



# MEDINA, WASHINGTON

## PLANNING COMMISSION SPECIAL MEETING

Hybrid - Virtual/In-Person  
Medina City Hall - Council Chambers  
501 Evergreen Point Road, Medina, WA 98039  
**Wednesday, April 03, 2024 – 6:00 PM**

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### AGENDA

**COMMISSION CHAIR** | Laura Bustamante

**COMMISSION VICE-CHAIR** | Shawn Schubring

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

**PLANNING MANAGER** | Jonathan Kesler

**DEVELOPMENT SERVICES COORDINATOR** | Rebecca Bennett

### Hybrid Meeting Participation

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

Join Zoom Meeting

<https://medina-wa.zoom.us/j/82427195492?pwd=fZ4sZf3nksyBZZHpgOHPk9WrBd2D2.1>

Meeting ID: 824 2719 5492

Passcode: 550333

One tap mobile

+12532050468,,82427195492#,,,,\*550333# US

+12532158782,,82427195492#,,,,\*550333# US (Tacoma)

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

Planning Commissioners Barrett, Bustamante, Hsu, Lai, Nelson, Pao, and Schubring

2. **APPROVAL OF MEETING AGENDA**

3. **APPROVAL OF MINUTES**

3.1 Planning Commission Special Meeting Minutes of March 14, 2024

**Recommendation:** Adopt Minutes.

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

3.2 Planning Commission Regular Meeting Minutes of March 26, 2024

**Recommendation:** Adopt Minutes.

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

4. **ANNOUNCEMENTS**

4.1 Staff/Commissioners

5. **PUBLIC COMMENT PERIOD**

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

6. **DISCUSSION**

6.1 Concerns of the Commission

6.2 2024 Comprehensive Plan Update, Second Review of the Capital Facilities Element including revisions made to address concerns of this Commission on 3-26-24

**Recommendation:** Discussion.

**Staff Contact:** Jonathan Kesler, AICP, Planning Manager, with Kim Mahoney, Principal, LDC Consultants

6.3 2024 Comprehensive Plan Update, First Review of the Housing Element

**Recommendation:** Discussion.

**Staff Contact:** Jonathan Kesler, AICP, Planning Manager, with Kim Mahoney, Principal, LDC Consultants

7. **ADJOURNMENT**

Next meeting is the **Regular** Meeting of Tuesday, April 23, 2024 at 6:00 pm.

**ADDITIONAL INFORMATION**

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

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

### **UPCOMING MEETINGS**

Tuesday, April 23, 2024 - Regular Meeting (6:00 PM)

Tuesday, May 14 2024 - Special Meeting (6:00 PM)

Wednesday, May 29, 2024 - Special Meeting (6:00 PM)

Tuesday, June 11, 2024 - Special Meeting (6:00 PM)

Tuesday, June 25, 2024 - Regular Meeting (6:00 PM)

Tuesday, July 9, 2024 - Special Meeting (6:00 PM)

Tuesday, July 23, 2024 - Regular Meeting (6:00 PM)

August 2024 - Dark, no meeting

Tuesday, September 24, 2024 - Regular Meeting (6:00 PM)

Tuesday, October 22, 2024 - Regular Meeting (6:00 PM)

Tuesday, November 2024 - Regular Meeting cancelled - Special Meeting Date TBD

Tuesday, December 2024 - Regular Meeting cancelled - Special Meeting Date TBD



# MEDINA, WASHINGTON

## PLANNING COMMISSION SPECIAL MEETING

Hybrid - Virtual/In-Person  
Medina City Hall - Council Chambers  
501 Evergreen Point Road, Medina, WA 98039  
Thursday, March 14, 2024 – 6:00 PM

### MINUTES

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

Commission Chair Laura Bustamante called the special meeting of the Medina Planning Commission to order in the Medina Council Chambers at 6:00 p.m.

