation <input type="checkbox"/> Tree Trimming/Removal <input type="checkbox"/> Drainage Installation <input type="checkbox"/> Other:									
Location in ROW	Traffic Control	Excavation Method	Excavation Dimensions						
<input type="checkbox"/> Off pavement <input type="checkbox"/> On or under pavement <input checked="" type="checkbox"/> Both	<input checked="" type="checkbox"/> Signs <input type="checkbox"/> Barricades <input checked="" type="checkbox"/> Cones <input type="checkbox"/> Flaggers	<input type="checkbox"/> Open Cut <input type="checkbox"/> Boring <input checked="" type="checkbox"/> Other: <u>Small excavator</u>	<table border="1"> <thead> <tr> <th>Length</th> <th>Width</th> <th>Height</th> </tr> </thead> <tbody> <tr> <td>22'</td> <td>25'</td> <td>8"-10"</td> </tr> </tbody> </table>	Length	Width	Height	22'	25'	8"-10"
Length	Width	Height							
22'	25'	8"-10"							
<b>Brief description of the scope of work:</b> Demo existing driveway and prep ground for new driveway due to water main break and subsequent sink hole.									
<b>Describe the type of cutting and digging equipment:</b> Small excavator to demo concrete and prep ground.									
<b>Describe backfill, method of compaction and type of material:</b> Install 6" of 5/8" gravel compacting every 3" of gravel for solid base.									
<b>Restoration of pavement method:</b> N/A Replacing concrete driveway.									
Street Closures									
Construction will require <input type="checkbox"/> Full <input checked="" type="checkbox"/> Partial <input type="checkbox"/> No street closure.		Will excavation be left open overnight? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No							
Identify the affect street(s): <u>77th Ave NE</u>		Date(s) of closures: <u>TBD</u>							
Conditions of Approval									
1. I have read and will comply with the City of Medina Right-of-Way Construction requirements. 2. I will notify the Utilities Locator Dispatch at least 48 hours prior to construction (1-800-424-5555). 3. I will inform the City of Medina Development Services Department (425-233-6414) at least 48 hours prior to construction and after the site has been restored, cleaned and is ready for final inspection. 4. I will restore and maintain the following to the satisfaction of the City Engineer for a period of two years: pavement, grade of pavement, and the shoulder at this ROW site. 5. I will hold the City of Medina harmless for all claims, damages, and litigation costs which might arise as a result of this construction, or maintenance of the facilities installed at this site.									
By signing below, I agree to follow all conditions of approval, ordinances and policies of the city applicable to my project, and that all applicable information furnished in support of this application is true, correct and complete.									
Signature: _____		Date: _____							
City Use Only									
Date Received: <u>1 / 1</u>	<input checked="" type="checkbox"/> No pavement cut/boring	Approved: <u>[Signature]</u> <u>2023</u>							
Fee: _____	<input checked="" type="checkbox"/> Permit approved subject to ROW requirements and conditions attached	Issued: <u>1 / 1</u>							
	<input checked="" type="checkbox"/> Bond is on file. Bond # <u>100273057</u>								

# CURRENT LAYOUT

- Adjacent homeowner removed concrete driveway
- Plantings in the landscape strip
- Leyland Cyprus trees in the ROW
- Plans to install a new concrete driveway

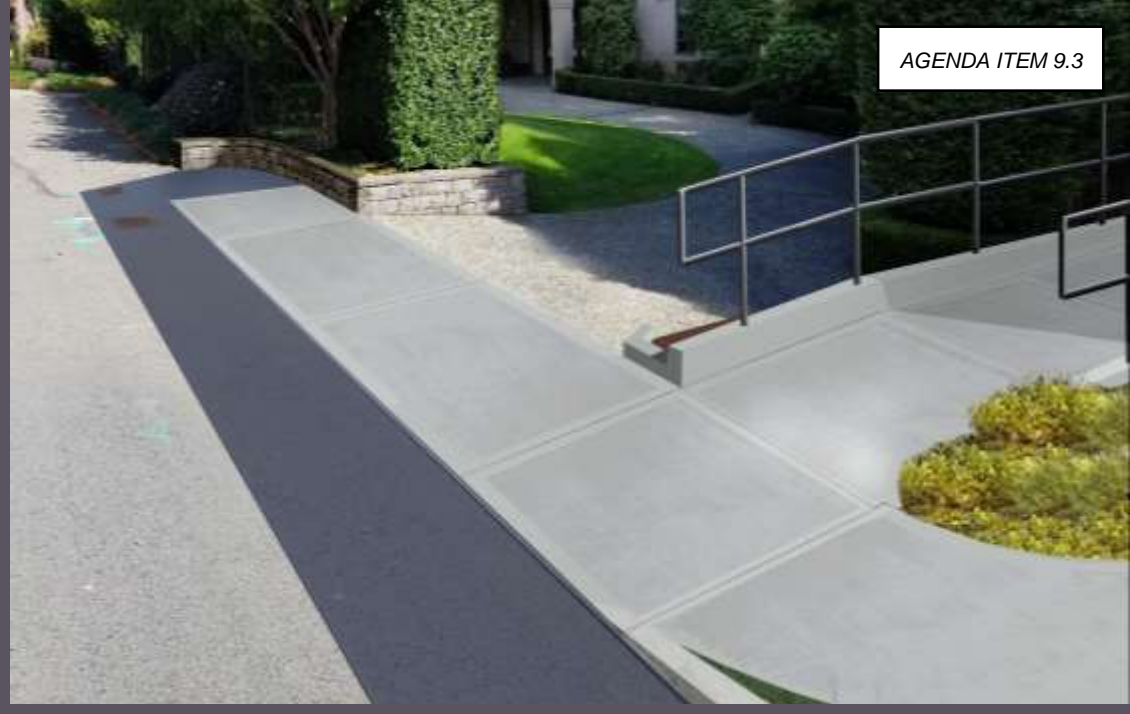




# OPTION #1

Estimated Cost \$73,000.00

## OPTION #2



- Similar to Option 1
- Addition of Driveway Apron
- Additional asphalt
- Estimated Cost \$93,000.00

