



MEDINA CITY COUNCIL

Monday, January 13, 2025

5:00 PM – REGULAR MEETING

AGENDA

VISION STATEMENT

Medina is a family-friendly, diverse and inclusive community on the shores of Lake Washington. With parks and open spaces, Medina is a quiet and safe small city, with active and highly-engaged residents. Medina honors its heritage while preserving its natural environment and resources for current and future generations.

MISSION STATEMENT

Ensure efficient delivery of quality public services, act as responsible stewards of Medina's financial and natural resources, celebrate diversity, leverage local talent, and promote the safety, health, and quality of life of those who live, work, and play in Medina.



MEDINA, WASHINGTON

MEDINA CITY COUNCIL REGULAR MEETING

Hybrid - Virtual/In-Person
Medina City Hall – Council Chambers
501 Evergreen Point Road, Medina, WA 98039
Monday, January 13, 2025 – 5:00 PM

AGENDA

MAYOR | Jessica Rossman

DEPUTY MAYOR | Randy Reeves

COUNCIL MEMBERS | Joseph Brazen, Harini Gokul, Mac Johnston, Michael Luis, Heija Nunn

CITY MANAGER | Stephen R. Burns

CITY ATTORNEY | Jennifer S. Robertson

CITY CLERK | Aimee Kellerman

Hybrid Meeting Participation

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

Join Zoom Meeting

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

Meeting ID: 819 6169 6176

Passcode: 689036

One tap mobile

+1 253 205 0468, 81961696176# US

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

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

2. **APPROVAL OF MEETING AGENDA**

3. PUBLIC COMMENT PERIOD

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

4. PRESENTATIONS

- 4.1 Professional Excellence Award - Police Officer Roman Scott by Chief Jeffrey Sass

[Time Estimate: 10 minutes](#)

- 4.2 Introduction of Rob Kilmer as the City's Building Official

[Time Estimate: 10 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: 25 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](#) December 2024, Check Register
Recommendation: Approve.
Staff Contact: Ryan Wagner, Finance and HR Director
- [6.2](#) Approved Park Board Meeting Minutes of September 16, 2024
Recommendation: Receive and file.
Staff Contact: Dawn Nations, Deputy City Clerk
- [6.3](#) Approved Planning Commission Meeting Minutes of:
a) October 9, 2024;
b) November 18, 2024; and
c) December 5, 2024.
Recommendation: Receive and file.
Staff Contact: Rebecca Bennett, Development Services Coordinator
- [6.4](#) Draft City Council Meeting Minutes of:
a) November 25, 2024; and
b) December 9, 2024
Recommendation: Adopt minutes.
Staff Contact: Aimee Kellerman, CMC, City Clerk

7. **LEGISLATIVE HEARING**

None.

8. **PUBLIC HEARING**

None.

9. **CITY BUSINESS**

- [9.1](#) Middle Housing Update
Recommendation: Discussion only; no action needed.

Staff Contacts: Jonathan G. Kesler, AICP – Planning Manager and Kirsten Peterson, Senior Project Manager, SCJ Alliance
Time Estimate: 45 minutes

- [9.2](#) NE 12th Street Landscape Update
Recommendation: Discussion and direction.
Staff Contact: Ryan Osada, Director of Public Works

Time Estimate: 30 minutes

- [9.3](#) City Right of Way Discussion
Recommendation: Discussion and direction.
Staff Contact: Mayor Jessica Rossman, Ryan Osada, Public Works Director, Stephen R. Burns, City Manager, and Jennifer Robertson, City Attorney

Time Estimate: 30 minutes

- [9.4](#) 2025 Council Retreat Discussion
Recommendation: Discussion and direction.
Staff Contact: Stephen R. Burns, City Manager

Time Estimate: 15 minutes

- [9.5](#) Medina Legislative Priorities Agenda Update
Recommendation: Discussion.
Staff Contact: Stephen R. Burns, City Manager

Time Estimate: 5 minutes

10. REQUESTS FOR FUTURE AGENDA ITEMS AND COUNCIL ROUND TABLE

11. PUBLIC COMMENT

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

12. EXECUTIVE SESSIONS

Time Estimate: 20 minutes

RCW 42.30.140(4)(a)

Collective bargaining sessions with employee organizations, including contract negotiations, grievance meetings, and discussions relating to the interpretation or application of a labor agreement; or (b) that portion of a meeting during which the governing body is planning or adopting the strategy or position to be taken by the governing body during the course of any collective bargaining, professional negotiations, or grievance or mediation proceedings, or reviewing the proposals made in the negotiations or proceedings while in progress.

Time Estimate: 45 minutes

RCW 42.30.110(1)(g)

To evaluate the qualifications of an applicant for public employment or to review the performance of a public employee. However, subject to RCW **42.30.140(4)**, discussion by a governing body of salaries, wages, and other conditions of employment to be generally applied within the agency shall occur in a meeting open to the public, and when a governing body elects to take final action hiring, setting the salary of an individual employee or class of employees, or discharging or disciplining an employee, that action shall be taken in a meeting open to the public.

[Council may take action following the Executive Session.](#)

13. ADJOURNMENT

Next regular City Council Meeting: January 27, 2025, 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 on Thursdays or Fridays prior to the Regular City Council Meeting.

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

UPCOMING MEETINGS AND EVENTS

Monday, January 20, 2025 - Martin Luther King Jr. Day - City Hall Closed

Monday, January 27, 2025 City Council Meeting (5:00PM)

Monday, February 10, 2025 - City Council Meeting (5:00PM)

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

Monday, February 24, 2025 - City Council Meeting (5:00PM)

Monday, March 10, 2025 - City Council Meeting (5:00PM)

Monday, March 24, 2025 - City Council Meeting (5:00PM)

Monday, April 14, 2025 - City Council Meeting (5:00PM)

Monday, April 28, 2025 - City Council Meeting (5:00PM)

Monday, May 12, 2025 - City Council Meeting (5:00PM)

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

Tuesday, May 27, 2025 - City Council Meeting (5:00PM)

Monday, June 9, 2025 - City Council Meeting (5:00PM)

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

Monday, June 23, 2025 - City Council Meeting (5:00PM)

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

Monday, July 14, 2025 - City Council Meeting (5:00PM)

Monday, July 28, 2025 - City Council Meeting (5:00PM)

Monday, August 11, 2025 - City Council Meeting - Dark No Meeting

Monday, August 25, 2025 - City Council Meeting - Dark No Meeting

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

Monday, September 8, 2025 - City Council Meeting (5:00PM)

Monday, September 22, 2025 - City Council Meeting (5:00PM)

Monday, October 13, 2025 - City Council Meeting (5:00PM)

Monday, October 27, 2025 - City Council Meeting (5:00PM)

Monday, November 10, 2025 - City Council Meeting (5:00PM)

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

Monday, November 24, 2025 - City Council Meeting (5:00PM)

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

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

Monday, December 8, 2025 - City Council Meeting (5:00PM)

Monday, December 22, 2025 - City Council Meeting (5:00PM)

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

CERTIFICATION OF POSTING AGENDA

The agenda for Monday, January 13, 2025, Regular Meeting of the Medina City Council was posted and available for review on Thursday, January 9, 2025, 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.



CITY OF MEDINA

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

Date: January 13, 2025

To: Honorable Mayor and City Council

From: Stephen R. Burns, City Manager

Subject: City Manager Report

- The City of Medina, along with the Points Communities of Clyde Hill, Hunts Point, and Yarrow Point, is currently engaged in mediation with WSDOT regarding the maintenance of the SR 520 lids. Discussions between the Points Communities and WSDOT have been ongoing since before the bridge reopened in 2016, focusing on clarifying maintenance responsibilities.

Currently, no meetings have been scheduled.

- The City of Medina has been actively engaging with WSDOT and the state legislature to find solutions for reducing noise from the SR 520 expansion joints. This has been a persistent issue for Medina residents since the new bridge opened in 2016.

In 2024 City staff worked with Sound View Strategies to advocate legislative efforts to secure funding for the noise-reduction improvements. Sound View Strategies will provide a new workplan for the upcoming legislative session prior to the February 10 City Council meeting.

Additionally, representatives from Sound View Strategies will attend the February 10 Council meeting to provide an update on the progress of this issue and discuss next steps.

- On March 25, 2024, the City Council approved the 2024/2025 Council Work Plan. The plan lays out Council priorities and projects through 2025 and provides staff direction to ensure these get met. The Council and staff will be discussing the remaining items on the workplan and prioritizing them at the January 27, 2025, Council Meeting. See **Attachment 1** for current project status.
- 2025 City Council Calendar – see **Attachment 2**.
- Bellevue Fire Report – see **Attachment 3**.

Medina City Council 2024/2025 Work Plan

* indicates task is over 1 year old

TASK:	SUBPARTS:	Council Meeting Date and Notes/Direction:	Status:	Council Calendar:	Completion Date:
Right-of-Way Policies (ROW)	Street Vacation Code Update	<p>12/11/2023 - Regular Meeting</p> <p>Council directed staff to prepare a workplan as to issues and options for right-of-way management for future Council review and discussion and prepare a final workplan for review and adoption prior to April 23, 2024.</p> <p>Council directed staff to take into consideration comments from resident Rosalie Gann. (12/11/23 minutes). "On a process level, she suggested that the City Council create requirements to increase transparency and timely communications with neighbors. Residents should not have to submit a public records request to find out about an issue that has the potential to impact their neighborhood. She asked Council to consider a similar process to construction proposals that are sent out via direct mail and placards onsite. On a policy level, she requested that Council consider before selling Medina-owned land, that Council seriously and meticulously anticipate adverse, long-term, and unintended consequences of the city's sale of collective land."</p>	<p>February 26, 2024 Council Meeting, City Attorney Jennifer Robertson updated Council on moratorium.</p> <p>Council directed staff to prepare a workplan and set the public hearing for April 8.</p> <p>Public Hearing and Workplan scheduled for April 8 Council Meeting.</p> <p>April 8, 2024 City Council Meeting: Council extended moratorium to October 8.</p>	<p>4/8/2024 - City Business</p> <p>5/13/2024 - Work Plan</p> <p>7/8/2024 - Work Plan Follow-up</p> <p>9/9/2024 - Consent</p>	
TASK:	SUBPARTS:	Council Meeting Date and Notes/Direction:	Status:	Council Calendar:	Completion Date:
*SR-520 Lid: Discussions with WSDOT	SR-520 Lid Maintenance	<p>Points Communities have retained Jack McCullough as our representative for mediation with WSDOT. Mediator selection and scheduling are ongoing in discussions between McCullough and WSDOT.</p> <p>Mediation likely to occur in May 2023, considering mediator availability.</p>	<p>First mediation held May 8 and 9, 2024. On June 3 WSDOT did a walkthrough of the Lids with Points Communities representatives to explain maintenance requirements and process. A charrette will be held between the WSDOT and Points Communities representatives on June 27. Another mediation date is trying to be set up in July.</p> <p>Council updated on 3/11/24</p> <p>Council updated on 5/13/24 - ES</p>	<p>Update 1/13/2025 - CM Report</p>	
	SR-520 Joints Noise Mitigation	<p>3/13/23 - Regular Meeting</p> <p>Project update by UW prof Per Reinhall and WSDOT engineer Evan Grimm. Positive technical progress reported.</p> <p>State legislature did not fund continuation of joint noise mitigation study. Project suspended pending funding source.</p>	<p>Working with State of Washington to get funding for the University of Washington Phase 3 testing. Washington State 2024 Transportation Budget <i>did not</i> include this funding. Staff is continuing to work with lobbyists to identify other funding possibilities.</p> <p>Council updated on 3/11/24</p> <p>City Lobbyists from Soundview Strategies will give Council Updates Quarterly.</p> <p>6/10/2024 - Council approved the SR-520 Communication and staff will send out communications quarterly.</p>	<p>2/10/2025</p> <p>Lobbyist Update</p>	

	Communication	2/10/24 - City Council Retreat Develop a plan on how to keep the community informed of status.	Communication Plan will be presented at June 10, 2024 Council Meeting. CM to coordinate with lobbyist on city communication plan. 6/10/2024 - Council approved the SR-520 Communication and staff will send out communications quarterly.	6/10/2024 - City Business	6/10/2024
TASK:	SUBPARTS:	Council Meeting Date and Notes/Direction:	Status:	Council Calendar:	Completion Date:
*Solid Waste	Weekly Recycling and Compost Pick-ups	11/13/23 - Regular Meeting City Manager Steve Burns gave an update on moving to weekly recycling, including composting. Staff will invite Wendy Weiker from Republic Services to give a presentation to Council as well as work on a survey to send out to the community the first quarter of 2024.	Working with Republic Services to get cost estimates for added service to residents. A survey to go out to receive input from residents to gage the level of importance for adding the service. Survey set for April 1 through April 28, 2024 5/13/24 CC Meeting: Item is tabled and staff will conduct another survey later this year or early 2025.	3/10/2025 - City Business	
TASK:	SUBPARTS:	Council Meeting Date and Notes/Direction:	Status:	Council Calendar:	Completion Date:
Annual City Manager Review	Wrap-Up of 2023 Review	Council directed only one specific action for follow-up by City Manager: "To accelerate his learning of city management policy and process, we ask Steve to create a learning plan that reflects this feedback and share it with Council." (S Burns Annual Review, 11/14/23) "The Personnel Committee will schedule some time to review this with you (Burns)." Executive session meeting between S Burns and Gokul, Johnston, Reeves, & Rossman expected to finalize and close out 2023 process	Personnel Committee to schedule meeting for wrap-up of 2023 review. City Clerk is working with Personnel Committee to set wrap-up of 2023 CM Review for May 2024. (3/25/24) Personnel Committee met with CM on 5/30/24 and will give a report out to Council on 6/10/24 in ES.	6/10/24 ES	6/10/2024
TASK:	SUBPARTS:	Council Meeting Date and Notes/Direction:	Status:	Council Calendar:	Completion Date:
Resident Welcome Packet		Goals: to help new residents have comfortable transition to Medina; to improve neighbor relations by establishing shared expectations; to improve emergency preparedness; to market Medina's high quality residential character and attract people drawn to it Potential inclusions: # to call before cutting down a tree, garbage bin rules, noise code quiet hours, construction and landscaping work times, parking, housewatch program, emergency preparedness committee/resources, etc. 2/10/24 - City Council Retreat Council directed staff to look at Resident Welcome Packet and come to Council with a plan.	City of Medina "Community" page New Residents - adding "Need to Know" resource box to include # to call before cutting down a tree, garbage bin rules, noise code quiet hours, construction and landscaping work times, parking, housewatch program, emergency preparedness committee/resources, etc. New resident webpage went live August 27, 2024. Staff is preparing a letter from the City addressing Medina specific issues to be aware of as well as contact resources. First Review for Council will be in June 2024. 6/24/2024 - City staff has developed a draft and will be sending to Council for review and feedback TENTATIVELY on Friday, June 28, 2024.	9/9/2024 - CM Report	9/9/2024
TASK:	SUBPARTS:	Council Meeting Date and Notes/Direction:	Status:	Council Calendar:	Completion Date:
Council Goals & Work Plan Visible and Trackable Online, including status, current calendar expectations, and links to relevant staff work			Tabled until Work Plan is adopted. 3/25/24 City Council Meeting - Work Plan accepted as presented and leadership staff will track on monthly basis. City staff is working on a City Council Work Plan page for the 2024/2025 City Council Work Plan under the City Council webpage and will update after every meeting where changes are made. Estimated Completion is 7/26/2024	To be reviewed and adjusted in January 2025 - City Business	
TASK:	SUBPARTS:	Council Meeting Date and Notes/Direction:	Status:	Council Calendar:	Completion Date:

Short-term Rentals		<p>10/23/23 - Regular Meeting</p> <p>Council requested that the City Attorney and staff look at... business licenses for short term rentals. Council will continue their independent research including in more detail the city of Leavenworth code as it pertains to short term rentals."</p> <p>Re vacant homes and issues regarding lack of maintenance and inability to contact owners/managers when a problem is found, Council requested that the City Attorney and staff look at current code, specifically right of way cost recovery and the city's existing nuisance code...</p> <p>There was also significant discussion regarding whether/how City could require registration of an agent or other contact if a home is to be left unoccupied for some period of time, in response to issues raised by Chief Sass.</p>	<p>Staff to work with City Attorney to determine when to bring to Council. Businesses Licenses moved to Finance/HR added at July 8, 2024 Presentation. (3/25/24 Meeting)</p> <p>Initial conversation to take place in Middle Housing during Joint CC/PC meeting on January 8, 2025.</p>	Tentative May 27, 2025	
TASK:	SUBPARTS:	Council Meeting Date and Notes/Direction:	Status:	Council Calendar:	Completion Date:
Vacant Houses		<p>10/23/23 - Regular Meeting</p> <p>Vacant homes and issues regarding lack of maintenance and inability to contact owners/managers when a problem is found, Council requested that the City Attorney and staff look at current code, specifically right of way cost recovery and the city's existing nuisance code...</p> <p>There was also significant discussion regarding whether/how City could require registration of an agent or other contact if a home is to be left unoccupied for some period of time, in response to issues raised by Chief Sass.</p>	<p>Staff to work with City Attorney to determine when to bring to Council. Initial conversation to take place in Middle Housing during Joint CC/PC meeting on January 8, 2025.</p>	Tentative May 27, 2025	