PRESENT

- Chair Laura Bustamante
- Vice-Chair Shawn Schubring
- Commissioner Li-Tan Hsu
- Commissioner Evonne Lai
- Commissioner Mark Nelson
- Commissioner Brian Pao

STAFF

Kesler, Wilcox, Kellerman, and Planning Consultant, Kim Mahoney

2. **APPROVAL OF MEETING AGENDA**

**ACTION:** Without objections and by consensus, the meeting agenda was approved as presented.

3. **APPROVAL OF MINUTES**

3.1 Planning Commission Special Meeting Minutes of March 6, 2024

**Recommendation:** Adopt minutes.

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

**ACTION:** The March 6, 2024 Planning Commission Meeting Minutes was pulled for corrections on the Action of Agenda Item 6.2 which should read "Motion to approve Utilities Element draft as amended and move forward for review by the City Attorney and City Council. The corrected Minutes will be brought back at the next Planning Commission meeting for approval.

3.2 Planning Commission Special Meeting Minutes of February 15, 2024

**Recommendation:** Adopt minutes.

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

**ACTION:** Motion Nelson second Schubring and carried by a 6:0 vote; the Commission approved the February 15, 2024 Special Meeting Minutes.

**4. ANNOUNCEMENTS**

4.1 Staff/Commissioners

Chair Bustamante reported that she and the city's personnel committee interviewed three well qualified candidates for the open vacancy on the Planning Commission. The personnel committee unanimously selected Julie Barrett to fill to the vacancy and her appointment recommendation will go to Council at their March 25, 2024 meeting for a vote.

**5. PUBLIC COMMENT PERIOD**

Chair Bustamante opened the public comment period. There were no speakers. Subsequently, public comments was closed.

**6. DISCUSSION**

6.1 Concerns of the Commission

None.

6.2 2024 Comprehensive Plan Update, First Review of the Land Use Element including revisions made to address identified gaps from the Gap Analysis.

**Recommendation:** Discussion

**Staff Contact:** Jonathan Kesler, AICP, Planning Manager; with Kim Mahoney, Principal, LDC consultants

Planning Manager Jonathan Kesler and Planning Consultant Kim Mahoney gave a presentation on the first review of the Land Use Element including revisions made to address identified gaps from the Gap Analysis. The Commission discussed, asked questions, and staff responded.

**ACTION:** The Commission requested the following changes and considerations of language amendments:

- Remove defensiveness throughout document. If there are restrictive/absolute messaging/tone throughout the element, revise to reflect current goals and policies.

Policies:

- LU-P8: explore how to amend wording to specify that the listed persons are Medina community members.
- LU-P1: add non-motorized vehicles and consider "human powered" something.
- Add "route" to the definitions in the appendix.

#### Future Growth Issues:

- Consider adding to list "reduction of minimum lot sizes". Think about addressing the need to change zoning regulations to accommodate future growth. Look in the Housing Element for better language related to: Within a four-mile radius of City Hall....
- Update/amend language for "Therefore, the current land use patterns and general densities will likely remain largely unchanged over the next 20 years" to allow for growth.
- Address or fold in SR-520 in the tenth paragraph, last line "Medina has only one major arterial...."

#### Special Planning Areas and Essential Public Facilities:

- Last line of second paragraph, add to the end "and to meet the new housing goals mandated by the state."
- Consider making mention of middle housing.
- Consider removing or revising the last line of the first paragraph. Consider mentioning a variety of options to handle these planning areas or move away from defining a process.

#### Non-Residential Uses:

- Consider whether the data of the elementary and middle schools shows trends that should be highlighted.

#### Land Use Plan:

- Delete last sentence of the first paragraph.

#### Existing Conditions:

- Residential Uses, first paragraph, last line needs to be brought into 2024.

#### Goals:

- LU-G1: revised to read "To maintain Medina's high-quality residential setting and character, while considering creative housing solutions to accommodate Medina community members of all socioeconomic groups."

## 7. **ADJOURNMENT**

By consensus, the Planning Commission adjourned the special meeting at 7:38 p.m.