# Option 1 and 2 – side by side

Option 1



Option 2



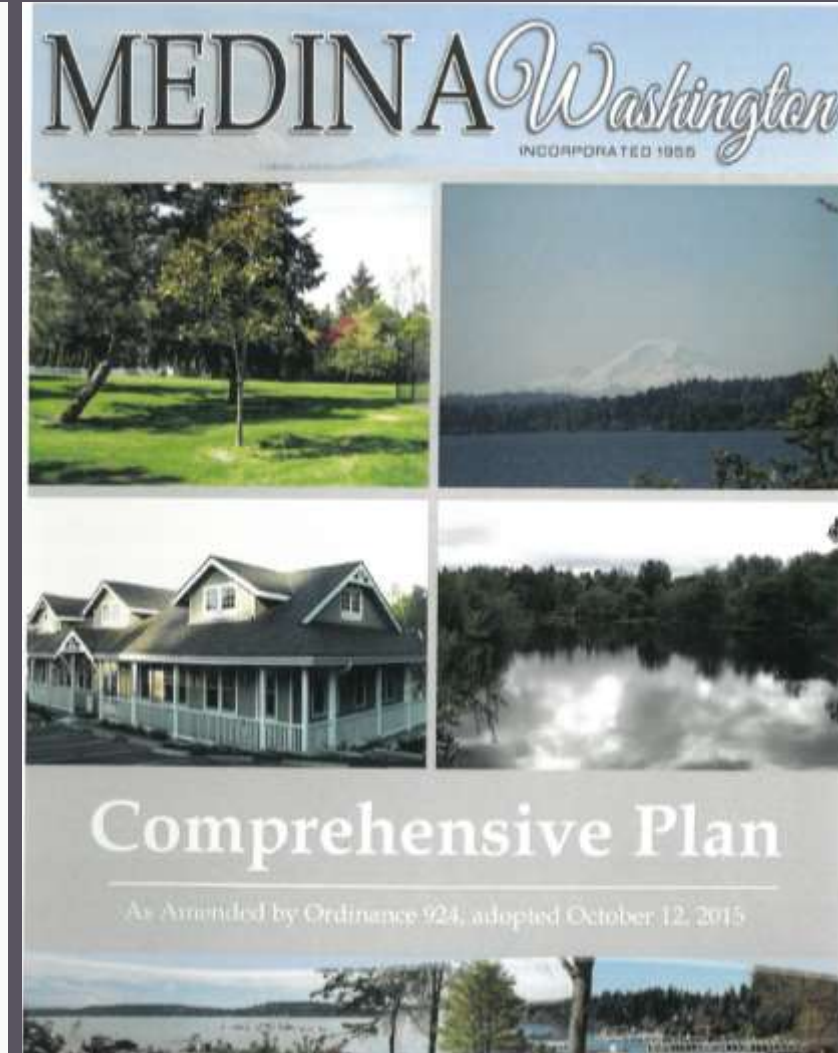


# 2015 COMPREHENSIVE PLAN

## Transportation & Circulation Element

T-G2: To enhance pedestrian and bicycle access throughout the City.

T-P2.5: Pedestrian and nonmotorized improvements should be designed and prioritized to improve pedestrian and nonmotorized safety.



# DISCUSSION & QUESTIONS



Council Direction



Budget



ROW



# MEDINA, WASHINGTON

## AGENDA BILL

March 25, 2024

**Subject:** Retreat Work Plan Follow-up

**Category:** City Council Business – Discussion

**Staff Contact:** City Manager Steve Burns

### **Summary**

The Medina City Council Retreat was held on Saturday, February 10, 2024, at Overlake Golf and Country Club. The purpose of the retreat was to set goals and priorities for 2024 and 2025.

Staff has created the attached draft work plan as a guide for Council discussion, direction, and action for 2024 and 2025 at the March 25th Medina Council Meeting.

Additionally, staff has provided a chart labeled “2024/2025 Agenda Items Council Dates - List” to assist with a visual perspective of the upcoming two years, a 2024\_2025 Potential Agenda Items Council Dates – Chart, a memo with additional items for Council consideration and possible direction, and lastly, the City Council meeting calendar with work plan items highlighted – pending Council direction or approval.

This is intended to start the discussion to identify items of priority for the Council and to create an efficient plan to accomplish the Council’s objectives.

The draft work plan supports all of the Council’s goals and priorities.

Council Priorities:

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

### **Attachments**

1. 2024 Medina City Council 2024/2025 Work Plan.
2. 2024/2025 Potential Agenda Items Council Dates – List.
3. 2024/2025 Potential Agenda Items Council Dates – Chart.
4. Additional Staff Items.
5. 2024 City Council Calendar.

**Budget/Fiscal Impact:** Varies upon approved Council work plan.

**Recommendation:** Discussion, direction and possible action.

**City Manager Approval:** 

**Proposed Council Motion:** “I move to approve the 2024/2025 City Council work plan as discussed and directed.”

Time Estimate: 45 minutes

Medina City Council 2024/2025 DRAFT  
Proposed Work Plan

\* indicates task is over 1 year old

CITY MANAGER					
TASK:	SUBPARTS:	Council Meeting Date and Notes/Direction:	Status:	Council Calendar:	Completion Date:
Right-of-Way Policies (ROW)	Street Vacation Code Update	<p>12/11/2023 - Regular Meeting</p> <p>Council directed staff to prepare a workplan as to issues and options for right-of-way management for future Council review and discussion and prepare a final workplan for review and adoption prior to April 23, 2024.</p> <p>Council directed staff to take into consideration comments from resident Rosalie Gann. (12/11/23 minutes). "On a process level, she suggested that the City Council create requirements to increase transparency and timely communications with neighbors. Residents should not have to submit a public records request to find out about an issue that has the potential to impact their neighborhood. She asked Council to consider a similar process to construction proposals that are sent out via direct mail and placards onsite. On a policy level, she requested that Council consider before selling Medina-owned land, that Council seriously and meticulously anticipate adverse, long-term, and unintended consequences of the city's sale of collective land."</p>	<p>February 26, 2024 Council Meeting, City Attorney Jennifer Robertson updated Council on moratorium.</p> <p>Council directed staff to prepare a workplan and set the public hearing for April 8.</p> <p>Public Hearing and Workplan scheduled for April 8 Council Meeting.</p>	<p>4/8/2024 - Moratorium Ext.</p> <p>5/13/2024 - Work Plan</p> <p>7/8/2024 - Work Plan Follow-up</p>	
TASK:	SUBPARTS:	Council Meeting Date and Notes/Direction:	Status:	Council Calendar:	Completion Date:
*SR-520 Lid: Discussions with WSDOT	SR-520 Lid Maintenance	<p>Points Communities have retained Jack McCullough as our representative for mediation with WSDOT. Mediator selection and scheduling are ongoing in discussions between McCullough and WSDOT.</p> <p>Mediation likely to occur in May 2023, considering mediator availability.</p>	<p>Mediation set for May 8 and 9, 2024. Staff is working with Points Communities and McCullough in preparation for upcoming mediation.</p> <p>Council updated on 3/11/24</p>		
	SR-520 Joints Noise Mitigation	<p>3/13/23 - Regular Meeting</p> <p>Project update by UW prof Per Reinhall and WSDOT engineer Evan Grimm. Positive technical progress reported.</p> <p>State legislature did not fund continuation of joint noise mitigation study. Project suspended pending funding source.</p>	<p>Working with State of Washington to get funding for the University of Washington Phase 3 testing. Washington State 2024 Transportation Budget <b>did not</b> include this funding. Staff is continuing to work with lobbyists to identify other funding possibilities.</p> <p>Council updated on 3/11/24</p>		
	Communication	<p>2/10/24 - City Council Retreat</p> <p>Develop a plan on how to keep the community informed of status.</p>	<p>Communication Plan will be presented at June 10, 2024 Council Meeting.</p>	6/10/2024	
TASK:	SUBPARTS:	Council Meeting Date and Notes/Direction:	Status:	Council Calendar:	Completion Date:
*Solid Waste	Weekly Recycling and Compost Pick-ups	<p>11/13/23 - Regular Meeting</p> <p>City Manager Steve Burns gave an update on moving to weekly recycling, including composting. Staff will invite Wendy Weiker from Republic Services to give a presentation to Council as well as work on a survey to send out to the community the first quarter of 2024.</p>	<p>Working with Republic Services to get cost estimates for added service to residents. A survey to go out to receive input from residents to gage the level of importance for adding the service.</p>	5/28/2024	
TASK:	SUBPARTS:	Council Meeting Date and Notes/Direction:	Status:	Council Calendar:	Completion Date:

