



## MEDINA CITY COUNCIL

Monday, March 13, 2023

**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  
Monday, March 13, 2023 – 5:00 PM

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### AGENDA

**MAYOR** | Jessica Rossman

**DEPUTY MAYOR** | Randy Reeves

**COUNCIL MEMBERS** | Cynthia F. Adkins, Jennifer Garone, Harini Gokul, Mac Johnston, Bob Zook

**CITY MANAGER** | Stephen R. Burns

**CITY ATTORNEY** | Scott Missall

**CITY CLERK** | Aimee Kellerman

#### Virtual 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 must 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 March 13th Council meeting. Please reference Public Comments for March 13 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 March 13th Council meeting to the City Clerk at [akellerman@medina-wa.gov](mailto:akellerman@medina-wa.gov).

#### [Join Zoom Meeting](#)

Meeting ID: 832 5227 3105

Passcode: 589036

One tap mobile

+12532158782,,83252273105# US (Tacoma)

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

Council Members Adkins, Garone, Gokul, Johnston, Reeves, Rossman and Zook

#### 2. APPROVAL OF MEETING AGENDA

#### 3. PUBLIC COMMENT PERIOD

Individuals wishing to speak live during the Virtual City Council meeting will need to register their request with the City Clerk at 425.233.6411 or email [akellerman@medina-wa.gov](mailto:akellerman@medina-wa.gov) and leave a message **before 2PM** on the day of the March 13th Council meeting.

Please reference Public Comments for March 13 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 Professional Excellence Award Presentation - Medina Police Department by Police Chief Jeffrey R. Sass

Time Estimate: 10 minutes

- [4.2](#) SR-520 Noise Abatement Project Update by University of Washington Professor of Mechanical Engineering by Per Reinhall, Washington State Department of Transportation (WSDOT) Omar Jepperson and Evan Grimm

Time Estimate: 30 minutes

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

Time Estimate: 10 minutes

#### **5. CITY MANAGER'S REPORT**

Time Estimate: 20 minutes

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

- [5.1a](#) City Manager Monthly Report

- [5.1b](#) Police Monthly Report

- [5.1c](#) Development Services Monthly Report

- [5.1d](#) Finance Monthly Report

- [5.1e](#) Central Services Monthly Report

- [5.1f](#) Public Works Monthly Report

#### **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](#) February 2023 - Check Register  
**Recommendation:** Approve.  
**Staff Contact:** Ryan Wagner, Finance Director

[6.2](#) Planning Commission Meeting Minutes of January 24, 2023  
**Recommendation:** Receive and file.  
**Staff Contact:** Stephanie Keyser, AICP, Planning Manager

[6.3](#) Draft Meeting Minutes of:  
a) February 13, 2023; and  
b) February 27, 2023.  
**Recommendation:** Adopt minutes.  
**Staff Contact:** Aimee Kellerman, CMC, City Clerk

7. **LEGISLATIVE HEARING**

None.

8. **PUBLIC HEARING**

None.

9. **CITY BUSINESS**

[9.1](#) Comprehensive Plan Update  
**Recommendation:** Discussion.  
**Staff Contact:** Stephanie Keyser, Planning Manager

Time Estimate: 20 minutes

[9.2](#) Overlake Golf and Country Club Update  
**Recommendation:** Discussion item only.  
**Staff Contacts:** Stephanie Keyser, Planning Manager and Emily Romanenko, Assistant City Attorney

Time Estimate: 30 minutes

[9.3](#) Gas-Powered Leaf Blowers Education and Outreach Update  
**Recommendation:** Discussion and direction.  
**Staff Contact:** Stephen R. Burns, City Manager

Time Estimate: 15 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. **ADJOURNMENT**

Next regular City Council Meeting: March 27, 2023 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

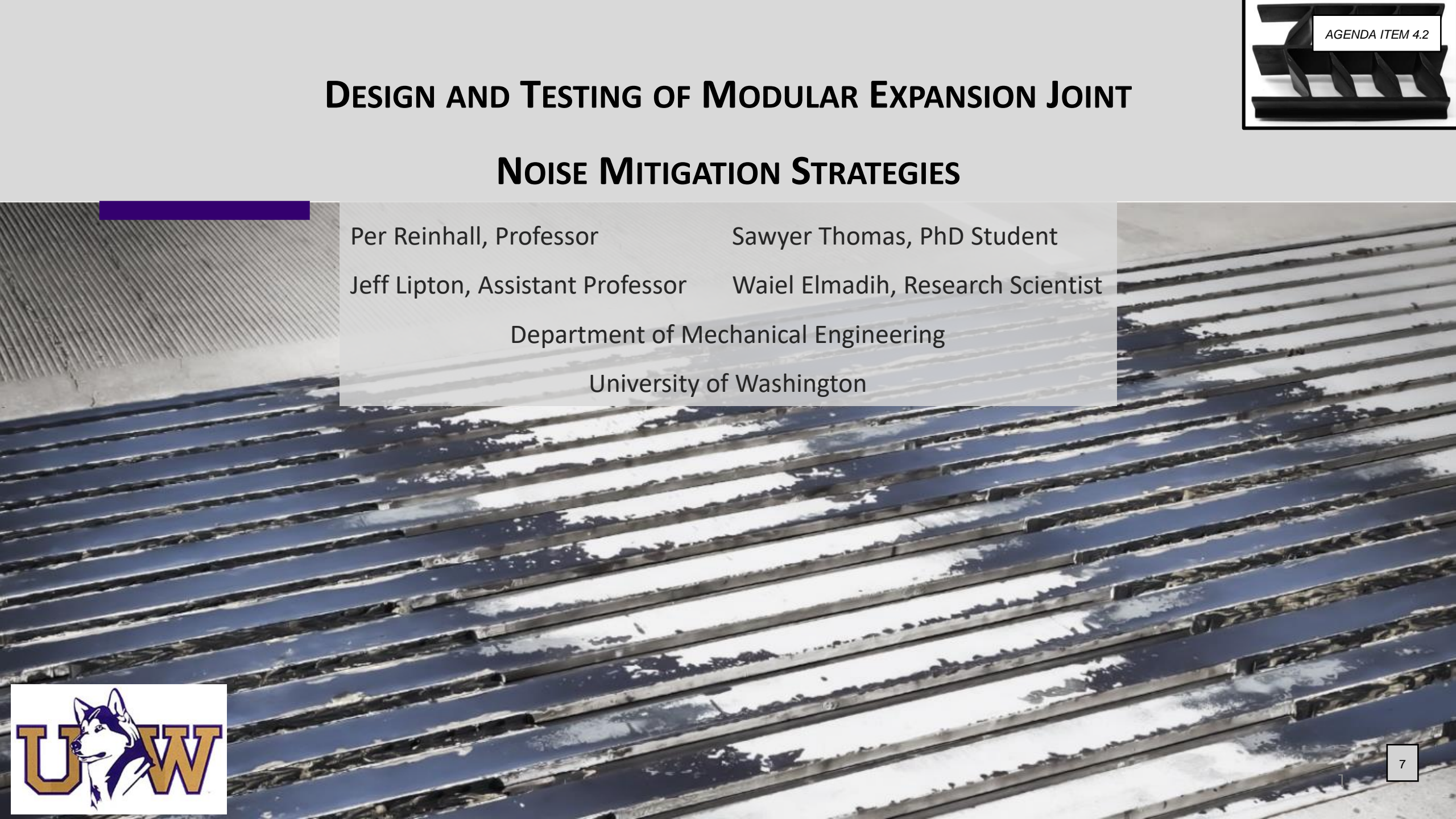
Monday, April 10, 2023 - City Council Meeting (5:00 PM)  
Monday, April 24, 2023 - City Council Meeting (5:00 PM)  
Monday, May 8, 2023 - City Council Meeting (5:00 PM)  
Monday, May 22, 2023 - City Council Meeting (5:00 PM)  
**Monday, May 29, 2023 - Memorial Day - CITY HALL CLOSED**  
Monday, June 12, 2023 - City Council Meeting (5:00 PM)  
Monday, June 26, 2023 - City Council Meeting (5:00 PM)  
**Tuesday, July 4, 2023 - Independence Day - City Hall Closed**  
Monday, July 10, 2023 - City Council Meeting (5:00 PM)  
Monday, July 24, 2023 - City Council Meeting (5:00 PM)  
Monday, August 14, 2023 - City Council Meeting - **Dark No Meeting**  
Monday, August 28, 2023 - City Council Meeting - **Dark No Meeting**  
**Monday, September 4, 2023 - Labor Day - City Hall Closed**  
Monday, September 11, 2023 - City Council Meeting (5:00 PM)  
Monday, September 25, 2023 - City Council Meeting (5:00 PM)  
Monday, October 9, 2023 - City Council Meeting (5:00 PM)  
Monday, October 23, 2023 - City Council Meeting (5:00 PM)  
**Friday, November 10, 2023 - Veterans Day - City Hall Closed**  
Monday, November 13, 2023 - City Council Meeting (5:00 PM)  
**Thursday, November 23, 2023 - Thanksgiving Holiday - City Hall Closed**  
**Friday, November 24, 2023 - Day After Thanksgiving Holiday - City Hall Closed**  
Monday, November 27, 2023 - City Council Meeting (5:00 PM)  
Monday, December 11, 2023 - City Council Meeting (5:00 PM)  
**Monday, December 25, 2023 - Christmas Day - City Hall Closed**

### CERTIFICATION OF POSTING AGENDA

The agenda for Monday, March 13, 2023 Regular Meeting of the Medina City Council was posted and available for review on March 10, 2023 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).

# DESIGN AND TESTING OF MODULAR EXPANSION JOINT

## NOISE MITIGATION STRATEGIES



Per Reinhall, Professor

Sawyer Thomas, PhD Student

Jeff Lipton, Assistant Professor

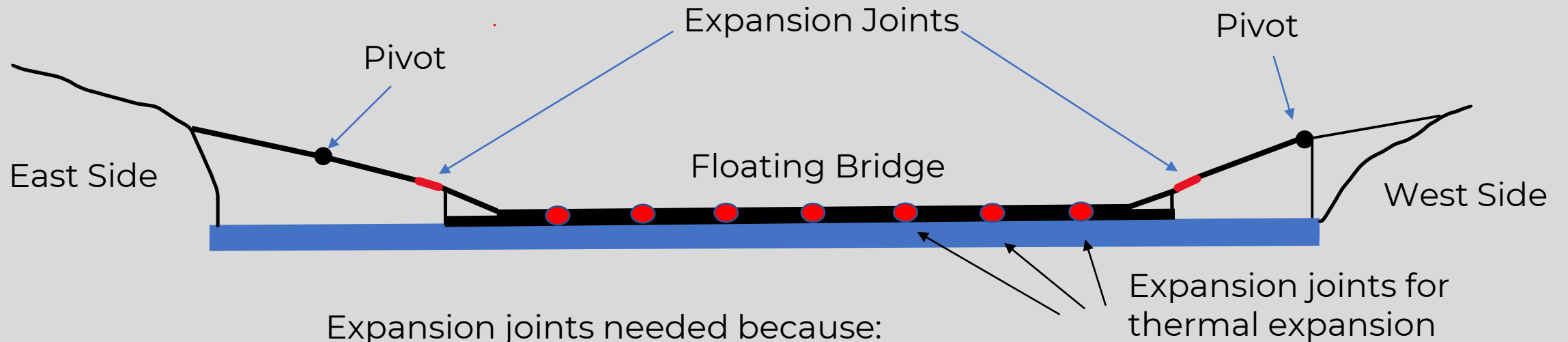
Wael Elmadih, Research Scientist

Department of Mechanical Engineering

University of Washington



# The SR 520 Bridge Expansion Joint



Expansion joints needed because:

- 1) Changes in water level
- 2) Temperature expansion
- 3) Motion caused by wind
- 4) Motion caused by ground motion

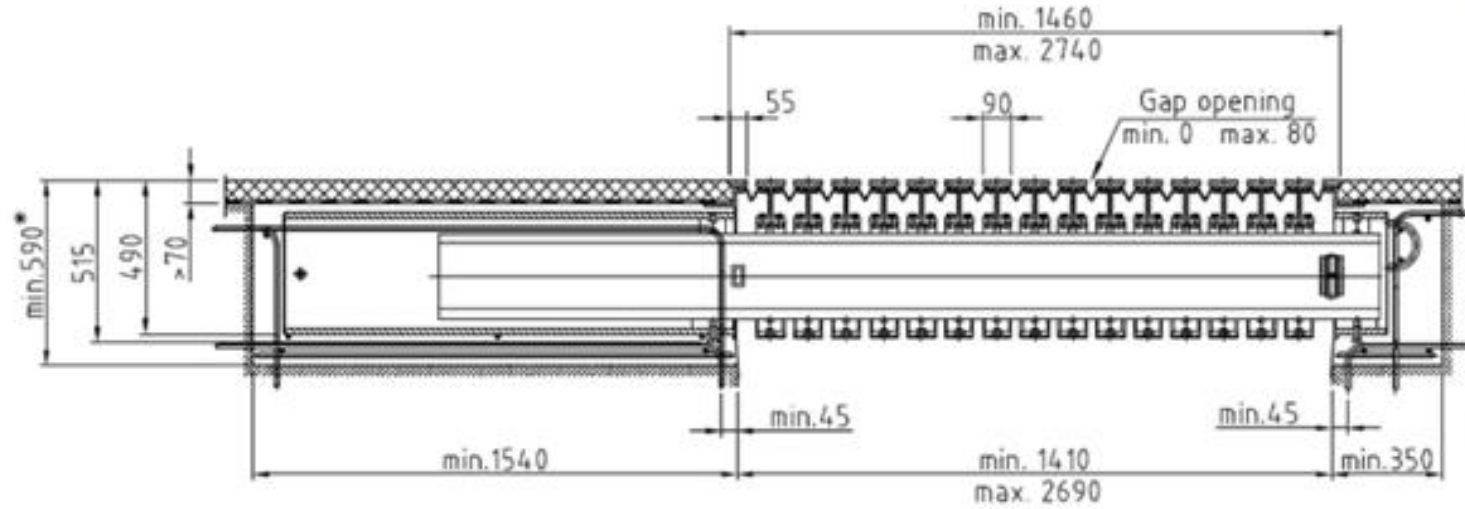




# Background: WA SR520 Bridge



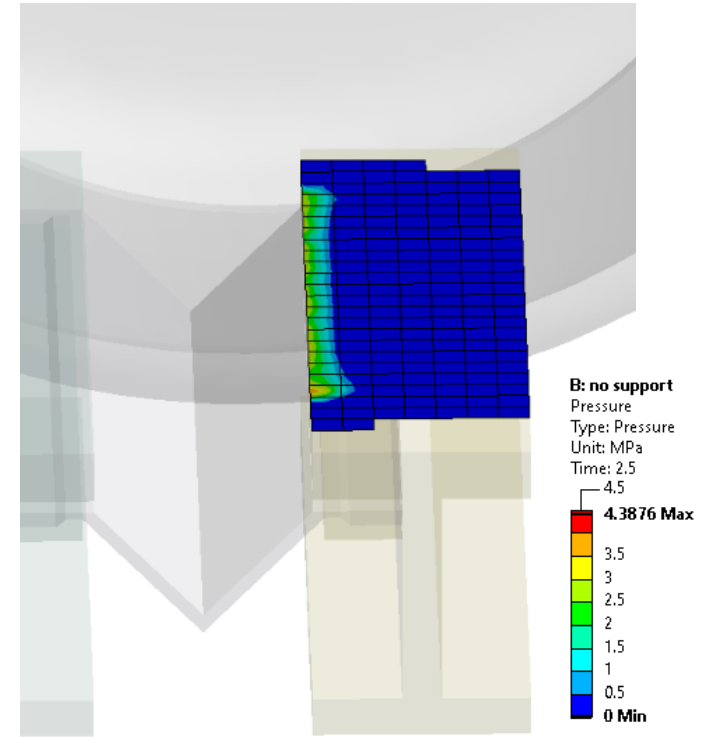
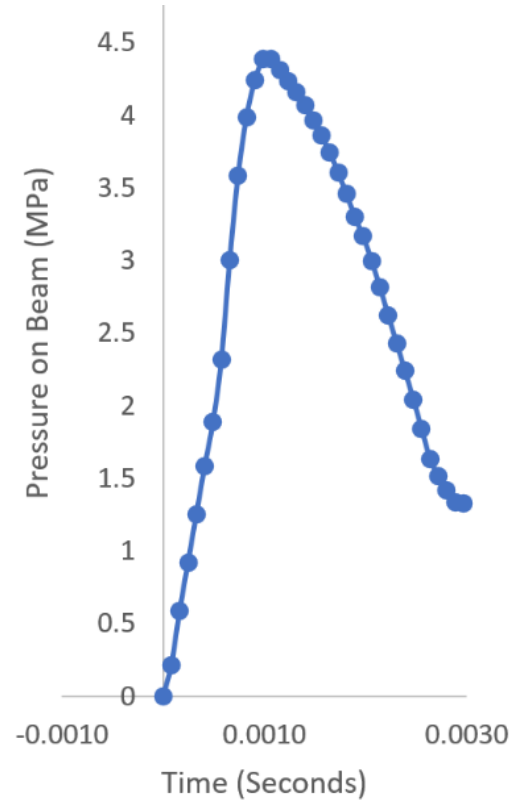
Engineering drawing of the expansion joint



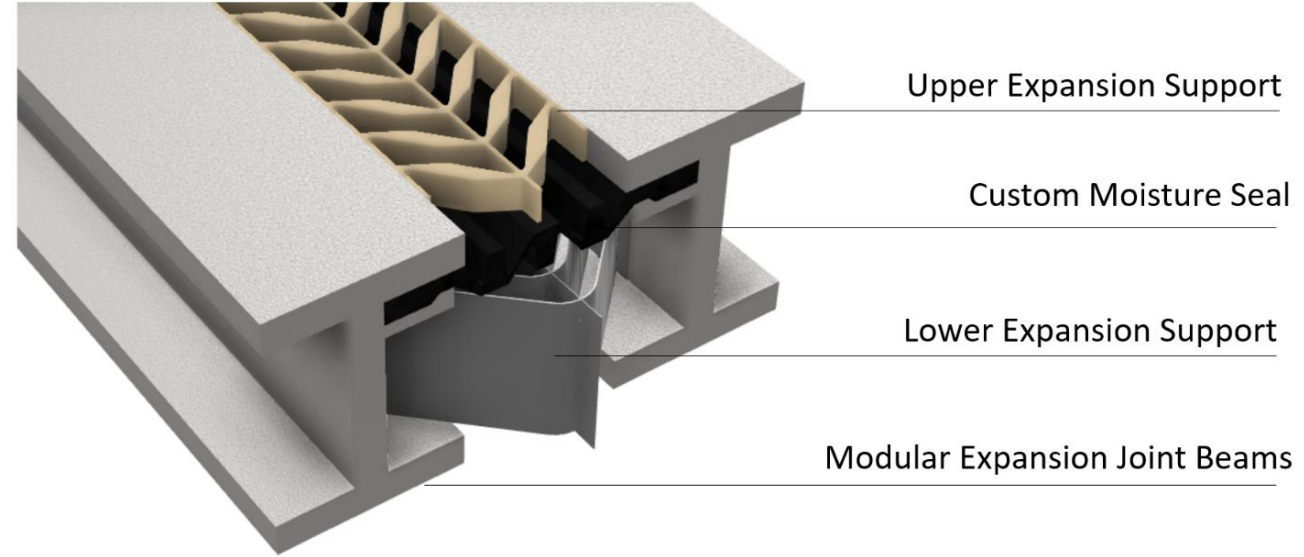
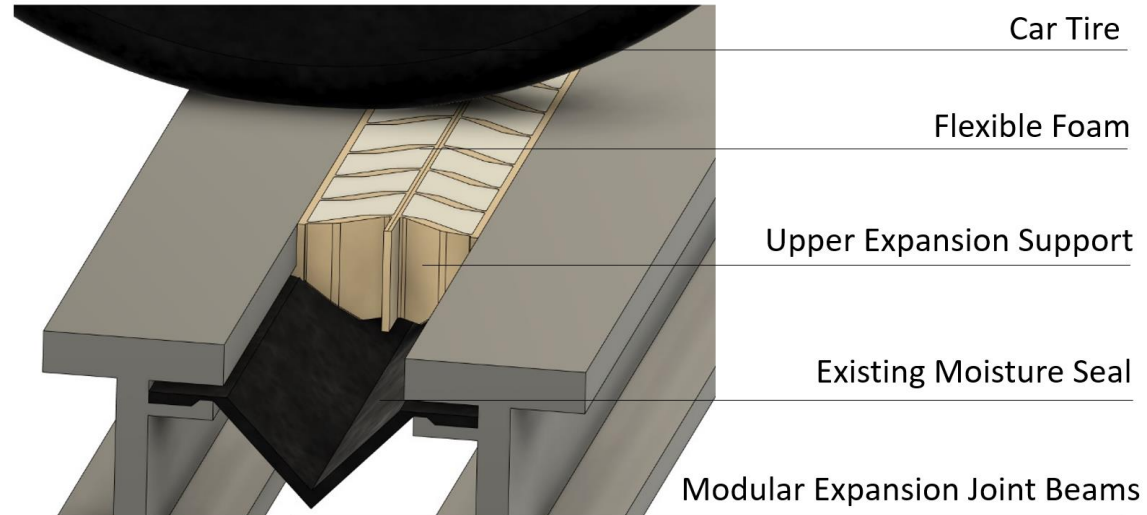
Expansion joint as installed



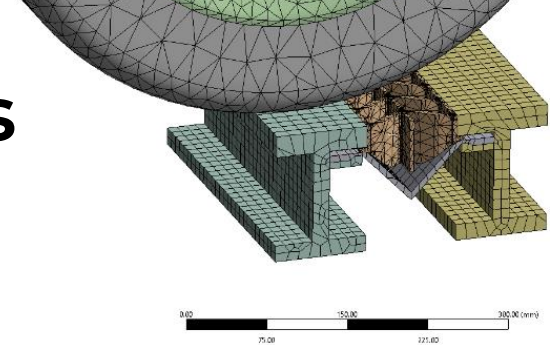
# Source of Noise



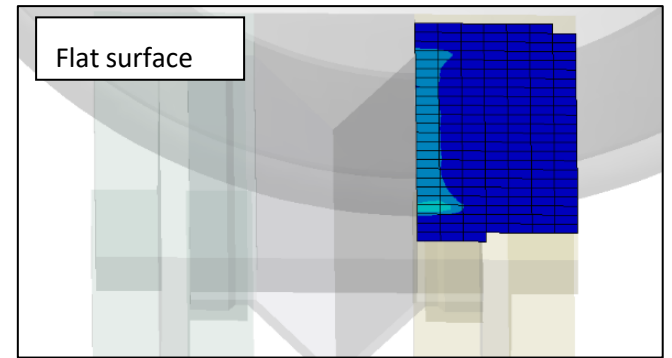
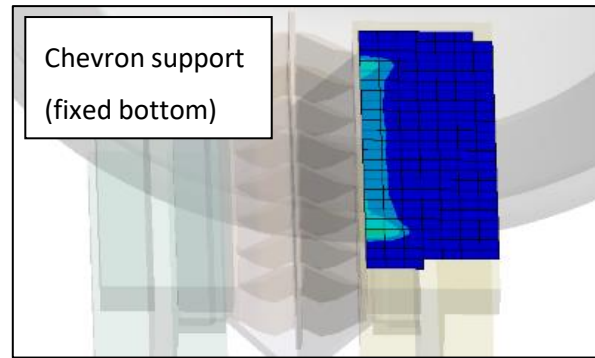
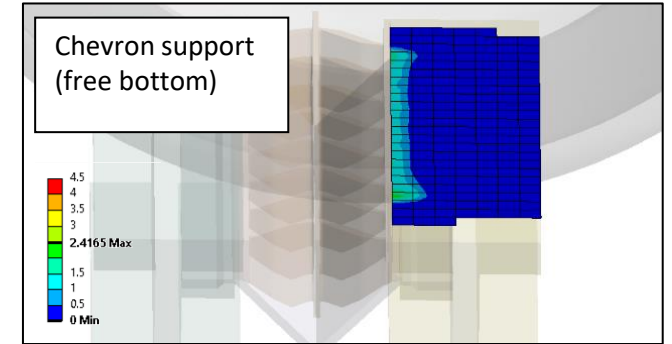
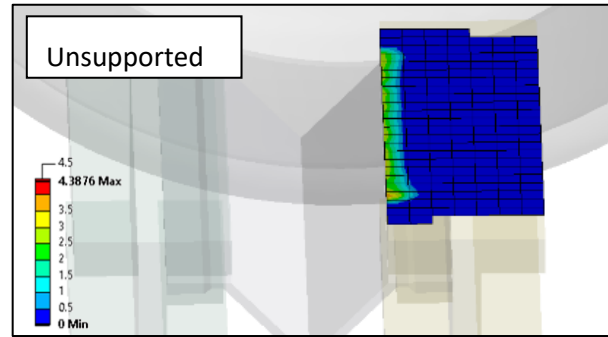
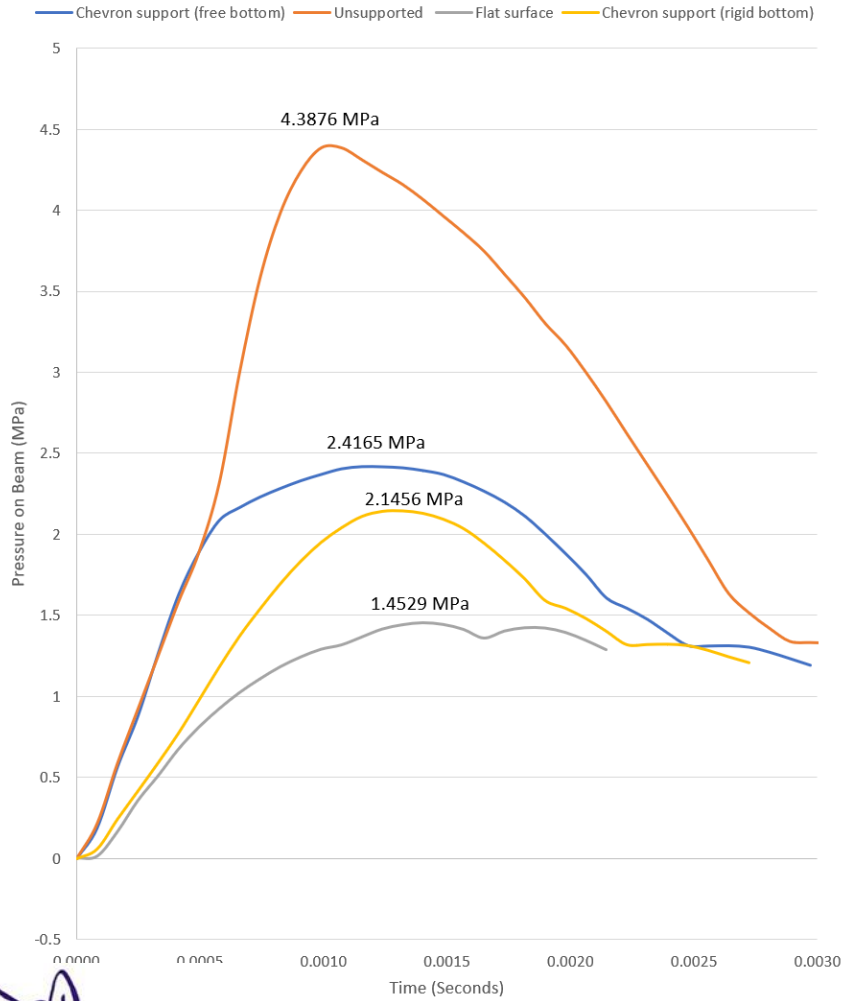
# Proposed Solutions