# MEDINA, WASHINGTON

## PLANNING COMMISSION MEETING

Hybrid - Virtual/In-Person  
Medina City Hall - Council Chambers  
501 Evergreen Point Road, Medina, WA 98039  
**Tuesday, March 26, 2024 – 6:00 PM**

### MINUTES

**COMMISSION CHAIR** | Laura Bustamante  
**COMMISSION VICE-CHAIR** | Shawn Schubring  
**COMMISSIONERS** | Julie Barrett, Li-Tan Hsu, Evonne Lai, Mark Nelson, Brian Pao  
**PLANNING MANAGER** | Jonathan Kesler, AICP  
**DEVELOPMENT SERVICES COORDINATOR** | Rebecca Bennett

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

Chair Bustamante called the meeting to order at 6:01pm.

**PRESENT**

- Chair Laura Bustamante
- Vice Chair Shawn Schubring
- Commissioner Julie Barrett
- Commissioner Li-Tan Hsu
- Commissioner Evonne Lai
- Commissioner Mark Nelson
- Commissioner Brian Pao

**STAFF/CONSULTANTS PRESENT**

Bennett, Burns, Kesler, Mahoney, Osada

**2. APPROVAL OF MEETING AGENDA**

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

**3. APPROVAL OF MINUTES**

- 3.1 Planning Commission Special Meeting Minutes of March 14, 2024  
**Recommendation:** Defer adoption to the Wednesday, April 3rd Special Meeting.  
**Staff Contact:** Aimee Kellerman, City Clerk

**ACTION:** Motion to defer adoption to the Wednesday, April 3rd Special Meeting.  
(Approved 7-0)

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

- 3.2 Planning Commission Special Meeting Minutes of March 6, 2024  
**Recommendation:** Adopt minutes as amended.  
**Staff Contact:** Rebecca Bennett, Development Services Coordinator

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

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

**4. ANNOUNCEMENTS**

- 4.1 Staff/Commissioners

Chair Bustamante welcomed new Planning Commissioner, Julie Barrett.

**5. PUBLIC COMMENT PERIOD**

There was no audience participation.

**6. DISCUSSION**

- 6.1 Concerns of the Commission

None were heard.

- 6.2 2024 Comprehensive Plan Update, **Second Review** of the **Land Use** Element including revisions made to address concerns of this Commission on 3-14-24 and the Design Review Committee (DSC) meeting on 3-20-24.

**Recommendation:** Discussion

**Staff Contact:** Jonathan Kesler, AICP, Planning Manager; with Kim Mahoney, Principal, LDC consultants

**Time Estimate:** 60 minutes

Kesler and Mahoney gave PowerPoint presentation. Commissioners discussed and asked questions. Commissioners made request to add unimproved streets to zoning map.

**ACTION:** Motion to move recommendation to council. (Approved 7-0)

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



- 6.3 2024 Comprehensive Plan Update, **First Review** of the **Capital Facilities** Element  
**Recommendation:** Discussion  
**Staff Contact:** Jonathan Kesler, AICP, Planning Manager; with Kim Mahoney, Principal,  
LDC Consultants

Time Estimate: 60 minutes

Kesler and Mahoney gave PowerPoint presentation. Commissioners discussed and asked questions.

## **7. ADJOURNMENT**

Next meeting is the **Special** meeting of Wednesday, April 3, 2024, at 6:00 pm

Meeting adjourned at 7:46pm.