DEVELOPMENT SERVICES

TASK:	SUBPARTS:	Council Meeting Date and Notes/Direction:	Status:	Council Calendar:	Completion Date:
Comprehensive Plan	Community Design Element	Council First Review on 11/27/23	Element has been drafted by the City. Ready for DSC Review in April 2024 Ready for PSRC and Commerce review.	10/28/2024 Final to be presented to Council - 11/12/2024 Public Hearing and possible Council approval	Adopted 11/25/2024
	Housing Element	Council First Review on 1/22/24	Element has been drafted by the City. Ready to send to PSRC and Commerce for Review. 3/25/2024 CC Meeting: Council forwarded to PC's 4/3/2024 Meeting for their review and comments. 4/23/24 PC Meeting: Planning Commission Second Review and approved amendments and forwarded to City Attorney and Council Review.	10/28/2024 Final to be presented to Council - 11/12/2024 Public Hearing and possible Council approval	Adopted 11/25/2024
	Utilities		Started 3/11/2024 3/11/2024 CC Meeting: Council approved to send to PSRC and DOC for their review.	10/28/2024 Final to be presented to Council - 11/12/2024 Public Hearing and possible Council approval	Adopted 11/25/2024
	Land Use		Started 3/11/2024	10/28/2024 Final to be presented to Council - 11/12/2024 Public Hearing and possible Council approval	Adopted 11/25/2024
	Natural Environment (with Shoreline Sub-Element)		Estimated to start in April.	10/28/2024 Final to be presented to Council - 11/12/2024 Public Hearing and possible Council approval	Adopted 11/25/2024
	Transportation & Circulation		Estimated to start in April.	10/28/2024 Final to be presented to Council - 11/12/2024 Public Hearing and possible Council approval	Adopted 11/25/2024

	Parks and Open Spaces		Estimated to start in April. Reviewed by Park Board on 4/15/2024 4/22/2024 CC Meeting: Council pulled for further changes and discussion. 5/2/2024 DSC Meeting: DSC reviewed and forwarded to Council.	10/28/2024 Final to be presented to Council - 11/12/2024 Public Hearing and possible Council approval	Adopted 11/25/2024
	Capital Facilities		4/22/2024 CC Meeting: Council approved to send to PSRC and DOC for their review.	10/28/2024 Final to be presented to Council - 11/12/2024 Public Hearing and possible Council approval	Adopted 11/25/2024
	Stormwater Management	Council & Planning Commission have been asked to consider implications of increased impervious surface area as a result of development [Staff to DSC]	Will go on Planning Commission's 2025 Work Plan to determine level of priority at the November 2024 CC Meeting. Presented at 11/25/2024 Meeting. To be brought back to Council at the 12/9/2024 Council Meeting.	12/9/2024 TBD	

TASK:	SUBPARTS:	Council Meeting Date and Notes/Direction:	Status:	Council Calendar:	Completion Date:
Zoning	Comp Plan	5/22/23 - Regular Meeting As part of the Comprehensive Plan update, Council directed staff to work with Planning Commission to look at reconfiguring parts of R-16, creating a smaller zoning district and applying it to lots that more appropriately fit that standard, allowing the City greater nuance with zoning controls in the future. DSC discussed and agreed on possible approach based on common understandings within the city, which also included adjustments to boundaries of adjoining zoning districts.	Planning Manager Jonathan Kesler to include in 2025 Planning Commission Workplan to be presented to Council at the November 2024 Council Meeting. Council and staff to wait until the completion of Comp Plan to determine if additional action or direction is needed. (3/25/24 Meeting)	See Status Note	

TASK:	SUBPARTS:	Council Meeting Date and Notes/Direction:	Status:	Council Calendar:	Completion Date:
Lot Coverage		5/22/23 - Regular Meeting Council also directed staff to work with Planning Commission to look at decreasing impervious surface and structural coverage per staff recommendation	Planning Manager Jonathan Kesler to include in the Planning Commission Workplan to be presented at the November 25, 2024 Medina Council Meeting. Presented at 11/25/2024 Meeting. To be brought back to Council at the 12/9/2024 Council Meeting. Discussions will be part of the Middle Housing and Planning Commission Work Plan - Ongoing	12/9/2024	

TASK:	SUBPARTS:	Council Meeting Date and Notes/Direction:	Status:	Council Calendar:	Completion Date:
Implementation of HB 1110 Middle Housing and HB 1337 ADU/DADU	Grant Funding	9/11/23 - Regular Meeting Council approved staff to apply for the middle housing grant in the amount of \$35,000 with help of Mayor & staff as needed.	Development Services Director Steve Wilcox to provide update to Council on April 8 at City Manager/Department Directors Report. 6/10/2024 - As part of the Middle Housing Engagement Plan Council Adopted Resolution No. 444 with the first deliverables going to Commerce by June 30, 2024.	4/8/2024 - DS Report 6/10/2024 - City Business	6/10/2024
	Council Consideration of Hiring Specialized Experts	11/13/23 - Regular Meeting Council directed staff to come back to Council at the December meeting with... potential options, in addition of hiring a planner, to include the cost savings or increase for use of a land use attorney and consultants.	Hired new Planning Manager, Jonathan Kesler Hired new City Attorney, Jennifer Robertson Hired new Planning Consultants, LDC		Completed
	Education for Council and PC re: state legislative requirements	Initial planning discussions expected at DSC Q1 of 2024.	City Attorney Jennifer Robertson will update Council at the June 24 Council Meeting.	6/24/2024 - Retreat	6/10/2024
	Frontage Fees and Impact Fees	Council directed staff to add Undergrounding Utilities (frontage fees and impact fees) to Middle Housing Work Plan. (2/10/24 Retreat)	Council directed to merge HB 1337 with HB 1110 and add frontage fees and impact fees as a subpart of HB1110. (3/25/24 meeting)	6/24/2024 - Retreat	
	Middle Housing Public Engagement and Communication Plan		6/10/2024 - As part of the Middle Housing Engagement Plan Council Adopted Resolution No. 444 with the first deliverables going to Commerce by June 30, 2024.	5/28/2024 6/10/2024	6/10/2024
	Middle Housing Consultant		Interviews scheduled for July. Hired in September 2024	5/28/2024 7/8/2024 - DS Report	9/13/2024

TASK:	SUBPARTS:	Council Meeting Date and Notes/Direction:	Status:	Council Calendar:	Completion Date:
Wireless Facility Regulations		In Spring 2023, Council discussions relating to T-Mobile proposal that was unacceptable to community raised questions about whether current wireless facility code is sufficiently protective of community interests and character. When code was adopted, Council was assured that it was as protective as could be within limitations of federal law. That's no longer clear, given T-Mobile experience. Interest expressed in updating and strengthening code with this experience in mind, to prevent recurrence as best possible.	Telecom Law Firm can update Medina' Wireless Facility Regulation for a flat rate of \$12,350. They will prepare and deliver the Small Wireless Facilities policy and Permit Application Form. Not included in 2024 budget - can include in 2025 budget. Budget option for 2024 - use City Attorney funding. Staff to present to Council for discussion and direction.	7/22/2024 - Budget Retreat March 2025	

TASK:	SUBPARTS:	Council Meeting Date and Notes/Direction:	Status:	Council Calendar:	Completion Date:
Nonadministrative Variances Policy		2/10/24 - City Council Retreat Council directed staff to review and amend the non-administrative variance policy.	Staff to clarify with Council as task assigned during the Council Retreat Follow-up in March 2024. 4/22/24 CC Meeting - Council forwarded proposed revisions to Planning Commission for review and processing. On Planning Commission Agenda for Discussion in September 2024	10/14/2024 Consent Calendar	10/14/2024

TASK:	SUBPARTS:	Council Meeting Date and Notes/Direction:	Status:	Council Calendar:	Completion Date:
CAP Minor Code Amendment		Amendment to Construction Activity Permit to require sign for project down private lane be visible to public, as consistent with sign's notice purpose.	4/22/24 CC Meeting - Council forward proposed revisions to Planning Commission for review and processing. On Planning Commission Agenda for Discussion in September 2024	City Business TBD	10/14/2024

TASK:	SUBPARTS:	Council Meeting Date and Notes/Direction:	Status:	Council Calendar:	Completion Date:
Tree Code	Violations Section	7/10/23 - Regular Meeting Council directed staff to include "special treatment for legacy and landmark trees in the draft ordinance. 9/11/23 - Regular Meeting Staff will send the proposed changes to the Department of Commerce for review. Following the Department of Commerce review, staff will bring an ordinance to the Council at a future meeting for discussion, direction and action.	Development Services Director Steve Wilcox to send proposed changes to DSC for review and discussion at a future DSC Meeting. Placed on the September Planning Commission Meeting for discussion and approval.	12/9/2024 - City Business	12/9/2024
	Updates	1/23/23 - Regular Meeting Motion Reeves to direct city staff to prepare for Council consideration draft amendments to the Medina Municipal Code Chapter 16.52 Tree Management Code according to the six (6) "Short-term Solutions" bullet points as presented at the 1/23/23 meeting by our tree code consultants. This was seconded by Zook and carried by a 6:1 (Garone dissented) vote. Motion Reeves to direct staff to prepare for Council consideration a plan for a comprehensive review of the Medina Municipal Code Chapter 16.52 Tree Management Code. This was seconded by Johnston and carried by a 6:1 (Garone dissented) vote.	Wilcox to provide a status update at the April 8 Council Meeting during the City Managers/Department Directors Report.	4/8/2024 - DS Report	4/8/2024

FINANCE/HR

TASK:	SUBPARTS:	Council Meeting Date and Notes/Direction:	Status:	Council Calendar:	Completion Date:
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Property Tax Levy Planning	Future Planning	<p>Current levy lid lift was a 10 year plan, intended to provide financial stability through at least 2029. According to the 2024 adopted budget memo, "crossover to deficit spending is still on track for 2027 with the Levy stabilization amount predicted to supplement the general fund until at least 2031."</p> <p>2/10/24 - City Council Retreat</p> <p>Council moved Property Tax Levy Planning to the Budget Retreat in June of 2024.</p>	<p>Agenda item will be on the 2024 second quarter Finance Committee Meeting.</p> <p>Ongoing to be readdressed at the June 23, 2025 Budget Retreat.</p>	7/22/24 - Budget Retreat June 23, 2025	
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TASK:	SUBPARTS:	Council Meeting Date and Notes/Direction:	Status:	Council Calendar:	Completion Date:
HR Lifecycle and Personnel Manual Updates	HR System	<p>10/24/22 - City Council Retreat</p> <p>Implement a full HR system that covers employee lifecycle" was identified as one of "priorities for staff to work on in 2023</p>	<p>Finance/HR Director Wagner gave an update on the HR Manual at the March 11 Council Meeting.</p> <p>Personnel Committee will discuss at their Mar 26, 2024 Meeting</p>	9/9/2024 - Finance Report 12/9/2024 - Consent	12/9/2024
	Revised & Updated Personnel Manual	<p>Staff reported intent to work with outside vendor to update and streamline personnel policy manual, while keeping existing Medina-specific policies intact. Council to review and approve new product after staff work complete.</p>	<p>Finance/HR Director Wagner to give update on HR Manual at March 11 Council Meeting.</p> <p>Will go to Personnel Committee for review in July 2024.</p>	9/9/2024 - City Business 12/9/2024 - Consent	12/9/2024
	Adopt process for manual & HR policy revisions that includes City Manager and Council		<p>Finance/HR Director Wagner to give update on HR Manual at March 11 Council Meeting.</p> <p>Will be included as part of the Personnel Manual</p>	9/9/2024 - City Business 12/9/2024 - Consent	12/9/2024
	Updated City Job Descriptions		<p>Will refer to Personnel Committee to clarify what action Council wants taken on this item.</p> <p>In progress.</p>	9/9/2024 - City Business	9/9/2024
	Clear Process for Staff Departure and Related Expectations		<p>Staff needs further clarification from Council on this topic at Retreat Follow-up Meeting. (Exit Interview???)</p> <p>In progress.</p>	TBD	

TASK:	SUBPARTS:	Council Meeting Date and Notes/Direction:	Status:	Council Calendar:	Completion Date:
Business License		Business License	<p>The City is currently on the waiting list. Approved by Council to move forward with Business Licenses at 9/23/24 Council Meeting - Wagner to work with DOR to set up and bring back to Council in 2025.</p> <p>9/23/2024 CC Meeting</p> <p>Mayor Rossman gave a quick introduction of the Business License discussion, highlighting that Council would need to make a decision tonight on whether to proceed with implementing a business license program for the city that would begin in the summer of 2025. She noted that further decisions, including coverage parameters and the fee structure model, will be addressed in spring 2025.</p> <p>Director of Finance and HR Ryan Wagner reiterated three main points: 1. Is the city interested in a business license program, and should we initiate the process? 2. Who should be included under the program? 3. Should we impose fees, and if so, how much?</p>	3/10/2025 - City Business	

PUBLIC WORKS

TASK:	SUBPARTS:	Council Meeting Date and Notes/Direction:	Status:	Council Calendar:	Completion Date:
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*Right of Way Policies	Privately Maintained ROW	12/11/23 - Regular Meeting Council directed "staff to prepare a workplan as to issues and options for right-of-way management for future Council review and discussion and prepare a final workplan for review and adoption prior to April 23, 2024.	Based on discussion at the February 26 Council Meeting, Staff and City Attorney propose to make this Phase 2 in handling the ROW polices. Phase 1 would be to address the <i>Street Vacation Code Update</i> in 2024 and then handle Phase 2 of <i>Privately Maintained ROW and City ROW Policies</i> in 2025.	2/10/2025	
	City ROW Policy	2/10/24 - City Council Retreat Create Street ROW Policy to include large lots Add clarity to "Allowable Parking" to ROW Policy	Staff recommends combining this with Privately Maintained ROW. Based on discussion at the February 26 Council Meeting, Staff and City Attorney propose to make this Phase 2 in handling the ROW polices. Phase 1 would be to address the <i>Street Vacation Code Update</i> in 2024 and then handle Phase 2 of <i>Privately Maintained ROW and City ROW Policies</i> in 2025.	2/10/2025	
	Hedge Reimbursement	Former City Manager Michael Sauerwein presented Council with a "Hedge Trimming Policy" in September 2019 with the recommendation to create a formal process to include billing property owners if the City does the work. Council Action - Council directed staff to work with residents by providing notice of hedge overgrowth and give them the option to trim themselves or the city will trim and bill the resident for cost recovery.	No further action has been taken. * Staff could work with the City Attorney to create an ordinance that allows the City to be reimbursed for the cost of performing the work to clear the right-of-way, either by Public Works or hiring an independent vendor to perform the work.	4/14/2025	

TASK:	SUBPARTS:	Council Meeting Date and Notes/Direction:	Status:	Council Calendar:	Completion Date:
*Stormwater Management	Infrastructure	3/28/22 - Regular Meeting Council directed staff to create a roadmap with priorities tentatively by the end of the year that will include maintenance as well as Capital projects. Public Works will work in tandem with Development Services on major construction projects to determine any impact fees or any up front requirements for approvals. 11/14/22 - Regular Meeting Council directed staff to include for future presentations and agenda items to include... discussion of storm drainage....	Council is provided a yearly CIP that covers capital projects. Stormwater projects are broadly listed. The Public Works Project List provides specific projects for the current calendar year. Costs and details are covered during the January Council Meeting. Storm water projects are covered specifically in the Project List and are presented to Council at the January Meeting. Project List will be included in Public Works Director monthly report.	Updates to be provided twice annually: January and June	6/10/2024 - CIP/TIP/Non-TIP Adoption
	Funding	4/24/23 - Regular Meeting Council directed staff to move forward with funding stormwater infrastructure using capital reserves.	CURRENTLY COMPLETED: BUDGETED ACCORDING TO THIS DIRECTION IN 2024. 2024 budget and 6-year CIP/TIP/non-TIP plans call for stormwater infrastructure funding from REET.		11/13/2023 Budget Adoption
	In Connection with Comp Plan and Housing - See Comp Plan under DS				

TASK:	SUBPARTS:	Council Meeting Date and Notes/Direction:	Status:	Council Calendar:	Completion Date:
77th Ave NE		10/10/22 - Regular Meeting Council removed a construction plan & contract for the north end of the 77th sidewalk from the consent agenda and "directed staff to come back with alternative new design options. At January 2024 meeting, Council discussed new driveway and plantings apparently permitted by city at the end of the paved sidewalk in the same location. Council discussion tabled to future meeting after staff has had further opportunity to consult & consider.	Staff will provide Council with options and take feedback from Council on 77th sidewalk at the March 25 Council Meeting. Council directed staff to proceed with Option 2 from the March 25, 2024 City Council meeting. (3/25/24 CC Meeting)	3/25/2024 - City Business	9/30/2024