Annual City Manager Review	Wrap-Up of 2023 Review	<p>Council directed only one specific action for follow-up by City Manager: "To accelerate his learning of city management policy and process, we ask Steve to create a learning plan that reflects this feedback and share it with Council." (S Burns Annual Review, 11/14/23) "The Personnel Committee will schedule some time to review this with you (Burns)."</p> <p>Executive session meeting between S Burns and Gokul, Johnston, Reeves, &amp; Rossman expected to finalize and close out 2023 process</p>	Personnel Committee to schedule meeting for wrap-up of 2023 review.		
TASK:	SUBPARTS:	Council Meeting Date and Notes/Direction:	Status:	Council Calendar:	Completion Date:
Resident Welcome Packet		<p>Goals: to help new residents have comfortable transition to Medina; to improve neighbor relations by establishing shared expectations; to improve emergency preparedness; to market Medina's high quality residential character and attract people drawn to it</p> <p>Potential inclusions: # to call before cutting down a tree, garbage bin rules, noise code quiet hours, construction and landscaping work times, parking, housewatch program, emergency preparedness committee/resources, etc.</p> <p>2/10/24 - City Council Retreat</p> <p>Council directed staff to look at Resident Welcome Packet and come to Council with a plan.</p>	<p>City of Medina "Community" page New Residents - adding "Need to Know" resource box to include # to call before cutting down a tree, garbage bin rules, noise code quiet hours, construction and landscaping work times, parking, housewatch program, emergency preparedness committee/resources, etc. Page located at <a href="https://www.medinawa.gov/community/page/new-resident-resources">https://www.medinawa.gov/community/page/new-resident-resources</a>.</p> <p>Staff is preparing a letter from the City addressing Medina specific issues to be aware of as well as contact resources. First Review for Council will be in June 2024.</p>	6/10/2024	
TASK:	SUBPARTS:	Council Meeting Date and Notes/Direction:	Status:	Council Calendar:	Completion Date:
Council Goals & Work Plan Visible and Trackable Online, including status, current calendar expectations, and links to relevant staff work			Tabled until Work Plan is adopted.		
TASK:	SUBPARTS:	Council Meeting Date and Notes/Direction:	Status:	Council Calendar:	Completion Date:
Short-term Rentals		<p>10/23/23 - Regular Meeting</p> <p>Council requested that the City Attorney and staff look at... business licenses for short term rentals. Council will continue their independent research including in more detail the city of Leavenworth code as it pertains to short term rentals."</p> <p>Re vacant homes and issues regarding lack of maintenance and inability to contact owners/managers when a problem is found, Council requested that the City Attorney and staff look at current code, specifically right of way cost recovery and the city's existing nuisance code...</p> <p>There was also significant discussion regarding whether/how City could require registration of an agent or other contact if a home is to be left unoccupied for some period of time, in response to issues raised by Chief Sass.</p>	<p>Staff to work with City Attorney to determine when to bring to Council.</p> <p>If adopted into Work Plan, staff proposes this as a 2025 task.</p>		
TASK:	SUBPARTS:	Council Meeting Date and Notes/Direction:	Status:	Council Calendar:	Completion Date:

<p><b>Vacant Houses</b></p>		<p>10/23/23 - Regular Meeting</p> <p>Vacant homes and issues regarding lack of maintenance and inability to contact owners/managers when a problem is found, Council requested that the City Attorney and staff look at current code, specifically right of way cost recovery and the city's existing nuisance code...</p> <p>There was also significant discussion regarding whether/how City could require registration of an agent or other contact if a home is to be left unoccupied for some period of time, in response to issues raised by Chief Sass.</p>	<p>Staff to work with City Attorney to determine when to bring to Council.</p> <p>If adopted into Work Plan, staff proposes this as a 2025 task.</p>		
-----------------------------	--	--	--	--	--

**DEVELOPMENT SERVICES**

TASK:	SUBPARTS:	Council Meeting Date and Notes/Direction:	Status:	Council Calendar:	Completion Date:
<p><b>Comprehensive Plan</b></p>	<p>Community Design Element</p> <p>Housing Element</p> <p>Utilities</p> <p>Land Use</p> <p>Natural Environment (with Shoreline Sub-Element)</p> <p>Transportation &amp; Circulation</p> <p>Parks and Open Spaces</p> <p>Capital Facilities</p> <p>Stormwater Management</p>	<p>Council First Review on 11/27/23</p> <p>Council First Review on 1/22/24</p> <p></p> <p></p> <p></p> <p></p> <p></p> <p></p> <p>Council &amp; Planning Commission have been asked to consider implications of increased impervious surface area as a result of development [Staff to DSC]</p>	<p>Element has been drafted by the City. Ready for DSC Review in April 2024</p> <p>Element has been drafted by the City. Ready to send to PSRC and Commerce for Review.</p> <p>Started 3/11/2024</p> <p>Started 3/11/2024</p> <p>Estimated to start in April.</p> <p>Estimated to start in April.</p> <p>Estimated to start in April.</p> <p></p>	<p></p> <p>3/25/2024</p> <p></p> <p>4/8/2024</p> <p>4/8/2024</p> <p>4/8/2024</p> <p>4/8/2024</p> <p>3/25/2024</p> <p></p>	<p></p> <p></p> <p></p> <p></p> <p></p> <p></p> <p></p> <p></p>
<p><b>Zoning</b></p>	<p>Comp Plan</p>	<p>5/22/23 - Regular Meeting</p> <p>As part of the Comprehensive Plan update, Council directed staff to work with Planning Commission to look at reconfiguring parts of R-16, creating a smaller zoning district and applying it to lots that more appropriately fit that standard, allowing the City greater nuance with zoning controls in the future.</p> <p>DSC discussed and agreed on possible approach based on common understandings within the city, which also included adjustments to boundaries of adjoining zoning districts.</p>	<p>Planning Manager Jonathan Kesler to include in 2025 Planning Commission Workplan to be presented to Council at the November 2024 Council Meeting.</p>	<p>11/12/2024</p>	<p></p>
<p><b>Lot Coverage</b></p>		<p>5/22/23 - Regular Meeting</p> <p>Council also directed staff to work with Planning Commission to look at decreasing impervious surface and structural coverage per staff recommendation</p>	<p>Planning Manager Jonathan Kesler to include in the Planning Commission Workplan to be presented at the November 12, 2024 Medina Council Meeting.</p>	<p>11/12/2024</p>	<p></p>
<p><b>Implementation of HB 1110 Middle Housing</b></p>	<p>Grant Funding</p>	<p>9/11/23 - Regular Meeting</p> <p>Council approved staff to apply for the middle housing grant in the amount of \$35,000 with help of Mayor &amp; staff as needed.</p>	<p>Development Services Director Steve Wilcox to provide update to Council on April 8 at City Manager/Department Directors Report.</p>	<p>4/8/2024 - DS Report</p>	<p></p>