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

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



# CITY OF MEDINA

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

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## MEMORANDUM

DATE: April 3, 2024  
TO: Medina Planning Commission  
FROM: Jonathan Kesler, AICP, Planning Manager  
RE: Comp Plan Update – Second Review of the Capital Facilities Element

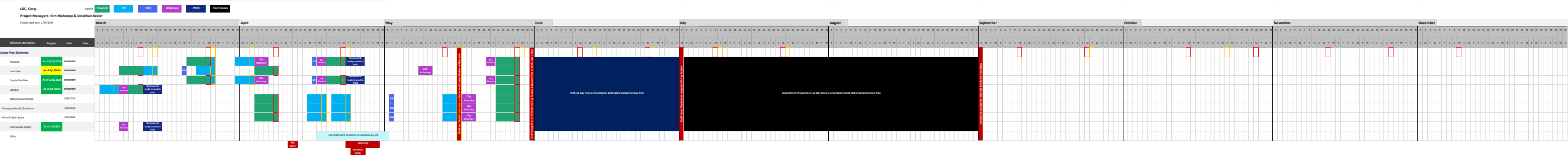
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**As a reminder**, each city and county under the Washington State Growth Management Act (originally adopted in 1991) is required to periodically review and, if needed, revise its comprehensive plan to ensure compliance with the Act. The last time that Medina completed a Comprehensive Plan update was in 2015. In 2022, the eight-year comprehensive plan periodic cycle was extended to a 10-year cycle. The current comprehensive plan periodic update cycle requires that Medina complete its review and revision by **December 31, 2024**.

At this meeting, the Comprehensive Plan’s **Capital Facilities** Use Element returns for a **second** review. In the packet, you will find the most up-to-date version of the Element with feedback from the March 25<sup>th</sup> Council Meeting and this body’s March 26<sup>th</sup> meeting addressed via **redline** edits and notes in the margins of the document.

LDC Consultant Kim Mahoney will be in attendance this evening along with City staff.

Medina 2024 Comp Plan Update



## 7. CAPITAL FACILITIES ELEMENT

### INTRODUCTION

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

### EXISTING CONDITIONS

#### Administration and Public Safety

City Hall is housed in the former ferry terminal building located at the south end of Evergreen Point Road in Medina Beach Park. City Hall contains City Council chambers, City administrative offices, and the police department. There are currently 22 City staff including the police department that work in City Hall. Public hearings for the Planning Commission, Hearing Examiner, and City Council are also held in this facility. Public restrooms are provided in conjunction with park use. [The City Hall building](#) provides 8,662 square feet of space [on a 1.15 acre parcel](#).

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

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

The City also has a Public Works shop located in the southwest corner of Medina Park adjacent to the Puget Power substation. The shop [is an -occupies approximately- 1,878 square feet with an additional 2,637 square feet of covered maintenance bays and is currently staffed by four employees. \[The developed area of the Public Works shop spans two parcels, extending over the property line shared between Medina Park \\(8.82 acres\\) and Puget Sound Energy \\(1.63 acres\\).\]\(#\)](#)

#### Schools

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

**Commented [KM1]:** How is this different than Utilities? How does the GMA distinguish between Cap Fac and Utilities? Curiosity question from PC 3/26

**Commented [KM2R1]:** In general, the GMA's discussion of the two is that Capital Facilities is publicly-owned infrastructure and Utilities are not necessarily so (telecommunications, natural gas, electrical, etc.). Some jurisdictions (Pierce County) have recently combined these two required elements in one Capital Facilities and Utilities Element to consolidate information about infrastructure (the combined element still contains all required components of the separate elements).

**Commented [KM3]:** Ensure all figure/table references are complete

**Commented [KM4]:** LDC to consider following comment from [3/25](#) Council: Consider adding the land area of each structure described, and then put it all into a table instead of text.

**Commented [KM5]:** Edits made address 3/25 Council feedback

**Commented [KM6]:** Informed by Bellevue cap fac 6-year plan (Joel to review)

**Commented [KM7]:** LDC to explore following [3/25](#) Council comment: Contact Clyde Hill FD to learn about their pending remodel and ask about fire response times

**Commented [KM8]:** Edits made address 3/25 Council feedback

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

**Commented [KM10]:** Update after responses are received by the school confirming capacity.

**Commented [KM11]:** Update after responses are received by the school confirming capacity.

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

Commented [KM12]: Update after responses are received by the school confirming capacity.