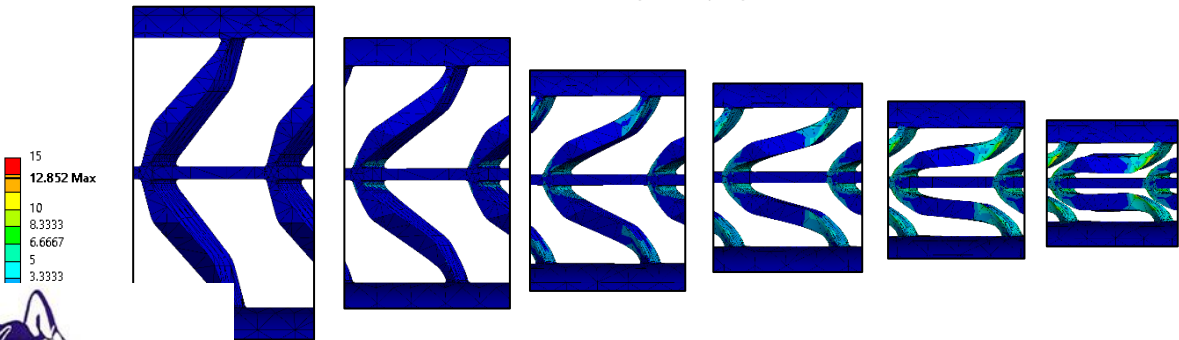
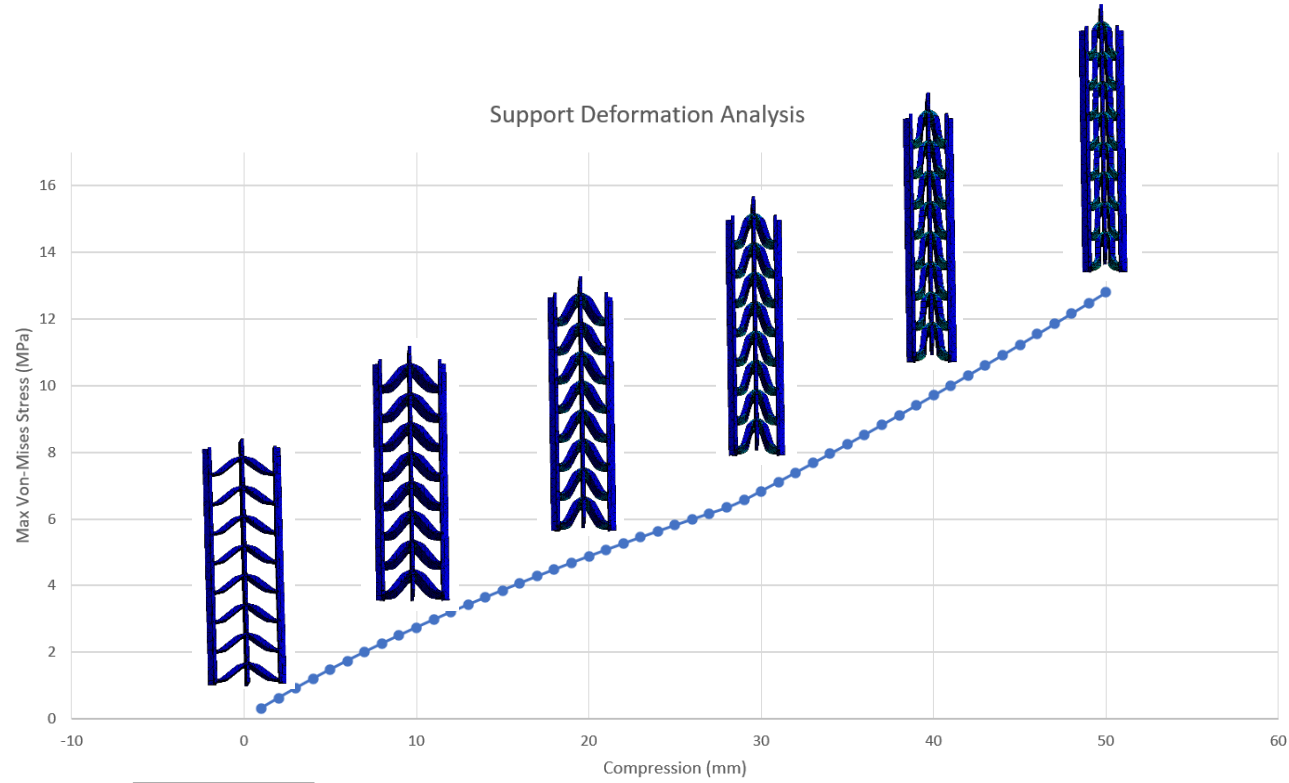
# Rolling Simulations



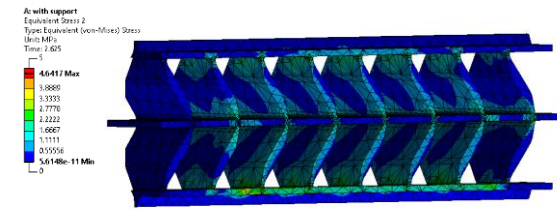
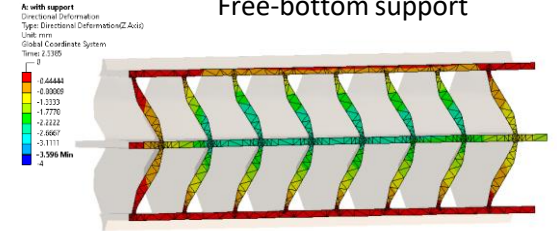
Tire Impact Pressure by Support Type



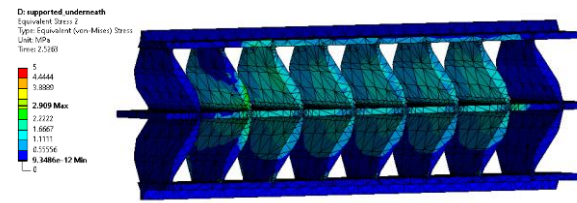
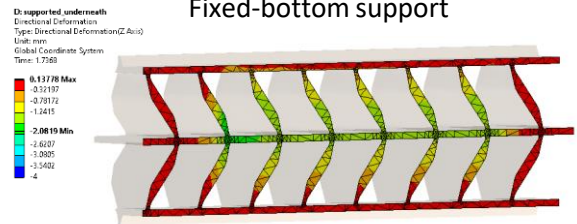
# Chevron Deformation



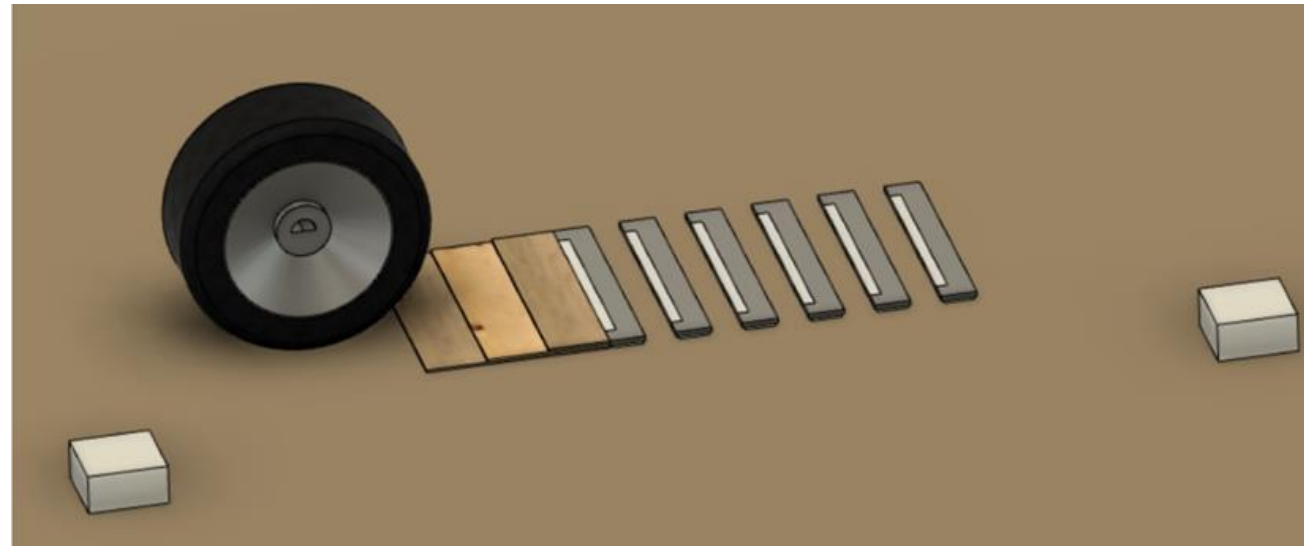
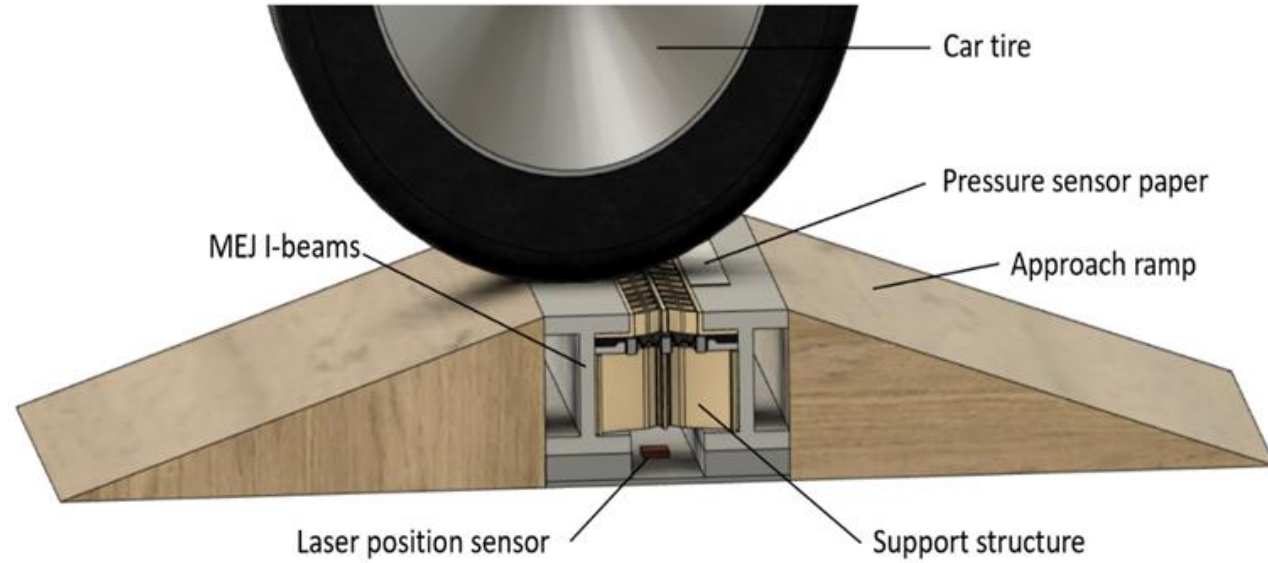
Free-bottom support



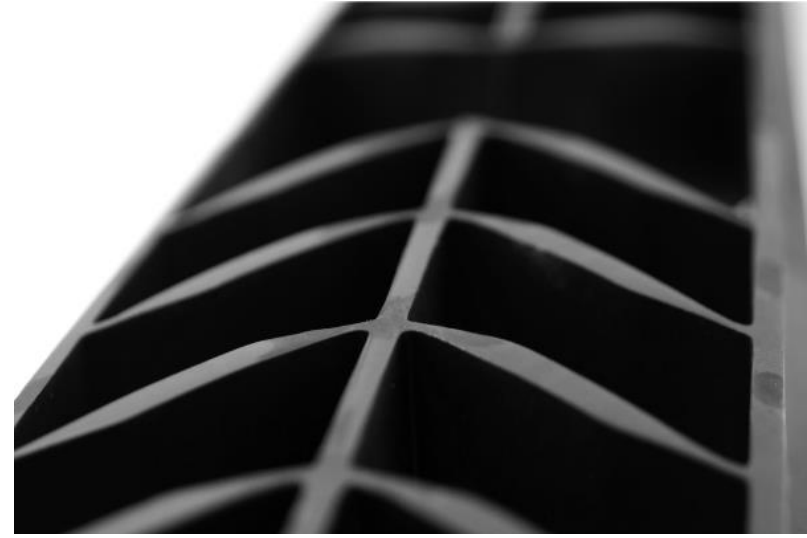
Fixed-bottom support



# Static and High-Speed Physical Testing



# Support Fabrication

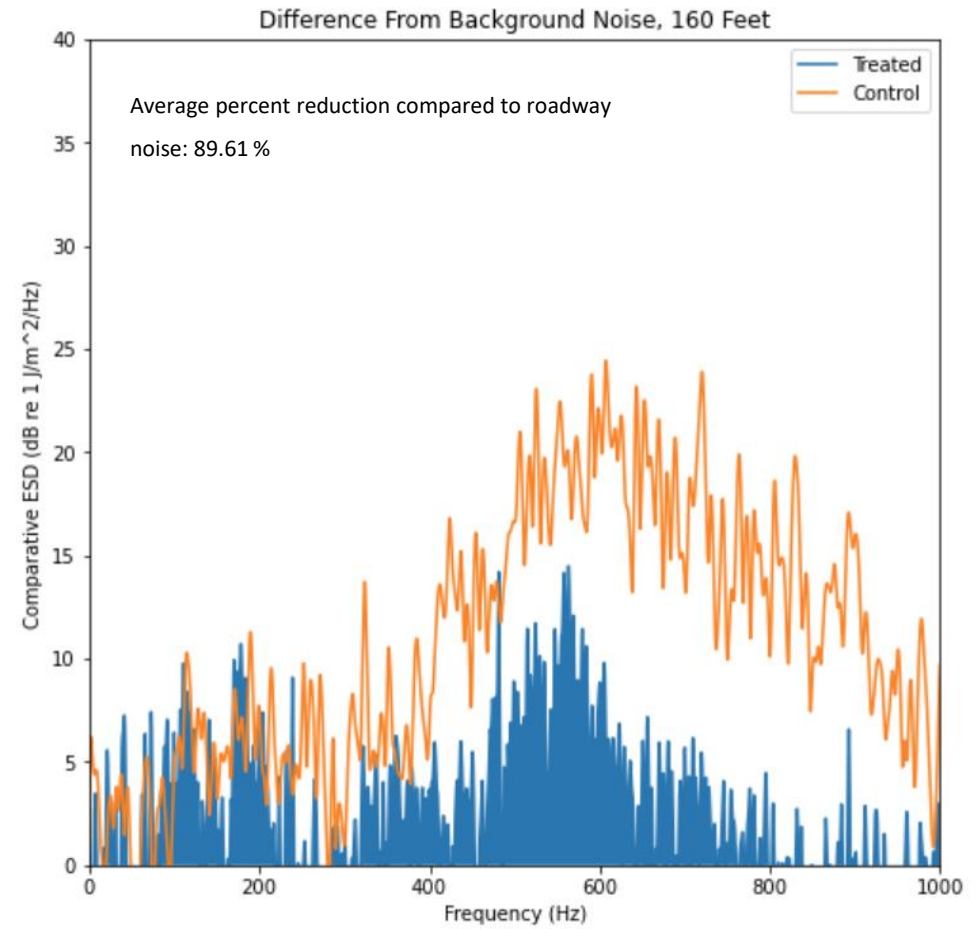
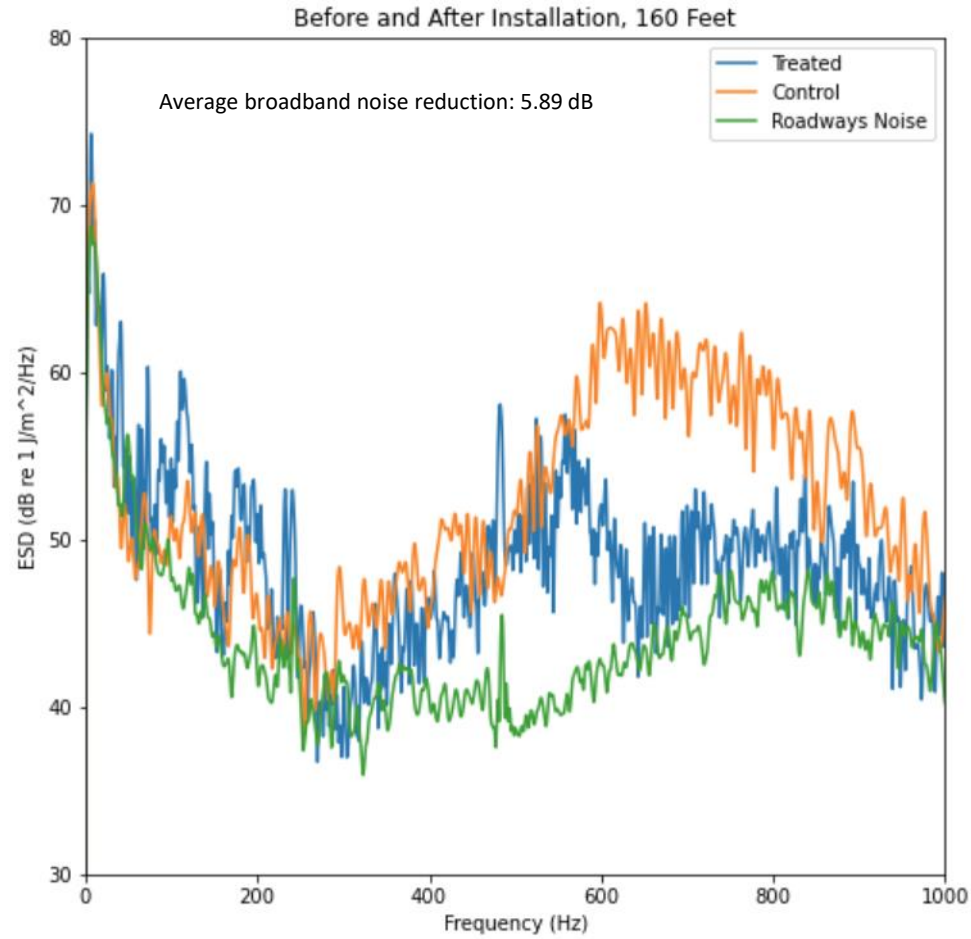


# Installation



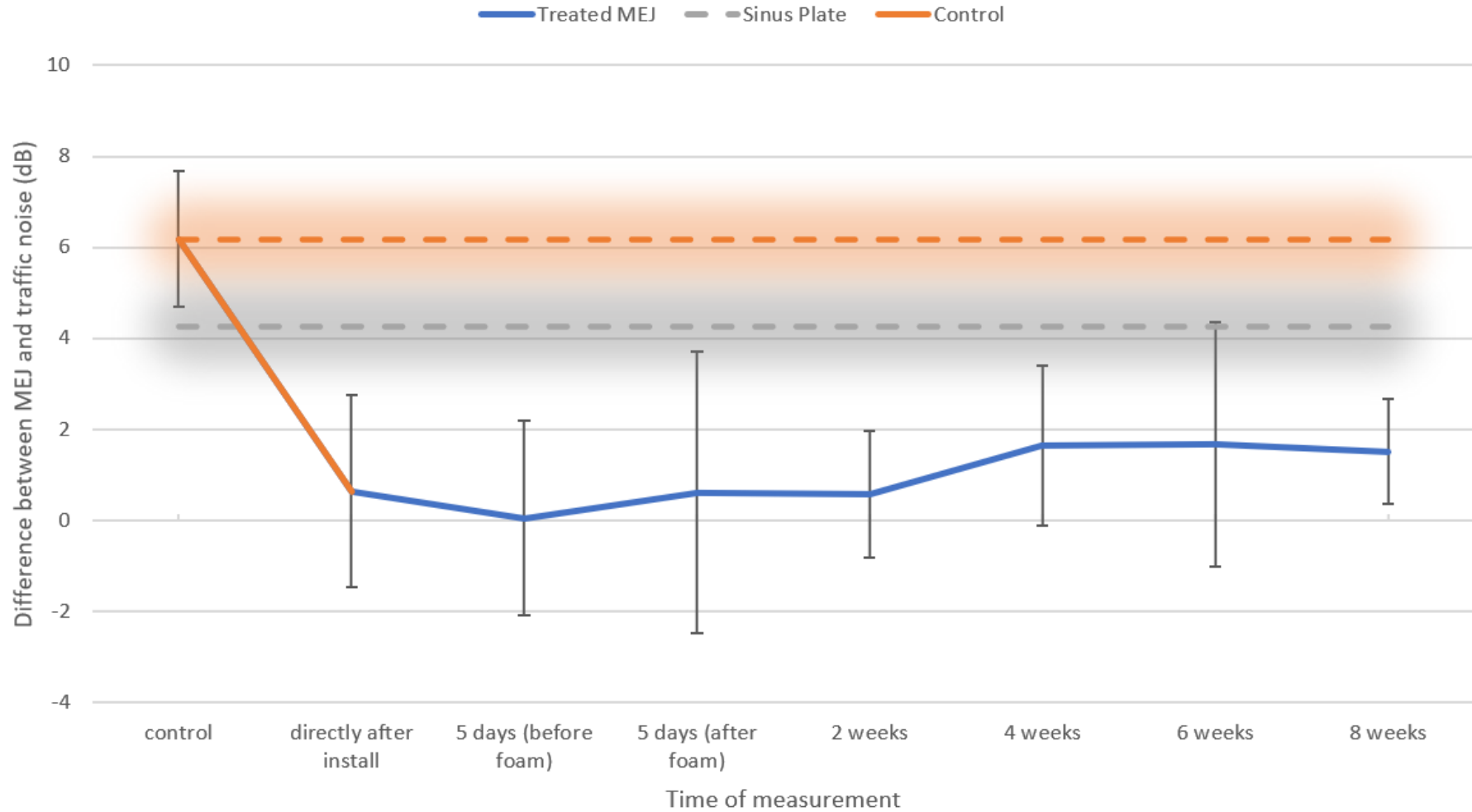


# Results



# Results Over Time

Noise Compared to Background Over Time, 160 Feet



# Phase 2 Issues

- The 3D printed and molded urethane chevrons not durable enough.
- Chevrons need to be flush with roadway to limit compression.
- The design specification of the SR 520 bridge states that the expansion joint should be able to close completely (no gaps between the I-beams).
- Foam durability



# Summary

- The polymer noise abatement system is acoustically very effective. More than 85% of the noise from the expansion joint is removed.
- The system is relatively easy to install and remove
- We believe that the treatment should be able to hold up well with time if the material is changed to a mixture of natural and synthetic rubber. The goal is a service life of 5 years.
- Further durability testing is necessary.