TASK:	SUBPARTS:	Council Meeting Date and Notes/Direction:	Status:	Council Calendar:	Completion Date:
Buildings/Facilities Management Planning		3/13/23 - Regular Meeting Council directed staff to report back to Council with a list of improvements for both city hall and the post office. The list of improvements should be in priority order and noted where in the budget they are funded.	Staff will present to the Council at the March 11 Council Meeting addressing the priority list of improvements - this cover the two sections below for City Hall and Post Office.	3/11/2024 - City Business	3/11/2024
	City Hall	10/9/23 - Regular Meeting Council also requested that staff add a future agenda item to discuss City Hall and how we are currently using the building and how we see using the building in the future as a public resource. Improvements per CIP/TIP: 2024: Repaint exterior, excluding trim 2025: Repaint interior 2026: Reroof building Improvements expected per 2024 Capital Fund Preliminary Project List: City Hall Carpet Replacement	Council also requested that staff add a future agenda item to discuss City Hall and how we are currently using the building and how we see using the building in the future as a public resource. 7/8/2024 - Council directed staff to move to revisit the topic at the end of 2025.	9/8/2025 - City Business	
	Post Office	Improvements expected per CIP/TIP: 2024: Repaint exterior 2025: Repaint interior 2027: Reroof building Improvements expected per 2024 Capital Fund Preliminary Project List: HVAC	Staff will present to the Council at the March 11 Council Meeting addressing the priority list of improvements - this cover the two sections below for City Hall and Post Office.	3/11/2024 - City Business	3/11/2024
TASK:	SUBPARTS:	Council Meeting Date and Notes/Direction:	Status:	Council Calendar:	Completion Date:
Park Memorials Policy	Park Memorial Policy	Expected request from Department of Parks & Public Works for simple policy to govern memorials in Medina Park (who can request, is there a limit on how many we want in park, how long staff will be expected to maintain plaques, etc.). 2/10/23 - City Council Retreat Council referred to Park Board	Osada to work with Park Board on the policy. On Park Board Agenda for discussion at their March 18, 2024 Meeting. Osada to prepare draft policy to present at Park Board meeting on May 20, 2024 Added to Park Board Work Plan. 10/14/2024 ACTION: Motion Reeves to approve the Park Board Work Plan as presented. This was seconded by Johnston and carried by a 5:1 (Gokul dissented) vote. ACTION: Motion Gokul to schedule joint visioning and planning session with the Park Board to determine prioritization and success metrics for the proposed plan. This was seconded by Reeves carried by a 5:1 (Johnston dissented) vote. Additionally, Council further directed staff that prior to setting up any joint meeting with the Park Board to return to Council in order to establish goals for the joint meeting.	10/14/2024 - City Business 1/27/2025 - City Business	
TASK:	SUBPARTS:	Council Meeting Date and Notes/Direction:	Status:	Council Calendar:	Completion Date:
Parks Management	Tennis Courts	7/10/23 - Regular Meeting Council directed staff to keep status quo, not to add pickleball striping on existing tennis courts except to extent already done (at Fairweather), & not to spend more time discussing. REMOVE AS COMPLETED UPON CONFIRMATION that pickleball conversion is no longer in CIP/TIP/non-TIP, city budget, or other workplan	Will be removed for approval at the adoption of the updated 6-year CIP/TIP and Non-TIP in July.	6/10/2024 - CIP/TIP/Non-TIP 7/8/2024 - CIP/TIP/Non-TIP	6/10/2024

	Points Loop Trail	7/10/23 - Regular Meeting Replacement signs in budget (2024 Capital Fund Preliminary Project List); Ryan Osada reports intent to coordinate with other Points Communities for consistency; Council wants updated map & make available on website.	Osada to report to Council at the June 10 Meeting about the status on the signs.	11/12/2024 Director Report 12/9/2024 - Director Report 1/13/2025 - Director Report	
	Park Board	2/10/24 - City Council Retreat Council would like Park Board to develop a Work Plan to include a policy for off-leash and on-leash areas.	Staff will work with Park Board to develop draft work plan. An update will be provided to Council at the July Council Meeting. Revised plan to be reviewed and possible adopted at September Park Board Meeting. Park Board approved draft work plan at the September 16 Park Board Meeting - staff will be presenting it at the October 14 Council Meeting. 10/14/2024 ACTION: Motion Reeves to approve the Park Board Work Plan as presented. This was seconded by Johnston and carried by a 5:1 (Gokul dissented) vote. ACTION: Motion Gokul to schedule joint visioning and planning session with the Park Board to determine prioritization and success metrics for the proposed plan. This was seconded by Reeves carried by a 5:1 (Johnston dissented) vote. Additionally, Council further directed staff that prior to setting up any joint meeting with the Park Board to return to Council in order to establish goals for the joint meeting.	10/14/2024 - City Business 1/27/2025 - City Business	

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

CENTRAL SERVICES

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

POLICE

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



MEDINA CITY COUNCIL

2025 AGENDA/ACTION CALENDAR

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

JANUARY 13, City Council Regular Meeting, 5:00 pm					
Item Type	Topic	Staff Contact	Recommendation	Council Action	Legal Notice
Presentation	Police Officer Roman Scott - Professional Excellence Award - 15 Minutes	Sass	N/A		
Presentation	Introduction of Rob Kilmer as the City's Building Official. 10 Minutes	Wilcox	N/A		
Consent Agenda	December 2024, Check Register	Wagner	Approve.		
Consent Agenda	Approved PB Minutes	Nations	Receive and file.		
Consent Agenda	Approved PC Minutes	Bennett	Receive and file.		
Consent Agenda	Draft Meeting Minutes of: 11/25/2024 & 12/09/2024	Kellerman/Nations	Adopt.		
Legislative Hearing	None.				
Public Hearing	None.				
City Business	Middle Housing Update - 30 Minutes	Kesler	Discussion and Direction		
City Business	NE 12th Street Landscaping Update - 30 minutes	Osada	Discussion and Direction		
City Business	ROW Priorities - 30 Minutes	Burns/Robertson/Ross man	Discussion and Direction		
City Business	Council Retreat Planning Discussion - 15 Minutes	Burns	Discussion and Direction		
City Business	Legislative Priorities Agenda Update	Burns	Discussion		
Executive Session	RCW 42.30.140 (4)(a) Collective Bargaining - 20 Minutes				
	RCW 42.30.110(1)(g) Employee Evaluation - 45 Minutes	BUrns			
JANUARY 27, City Council Regular Meeting, 5:00 pm					
Item Type	Topic	Staff Contact	Recommendation	Council Action	Legal Notice
Presentation					
Consent Agenda					
Consent Agenda					

Legislative Hearing					
Public Hearing					
City Business	Middle Housing - 60 minutes	Kesler			
City Business	City Council Work Plan Review and Update	Burns/Kellerman			
City Business	Park Board Goal Setting for Joint Meeting	Burns/Osada			
City Business	City Legislative Priorities Update -	Burns			
FEBRUARY 10, City Council Regular Meeting, 5:00 pm					
Item Type	Topic	Staff Contact	Recommendation	Council Action	Legal Notice
Presentation	PSE Storm Response Presentation - 20 Minutes	Burns			
Presentation	Legislative Update and Check-in by Soundview Strategies - 30 Minutes	Burns			
Consent Agenda	January 2025, Check Register	Wagner			
Consent Agenda					
Consent Agenda					
Consent Agenda	DRAFT 01/13/2025 & 01/27/2025 CC Minutes	Kellerman			
Consent Agenda					
Consent Agenda					
Consent Agenda					
Consent Agenda					
Consent Agenda					
Consent Agenda					
Consent Agenda					
Legislative Hearing					
Public Hearing					
City Business					
City Business					
City Business	Private and City ROW Policy Discussion	Burns/Robertson/Osada	Discussion and Direction		
City Business	Complete Streets Ordinance Discussion	Osada	Discussion and Direction		
City Business	View Point Parking Stall Discussion - 30 Minutes	Burns/Sass			
City Business	St. Thomas School Traffic Flow (video) - 15 Minutes	Sass/Burns			
Executive Session					

FEBRUARY 24, City Council Regular Meeting, 5:00 pm					
Item Type	Topic	Staff Contact	Recommendation	Council Action	Legal Notice
Presentation					
Consent Agenda					
Consent Agenda					
Legislative Hearing					
Public Hearing					
City Business					
City Business					
City Business					
MARCH 10, City Council Regular Meeting, 5:00 pm					
Item Type	Topic	Staff Contact	Recommendation	Council Action	Legal Notice
Presentation					
Consent Agenda	February 2025, Check Register	Wagner			
Consent Agenda					
Consent Agenda					
Consent Agenda	DRAFT 02/10/2024 & 02/24/2025 CC Minutes	Kellerman			
Consent Agenda					
Consent Agenda					
Consent Agenda					
Consent Agenda					
Consent Agenda					
Consent Agenda					
Consent Agenda					
Legislative Hearing					
Public Hearing					
City Business	Wireless Facilities Regulations Update	Burns/Wilcox			
City Business					
City Business					
City Business	Business License Program Update	Wagner			
City Business	Weekly Recycling and Compost Update	Burns			
Executive Session					
MARCH 24, City Council Regular Meeting, 5:00 pm					
Item Type	Topic	Staff Contact	Recommendation	Council Action	Legal Notice
Presentation					

Consent Agenda					
Consent Agenda					
Legislative Hearing					
Public Hearing					
City Business					
City Business					
City Business					

APRIL 14, City Council Regular Meeting, 5:00 pm

Item Type	Topic	Staff Contact	Recommendation	Council Action	Legal Notice
Presentation					
Consent Agenda	March 2025, Check Register	Wagner			
Consent Agenda					
Consent Agenda					
Consent Agenda	DRAFT 03/10/2025 & 02/24/2025 CC Minutes	Kellerman			
Consent Agenda					
Consent Agenda					
Consent Agenda					
Consent Agenda					
Consent Agenda					
Consent Agenda					
Legislative Hearing					
Public Hearing					
City Business					
City Business					
City Business					
City Business					
City Business	Hedge Reimbursement Policy	Burns/Osada			
Executive Session					

APRIL 28, City Council Regular Meeting, 5:00 pm

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

City Business					
City Business					

MAY 12, City Council Regular Meeting, 5:00 pm

Item Type	Topic	Staff Contact	Recommendation	Council Action	Legal Notice
Presentation					
Consent Agenda	April 2025, Check Register	Wagner			
Consent Agenda					
Consent Agenda					
Consent Agenda	DRAFT 04/14/2025 & 04/28/2025 CC Minutes	Kellerman			
Consent Agenda					
Consent Agenda					
Consent Agenda					
Consent Agenda					
Consent Agenda					
Consent Agenda					
Consent Agenda					
Legislative Hearing					
Public Hearing					
City Business					
City Business					
City Business					
City Business					
City Business					
Executive Session					

MAY 27 (TUESDAY), City Council Regular Meeting, 5:00 pm

Item Type	Topic	Staff Contact	Recommendation	Council Action	Legal Notice
Presentation					
Consent Agenda					
Consent Agenda					
Legislative Hearing					
Public Hearing					
City Business	Short-term Rentals - Tentative	Burns			
City Business	Vacant Houses - Tentative	Burns			
City Business					

JUNE 9, City Council Regular Meeting, 5:00 pm

Item Type	Topic	Staff Contact	Recommendation	Council Action	Legal Notice
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Presentation				
Consent Agenda	May 2025, Check Register	Wagner		
Consent Agenda				
Consent Agenda				
Consent Agenda	DRAFT 05/12/2025 & 05/27/2025 CC Minutes	Kellerman		
Consent Agenda				
Consent Agenda				
Consent Agenda				
Consent Agenda				
Consent Agenda				
Consent Agenda				
Legislative Hearing				
Public Hearing	DRAFT Six-Year CIP/TIP/Non-TIP Plan	Osada	First Hearing	
City Business				
City Business				
City Business				
City Business				
City Business				
Executive Session				

JUNE 23, City Council Regular Meeting, 5:00 pm

Item Type	Topic	Staff Contact	Recommendation	Council Action	Legal Notice
Presentation					
Consent Agenda					
Consent Agenda					
Legislative Hearing					
Public Hearing					
City Business	2026 Budget Retreat	Wagner			
City Business					
City Business					

JULY 14, City Council Regular Meeting, 5:00 pm

Item Type	Topic	Staff Contact	Recommendation	Council Action	Legal Notice
Presentation					
Consent Agenda	June 2025, Check Register	Wagner			
Consent Agenda					
Consent Agenda					

Consent Agenda	DRAFT 06/09/2025 & 06/23/2025 CC Minutes	Nations/Kellerman			
Consent Agenda					
Consent Agenda					
Consent Agenda					
Consent Agenda					
Consent Agenda					
Consent Agenda					
Legislative Hearing					
Public Hearing	DRAFT Six-Year CIP/TIP/Non-TIP Plan	Osada	Adopt		
City Business					
City Business					
City Business					
City Business					
City Business					
Executive Session					

JULY 28, City Council Regular Meeting, 5:00 pm

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

AUGUST 11, City Council DARK

Item Type	Topic	Staff Contact	Recommendation	Council Action	Legal Notice
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AUGUST 25, City Council DARK

Item Type	Topic	Staff Contact	Recommendation	Council Action	Legal Notice
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SEPTEMBER 8, City Council Regular Meeting, 5:00 pm

Item Type	Topic	Staff Contact	Recommendation	Council Action	Legal Notice
Presentation					
Consent Agenda	July/August 2025, Check Register	Wagner			
Consent Agenda					

Consent Agenda					
Consent Agenda	DRAFT 07/14/2025 & 07/28/2025 CC Minutes	Kellerman			
Consent Agenda					
Consent Agenda					
Consent Agenda					
Consent Agenda					
Consent Agenda					
Consent Agenda					
Legislative Hearing					
Public Hearing	2026 Preliminary Budget Hearing	Wagner			
City Business					
City Business					
City Business					
City Business					
City Business	City Hall Resource Usage Update	Burns/Osada			
Executive Session					

SEPTEMBER 22, City Council Regular Meeting, 5:00 pm					
Item Type	Topic	Staff Contact	Recommendation	Council Action	Legal Notice
Presentation					
Consent Agenda					
Consent Agenda					
Legislative Hearing					
Public Hearing					
City Business	2026 Preliminary Budget - Deep Dive	Wagner			
City Business					
City Business					

OCTOBER 13, City Council Regular Meeting, 5:00 pm					
Item Type	Topic	Staff Contact	Recommendation	Council Action	Legal Notice
Presentation					
Consent Agenda	September 2025, Check Register	Wagner			
Consent Agenda					
Consent Agenda					
Consent Agenda	DRAFT 09/08/2025 & 09/22/2025 CC Minutes	Kellerman			
Consent Agenda					
Consent Agenda					

Consent Agenda					
Consent Agenda					
Consent Agenda					
Consent Agenda					
Consent Agenda					
Legislative Hearing					
Public Hearing	2026 Preliminary Budget Hearing	Wagner			
City Business					
City Business					
City Business					
City Business					
City Business					
Executive Session					

OCTOBER 27, City Council Regular Meeting, 5:00 pm

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

NOVEMBER 10, City Council Regular Meeting, 5:00 pm

Item Type	Topic	Staff Contact	Recommendation	Council Action	Legal Notice
Presentation					
Consent Agenda	October 2025, Check Register	Wagner			
Consent Agenda					
Consent Agenda					
Consent Agenda	DRAFT 10/13/2025 & 10/27/2025 CC Minutes	Kellerman			
Consent Agenda					
Consent Agenda					
Consent Agenda					
Consent Agenda					
Consent Agenda					
Consent Agenda					
Consent Agenda					

Legislative Hearing					
Public Hearing	2026 Final Budget and Salary Schedule	Wagner			
Public Hearing	2026 Property Tax Resolution	Wagner			
City Business					
City Business					
City Business					
City Business					
City Business					
Executive Session					

NOVEMBER 24, City Council Regular Meeting, 5:00 pm					
Item Type	Topic	Staff Contact	Recommendation	Council Action	Legal Notice
Presentation					
Consent Agenda					
Consent Agenda					
Legislative Hearing					
Public Hearing					
City Business					
City Business					
City Business					

DECEMBER 8, City Council Regular Meeting, 5:00 pm					
Item Type	Topic	Staff Contact	Recommendation	Council Action	Legal Notice
Presentation					
Consent Agenda	November 2025, Check Register	Wagner			
Consent Agenda					
Consent Agenda					
Consent Agenda	DRAFT 11/10/2025 CC Minutes	Kellerman			
Consent Agenda					
Consent Agenda					
Consent Agenda					
Consent Agenda					
Consent Agenda					
Consent Agenda					
Consent Agenda					
Legislative Hearing					
Public Hearing					
City Business					
City Business					

City Business					
City Business					
City Business					
Executive Session					
DECEMBER 22, City Council Regular Meeting, 5:00 pm					
Item Type	Topic	Staff Contact	Recommendation	Council Action	Legal Notice
Presentation					
Consent Agenda					
Consent Agenda					
Legislative Hearing					
Public Hearing					
City Business					
City Business					
City Business					

Filter statement

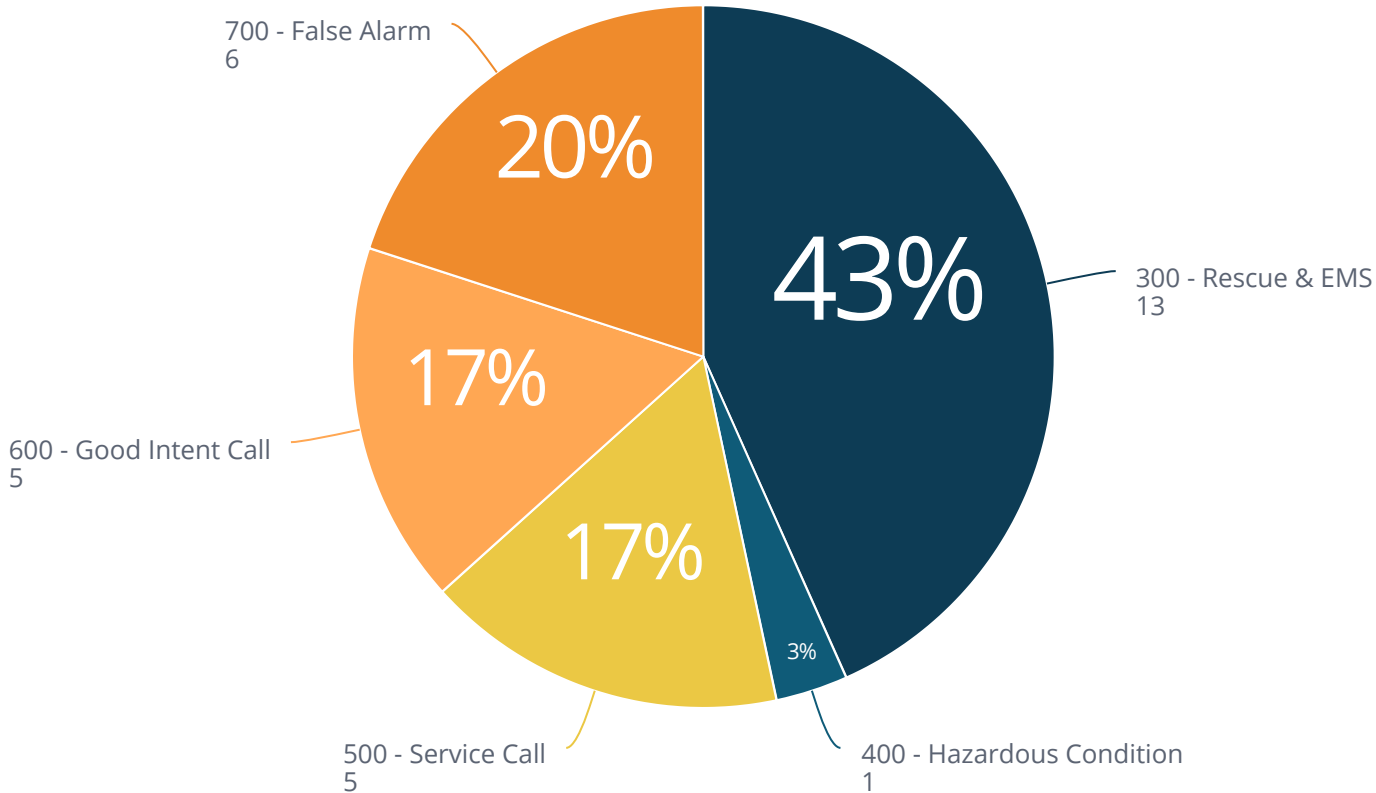
Filters Alarm Date Range Last Month | Is Locked true | Is Active true | Location City MEDINA, Medina