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

**Water and Sewer**

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

Commented [KM13]: Informed by Bellevue cap fac 6-year plan (Joel to review)

Commented [KM14R13]: If capacity constrained, explore whether climate change is to blame and should be mentioned. PC feedback 3/26

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

Commented [KM15]: Updated water and wastewater system plan has been requested by Bellevue - metrics will be updated once those plans are received by Bellevue.

Commented [KM16]: Need to update

Sewer flows are not separately metered, and are therefore estimated from winter average per-capita drinking water demand. Based on the 2013 City of Bellevue Wastewater System Plan, for the Bellevue service area, average sewer water usage is estimated at 20,440 gallons per person per year. Among its sewer infrastructure throughout Medina, the City of Bellevue's wastewater system includes an 8-inch cement or cast iron lake line that runs nearly the entire length of the Medina shoreline fronting Lake Washington. It should be noted that the golf course does not use potable water for maintaining their greens, fairways, and landscaping, but rather is allowed to pump water from Lake Washington under a "grandfathered" water use rights agreement with the State Department of Natural Resources.

Commented [KM17]: LDC to explore based on 3/25 Council feedback: Is it relevant/important to make note of the sewer line running through Lake Washington?

Commented [KM18]: Need to update

Commented [KM19]: Updated water and wastewater system plan has been requested by Bellevue - metrics will be updated once those plans are received by Bellevue.

Commented [KM20]: Need to update

King County maintains a sewage pumping station at the corner of NE 8<sup>th</sup> Street and 82<sup>nd</sup> Avenue NE on the Medina Elementary School property in an agreement with the Bellevue School District. The pump station will undergo infrastructural improvements to replace pipes and valves in 2024.

Commented [KM21]: Added to address 3/25 Council feedback.

Commented [KM22]: Should there be mention made of Clyde Hill pushing water to the golf course? 3/26 PC comment

**Parks and Recreation**

The City provides an abundance of park and recreation space to promote the health and well-being of the community. Parks in Medina include Medina Park, Medina Beach Park, Fairweather Nature Preserve, Viewpoint Park, City Dock at Lake Lane, City Dock at 84<sup>th</sup> Ave NE, and the Points Loop Trail system. Medina's parks and recreational spaces are described in more detail in Chapter 6, Parks and Open Space Element, of the Comprehensive Plan.

Commented [KM23]: To address Council 3/25 feedback: Contact King County/Bellevue about upgrades recently made to describe here. "Medina Pump Station"

Commented [KM24]: Added to address 3/25 Council feedback

**Storm Drainage**

Federal clean water regulations require jurisdictions to adopt and implement stormwater management plans. Medina is a National Pollutant Discharge Elimination System (NPDES) Phase II permittee, and adopted its Stormwater Management Program in 2023, which is aligned with the requirements set forth in Ecology's Western Washington Phase II Municipal Stormwater Permit, current as of August 1, 2019.

Commented [KM25]: Added to satisfy RCW 36.70A.070(3)

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

Ongoing City programs, including annual street sweeping and storm basin cleaning, further support the City’s stormwater management goals. Additionally, the City annually prepares a Six-Year Capital Improvement Plan (CIP) prioritizing and informing of the intended projects to improve Medina’s capital infrastructure. The CIP is updated regularly to ensure that changing circumstances (be it climate change, population change, or otherwise) and their resultant impact on capital facilities in Medina are reevaluated for priority of capital investment and improvement. The City’s Six-Year Capital Improvement Plan CIP is listed in Appendix B.

- Commented [KM26]:** Ensure the updated version is attached
- Commented [KM27]:** This language has been added to address PC feedback from 3/26 and to address the Mayor’s feedback via email on 3/25
- Formatted:** Space Before: 12 pt

### CAPITAL FACILITIES PLAN

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

- Commented [KM28]:** Update as needed once we hear back from Bellevue.