	Council Consideration of Hiring Specialized Experts	11/13/23 - Regular Meeting Council directed staff to come back to Council at the December meeting with... potential options, in addition of hiring a planner, to include the cost savings or increase for use of a land use attorney and consultants.	Hired new Planning Manager, Jonathan Kesler Hired new City Attorney, Jennifer Robertson Hired new Planning Consultants, LDC		Completed
	Education for Council and PC re: state legislative requirements	Initial planning discussions expected at DSC Q1 of 2024.	City Attorney Jennifer Robertson will update Council at the June 24 Council Meeting.	6/24/2024	
<b>TASK:</b>	<b>SUBPARTS:</b>	<b>Council Meeting Date and Notes/Direction:</b>	<b>Status:</b>	<b>Council Calendar:</b>	<b>Completion Date:</b>
Implementation of HB 1337 (ADU/DADU update)			Once confirmed on Council's Work Plan, staff needs direction.		
<b>TASK:</b>	<b>SUBPARTS:</b>	<b>Council Meeting Date and Notes/Direction:</b>	<b>Status:</b>	<b>Council Calendar:</b>	<b>Completion Date:</b>
Wireless Facility Regulations		In Spring 2023, Council discussions relating to T-Mobile proposal that was unacceptable to community raised questions about whether current wireless facility code is sufficiently protective of community interests and character. When code was adopted, Council was assured that it was as protective as could be within limitations of federal law. That's no longer clear, given T-Mobile experience. Interest expressed in updating and strengthening code with this experience in mind, to prevent recurrence as best possible.	Telecom Law Firm can update Medina' Wireless Facility Regulation for a flat rate of \$12,350. They will prepare and deliver the Small Wireless Facilities policy and Permit Application Form. Not included in 2024 budget - can include in 2025 budget. Budget option for 2024 - use City Attorney funding. Staff to present to Council for discussion and direction.	June City Council Budget Retreat TBD	
<b>TASK:</b>	<b>SUBPARTS:</b>	<b>Council Meeting Date and Notes/Direction:</b>	<b>Status:</b>	<b>Council Calendar:</b>	<b>Completion Date:</b>
Nonadministrative Variances Policy		2/10/24 - City Council Retreat Council directed staff to review and amend the non-administrative variance policy.	Staff to clarify with Council as task assigned during the Council Retreat Follow-up in March 2024.	3/25/2024 4/8/2024	
<b>TASK:</b>	<b>SUBPARTS:</b>	<b>Council Meeting Date and Notes/Direction:</b>	<b>Status:</b>	<b>Council Calendar:</b>	<b>Completion Date:</b>
CAP Minor Code Amendment		Amendment to Construction Activity Permit to require sign for project down private lane be visible to public, as consistent with sign's notice purpose.		4/22/2024	
<b>TASK:</b>	<b>SUBPARTS:</b>	<b>Council Meeting Date and Notes/Direction:</b>	<b>Status:</b>	<b>Council Calendar:</b>	<b>Completion Date:</b>
Tree Code	Violations Section	7/10/23 - Regular Meeting Council directed staff to include "special treatment for legacy and landmark trees in the draft ordinance. 9/11/23 - Regular Meeting Staff will send the proposed changes to the Department of Commerce for review. Following the Department of Commerce review, staff will bring an ordinance to the Council at a future meeting for discussion, direction and action.	Development Services Director Steve Wilcox to send proposed changes to DSC for review and discussion at a future DSC Meeting. Placed on the June 24 Council Meeting for discussion and approval.	6/24/2024	



	Updates	<p>1/23/23 - Regular Meeting</p> <p>Motion Reeves to direct city staff to prepare for Council consideration draft amendments to the Medina Municipal Code Chapter 16.52 Tree Management Code according to the six (6) "Short-term Solutions" bullet points as presented at the 1/23/23 meeting by our tree code consultants. This was seconded by Zook and carried by a 6:1 (Garone dissented) vote.</p> <p>Motion Reeves to direct staff to prepare for Council consideration a plan for a comprehensive review of the Medina Municipal Code Chapter 16.52 Tree Management Code. This was seconded by Johnston and carried by a 6:1 (Garone dissented) vote.</p>	<p>Wilcox to provide a status update at the April 8 Council Meeting during the City Managers/Department Directors Report.</p>	4/8/2024 - DS Report	
--	---------	---	---	----------------------	--

**FINANCE/HR**

TASK:	SUBPARTS:	Council Meeting Date and Notes/Direction:	Status:	Council Calendar:	Completion Date:
Property Tax Levy Planning	Future Planning	<p>Current levy lid lift was a 10 year plan, intended to provide financial stability through at least 2029. According to the 2024 adopted budget memo, "crossover to deficit spending is still on track for 2027 with the Levy stabilization amount predicted to supplement the general fund until at least 2031."</p> <p>2/10/24 - City Council Retreat</p> <p>Council moved Property Tax Levy Planning to the Budget Retreat in June of 2024.</p>	<p>Agenda item will be on the 2024 second quarter Finance Committee Meeting.</p>	<p>June City Council Budget Retreat TBD</p>	

TASK:	SUBPARTS:	Council Meeting Date and Notes/Direction:	Status:	Council Calendar:	Completion Date:
HR Lifecycle and Personnel Manual Updates	HR System	<p>10/24/22 - City Council Retreat</p> <p>Implement a full HR system that covers employee lifecycle" was identified as one of "priorities for staff to work on in 2023</p>	<p>Finance/HR Director Wagner gave an update on the HR Manual at the March 11 Council Meeting.</p> <p>Personnel Committee will discuss at their Mar 26, 2024 Meeting</p>		
	Revised & Updated Personnel Manual	<p>Staff reported intent to work with outside vendor to update and streamline personnel policy manual, while keeping existing Medina-specific policies intact. Council to review and approve new product after staff work complete.</p>	<p>Finance/HR Director Wagner to give update on HR Manual at March 11 Council Meeting.</p>		
	Adopt process for manual & HR policy revisions that includes City Manager and Council		<p>Finance/HR Director Wagner to give update on HR Manual at March 11 Council Meeting.</p>		
	Updated City Job Descriptions		<p>Will refer to Personnel Committee to clarify what action Council wants taken on this item.</p>		
	Clear Process for Staff Departure and Related Expectations		<p>Staff needs further clarification from Council on this topic at Retreat Follow-up Meeting. (Exit Interview???)</p>		

**PUBLIC WORKS**

TASK:	SUBPARTS:	Council Meeting Date and Notes/Direction:	Status:	Council Calendar:	Completion Date:
*Right of Way Policies	Privately Maintained ROW	<p>12/11/23 - Regular Meeting</p> <p>Council directed "staff to prepare a workplan as to issues and options for right-of-way management for future Council review and discussion and prepare a final workplan for review and adoption prior to April 23, 2024.</p>	<p>Based on discussion at the February 26 Council Meeting, Staff and City Attorney propose to make this Phase 2 in handling the ROW polices. Phase 1 would be to address the <i>Street Vacation Code Update</i> in 2024 and then handle Phase 2 of <i>Privately Maintained ROW and City ROW Policies</i> in 2025.</p>	<p>Proposed February, 2025</p>	

City ROW Policy	2/10/24 - City Council Retreat Create Street ROW Policy to include large lots Add clarity to "Allowable Parking" to ROW Policy	Staff recommends combining this with Privately Maintained ROW. Based on discussion at the February 26 Council Meeting, Staff and City Attorney propose to make this Phase 2 in handling the ROW polices. Phase 1 would be to address the Street Vacation Code Update in 2024 and then handle Phase 2 of Privately Maintained ROW and City ROW Policies in 2025.	Proposed February, 2025	
Hedge Reimbursement	Former City Manager Michael Sauerwein presented Council with a "Hedge Trimming Policy" in September 2019 with the recommendation to create a formal process to include billing property owners if the City does the work. Council Action - Council directed staff to work with residents by providing notice of hedge overgrowth and give them the option to trim themselves or the city will trim and bill the resident for cost recovery.	No further action has been taken. * Staff could work with the City Attorney to create an ordinance that allows the City to be reimbursed for the cost of performing the work to clear the right-of-way, either by Public Works or hiring an independent vendor to perform the work.  If adopted into Work Plan, additional direction is needed and staff proposes this as a 2025 task.		