Fire and EMS Summary

Count of Total Incidents

30

Percentage of Incident Type (with count)



Contract City Incident Summary (Medina) Jan 6, 2025 12:13:39 PM

Filter statement

Filters **Alarm Date Range** Last Month | **Is Locked** true | **Is Active** true | **Location City** MEDINA, Medina

Count of Incidents by Type

Incident Type Group	Incident Type	Type Code	Count
300 - Rescue & EMS	Emergency medical service incident, other	320	1
	EMS Call, Cancelled at Scene	3117	1
	EMS Call, Medical	3211	9
	Motor vehicle accident with injuries	322	1
	No Injury or Illness	3110	1
300 - Rescue & EMS Total			13
400 - Hazardous Condition	Electrical wiring/equipment problem, other	440	1
500 - Service Call	CARES 200 Series Units	5532	3
	Service Call, other	500	2
500 - Service Call Total			5
600 - Good Intent Call	Dispatched & canceled en route	611	2
	Dispatched & cancelled en route - EMS	6111	2
	Wrong location	621	1
600 - Good Intent Call Total			5
700 - False Alarm	Alarm system activation, no fire - unintentional	745	2
	False alarm or false call, other	700	2
	Smoke detector activation due to malfunction	733	1
	Smoke detector activation, no fire - unintentional	743	1
700 - False Alarm Total			6
Count			30

Filter statement

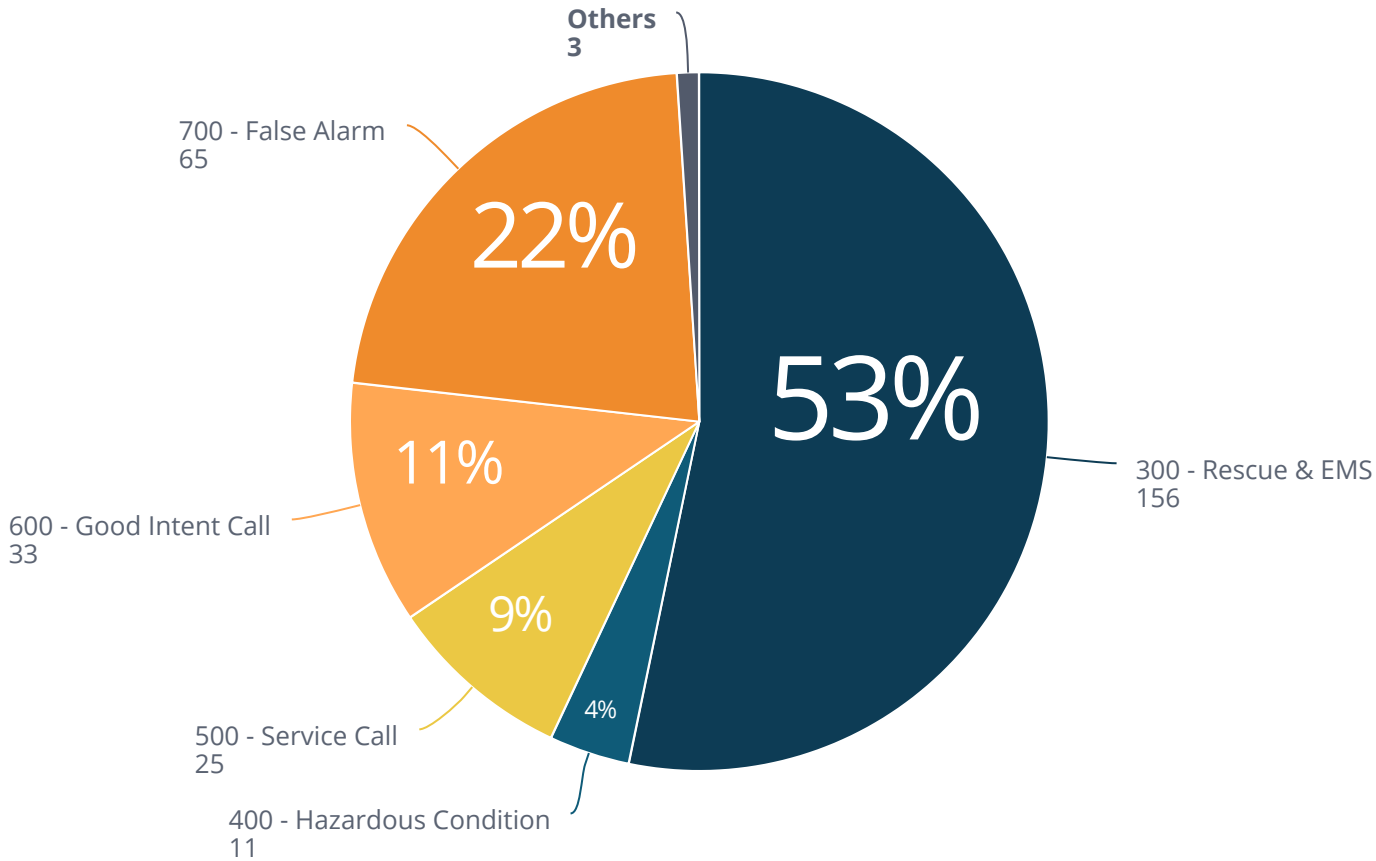
Filters Alarm Date Range Last Year | Is Locked true | Is Active true | Location City MEDINA, Medina

Fire and EMS Summary

Count of Total Incidents

293

Percentage of Incident Type (with count)



Contract City Incident Summary (Medina) Jan 6, 2025 12:12:53 PM

Filter statement

Filters **Alarm Date Range** Last Year | **Is Locked** true | **Is Active** true | **Location City** MEDINA, Medina

Count of Incidents by Type

Incident Type Group	Incident Type	Type Code
100 - Fire	Cooking fire, confined to container	113
	Outside rubbish, trash or waste fire	151
100 - Fire Total		
200 - Overpressure Rupture, Explosion, Overheat	Explosion (no fire), other	240
300 - Rescue & EMS	Emergency medical service incident, other	320
	EMS Call, Cancelled at Scene	3117
	EMS call, excluding vehicle accident with injury	321
	EMS Call, Medical	3211
	EMS Call, Other Accident/Trauma	3210
	EMS Call, Unintentional Medical Alert Activation	3119
	Motor vehicle accident with injuries	322
	Motor vehicle accident with no injuries.	324
	No Injury or Illness	3110
	Patient Assist	3111
	Removal of victim(s) from stalled elevator	353
	Swimming/recreational water areas rescue	361
	Watercraft rescue	365
300 - Rescue & EMS Total		
400 - Hazardous Condition	Arcing, shorted electrical equipment	445
	Carbon monoxide incident	424
	Chemical hazard (no spill or leak)	421
	Electrical wiring/equipment problem, other	440
	Gas leak (natural gas or LPG)	412
	Heat from short circuit (wiring), defective/worn	441
	Power line down	444
400 - Hazardous Condition Total		



MEDINA POLICE DEPARTMENT

DATE: January 13, 2024
TO: Stephen R. Burns, City Manager
FROM: Jeffrey R. Sass, Chief of Police
RE: Police Department Update – December, 2024

The following is a summary highlighting some of the Medina Police Department activity in December, 2024.

Follow up:

Nothing to report.

Medina Christmas Ships:

On Saturday, December 14th, the Christmas ships stopped at Medina Beach Park to perform Christmas carols for the residents and the community. The Christmas ships are a string of festively decorated boats that move from the Puget Sound to Lake Union and out to Lake Washington. This is always a fun event for the Medina Police Officers to attend and share the experience with the residents.

Marine Patrol:

Nothing to report.



MEDINA POLICE DEPARTMENT
Jeffrey R. Sass, Chief of Police
MONTHLY SUMMARY
DECEMBER 2024



FELONY CRIMES

Burglary**2024-00005917****12/01/2024**

Officers were dispatched to the 7600 block of NE 12th Street for a report of a burglary that had occurred at approximately 1am that morning. The suspects broke a back window to the residence to gain entry. Video footage of the suspects was captured by the doorbell camera. The suspects returned to the residence at approximately 8:30am to take more items from inside the residence. The homeowners were out of town and had a family member watching the house, but the alarm was not armed. Several thousand dollars' worth of items was taken from the residence. The residence was not listed on the Housewatch Program at the time of the burglary. Under investigation.

Burglary**2024-00006044****12/06/2024**

Officers were dispatched to the 3300 block of Evergreen Point Road for a report of a burglary that had occurred sometime between November 26th and December 6th. The resident was out of town at the time of the burglary and entry was made into the residence via an unlocked door. Once inside the residence, the suspect(s) were able to take a vehicle key and steal that as well. The residence was not listed on the Housewatch Program at the time of the burglary and no security system was armed at the time. The stolen vehicle was found abandoned in Seattle and was processed for fingerprint evidence and fingerprints were recovered from inside the vehicle. Further investigation to follow.

Fraud**2024-00006126****12/10/2024**

Officers were contacted at the station by a resident for a report of a student loan account being opened fraudulently in the resident's name. The victim suffered no financial loss and was provided information on how to secure their credit information. No further investigatory information available.

Burglary**2024-00006267****12/19/2024**

Officers were dispatched to the 3400 block of 78th Place NE for a report of a burglary of a guest house that had occurred sometime earlier that morning. Entry was made into the residence by breaking a glass door. Video footage of two individuals trespassing on a nearby property was captured and that footage was broadcast on the police department's social media outlets in hopes of identifying the suspects seen in the video. The King County latent fingerprint recovery team was called in to process the scene to collect any fingerprint evidence at the scene. No fingerprints were able to be recovered. The alarm was not armed at the time of the burglary and the residence was not listed on the Housewatch Program. The suspect(s) from a two of the vehicle prowls and a theft are likely the same suspects in this incident. Further investigation to follow.

Burglary**2024-00006364****12/22/2024**

Officers were dispatched to the 3200 block of 78th Place NE for a report of an individual seen on security camera footage approximately 20 minutes prior to the 911 call walking around the property attempting to gain access to the residence that was under construction. Entry was made into the residence via an unlocked door and tools and miscellaneous items were stolen from inside the residence. Under investigation.

MISDEMEANOR CRIMES

- DUI** **2024-00006183** **12/13/2024**
 Officers received a report of a vehicle driving over a rock at a residence near the 1600 block of Evergreen Point Road that continued southbound on Evergreen Point Road while traveling in the oncoming lane of travel at a very slow rate of speed. Officers were able to observe the vehicle driving near the 1000 block of 84th Avenue NE, conducted a traffic stop on the vehicle, and ultimately arrested the driver for suspicion of driving under the influence of alcohol.
- Theft** **2024-00006266** **12/18/2024**
 Officers were dispatched to the 2400 block of 79th Avenue NE for a report of a pair of used shoes having been stolen from the porch of the residence. Video footage of the suspects was obtained and are likely the same suspects that committed one of the burglaries and the vehicle prowls. Further investigation to follow.
- MV Prowl** **2024-00006269** **12/19/2024**
 Officers were dispatched to the 2200 block of 79th Avenue NE for a report of a motor vehicle prowling that occurred overnight. The work truck was left unlocked and approximately \$1,200 worth of tools were stolen from inside. The King County latent fingerprint recovery team was called in to process the scene to collect any fingerprint evidence at the scene. No fingerprints were able to be recovered. The suspect(s) from one of the burglaries, another vehicle prowling and a theft are likely the same suspects in this incident. Further investigation to follow.
- MV Prowl** **2024-00006271** **12/19/2024**
 Officers were dispatched to the 2200 block of 79th Avenue NE for a report of a motor vehicle prowling that occurred overnight. The vehicle was left unlocked in the driveway of the residence and several dollars in cash was stolen from inside. The King County latent fingerprint recovery team was called in to process the scene to collect any fingerprint evidence at the scene. No fingerprints were able to be recovered. The suspect(s) from one of the burglaries, another vehicle prowling and a theft are likely the same suspects in this incident. Further investigation to follow.
- Theft** **2024-00006289** **12/20/2024**
 Officers were dispatched to the 900 block of 88th Avenue NE after the resident noticed their rear license plate had been switched with another license plate. It is unknown where or when the theft of the license plate occurred. No investigatory information available.
- MV Prowl** **2024-00006291** **12/20/2024**
 Officers were dispatched to St. Thomas School in the 8300 block of NE 12th Street for a report of a motor vehicle prowling that occurred approximately two hours prior. A window was smashed to gain entry inside the vehicle and a leather wallet, leather purse, AirPods earbuds and other miscellaneous items were stolen from inside. Report taken with no further investigatory information available.
- Hit & Run** **2024-00006359** **12/22/2024**
 Officers were dispatched to the 8111 block of Overlake Drive West for a report of damage to the landscaping and vehicle parts left on scene. Report taken with further investigation to follow.
- Theft** **2024-00006584** **12/28/2024**
 Officers were dispatched to the 7700 block of NE 8th Street after the resident noticed their front license plate was missing. It is unknown where or when the theft of the license plate occurred. No investigatory information available.

OTHER

Death Investigation **2024-00006155** **12/12/2024**

Officers were dispatched to the 1800 block of 77th Avenue NE to investigate the discovery of a deceased individual at their residence. No foul play was suspected.

Traffic Collision **2024-00006207** **12/15/2024**

Officers were dispatched to the intersection of Evergreen Point Road and NE 24th Street for a report of a vehicle versus bicyclist minor-injury, reportable collision.

Death Investigation **2024-00006254** **12/18/2024**

Officers were dispatched to the 8400 block of NE 10th Street to investigate the discovery of a deceased individual at their residence. No foul play was suspected.

Trespass **2024-00006282** **12/20/2024**

Officers were dispatched to the 1800 block of 73rd Avenue NE for a report of a subject found trespassing on the property. The subject was issued a trespass warning letter and left the area without incident. Report taken.

DV **2024-00006309** **12/21/2024**

Officers were dispatched to the 900 block of 87th Avenue NE for a report of a domestic violence incident.



MEDINA POLICE DEPARTMENT

Jeffrey R. Sass, Chief of Police

MONTHLY REPORT



DECEMBER, 2024

CRIMES	Current Month	YTD 2024	YTD 2023	Year-End 2023
Burglary	4	6	6	6
Vehicle Prowl	3	17	11	11
Vehicle Theft	1	1	4	4
Theft (mail & all other)	3	31	22	22
ID Theft/Fraud	1	14	22	22
Malicious Mischief (Vandalism)	0	9	13	13
Domestic Violence	1	15	10	10
Disturbance, Harassment & Non-DV Assault	0	15	28	28
TOTAL	13	108	116	116

COMMUNITY POLICING	Current Month	YTD 2024	YTD 2023	Year-End 2023
Drug Violations	0	1	0	0
Community Assists	44	474	197	197
Marine	0	10	7	7
House Watch Checks	225	955	1016	1016
School Zone	19	258	206	206
Behavioral Health	0	13	46	46
TOTAL	288	1711	1472	1472

TRAFFIC	Current Month	YTD 2024	YTD 2023	Year-End 2023
Collisions				
Injury	0	2	2	2
Non-Injury	1	5	14	14
Non-Reportable	0	3	0	0
TOTAL	1	10	16	16
Traffic Enforcement				
Criminal Citations	2	28	12	12
Infractions	24	418	131	131
Warnings	251	2175	1928	1928
TOTAL	277	2621	2071	2071

LICENSE PLATE READER EVENTS	Current Month	YTD 2024	YTD 2023	Year-End 2023
LPR alerts that were recovered	3	13	-	-
LPR alerts that were not located	9	77	-	-
LPR alerts that were located, not apprehended	0	4	-	-
TOTAL	12	94	-	-

CALLS FOR SERVICE	Current Month	YTD 2024	YTD 2023	Year-End 2023
Animal	2	29	43	43
Residential Alarms	32	221	235	235
Missing Person	0	3	3	3
Suspicious Activity/Area Checks	48	639	804	804
TOTAL	82	892	1085	1085

ADMINISTRATIVE	Current Month	YTD 2024	YTD 2023	Year-End 2023
Public Disclosure Requests Received	14	72	75	75
Concealed Pistol License Applications Processed	0	25	38	38
TOTAL	14	97	113	113

**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

Jeffrey R. Sass, Chief of Police



MONTHLY SUMMARY

DECEMBER, 2024

FELONY CRIMES

MISDEMEANOR CRIMES

DUI Arrest

2024-00005989

12/03/2024

The nightshift officer observed a vehicle traveling eastbound on NE 28th Street in the westbound lanes. The officer conducted a traffic stop on the vehicle and ultimately arrested the driver for suspicion of driving under the influence of alcohol.