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

- Commented [KM29]:** Update as needed once we hear back from the schools

The City’s current Stormwater Management Program sets forth a task to prepare a Stormwater Management Action Plan that would inventory and map delineated basins, investigate the health of the basin, and prioritize or determine which basins should be retrofitted or preserved (see Figure X). The program includes analysis of overall system condition and capacity, identification of a set of stormwater management techniques, a model ordinance to address development on individual properties, and a suggested capital improvement program. The majority of the capital improvements outlined in the Stormwater Management Program focus on annual as-needed maintenance, repair, and improvements to the City’s existing stormwater infrastructure.

- Commented [KM30]:** Update figure after received from Ryan

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

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

In the event that probable or expected funding is insufficient to address the capital facilities needs of the community, the City will reassess the Land Use Element of the Comprehensive Plan to consider changes that could be made to ease the burden of a lack of facility funding.

**Commented [KM31]:** Added to incorporate RCW requirement (36.70A.070(3)).

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

**Commented [KM32]:** Ensure the updated version is attached

**GOALS**

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

**POLICIES**

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

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

**Commented [KM33]:** Revised to incorporate Council 3/25 feedback

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

CF-P4 The City should make improvements to the stormwater system based on the City of Medina Stormwater Management Program.

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

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

**Commented [KM34]:** Frontline communities are those that traditionally experience the worst impacts of climate change. Usually, these are underrepresented members of the community who often live in the most affordable areas of a community based on the area being less desirable due to climate considerations (less healthy air, nearby industrially-used land, flood-prone areas, etc.).

CF-P7 The City should encourage the use of public information programs or other such

educational efforts to raise the awareness of City residents concerning water quality and quantity issues and solutions.

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

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

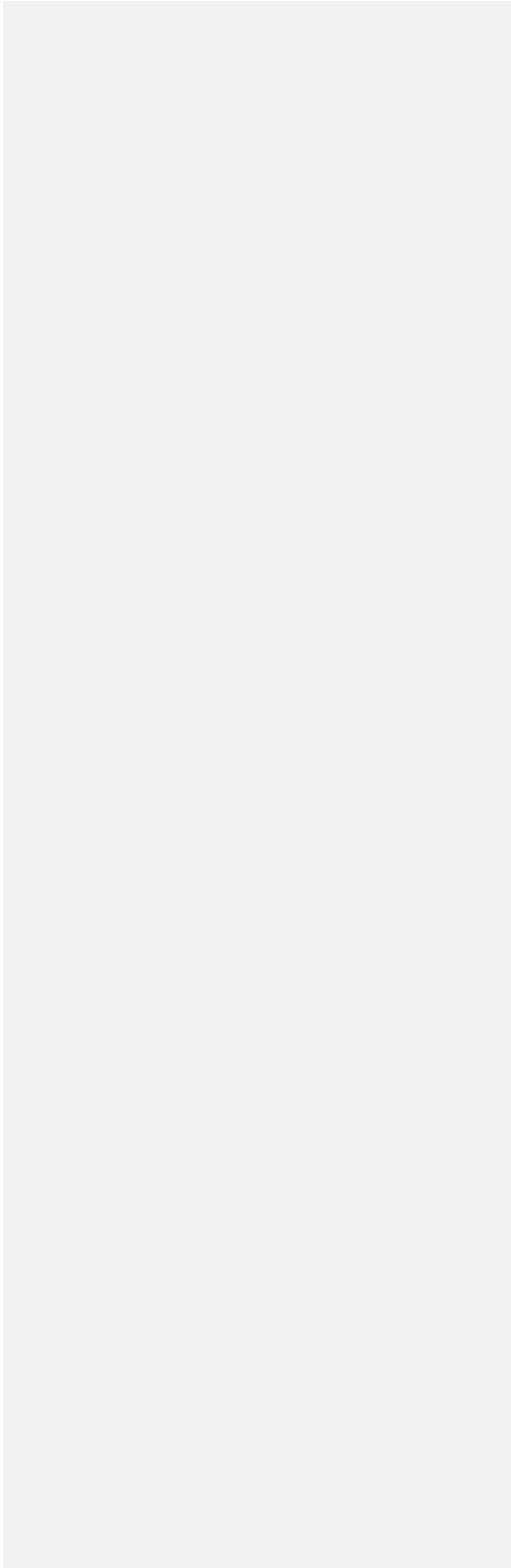
CF-P10 The City should consider opportunities to expand the use of City Hall for the use or enjoyment of Medina residents.