# **SR 520 Expansion Joint Noise Mitigation Study – Phase 2**

Opportunities for additional investigation

Evan Grimm, State Bridge & Structures Engineer

March, 13 2023

## Phase 2 effort: Overview & questions

Overview	Remaining Questions
<ul style="list-style-type: none"><li>• Developed an approach and materials to reduce noise generation</li><li>• Tested and validated the approach in the laboratory</li><li>• Installed materials on the SR 520 bridge to confirm the noise reduction</li></ul>	<ul style="list-style-type: none"><li>• How the system will perform over time</li><li>• How the system will impact the existing Mageba joint components</li><li>• The “cost” (materials, maintenance, staffing and traffic impacts) of this system</li></ul>

## How will the system perform over time?

- How long will the materials last, and how often will they need to be replaced?
- What happens at extreme temperatures?
- Do noise mitigation properties drop off over time?



## How will the system impact the existing joint and bridge?

- The joint is a system. Adding a foreign material to the system may have impacts:
  - Leakage
  - Need for frequent replacement
  - Roadway drainage issues
- We can't guarantee the noise mitigation material won't adversely impact performance or durability.
  - If joint gaps are inhibited from closing during high temps, it may create overstress elsewhere.
- The joint manufacturer (Mageba) hasn't been consulted. Adding noise mitigation may create warranty/support issues.



## What are the costs?

- What are the short and long-term costs to install and maintain this system?
- What will it cost to keep the system functional?
- What happens if the Mageba seals are impacted?



# Next steps – Phase 3

- Noise ✓
- Long term durability ?
- Cost ?
- Compatibility ?



# Phase 3 - Work Plan & Tasks

Budget ~ \$800k

- 1) Development of a highly durable sound attenuation system based on Phase 2.
- 2) Installation and monitoring of the system on the east expansion joint of SR 520 bridge.
- 3) Analysis of the bridge at extreme levels of joint opening and closing.
- 4) Development of tools for the installation, removal, and maintenance of the system.
- 5) Cost analysis for sustained use of the noise attenuation system



# Questions





# CITY OF MEDINA

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

**Date:** March 13, 2023

**To:** Honorable Mayor and City Council

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

**Subject:** City Manager Report

- State Route 520 Expansion Joint - The University of Washington and WSDOT will be presenting at the March 13 Medina Council Meeting. See presentation slides in agenda item 4.2.
- The City Council has identified six goals and priorities for staff to work on in 2023. Below are the goals and status update.
  - Create clear timeline and protocols for Council projects to include no new code without an enforcement plan.
    - *City staff is working on this with a tentative timeline to report back to Council in the Fall of 2023.*
  - Strategy for creative revenue sources, relook at fine structure and compare or calibrate with other cities.
    - *Development Services Director Steve Wilcox provided an update to City Council on February 27 covering short-term and long-term budget outlook and stabilization for Development Services. Looking forward, one item we will continue to monitor is the fee schedule to ensure it accurately reflects cost recovery.*
  - Implement a full HR system that covers employee lifecycle.
    - *Finance/HR Director Ryan Wagner is working to implement a Human Resources program that will standardize Medina employment requirements. City staff estimates that this will be ready to come to Council in the Summer 2023.*
  - Add each department's business lines and service levels on the website.
    - *Central Services Director Aimee Kellerman is working with staff to include business lines and service levels to the city website. In addition, city staff is working to improve the search capabilities to the city website. We are still working on the timeline for completion.*
  - Research and develop a plan for undergrounding utilities; and
    - *Public Works Director Ryan Osada will be providing an update to the Council at the April 24 City Council Meeting.*
  - Research available options for reducing ghost homes.

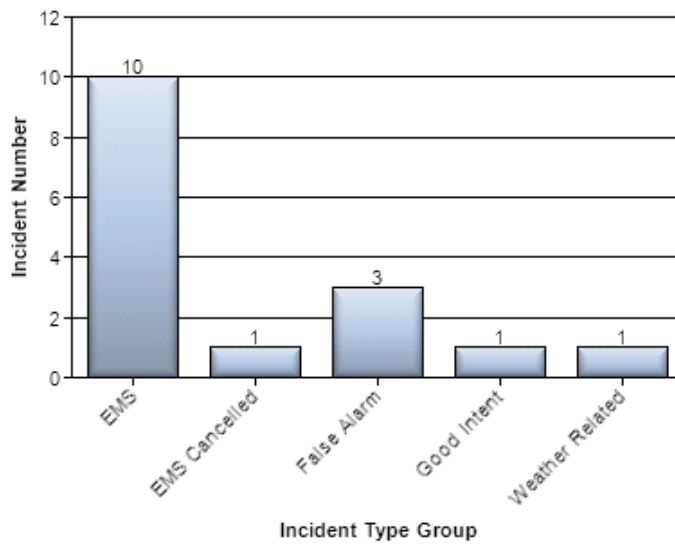
- *City Attorney Scott Missall is researching options and will be providing a brief to Council in the Fall of 2023.*
- Gas-Powered Leaf Blower Education Plan – Following Council direction at the January 9, City Council meeting, City staff created an education and resource page on the city’s Engage Medina community engagement platform. This page included an introduction to what Medina is looking into, FAQ’s and links to other cities that have banned or are considering a ban on gas-powered leaf blowers. The link to Engage Medina was provided to the City Council on Thursday, March 9<sup>th</sup> for feedback and we will be discussing further on Monday, March 13.
- Bellevue Fire Report – Bellevue Fire Department is providing a list of calls they respond to in the City of Medina. Attached is the list of the types of incidents and the number of times they responded to Medina in February 2023.

20180807 - Contract Cities Incident Types

Date: Wednesday, March 8, 2023  
Time: 8:50:59 AM

Incident Date between 2023-02-01 and 2023-03-01  
City equal to Medina

Incident Type Group	Incident Count
EMS	10
EMS Cancelled	1
False Alarm	3
Good Intent	1
Weather Related	1





**MEDINA CITY COUNCIL**  
 2023 AGENDA/ACTION CALENDAR  
 Meetings scheduled for 5:00 pm, online (unless noticed otherwise).

**JANUARY 9, City Council Regular Meeting, 5:00 pm**

Item Type	Topic	Staff Contact	Recommendation	Council Action	Legal Notice
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Presentation	SR520 Build It Faster by Carl Stixrood and John Hutchins - SR520 Working Group - 15 Minutes	Burns		Completed	
Consent Agenda	December 2022, Check Register			Approved	
Consent Agenda	DRAFT CC Minutes 12/12/2022			Adopted	
Consent Agenda	Resolution Supporting Mercer Island Marine Patrol Funding			Adopted Res. No. 429	
Legislative Hearing	Ordinance Approving New Solicitation and Permitting Regulations	Sass		Adopted Ord. No.1018	Legal Notice in Seattle Times 12/24/2022
Public Hearing					
City Business	Comp Plan Update	Keyser		Completed	
City Business	Gas-Powered Leaf Blower Education and Outreach Plan	Burns		Completed	
City Business	Park Use Permit Pilot Program	Burns/Kellerman		Approved	

**JANUARY 23, City Council Regular Meeting, 5:00 pm**

Item Type	Topic	Staff Contact	Recommendation	Council Action	Legal Notice
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Presentation					
Presentation					
Consent Agenda					
Consent Agenda					
Consent Agenda					
Legislative Hearing					
Public Hearing					
Public Hearing					
City Business	City Arborist Presentation and Discussion	Wilcox	Discussion and direction	Completed	
City Business	Tree Management Code Amendments	Wilcox	Approve	Approved	



<b>FEBRUARY 13, 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					
Presentation	Professional Excellence Award Presentations - Medina Police Department	Sass		completed	
Consent Agenda	January and 13th Month Check Register			approved	
Consent Agenda	PB Minutes 11/21/2022			received	
Consent Agenda	PC Minutes 11/15/2022			received	
Consent Agenda	CC Minutes 1/9/2023 , 1/23/2023			adopted	
Consent Agenda	Flock Contract for License Plate Reader Cameras - Tentative	Sass		approved	
Consent Agenda					
Legislative Hearing					
Public Hearing					
City Business	Comp Plan Public Participation Resolution	Keyser		adopted	
City Business	Comp Plan Update	Keyser		completed	
City Business	Ordinance Amending MMC Chapter 2.24 Parks and Recreation Board and MMC Chapter 2.28 Planning Commission to Allow for Hybrid Meetings and Clarify the Number of Parks and Recreation Board Meetings	Osada/Nations		adopted	
Executive Session	RCW 42.30.110(1)(i) Potential Litigation			completed	
<b>FEBRUARY 27, 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	None				
Consent Agenda					
Consent Agenda					
Legislative Hearing					
Public Hearing					
City Business	Development Services Enterprise Budget Discussion	Wilcox	Discussion/Direction	completed	
City Business	Pending Legislative Session Bills	Keyser	Discussion/Direction	completed	

<b>MARCH 13, 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	SR-520 Noise Abatement Project Update by University of Washington Professor of Mechanical Engineering, Per Reinhall - 30 Minutes	Burns			
Presentation	Professional Excellence Award Presentation - Medina Police Department	Sass			
Consent Agenda	February Check Register				
Consent Agenda	PC Minutes				
Consent Agenda	DRAFT CC Minutes				
Legislative Hearing	None				
Public Hearing	None				
City Business	Comp Plan Update	Keyser			
City Business	OGCC Street Vacation Update	Keyser/Romanenko			
City Business	Gas-Powered Leaf Blower Update	Burns			
<b>MARCH 27, 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					
Presentation					
Consent Agenda					
Consent Agenda					
Consent Agenda					
Consent Agenda					
Legislative Hearing					
Public Hearing					
Public Hearing					
City Business					
City Business					
City Business					
<b>APRIL 10, 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					
Presentation					

Consent Agenda	March Check Register				
Consent Agenda	PC Minutes				
Consent Agenda	DRAFT CC Minutes				
Consent Agenda	Proclamation in Recognition of Municipal Clerks Week - May 2-8				
Consent Agenda	Resolution Setting Public Hearing - OGCC Street Vacation - TENTATIVE	Keyser			
Consent Agenda					
Consent Agenda					
Consent Agenda	2023 ARCH Work Program and Budget	Burns			
Legislative Hearing	OGCC Street Vacation Petition - TENTATIVE	Keyser			
Public Hearing					
Public Hearing					
City Business	Comp Plan Update	Keyser			
City Business	Housing Action Plan	Keyser			
City Business	Park Use Pilot Program	Burns/Kellerman			

**APRIL 24, City Council Regular Meeting, 5:00 pm**

Item Type	Topic	Staff Contact	Recommendation	Council Action	Legal Notice
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Presentation					
Presentation					
Consent Agenda					
Consent Agenda					
Consent Agenda					
Consent Agenda					
Consent Agenda					
Consent Agenda					
Legislative Hearing					
Public Hearing					
Public Hearing					
City Business	Undergrounding Utilities	Osada			
City Business					
City Business					

**MAY 8, City Council Regular Meeting, 5:00 pm**

Item Type	Topic	Staff Contact	Recommendation	Council Action	Legal Notice
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Presentation					
Presentation					

Presentation					
Presentation					
Consent Agenda	April Check Register				
Consent Agenda	PB Minutes				
Consent Agenda	PC Minutes				
Consent Agenda	DRAFT CC Minutes				
Consent Agenda	National Police Week and Peace Officer Day Proclamation				
Consent Agenda					
Consent Agenda					
Consent Agenda					
Legislative Hearing					
Public Hearing					
Public Hearing					
City Business	Comp Plan Update	Keyser			
City Business	Housing Action Plan	Keyser			
City Business					

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

Item Type	Topic	Staff Contact	Recommendation	Council Action	Legal Notice
Presentation					
Presentation					
Presentation					
Presentation					
Consent Agenda					
Consent Agenda					
Consent Agenda					
Consent Agenda					
Consent Agenda					
Consent Agenda					
Consent Agenda					
Legislative Hearing					
Public Hearing					
Public Hearing					
City Business					
City Business					
City Business					

**JUNE 12, City Council Regular Meeting, 5:00 pm**

Item Type	Topic	Staff Contact	Recommendation	Council Action	Legal Notice
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Presentation					
Presentation					
Presentation					
Presentation					
Consent Agenda					
Consent Agenda					
Consent Agenda					
Consent Agenda					
Consent Agenda					
Consent Agenda					
Consent Agenda					
Consent Agenda					
Legislative Hearing					
Public Hearing	Housing Action Plan	Keyser			
Public Hearing					
City Business	Comp Plan Update	Keyser			
City Business					
City Business					

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

Item Type	Topic	Staff Contact	Recommendation	Council Action	Legal Notice
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Presentation					
Presentation					
Presentation					
Consent Agenda					
Consent Agenda					
Consent Agenda					
Consent Agenda					
Consent Agenda					
Legislative Hearing					
Public Hearing					
Public Hearing					
City Business					
City Business					
City Business					



## MEDINA POLICE DEPARTMENT

**DATE:** March 13, 2023  
**TO:** Stephen R. Burns, City Manager  
**FROM:** Jeffrey R. Sass, Chief of Police  
**RE:** Police Department Update – February 2023

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The following is a summary highlighting some of the Medina Police Department activity in February 2023.

**Follow up:**

Nothing to report.

**Snow:**

February brought a mild dusting of snow but the roadways remained drivable and were clear by the afternoon. Besides a minor, one-vehicle collision where the driver slid into the curb, there were no traffic issues experienced in Medina or Hunts Point as a result of the snow.



**Community Forum:**

On Wednesday, February 8<sup>th</sup> a Community Forum was held at the Medina City Hall. This was an opportunity for the community to not only receive information about safety, recent activity, and overall crime trends to be aware of from police personnel but to also share their own concerns and ask questions. Upgrades to the license plate reader camera system and the benefits and limitations of their use during a criminal investigation was also highlighted during the forum.



**Awards:**

At the February 13<sup>th</sup> City Council meeting, Officer Brady Halverson was awarded the Medal of Courage for his actions that stopped a very dangerous individual from committing more crime and mayhem in the area. The Medal of Courage was the first medal awarded to a Medina Police Officer and is one of three medals that are available to officers who go far above the call of duty.

**Marine Patrol:**

Nothing to report.

**Save the Date:**

The Medina Police Department will be hosting the first of two annual Shredder/Drug-Take-Back/E-recycle events on Saturday, April 15<sup>th</sup> from 9a-12p at Medina Park.





**MEDINA POLICE DEPARTMENT**  
*Jeff Sass, Chief of Police*  
**MONTHLY SUMMARY**  
**FEBRUARY 2023**



**FELONY CRIMES**

**MV Theft** **2023-00000942** **02/19/2023**  
 An officer was dispatched to the 7600 block of NE 16<sup>th</sup> St. for a report of a motor vehicle theft. The resident reported that their vehicle was taken from their garage which was left open overnight and the keys left inside the vehicle. The vehicle was recovered several days later and returned to the owners. Medina Police are still investigating and have information on a possible suspect.

**MISDEMEANOR CRIMES**

**Nothing to report.**

**OTHER**

**Warrant Arrest** **2023-00000624** **02/04/2023**  
 An officer conducted a routine traffic stop in the 8600 block of Lake Washington Blvd. NE. The driver had a misdemeanor warrant out of the City of Bothell and was taken into custody.

**Collision** **2023-00000918** **02/17/2023**  
 An officer was dispatched to the 2700 block of 84<sup>th</sup> Ave NE for a report of a vehicle that struck a streetlight while exiting from SR520 to 84<sup>th</sup> Ave NE. The driver had minor injuries and was transported to the hospital for medical treatment. Impairment did not appear to be a factor.



# MEDINA POLICE DEPARTMENT

Jeffrey R. Sass, Chief of Police

City of Medina



## February 2023 - Monthly Report

CRIMES	Current Month	YTD 2023	YTD 2022	Year-End 2022
Burglary	0	1	1	10
Vehicle Prowl	0	1	3	4
Vehicle Theft	1	2	3	7
Theft (mail & all other)	0	3	1	10
ID Theft/Fraud	0	0	3	16
Malicious Mischief (Vandalism)	2	4	1	5
Domestic Violence/Violation of No Contact Order	0	1	1	5
Disturbance, Harassment & Non-DV Assault	1	2	2	19
<b>TOTAL CRIMES</b>	<b>4</b>	<b>14</b>	<b>15</b>	<b>76</b>

COMMUNITY POLICING	Current Month	YTD 2023	YTD 2022	Year-End 2022
Drug Violations - Referrals to Treatment	0	0	0	1
Community Assists	11	30	23	139
House Watch Checks	99	151	108	595
School Zone	1	46	48	216
Mental Health	3	6	5	39
<b>TOTAL ENFORCEMENT</b>	<b>114</b>	<b>233</b>	<b>184</b>	<b>990</b>

TRAFFIC	Current Month	YTD 2023	YTD 2022	Year-End 2022
Collisions				
Injury	1	1	0	2
Non-Injury	3	4	2	6
Non-Reportable	0	0	0	1
Traffic Stops				
Citations/Infractions/Parking	16	31	51	250
Warnings	176	364	261	1426
<b>TOTAL TRAFFIC</b>	<b>196</b>	<b>400</b>	<b>314</b>	<b>1685</b>

CALLS FOR SERVICE	Current Month	YTD 2023	YTD 2022	Year-End 2022
Animal Complaints	4	6	8	46
Residential Alarms	21	37	36	255
Missing Person	1	1	1	5
Suspicious Activity/Area Check	24	26	34	219
Medical Call/Assist Fire Department	2	3	4	29
Juvenile (underage party, substance use, etc.)	0	0	1	7
<b>TOTAL SERVICE</b>	<b>52</b>	<b>73</b>	<b>84</b>	<b>561</b>

*\*This report does not include all calls for service handled by Medina Police Officers. It is meant to be an overview of general calls for service within the specified reporting period.*



**MEDINA POLICE DEPARTMENT**  
*Jeff Sass, Chief of Police*  
**MONTHLY SUMMARY**  
**FEBRUARY 2023**



**FELONY CRIMES**

**Nothing to report.**

**MISDEMEANOR CRIMES**

<b>Disturbance</b>	<b>2023-00000685</b>	<b>02/06/2023</b>
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A Police Officer was dispatched to the 8400 block of Hunts Point Lane for a report of a disturbance. The officer arrived at the scene and determined that there was no disturbance and completed a record check on one of the involved individuals which returned with a misdemeanor warrant out of Kittitas for reckless driving. The subject taken into custody and transported to jail.

**OTHER**

<b>Warrant Arrest</b>	<b>2023-00000917</b>	<b>02/17/2023</b>
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A Police Officer conducted a traffic stop in the 2900 block of Hunts Point Rd. The driver of the vehicle had a misdemeanor warrant out of King County for DUI. The driver was taken into custody and transported to jail.



# MEDINA POLICE DEPARTMENT

Jeffrey R. Sass, Chief of Police

Town of Hunts Point



## February 2023 - Monthly Report

CRIMES	Current Month	YTD 2023	YTD 2022	Year-End 2022
Burglary	0	0	0	1
Vehicle Prowl	0	0	0	0
Vehicle Theft	0	0	0	0
Theft (mail & all other)	0	0	1	4
ID Theft/Fraud	0	1	0	2
Malicious Mischief (Vandalism)	0	0	0	2
Domestic Violence/Violation of No Contact Order	0	1	0	1
Disturbance, Harassment & Non-DV Assault	1	1	2	5
<b>TOTAL CRIMES</b>	<b>1</b>	<b>3</b>	<b>3</b>	<b>15</b>

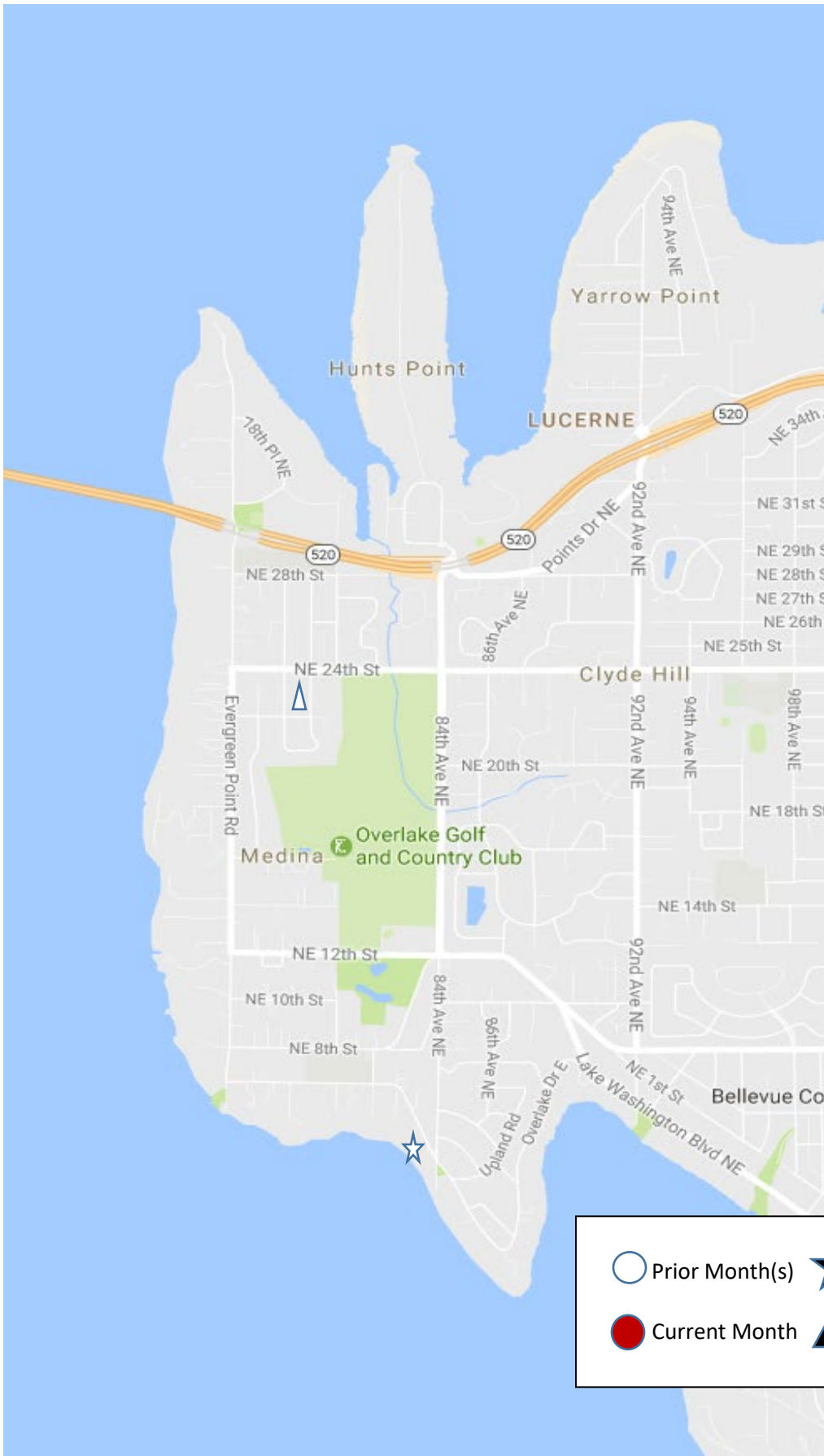
COMMUNITY POLICING	Current Month	YTD 2023	YTD 2022	Year-End 2022
Drug Violations - Referrals to Treatment	0	0	0	0
Community Assists	0	2	1	17
House Watch Checks	4	6	15	60
Mental Health	0	1	0	11
<b>TOTAL ENFORCEMENT</b>	<b>4</b>	<b>9</b>	<b>16</b>	<b>88</b>

TRAFFIC	Current Month	YTD 2023	YTD 2022	Year-End 2022
Collisions				
Injury	0	0	0	0
Non-Injury	0	0	0	1
Non-Reportable	0	0	0	1
				0
Traffic Stops				0
Citations/Infractions/Parking	7	21	10	82
Warnings	48	114	44	289
<b>TOTAL TRAFFIC</b>	<b>55</b>	<b>135</b>	<b>54</b>	<b>373</b>

CALLS FOR SERVICE	Current Month	YTD 2023	YTD 2022	Year-End 2022
Animal Complaints	1	2	1	4
Residential Alarms	3	4	8	32
Missing Persons	0	0	0	0
Suspicious Activity/Area Checks	0	1	4	23
Medical Call/Assist Fire Department	0	0	0	5
Juvenile (underage party, substance use, etc.)	0	1	0	1
<b>TOTAL CALLS FOR SERVICE</b>	<b>4</b>	<b>8</b>	<b>13</b>	<b>65</b>

*\*This report does not include all calls for service handled by Medina Police Officers. It is meant to be an overview of general calls for service within the specified reporting period.*

# 2023 Burglaries & Vehicle Prowls Medina & Hunts Point





# CITY OF MEDINA

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

**Date:** March 13, 2023  
**To:** Honorable Mayor and City Council  
**Via:** Stephen R. Burns, City Manager  
**From:** Steven R. Wilcox, Development Services Department Director  
**Subject:** Development Services Department Monthly Report

## Permit Activity

Well, it is the same story, but different month. Applications, permit value, and most important to service revenues are down again.

The “February 2023 Issued Permits” report provided shows Total Value of permits issued down significantly when compared to 2022. You may recall that 2022 was down all year compared to 2021. And, the larger valued permits issued in February 2023 came in as applications in Fall of 2022.