TASK:	SUBPARTS:	Council Meeting Date and Notes/Direction:	Status:	Council Calendar:	Completion Date:
*Stormwater Management	Infrastructure	3/28/22 - Regular Meeting  Council directed staff to create a roadmap with priorities tentatively by the end of the year that will include maintenance as well as Capital projects. Public Works will work in tandem with Development Services on major construction projects to determine any impact fees or any up front requirements for approvals.  11/14/22 - Regular Meeting  Council directed staff to include for future presentations and agenda items to include... discussion of storm drainage....	Council is provided a yearly CIP that covers capital projects. Stormwater projects are broadly listed. The Public Works Project List provides specific projects for the current calendar year. Costs and details are covered during the January Council Meeting. Storm water projects are covered specifically in the Project List and are presented to Council at the January Meeting. Project List will be included in Public Works Director monthly report.		
	Funding	4/24/23 - Regular Meeting  Council directed staff to move forward with funding stormwater infrastructure using capital reserves.	CURRENTLY COMPLETED: BUDGETED ACCORDING TO THIS DIRECTION IN 2024. 2024 budget and 6-year CIP/TIP/non-TIP plans call for stormwater infrastructure funding from REET.		11/13/2023 Budget Adoption
	In Connection with Comp Plan and Housing - See Comp Plan under DS				

TASK:	SUBPARTS:	Council Meeting Date and Notes/Direction:	Status:	Council Calendar:	Completion Date:
77th Ave NE Sidewalk		10/10/22 - Regular Meeting  Council removed a construction plan & contract for the north end of the 77th sidewalk from the consent agenda and "directed staff to come back with alternative new design options.  At January 2024 meeting, Council discussed new driveway and plantings apparently permitted by city at the end of the paved sidewalk in the same location. Council discussion tabled to future meeting after staff has had further opportunity to consult & consider.	Staff will provide Council with options and take feedback from Council on 77th sidewalk at the March 25 Council Meeting.	3/25/2024	

TASK:	SUBPARTS:	Council Meeting Date and Notes/Direction:	Status:	Council Calendar:	Completion Date:
Buildings/Facilities Management Planning		3/13/23 - Regular Meeting  Council directed staff to report back to Council with a list of improvements for both city hall and the post office. The list of improvements should be in priority order and noted where in the budget they are funded.	Staff will present to the Council at the March 11 Council Meeting addressing the priority list of improvements - this cover the two sections below for City Hall and Post Office.		3/11/2024

	City Hall	<p>10/9/23 - Regular Meeting</p> <p>Council also requested that staff add a future agenda item to discuss City Hall and how we are currently using the building and how we see using the building in the future as a public resource.</p> <p>Improvements per CIP/TIP:                  2024: Repaint exterior, excluding trim                  2025: Repaint interior                  2026: Reroof building</p> <p>Improvements expected per 2024 Capital Fund Preliminary Project List: City Hall Carpet Replacement</p>	<p>Council also requested that staff add a future agenda item to discuss City Hall and how we are currently using the building and how we see using the building in the future as a public resource.</p>	7/8/2024	
	Post Office	<p>Improvements expected per CIP/TIP:                  2024: Repaint exterior                  2025: Repaint interior                  2027: Reroof building</p> <p>Improvements expected per 2024 Capital Fund Preliminary Project List: HVAC</p>	<p>Staff will present to the Council at the March 11 Council Meeting addressing the priority list of improvements - this cover the two sections below for City Hall and Post Office.</p>		3/11/2024

TASK:	SUBPARTS:	Council Meeting Date and Notes/Direction:	Status:	Council Calendar:	Completion Date:
Park Memorials Policy		<p>Expected request from Department of Parks &amp; Public Works for simple policy to govern memorials in Medina Park (who can request, is there a limit on how many we want in park, how long staff will be expected to maintain plaques, etc.).</p> <p>2/10/23 - City Council Retreat</p> <p>Council referred to Park Board</p>	<p>Osada to work with Park Board on the policy.  <b>On Park Board Agenda for discussion at their March 18, 2024 Meeting.</b></p>		

TASK:	SUBPARTS:	Council Meeting Date and Notes/Direction:	Status:	Council Calendar:	Completion Date:
Parks Management	Tennis Courts	<p>7/10/23 - Regular Meeting</p> <p>Council directed staff to keep status quo, not to add pickleball striping on existing tennis courts except to extent already done (at Fairweather), &amp; not to spend more time discussing.</p> <p>REMOVE AS COMPLETED UPON CONFIRMATION that pickleball conversion is no longer in CIP/TIP/non-TIP, city budget, or other workplan</p>	<p>Will be removed for approval at the adoption of the updated 6-year CIP/TIP and Non-TIP in July.</p>	<p>6/10/2024 - CIP/TIP/Non-TIP                  7/8/2024 - CIP/TIP/Non-TIP</p>	
	Points Loop Trail	<p>7/10/23 - Regular Meeting</p> <p>Replacement signs in budget (2024 Capital Fund Preliminary Project List); Ryan Osada reports intent to coordinate with other Points Communities for consistency; Council wants updated map &amp; make available on website.</p>	<p>Osada to report to Council at the June 10 Meeting about the status on the signs.</p>	6/10/2024 Director Report	
	Park Board	<p>2/10/24 - City Council Retreat</p> <p>Council would like Park Board to develop a Work Plan to include a policy for off-leash and on-leash areas.</p>	<p>Staff will work with Park Board to develop draft work plan. An update will be provided to Council at the July Council Meeting.</p>	7/8/2024	

TASK:	SUBPARTS:	Council Meeting Date and Notes/Direction:	Status:	Council Calendar:	Completion Date:
-------	-----------	---	---------	-------------------	------------------

Undergrounding Power Lines		<p>4/24/23 - Regular Meeting</p> <p>Council requested that staff create an informational page on the city's website with updated FAQs.</p> <p>Direction followed presentation demonstrating costs of city-wide undergrounding, including to individual homeowners with older homes. Council discussed desires to inform residents and empower individual neighborhoods to understand what undergrounding would entail for them and consider Local Improvement Districts if desired.</p> <p>Consider wrap-up report to confirm what action has been taken to comply with Council's direction</p>	<p>Completed in 2023 - see <a href="https://www.mediawa.gov/publicworks/page/faq-utility-undergrounding-mediawa">https://www.mediawa.gov/publicworks/page/faq-utility-undergrounding-mediawa</a></p>		12/1/2023
----------------------------	--	---	--	--	-----------

**CENTRAL SERVICES**

TASK:	SUBPARTS:	Council Meeting Date and Notes/Direction:	Status:	Council Calendar:	Completion Date:

**POLICE**

TASK:	SUBPARTS:	Council Meeting Date and Notes/Direction:	Status:	Council Calendar:	Completion Date:

## 2024/2025 Potential Agenda Items – Upcoming Council Meetings

NOTE – The items listed in this document do not reflect all agenda items for Council Meetings.