Commented [KM35]: Added to address Council 3/25 comment

Commented [KM36]: Added to address Council 3/25 comment



|



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(3) A capital facilities plan element consisting of: (a) An inventory of existing capital facilities owned by public entities, including green infrastructure, showing the locations and capacities of the capital facilities; (b) a forecast of the future needs for such capital facilities; (c) the proposed locations and capacities of expanded or new capital facilities; (d) at least a six-year plan that will finance such capital facilities within projected funding capacities and clearly identifies sources of public money for such purposes; and (e) a requirement to reassess the land use element if probable funding falls short of meeting existing needs and to ensure that the land use element, capital facilities plan element, and financing plan within the capital facilities plan element are coordinated and consistent. Park and recreation facilities shall be included in the capital facilities plan element.

The county or city shall identify all public entities that own capital facilities and endeavor in good faith to work with other public entities, such as special purpose districts, to gather and include within its capital facilities element the information required by this subsection. If, after a good faith effort, the county or city is unable to gather the information required by this subsection from the other public entities, the failure to include such information in its capital facilities element cannot be grounds for a finding of noncompliance or invalidity under chapter 228, Laws of 2023. A good faith effort must, at a minimum, include consulting the public entity's capital facility or system plans and emailing and calling the staff of the public entity.

**Commented [KM37]:** Ryan Osada has this info - get from him

**Commented [KM38]:** See if Ryan has this

**Commented [KM39]:** Attach latest CIP



# 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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## MEMORANDUM

DATE: April 3, 2024  
TO: Medina Planning Commission  
FROM: Jonathan Kesler, AICP, Planning Manager  
RE: Comprehensive Plan Update – Overview and **First** Review of the Housing Element

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**As a reminder**, each city and county under the Washington State Growth Management Act (originally adopted in 1991) is required to periodically review and, if needed, revise its comprehensive plan to ensure compliance with the Act. The last time that Medina completed a Comprehensive Plan update was in 2015. In 2022, the eight-year comprehensive plan periodic cycle was extended to a 10-year cycle. The current comprehensive plan periodic update cycle requires that Medina complete its review and revision by **December 31, 2024**.

As an FYI, the latest version of the Comp Plan Schedule is included in this section, so that members can track progress on the Comp Plan and see looming elements to be considered.

In addition, per Council’s direction, we will begin re-review (with our new consultant) of the Comp Plan’s **Housing** Use Element. (This body originally reviewed and made edits to this element last year. Those have already been incorporated into the document.) In the packet, you will find a revised copy of the Element, reflecting the January 18<sup>th</sup> Council guidance. The element includes edits in **redline** that show all **changes** that City staff made after that meeting, after which the element was tabled until direction was given at the March 25<sup>th</sup> Council Meeting to bring it back to this body. Time limitations prevented discussion from beginning on March 26<sup>th</sup>, so review will begin this evening.

LDC Consultant Kim Mahoney will be in attendance along with City staff.

# HOUSING ELEMENT

## INTRODUCTION

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

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

- Preserve the quiet, sylvan neighborhood character.
- Encourage residential development compatible in scale with the surrounding housing.
- Promote and encourage green building practices.

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

## EXISTING CONDITIONS

While Medina is an incorporated city, its character and function are more like that of a mature residential neighborhood within a larger community. According to the 2021 U.S. Census of Population and Housing, there are 1,11632 total housing units in the City.