This month we have 5-Construction Activity Permit Open Houses scheduled. All of these open houses are associated with 2022 permit applications.

## Planning Commission

By Stephanie Keyser

Planning Commission began discussing the draft Housing Action Plan (HAP) during their February 28<sup>th</sup> meeting. The purpose of the HAP is to identify Medina’s housing needs, analyze projected needs, and identify strategies and implementation actions that the city may take to promote greater housing opportunities at all income levels. It is anticipated that Planning Commission will hold a public hearing on the draft in March and Council will begin to discuss it in April. The city received a grant from the Department of Commerce to do this work and the HAP must be adopted by resolution by June 30, 2023.

## King County Wastewater Pump Station Maintenance Project

We continue to work with King County staff on construction mitigations associated with their July/August 2023 pump station maintenance project. A meeting this past week resulted in an agreement for the County to provide a mailing notice for a 1,000 ft radius of their property. This first notice will be sent out the week of March 20<sup>th</sup> – 24<sup>th</sup>.

Additional noticing will come in the form of Medina Matters, and in-person conversations with residents. We intend on sending out 4-notices between late March and about 2-weeks prior to the start of the work. The primary issue is work through one night and trucking

during that time. Noticing to each resident along the truck route will also occur. The pump station property will also be posted with project information.

### **Tree Code Enforcement**

Our development project Arborist, Sean Dugan is working with the owner of 3444 and 3450 Evergreen Point Road regarding proposed tree removals. The report provided has details. As always, we are working with the property owner to identify alternatives to the tree removal. However, the applications appear to be code compliant. The result of the tree removal will be a noticeable change in canopy along Evergreen Point Road.

We have drafts of code amendments associated with the six bullet points that Council approved. Approval of these code amendments will add clarity to the Tree Management Code and to a degree better tree protections. These are short-term fixes to issues identified by our two new arborists. An in-depth review of the Medina Tree Management Code should become a calendared Planning Commission item as time and budget allows.

### **Permit Tracking and Public Portal**

As previously mentioned, we are exploring the possibility of replacing our permit tracking software including our public portal.

Medina now has a seat on a 9-member steering committee which is managed by the City of Bellevue. Bellevue has initiated a plan to add permit tracking software to their well-liked public portal software. About 30-jurisdictions have shown interest in this project.

Over the next months the project will develop and more information will be provided to Council. If this Bellevue project is something we wish to be a part of there will need to be a budget discussion in 2024.

### **Development Services Fund**

As discussed, the DS Fund is under review with several administration to be made, and some fee amendments to be proposed.

The DS Fund was established in 2021 and implemented on January 1, 2022 with transparency as the focus, but sustainability has become the most important matter to address.

A significant part of how Development Services is funded is through cash deposits made by permit applicants. These "Advanced Deposits" offset additional costs to the City for services provided. Medina staff evaluate our consultant invoices each month and compare to permit fees assessed to projects. As cost of service exceeds permit fees paid then money is drawn from the associated advanced deposit.

Provided is the 2021 and 2022 tracking of advanced deposits for each our tree code consultants, and our engineering consultant. The tables show the result of using the advanced deposit process.

As part of the DS Fund evaluation the advanced deposit process will need to be expanded to include all of our professional consultants. This change will come to Council as a code amendment.





## February 2023 Issued Permits

Page 1 of 1

Report run on: 11/01/2022 07:56 AM

<b>Construction Value:</b>	<b>February 2023</b>	<b>February 2022</b>	<b>2023 YTM</b>	<b>2022 YTM</b>	<b>Difference</b>
Accessory Structure	-	-	-	-	\$0.00
Addition / Alteration	\$700.00	\$20,000.00	\$4,120,700.00	\$1,380,091.00	\$2,740,609.00
Fence / Wall	\$22,960.00	\$75,000.00	\$32,960.00	\$78,500.00	(\$45,540.00)
New Construction	-	\$4,745,306.00	\$1,800,492.00	\$7,645,306.00	(\$5,844,814.00)
Repair / Replace	-	-	-	-	\$0.00
Wireless Comm. Facility	-	-	-	-	\$0.00
<b>Total Value:</b>	<b>\$23,660.00</b>	<b>\$4,840,306.00</b>	<b>\$5,954,152.00</b>	<b>\$9,103,897.00</b>	<b>(\$3,149,745.00)</b>
<b>Permits Issued:</b>	<b>February 2023</b>	<b>February 2022</b>	<b>2023 YTM</b>	<b>2022 YTM</b>	<b>Difference</b>
New Construction	-	2	1	3	(2)
Permit Extension	3	3	4	6	(2)
Accessory Structure	-	-	-	-	0
Addition / Alteration	1	1	4	2	2
Construction Activity Permit	1	5	5	7	(2)
Demolition	-	2	1	3	(2)
Fence / Wall	2	2	3	3	0
Grading / Drainage	1	2	4	3	1
Mechanical	6	7	16	17	(1)
Other - Moving	-	-	-	-	0
Plumbing / Gas	1	5	6	12	(6)
Repair / Replace	-	-	-	-	0
Reroof	-	-	-	-	0
Right of Way Use	4	6	10	12	(2)
Tree Mitigation	4	6	8	13	(5)
Wireless Comm. Facility	-	-	-	-	0
<b>Total Permits:</b>	<b>23</b>	<b>41</b>	<b>62</b>	<b>81</b>	<b>(19)</b>
<b>Inspections:</b>	<b>February 2023</b>	<b>February 2022</b>	<b>2023 YTM</b>	<b>2022 YTM</b>	<b>Difference</b>
Building	45	106	104	173	(69)
Engineering/Other	14	17	18	27	(9)
	5	2	7	11	(4)
Tree	5	3	9	6	3
<b>Total Inspections:</b>	<b>69</b>	<b>128</b>	<b>138</b>	<b>217</b>	<b>(79)</b>

## February 2023 Permit Applications Received

Permit Type	Submitted Date	Permit Number	Total Valuation	Address
B-ACCST	02/06/2023	B-23-006	\$350,000.00	8845 OVERLAKE DR W
<b>TOTAL B-ACCST:</b>	<b>1</b>		<b>\$350,000.00</b>	
B-ADD/ALT	02/02/2023	B-23-005	\$300,000.00	3240 78TH PL NE
B-ADD/ALT	02/23/2023	B-23-011	\$20,000.00	8224 OVERLAKE DR W
<b>TOTAL B-ADD/ALT:</b>	<b>2</b>		<b>\$320,000.00</b>	
B-FENCE	02/14/2023	B-23-009	\$10,000.00	2450 78TH AVE NE
B-FENCE	02/15/2023	B-23-010	\$12,960.00	2626 78TH AVE NE
<b>TOTAL B-FENCE:</b>	<b>2</b>		<b>\$22,960.00</b>	
B-GAS	02/06/2023	G-23-002		7617 NE 24TH ST
<b>TOTAL B-GAS:</b>	<b>1</b>		<b>\$0.00</b>	
B-GATE	02/08/2023	B-23-007	\$30,000.00	8297 OVERLAKE DR W
<b>TOTAL B-GATE:</b>	<b>1</b>		<b>\$30,000.00</b>	
B-MECHANICAL	02/01/2023	M-23-007		3602 EVERGREEN POINT RD
B-MECHANICAL	02/03/2023	M-23-008		518 UPLAND RD
B-MECHANICAL	02/06/2023	M-23-009		7617 NE 24TH ST
B-MECHANICAL	02/16/2023	M-23-010		7742 OVERLAKE DR W

B-MECHANICAL	02/24/2023	M-23-011		1034 Evergreen Point Road
B-MECHANICAL	02/26/2023	M-23-012		2839 EVERGREEN POINT RD
<b>TOTAL B-MECHANICAL:</b>	<b>6</b>		<b>\$0.00</b>	
B-PIER	02/13/2023	B-23-008	\$293,010.00	3440 EVERGREEN POINT RD
<b>TOTAL B-PIER:</b>	<b>1</b>		<b>\$293,010.00</b>	
B-SFR	02/28/2023	B-23-012	\$3,200,000.00	530 87TH AVE NE
<b>TOTAL B-SFR:</b>	<b>1</b>		<b>\$3,200,000.00</b>	
CAP - CONSTRUCTION ACTIVITY PERMIT	02/09/2023	CAP-23-003		3240 78TH PL NE
CAP - CONSTRUCTION ACTIVITY PERMIT	02/26/2023	CAP-23-004		8224 OVERLAKE DR W
<b>TOTAL CAP - CONSTRUCTION ACTIVITY PERMIT:</b>	<b>2</b>		<b>\$0.00</b>	
ENG-GRADING/DRAINAGE	02/15/2023	ENG-GD-23-002		8000 NE 16TH ST
<b>TOTAL ENG-GRADING/DRAINAGE:</b>	<b>1</b>		<b>\$0.00</b>	
PW-RIGHT OF WAY	02/09/2023	PW-ROW-22-042		2426 80TH AVE NE
PW-RIGHT OF WAY	02/28/2023	PW-ROW-23-012		7858 NE 14TH ST
PW-RIGHT OF WAY	02/09/2023	PW-ROW-23-009		1800 77TH AVE NE
PW-RIGHT OF WAY	02/09/2023	PW-ROW-23-008		OVERLAKE DR E
PW-RIGHT OF WAY	02/15/2023	PW-ROW-23-010		633 81st Avenue NE

PW-RIGHT OF WAY	02/17/2023	PW-ROW-23-011		850 80TH AVE NE
<b>TOTAL PW-RIGHT OF WAY:</b>	<b>6</b>		<b>\$0.00</b>	
TREE-HAZARD EVALUATION	02/02/2023	TREE-23-003		2230 EVERGREEN POINT RD
<b>TOTAL TREE-HAZARD EVALUATION:</b>	<b>1</b>		<b>\$0.00</b>	
TREE-RESTORATION	02/21/2023	TREE-23-005		1000 82ND AVE NE
TREE-RESTORATION	02/05/2023	TREE-23-004		2230 EVERGREEN POINT RD
<b>TOTAL TREE-RESTORATION:</b>	<b>2</b>		<b>\$0.00</b>	
<b>Total # of Permits</b>	<b>27</b>		<b>\$4,215,970.00</b>	



## February Code Enforcement Report

Case Number	Case Type	Assigned To	Address	Case Text
CC-2023-053	TREE INVESTIGATION	Andy Crossett	1849 77TH AVE NE	<p>Description: Observed 10"-12" diameter tree stump leaning towards roadway. Tree appears to have fallen during the recent winds and was then cut to remove it from obstructing roadway.</p> <p>Action Taken: Spoke to Public Works department and determined the tree was removed by Public Works after hours on 2/26/23. Provided photos and details to City Arborist to document.</p>
CC-2023-026	CITATION	Rob Kilmer	1800 77TH AVE NE	<p>Description: Four construction related vehicles observed parked along right-of-way</p> <p>Action Taken: Notice of Citation issued to project Agent</p>
CC-2023-027	TREE INVESTIGATION	Rob Kilmer	7746 NE 6TH ST	<p>Description: Tree cutting work observed.</p> <p>Action Taken: Investigated and determined that the cutting matches an approved, issued tree permit (TREE-22-084). No further action taken.</p>
CC-2023-028	GENERAL	Rob Kilmer	3616 Evergreen Pt. Rd.	<p>Description: Observed work vehicles parked along ROW</p> <p>Action Taken: Determined that vehicles were related to property maintenance only. No further action taken.</p>
CC-2023-029	GENERAL	Rob Kilmer	3602 Evergreen Pt. Rd.	<p>Description: Observed work vehicles parked along ROW</p> <p>Action Taken: Determined that vehicles were related to property maintenance only. No further action taken.</p>
CC-2023-030	GENERAL	Rob Kilmer	2839 Evergreen Pt. Rd.	<p>Description: Concern received regarding work in a shared easement</p> <p>Action Taken: Directed activity to be stopped until the allowability of the work can be determined.</p>
CC-2023-031	REFUSE BINS	Rob Kilmer	3249 Evergreen Pt. Rd.	<p>Description: Two refuse bins observed in ROW</p> <p>Action Taken: Notice placed on bins and letter sent to property owner.</p>
CC-2023-032	GENERAL	Rob Kilmer	2425 80TH AVE NE	<p>Description: House modification work observed from ROW</p> <p>Action Taken: Spoke to person in charge of work and determined that the scope does not require a building permit (replacement of fascia board behind gutter).</p> <p>Advised workers regarding parking rules and work hours.</p>

CC-2023-033	REFUSE BINS	Rob Kilmer	3335 Evergreen Pt. Rd.	<p>Description: Refuses bins observed in ROW</p> <p>Action Taken: Placed new notice on bins and mailed letter to homeowner.</p>
CC-2023-034	REFUSE BINS	Rob Kilmer	925 80TH AVE NE	<p>Description: Refuse bins observed in ROW</p> <p>Action Taken: Placed notices on bins.</p>
CC-2023-035	REFUSE BINS	Rob Kilmer	8048 NE 8TH ST	<p>Description: Refuse bins observed obstructing crosswalk access in ROW</p> <p>Action Taken: Moved bins out of crosswalk access, placed notices on bins.</p>
CC-2023-036	GENERAL	Rob Kilmer	7545 NE 28TH PL	<p>Description: Observed the demolition of exterior stonework of house. Observed several vehicles parked in ROW.</p> <p>Action Taken: Advised project Agent that a permit is required if replacement material is to be stone or stucco. Determined that vehicles were not construction related.</p>
CC-2023-037	GENERAL	Rob Kilmer	3240 Evergreen Pt. Rd.	<p>Description: Two work vehicles observed parked along right-of-way.</p> <p>Action Taken: Investigated and determined the vehicles did not belong to the construction project at 3242 EPR, but were related to maintenance at 3240 EPR. No further action taken.</p>
CC-2023-038	TREE INVESTIGATION	Rob Kilmer	3430 Evergreen Point Road	<p>Description: Observed damaged tree adjacent to construction site</p> <p>Action Taken: Photographed damage and notified tree consultant to investigate</p>
CC-2023-039	SIGN VIOLATION	Rob Kilmer	12th, 24th & Evergreen Pt Rd	<p>Description: Observed two commercial advertising signs (Roof Moss Gone.com) displayed in the right-of-way.</p> <p>Action Taken: Removed signs and contacted company to inform them regarding the sign rules in Medina.</p>
CC-2023-040	GENERAL	Rob Kilmer	7630 NE 10TH ST	<p>Description: Observed concrete paving work to replace driveway entry.</p> <p>Action Taken: Investigated and determined that this work was done as part of the restoration for the utility replacement along 10th. No further action taken.</p>
CC-2023-041	GENERAL	Rob Kilmer	7619 NE 16TH ST	<p>Description: Report received of damage to the corner of Evergreen Point Road and 7619 NE 16th Street. A truck had cut the corner and knocked over a private sign.</p> <p>Action Taken: Photographed area and observed that a crew was onsite working to clean up the damage and straighten the private sign. Follow up visits will be performed to determine if further action is required.</p>

CC-2023-042	CITATION	Rob Kilmer	3244 76TH AVE NE	<p>Description: Tree work performed that requires a permit</p> <p>Action Taken: Notice of Citation issued. Permit Required to be issued.</p>
CC-2023-043	GENERAL	Rob Kilmer	802 Evergreen Pt. Rd.	<p>Description: Observed construction of a planter box adjacent to sidewalk</p> <p>Action Taken: Started investigation into rules around this. Requested more information from project Agent.</p>
CC-2023-044	TREE INVESTIGATION	Rob Kilmer	2407 79TH AVE NE	<p>Description: Received concern regarding a tree in the right-of-way adjacent to private property</p> <p>Action Taken: A tree inspection was performed by the City Arborist. A letter with the Arborist's determination has been sent to the owner of the adjacent property. A copy of the letter was emailed to the property's representative.</p>
CC-2023-045	GENERAL	Rob Kilmer	7920 NE 26TH ST	<p>Description: Observed large branch obstructing north lane of roadway.</p> <p>Action Taken: Moved branch out of roadway to unimproved shoulder of right-of-way.</p>
CC-2023-046	REFUSE BINS	Rob Kilmer	2436 Evergreen Pt. Rd.	<p>Description: Observed full yard waste bin on side of roadway.</p> <p>Action Taken: Placed tag on bin.</p>
CC-2023-047	REFUSE BINS	Rob Kilmer	2432 Evergreen Pt. Rd.	<p>Description: Observed full yard waste bin on side of roadway.</p> <p>Action Taken: Placed tag on bin.</p>
CC-2023-048	REFUSE BINS	Rob Kilmer	3340 Evergreen Pt. Rd.	<p>Description: Observed full refuse bin on side of roadway.</p> <p>Action Taken: Placed tag on bin.</p>
CC-2023-049	REFUSE BINS	Rob Kilmer	7661 NE 14TH ST	<p>Description: Observed four bins on side of roadway</p> <p>Action Taken: Attached notices to each bin.</p>
CC-2023-051 CC-2023-055 □	SIGN VIOLATION	Rob Kilmer	8th & Evergreen Pt. Rd. 12th & 84th Ave NE; 24th & 80th Ave NE □	<p>Description: Commercial advertising signs (House and Office Cleaning) nailed to utility poles approximately 8 feet high.</p> <p>Action Taken: Requested Public Works Department to take down sign. Attempted to contacted company to inform them of sign rules in Medina. First phone number does not answer, second phone number does not work.</p>

CC-2023-052	SIGN VIOLATION	Rob Kilmer	8th, 10th, 12th and Evergreen Pt. Rd.	<p>Description: Advertising flyers (Window Cleaning) stapled to utility poles along Evergreen Point Road.</p> <p>Action Taken: Removed flyers and called company to inform them of sign rules in Medina.</p>
CC-2023-054	REFUSE BINS	Rob Kilmer	7701 NE 28TH ST	<p>Description: Refuse bins observed in ROW</p> <p>Action Taken: Placed notices on bins. Mailed formal letter to property owners.</p>
CC-2023-050	GENERAL	Ryan Osada	14th Ave NE	<p>Description: Received concern regarding work taking place during observed holiday 2/20/23</p> <p>Action Taken: This work was determined to be related to the roadway cutting/water service replacement project by Bellevue Public Utilities. Ryan Osada notified the project's inspector to address this issue with the work crews.</p>



Advanced Deposit Tracking

2021

Tree Code Consultants/401.558.60.41.50

Month	Invoice	*AD	%	**Net
January	\$ 7,408.75	\$ 1,848.00	25%	\$ 5,560.75
February	\$ 6,868.05	\$ 2,053.71	30%	\$ 4,814.34
March	\$12,461.82	\$ 2,967.59	24%	\$ 9,494.23
April	\$ 5,947.29	\$ 1,584.94	27%	\$ 4,362.35
May	\$ 5,104.50	\$ 553.50	11%	\$ 4,551.00
June	\$ 6,683.64	\$ 1,310.61	20%	\$ 5,373.03
July	\$ 5,412.00	\$ 1,161.92	21%	\$ 4,250.08
August	\$ 2,798.25	\$ 369.00	13%	\$ 2,429.25
September	\$ 5,535.00	\$ 1,107.00	20%	\$ 4,428.00
October	\$ 5,878.75	\$ 2,676.80	46%	\$ 3,201.95
November	\$ 4,387.82	\$ 1,368.75	31%	\$ 3,019.07
December	\$ 3,883.60	\$ 2,213.44	57%	\$ 1,670.16
<b>Total</b>	<b>\$72,369.47</b>	<b>\$19,215.26</b>	<b>27%</b>	<b>\$ 53,154.21</b>

Engineering Consultant/401.558.60.41.08

Month	Invoice	*AD	%	**Net
January	\$ 7,568.04	\$ 4,807.46	64%	\$ 2,760.58
February	\$ 11,010.90	\$ 3,965.89	36%	\$ 7,045.01
March	\$ 10,678.62	\$ 5,882.36	55%	\$ 4,796.26
April	\$ 9,763.37	\$ 5,901.96	60%	\$ 3,861.41
May	\$ 9,207.95	\$ 4,758.93	52%	\$ 4,449.02
June	\$ 11,153.69	\$ 6,448.16	58%	\$ 4,705.53
July	\$ 5,635.44	\$ 1,728.72	31%	\$ 3,906.72
August	\$ 4,579.52	\$ 1,728.72	38%	\$ 2,850.80
September	\$ 10,606.64	\$ 6,706.35	63%	\$ 3,900.29
October	\$ 5,793.97	\$ 4,549.97	79%	\$ 1,244.00
November	\$ 6,221.72	\$ 4,057.18	65%	\$ 2,164.54
December	\$4,291.31	\$2,777.47	65%	\$ 1,513.84
<b>Total</b>	<b>\$ 96,511.17</b>	<b>\$53,313.17</b>	<b>55%</b>	<b>\$ 43,198.00</b>

2022

Tree Code Consultants/401.558.60.41.50

Month	Invoice	*AD	%	**Net
January	\$ 9,657.10	\$ 5,337.69	55%	\$ 4,319.41
February	\$ 7,626.25	\$ 3,796.00	50%	\$ 3,830.25
March	\$10,290.94	\$ 7,154.21	70%	\$ 3,136.73
April			0%	\$ -
May	\$ 214.50	\$ 52.00	24%	\$ 162.50
June	\$25,151.43	\$ 11,313.97	45%	\$ 13,837.46
July	\$ 5,673.75	\$ 3,471.25	61%	\$ 2,202.50
August	\$ 7,036.25	\$ 1,440.00	20%	\$ 5,596.25
September	\$ 5,680.00	\$ 1,668.54	29%	\$ 4,011.46
October	\$ 7,022.50	\$ 4,237.96	60%	\$ 2,784.54
November	\$12,533.75	\$ 5,281.21	42%	\$ 7,252.54
December	\$ 2,400.00	\$ 720.00	30%	\$ 1,680.00
<b>Total</b>	<b>\$93,286.47</b>	<b>\$44,472.83</b>	<b>48%</b>	<b>\$ 48,813.64</b>

Engineering Consultant/401.558.60.41.08

Month	Invoice	*AD	%	**Net
January	\$ 7,981.02	\$ 5,471.34	69%	\$ 2,509.68
February	\$ 3,244.80	\$ 1,789.57	55%	\$ 1,455.23
March	\$ 6,672.74	\$ 4,522.01	68%	\$ 2,150.73
April	\$ 9,290.96	\$ 7,019.51	76%	\$ 2,271.45
May	\$ 6,184.05	\$ 4,119.35	67%	\$ 2,064.70
June	\$ 7,624.16	\$ 4,756.42	62%	\$ 2,867.74
July	\$ 4,929.38	\$ 3,489.24	71%	\$ 1,440.14
August	\$ 6,888.74	\$ 3,375.51	49%	\$ 3,513.23
September	\$ 5,865.48	\$ 4,325.15	74%	\$ 1,540.33
October	\$ 3,797.35	\$ 2,679.41	71%	\$ 1,117.94
November	\$ 3,650.18	\$ 2,016.06	55%	\$ 1,634.12
December	\$ 3,835.35	\$ 3,111.27	81%	\$ 724.08
<b>Total</b>	<b>\$ 69,964.21</b>	<b>\$46,674.84</b>	<b>67%</b>	<b>\$ 23,289.37</b>

\*AD refers to Advanced Deposit. AD is a cash account established with most building permits to pay for consultant costs above the permit fees.

\*\*Net is the impact on the Development Services Fund. Net is the invoice total minus the amount charged back to the applicant through AD

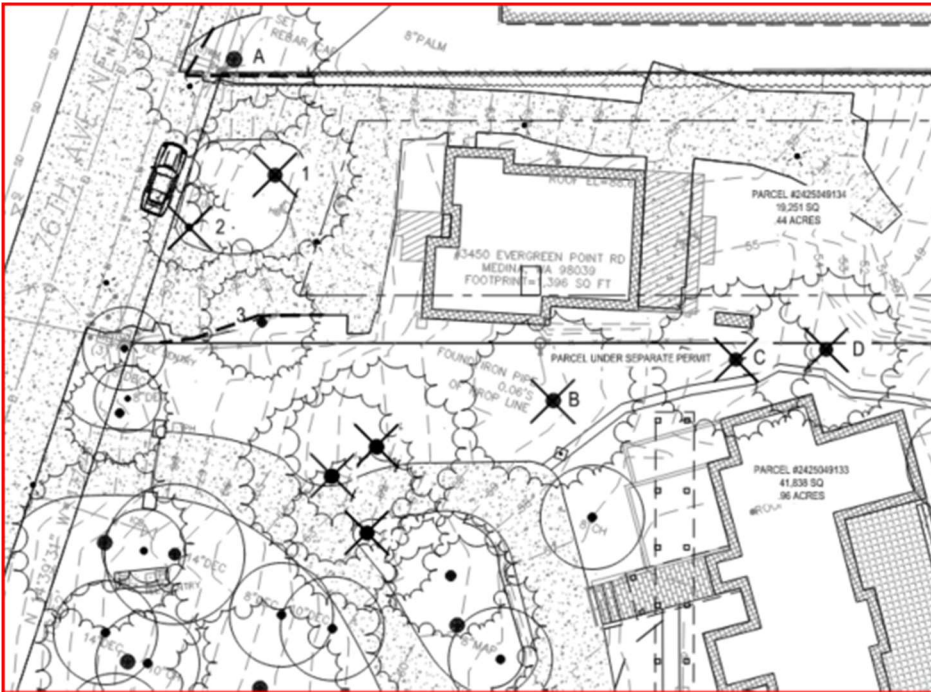
## Development Project Tree Permit Activity Report February 2023 By Sean Dugan

Development Project - Permitted Tree Removal					
TREE-WITH BUILDING/DEVELOPMENT	8457 NE 5TH ST	7	*	6	*9, 13,13,14,14,15,19; Mature landscape with low quality vegetation
TREE-WITH BUILDING/DEVELOPMENT	2420 76th Ave NE	11	*	0	*7, 6.6, 8.2, 7, 17.5, 19.5, 13, 17.5, 16, 31.8, 20; Arborist report provided describes why trees will need to be removed for development. Revised plan saves large cedar tree visble from EPR.
Development Project - Pending					
TREE-WITH BUILDING/DEVELOPMENT	3450 EVERGREEN POINT RD	4	10, 11, 14, 42	?	Pending - arborist report with revised calculations and determination if project is compliant with code objectives and intent; 42 inch legacy tree may be removed for hazard without replacement.
TREE-WITH BUILDING/DEVELOPMENT	3444 Evergreen Point Rd	6	20, 24, 26, 30, 40, 44	?	Pending - arborist report with revised calculations and determination if project is compliant with code objectives and intent; two legacy trees proposed for removal for driveway reconfiguration.