\* Indicates the task is over one year old.

### 2024

#### March

1. March 25
  - a. 77<sup>th</sup> Ave NE Sidewalk
  - b. \*Comp Plan Elements: Housing and Capital Facilities

#### April

1. April 8
  - a. Street Vacation Extension
  - b. Grant Funding for Middle Housing
  - c. Tree Code Updates – DS Director Report
  - d. Nonadministrative Variances Policy
  - e. \*Comp Plan Elements: Land Use, Natural Environment, Transportation & Circulation, and Parks & Open Space
2. April 22
  - a. CAP Minor Code Amendment
  - b. \*Comp Plan:

#### May

1. May 13
  - a. \*Street Vacation Work Plan
  - b. \*Comp Plan
2. May 28
  - a. Solid Waste Weekly Recycling and Compost Pick-ups
  - b. \*Comp Plan – All Elements

#### June

1. June Budget Retreat –
  - a. Wireless Facility Regulations
  - b. Property Tax Levy Planning
2. June 10
  - a. Communication Plan for SR 520 Expansion Joint Noise
  - b. Resident Welcome Packet
  - c. Parks Management Tennis Courts – Included with Adoption of 6-Year CIP/TIP
  - d. Parks Management Points Trail – PW Director Report
  - e. \*Comp Plan
3. June 24
  - a. Tree Code Violations Section
  - b. Education for Council and PC re: state legislative requirements

## 2024/2025 Potential Agenda Items – Upcoming Council Meetings

### July

1. July 8
  - a. Buildings/Facilities Management Planning City Hall
  - b. Parks Management Park Board Work Plan
  - c. Parks Management Tennis Courts – Approved as part of CIP/TIP/Non-TIP
  - d. \*Comp Plan
  - e. Street Vacation Follow-up

August – No meetings

### September

1. September 9
  - a. Comp Plan

### October

1. \*Comp Plan

### November

1. November 12
  - a. Lot Coverage – Part of Proposed PC Work Plan
  - b. Zoning Comp Plan – Part of Proposed PC Work Plan

### December

2024/2025 Potential Agenda Items – Upcoming Council Meetings

**2025**

January

February

- 1. Right of Way Policies – Privately Owned ROW
- 2. Right of Way Policies – City ROW Policy

March

- 1. Wireless Facility Regulations

April

- 1. Hedge Reimbursement

May

- 1. Short Term Rentals
- 2. Vacant Houses

June

July

August – no meetings

September

October

November

December

Highlights Colors Represent Department Lead:

- 1. City Manager
- 2. Development Services
- 3. Finance/HR
- 4. Public Works

## 2024/2025 Potential Council Workplan Agenda Dates

### 2024

<p>March March 25</p> <p>a. 77<sup>th</sup> Ave Street ROW</p> <p>b. *Comp Plan Elements:</p> <ul style="list-style-type: none"> <li>• Housing</li> <li>• Capital Facilities</li> </ul>	<p>April April 8</p> <p>a. Street Vacation Ext.</p> <p>b. Grant Funding for Middle Housing</p> <p>c. Tree Code Updates</p> <p>d. Nonadministrative Variances Policy</p> <p>e. *Comp Plan Elements:</p> <ul style="list-style-type: none"> <li>• Land Use</li> <li>• Natural Environment</li> <li>• Transportation &amp; Circulation</li> <li>• Parks &amp; Open Space</li> </ul> <p>April 22</p> <p>a. CAP Minor Code Amendment</p> <p>b. *Comp Plan</p>	<p>May May 13</p> <p>*Street Vacation</p> <p>*Comp Plan</p> <p>May 28</p> <p>*Solid Waste Weekly Recycling and Compost Pick-ups</p> <p>*Comp Plan – All Elements</p>	<p>June June Budget Retreat TBD</p> <p>a. Wireless Facility Regulations</p> <p>b. Property Tax Levy Planning</p> <p>June 10</p> <p>a. Communication Plan for SR 520 Expansion Joint Noise</p> <p>b. Resident Welcome Packet</p> <p>c. Parks Management Tennis Courts</p> <p>d. Parks Management Points Trail</p> <p>e. *Comp Plan</p> <p>June 24</p> <p>a. Tree Code Violations Section</p> <p>b. Education for CC/PC re: state legislature requirements</p>	<p>July July 8</p> <p>a. Buildings/Facilities Management Planning City Hall</p> <p>b. Parks Management Work Plan</p> <p>c. Parks Management Tennis Courts</p> <p>d. *Comp Plan</p> <p>July 22</p> <p>a. *Comp Plan</p>
<p>August – No meetings</p>	<p>September September 9</p> <p>a. *Comp Plan</p>	<p>October October 14</p> <p>a. *Comp Plan</p>	<p>November November 12</p> <p>a. Lot Coverage</p> <p>b. Zoning Comp Plan</p>	<p>December</p>

**NOTE** – The items listed in this document do not reflect all agenda items for Council Meetings



## 2024/2025 Potential Council Workplan Agenda Dates

### 2025

1. Short Term Rentals – May 2025
2. Vacant Houses – May 2025
3. Wireless Facility Regulations – March 2025
4. Hedge Reimbursement – April 2025
5. Right-of-Way Policies – February 2025

Highlights Colors Represent Department Lead:

1. City Manager
2. Development Services
3. Finance/HR
4. Public Works



# CITY OF MEDINA

501 EVERGREEN POINT ROAD | PO BOX 144 | MEDINA WA 98039-0144  
TELEPHONE 425-233-6400 | [www.medina-wa.gov](http://www.medina-wa.gov)

---

**Date:** March 25, 2024

**To:** Honorable Mayor and City Council

**From:** Stephen R. Burns, City Manager

**Subject:** Additional Items of Discussions – Council

---

The Medina City Council Retreat was held on Saturday, February 10, 2024, at the Overlake Golf and Country Club. City staff has been focused and working diligently to bring forward a draft work plan as directed by the City Council.

In addition to the draft work plan, City staff wanted the Council to be aware of items that have been either presented to staff by Councilmembers via email or discussion or community members presenting at Council Meetings. None of the below listed items have been approved for action by Council. However, staff is bringing them forward for Council awareness, possible direction and/or removal altogether.