Medina is an established residential community that abuts residential areas of Hunts Point, Clyde Hill, and Bellevue. Medina maintains a high percentage of owner- occupied units (81.5%) and a vacancy rate of 5.03%. Since 2015, the percentage of owner-occupied units has decreased from 89.1%, while the vacancy rate has decreased from 84.7%. Medina's development pattern is consistent with that of neighboring communities.

**Table 12. Medina Housing Statistics**

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

Source: 2021 U.S. Census

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

**Table 2. Medina Household Size**

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

Source: 2021 U.S. Census

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

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

Source: 2021 U.S. Census

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

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

(e.g., property taxes) the city's control.

**HOUSING TARGET**

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

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

**AFFORDABLE HOUSING**

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

Medina has several mechanisms to assist in the provision of affordable housing. ~~These are as follows~~ **These include, but are not limited to:**

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

existing and projected housing needs, and administers Medina’s affordable housing programs. The ARCH trust fund helps create affordable housing for low-and very low-income households and people who have special needs or are homeless.

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

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

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

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

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

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

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

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

	0 to ≤30%							Emergency Housing Needs
Total	Non-PSH	PSH	>30 to ≤50%	>50 to ≤80%	>80 to ≤100%	>100 to ≤120%	>120%	
Net New Need 2019-2044	5	3	3	8	-	-	-	4

Source: King County Countywide Planning Policies, 2022.

**GOAL**

H-G1 Preserve and foster the development of a variety of housing types, sizes, and densities to accommodate the diverse needs of all members of the community while maintaining Medina’s high-quality residential setting.

**POLICIES**

Community Values and Quality Neighborhoods

- H-P1. Ensure new development is consistent with citywide goals and policies, including but not limited to sustainable site standards, landscaping and tree retention requirements, and diversity of housing options.
- H-P2. Maintain the informal residential character of neighborhoods.
- H-P3. Support and encourage through the use of appropriate incentives ways to meet Medina’s housing needs, including a need for a variety of household sizes, incomes, and types.
- H-P4. Promote fair and equal access to housing for all persons and prohibit any activity that results in discrimination in housing.

Development Standards

- H-P5. Craft regulations and procedures to provide a high degree of certainty and predictability to applicants and the community-at-large to minimize unnecessary time delays in the review of permit applications, while still maintaining opportunities for public involvement and review.
- H-P6. Restrict the size and scale of new and remodeled homes in to retain the informal, sylvan character of the community.
- H-P7. Consider encouraging Dark Sky lighting with new development.
- H-P8. Support and promote the development of accessory dwelling units (ADUs/DADUs) within new and existing residential developments.



Affordable Housing

- HP-9. Continue participation in regional and inter-jurisdictional organizations, such as King County, A Regional Coalition for Housing (ARCH), and other Eastside jurisdictions to assess the need for and to assist in the provision of affordable housing on the Eastside.
- H-P10. Continue to make contributions to agencies that support affordable housing.
- H-P11. Support the construction of housing types that are available to very low-, low- and moderate-income households.
- H-P12. Encourage affordable housing options that are compatible with the City's high-quality residential setting; including the preservation and rehabilitation of older housing stock to create affordable housing.
- H-P135. Continue to work with cities and community representatives on countywide, subregional, state and federal funding sources for housing development, preservation, and related services.
- H-P14. Limit short-term rentals as they can limit the availability of housing for full-time residents.
- H-P15. Consider incentives that will encourage the construction of more affordable housing.

Special Housing Needs

- H-P16. Ensure development regulations allow for and have suitable provisions to accommodate housing opportunities for special needs populations.
- H-P17. Provide reasonable accommodation for special housing needs throughout the city, while protecting residential neighborhoods from potential adverse impacts.
- H-P18. Encourage a range of housing types for seniors that are affordable at a variety of incomes.
- H-P19. Encourage and support accessible design and housing strategies that provide seniors the opportunity to remain in their own community as their housing needs change.