2420 76<sup>th</sup> Ave. NE. - Red arrows point to trees proposed to be removed. No replacement required. Cedar tree in yellow ellipse currently proposed for preservation.

Development Project - Pending



Plan sections from 3450 and 3444 Evergreen Point Road showing trees proposed for removal.



Photos taken from west of 3450 Evergreen point Road. The red arrows point to trees proposed for removal. The tree on the left side is of legacy size, which has been deemed a hazard tree.



Photo taken from the northwest of the property at 3450 Evergreen Point Road. Red arrows point to trees at 3450 and 3444 Evergreen Point Road proposed for removal.



Photo taken west of 3444 Evergreen Point Road. Trees with red arrows are proposed for removal. The two trees on the left are of legacy tree size.

## Non-Development Tree Permit Activity Report February 2023 By Andy Crossett

Non-Development Tree Permit Activity Report					
Permit Type	Address	# Trees Removed	Removed Tree (Size)	Supplemental Required	Description
Restoration	1000 82 <sup>nd</sup> Ave NE	1 Lombardy Poplar	24"	2 trees	Tree was in poor condition with a large basil wound.
ROW Tree Assessment	2451 79th Ave NE	1 Giant Sequoia	40"	N/A	ROW tree damaging water meter. Working with resident to reroute meter and retain the tree. The tree will not be removed. The existing water meter and service water line will be re-routed around the tree roots.

**2451 79th Ave NE – 1, 48" DBH Giant Sequoia**





## CITY OF MEDINA

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

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**Date:** March 13th, 2023  
**To:** Honorable Mayor and City Council  
**Via:** Stephen R. Burns, City Manager  
**From:** Ryan Wagner, Finance & HR Director  
**Subject:** February 2023 Financial Report

The February 2023 Reporting includes:

- February AP Check Register Activity Detail
- Key Revenue and Expenditures in February 2023
- Potential Budget Amendment Items for 2023
- February 2023 Financial Report
- February 2023 Cash Position Report
- February 2023 REET Report

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### Key Revenue from February of 2023

- \$144K in property tax revenue (will pick up in Q2)
- \$154K in retail sales and use tax.
- \$28K in investment earnings
- \$6K Department of Ecology grant
- \$400k in February REET (to be paid out in March, see attached report)

### Key Expenditures from February of 2023

- \$50K TIG - New servers and other assorted projects
- \$47K Flock Safety – New traffic camera system for City of Medina
- \$27K CREA Affiliates – 2024 Periodic Comp Plan Updates

### Budget Amendment Items

- 20K for WCIA 2023 bill, good faith estimate was understated by Finance Director

### Potential Amendment Items

- \$10K for outgoing Council celebration and end of year banquet
- \$25K for potential arborist fee study (already presented to council in Jan 23)

- \$40K for Body Cameras for our PD, potential Q4 expense
- \$30K for a Development Services fee study, (Feb second meeting discussion)
- \$50K for potential Overlay projects (high estimate per PW Director)

February 2023 Financial Report

	FEBRUARY ACTUAL	FEBRUARY YTD ACTUAL	2023 ANNUAL BUDGET	% of Budget Total	REMAINING BUDGET
<b>General Fund</b>					
Property Tax	\$143,909	\$151,266	\$4,318,656	3.50%	\$4,167,390
Sales Tax	\$153,784	\$318,311	\$1,870,785	17.01%	\$1,552,475
Affordable & Sup. Housing	\$0	\$1,281	\$0	—	(\$1,281)
Criminal Justice	\$9,857	\$18,557	\$98,782	18.79%	\$80,225
B & O Tax: Utility & Franchise Fee	\$307,164	\$308,461	\$897,637	34.36%	\$589,176
Leasehold Excise Tax	\$0	\$0	\$6,589	0.00%	\$6,589
General Government (includes Hunts Point)	\$0	\$5,991	\$441,401	1.36%	\$435,410
Passports, General Licenses & Permits	\$249	\$596	\$6,050	9.85%	\$5,454
Fines, Penalties, Traffic Infr.	\$2,018	\$2,149	\$18,000	11.94%	\$15,851
Misc. Invest. Facility Leases	\$31,341	\$60,602	\$160,869	37.67%	\$100,267
Disposition of Capital Assets	\$0	\$10,000	\$0	—	(\$10,000)
<b>General Fund Total</b>	<b>\$648,321</b>	<b>\$877,212</b>	<b>\$7,818,769</b>	<b>11.22%</b>	<b>\$6,941,557</b>
<b>Development Services Fund Total</b>	<b>\$55,678</b>	<b>\$124,439</b>	<b>\$1,007,538</b>	<b>12.35%</b>	<b>\$883,098.97</b>
Development Services Fund Transfers In from GF	\$0	\$0	\$0	—	\$0.00
<b>Street Fund Total</b>	<b>\$3,783</b>	<b>\$7,785</b>	<b>\$135,166</b>	<b>5.76%</b>	<b>\$90,446</b>
Street Fund Transfers In	\$46,140	\$85,851	\$515,000	16.67%	\$200,764
<b>Tree Fund Total</b>	<b>\$0</b>	<b>\$0</b>	<b>\$3,075</b>	<b>0.00%</b>	<b>\$3,075</b>
<b>Capital Fund Total</b>	<b>\$36,536</b>	<b>\$96,376</b>	<b>\$1,253,264</b>	<b>7.69%</b>	<b>\$1,156,888</b>
<b>Levy Stabilization Fund Total</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>—</b>	<b>\$0</b>
Levy Fund Transfers In GF	\$41,667	\$83,333	\$500,000	16.67%	\$416,667
<b>NonRevenue Trust Funds Total</b>	<b>\$1,748</b>	<b>\$2,030</b>	<b>\$0</b>	<b>—</b>	<b>(\$2,030)</b>
<b>Master Investments Total</b>	<b>\$0</b>	<b>\$2,000,000</b>	<b>\$0</b>	<b>—</b>	<b>(\$2,000,000)</b>
<b>Total (All Funds)</b>	<b>\$746,067</b>	<b>\$3,107,843</b>	<b>\$10,217,812</b>	<b>30.42%</b>	<b>\$7,109,969</b>
Total (All Funds) Transfers In	\$87,807	\$169,184	\$1,015,000	16.67%	\$845,816


EXPENDITURES:	FEBRUARY ACTUAL	FEBRUARY YTD ACTUAL	2023 ANNUAL BUDGET	% of Budget Total	REMAINING BUDGET
<b>General Fund</b>					
Legislative	\$41	\$4,089	\$70,500	5.80%	\$66,411
Municipal Court	\$4,625	\$4,625	\$62,000	7.46%	\$57,375
Executive	\$23,446	\$43,963	\$281,185	15.63%	\$237,222
Finance	\$36,180	\$306,686	\$568,879	53.91%	\$262,193
Legal	\$1,800	\$1,800	\$327,200	0.55%	\$325,400
Central Services	\$116,704	\$230,356	\$1,261,218	18.26%	\$1,030,862
Police Operations	\$302,201	\$509,840	\$2,669,889	19.10%	\$2,160,049
Fire & Medical Aid	\$0	\$0	\$827,788	0.00%	\$827,788
Public Housing, Environmental & Mental Health Fees	\$0	\$0	\$42,058	0.00%	\$42,058
Recreational Services	\$0	\$0	\$48,500	0.00%	\$48,500
Parks	\$59,517	\$98,588	\$605,610	16.28%	\$507,022
<b>General Fund Subtotal</b>	<b>\$544,513</b>	<b>\$1,199,946</b>	<b>\$6,764,827</b>	<b>17.74%</b>	<b>\$5,564,881</b>
General Fund Transfers Out	\$81,557	\$156,684	\$940,000	16.67%	\$783,316
<b>General Fund Total</b>	<b>\$626,069</b>	<b>\$1,356,630</b>	<b>\$7,704,827</b>	<b>17.61%</b>	<b>\$6,348,197</b>
<b>Development Services Fund Total</b>	<b>\$105,597</b>	<b>\$233,616</b>	<b>\$1,231,858</b>	<b>18.96%</b>	<b>\$998,242</b>
<b>City Street Fund Total</b>	<b>\$37,064</b>	<b>\$76,063</b>	<b>\$629,167</b>	<b>12.09%</b>	<b>\$553,104</b>
<b>Tree Fund Total</b>	<b>\$0</b>	<b>\$0</b>	<b>\$40,000</b>	<b>0.00%</b>	<b>\$40,000</b>
<b>Capital Fund Total</b>	<b>\$13,071</b>	<b>\$16,048</b>	<b>\$1,090,000</b>	<b>1.47%</b>	<b>\$1,073,952</b>
Capital Fund Transfers Out	\$6,250	\$12,500	\$75,000	16.67%	\$62,500
<b>NonRevenue Trust Funds Total</b>	<b>\$224</b>	<b>\$296</b>	<b>\$0</b>	<b>0.00%</b>	<b>(\$296)</b>
<b>Master Investments Total</b>	<b>\$193,325</b>	<b>\$1,451,206</b>	<b>\$0</b>	<b>0.00%</b>	<b>(\$1,451,206)</b>
<b>Total (All Funds)</b>	<b>\$893,793</b>	<b>\$2,977,174</b>	<b>\$9,755,852</b>	<b>30.52%</b>	<b>\$6,778,678</b>
Total (All Funds) Transfers Out	\$87,807	\$169,184	\$1,015,000	16.67%	\$845,816



2/28/2023 Cash Position Report

<u>2023 Cash Balance, 1/31/2023</u>		<u>2023 Cash Balance, 2/28/2023</u>	
<u>TOTAL CASH &amp; INVESTMENTS</u>		<u>TOTAL CASH &amp; INVESTMENTS</u>	
Period Ending: 01/31/2023		Period Ending: 02/28/2023	
WA ST INV POOL	\$ 7,204,348	WA ST INV POOL	\$ 7,397,673
OTHER INVESTMENTS	4,150,000	OTHER INVESTMENTS*	4,150,000
CHECKING	<u>567,182</u>	CHECKING	<u>523,213</u>
	\$ 11,921,531		\$ 12,070,886
		Outstanding Checks	<u>\$346,038.80</u>
			<u>\$ 11,724,847</u>

\*Bond maturity dates:

New Bond 3.5 Year  
4% annual yield 

\$500K bond (Mar 2020)	3/25/2025
\$1M bond (Aug 2020)	8/5/2024
<b>\$1.15M bond (Jan 2023)</b>	<b>6/30/2026</b>
\$1M bond (June 2022)	5/31/2023
\$500K bond (June 2022)	12/31/2025



King County Recorder's Office  
 201 S. Jackson St., Ste 204  
 Seattle, WA 98104  
 (206) 477-6620

King County

Monthly REET Dist

AGENDA ITEM 5.1d

From 2/1/2023 to 2/28/2023  
 Print Date: 3/1/2023 11:15 AM  
 Jurisdiction: MEDINA

Excise Tax Number	Recorded Date	Conveyance Doc	Sale Date	Taxable Selling Price	Address	CIP 1	CIP 2	CIP 1 INT	CIP 2 INT	COUNTY	Total Local	Jurisdiction	Tax Amount	Tax Exempt
Jurisdiction: MEDINA														
3225698	2/9/2023	WARRANTY DEED	02/08/2023	38,000,000.00	1221 Evergreen Point Rd, Medina, WA 98039	94,050.00	94,050.00	0.00	0.00	16,317.98	204,417.98	MEDINA	1,299,075.00	N
	Grantor: MEDINA VINEYARD TRUST,			Grantee: ELCYCER SYAP LLC,			Parcel ID: 2525049222		Instrument: 20230209000296					
3225806	2/10/2023	TRUSTEES DEED	02/09/2023	20,000,000.00	3667 Fairweather Lane	49,500.00	49,500.00	0.00	0.00	8,397.98	107,397.98	MEDINA	669,075.00	N
	Grantor: SUCKIN, STEVEN C			Grantee: FAIRPOINT LLC,			Parcel ID: 2425049158		Instrument: 20230210000150					
3226600	2/17/2023	WARRANTY DEED	02/14/2023	6,900,000.00	2307 Evergreen Point Road, Medina, WA 98039	17,077.50	17,077.50	0.00	0.00	2,633.98	36,788.98	MEDINA	210,575.00	N
	Grantor: 2247 EPR LLC,			Grantee: EPR 2307 LLC,			Parcel ID: 9208900006		Instrument: 20230217000175					
3227179	2/23/2023	WARRANTY DEED	02/21/2023	3,450,000.00	8425 NE 12th St Medina WA 98039	8,538.75	8,538.75	0.00	0.00	1,115.98	18,193.48	MEDINA	89,825.00	N
	Grantor: GRUSHKOVSKIY, ALEKSANDR			Grantee: NGUYEN, NHUHA			Parcel ID: 2540700027		Instrument: 20230223000372					
3227743	2/28/2023	WARRANTY DEED	02/27/2023	13,000,000.00	3603 Evergreen Point Rd, Medina, WA 98039	32,175.00	32,175.00	0.00	0.00	5,317.98	69,667.98	MEDINA	424,075.00	N
	Grantor: BRENNAN, CYNTHIA J			Grantee: LINDSEY, PHYLLIS A			Parcel ID: 2425049120		Instrument: 20230228000333					
<b>MEDINA Subtotal:</b>				<b>81,350,000.00</b>		<b>201,341.25</b>	<b>201,341.25</b>	<b>0.00</b>	<b>0.00</b>	<b>33,783.90</b>	<b>436,466.40</b>		<b>2,692,625.00</b>	
<b>Count:</b>	<b>5</b>	<b>Report Totals:</b>		<b>81,350,000.00</b>		<b>201,341.25</b>	<b>201,341.25</b>	<b>0.00</b>	<b>0.00</b>	<b>33,783.90</b>	<b>436,466.40</b>		<b>2,692,625.00</b>	



# CITY OF MEDINA

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

**Date:** March 13, 2023  
**To:** Honorable Mayor and City Council  
**Via:** Stephen R. Burns, City Manager  
**From:** Aimee Kellerman, City Clerk  
**Subject:** Central Services Department Monthly Report

## MARCH AND APRIL PUBLIC MEETINGS AND EVENTS

<b>Event</b>	<b>Date</b>	<b>Time</b>	<b>Location</b>
Park Board Meeting	Mar 20	5:00 pm	In-Person/Online
City Council Meeting	Mar 27	5:00 pm	In-Person/Online
Planning Commission Meeting	Mar 28	6:00 pm	In-Person/Online
City Council Meeting	Apr 10	5:00 pm	In-Person/Online
Shredder/Drug Take-back/E-cycle Event	Apr 15	9:00 am to 12:00 pm	Medina Park – 8301 NE 12 <sup>th</sup> Street
City Council Meeting	Apr 24	5:00 pm	In-Person/Online
Planning Commission Meeting – <b>CANCELLED</b>	Apr 25		

*Meetings are publicly noticed on the City’s three official notice boards, City website, and via GovDelivery. Occasionally notices require publication in the City’s official newspaper, The Seattle Times. Public meetings scheduled after publication of this report can be found on the City’s website.*

## COMMUNICATION TO OUR COMMUNITY

**E-Notice Program:** During the month of February, the City issued 16 bulletins amounting to a total of 103,085 bulletins delivered to subscribers; approximately 18.9% were opened. See **Attachment 1**.

As of February 28, the city had 14,418 subscribers (change in total subscribers **+259**), with a combined total of 130,769 subscriptions (change in total subscriptions **+1,509**).

## RECORDS REQUESTS

As of February 28, 10 public records requests have been received by Central Services. See **Attachment 2**.

**ATTACHMENT 1**

	<b>Bulletins Developed</b>	<b>Total Recipients</b>	<b>Total Delivered</b>	<b>Unique Email Opens</b>	<b>Unique Email Open Rate</b>	<b>Wireless Recipients</b>
Comparisons:						
February, 2023	16	114,732	103,085	12,893	18.90%	42,101
January, 2023	30	192,287	172,943	23,109	19.90%	68,940
December, 2022	33	223,587	202,268	25,975	19.00%	78,584
November, 2022	24	128,822	116,286	14,221	17.90%	44,131
October, 2022	28	131,830	119,181	15,287	18.10%	41,173
September, 2022	18	71,635	64,845	8,554	18.20%	21,385
August, 2022	13	65,817	60,494	8,916	19.90%	18,579
July, 2022	17	66,926	61,741	8,809	18.5%	16,757
June, 2022	38	170,001	156,176	17,192	15.00%	48,346
May, 2022	21	93,246	86,088	9,650	14.8%	24,298
April, 2022	31	166,938	154,946	17,108	14.70%	45,327
March, 2022	21	108,426	100,766	11,437	15.00%	28,354
February, 2022	17	48,354	44,691	4,260	11.80%	10,350
January, 2022	25	101,589	94,429	10,651	14.20%	23,288
<b>Date Sent</b>	<b>Top 10 Most Read Bulletins During February</b>			<b>Emails Opened</b>	<b>Email Open Rate</b>	
02/01/2023 10:00 AM PST	Community Bulletin - Next Week - Community Forum - February 8th			1,567	18%	
02/07/2023 11:00 AM PST	Community Bulletin - TOMORROW! - Community Forum - February 8th			1,740	20%	
02/08/2023 11:00 AM PST	Community Bulletin - TODAY! - Community Forum - February 8th			1,668	20%	
02/09/2023 11:00 AM PST	Community Bulletin - SR-520 Weekend Closure			2,474	22%	
02/09/2023 03:26 PM PST	E-lert - SAVE THE DATE - Shredder Day Saturday, April 15, 2023, from 9am to 12 Noon!			2,034	20%	
02/10/2023 11:00 AM PST	Community Bulletin - Reminder & Updated Times - SR-520 Weekend Closure			1,963	19%	
02/22/2023 10:00 AM PST	Community Bulletin - Reminder & Updated Times - SR-520 Weekend Closure			1,880	19%	
02/24/2023 11:18 AM PST	Notice of Upcoming Work by the City of Bellevue - Utilities Department in 2023-2025			1,437	18%	
02/24/2023 01:00 PM PST	Community Bulletin - Reminder - SR-520 Weekend Closure			1,942	20%	
02/27/2023 02:40 PM PST	King County Solid Waste Division Survey Information			1,533	19%	

**ATTACHMENT 2**

501 EVERGREEN POINT ROAD • P.O. BOX 144 • MEDINA, WA 98039-0144  
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DATE: March 13, 2023  
TO: Mayor and City Council  
From: Aimee Kellerman, City Clerk  
Subject: February 2023, Public Records Request Tracking

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In February 2023, Central Services staff received **10** new public records requests and **1** ongoing request. These requests required approximately **10 hours** of Central Services staff time and **0 hours** of consulting time with the City Attorney. The overall February cost, which includes staff hourly rate plus benefits and City Attorney fees is approximately **\$810**.

In addition, the police department receives public records requests specific to police business that require records research and information distribution. In February 2023, the Police Department received **17** new records requests. These requests required approximately **1.5 hours** of staff time and **0 hours** of consulting time with the City Attorney. The overall February cost, which includes staff hourly rate plus benefits is approximately **\$108**. The requests are from outside law enforcement agencies, insurance carriers, the public and persons involved in the incidents.

# February 2023 Monthly PRR Report

Run Date: 03/08/2023 1:19 PM

Assigned Dept	Create Date	Reference No	Request Type	Required Completion Date	Summary	Customer Full Name	PRR - Type of Records Requested	Public Record Desired	Assigned Staff
Central Services	2/7/2023	<a href="#">P002655-020723</a>	Public Records Request	2/16/2023	Public Records Request	Jeff han	Building	For 2426 80th Ave NE, Medina, Washington 98039 , I'd like everything available below: 1. Architectural/house/building plan 2. Site Plan 3. Civil plan set including clearing & grading plan 4. tree removal plan	Dawn Nations
Central Services	2/7/2023	<a href="#">P002656-020723</a>	Public Records Request	2/16/2023	Public Records Request	Jeff han	Building	Soil test report / geo-report for the property at : 2213 Evergreen Point Rd Medina, WA. It might be back in 1989 or 1990 when the existing house was built.	Dawn Nations
Central Services	2/10/2023	<a href="#">P002657-021023</a>	Public Records Request	2/21/2023	Public Records Request	Braden Mineer	Building	Requesting a report of all issued and pending building permits for residential & commercial properties from 01/01/2023 to 01/31/2023. Report to include if possible: permit number, issue date, site addresses, valuation of project, description of work, contractor information and owner name. If a report is unavailable, then copies of the original permits would be more than adequate.	Dawn Nations
Central Services	2/10/2023	<a href="#">P002660-021023</a>	Public Records Request	2/22/2023	Public Records Request	Jeff han	Building	Soil report/Geo- report of 2203 evergreen point road, Medina WA 98039	Dawn Nations
Central Services	2/13/2023	<a href="#">P002662-021323</a>	Public Records Request	2/22/2023	Public Records Request	Sally Osorio	Building	A list of all abandoned, derelict, and/or nuisance properties. If no such list is available, please provide a list of all properties with open code violations. If BOTH lists are available, please provide both. For records desired	Dawn Nations
Central Services	2/21/2023	<a href="#">P002669-022123</a>	Public Records Request	3/2/2023	Public Records Request	Senior Engineering Technician Richard Peckler	Development Services	Permit for boring done by Chavez Landscaping and any and all restrictions, provided information and conditions of permit. All required information to obtain the permit. Area of interest is 86th and NE 10th St. 500 feet east on the north side of the road.	Dawn Nations
Central Services	2/21/2023	<a href="#">P002670-022123</a>	Public Records Request	3/6/2023	Public Records Request	Director of Public Affairs Karen Dawson	Public Works	I would like to request the following record: 2022 solid waste tonnage report including material collected (i.e. garbage, recyclables and organics) and disposal site for each material - i.e. organics > Cedar Grove. Report should cover the following dates: 1/1/2022 - 12/31/2022. Thank you.	Dawn Nations

Central Services	2/21/2023	<a href="#">P002671-022123</a>	Public Records Request	3/22/2023	Public Records Request	Allium Data	Human Resources	Dear Public Records Department: Please consider this letter as a public records request as defined under the laws applicable to your jurisdiction. We are requesting: 1.A copy of the last property & casualty insurance renewal summary for all lines of insurance purchased by the city (general liability, auto, workers comp, professional, directors and officers, etc.). This document summarizes the insurance terms, limits, deductibles, premium and exclusions. 2.A copy of the last employee benefits insurance renewal summary for health, dental and vision plans sponsored by the city. This document shows plan options available to the city's employees and the pricing for employee, employee plus spouse, employee plus family. Please respond with PDF versions of the requested documents or any questions you may have to the following email address; publicrecords@alliumdata.com Thank you, Allium Data	Dawn Nations
Central Services	2/27/2023	<a href="#">W002673-022723</a>	Public Records Request		Public Records Request	Senior Engineering Technician Richard Peckler		Inspection records for work done under permit number, PW-ROW-20-042	Dawn Nations
Central Services	2/27/2023	<a href="#">P002674-022723</a>	Public Records Request	3/9/2023	Public Records Request	Bogdan Apopei	Building	I am looking to request the tree removal permits from Sept. 2022 through the end of Jan. 2023. I dont need any resident details, just the addresses.	Dawn Nations





# CITY OF MEDINA

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**Date:** March 13, 2023  
**To:** Honorable Mayor and City Council  
**Via:** Stephen R. Burns, City Manager  
**From:** Ryan Osada, Public Works Director  
**Subject:** Public Works Monthly Report

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- 1. BELLEVUE AC WATERMAIN RESTORATION** – Bellevue Water is currently replacing the AC Main at 79<sup>th</sup> Place NE which is the last location for the FY2021 project. The contractor is also finalizing restoration and asphalt patching along NE 14<sup>th</sup> Street and Evergreen Point Road. Bellevue’s Transportation Department reached out regarding schedule to overlay the road surfaces this summer.