Malicious Mischief

2024-00006270

12/19/2024

Officers were dispatched to the 3100 block of 80th Avenue NE for a report of a mailbox that had been broken into overnight. It is unknown if any mail was stolen. It is suspected that the two individuals suspected in criminal activity at the north end of Evergreen Point Road are the likely suspects of this malicious mischief incident. Investigation ongoing.

OTHER

DV

2024-00006219

12/16/2024

Officers were dispatched to the 3000 block of Fairweather Place for a domestic violence incident.

Order Service

2024-00006257

12/18/2024

Officers served a domestic violence protection order the 3000 block of Fairweather Place.



MEDINA POLICE DEPARTMENT

Jeffrey R. Sass, Chief of Police

MONTHLY REPORT



DECEMBER, 2024

CRIMES	Current Month	YTD 2024	YTD 2023	Year-End 2023
Burglary	0	0	1	1
Vehicle Prowl	0	2	3	3
Vehicle Theft	0	1	0	0
Theft (mail & all other)	0	2	1	1
ID Theft/Fraud	0	3	3	3
Malicious Mischief (Vandalism)	1	3	1	1
Domestic Violence	2	11	3	3
Disturbance, Harassment & Non-DV Assault	0	5	6	6
TOTAL	3	27	18	18

COMMUNITY POLICING	Current Month	YTD 2024	YTD 2023	Year-End 2023
Drug Violations	0	0	0	0
Community Assists	5	76	21	21
Marine	0	1	2	2
House Watch Checks	20	65	53	53
Behavioral Health	0	1	5	5
TOTAL	25	143	81	81

TRAFFIC	Current Month	YTD 2024	YTD 2023	Year-End 2023
Collisions				
Injury	0	0	0	0
Non-Injury	0	1	1	1
Non-Reportable	0	1	0	0
TOTAL	0	2	1	1
Traffic Enforcement				
Citations	1	9	7	7
Infractions	4	73	49	49
Warnings	38	467	400	400
TOTAL	43	549	456	456

LICENSE PLATE READER EVENTS	Current Month	YTD 2024	YTD 2023	Year-End 2023
LPR alerts that were recovered	0	1	-	-
LPR alerts that were not located	2	5	-	-
LPR alerts that were located, not apprehended	1	1	-	-
TOTAL	3	7	-	-

CALLS FOR SERVICE	Current Month	YTD 2024	YTD 2023	Year-End 2023
Animal	2	13	5	5
Residential Alarms	5	61	27	27
Missing Person	0	2	1	1
Suspicious Activity/Area Checks	7	82	79	79
TOTAL	14	158	112	112

*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.



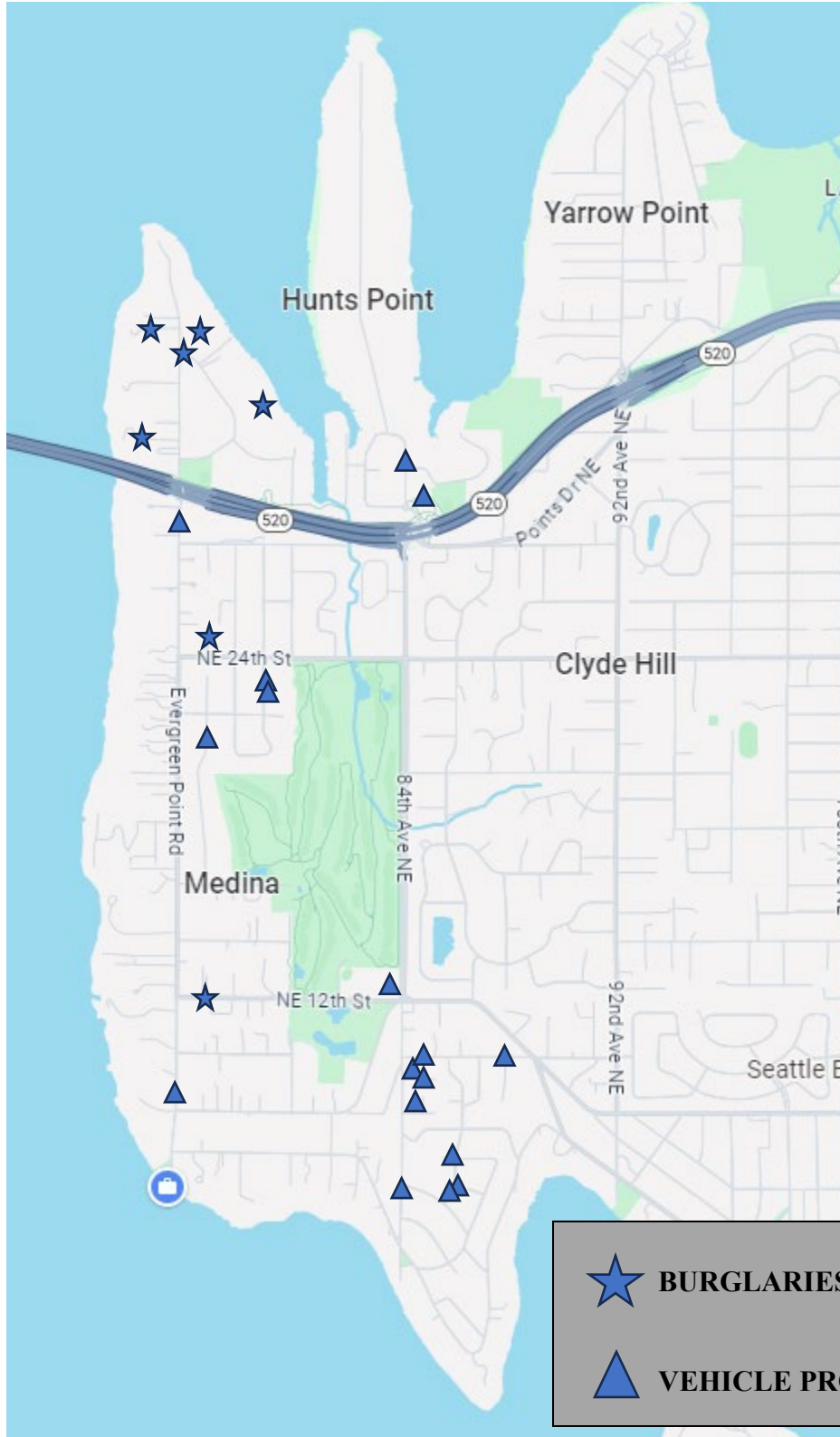
MEDINA POLICE DEPARTMENT

BURGLARY & MOTOR VEHICLE PROWL

INCIDENT MAP



DECEMBER YEAR-TO-DATE





MEDINA POLICE DEPARTMENT

MONTHLY REPORTING STANDARDS



CATEGORY	DETAILS
Burglary	Includes: <ul style="list-style-type: none"> • Burglary (all degrees) • Residential Burglary
Vehicle Prowl	All degrees of Motor Vehicle Prowl.
Vehicle Theft	Includes: <ul style="list-style-type: none"> • Motor vehicle theft • Taking a motor vehicle without permission • Car jacking
Theft	Includes: <ul style="list-style-type: none"> • Possession of stolen property • Theft (all degrees) • Theft of mail
ID Theft/Fraud	Includes: <ul style="list-style-type: none"> • Identity theft • Fraud
Malicious Mischief	Includes: <ul style="list-style-type: none"> • Arson • Malicious Mischief (vandalism)
Domestic Violence	Includes: <ul style="list-style-type: none"> • DV Assault (all degrees) • Violation of Domestic Violence Court Order • DV Harassment (all degrees) • Custodial Interference • Order Service • DV Rape & Sex Offenses
Disturbance/Harassment /Non-DV Assault	Includes: <ul style="list-style-type: none"> • Disturbance • Telephonic Harassment • Harassment (all degrees) • Assault (all degrees) • Adult Protective Services (APS) investigations • Child Protective Services (CPS) investigations • Abuse investigations • Extortion • Kidnapping • Non-DV Rape & Sex Offenses • Robbery
Drug Violations	Includes all Violations of the Uniformed Controlled Substances Act
Community Assists	Includes: <ul style="list-style-type: none"> • Civil matters • Community Policing • Non-suspicious Death Investigations

	<ul style="list-style-type: none"> • Assisting the Fire Department/EMS • Found Child • Found Property • Special Events
Marine	Includes all incidents within our jurisdiction on the waterways.
House Watch Checks	Total number of visits to residences on house watch within the reporting period.
School Zone	Total number of school zone patrols conducted at all three elementary schools within the reporting period.
Behavioral Health	Calls for service involving individuals experiencing a behavioral or mental health episode. The call may have resulted in anything ranging from no police action and an involuntary commitment to a medical facility for treatment.
Traffic Collisions	<p>Includes:</p> <ul style="list-style-type: none"> • Injury collisions involve medical treatment to at least one of the involved parties, either by on-scene EMS evaluation/treatment and/or transportation to a medical facility for treatment. These collisions require a police case report by law. • Non-injury collisions involve a collision in which there is property damage amounting to at least \$1,000 but no involved parties were injured. These collisions require a police case report by law. • Non-reportable collisions involve a collision under any of the following circumstances: <ul style="list-style-type: none"> ○ Collision on private property with no injuries. ○ Collision on public right of way with no injuries and any property damage did not amount to at least \$1,000.
Traffic Enforcement	<p>Citations:</p> <ul style="list-style-type: none"> • Any criminal traffic citation, to include Driving With Suspended License, Reckless Driving, DUI, etc. <p>Infractions:</p> <ul style="list-style-type: none"> • Any non-criminal traffic stop that resulted in the issuance of a civil infraction (ticket) to the driver. <p>Warnings:</p> <ul style="list-style-type: none"> • Any traffic stop that resulted in a verbal warning to the driver.
License Plate Reader (LPR) Events	<p>Stolen license plates/vehicles that alerted the LPR system and were recovered.</p> <p>Stolen license plates/vehicles that alerted the LPR system and were not located.</p> <p>Stolen license plates/vehicles that alerted the LPR system and were located but fled from law enforcement attempts to apprehend the vehicle.</p>
Animal	<p>Includes:</p> <ul style="list-style-type: none"> • Found animal call for service • Lost animal call for service • Welfare check involving an animal • Noise complaints or nuisance calls for service involving an animal
Residential Alarms	House alarms that are triggered and the alarm company contacts 911 for a police response. These calls for service do not include alarm calls that become a burglary investigation upon police arrival.
Missing Person	Calls for service where a missing person report is taken, or the assistance of law enforcement is requested to search for a missing person. These calls include adults as well as juveniles.

<p>Suspicious Activity/Area Checks</p>	<p>Includes:</p> <ul style="list-style-type: none"> • Noise complaints • Suspicious person/activity reports • Field contacts made by officers on patrol • Loud party calls, juveniles • Reports of dangerous driving • Weapons Complaints • Soliciting • Welfare Check • Prowler
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**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

YEAR-END STATISTICS

	2024	2023	2022	2021	2020
CRIMES					
Burglary	6	6	10	13	13
Vehicle Prowl	17	11	4	13	11
Vehicle Theft	1	4	7	2	0
Theft (mail & all other)	31	22	10	15	15
ID Theft/Fraud	14	22	16	11	35
Malicious Mischief (Vandalism)	9	13	5	6	13
Domestic Violence	15	10	5	8	1
Disturbance, Harassment & Non-DV Assault	15	28	19	1	0
TOTAL CRIMES	108	116	76	69	88
COMMUNITY POLICING					
Drug Violations	1	0	1	3	0
Community Assists	474	209	168	176	153
House Watch Checks	955	1,016	595	250	209
School Zone	258	206	216	298	55
Behavioral Health	13	46	39		
TOTAL ENFORCEMENT	1,701	1,477	1,019	727	417
TRAFFIC					
Collisions					
Injury	2	2	2	0	1
Non-Injury	5	14	6	18	9
Non-reportable	3	0	1	0	0
TOTAL COLLISIONS	10	16	9	18	10
Traffic Stops					
Citations/Infractions/Parking	446	224	250	163	26
Warnings	2,175	1,928	1,426	1,808	434
TOTAL TRAFFIC	2,621	2,152	1,676	1,971	460
CALLS FOR SERVICE					
Animal Complaints	29	43	46	33	27
Residential Alarms	221	235	255	242	167
Missing Person	3	3	5	7	4
Suspicious Activity/Area Check	639	294	226	152	173
TOTAL SERVICE	892	575	532	434	371
LICENSE PLATE READER EVENTS					
LPR alerts that were recovered	13				
LPR alerts that were not located	77				
LPR alerts that were located, not apprehended	4				
TOTAL LPR EVENTS	94				



CITY OF MEDINA

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

Date: January 13, 2025
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 and Development Services Fund

2024 permit activity finished slow as it had been most of the year. As previously mentioned, the construction value listed in the December 2024 Issued Permits report reflects higher volume due to work carry-over from later 2023.

We did perform more building inspections in 2024 than 2023 (1,511 vs. 1376) and that is also due to the work carry-over. The inspection numbers are actual, but the permits issued are skewed by late 2023 applications.

A typical year prior to COVID for permitting was busy the first quarter, then again in the late second or third quarters. Since COVID we have not seen much predictability.

Maybe 2025 will be different, but we budgeted conservatively for a continuation of low volume. We did conduct a pre-application meeting for a proposed new 8,000 sq. ft. house which is something we did not see at this time last year.

The 2024 year-end financial numbers will be sent out by our Finance Department in January and that will give us more insight.

Development Services Staffing

Development Services Coordinator

I previously mentioned in this report that our Development Services Coordinator, Rebecca Bennett will be on maternity leave for about 4-months in 2025. Rebecca's baby is due in early February.

We conducted interviews with temporary staff candidates provided through an agency. We made a selection and will have a temporary staff member starting with us on Tuesday January 21st. We need about a week overlap for training with Rebecca, but since the exact date she will begin maternity leave is unknown the amount of training is too.

Rebecca anticipates being on leave until early June 2025.

Building Official

Rob Kilmer will be introduced to you as our new Building Official. Rob has been our Deputy Building Official since he started work with Medina in May 2020 and was given the new title and responsibilities on January 1, 2025.

Typically, there is about a 5-year training and experience period for building officials after college. Rob came to us with minimal experience but has excelled. I believe that Rob will be a leader in the Washington State building department community in the near future.

I was hired in September 2007 as Medina's Building Official. Construction activity dropped along with the housing bubble in 2008. In 2008 the City of Clyde Hill found that it needed a building official. Because of the economy related work load reduction in 2008, Medina decided to share me with Clyde Hill through an interlocal agreement which continued until spring of 2014. I was both Medina and Clyde Hills building official for over 6 years. I became Medina's Development Services Director in April 2018 following Robert Grumbach.

From April 2018 until January 1, 2025, I had two titles and the associated responsibilities of two full-time positions. At times the amount of work has been overwhelming and I always felt I could not produce the quality or quantity of work product needed for either of my two jobs. I have felt that my ability to perform was affected.

As Rob has developed experience and skills he took an increasing amount of my building official duties. Rob has earned his new position, deserves this promotion, and the recognition for working so hard to get where he is. I am relieved and happy to have Rob as our Building Official. I hope to now have more time to perform tasks that Council wishes, that I know need to get completed, and at a quality level that satisfies all of us.

Professional Consultants

In 2025 there will be some changes in how we work with our consultants. New contracts and revisions in contract renewals will be with the goals of better control of costs and efficiency in administration. Legislative changes such as new permitting rules of SB 5290 recently approved by Council will also guide how we work with our professional services consultants moving forward. There is education and mentoring to do.

Planning Manager Report

Jonathan G. Kesler, AICP, Planning Manager

No written report. Our Planning Manager will answer questions that Council members may have during the allotted Development Services verbal report time.

Telecommunications Permit Applications

We have received two sets of permit applications from American Tower Company.

The ten existing pole locations that were discussed as a part of the recent Council franchise approval are now with us. These applications have been determined to be complete and are now routed for review under P-24-080 Administrative Special Use.

Existing interior equipment within the enclosed second floor of the Medina Public Works building will be changed by T-Mobile. We have a building permit application for this work. Medina has a lease with ATC for the use of this space.

Tree Permits

Council had asked for improvements to the monthly Tree Permit Activity Report. We added permit numbers to the report which will make for easier public records requests. When we have permit applications, we will provide copies of those with these staff reports.

Potential Tree Removal Application

Our Arborist Andy Crossett was asked by a resident about the possibility of removing 4 trees on their developed property. We have not received a permit application to remove the trees, but I expect that we will. All 4 trees appear to be healthy.

The 4 are all 'legacy trees" (36"-50"). The sizes are 37" to 46" diameter. Medina Municipal Code 16.52.080 defines Legacy Trees.

Our MMC allows for these trees to be removed within certain conditions including:

- Issuance of an approved City of Medina Tree Activity permit.
- Issuance of a Construction Activity Permit with rules including worker parking and work hours.
- Issuance of a Right of Way Use permit as may be needed for temporary large truck or equipment staging.
- Site noticing per MMC 16.52.150.
- Pre-removal meeting with our staff.
- Meeting MMC 16.52.110 Restoration Standards which include 79.5" of replacement trees.

Subject to review of a complete permit application, it does not appear from what I currently understand of this matter, that there is anything that will prevent the legal removal of the 4 trees.