Item brought forward by either Councilmembers or community members:

1. Crosswalk Improvements on NE 24
2. St. Thomas Crosswalk Addition
3. Pickleball Courts



**MEDINA CITY COUNCIL**

2024 AGENDA/ACTION CALENDAR

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

<b>JANUARY 8, City Council Regular Meeting, 5:00 pm</b>					
<b>Item Type</b>	<b>Topic</b>	<b>Staff Contact</b>	<b>Recommendation</b>	<b>Council Action</b>	<b>Legal Notice</b>
Presentation	Oath of Office - New Councilmembers	Kellerman			
Presentation	Election of Mayor/Deputy Mayor	Kellerman			
Consent Agenda	December 2023, Check Register		Approve.		
Consent Agenda	DRAFT CC Minutes		Adopt minutes		
Consent Agenda	2024 Salary Schedule Amendment	Wagner	Adopt Ord. NO. 1024		
Legislative Hearing	None				
Public Hearing	None				
City Business					
Executive Session	RCW 42.30.110 (1)(i)				
<b>JANUARY 22, City Council Regular Meeting, 5:00 pm</b>					
<b>Item Type</b>	<b>Topic</b>	<b>Staff Contact</b>	<b>Recommendation</b>	<b>Council Action</b>	<b>Legal Notice</b>
Presentation					
Consent Agenda	Inslee Best Contract Approval for City Attorney Services	Burns			
Legislative Hearing					
Public Hearing					
City Business	Introduction of New Planning Manager and Comp Plan Update	Wilcox/Kesler			
City Business	Housing Comprehensive Plan Elements and Update	Kesler			
City Business	Council Committee and Regional Meetings	Burns			
<b>FEBRUARY 12, City Council Regular Meeting, 5:00 pm</b>					
<b>Item Type</b>	<b>Topic</b>	<b>Staff Contact</b>	<b>Recommendation</b>	<b>Council Action</b>	<b>Legal Notice</b>
Presentation	Introduction of new City Attorney				
Consent Agenda					
Consent Agenda	January and 13th Month Check Register				
Consent Agenda	Approved PC 11/20/2023 Minutes				
Consent Agenda	Approved PB 12/12/2023Minutes				

Consent Agenda	DRAFT CC 1/8, 1/11, 1/22 Minutes				
Legislative Hearing	None				
Public Hearing	None				
City Business	2021 WA State Building Code Update	Wilcox	Update/Discussion	Approved	
City Business	Comp Plan Update	Kesler			

**FEBRUARY 26, City Council Regular Meeting, 5:00 pm**

Item Type	Topic	Staff Contact	Recommendation	Council Action	Legal Notice
Presentation	None				
Consent Agenda	None				
Legislative Hearing	None				
Public Hearing	None				
City Business	Moratorium on Applications for Right-of-Way Vacation	Burns/Robertson	Discussion and direction	Public Hearing date set April 8th	
City Business	Medina Comprehensive Plan Update - Revised Flow Chart for Comp Plan	Kesler		Approved	
City Business	Comprehensive Plan Utility Element Review	Kesler		Direction Given	

**MARCH 11, City Council Regular Meeting, 5:00 pm**

Item Type	Topic	Staff Contact	Recommendation	Council Action	Legal Notice
Presentation					
Consent Agenda	January and February 2024, Check Register				
Consent Agenda	PC minutes 1/23/24				
Consent Agenda					
Consent Agenda	DRAFT CC Minutes				
Consent Agenda	NE 12 Street Pedestrian Improvements REBID Contract				
Legislative Hearing	None				
Public Hearing	None				
City Business	Comp Plan Utilities Element Final Review 30 minutes	Kesler	Discussion and approve.		
City Business	Comp Plan Land Use Element Gap Analysis - 60 minutes	Kesler	Discussion and direction.		
City Business	Medina Facilities Improvements - Priority List 15 minutes	Osada/Burns			
City Business	Human Resource Manual Update 20 minutes	Wagner/Burns			

<b>MARCH 25, City Council Regular Meeting, 5:00 pm</b>					
<b>Item Type</b>	<b>Topic</b>	<b>Staff Contact</b>	<b>Recommendation</b>	<b>Council Action</b>	<b>Legal Notice</b>
Presentation	King County Councilmember Claudia Balducci - 30 minutes				
Consent Agenda	none				
Consent Agenda	none				
Legislative Hearing	none				
Public Hearing	none				
City Business	Comprehensive Plan Elements: *Housing *Capital Facilities - 60 Minutes	Kesler			
City Business	77th Street ROW 30 minutes	Burns/Osada			
City Business	Retreat Work Plan Follow-up 45 Minutes	Burns			

<b>APRIL 8, City Council Regular Meeting, 5:00 pm</b>					
<b>Item Type</b>	<b>Topic</b>	<b>Staff Contact</b>	<b>Recommendation</b>	<b>Council Action</b>	<b>Legal Notice</b>
Presentation	State Auditor Office - Exit Conference	Wagner			
Presentation	ARCH Presentation				
Consent Agenda	March 2024, Check Register				
Consent Agenda	Approved PB minutes				
Consent Agenda	Approved PC minutes				
Consent Agenda	DRAFT CC Minutes				
Consent Agenda	Sexual Assault Awareness Month Proclamation				
Consent Agenda	Proclamation Celebrating 55th Annual Municipal Clerks Week	Kellerman			
Consent Agenda	Ordinance Creating E-Vehicle Safety Code				
Public Hearing					
Public Hearing	Street Vacation Moratorium Extension - 30 Minutes	Burns/Robertson			
City Business	Nonadministrative Variances Policy	Wilcox			
City Business					

City Business	Comp Plan Elements: Land Use Natural Environment Transportation & Circulation Parks & Open Space - 60 Minutes	Kesler			
City Business					
Executive Session					

**APRIL 22, City Council Regular Meeting, 5:00 pm**

Item Type	Topic	Staff Contact	Recommendation	Council Action	Legal Notice
Presentation					
Consent Agenda					
Consent Agenda					
Legislative Hearing					
Public Hearing					
City Business	CAP Text Amendments - 20 minutes	Wilcox	Discussion and Approval		
City Business					
City Business					
City Business	Comp Plan Update - 60 Minutes	Kesler			

**MAY 13, City Council Regular Meeting, 5:00 pm**

Item Type	Topic	Staff Contact	Recommendation	Council Action	Legal Notice
Presentation					
Consent Agenda					
Consent Agenda	April 2024, Check Register				
Consent Agenda					
Consent Agenda					
Consent Agenda	DRAFT CC Minutes				
Consent Agenda	Fee Schedule Update	Wilcox/Kellerman	Approve		
Consent Agenda					
Consent Agenda					
Consent Agenda					
Consent Agenda					
Consent Agenda					
Legislative Hearing					
Public Hearing					
City Business	Street Vacation Code Work Plan	Burns/Robertson			

City Business	Gas-Powered Leaf Blowers Discussion - 15 Minutes	Burns			
City Business					
City Business					
City Business	Comp Plan Update: All Elements - 60 Minutes	Kesler			
Executive Session					

**MAY 27, City Council Regular Meeting, 5:00 pm**

Item Type	Topic	Staff Contact	Recommendation	Council Action	Legal Notice
Presentation					
Consent Agenda					
Consent Agenda					
Legislative Hearing					
Public Hearing					
City Business	Solid Weekly Recycling and Compost Update	Burns			
City Business	Comp Plan Update - 60 Minutes	Kesler			
City Business					