- 2. **2023 PHASE 2 AC WATERMAIN REPLACEMENT\_BELLEVUE** – As briefly discussed at a previous council meeting, Bellevue Water is planning to replace the AC Watermain along NE 18<sup>th</sup> Street, Rambling Lane and 73<sup>rd</sup> Ave NE. This corridor has several challenges for the contractor since the street is narrow with several sharp turns. Bellevue Water and their contractor will need to propose a viable plan to provide adequate ingress and egress for the residents and emergency vehicles. This section is anticipated to take three months to complete.

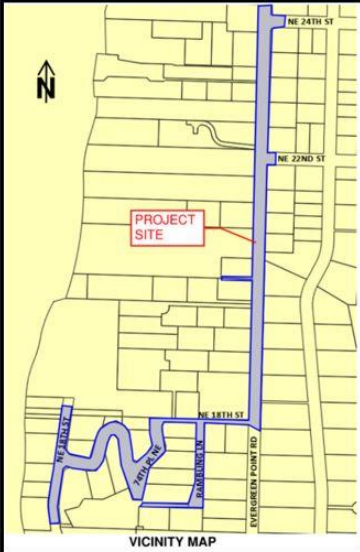
### NOTICE OF UPCOMING WORK in Your Neighborhood in 2023-2025

The City of Bellevue Utilities Department is designing a new ductile iron water main that will replace existing asbestos-cement (AC) water main along your street or a street nearby in your neighborhood. This is part of the city's annual water main replacement program. The program entails replacing small diameter AC pipe that does not meet current fire flow standards.

Surveying and design field work will occur in 2023 and 2024. Construction in your area is expected to occur sometime during the years 2024 to 2025. Once a contractor is selected for the project, additional notification will be sent prior to the start of construction in your neighborhood.

For questions contact:  
Paige Young, Consultant Project Manager, 425-452-2067 or  
pyoung@bellevuewa.gov.

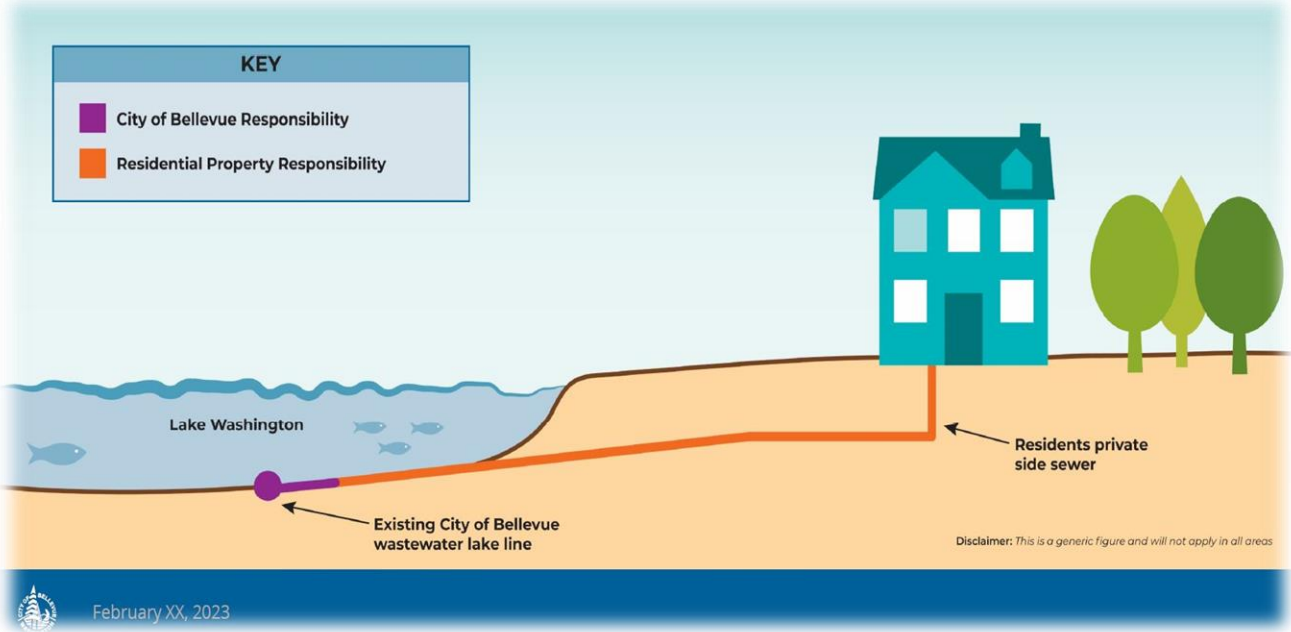
Thank you for your cooperation.



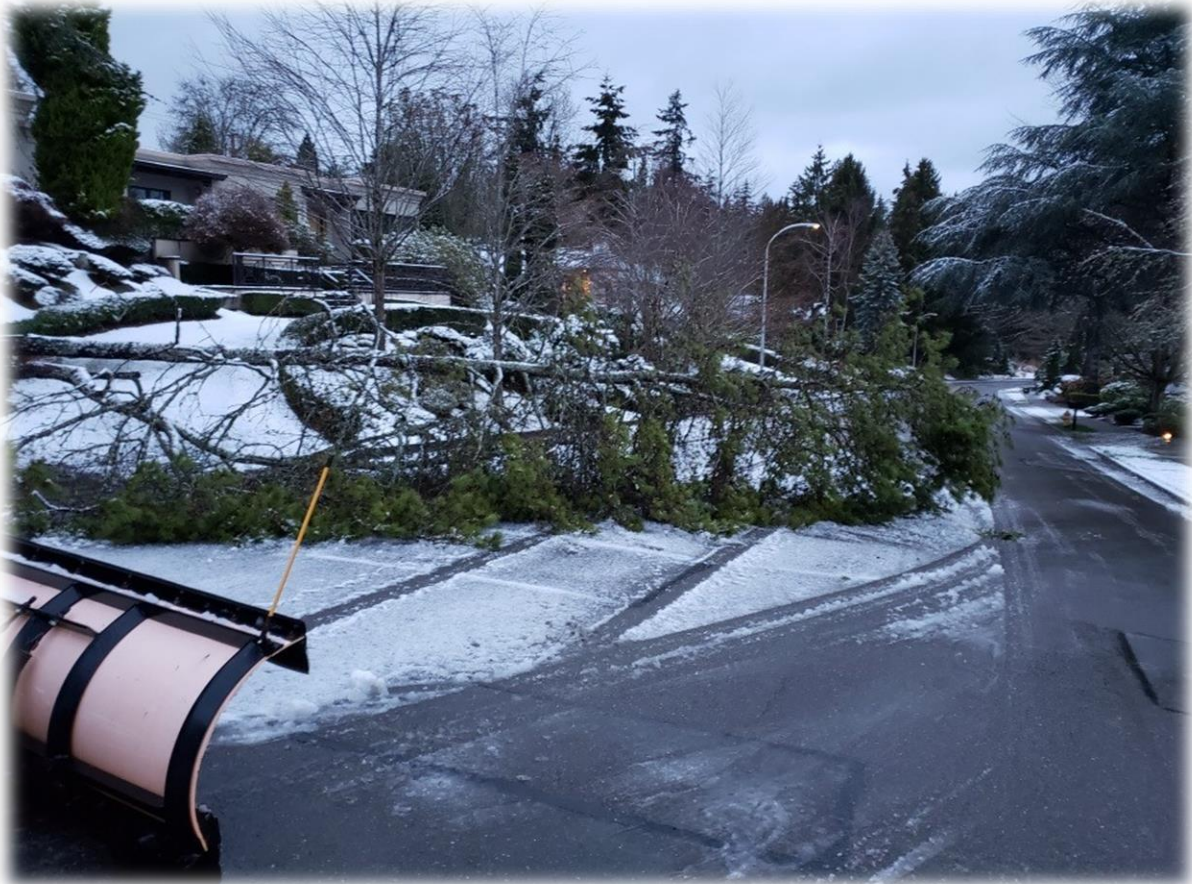
For alternate formats, interpreters, or reasonable accommodation requests please phone at least 48 hours in advance 425-452-2067 (voice) or email pyoung@bellevuewa.gov. For complaints regarding accommodations, contact City of Bellevue ADA/Title VI Administrator at 425-452-6168 (voice) or email ADATitleVI@bellevuewa.gov. If you are deaf or hard of hearing dial 711. All meetings are wheelchair accessible.

정보 Information 情報  
 Información معلومات  
 సమాచారం  
 اطلاعات  
 सूचना 425-452-6800 資料

**3. LAKE WASHINGTON LAKE LINE MANAGEMENT** – Bellevue Sewer is in the early stages of developing a Lake Line Management Plan. As stated in a recent meeting, the plan will help minimize risk of failures, provide reliable service and identify potential improvement projects or strategies. Bellevue’s project goals will include phasing future repairs and operations. The final management plan is schedule for review early 2024.



4. **MAINTENANCE** – For the last three years, the month of February has been the busiest in terms of weather-related events. The Public Works Staff were on-call more in February than any of the other months. In addition to the de-icing and plowing, we have also scheduled improvements to the Post Office Floor. As the weather gets warmer, we will transition into springtime tasks with more concentration in our beautiful parks.



## 5. PROJECT UPDATES -

**Upland Road Overlay** – in design with KCDOT

**86<sup>th</sup> Ave NE Overlay** – in design with KCDOT

**2023 Crack Seal** – reviewing specs, go out for bid March

**Medina Elementary Sidewalks\_81<sup>st</sup> Ave NE** – design

**Medina Park Irrigation & Pathway Improvements\_West** – go out for bid March

**2023 Upland Road Stormwater Improvements** – in design

**City Hall Carpet Replacement** – soliciting bids

**Post Office Floor Replacement** – Public Works Staff in March

**2023 Hazardous Tree Removal** – summer

**Citywide Stormwater System Mapping & Evaluation** – G&O has completed most of the mapping. We are currently working on scoping and mapping the storm infrastructure that is located on several private properties.

**NE 12th Street Sidewalk Improvements & Undergrounding** – Final construction drawings are complete. Waiting approval by Intolight, Lumen and Comcast. Scheduled to Bid May, construct early summer.

**2022 City Hall Repairs – Miscellaneous** – Balcony – design

**77<sup>TH</sup> Ave NE Sidewalk & Curb Ramp Imp.** – reevaluating scope of work

**2017 Medina Beach Park Tree Replanting** – Phase III tree planting.

**2015 Medina Park Stormwater Pond Imp.** – Dredging is tentatively planned for summer of 2024











Watershed Company, The	2023-0290	Shoreline Master Program User	\$292.50	64511	2/27/2023	401-000-000-558-60-41-55	Shoreline Consultant
			<b>\$292.50</b>				
Willard's Pest Control	401089	Setup Beaver Traps	\$553.80	64487	2/15/2023	001-000-000-576-80-41-00	Professional Services
			<b>\$553.80</b>				
			<b>\$285,804.73</b>	<b>AP Total</b>			
Payroll	February 2023 Payroll	Payroll	\$20,445.77	Total	2/28/2023	001-000-000-513-10-11-00	Salaries, Wages & Benefits
Payroll	February 2023 Payroll	Payroll	\$21,247.00	Total	2/28/2023	001-000-000-514-20-11-00	Salaries, Wages & Benefits
Payroll	February 2023 Payroll	Payroll	\$36,900.28	Total	2/28/2023	001-000-000-518-10-11-00	Salaries, Wages & Benefits
Payroll	February 2023 Payroll	Payroll	\$231,782.08	Total	2/28/2023	001-000-000-521-20-11-00	Salaries, Wages & Benefits
Payroll	February 2023 Payroll	Payroll	\$37,285.02	Total	2/28/2023	001-000-000-576-80-11-00	Salaries, Wages & Benefits
Payroll	February 2023 Payroll	Payroll	\$30,751.09	Total	2/28/2023	101-000-000-542-30-11-00	Salaries, Wages & Benefits
Payroll	February 2023 Payroll	Payroll	\$48,539.75	Total	2/28/2023	401-000-000-558-60-11-00	Salaries, Wages & Benefits
			<b>\$426,950.99</b>	<b>Payroll Total</b>			
			<b>\$712,755.72</b>	<b>Grand Total</b>			



# MEDINA, WASHINGTON

## PLANNING COMMISSION MEETING

Hybrid-Virtual/In Person

Tuesday, January 24, 2023 – 6:00 PM

### MINUTES

**COMMISSION CHAIR |**

**COMMISSION VICE-CHAIR |**

**COMMISSIONERS |** Laura Bustamante, Li-Tan Hsu, David Langworthy, Mark Nelson, Laurel Preston, Mike Raskin, Shawn Schubring

**PLANNING MANAGER |** Stephanie Keyser

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

Bennett called the meeting to order at 6:00pm

PRESENT

Commissioner Laura Bustamante  
 Commissioner Li-Tan Hsu at 6:07pm  
 Commissioner David Langworthy  
 Commissioner Mark Nelson  
 Commissioner Laurel Preston  
 Commissioner Mike Raskin  
 Commissioner Shawn Schubring

STAFF

Bennett, Burns, Keyser, Wilcox

#### **2. ELECTIONS**

##### **2.1 2023 Chair and Vice Chair Elections**

Bennett asked for nominations for Chair. There were 2 nominations for Commissioner Bustamante. Bennett asked for additional nominations. None were heard. Bennett closed nomination period.

**ACTION:** Voting for Commissioner Bustamante as Chair (Approved 7-0)

Voting Yea: Commissioner Bustamante, Commissioner Hsu, Commissioner Langworthy, Commissioner Nelson, Commissioner Preston, Commissioner Raskin, Commissioner Schubring

Chair Bustamante asked for nominations for Vice Chair. There were 3 nominations for Commissioner Schubring. Chair Bustamante asked for additional nominations. None were heard. Chair Bustamante closed nomination period.

**ACTION:** Voting for Commissioner Schubring as Vice Chair (Approved 7-0)

Voting Yea: Chair Bustamante, Commissioner Hsu, Commissioner Langworthy, Commissioner Nelson, Commissioner Preston, Commissioner Raskin, Commissioner Schubring

### **3. APPROVAL OF MEETING AGENDA**

By consensus, Planning Commission approved the meeting agenda as presented.

### **4. APPROVAL OF MINUTES**

#### 4.1 Planning Commission Minutes of November 15, 2022

**Recommendation:** Approve Minutes.

**Staff Contact:** Rebecca Bennett, Development Services Coordinator

**ACTION:** Motion to approve minutes. (Approved 7-0)

Motion made by Commissioner Nelson, Seconded by Commissioner Preston.  
Voting Yea: Chair Bustamante, Vice Chair Schubring, Commissioner Hsu, Commissioner Langworthy, Commissioner Nelson, Commissioner Preston, Commissioner Raskin

### **5. ANNOUNCEMENTS**

#### 5.1 Staff/Commissioners

Keyser asked that everyone take the Comp Plan Survey. Keyser announced that Thursday, January 26th is the visioning workshop. Keyser stated that Council passed the following during the study session with the tree consultants on January 23, 2030: 1) A motion to direct Staff to prepare draft amendments to the tree code as suggested by the tree consultants, and 2) A motion for staff to prepare and present to Council a plan for a comprehensive review of the Tree Code.

### **6. AUDIENCE PARTICIPATION**

There was no audience participation

### **7. DISCUSSION**

#### 7.1 Comprehensive Plan Update – Housing Element

**Recommendation:** N/A

**Staff Contact(s):** Stephanie Keyser, Planning Manager

**Time Estimate:** 120 minutes

Keyser gave PowerPoint presentation on reviewing existing housing element goals/policies and reviewing GMA checklist mandatory elements. The commissioners asked questions and staff responded.

### **8. ADJOURNMENT**

Meeting adjourned at 7:36pm.

**ACTION:** Motion to adjourn

Motion made by Commissioner Nelson, Seconded by Commissioner Langworthy.  
Voting Yea: Chair Bustamante, Vice Chair Schubring, Commissioner Hsu,  
Commissioner Langworthy, Commissioner Nelson, Commissioner Preston,  
Commissioner Raskin

Meeting Minutes taken by Rebecca Bennett, Development Services Coordinator



# MEDINA, WASHINGTON

## MEDINA CITY COUNCIL REGULAR MEETING

Hybrid - Virtual/In-Person  
Monday, February 27, 2023 – 5:00 PM

### MINUTES

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

Mayor Rossman called the regular meeting to order in the Medina Council Chambers at 5:00 p.m.

##### PRESENT

Mayor Jessica Rossman  
Deputy Mayor Randy Reeves  
Councilmember Cynthia Adkins  
Councilmember Jennifer Garone (online)  
Councilmember Harini Gokul  
Councilmember Bob Zook

##### ABSENT

Councilmember Mac Johnston

##### STAFF PRESENT

Burns, Missall, Wagner, Wilcox, Keyser, and Kellerman

#### 2. APPROVAL OF MEETING AGENDA

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

#### 3. PUBLIC COMMENT PERIOD

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

#### 4. PRESENTATIONS

None.

#### 5. CITY MANAGER'S REPORT

None.

6. **CONSENT AGENDA**

None.

7. **LEGISLATIVE HEARING**

None.

8. **PUBLIC HEARING**

None.

9. **CITY BUSINESS**

9.1 Development Services Enterprise Budget Discussion

**Recommendation:** Discussion and direction.

**Staff Contact:** Steven R. Wilcox, Director of Development Services and Ryan Wagner, Finance Director

Director of Development Services Steve Wilcox gave a presentation on the Development Services Enterprise Budget. Council asked questions and staff responded.

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

9.2 Pending Legislative Session Bills

**Recommendation:** Discussion and direction.

**Staff Contact:** Stephanie Keyser, Planning Manager

Planning Manager Stephanie Keyser gave a brief summary of second substitute bill for HB 1110 with additions and amendments that was passed out of the House Committee on appropriations on Friday, February 24, 2023. Council asked questions and staff responded.

**ACTION:** Discussion item only, no action taken.

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

None.

11. **PUBLIC COMMENT**

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

At this time (7:00 p.m.), Council took a brief recess.

The full Council reconvened and moved into Executive Session at 7:07 p.m. for an estimated time of 45 minutes.

**12. EXECUTIVE SESSION**

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.

Council adjourned the Executive Session back into the regular meeting at 7:52 p.m.

**ACTION:** No action was taken following the Executive Session.

**13. ADJOURNMENT**

By consensus, Council adjourned the regular meeting at 7:52 p.m.

DRAFT



# MEDINA, WASHINGTON

## MEDINA CITY COUNCIL REGULAR MEETING

Hybrid - Virtual/In-Person  
Monday, February 13, 2023 – 5:00 PM

### MINUTES

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

Mayor Rossman called the regular meeting to order in the Medina Council Chambers at 5:01 p.m.

#### PRESENT

Mayor Jessica Rossman  
Deputy Mayor Randy Reeves  
Councilmember Cynthia Adkins  
Councilmember Jennifer Garone  
Councilmember Mac Johnston

#### ABSENT

Councilmember Harini Gokul  
Councilmember Bob Zook

#### STAFF

Burns, Wilcox, Sass, Wagner, Osada, Kellerman, Nations

#### 2. APPROVAL OF MEETING AGENDA

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

#### 3. PUBLIC COMMENT PERIOD

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

#### 4. PRESENTATIONS

##### 4.1 Professional Excellence Award Presentations - Medina Police Department, by Chief Jeffrey Sass

Police Chief Jeffrey Sass announced the police department has implemented 3 awards to recognize superior performance of officers. Chief Sass presented Officer Brady Halverson with the Medal of Courage for heroism while in the line of duty and detailed the events. Officer Brady Halverson addressed the council, his family, fellow officers and members of the audience. Mayor Rossman, on behalf of the community, addressed Officer Halverson, and thanked him for his actions and thanked his family. Mayor



Rossman also thanked the entire Medina Police Department for their service to the community.

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

Park Board Chair Sarah Gray gave an update on Park Board activities. She reported the Park Board is requesting that their meeting dates be changed to every other month and that the council would be hearing more about it at this meeting. She reported that the annual Easter Egg Hunt will be on April 1, 2023, asked for candy donations and invited council to assist. She reported the ivy issues at Fairweather Park.

No Reports from Planning Commission, Emergency Preparedness, or City Council.

## 5. **CITY MANAGER'S REPORT**

Police Chief Jeff Sass reported the community forum went well. He discussed the training simulator that the police department has for training for one month each year and announced Shredder Day will be on April 15, 2023.

Director of Public Works Ryan Osada reported public works projects and gave brief update on the NE12th sidewalk undergrounding project. He discussed the ivy at Fairweather Park and plans to remove it and the maintenance involved. He gave an update on the City of Bellevue AC watermain project.

Director of Finance and HR Ryan Wagner gave a brief update on the State Audit report and discussed the informal recommendations received from the audit team. He discussed year end financials and budget amendments.

Director of Development Services Steve Wilcox gave an update on activities in Development Services. He announced that King County pump stations maintenance will be done in July 2023 and will take approximately 2 to 4 weeks and discussed the scope of the project. Mitigation is in process to give residents advance notice.

City Manager Steve Burns summarized his report. He reported that staff is working on creating a gas leaf blower education page for the website and announced WSDOT will be making a presentation at the March council meeting. He discussed the security door will be added in the lobby at City Hall for staff safety.

## 6. **CONSENT AGENDA**

**ACTION:** Motion Reeves second Johnston and carried by a 5:0 vote; Council approved the Consent Agenda as presented.

- 6.1 13th Month and January 2023 - Check Register

**Recommendation:** Approve.

**Staff Contact:** Ryan Wagner, Finance Director

- 6.2 Park Board Minutes of November 21, 2022

**Recommendation:** Receive and file.

**Staff Contact:** Dawn Nations, Deputy City Clerk

- 6.3 Planning Commission Meeting Minutes of November 15, 2022

**Recommendation:** Receive and file.

**Staff Contact:** Stephanie Keyser, AICP, Planning Manager

- 6.4 Draft Meeting Minutes of:

a) January 9, 2023; and

b) January 23, 2023.

**Recommendation:** Adopt minutes.

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

- 6.5 Contract Approval with Flock Group, Inc. for City-wide Camera Installation and Lease Agreement

**Recommendation:** Approve.

**Staff Contacts:** Jeffrey R. Sass, Chief of Police

## 7. **LEGISLATIVE HEARING**

None.

## 8. **PUBLIC HEARING**

None.

## 9. **CITY BUSINESS**

- 9.1 Comprehensive Plan Public Participation Resolution

**Recommendation:** Adopt Resolution No. 430.

**Staff Contact:** Stephanie Keyser, Planning Manager

Planning Manager Stephanie Keyser briefly summarized the proposed Public Participation Program Resolution. Council discussed, asked questions and staff responded.

**ACTION:** Motion Adkins second Garone to adopt Resolution No. 430 as presented and carried by a 5:0 vote.

- 9.2 Comprehensive Plan Update

**Recommendation:** Discussion.

**Staff Contact:** Stephanie Keyser, Planning Manager

Planning Manager Stephanie Keyser gave a brief update on the visioning workshop and survey results. She discussed the Growth Management Act (GMA) Checklist for the Comprehensive plan and is working with the consultants to create a clear timeline. Council discussed, asked questions and staff responded.

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

- 9.3 Ordinance Amending MMC Chapter 2.24 Parks and Recreation Board and MMC Chapter 2.28 Planning Commission to Allow for Hybrid Meetings and Clarify the Number of Parks and Recreation Board Meetings

**Recommendation:** Adopt Ordinance No. 1019.

**Staff Contacts:** Ryan Osada, Director of Public Works and Dawn Nations, Deputy City Clerk

Public Works Director Ryan Osada briefly summarized the proposed Ordinance No. 1018 regarding amending the Parks and Recreation Board Meeting dates from 10 meetings per year to 6 meetings per year. He gave a brief explanation for these proposed changes. No additional discussion by Council.

**ACTION:** Motion Johnston second Garone to adopt Ordinance No. 1018 as presented and carried by a 5:0 vote.

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

None.

**11. PUBLIC COMMENT**

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

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

At this time (6:08 p.m.), Council took a brief recess.

The full Council reconvened and moved into Executive Session at 6:18 p.m. for an estimated time of 90 minutes.

**12. EXECUTIVE SESSION**

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.

Council adjourned the Executive Session back into the regular meeting at 7:52 PM p.m. to extend the Executive Session for an additional 10 minutes.

Council adjourned the Executive Session back into the regular meeting at 8:05 p.m.

**ACTION:** No action was taken following the Executive Session.

**13. ADJOURNMENT**

By consensus, Council adjourned at 8:10 PM.

Meeting Minutes taken by Dawn Nations, Deputy City Clerk



# MEDINA, WASHINGTON

## AGENDA BILL

Monday, March 13, 2023

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**Subject:** Comprehensive Plan Update

**Category:** Discussion

**Staff Contact(s):** Stephanie Keyser, Planning Manager

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### **Summary**

To complete the Comprehensive Plan on time, Staff is proposing the attached schedule for chapter review.

### **Attachment(s)**

A. Comp Plan Schedule Overview

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

**Recommendation:** Discussion.

**City Manager Approval:**

**Proposed Council Motion:** N/A

Time Estimate: 20 minutes



# CITY OF MEDINA

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

## MEMORANDUM

DATE: March 13, 2023  
TO: Medina City Council  
FROM: Stephanie Keyser, AICP, Planning Manager  
RE: Comprehensive Plan Update

### SCHEDULE FOR COMP PLAN CHAPTER REVIEW

#### OVERVIEW

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 end of May/beginning of June 2024. This will provide enough time for the regulatory reviews that must be done (PRSC review, SEPA, 60-day notice to the Department of Commerce), and to ensure the public will have ample opportunity to view and comment on the entire document.