If Council is concerned about this then you may wish to assign the task of reviewing the applicable code sections to the Planning Commission through use of their calendar. I would want to take lead on this with assistance of our Arborist and City Attorney.

T-Mobile Monopine Concealment Proposal

I have mentioned previously that T-Mobile has applications with us under planning project reviews for their existing tower and equipment facility on the East side of Evergreen Point Road at about the 2800 block. This facility is on Bellevue School District property. Generally, the project involves replacing the existing 'can' type antenna and tower with a taller tower which is proposed to be concealed to appear as a tree (monopine). A monopine is a faux tree.

The question regarding the proposed monopine concealment remains. At this point the decision on whether to approve the monopine proposal will be going to the Medina hearing examiner with a neutral staff report.

Beyond the process outlined in our Municipal Code I am not able to require additional noticing or solicit additional input on the monopine proposal. Without input from residents the staff report will be factual and given to the hearing examiner for his decision. I have no personal opinion about the monopine concealment proposal. I would like to assure that Medina residents understand the scope of the T-Mobile proposal so that they can give their comments prior to the hearing. Comments will help guide the drafting of the staff report for the hearing examiner to consider. Without resident comments I have no formal guidance and would take a code based neutral stance in the staff report. Without resident comments I would not know if the monopine is something that is desired by the city, or not. Because of the visual impact of the monopine I feel that this is a significant matter, however I am tied to the limits of our code regarding my ability to gain additional resident input.

There is noticing required for the non-administrative special use (P-24-071) and the height variance (P-24-070) applications. Residents will be notified as required by the permit applications, but only to the limits of the Municipal Code. In my opinion, an aware person would need to make effort and read the submitted project plans carefully to understand the monopine proposal.

The hearing date for this application has not yet been established.

Development Services 2025

Medina's Development Services Department will be very busy through 2025. Beyond the long-range work of Middle Housing legislation and the associated Medina Municipal Code amendments needed for proper implementation, we are mandated by the state to update our Critical Area Ordinance by next December 31st. It is possible there will be other state mandates as well for us to work on.

Development Services also has what appears to be a full schedule of administrative work (contracts, fee reviews, internal process, etc.) and various minor code amendments. Everything has process associated with it so Council will be informed through all of this and will be involved through much of what we are doing in 2025. Planning Commission will also be involved as scheduled through their calendar. There is nothing ominous about any of what needs to get done and I am happy to provide Council with details on the currently known work required for Development Services during 2025 at your request. I would need to prepare a separate report for you.

December 2024 Permit Applications Received

Permit Type	Submitted Date	Permit Number	Total Valuation	Address
B-ADD/ALT	12/30/2024	B-24-078	\$200,000.00	2045 78TH AVE NE
B-ADD/ALT	12/17/2024	B-24-075	\$2,084.42	811 82ND AVE NE
TOTAL B-ADD/ALT:	2		\$202,084.42	
B-DECK	12/28/2024	B-24-077	\$35,000.00	7675 NE 14TH ST
TOTAL B-DECK:	1		\$35,000.00	
B-GAS	12/04/2024	G-24-027		7535 NE 28TH PL
TOTAL B-GAS:	1		\$0.00	
B-GATE	12/26/2024	B-24-076	\$20,000.00	7626 NE 10TH ST
TOTAL B-GATE:	1		\$20,000.00	
B-MECHANICAL	12/09/2024	M-24-104		1081 80th PI NE
B-MECHANICAL	12/19/2024	M-24-105		7851 NE 10TH ST
B-MECHANICAL	12/26/2024	M-24-106		2620 78TH AVE NE
B-MECHANICAL	12/31/2024	M-24-107	\$4,340.00	3407 EVERGREEN POINT RD
TOTAL B-MECHANICAL:	4		\$4,340.00	
B-PLUMBING	12/10/2024	P-24-081		8812 Overlake Dr W.
B-PLUMBING	12/13/2024	P-24-082		611 EVERGREEN POINT RD

B-PLUMBING	12/18/2024	P-24-083		8080 NE 24TH ST
TOTAL B-PLUMBING:	3		\$0.00	
B-ROOF	12/30/2024	B-24-079		1024 82ND AVE NE
TOTAL B-ROOF:	1		\$0.00	
CAP - CONSTRUCTION ACTIVITY PERMIT	12/03/2024	CAP-24-038		7920 NE 32ND ST
CAP - CONSTRUCTION ACTIVITY PERMIT	12/30/2024	CAP-24-039		2045 78TH AVE NE
CAP - CONSTRUCTION ACTIVITY PERMIT	12/30/2024	CAP-24-040		7675 NE 14TH ST
TOTAL CAP - CONSTRUCTION ACTIVITY PERMIT:	3		\$0.00	
P-ADMIN SPECIAL USE	12/09/2024	P-24-080		1000 80TH AVE NE
TOTAL P-ADMIN SPECIAL USE:	1		\$0.00	
PW-RIGHT OF WAY	12/13/2024	PW-ROW-24-095		1018 84th Ave NE
PW-RIGHT OF WAY	12/11/2024	PW-ROW-24-094		8622 NE 5th St.
TOTAL PW-RIGHT OF WAY:	2		\$0.00	
TREE-HAZARD EVALUATION	12/30/2024	TREE-24-067		2539 82ND AVE NE
TOTAL TREE-HAZARD EVALUATION:	1		\$0.00	
TREE-PERFORMANCE	12/17/2024	TREE-24-066		2256 79TH AVE NE
TOTAL TREE-PERFORMANCE:	1		\$0.00	
Total # of Permits	21		\$261,424.42	



December 2024 Issued Permits

Construction Value:	December 2024	December 2023	2024 YTM	2023 YTM	Difference
Accessory Structure	-	-	-	-	\$0.00
Addition / Alteration	\$732,020.00	\$1,150,000.00	\$16,489,506.33	\$16,342,901.22	\$146,605.11
Fence / Wall	\$6,000.00	-	\$662,210.16	\$1,942,514.00	(\$1,280,303.84)
New Construction	\$8,893,774.60	\$1,599,588.00	\$55,337,062.10	\$58,708,126.00	(\$3,371,063.90)
Repair / Replace	-	-	-	-	\$0.00
Wireless Comm. Facility	-	-	-	-	\$0.00
Total Value:	\$9,631,794.60	\$2,749,588.00	\$72,488,778.59	\$76,993,541.22	(\$4,504,762.63)
Permits Issued:	December 2024	December 2023	2024 YTM	2023 YTM	Difference
New Construction	4	1	21	19	2
Permit Extension	4	2	38	47	(9)
Accessory Structure	-	-	-	-	0
Addition / Alteration	1	3	27	31	(4)
Construction Activity Permit	6	4	55	49	6
Demolition	4	1	19	19	0
Fence / Wall	1	-	17	12	5
Grading / Drainage	5	2	38	30	8
Mechanical	3	1	94	83	11
Other - Moving	-	-	-	-	0
Plumbing / Gas	5	8	76	62	14
Repair / Replace	-	-	-	-	0
Reroof	-	-	-	-	0
Right of Way Use	3	2	92	72	20
Tree Mitigation	8	5	68	54	14
Wireless Comm. Facility	-	-	-	-	0
Total Permits:	44	29	545	478	67
Inspections:	December 2024	December 2023	2024 YTM	2023 YTM	Difference
Building	75	47	1,113	955	158
Engineering/Other	26	15	273	245	28
	16	4	64	84	(20)
Tree	3	1	61	92	(31)
Total Inspections:	120	67	1,511	1,376	135



December 2024 Code Enforcement Report

Case Number	Case Type	Assigned To	Address	Case Text	Estimated Penalty
CC-2024-127	FORMAL, WRITTEN WARNING	Rob Kilmer	2213 EVERGREEN POINT RD	Description: Observed that project conditions require maintenance. Specifically, tracking of soils into City's right-of-way and upkeep of required tree protection. Action Taken: Issued formal, written warning to project Agent.	N/A
CC-2024-128	STOP WORK ORDER	Rob Kilmer	7620 NE 24th Street	Description: Observed construction work occurring without required permits. Action Taken: Issued Stop Work Order. Estimated Penalty: See associated Notice of Violation	See associated NOV
CC-2024-129	NOTICE OF VIOLATION	Rob Kilmer	7620 NE 24th Street	Description: Work observed to be occurring that requires permit(s). Work includes expansion of house, replacement of windows, construction of new or replacement fence. Action Taken: Issued Notice of Violation in conjunction with Stop Work Order.	Doubling of Permit Fees
CC-2024-130	STOP WORK ORDER	Rob Kilmer	2206 EVERGREEN POINT RD	Description: Observed Illicit discharge event occurring: auto detailer washing soapy water into the City storm drain system. Action Taken: Issued Stop Work Order to worker and homeowner. Use spill kit to clean surface area around drain. Filed ERTS report through Department of Ecology website.	Cost of cleaning out storm drain
CC-2024-131	CITATION	Rob Kilmer	530 87TH AVE NE	Description: Observed construction related vans (3) parked in roadway. Action Taken: Issued Notice of Citation to project Agent	\$2,250

Past Code Enforcement Cases Still Open					
Case Number(s)	Case Type	Assigned To	Address	Case Text	Estimated Penalty
CC-2023-152	NOTICE OF VIOLATION □	Rob Kilmer	7838 NE 8TH ST	Description: During an inspection at a neighboring property, a structure was observed to have been built within the rear-yard setbacks of 7838 NE 8th Street. The structure appears to require both an approved variance and building permit. Action Taken: Issued a Notice of Violation Estimated Penalty: Structure must be removed or approved variance and building permit(s) must be obtained. Financial penalties will apply if required actions are not initiated by 11/2/23. Status: Working through variance process	To be determined based upon compliance

CC-2024-067	STOP WORK ORDER	Rob Kilmer	1636 73rd Ave NE	Description: Clearing, grading, and construction occurring on site within a steep slope critical area.	To be determined based upon compliance
CC-2024-075	NOTICE OF VIOLATION			Action Taken: Stop Work Order issued and project owner instructed to set up an application meeting. Work can only resume once required permits are approved and issued.	
				Estimated Penalty: Doubling of building permit fees per 16.40.070. - Work commencing before permit issuance. To be reviewed for Notice of Violation penalty per MMC 1.15.200. - Notice of violation.	
				Status: Working through permitting process.	
CC-2024-070	STOP WORK ORDER	Rob Kilmer	8711 Ridge Road	Description: Observed stairway structure being erected on roof of garage up to roof of second story.	To be determined based upon compliance
CC-2024-072	NOTICE OF VIOLATION			Action Taken: Issued Stop Work Order and required a permit pre-application meeting to be scheduled.	
CC-2024-080	NOTICE OF FINAL ORDER			Estimated Penalty: Doubling of permit fees per MMC 16.40.070. - Work commencing before permit issuance. To be reviewed for Notice of Violation penalty per MMC 1.15.200. - Notice of violation.	
				Status: Pending Resolution	
CC-2024-101	GENERAL	Rob Kilmer	7664 NE 14TH ST	Description: Met onsite with homeowner to discuss a sport court that had been installed.	To be determined based upon compliance
CC-2024-114	NOTICE OF VIOLATION			Action Taken: Directed homeowner that permits are required for a sport court.	
				Estimated Penalty: Cost of zoning and building permits.	
				Status: Working through zoning process	
CC-2024-122	GENERAL	Rob Kilmer	2643 Evergreen Point Road	Description: Observed small structure built apparently within property's front setback area.	To be determined based upon compliance
				Action taken: Emailed owner's Agent as part of investigation.	
				Status: Pending Resolution	

**Tree Permit Activity Report
December 2024
By Andy Crossett**

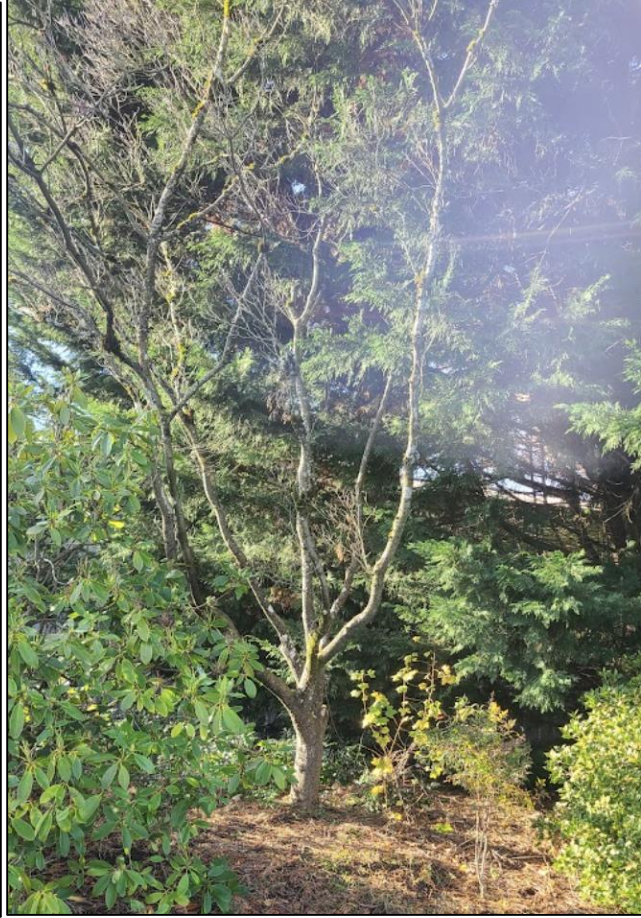
Non-Development Tree Permit Activity Table						
Picture #	Permit Type	Address	# Trees Removed	Removed Tree (Size)	Supplemental Required	Description
1 - 4	TREE-PERFORMANCE TREE-24-064	Overlake Golf Club	2 x Flowering Dogwood, 2 x Katsura, 4 x Douglas fir.	9, 7, 19, 20, 22, 24, 23, 21	N/A	Exceeds golf course minimum tree unit requirements.
5	Imminent Risk Tree	3438 EPR	1 Douglas fir	21"	N/A	Per 16.52.040, imminent risk trees are exempt from replanting requirements.

Development Tree Permit Activity Table						
Picture #	Permit Type	Address	# Trees Removed	Removed Tree (Size)	Supplemental Required	Description
6	TREE-WITH BUILDING/DEVELOPMENT TREE-24-053	328 Overlake Drive East	N/A	N/A	N/A	Remodel. No trees proposed for removal.

Picture 1. Overlake Golf Club



Picture 2 -3. Dogwood (top left), Dogwood (top right), 2 x Katsura (Bottom)





Picture 4. 4 x Douglas fir.



Picture 5. 3438 Evergreen Point Road – Imminent threat tree.

Appendix A: Photos



A photo looking SW showing the lean of tree #1317 and its location.



This is a photo showing the gap between the two trees (it was not there prior to the most recent storm).

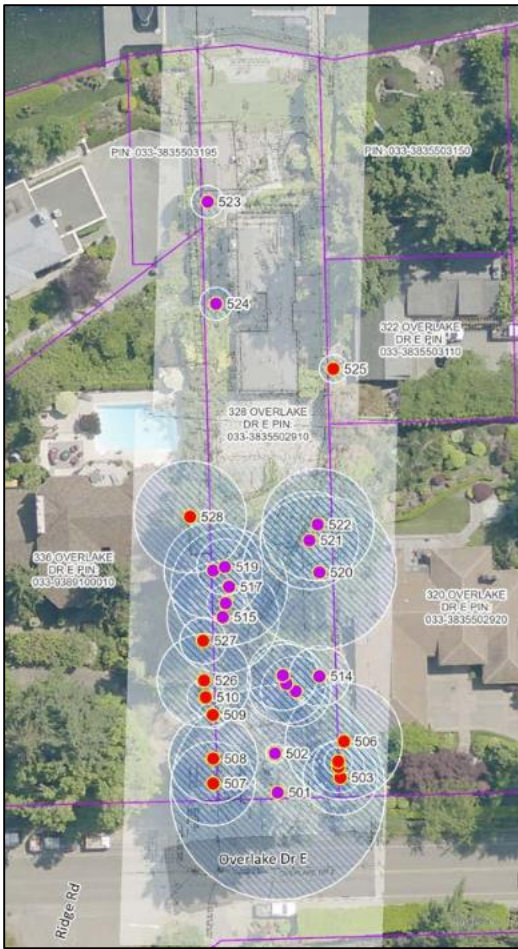


A photo showing the area the tree used to touch (this area is flat and discolored).



Another photo showing the area the tree used to touch (this area is flat and discolored).

Picture 6. 328 Overlake Drive East – Site map from tree inventory. Simple remodel, no trees proposed for removal.