**JUNE 10, City Council Regular Meeting, 5:00 pm**

Item Type	Topic	Staff Contact	Recommendation	Council Action	Legal Notice
Presentation					
Consent Agenda					
Consent Agenda	May 2024, Check Register				
Consent Agenda					
Consent Agenda	DRAFT CC Minutes				
Consent Agenda					
Consent Agenda					
Consent Agenda					
Consent Agenda					
Consent Agenda					
Consent Agenda					
Legislative Hearing					
Public Hearing	DRAFT Six-Year CIP/TIP/Non-TIP Plan - 30 Minutes	Osada			
City Business					
City Business	SR-520 Community Communication Plan - 15 Minutes	Burns			

City Business	New Resident Welcome Packet/Letter - 15 Minutes	Burns			
City Business	Comp Plan Update - 60 Minutes	Kesler			
City Business					
Executive Session					
<b>JUNE 24, City Council Regular Meeting, 5:00 pm</b>					
Item Type	Topic	Staff Contact	Recommendation	Council Action	Legal Notice
Presentation					
Consent Agenda					
Consent Agenda					
Legislative Hearing					
Public Hearing					
City Business	Middle Housing Legislation Elements - 45 Minutes - TENTATIVE	Kesler/Burns			
City Business	Comp Plan Update - 60 Minutes	Kesler			
	Tree Code Violations Code Amendment - 30 Minutes	Wilcox	Discussion and Approval		
City Business	Education for CC/PC re: state legislature requirements	Robertson			
<b>JULY 8, City Council Regular Meeting, 5:00 pm</b>					
Item Type	Topic	Staff Contact	Recommendation	Council Action	Legal Notice
Presentation					
Consent Agenda					
Consent Agenda	June 2024, Check Register				
Consent Agenda					
Consent Agenda					
Consent Agenda	DRAFT CC Minutes				
Consent Agenda	Six-Year CIP/TIP/Non-TIP Plan	Osada	Adopt		
Consent Agenda					
Consent Agenda					
Consent Agenda					
Consent Agenda					
Legislative Hearing					
Public Hearing					
City Business	Comp Plan Update - 60 Minutes	Kesler			
City Business	City Hall Use and Public Resource - 15 Minutes	Osada/Burns			



City Business	Park Board DRAFT Work Plan Update	Osada			
City Business	Park Memorials Policy	Osada/Burns			
City Business	Street Vacation Work Plan Follow-up	Burns/Robertson			
Executive Session					

July 22, City Council Regular Meeting, 5:00 pm					
Item Type	Topic	Staff Contact	Recommendation	Council Action	Legal Notice
Presentation					
Consent Agenda					
Consent Agenda					
Legislative Hearing					
Public Hearing					
City Business					
City Business	Comp Plan Update - 60 Minutes	Kesler			
City Business					

AUGUST 12, COUNCIL DARK - NO MEETING					
Item Type	Topic	Staff Contact	Recommendation	Council Action	Legal Notice
Presentation					
Consent Agenda					
Consent Agenda					
Legislative Hearing					
Public Hearing					
City Business					
City Business					
City Business					

August 26, COUNCIL DARK - NO MEETING					
Item Type	Topic	Staff Contact	Recommendation	Council Action	Legal Notice
Presentation					
Consent Agenda					
Consent Agenda					
Legislative Hearing					
Public Hearing					
City Business					
City Business					
City Business					

SEPTEMBER 9, City Council Regular Meeting, 5:00 pm					
Item Type	Topic	Staff Contact	Recommendation	Council Action	Legal Notice
Presentation					
Consent Agenda					
Consent Agenda	July/August 2024, Check Register				
Consent Agenda					
Consent Agenda					
Consent Agenda	DRAFT CC Minutes				
Consent Agenda					
Consent Agenda					
Consent Agenda					
Consent Agenda					
Consent Agenda					
Consent Agenda					
Legislative Hearing					
Public Hearing	Preliminary 2025 Budget	Wagner			
City Business	Comp Plan	Kesler			
City Business					
City Business					
City Business					
City Business					
Executive Session					
SEPTEMBER 23, City Council Regular Meeting, 5:00 pm					
Item Type	Topic	Staff Contact	Recommendation	Council Action	Legal Notice
Presentation					
Consent Agenda					
Consent Agenda					
Legislative Hearing					
Public Hearing					
City Business	Preliminary 2025 Budget - Deep Dive	Wagner			
City Business					
City Business					
OCTOBER 14, City Council Regular Meeting, 5:00 pm					
Item Type	Topic	Staff Contact	Recommendation	Council Action	Legal Notice
Presentation					
Consent Agenda					
Consent Agenda					

Consent Agenda					
Consent Agenda					
Consent Agenda					
Consent Agenda					
Consent Agenda					
Consent Agenda					
Consent Agenda					
Consent Agenda					
Consent Agenda					
Legislative Hearing					
Public Hearing	Preliminary 2025 Budget	Wagner			
City Business	Comp Plan	Kesler			
City Business					
City Business					
City Business					
City Business					
Executive Session					

OCTOBER 28, City Council Regular Meeting, 5:00 pm					
Item Type	Topic	Staff Contact	Recommendation	Council Action	Legal Notice
Presentation					
Consent Agenda					
Consent Agenda					
Legislative Hearing					
Public Hearing					
City Business					
City Business					
City Business					

NOVEMBER 12, (TUESDAY) City Council Regular Meeting, 5:00 pm					
Item Type	Topic	Staff Contact	Recommendation	Council Action	Legal Notice
Presentation					
Consent Agenda					
Consent Agenda					
Consent Agenda					
Consent Agenda					
Consent Agenda					
Consent Agenda					
Consent Agenda					
Consent Agenda					

Consent Agenda					
Consent Agenda					
Consent Agenda					
Legislative Hearing					
Public Hearing	Final 2025 Budget and Salary Schedule	Wagner	Adopt		
Public Hearing	2025 Property Tax Resolution	Wagner	Adopt		
City Business	2025 Planning Commission Work Plan	Kesler	Discussion and Approval		
City Business					
City Business					
City Business					
Executive Session					

NOVEMBER 25, City Council Regular Meeting, 5:00 pm					
Item Type	Topic	Staff Contact	Recommendation	Council Action	Legal Notice
Presentation					
Consent Agenda					
Consent Agenda					
Legislative Hearing					
Public Hearing					
City Business					
City Business					
City Business					

DECEMBER 9, City Council Regular Meeting, 5:00 pm					
Item Type	Topic	Staff Contact	Recommendation	Council Action	Legal Notice
Presentation					
Consent Agenda					
Consent Agenda	November 2024, Check Register				
Consent Agenda					
Consent Agenda	Draft CC Minutes				
Consent Agenda					
Consent Agenda					
Consent Agenda					
Consent Agenda					
Consent Agenda					
Consent Agenda					
Consent Agenda					
Legislative Hearing					
Public Hearing					

City Business					
City Business					
City Business					
City Business					
City Business					
Executive Session					
<b>DECEMBER 23, City Council Regular Meeting, 5:00 pm</b>					
Item Type	Topic	Staff Contact	Recommendation	Council Action	Legal Notice
Presentation					
Consent Agenda					
Consent Agenda					
Legislative Hearing					
Public Hearing					
City Business					
City Business					
City Business					

**Parking Lot Items:**

- Float Plane Moorage
- Street Vacation Code Review
- Airbnb Code Review
- Code Enforcement Discussion
- Cost vs Service Analysis and Advance Deposit

**In Progress:**

- American Towers Franchise
- Street Vacation Moratorium