The goal will be to adopt the update at the **October 14, 2024 Medina City Council Meeting**. Planning on adoption prior to the December 31, 2024 deadline will build in a 2-month buffer that we can utilize and still remain compliant.

#### Housing Chapter Clarification

The Housing Chapter was not included in the RFP for the Comp Plan consultant. At the time, the City assumed the firm we contracted with to work on the Housing Action Plan (HAP) would also write the Housing Chapter for the update. Due to staffing turnover and work capacity at the firm, along with the significant legislative changes this session, the Housing Chapter will be 100% done in-house by Planning Commission. They will begin working on it in May after the pending legislation is finalized.

Please see the schedule for how Council will discuss each chapter to ensure the October 14<sup>th</sup> adoption:

#### **2023**

#### Draft Deliverable by Planning Commission:

**Housing: September 11, 2023** – Council will have a first in-depth discussion of the Housing Chapter. Housing is anticipated to be the most controversial and time consuming and therefore is

being given the greatest number of meetings. Staff is anticipating 8 Council meetings with a completion date of April 8, 2024.

**Draft Deliverables from Consultant:**

**OCTOBER 2023**

The City will receive the following chapter drafts:

- Land Use
- Parks and Open Space
- Natural Element
- Shoreline Management
- Community Design

**NOVEMBER 2023**

The City will receive the following chapter drafts:

- Transportation
- Utilities
- Capital Facilities

**Process**

Prior to Planning Commission discussing the drafts the Consultant has worked on, the drafts will be included as attachments to the Comp Plan Update Council standing agenda item. This is intended to give Council the opportunity to see what is being proposed prior to any Commission or Board discussion and to provide comments and direction. It is anticipated that there will be a back-and-forth of drafts between Council and Planning Commission. To ensure we stay on schedule, it is suggested that drafts are only sent between bodies twice.

**November 13, 2023** – The following drafts will be included as attachments in the Council packet: Land Use, Parks and Open Space, Natural Element, Shoreline Management, and Community Design.

**DECEMBER 2023**

**December 11, 2023** – Council will have a first in-depth discussion of the following Chapters: Shoreline, Community Design. Staff is anticipating 3 Council meetings to discuss the Shoreline Chapter with a completion of February 12, 2024 and 3 Council meetings to discuss Community Design with a completion of March 11, 2024.

**2024**

**JANUARY 2024**

**January 8, 2024** – Council will have a first in-depth discussion of the following Chapters: Land Use and Natural Element. Staff is anticipating 4 Council meetings to discuss Land Use with a completion of April 8, 2024 and 3 Council meetings to discuss Natural Element with a completion of March 11, 2024.

**FEBRUARY 2024**

**February 12, 2024** – Council will have a first in-depth discussion of the following Chapter: Parks & Open Space. Staff is anticipating 3 Council meetings to discuss Parks & Open space with a completion of April 8, 2024.

*Council will complete the review of the Shoreline Element (the SMP was updated in 2019 and it is anticipated the changes to the Comp Plan will be very minimal, which is why this Chapter has the shorted proposed review time)*

**MARCH 2024**

**March 11, 2024** – Council will have a first in-depth discussion of the following Chapters: Transportation, Utilities, Capital Facilities. Staff has allotted 3 Council meetings to discuss Transportation, Utilities, and Capital Facilities with a completion of May 13, 2024.

*Council will complete the review of Natural Element and Community Design*

**APRIL 2024**

**April 8, 2024** – *Council will complete the review of Housing, Land Use, and Parks & Open Space*

**MAY 2024**

**May 13, 2024** – *Council will complete the review of Transportation, Utilities, and Capital Facilities*

**JUNE 2024** – Full draft released for public comment

**SEPTEMBER 2024**

**September 9, 2024** – Public Hearing on the Comp Plan

**OCTOBER 2024**

**October 14, 2024** – Council Adoption

## Overview

### **Housing Chapter**

September 11, 2023: First Council Discussion  
April 8, 2024: Deadline for completion

### **Shoreline**

December 11, 2023: First Council Discussion  
March 11, 2024: Deadline for completion

### **Community Design**

December 11, 2023: First Council Discussion  
March 11, 2024: Deadline for completion

### **Land Use Chapter**

January 8, 2024: First Council Discussion  
April 8, 2024: Deadline for completion

### **Parks & Open Space**

February 12, 2024: First Council Discussion  
April 8, 2024: Deadline for completion

### **Natural Element**

January 8, 2024: First Council Discussion  
April 8, 2024: Deadline for completion

### **Transportation**

February 12, 2024: First Council Discussion  
May 13, 2024: Deadline for completion

### **Utilities**

February 12, 2024: First Council Discussion  
May 13, 2024: Deadline for completion

### **Capital Facilities**

February 12, 2024: First Council Discussion  
May 13, 2024: Deadline for completion

Full Draft Available for Public Comment – June 2024

SEPA – July 2024

Notice to Commerce – July 2024

Council Public Hearing – September 9, 2024

Council Adoption – October 14, 2024







## MEMORANDUM

DATE: March 13, 2023

TO: Medina City Council

FROM: Stephanie Keyser, Planning Manager  
Emily Miner, Assistant City Attorney

RE: Staff Report – OGC Vacation Request

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This memorandum summarizes City Staff’s analysis of Overlake Golf Course’s (“OGC”) vacation petition to the City Council, requesting that the City vacate a portion of NE 16<sup>th</sup> St. and 80<sup>th</sup> Ave NE.

### A. Identity of Petitioner and Description of Proposed Vacation Area

1. In December 2022, the City received a petition requesting vacation of a portion of NE 16<sup>th</sup> St. and 80<sup>th</sup> Ave NE. The petition was filed by OGC, the owner of the property located at 8000 NE 16<sup>th</sup> Street, Medina, WA.
2. The location and boundaries of the proposed vacation area are depicted on the attached survey submitted by OGC as part of their vacation petition. See Exhibit A.
3. OGC submitted the application and petition using the approved format for submittal.
4. To the City’s knowledge, no utilities have been installed above or below ground on the portion of the ROW requested to be vacated; however, the Points Loop Trail does follow the unopened ROW and is utilized by pedestrians and bikers. The trail is currently routed around the edge of one of OGC’s parcels.
5. The proposed vacation area is currently developed with a parking lot and sport courts owned and maintained by OGC and is not considered part of the improved streetscape.

## B. Property Ownership History

1. OGC owns five parcels within the City, comprising approximately 131 acres that is used exclusively for a golf course. See Exhibit B. Four of the parcels (Nos. 2525049001, 2525049004, 2525049020, and 2525049003) are contiguous and share common property lines. However, Parcel No. 3025300392 is separated from the other four parcels by the portion of ROW OGC seeks to vacate (an L-shaped unopened portion of ROW consisting of NE 16<sup>th</sup> Street and 80<sup>th</sup> Ave NE).
2. In 1981, OGC purchased the 5 parcels from Northwest Building Corporation (see Exhibit C), subject to an option agreement reserved by Northwest Building Corporation to exercise the option to buy back the parcels for a specified period of time. See Exhibit D. The option agreement can only be exercised if OGC fails to maintain the parcels as a private golf course. In other words, under this agreement, OGC is required to maintain the parcels exclusively as a private golf course. The option agreement explicitly prohibits the construction of office buildings, residences, condominiums, apartments, and retail shops. The option expires 21 years after the last grandchild of Norton Clapp dies.<sup>1</sup>
3. OGC continues to maintain the five parcels as a golf course with accessory uses including sport courts, a swimming pool, a clubhouse, parking, and shop/garage.

## C. Permitting History

1. In 1991, OGC submitted a request to demolish the existing clubhouse and pro shop/storage building and construct a new clubhouse in the same location. The demolition and re-build was approved via Special Use/Conditional Use Permit No. 148. See Exhibit E. An explicit requirement of CUP No. 148 was that the first phase of construction must include the reconfiguration of the parking to organize and maximize the parking spaces. *Id.* at Condition 9.
2. In 1993, OGC submitted a request to use the unopened portion of the public right-of-way in conjunction with the rebuilding of the clubhouse permitted under CUP No. 148. This request was reviewed and approved by the Medina Board of Adjustments pursuant to Case No. 779, subject to certain conditions. See Exhibit F.
3. In 2016, the City received a request from OGC to renovate the existing clubhouse. This request was approved pursuant to permit numbers PL-16-006, PL-16-007, CMP-16-004<sup>2</sup>.

## D. Applicable Zoning Regulations

<sup>1</sup> Per section 8 of the Option Agreement, the youngest grandchild was born May 21, 1981.

<sup>2</sup> These permits have not be included with the memorandum due to their size but are available upon request.

1. While the City is still waiting on confirmation from OGC verifying the commencement of the golf course use on these five parcels, based on available information, it appears that all five parcels have been in use as a golf course, and accessory uses to the golf course, since 1952.
2. The parcels are zoned R-20. R-20 zoning is limited to single family residential uses. However, because it appears the use of the parcels preceded all City zoning regulations, the use of the parcels as a golf course was likely considered a legally non-conforming use<sup>3</sup> until 1992 when OGC applied for and received CUP No. 148, which formally approved the use and associated structures<sup>4</sup>.
3. In September 2013, the City amended its development regulations to list public and private clubhouses and golf courses in the Land Use Table 20.21.030 of the Medina Municipal Code (“MMC”) as a special use in the R-20 zoning district. Ord. No. 900 § 4 (Att. A), 2013. Applicability of the zoning regulations on the parcels is addressed in the section below.
4. The code defines golf course as an “area with at least nine holes for playing golf, including improved tees, greens, fairways, hazards, and a driving range. [The] [f]acility may include a clubhouse with related pro-shop, restaurant/food, and alcohol service.” MMC 16.10.080. Additionally, MMC 16.32.070 provides for specific development regulations for golf courses in addition to the underlying zoning regulations.

#### **E. Applicability of Zoning Regulations on OGC Parcels if Vacation is Granted**

1. Granting the vacation would have minimal impact to the four contiguous parcels. Those four parcels would continue to be subject to the Golf Course development criteria in MMC 16.32.070, as well as the underlying R-20 zoning regulations.
2. The most significant impact would be to the non-contiguous Parcel No. 3025300392 because it would become contiguous with the four other parcels, thus making the uses on that parcel conform with the Golf Course development criteria in MMC 16.32.070 in addition to the underlying R-20 zoning regulations. Those regulations specifically include:

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<sup>3</sup> Pursuant to MMC 16.12.150, a nonconforming use means any activity, development, or condition that by the zone in which it is located is not permitted outright or permitted as an accessory use, or is not permitted by a conditional use permit or other special permitting process, but was lawfully created prior to the effective date of the zone, or subsequent amendments thereto, and was continually maintained without abandonment as defined in this chapter. A nonconforming use may or may not involve structures and may involve part of, or all of, a structure or property.

<sup>4</sup> As noted above, the City is waiting on OGC to provide verification of the commencement of the golf course and associated accessory structures on the five parcels; however, available records indicate that the use began in 1952, which is prior to the City’s incorporation in 1955, thus likely making the use legally non-conforming until 1992 when OGC applied for and received CUP No. 148.

- No building other than an open shelter could be constructed within 100 feet of the outer boundaries of the golf course adjoining properties containing a residential use. (MMC 16.32.070.A.2).
  - The underlying zoning regulations (which is R-20) would apply for height, structural coverage, and impervious surface. (MMC 16.32.070.A.3).
  - The maximum height of any new structure would be 25-feet from the low point of original grade or 28-feet from the low point of finished grade and whichever elevation produces the lower upper elevation is what is used. (MMC Table 16.23.050.A).
  - The maximum structural coverage would be 21% of the new lot and the maximum impervious surface would be 52.5% of the new lot. (MMC Table 16.23.020.B).
3. Additionally, any proposed project may also require additional land use permits including Non-Administrative Special Use Permit (MMC 16.72.010), Site Plan Review (MMC 16.72.040), SEPA (MMC Title 14), and/or a Non-Administrative Variance (MMC 16.72.030).

#### **F. Applicability of Zoning Regulations on OGC Parcels if Vacation is not Granted**

1. If the vacation was not granted, the four contiguous parcels would continue to be subject to the Golf Course development criteria in MMC 16.32.070, as well as the underlying R-20 zoning regulations.
2. Additionally, if the vacation was not granted, this would mean Parcel No. 3025300392, the non-contiguous parcel containing the sport courts and parking, would not be on the *grounds of the golf course* (MMC 16.32.070.E) and would therefore remain subject to the existing 1992, 1993, and 2016 permits.
3. This means that if OGC wanted to modify the existing uses on Parcel No. 3025300392, they would need to apply for, and be granted, a new nonadministrative conditional use permit or nonadministrative special use permit, along with any other applicable land use permits. MMC 16.72.010.

The underlying zoning regulations (which is R-20) would continue to apply for height, structural coverage, and impervious surface for any development on the parcel. Specifically:

- The maximum height of any new structure would be 25-feet from the low point of original grade or 28-feet from the low point of finished grade and whichever elevation produces the lower upper elevation is what is used. (MMC Table 16.23.050.A).

- The maximum structural coverage would be 21% of the lot and the maximum impervious surface would be 52.5% of the lot. (MMC Table 16.23.020.B).
- If the vacation is not granted, Parcel No. 3025300392 would technically remain a corner lot which means it would have two *fronts*, one *rear*, and one *side* yard setback. The setbacks for this lot would be: 30-feet each front, 30-feet rear, and 20-feet from the side property line (MMC Table 16.22.030 and MMC Figure 16.22.030.B). Any deviation from the development regulations would require a non-administrative variance.

### Exhibits

1. Exhibit A – Survey of Requested Portion of ROW
2. Exhibit B – Parcel Map
3. Exhibit C – 1981 Statutory Warranty Deed
4. Exhibit D – 1981 Option Agreement
5. Exhibit E – February 25, 1992 Medina Planning Commission meeting minutes
6. Exhibit F – January 19, 1993 Medina Board of Adjustment meeting minutes

# **EXHIBIT A**





# **EXHIBIT B**

Parcel No. 2525049001

Parcel No. 2525049003

Parcel No. 2525049004

Parcel No. 2525049020

Parcel No.  
3025300392

Medina

# EXHIBIT C

**PIONEER NATIONAL TITLE INSURANCE**  
 ATICOR COMPANY  
 Filed for Record at Request of  
 AFTER RECORDING MAIL  
 TO: MR. TO  
 DATE: 11 03  
 RE: PRODS. COLLECTIONS  
 KING COUNTY

THIS SPACE RESERVED FOR RECORDER'S USE  
 KING COUNTY  
 EXCISE TAX PAID  
 JUN 16 1981  
 E0641611

156484  
 DEPT. OF REVENUE  
 WASHINGTON  
 900.00  
 81/06/16  
 RECD F  
 GASHL  
 156484  
 900.00  
 156484  
 22

8106160470  
 A-271932

**Statutory Warranty Deed**  
 (CORPORATE FORM)

THE GRANTOR, NORTHWEST BUILDING CORPORATION, a Washington corporation (successor to Medina Land Co.)  
 for and in consideration of Ten Dollars (\$10.00) and other valuable consideration  
 in hand paid, conveys and warrants to OVERLAKE GOLF AND COUNTRY CLUB, a Washington nonprofit corporation, Grantee,  
 the following described real estate, situated in the County of King, State of Washington:

The legal description is attached hereto as Exhibit A.  
 SUBJECT TO: (1) mortgage to The National Bank of Commerce of Seattle recorded under King County Auditor's No. 7205040107; (2) Assignment of Lease in favor of The National Bank of Commerce of Seattle recorded under King County Auditor's No. 7205040108; (3) Lease dated January 1, 1960; (4) Easement to The Pacific Telephone and Telegraph Company recorded under King County Auditor's No. 3668112; (5) Easements for sewer lines recorded under King County Auditor's Nos. 5287317, 5912368 and 5912354; and (6) Option To Purchase Agreement of even date between Grantor as Optionee and Grantee as Optionor, regarding the above-described real property, the terms and provisions of which are incorporated herein by this reference.

Washington  
 DEPT. OF REVENUE  
 676.00  
 WA 101997

Washington  
 DEPT. OF REVENUE  
 900.00  
 WA 101997

IN WITNESS WHEREOF, said corporation has caused this instrument to be executed by its proper officers and its corporate seal to be hereunto affixed this 24th day of February, 1981.

NORTHWEST BUILDING CORPORATION  
 (successor to Medina Land Co.)  
 By *Douglas L. Rogers* President  
 By *Margaret Ames* Secretary

STATE OF WASHINGTON,  
 County of King

On this 24th day of February, 1981, before me, the undersigned, a Notary Public in and for the State of Washington, duly commissioned and sworn, personally appeared Douglas L. Rogers and Margaret Ames to me known to be the President and Secretary, respectively, of

NORTHWEST BUILDING CORPORATION  
 the corporation that executed the foregoing instrument, and acknowledged the said instrument to be the free and voluntary act and deed of said corporation, for the uses and purposes therein mentioned, and on oath stated that they were authorized to execute the said instrument and that the seal affixed is the corporate seal of said corporation.

Witness my hand and official seal hereto affixed the day and year first above written.

*Jane S. Lanier*  
 Notary Public in and for the State of Washington,  
 residing at Seattle.

EXHIBIT A

LEGAL DESCRIPTION

PARCEL A:

THE NORTHEAST QUARTER OF THE NORTHEAST QUARTER, EXCEPT THE NORTH 30 FEET THEREOF, AND EXCEPT THE EAST 30 FEET THEREOF, AND EXCEPT THAT PORTION OF THE WEST 30 FEET THEREOF LYING NORTH OF THE EASTERLY PROLONGATION OF THE SOUTH LINE OF THE NORTH 160 FEET OF LOT 1, BLOCK 3, OF THE PLAT OF FAIRWAY VIEW NO. 2, ACCORDING TO THE PLAT RECORDED IN VOLUME 71 OF PLATS, PAGES 2 AND 3, IN KING COUNTY, WASHINGTON, AND EXCEPT THAT PORTION OF THE WEST 30 FEET THEREOF LYING SOUTH OF THE EASTERLY PROLONGATION OF THE NORTH LINE OF LOT 12, BLOCK 2, OF SAID PLAT OF FAIRWAY VIEW NO. 2;

THE SOUTHEAST QUARTER OF THE NORTHEAST QUARTER, EXCEPT THE NORTH 30 FEET OF THE WEST 30 FEET THEREOF, AND EXCEPT THE EAST 30 FEET THEREOF, AND EXCEPT THE SOUTH 30 FEET OF THE WEST 30 FEET THEREOF;

THE SOUTHWEST QUARTER OF THE NORTHEAST QUARTER EXCEPT THAT PORTION WITHIN THE PLAT OF FAIRWAY VIEW, ACCORDING TO THE PLAT RECORDED IN VOLUME 65 OF PLATS, PAGE 43, IN KING COUNTY, WASHINGTON AND EXCEPT THE NORTH 30 FEET THEREOF, AND EXCEPT THE SOUTH 30 FEET THEREOF;

THE NORTHEAST QUARTER OF THE SOUTHEAST QUARTER EXCEPT THE EAST 30 FEET THEREOF, AND EXCEPT THE SOUTH 30 FEET THEREOF, AND EXCEPT THE WEST 30 FEET THEREOF, AND EXCEPT THE NORTH 350 FEET OF THE SOUTH 300 FEET OF THE WEST 700 FEET OF THE EAST 730 FEET THEREOF;

ALL IN SECTION 25, TOWNSHIP 25 NORTH, RANGE 4 EAST, W.M., IN KING COUNTY WASHINGTON.

PARCEL B:

THE EAST THREE-TENTHS OF THE NORTH HALF OF THE NORTHEAST QUARTER OF THE NORTHWEST QUARTER OF THE SOUTHEAST QUARTER OF SECTION 25, TOWNSHIP 25 NORTH, RANGE 4 EAST, W.M., IN KING COUNTY, WASHINGTON; EXCEPT THE NORTH 30 FEET AND THE EAST 30 FEET THEREOF.

(BEING KNOWN AS TRACTS 235, 236 AND 237 OF HALF-HOUR-HALF-ACRE TRACTS, ACCORDING TO THE UNRECORDED PLAT THEREOF).

EXHIBIT A

8106160470

# EXHIBIT D

8/06/17 #0388 B  
RECD F 14.00  
CASHSL \*\*\*14.00  
22

OPTION TO PURCHASE AGREEMENT

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THIS OPTION AGREEMENT is entered into by OVERLAKE GOLF AND COUNTRY CLUB, a Washington nonprofit corporation, herein referred to as "Optionor", and NORTHWEST BUILDING CORPORATION, a Washington corporation, hereafter referred to as "Optionee."

RECITALS

A 27448

A. Optionor is acquiring and Optionee is conveying the option property to Optionor on the date hereof by means of a Statutory Warranty Deed of even date (the "Deed"). This acquisition of the option property by Optionor was accomplished on the express condition and understanding that the option property continue to be owned as a "private golf club" and used only as a "private golf course", as set forth below. The consideration paid by Optionor to Optionee for the option property was determined on this basis and would have been considerably greater if Optionee had decided to sell or exchange the option property for any other type of ownership or use.

B. Optionee was persuaded to convey the option property to Optionor because of Optionor's representations and assurances that Optionor would continue to own the option property as a "private golf club" and to use it as a "private golf course."

C. Optionor is one of a number of related corporations the stock of which is owned directly or beneficially by members of the Norton Clapp family.

1% EXCISE TAX NOT RECOVERED  
King Co. Records Division  
By Gr. Toussaint, Deputy

FILED FOR RECORD AT REQUEST OF  
PIONEER NAT'L TITLE INS. CO.  
719 SECOND AVENUE  
SEATTLE, WA 98104

8106170388

W I T N E S S E T H:

1. Grant of Option. In consideration of the sum of One Dollar (\$1.00) and other valuable consideration, receipt whereof is hereby acknowledged, Optionor hereby grants to Optionee the option to purchase the real property described on Exhibit A attached hereto, in accordance with the terms and conditions set forth herein, hereinafter called the "option property."

2. Exercise of Option. Optionee has sold the option property to Optionor upon the understanding and condition that the option property shall and at all times must continue to be owned as a "private golf club" and to be used only as a "private golf course," as hereinafter defined. If at any time during the term of this option:

(a) all or any portion of the option property is proposed to be transferred or conveyed or shall be transferred or conveyed, either voluntarily or by operation of law, to any body, organization, transferee or grantee that does not qualify as a "private golf club" as defined herein; or

(b) any portion of the option property ceases to be used exclusively as and for a "private golf course," as defined herein, with the result that at any time less than 120 acres of the option property is being exclusively used as a "private golf course," and such disuse continues for a period of 60 consecutive days; provided, that if



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such disuse is due to extraordinary weather conditions, embargoes, labor disputes, civil commotions, war (whether or not declared), acts of God or the public enemy or governmental authority, or other causes beyond Optionor's control similar to the foregoing, and if Optionor is proceeding diligently to place the option property back in use as a "private golf course," such 60-day period shall be extended for a total such disuse period not exceeding the greater of (i) 120 days, or (ii) the duration of the event causing the disuse, plus 60 days; or

(c) Optionor, or any successor to Optionor, applies for a governmental permit to construct or commences construction of an office building, residence, condominium, apartment, retail shop or any other building or structure that is inconsistent with the continued ownership of the option property as a "private golf club" or its use as a "private golf course," as such terms are defined herein, Optionor shall give written notice to Optionee of the happening of any such event, and Optionee shall have the right to exercise this option by giving written notice of exercise to Optionor at any time within 180 days after receipt of such written notice by Optionee. If Optionor fails to give such notice to Optionee, Optionee shall be entitled to exercise

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this option at any time within 360 days after Optionee receives actual notice of the happening of such an event by giving written notice to Optionor. If Optionee fails to give written notice of exercise within such time period, this option agreement shall automatically expire.

As used herein, the term "private golf club" shall mean the continued ownership and operation of the option property by Optionor, or by a successor organization that is similar in basic nature and operation to Optionor; that is, a private, membership club that is owned by the individual members thereof, and such term shall exclude ownership, operation or management of the option property by any public or municipal or governmental body or organization.

As used herein, the term "private golf course" shall mean an 18 hole golf course having a total distance for such holes of at least 6,000 yards, and may include a clubhouse, pro-shop, maintenance buildings, and related athletic facilities such as tennis courts, swimming pools and golf driving range. Specifically excluded are commercial or residential structures or facilities of any kind or description, including, but not limited to, office buildings, residences, condominiums, apartments, retail stores or shopping centers, and whether or not owned, used, leased, or operated by members or nonmembers of Optionor or any successor of Optionor.

3. Notices. Notices shall be in writing and shall be deemed given when deposited in the United States registered

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or certified mail, postage prepaid and return receipt requested, addressed in the case of notices to Optionor to:

Overlake Golf And Country Club  
P. O. Box 97  
Medina, WA 98039

or in the case of notices to Optionee to:

Northwest Building Corporation  
13th Floor, Norton Building  
Seattle, WA 98104

or to such other parties or addresses as either party may designate from time to time by notice to the other party.