CITY OF MEDINA

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

Date: January 13, 2025
To: Honorable Mayor and City Council
Via: Stephen R. Burns, City Manager
From: Ryan Wagner, Finance & HR Director
Subject: December 2024 Financial Report

December 2024 report includes:

- December Key Revenue and Expenditure Numbers
 - Planning Consultant Overages
 - December Financial Summaries
 - December Cash Statements
 - December 2024 AP Check Register Activity Details
-

December 2024 Key Revenue Items

- \$258K in Sales Tax Revenue
- \$59K in REET from November Home Sales
- \$58K in Property Tax
- \$45K in Permit Revenue
- \$42K in Investment Interest Earnings

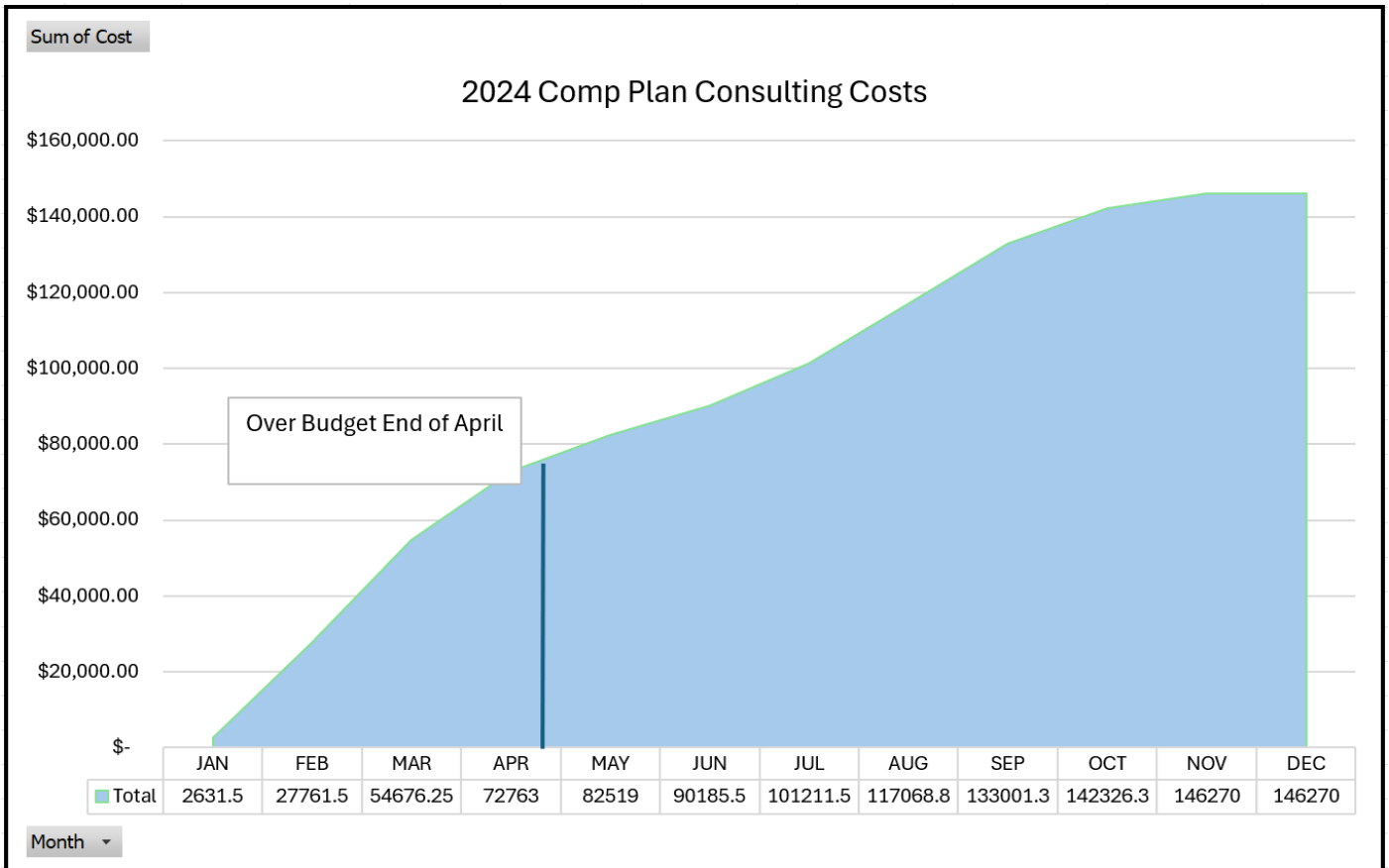
December 2024 Key Expenditures

- \$452K City of Bellevue – Fire Service
- \$102K Mercer Island – Marine Patrol
- \$40K AutoNation Ford – Development Services Vehicle
- \$28K Inslee Best – November Attorney Services
- \$25k Blackfish Civil – NE 12th St Ped. -PE6
- \$25K SCJ Alliance Consulting – Middle Housing

Planning Consultant Overages

The city budgeted \$70,000 in 2024 to finalize the comprehensive plan, which aligns with what was determined in 2022 to be the three-year cost of the project. Based on actuals through April of this year, plus estimates from staff and our consultants, the city is over budget as of April of this year. With this process running through the end of the year, we went over budget by \$76,270. This overage will be discussed with the Finance Committee in February, to understand the reason, and to Help better plan for future projects.

2024 Consulting Costs Comp Plan		
Month	Cost	Actual V Estimate
JAN	\$ 2,631.50	Actual
FEB	\$ 25,130.00	Actual
MAR	\$ 26,914.75	Actual
APR	\$ 18,086.75	Actual
MAY	\$ 9,756.00	Actual
JUN	\$ 7,666.50	Actual
JUL	\$ 11,026.00	Actual
AUG	\$ 15,857.25	Actual
SEP	\$ 15,932.50	Actual
OCT	\$ 9,325.00	Actual
NOV	\$ 3,943.75	Actual
DEC	\$ -	N/A
Total Annual Cost:	\$ 146,270.00	
Total 2024 Budget:	\$ 70,000.00	
Projected Overage:	\$ 76,270.00	



December 2024 Financial Summary

REVENUES:	DEC ACTUAL	YTD ACTUAL	2024 ANNUAL BUDGET	% of Budget Total	REMAINING BUDGET
General Fund					
Property Tax	\$57,851	\$4,460,475	\$4,461,393	99.98%	\$918
Sales Tax	\$257,525	\$2,042,597	\$1,904,941	107.23%	(\$137,656)
Affordable & Sup. Housing	\$2,234	\$11,289	\$0	--	(\$11,289)
Criminal Justice	\$8,762	\$104,614	\$107,863	96.99%	\$3,249
B & O Tax: Utility & Franchise Fee	\$169,475	\$1,125,159	\$938,400	119.90%	(\$186,759)
Leasehold Excise Tax	\$0	(\$3,093)	\$6,589	-46.94%	\$9,682
General Government (includes Hunts Point)	\$5,520	\$421,673	\$433,520	97.27%	\$11,847
Passports, General Licenses & Permits	\$205	\$2,292	\$6,000	38.20%	\$3,708
Fines, Penalties, Traffic Infr.	\$2,650	\$24,006	\$18,000	133.37%	(\$6,006)
Misc. Invest. Facility Leases	\$35,312	\$420,875	\$379,496	110.90%	(\$41,379)
Disposition of Capital Assets	\$0	\$655	\$0	--	(\$655)
General Fund Total	\$539,534	\$8,610,541	\$8,256,202	104.29%	(\$354,339)
Development Services Fund Total	\$57,152	\$892,593	\$1,121,500	79.59%	\$228,907.37
Development Services Fund Transfers In from GF	\$0	\$0	\$0	--	\$0.00
Street Fund Total	\$5,698	\$55,524	\$122,096	45.48%	\$90,446
Street Fund Transfers In	\$44,583	\$535,000	\$535,000	100.00%	\$200,764
Tree Fund Total	\$0	\$888	\$3,075	28.88%	\$2,187
Contingency Fund Total	\$1,500,000	\$1,500,000	\$1,500,000	100.00%	\$0
Capital Fund Total	\$114,190	\$2,655,872	\$2,039,090	130.25%	(\$616,782)
Levy Stabilization Fund Total	\$0	\$0	\$0	--	\$0
Levy Fund Transfers In GF	\$33,333	\$400,000	\$400,000	100.00%	\$0
NonRevenue Trust Funds Total	\$6,163	\$27,315	\$0	--	(\$27,315)
Master Investments Total	\$1,000,000	\$3,750,000	\$0	--	(\$3,750,000)
Total (All Funds)	\$2,222,736	\$13,742,732	\$13,041,963	105.37%	(\$700,769)
Total (All Funds) Transfers In	\$77,917	\$935,000	\$935,000	100.00%	\$0

EXPENDITURES:	DEC ACTUAL	YTD ACTUAL	2024 ANNUAL	% of Budget	REMAINING
General Fund					
Legislative	\$6,007	\$51,674	\$70,500	73.30%	\$18,826
Municipal Court	\$4,143	\$31,398	\$15,000	209.32%	(\$16,398)
Executive	\$29,090	\$297,219	\$292,970	101.45%	(\$4,249)
Finance	\$33,781	\$673,631	\$683,422	98.57%	\$9,791
Legal	\$23,794	\$298,149	\$405,200	73.58%	\$107,051
Central Services	\$123,439	\$1,221,991	\$1,324,644	92.25%	\$102,653
Police Operations	\$307,614	\$2,578,708	\$2,803,273	91.99%	\$224,565
Fire & Medical Aid	\$469,302	\$921,444	\$934,285	98.63%	\$12,841
Public Housing, Environmental & Mental Health Fees	\$215	\$65,242	\$52,648	123.92%	(\$12,594)
Recreational Services	\$0	\$41,898	\$48,500	86.39%	\$6,602
Parks	\$61,040	\$578,596	\$608,415	95.10%	\$29,819
General Fund Subtotal	\$1,058,427	\$6,759,950	\$7,238,857	93.38%	\$478,907
General Fund Transfers Out	\$1,571,667	\$2,360,000	\$2,360,000	100.00%	\$0
General Fund Total	\$2,630,094	\$9,119,950	\$9,598,857	95.01%	\$478,907
Development Services Fund Total	\$139,060	\$1,193,513	\$1,199,937	99.46%	\$6,424
City Street Fund Total	\$50,467	\$576,712	\$645,427	89.35%	\$68,715
Tree Fund Total	\$4,959	\$25,853	\$30,000	86.18%	\$4,147
Capital Fund Total	\$42,108	\$2,309,755	\$2,234,090	103.39%	(\$75,665)
Capital Fund Transfers Out	\$6,250	\$75,000	\$75,000	100.00%	\$0
NonRevenue Trust Funds Total	\$36	\$18,011	\$0	0.00%	(\$18,011)
Master Investments Total	\$864,070	\$3,246,564	\$0	0.00%	(\$3,246,564)
Total (All Funds)	\$2,159,128	\$10,865,783	\$11,348,311	95.75%	\$482,528
Total (All Funds) Transfers Out	\$1,577,917	\$2,435,000	\$2,435,000	100.00%	\$0

December 2024 Cash Position Report

<u>2024 Cash Balance, 11/30/2024</u>		<u>2024 Cash Balance, 12/31/2024</u>	
TOTAL CASH & INVESTMENTS		TOTAL CASH & INVESTMENTS	
Period Ending: 10/31/2024		Period Ending: 11/30/2024	
WA ST INV POOL	\$ 10,763,223	WA ST INV POOL	\$ 11,085,663
OTHER INVESTMENTS*	4,901,748	OTHER INVESTMENTS*	4,813,371
CHECKING	<u>1,165,450</u>	CHECKING	<u>424,648</u>
	\$ 16,830,421		\$ 16,323,682
		Outstanding Checks	<u>\$142,988</u>
			\$ 16,180,694

\$1M bond (Dec 2024)
5/15/2028
\$500K bond (Mar 2020)
3/25/2025
\$500K bond (June 2022)
12/31/2025
\$1.15M bond (Jan 2023)
6/30/2026
\$1M bond (Aug 2024)
7/8/2027
\$1M bond (Nov 2024)
11/15/2027



CITY OF MEDINA

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

Date: January 13, 2025
To: Honorable Mayor and City Council
Via: Stephen R. Burns, City Manager
From: Aimee Kellerman, City Clerk
Subject: Central Services Department Monthly Report

JANUARY AND FEBURARY PUBLIC MEETINGS AND EVENTS

<u>Event</u>	<u>Date</u>	<u>Time</u>	<u>Location</u>
Community Forum – Middle Housing	Jan 15	6:00 pm – 8:00 pm	Medina City Hall – Council Chambers
Planning Commission Special Meeting	Jan 16	6:00 pm	In-Person/Online
Martin Luther King Jr.’s Birthday – City Hall Closed	Jan 20		
Park Board Meeting	Jan 21	5:00 pm	In-Person/Online
Emergency Preparedness Meeting	Jan 22	7:00 pm	Medina City Hall – Council Chambers
City Council Meeting	Jan 27	5:00 pm	In-Person/Online
Planning Commission Meeting	Jan 28	6:00 pm	In-Person/Online
City Council Meeting	Feb 10	5:00 pm	In-Person/Online
Presidents’ Day – City Hall Closed	Feb 20		
City Council Meeting	Feb 24	5:00 pm	In-Person/Online
Planning commission Meeting	Feb 25	6:00 pm	In-Person/Online

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

COMMUNICATION TO OUR COMMUNITY

E-Notice Program: During the month of December, the City issued 32 bulletins amounting to a total of 311,634 bulletins delivered to subscribers; approximately 14.7% were opened. See **Attachment 1**.

As of December 31, the city had 20,833 subscribers (change in total subscribers **+166**), with a combined total of 188,227 subscriptions (change in total subscriptions **+962**).

RECORDS REQUESTS

During the month of December, **XX** public records requests were received by Central Services. See **Attachment 2**.

LASERFICHE AND RECORDS MANAGEMENT PROJECT

Over the past few months, we have experienced some unexpected challenges with our Laserfiche

portal implementation due to critical IT infrastructure requirements. Specifically, our IT consultant needed to procure and configure a dedicated external server to ensure secure public access to our documents without compromising our internal network's integrity. This process took longer than anticipated, which temporarily halted our portal development.

In early December, our Laserfiche and Records Management consultants resumed work, and we are now targeting a portal launch in early 2025. Despite this setback, our team has remained proactive and productive. We've used this time to meticulously refine our system's infrastructure, focusing on:

- Standardizing naming conventions for clarity and consistency.
- Streamlining folder structures for improved organization.
- Ensuring a robust and uniform repository architecture.
- Enhancing backend user experiences to support seamless staff integration.
- Developing a new form and workflow to manage applications, training, and tracking for boards and commissions.
- Developing a new animal license application and tracking.

These efforts will ensure a more efficient and user-friendly system when the portal goes live. We appreciate the City Council's continued support as we develop a repository that not only meets our community's needs but also sets a benchmark for municipal document management. We are excited to soon introduce our Public Document Library to both the city council and the public, stay tuned!

ATTACHMENT 1

	Bulletins Developed	Total Recipients	Total Delivered	Unique Email Opens	Email Open Rate	Wireless Recipients
Comparisons:						
December, 2024	32	350,956	311,634	29,373	14.70%	134,905
November, 2024	24	187,537	167,321	16,364	14.50%	65,730
October, 2024	30	282,844	252,380	24,188	14.50%	102,850
September, 2024	21	188,362	167,673	15,322	13.80%	68,343
August, 2024	25	212,439	189,942	18,274	14.30%	59,517
July, 2024	13	94,658	84,329	8,360	14.50%	32,234
June, 2024	13	114,839	102,709	9,751	14.20%	40,902
May, 2024	19	160,753	143,855	13,815	14.20%	56,413
April, 2024	33	272,560	244,326	22,981	14.00%	97,242
March, 2024	26	155,690	136,634	15,275	16.30%	52,425
February, 2024	20	95,632	84,205	9,221	15.80%	31,340
January, 2024	11	34,035	29,587	3,241	14.90%	9,635
December, 2023	25	169,934	150,140	15,915	16.10%	61,797
November, 2023	18	139,016	122,638	11,849	15.10%	53,171
Date Sent	Top 10 Most Read Bulletins During December				Emails Opened	Email Open Rate
12/04/2024 04:38 PM PST	Community Bulletin - Holiday Safety & Crime-Prevention Tips				2,384	17%
12/09/2024 10:38 AM PST	Save the Date! - Christmas Ships Parade - Saturday, December 14th 5:00 PM @ Medina Beach Park!				1,725	14%
12/09/2024 03:00 PM PST	Notice of New Years Eve Fireworks - Meydenbauer Bay - Tuesday, Dec. 31, 2024				1,677	14%
12/13/2024 10:37 AM PST	Development for Washington's 2025-2029 Consolidated Plan is Beginning				1,654	14%
12/13/2024 12:51 PM PST	CORRECTION - Sound Information for Our Residents				1,814	15%
12/17/2024 11:20 AM PST	Community Bulletin - Holiday Wishes from the Medina Police Department				2,402	17%
12/18/2024 11:44 AM PST	MEDINA - JOIN YOUR NEIGHBORS TO LEARN ABOUT MIDDLE HOUSING				1,710	14%
12/19/2024 03:47 PM PST	Community Bulletin - Burglary & Vehicle Prowl Suspects				2,744	18%
12/22/2024 06:44 PM PST	Community Bulletin - Burglary Suspect				2,860	18%
12/29/2024 06:59 AM PST	Community Bulletin - Happy New Year!				2,253	16%

**ATTACHMENT 2**

501 EVERGREEN POINT ROAD • P.O. BOX 144 • MEDINA, WA 98039-0144
TELEPHONE (425) 233-6400 • FAX (425) 451-8197 • www.medina-wa.gov

DATE: January 13, 2025
TO: Mayor and City Council
From: Aimee Kellerman, City Clerk
Subject: December 2024, Public Records Request Tracking

In December 2024, Central Services staff received **11** new public records requests. These requests required approximately **4 hours** of Central Services staff time and **0 hours** of consulting time with the City Attorney. The overall December cost, which includes staff hourly rate plus benefits and City Attorney fees, is approximately **\$680**.

In addition, the police department receives public records requests specific to police business that require records research and information distribution. In December 2024, the Police Department received **11** new records requests. These requests required approximately **12 hours** of staff time and **0 hours** of consulting time with the City Attorney. The overall December cost, which includes staff hourly rate plus benefits, is approximately **\$900**. The requests are from outside law enforcement agencies, insurance carriers, the public and persons involved in the incidents.