4. Subordination Provisions. Optionor may from time to time desire to construct improvements and related athletic facilities on portions of the option property, which are consistent with its continued ownership as a "private golf club" and use as a "private golf course," as provided herein, and in order to obtain financing of the same, it may be necessary for Optionor to request that Optionee agree to subordinate Optionee's rights under this option agreement with respect to such portions of the option property, to the financing obtained to construct such improvements. Such portions of the option property shall not exceed an aggregate of twelve (12) acres. Optionee agrees not to unreasonably withhold its consent to such a subordination or subordinations. As a part of the consent by Optionee to such a subordination, the parties shall reach agreement and shall specify in writing the land value to be placed on that portion of the option property affected by the subordination.

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5. Terms of Purchase. Upon exercise of this option by Optionee, the purchase of the option property shall be completed in accordance with the following terms and conditions:

(a) Purchase Price. The purchase price shall be \$2,200,000 or such greater amount paid by Optionor to Optionee for the purchase or acquisition of the option property by way of exchange, subject to reduction as provided below, and shall be payable in cash on the date of closing: (i) If Optionee shall have subordinated its rights under this option agreement to any portion or portions of the option property, pursuant to paragraph 4 above, Optionee shall be entitled to elect either to take title to such portions subject to such financing, or to exclude such subordinated portion or portions from the purchase by Optionee. If Optionee elects to exclude such portion or portions from the purchase, the purchase price shall thereupon be reduced by the amount of the land value attributable to such portion or portions pursuant to paragraph 4 above. (ii) If a portion of the option property shall have been condemned, the purchase price shall be reduced by the amount of the pro rata portion of the damages paid for the taking that Optionor received pursuant to paragraph 6(a) below. (iii) If there are any other outstanding deeds of trust, mortgages, taxes, assessments, or other charges against the option property (other than the financing as to which Optionee subordinated its rights hereunder under paragraph 4 above), Optionee may, at its election, assume the same on the

date of closing and deduct the balances thereof from the purchase price payable on closing.

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(b) Title. Optionor shall convey fee simple title to the option property to Optionee on the date of closing by statutory warranty deed, free of liens, encumbrances, restrictions or defects, except the easements that exist on the date of this option agreement and any financing to which Optionee has subordinated its rights hereunder as provided under paragraph 4 above. Encumbrances to be discharged by Optionor may be paid out of the purchase money.

(c) Title Insurance. As soon as procurable after the exercise of this option, Optionor shall furnish to Optionee a report preliminary to an owner's WLTA policy of title insurance, issued by a title company in King County, Washington selected by Optionee, in the amount of the purchase price, showing title to be insurable as above provided. The cost of the owner's WLTA policy of title insurance shall be paid by Optionor.

(d) Prorations. Real property taxes payable (as distinguished from assessed) in the year of closing, mortgage reserves, if any mortgages are assumed or taken subject to by Optionee, and water and other utilities constituting liens shall be prorated as of the date of closing.

(e) Date of Closing. The sale shall be closed in escrow at a King County office of a title insurance company selected by Optionee, within thirty (30) days after the exercise of this option by Optionee. The cost of the escrow shall be

paid one-half by Optionee and one-half by Optionor. The parties shall deposit the necessary instruments and funds with the escrow closing agent sufficiently in advance to facilitate an orderly closing.

(f) Possession. Optionee shall be entitled to possession of the option property on the date of closing.

(g) Waiver. Optionee shall be entitled to waive any of the above conditions and complete the purchase.

6. Condemnation. If at any time during the period in which this option agreement is still in effect, more than one (1) acre of the option property shall be taken by exercise of the power of eminent domain, Optionee shall be entitled to participate in the condemnation proceeding and in the determination of the amount of damages to be paid by the condemning authority for the taking. Optionee reserves and excepts all rights to a portion of the damages awarded for any such taking as follows:

(a) If such taking shall be of a portion, but less than the entire option property, Optionee shall be entitled to claim and recover from the condemning authority that portion of the damages paid by the condemning authority for the taking of the land, as distinguished from the improvements, that exceeds the pro rata portion of the total exchange or purchase price paid by Optionor to Optionee for the option property. The pro rata portion of the total purchase price shall be determined by

the ratio that the number of square feet of the option property bears to the number of square feet of the portion taken.

(b) If such taking shall be of the entire option property, Optionee shall be entitled to claim and recover from the condemning authority that portion of the damages paid by the condemning authority for the taking of the land, as distinguished from the improvements, that exceeds the total purchase price paid by Optionor to Optionee for the option property.

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7. Assignment. This option agreement and all rights of Optionee hereunder shall be freely assignable, or transferable by Optionee, and if assigned or transferred by Optionee, and Optionee gives notice thereof to Optionor, or any successor or assignee of Optionor, as provided below, any and all acts performable by Optionee hereunder may be performed by any such assignee or transferee. The obligations of Optionor hereunder shall be binding upon any successor or assignee of Optionor or anyone coming into ownership or possession of the option property. Prior to or within ten (10) days after any such assignment or transfer, the party involved shall give written notice thereof to the other party.

8. Duration of Option. This option shall expire twenty-one (21) years after the last to die of the following grandchildren of Norton Clapp:

Mary Lee Clapp - Date of Birth - November 19, 1955  
James Norton Clapp, II - Date of Birth - January 2, 1959  
Davis Ogden Clapp - Date of Birth - June 15, 1962

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MA  
JCO

- Kathleen Elizabeth Clapp - Date of Birth - June 8, 1958
- Margaret Ann Clapp - Date of Birth - June 23, 1959
- Mathew Norton Clapp, III - Date of Birth - May 7, 1960
- Andrew Dean Clapp - Date of Birth - June 23, 1974
- William Hedlund Clapp - Date of Birth - May 12, 1976
- Douglas Ross Gardner - Date of Birth - May 18, 1962
- Gail Elizabeth Gardner - Date of Birth - November 6, 1963
- Jane Allen Evanson - Date of Birth - February 11, 1962
- Clifford Conrad Evanson II - Date of Birth - June 5, 1964
- Linda Ann Evanson - Date of Birth - November 6, 1965
- Peter MacLeod - Date of Birth - March 7, 1970
- Piper Edwina Henry - Date of Birth - October 2, 1968
- Julia Jane Henry - Date of Birth - February 7, 1972
- William Chandler Henry - Date of Birth - May 21, 1981

9. Memorandum of Option. The parties shall execute

and cause to be acknowledged a Memorandum of Option Agreement. Such Memorandum shall be delivered to Optionee and may be recorded in the offices of the King County Auditor at any time during the option period, at Optionee's election.

IN WITNESS WHEREOF this agreement has been executed as of this 12 day of June, 1981.

OVERLAKE GOLF AND COUNTRY CLUB  
 By Bill Dow President  
 By Theresa Orino Secretary  
 Treasurer  
 OPTIONOR

NORTHWEST BUILDING CORPORATION  
 By Douglas H. Rogers President  
 By Margaret Ames Secretary  
 OPTIONEE

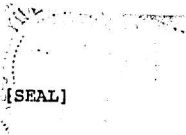


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STATE OF WASHINGTON )  
County of King ) ss.

On this 27<sup>th</sup> day of May, 1981, before me personally appeared BAIN LOW and FRANK A. ORRICO, to me known to be the President and Treasurer, respectively, of OVERLAKE GOLF AND COUNTRY CLUB, the nonprofit corporation that executed the within and foregoing instrument, and acknowledged said instrument to be the free and voluntary act and deed of said nonprofit corporation, for the uses and purposes therein mentioned, and on oath stated that they were authorized to execute said instrument and that the seal affixed is the corporate seal of said corporation.

IN WITNESS WHEREOF I have hereunto set my hand and affixed my official seal the day and year first above written.



D. Wayne Bennett  
NOTARY PUBLIC in and for the State  
of Washington, residing at Malibu.

STATE OF WASHINGTON )  
County of King ) ss.

On this 12th day of June, 1981, before me personally appeared Douglas L. Rogers and Margaret Ames, to me known to be the President and Secretary, respectively, of NORTHWEST BUILDING CORPORATION, the corporation that executed the within and foregoing instrument, and acknowledged said instrument to be the free and voluntary act and deed of said corporation, for the uses and purposes therein mentioned, and on oath stated that they were authorized to execute said instrument and that the seal affixed is the corporate seal of said corporation.

IN WITNESS WHEREOF I have hereunto set my hand and affixed my official seal the day and year first above written.



Gene S. Langley Seattle.  
NOTARY PUBLIC in and for the State  
of Washington, residing at Seattle

PARCEL A:

THE NORTHEAST QUARTER OF THE NORTHEAST QUARTER, EXCEPT THE NORTH 30 FEET THEREOF, AND EXCEPT THE EAST 30 FEET THEREOF, AND EXCEPT THAT PORTION OF THE WEST 30 FEET THEREOF LYING NORTH OF THE EASTERLY PROLONGATION OF THE SOUTH LINE OF THE NORTH 160 FEET OF LOT 1, BLOCK 3, OF THE PLAT OF FAIRWAY VIEW NO. 2, ACCORDING TO THE PLAT RECORDED IN VOLUME 71 OF PLATS, PAGE'S 2 AND 3, IN KING COUNTY, WASHINGTON, AND EXCEPT THAT PORTION OF THE WEST 30 FEET THEREOF LYING SOUTH OF THE EASTERLY PROLONGATION OF THE NORTH LINE OF LOT 12, BLOCK 2, OF SAID PLAT OF FAIRWAY VIEW NO. 2;

THE SOUTHEAST QUARTER OF THE NORTHEAST QUARTER, EXCEPT THE NORTH 30 FEET OF THE WEST 30 FEET THEREOF, AND EXCEPT THE EAST 30 FEET THEREOF, AND EXCEPT THE SOUTH 30 FEET OF THE WEST 30 FEET THEREOF;

THE SOUTHWEST QUARTER OF THE NORTHEAST QUARTER EXCEPT THAT PORTION WITHIN THE PLAT OF FAIRWAY VIEW, ACCORDING TO THE PLAT RECORDED IN VOLUME 65 OF PLATS, PAGE 43, IN KING COUNTY, WASHINGTON AND EXCEPT THE NORTH 30 FEET THEREOF, AND EXCEPT THE SOUTH 30 FEET THEREOF;

THE NORTHEAST QUARTER OF THE SOUTHEAST QUARTER EXCEPT THE EAST 30 FEET THEREOF, AND EXCEPT THE SOUTH 30 FEET THEREOF, AND EXCEPT THE WEST 30 FEET THEREOF, AND EXCEPT THE NORTH 350 FEET OF THE SOUTH 380 FEET OF THE WEST 700 FEET OF THE EAST 730 FEET THEREOF;

ALL IN SECTION 25, TOWNSHIP 25 NORTH, RANGE 4 EAST, W.M., IN KING COUNTY, WASHINGTON.

PARCEL B:

THE EAST THREE-TENTHS OF THE NORTH HALF OF THE NORTHEAST QUARTER OF THE NORTHWEST QUARTER OF THE SOUTHEAST QUARTER OF SECTION 25, TOWNSHIP 25 NORTH, RANGE 4 EAST, W.M., IN KING COUNTY, WASHINGTON; EXCEPT THE NORTH 30 FEET AND THE EAST 30 FEET THEREOF.

(BEING KNOWN AS TRACTS 235, 236 AND 237 OF HALF-HOUR-HALF-ACRE TRACTS, ACCORDING TO THE UNRECORDED PLAT THEREOF).

RECORDED THIS DAY

JUN 17 9 41 AM '91

BY THE CLERK OF  
RECORDS & ELECTIONS  
KING COUNTY

*EAK*

# **EXHIBIT E**

Lowell E

FILE COPY

Planning and Development Services

McConnell/Burke, Incorporated

11000 N.E. 33rd Place

Suite 101

Bellevue, Washington 98004

(206) 827-6550

FAX: 889-0730

#3177

November 16, 1992

Overlake Golf and Country Club  
8000 N.E. 16th Street N.E.  
Bellevue, WA 98004

RE: Conditional Use Permit: Case No. 148

ATTN: Jerry Chichanski, Mithun Partners

Your Conditional Use Permit, Case No. 148, for the Overlake Golf and Country Club is hereby issued based on the revised drawings submitted with the application and the eleven conditions (attached) approved by the Medina Planning Commission February 25, 1992.

Sincerely,



Robert G. Burke  
Planning Consultant

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Burke stated that there are really two issues before them: 1) To allow the relocation of an existing sewer line. 2) Approving the specifics of the proposed mitigation plan.

Saad stated that the applicant is making definite efforts in trying to resolve the parking/traffic situation. He stated that he does not feel that more Planning Commission meetings on the issue need to be held. He suggested using more signage giving more directions on the parking be posted and he also suggested notifying everyone living on the affected street which city official to contact in case of a violation.

Taylor stated that he would still like to see more transient parking on-site.

Discussion on the motion.

Saad moved to approve Subst. Dev. No. 91-9, subject to the City Planner's recommendations which are: 1) Approval by the City of Bellevue as to precise location of the main. 2) Preparation of a utility easement that is acceptable to the City of Bellevue and the City of Medina. 3) Use of appropriate erosion controls to minimize runoff into the lake, to be approved by the City Engineer and; the applicant will provide additional on-site parking in conjunction with the sewer project that will be maintained for the duration of the project and; the applicant will provide adequate signage that will give directions on the parking and; the applicant will send letters to the neighbors with procedures for getting in touch with city officials should there be any violations. Duzan seconded the motion and it was approved unanimously.

**Case No. 148 - Overlake Golf & Country Club - 8000 NE 16th St. - To allow demolition of existing clubhouse and pro-shop/storage building, and construct a new clubhouse in the same location. (Tabled from the January meeting)**

Chairperson Taylor and Saad excused themselves from the hearing of this case, due to a possible conflict of interest, since they are social members of the Overlake Golf and Country Club.

Potts was asked to act as Chairperson in the absence of the Chairperson and Vice-Chair.

Planner Burke reviewed that after the last meeting it was made clear by much public testimony that several issues needed to be addressed such as: 1) Increased traffic due to a potential increase in use of the clubhouse facility. This issue is not so much the amount of traffic generated, but rather the fact that nearly 90% of it comes from outside Medina and is required to utilize internal City streets to reach the facility. 2) Impact of Club traffic on adjacent residential streets and the desirability of a second entry. 3) Adequacy of on-site parking, particularly in conjunction with special events. 4) Reduction of the impacts of construction. 5) Impacts to site drainage. 6) Site and right-of-way landscaping.

Burke stated that in the January staff report he had recommended that this case be continued in order to complete the environmental review and to gain additional information relative to traffic impacts. He stated that after receiving that information that he has issued a Mitigated Declaration of Nonsignificance.

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Burke stated that the submitted traffic study estimated traffic generated by the golfcourse ranging from 240 vehicles a day for an off-season weekday, to 580 vehicles a day for a peak season weekend. These volumes were based on the current usage and membership of 935. He stated that the Club has preliminarily agreed to limit their maximum membership to 1035. This represents about a 10% increase over current levels. He stated that it was also indicated, by a resident at the last meeting, that the Club had estimated an increase in food and beverage sales of 40% and that this must translate into an increase in traffic. He stated that he has been informed by the applicants that this 40% figure related to an earlier proposal made to Club members that included a much larger ballroom facility. This element is not part of the current proposal, so the 40% increased sales figure does not apply. He stated that it seems reasonable to assume that a new facility is likely to result in some members using the facility more often and that this would add to the traffic volume. He stated that there will likely be an increase of 15% in Club generated traffic over the existing levels.

Jerry Cichanski, Mithune Partners, was present to respond to some comments that were made at the last meeting. He stated that comments made by Bill Mundt, 7605 NE 14th, were unfair. He stated that the petitions that Mr. Mundt had submitted had been signed by people who had not been aware that the Club use will be limited to use by members and their guests only and that the Club does not want outside usage. He also noted that there would be no change in the current functions of the Club. He submitted a fact sheet into the record and then proceeded to discuss the sheet. He also discussed the conditions that Burke had recommended and that he had concerns over Condition No. 8 & 9. He discussed the feasibility of an additional entry to the Club and the reasons why he felt it would not be possible.

Discussion on the proposed parking and the addition of another entry to the Club.

David Ivany, from Parametrix, discussed the submitted traffic study. He discussed the possibility of an additional access on 12th, but stated that would have a definite negative impact on the existing traffic and that an additional access on 24th would also not be feasible.

Bill Squires, manager for the Overlake Golf and Country Club, discussed the proposed maximum allowed membership and how it related to the parking. He also stated that the Club would be willing to notify the adjacent neighbors of any special events that would be held at the Club. He stated that they would only schedule activities that would not exceed the maximum number of parking spaces.

Jerry Cichanski discussed again Burke's recommended Conditions No. 8 & 9. He submitted drawings and photos and he discussed how the present location is the only feasible location for the clubhouse and that the present entry is the only feasible access to the Club. He stated that the traffic study did not warrant two accesses to the Club and he asked that Burke's Conditions No. 8 and 9 not be required. He also recommended that in Burke's Condition No. 3 that after members that ", guests" should be added.

Potts opened the Public Hearing.

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Bill Mundt, 7605 NE 14th, was present to clarify some points that he had brought up at the last meeting. He also submitted 7 more signatures into the record that are against the proposal being approved. He then discussed his submitted drawing and he discussed possible additional entry alternatives. He also discussed his concerns over the impact the increased traffic would create.

Mark Mathewson, 1456 Evergreen Point Rd., also expressed his concerns over the increase in traffic if this proposal were to be approved.

Gordon Kuenster, 1603 Evergreen Point Rd., stated that he is in agreement with Burke's recommendation and conditions and that he is in support of the new facility.

Mike Moran, 7600 NE 16th, addressed his concerns over the traffic and stated that he would like the Commission to explore the feasibility of providing another access.

The following residents expressed their concerns regarding the proposal:

Dennis Talaga, 1220 80th Ave. NE  
 Bill Stut, 7750 NE 16th  
 Patti Mathewson, 1456 Evergreen Point Rd.  
 Chet Potuzak, 1270 80th Pl. NE  
 Porter Taylor, 1855 Evergreen Point Rd.  
 John Dern-Palmer, 1600 77th Ave. NE  
 John Garner, 7845 NE 14th  
 Dr. Rosegay, 2038 79th Ave. NE  
 Ralph Garhar, 1280 80th Ave. NE  
 Dennis Conrad, 7804 NE 14th

Henry Paulman, 1450 80th Ave. NE, stated that a large portion of the parking/traffic problems are being addressed by the Club.

Discussion on the parking/traffic and discussion on an alternate ingress/egress.

Potts closed the Public Hearing.

Krengel moved to approve Conditional Use No. 148 subject to:

1. Receipt of a variance to allow a portion of the roof to extend four feet above the allowed height to conceal required mechanical equipment.
2. The Country Club will prepare an agreement in a form acceptable to the City stating their membership will be kept to a maximum of 1,035.
3. The Country Club will prepare a statement in a form acceptable to the City that the club facilities are for the exclusive use of members, guests and their families and that at no time these facilities will be used as a commercial enterprise.
4. A storm drainage and runoff analysis and plan will be prepared based on a fifty year storm event and approved by the City Engineer, to be submitted with the building plans.

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5. A construction activity mitigation plan will be prepared that will address temporary erosion control; maintenance and repair or replacement of affected streets; location of construction vehicle and worker parking and construction vehicle access; provision of fencing for security and safety; renovation of temporary worker parking off 24th to be completed within 30 days after completion of the Clubhouse; adequate buffering of ponds and wetlands; to be approved by the Building Official and City Engineer. Overlake must hire a construction mitigator to monitor the project.

6. Meet provisions of the Landscaping Requirements and Tree Preservation Ordinance related to landscaping on adjacent rights-of-way. Landscaping will be installed prior to issuance of any occupancy permit. Submit landscape plan for approval by the City Landscape Architect and City Planner with building plans.

7. Improvements to the golfcourse will include provisions of the City's Sensitive Areas Ordinance (under consideration) such as: delineation of wetlands and streams, 25 ft. buffers (proposed) from wetlands and streams, and a management program related to maintenance and fertilization that incorporates the best management practices available in the vicinity of identified sensitive areas.

8. There shall be notices sent by Overlake notifying neighbors in the event of any large gatherings being held at the Club.

9. Either increase available parking and/or develop a program to; 1) utilize off-street spaces for employees during peak events (e.g. schools or church) with shuttles, and/or employee car pool programs with carpools given preference for on-site parking, and/or Club subsidized transit pass programs; to be approved by the City Engineer and City Planner. First phase of construction must include the reconfiguration of the parking nearest the clubhouse to organize/maximize the parking spaces.

10. 16th Ave. needs an evaluation by the City Engineer to make a determination of ways to slow the traffic.

11. In the event that Overlake makes a golfcourse redesign, they must add a second entrance.

Duzan seconded the motion. LaBelle voted "naye". The motion passed.

The meeting was adjourned at 11:55 PM.

  
\_\_\_\_\_  
Lynn Batchelor, Secretary to the  
Planning Commission



# **EXHIBIT F**

## MEDINA BOARD OF ADJUSTMENT

## MINUTES

January 19, 1993

The meeting of the City of Medina Board of Adjustment was called to order at 7:00 PM by Chairperson Shomler. The meeting was tape recorded.

Members Present: Martin, Dineen, Stevenson and  
Chairperson Shomler

Members Absent: Clise

Staff Present: Secretary Batchelor and Planner Burke

Stevenson moved to approve the minutes of the December 15, 1992 meeting. Dineen seconded the motion and the minutes were approved unanimously.

1. Case No. 770 - Wolf - 456 Overlake Dr. E. - To allow construction of a new residence that would exceed the allowed 36 ft. height by 7 ft.; intrude 1 ft. into both required 10 ft. sideyard setback; exceed allowed 17.5% lot coverage by approx. 3.5% (RECONSIDERATION).

This case was continued to the next meeting.

2. Case No. 779 - Overlake Golf & Country Club - To allow the use of unopened public right-of-way in conjunction with the rebuilding of the clubhouse (Conditional Use No. 148) under the provisions of Chapter 12.32, Medina Municipal Code.

Doug Leigh, of Mithun Partners, was present on behalf of the Overlake Golf & Country Club. He stated that as a condition to the approval of the conditional use permit the Overlake Golf & Country Club received, they were required to go before the Board of Adjustment and obtain a variance for the reconfiguration and construction of the parking lot. He noted that the demolition of the old clubhouse was underway and that they planned to begin construction on the new clubhouse in February. He discussed the submitted drawings showing the proposed parking lot configuration and passed out photos of the current parking lot. He explained that the new configuration would allow for more parking spaces than had previously existed and that they would be gravelling the lot, not installing asphalt, in an effort to not increase the impervious surface.

Mr. Leigh passed out drawings depicting the new proposed light poles. There was some discussion on the proposed light poles.

Jerry Cichanski, Mithun Partners, was present to clarify that the proposed plan that they were reviewing was the same plan that had already been presented to the Planning Commission and the City Council.

Susie Marglin, 2617 Evergreen Point Rd., was present to state that the public pedestrian pathway in the city right-of-way be preserved as per the Medina Comprehensive Plan. She emphasized that this parking lot reconfiguration not effect this pedestrian pathway.

Board of Adjustment  
Page 2

Considerable discussion on the pedestrian pathway.

Henry Paulman, 1415 80th Ave. NE., was present to state that he had some concerns regarding the drainage of the proposed parking lot.

Discussion on the reconfiguration and construction of the proposed parking lot.

Planning Consultant Burke stated that under the provisions and conditions set forth in Conditional Use Permit No. 148, the Overlake Golf and Country Club has been granted permission to proceed with the construction of a new clubhouse facility and accompanying improvements. One of the improvements, which is also a Condition on Permit No. 148, is to provide expanded on-site parking facilities to reduce the overflow parking on surrounding neighborhood streets. The Country Club has proceeded with the design of a new parking area that essentially expands available parking in generally the same location as the existing lot.

Burke stated that he recommended approval subject to: 1. The lowering of the two light standards nearest the adjacent west property; 2. Paving of gravel parking area; and 3. Landscaping of parking adjacent to the south property line. He also stated that he would like to add to No. 2 of his recommendation that the feasibility of the condition be reviewed again in a year and that he would also recommend and add another condition that a walking pathway be designated from 80th Ave. NE to NE 16th. He also recommended that the entrance from 80th be signed and enhanced and the landscaping plan be approved by the city landscape architect.

Chairperson Shomler read a letter from Carol Krengel, of the Planning Commission, in which she recommended approval of the variance request.

Dave Martin stated that he had made a site visit and that he had some concerns relating to the proposed lighting, such as the proposed height.

Discussion on the proposed light standards.

Martin moved to approve the variance request subject to: 1. Limit the maximum height of the light standards to 25 ft. 2. Review the feasibility of paving the gravel parking area in a year. 3. Require the landscaping of the parking area adjacent to the south property line and have the landscaping plan approved by the city landscape architect. 4. Designate a pedestrian pathway as per the Medina Comprehensive Plan. Dineen seconded the motion, passed.

#### DISCUSSION

Dineen moved that Robert Shomler be elected as Chairperson and Al Clise be elected as Vice Chairperson. Martin seconded the motion, passed.

The meeting was adjourned at 8:35 PM.

  
Lynn Batchelor, Secretary to the  
Board of Adjustment

**NO ATTACHMENTS FOR AGENDA ITEM 9.3**