ATTACHMENT 2

December 2024 Monthly PRR Report

Ref. #	Public Records Request	Requester Name	Request Date	Dept.	Assigned Staff
24-268	<p>Dear Sir/Madam, I am a Civil Engineering student at WSU Pullman WA and researching building practices in custom builds. Can you please provide full building plans/architect submissions for the following permits B-23-086 B-23-072 B-23-060 B-23-059 B-23-053 B-23-045 B-23-040 B-23-039 B-23-031 Thanks, Artus</p>	Anonymous	12/31/2024	Development Services	Dawn Nations
24-261	<p>Hello, I am wanting to obtain either electronic files or physical copies (to take some photos of) floor plans for the following residences in Medina: 7841 NE 21st St Medina, WA 7842 NE 21st St Medina, WA 3312 78TH PI NE Medina, WA 8637 NE 6th St Medina, WA 3404 Evergreen Point Rd Medina, WA * 2604 79th Ave NE Medina, WA * 2000 79th Ave NE Medina, WA * 2539 82nd Ave NE * 2436 82nd Ave NE * 2021 Evergreen Point Rd Medina, WA * I am also interested to understand what is the retention period for removal of floor plans from the city's archives.</p>	Chandler Nelson	12/23/2024	Development Services	Dawn Nations
24-260	<p>Request for Records Hello, This is Michael A. Ayele sending this message though I now go by W and I prefer to be referred to as such. I am writing this letter for the purpose of filing a request for records with your office.[i] The basis for this records request is the decision of the Missouri state government to identify Michael A. Ayele (a.k.a) W as a former employee of the Fulton State Hospital (FSH) through their Accountability Portal.[ii] 1) Requested Records What I am requesting for prompt disclosure are records in your possession detailing your discussions about [1] the obligations of your local/state government to list the name and annual salary of your employees; [2] the mechanism and the website in use by your local/state government for the purpose of listing the name and annual salary of your employees.</p>	Michael A. Ayele (a.k.a) W	12/23/2024	Human Resources	Dawn Nations

ATTACHMENT 2

Request is hereby made to produce all communications (as defined below between Overlake Golf & Country Club or any of its, employees, agents, or attorneys and the Medina's Development Services Department. Specifically, this should include but not be limited to any permit application materials submitted on behalf of Overlake GCC or related to parcel nos: 2525049001 2525049003 2525049004 2525049020 3025300392 Inclusive Dates for all communication Requested January 1, 2021-Present Definition of Communications as used herein: Communication shall include, but not be limited to, all written correspondence including application materials, emails, text messages, voicemails, memoranda, file notes, meeting notes, in-app or instant messaging and in general writings and recordings of any kind. Thanks for your help. Please let me know if you have any questions or need any clarifications.

24-258		Aaron Smith	12/19/2024		Dawn Nations
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I'm the new Senior Design Manager at Enfort Homes and I am needing the floor plans and building documents for the following addresses: 1800 73rd Ave NE, Medina 98039 520 Evergreen Pointe Rd, Medina 98039 2053 77th Ave NE, Medina 98039 (this one has plans associated with it via Redfin, I'm wanting to know if these are the plans that were built. Redfin 2019 79th Ave NE, Medina 98039

24-257		Chandler Nelson	12/12/2024	Development Services	Dawn Nations
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LIST OF SALARIES OF 100 HIGHEST PAID INDIVIDUALS FOR 2024. THIS INFORMATION WILL BE USED FOR COLLEGE RESEARCH PROJECT

24-255		TIMOTHY Smith	12/11/2024		Dawn Nations
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Request Description (change dates) - Requesting a report of all issued and pending building permits for residential & commercial properties from 11/1/2024 to 11/30/2024. 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.

24-253		Braden Mineer	12/11/2024		Dawn Nations
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ATTACHMENT 2

24-252	Can I have the permit record of B-20-015?	Le Jin	12/10/2024	Development Services	Dawn Nations
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Public Records Request: provide services associated with the Middle Housing Land Use Code Update supporting the City of Medina's Planning section of the Development Services Department [PRR-196684] Hello, Deltek is submitting a public records request to City of Medina for commercial purposes. Would a representative please provide the information relating to the solicitation below? If available, please include any awarded contract documents and bid tabulation/results. Project Name: provide services associated with the Middle Housing Land Use Code Update supporting the City of Medina's Planning section of the Development Services Department Bid Number: Unknown Due Date: 6/10/2024 Contract Number: Awarded Vendor Name: Awarded Vendor Address: Awarded Vendor Phone: Award Amount: Award Date: Start Date: End Date: Contract Terms: Contract Document: Please confirm receipt of this request and advise (in advance) if a fee will be required. If this request was misrouted, please forward to the correct contact and/or reply to this email with the appropriate contact information. Regards, Rhea Mae Lumanog Public Records Requests Deltek, Inc.

24-250	2291 Wood Oak Drive, Herndon VA 20171	Rhea Mae Lumanog	12/9/2024	Development Services	Dawn Nations
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24-249	I am interested in any letters the city has received from Futurewise since Jan 1, 2024	Laura Bustamante	12/6/2024		Dawn Nations
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Hi, I am the owner of 2618 80th Ave NE, Medina SFR. Our house had likely an extension done for the upper floor. I wanted to get access to those permits to construct the upper floor and associated docs such as topology survey or soil report submitted as part of it. Thanks,

24-246	Rajbir	Narinder	12/5/2024	Development Services	Dawn Nations
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CITY OF MEDINA

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

Date: January 13, 2025
To: Honorable Mayor and City Council
Via: Stephen R. Burns, City Manager
From: Ryan Osada, Public Works Director
Subject: Public Works Monthly Report

- 1. 2024 STORMWATER IMPROVEMENTS** – Just before the holiday break, Kamins Construction began installing catch basins and new storm pipe at the second site located on 82nd Ave NE. The construction was quickly halted due to a conflict with PSE’s gas line services. Per the franchise agreement, PSE will be required to relocate the gas lines to accommodate new storm pipes. Kamins will move to the Post Office site which allows PSE to relocate their service lines.



2. **POINTS LOOP TRAIL SIGNS** – Last month, Public Works was able to start installing the Points Loop Trail signs. There were five signs initially installed on the north end of the trail. Each sign is double faced and features a retroreflective sheeting to allow better visibility. The mounting posts are two by two galvanized steel with a weather resistant brown vinyl wrap. Public Works is scheduled to install several batches of signs in the coming weeks.



3. STORM MAINTENANCE – Street sweeping and catch basin vactoring has become a necessary maintenance task after heavy wind and rain events. Over the past month, the Puget Sound area has been hit with numerous windstorms followed by rain which can clog the city’s stormwater system. With the updated budget for street cleaning and additional funding from the stormwater grant program, the city will be able to sweep on a regular basis.



4. PW MAINTENANCE – Every year the Public Works crew brings Holiday Cheer by installing decorative lights in Medina Park and at City Hall. They also participate in the Christmas Ships Event which is sponsored by the Park Board. As for the weather, December had its share of wind and rain which kept Public Works busy. They have been surveying the city for damaged right-of-way trees and roadside clean up areas.





5. PROJECT UPDATES -

COMPLETED:

- Upland Road Stormwater Improvements
- Transportation Improvement Board (TIB) – Upland Road Overlay
- 86th Ave NE Overlay, Ridge Rd, NE 5th St
- 2024 ADA Improvements & Overlay
- Medina Park East Trail Rehab
- City Hall Carpet Replacement
- Post Office HVAC
- 77th Ave NE Sidewalk and Curb Ramp Improvements

IN PROGRESS:

- NE 12th Street Pedestrian Improvements – in construction, awaiting pole removal.
- Medina Beach Park Tree Replanting – Phase III tree planting
- 2024 Localized Stormwater Improvements - NE 2nd Pl, 78th Ave NE, 82nd Ave NE.
- Subregional Opportunity Fund Grant (SROF) - Medina Park Stormwater Pond Improvements – in permitting process.
- Citywide Stormwater System Mapping & Evaluation – G&O has completed base mapping. Ongoing CCTV and assessment for future improvements.
- City Hall Deck Repair – waiting for final painting.
- City Hall & Post Office Exterior Painting – postponed until 2025.
- Points Loop Trail Signs

ONGOING:

- 2024 Hazardous Tree Removal – as needed

2024 PROPOSED PROJECT LIST	START DATE	DURATION	GRANT FUNDS	TOTAL COST	CITY COST
STREETS:					
Upland Road Overlay	Apr-24	3 weeks	\$ 179,032.00	\$ 198,925.00	\$ 19,893.00
86th Ave NE _ Ridge Rd, NE 5th, NE 6th	Apr-24	1 week	\$ -	\$ 145,311.00	\$ 145,311.00
SIDEWALK:					
TIB 2024 ADA Improvements & Overlay	Jun-24	8 weeks	\$ 425,058.00	\$ 617,434.95	\$ 192,376.95
NE 12th Street Sidewalk Improvements	May-24	12 weeks	\$ -	\$ 564,266.37	\$ 564,266.37
PARKS:					
Medina Park East Trail Rehab	Jul-24	1 weeks	\$ 50,000.00	\$ 35,770.00	\$ -
Medina Beach Park Tree Planting	Apr-23	2 days	\$ -	\$ 5,000.00	\$ 5,000.00
STORMWATER:					
2024 Localized Improvements NE 2nd Pl, 78th Ave NE, 82nd, PO	Nov-24	5 weeks	\$ -	\$ 299,591.00	\$ 299,591.00
SROF Medina Park Stormwater Pond Improvements	TBD	12 weeks	\$ 400,000.00	\$ 400,000.00	\$ -
Citywide Stormwater System Mapping & Evaluation	2023	TBD	\$ -	\$ 150,000.00	\$ 150,000.00
BUILDING:					
City Hall Deck Repair	Sep-24	4 weeks	\$ -	\$ 164,291.21	\$ 164,291.21
City Hall Carpet Replacement	Mar-24	2 weeks	\$ -	\$ 32,600.00	\$ 32,600.00
Post Office HVAC	Mar-24	1 week	\$ -	\$ 25,300.00	\$ 25,300.00
City Hall & Post Office Exterior Painting	TBD	3 weeks	\$ -	\$ 50,000.00	\$ 50,000.00
OTHER:					
Points Loop Trail Sign	2024	NA	\$ -	\$ 10,000.00	\$ 10,000.00
2023 Solar Speed Signs <i>*resident donation to police dept</i>	Jul-24	1 week	\$ 40,000.00	\$ 40,000.00	\$ -
2024 Hazardous Tree Removal Program	2024	NA	\$ -	\$ 25,000.00	\$ 25,000.00

*UPDATED 1/7/2025

TOTALS	\$1,094,090.00	\$ 2,763,489.53	\$ 1,683,629.53
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December 2024 Check Register

Vendor	Invoice Number	Expense Notes	Invoice Total	Check Number	Check Date	Account Number	Description
8X8, Inc.	4726085	CH Phones	\$922.56	66249	12/1/2024	001-000-000-518-80-41-50	Technical Services, Software Services
			\$922.56				
911 Supply Inc	INV-2-43853	Uniform Gidlof/Anderson	\$100.51	66250	12/10/2024	001-000-000-521-20-22-00	Uniforms
911 Supply Inc	INV-2-43348	PD Equip McKenney	\$1,240.04	66250	11/20/2024	001-000-000-521-20-22-00	Uniforms
911 Supply Inc	INV-2-43854	Uniform McKenney	\$26.41	66250	12/10/2024	001-000-000-521-20-22-00	Uniforms
911 Supply Inc	INV-2-43852	PD Equip McKenney	\$582.29	66250	12/10/2024	001-000-000-521-20-31-40	Police Operating Supplies
			\$1,949.25				
Adamson Police Products	INV424443	Firearms	\$635.00	66251	11/8/2024	001-000-000-521-20-35-20	Firearms (Purchase & Repair)
Adamson Police Products	INV424845	Firearms	\$650.00	66251	11/15/2024	001-000-000-521-20-35-20	Firearms (Purchase & Repair)
			\$1,285.00				
Amazon Capital Services	1PC7-PNWX-PVCC	Uniform Pants	\$79.34	66252	12/5/2024	001-000-000-521-20-22-00	Uniforms
Amazon Capital Services	1M4H-KC64-XVGR	Cup holders	\$30.43	66252	12/8/2024	001-000-000-521-20-31-00	Office Supplies
Amazon Capital Services	1CGN-3G9T-CX7Y	PD Office Supplies	\$38.39	66252	11/15/2024	001-000-000-521-20-31-00	Office Supplies
Amazon Capital Services	I93P-X97Y-41GR	PD Office Supplies	\$27.52	66252	12/8/2024	001-000-000-521-20-31-00	Office Supplies
Amazon Capital Services	111H-F9WT-KPGP	PD Office Supplies	\$7.65	66252	12/1/2024	001-000-000-521-20-31-00	Office Supplies
Amazon Capital Services	137W-X9Y6-31P6	Magnetic Tape	\$12.33	66252	11/30/2024	001-000-000-521-20-31-00	Office Supplies
Amazon Capital Services	13W3-GP9G-L3NJ	PD Office Supplies	\$26.45	66252	12/4/2024	001-000-000-521-20-31-40	Police Operating Supplies
Amazon Capital Services	1P3V-RL49-PPG7	Hitch Pin /Wheel Locks	\$59.42	66252	12/4/2024	001-000-000-521-20-31-40	Police Operating Supplies
Amazon Capital Services	1D6H-77Y1-39PX	PD Office Supplies	\$180.06	66252	11/18/2024	001-000-000-521-20-31-40	Police Operating Supplies
Amazon Capital Services	1HT6-3DNG-NVF1	PD Office Supplies	\$252.55	66252	11/25/2024	001-000-000-521-20-31-40	Police Operating Supplies
Amazon Capital Services	1DWP-W3FH-96G3	PD Office Supplies	\$126.72	66252	11/20/2024	001-000-000-521-20-35-20	Firearms (Purchase & Repair)
			\$840.86				
Angela Hernandez	Refund Request for PW-ROW-24-078	Refund Request for PW-ROW-24-078	\$289.75	20101008	12/17/2024	401-000-000-582-10-00-02	Refund of DS Adv Deposits
			\$289.75				
AT&T Mobility	287287975246X11272024	PD Patrol Cars	\$950.65	66253	11/19/2024	001-000-000-521-20-42-00	Communications (phone,Pager)
AT&T MOBILITY	287290584494X11132024	PW Cell Phones	\$358.18	66254	11/5/2024	001-000-000-576-80-42-00	Telephone/postage
			\$1,308.83				
Autonation Ford Bellevue 209	110406	Purchase 2024 Ford Escape	\$39,746.79	20101007	12/11/2024	401-000-000-594-60-64-05	Vehicle
			\$39,746.79				
Axon Enterprise, Inc.	INUS299471	PD Holster	\$825.18	66255	11/20/2024	001-000-000-521-20-31-40	Police Operating Supplies
			\$825.18				
Bellevue City Treasurer - Water	Services from 8/22/24 - 10/23/24 8401 Overlake Dr W	View Point Park Irrigation	\$932.53	66256	11/12/2024	001-000-000-576-80-47-00	Utilities
Bellevue City Treasurer - Water	Services from 8/16/24-10/16/24 100 84th Ave NE	View Point Park	\$76.42	66256	11/12/2024	001-000-000-576-80-47-00	Utilities
			\$1,008.95				
Bellevue, City of	50771	Fire Services	\$452,142.50	EFT Payment 12/4/2024 11:07:16 AM - 1	11/12/2024	001-000-000-522-20-41-00	Fire Control Services
			\$452,142.50				
Blackfish Civil Infrastructure, Inc	2405 06	Retention-Blackfish Invoice 2450*06, NE 12th St Ped Imp- PE6	(\$1,299.58)	66317	11/1/2024	307-000-000-382-20-00-00	Retainage Deposits
Blackfish Civil Infrastructure, Inc	2405 06	NE 12th St Ped Imp-PE6	\$25,991.59	66317	11/1/2024	307-000-000-595-30-63-10	Sidewalk Improvements
			\$24,692.01				
Bluebeam Inc.	2122590	Annual Subscription 11/27/24- 11/26/25	\$2,578.68	66257	11/15/2024	001-000-000-518-80-41-60	Software Services
			\$2,578.68				
Car Wash Enterprises	Oct24-59	PD Car Washes	\$18.00	66258	11/22/2024	001-000-000-521-20-32-00	Vehicle Expenses-Gas, Car Wash
			\$18.00				
Centurylink	Services from 11/8/24 to 12/7/24 425-451-7838	CH CC Terminal	\$197.96	66259	11/8/2024	001-000-000-518-10-42-00	Postage/Telephone

Centurylink	Services from 11/18/24-12/17/24 425-637-3933	PD/CH Emergency Lines	\$209.96	66259	11/18/2024	001-000-000-521-20-42-00	Communications (phone,Pager)
			\$407.92				
Clyde Hill, City of	2024-18	84th Ave NE Irrigation	\$3,583.26	66260	11/4/2024	101-000-000-542-70-40-00	Street Irrigation Utilities
			\$3,583.26				
Coffman Engineers	24102225	Mechanical Equipment Sound Testing	\$945.00	66261	11/20/2024	401-000-000-555-50-41-08	Sound Testing Consultant
			\$945.00				
Comcast	Services from 11/25/24-12/24/24	PW Internet	\$302.74	66262	11/15/2024	001-000-000-576-80-42-00	Telephone/postage
			\$302.74				
Crystal And Sierra Springs-Admin	11037150 113024	CH Drinking Water	\$123.77	66263	11/30/2024	001-000-000-518-10-31-00	Office And Operating Supplies
			\$123.77				
CWA Consultants	24-241	Building Permit Plan Review	\$330.00	66264	11/21/2024	401-000-000-558-60-41-00	Professional Services
CWA Consultants	24-248	Building Permit Plan Review	\$770.00	66264	11/21/2024	401-000-000-558-60-41-00	Professional Services
CWA Consultants	24-242	Building Permit Plan Review	\$220.00	66264	11/21/2024	401-000-000-558-60-41-00	Professional Services
CWA Consultants	24-246	Building Permit Plan Review	\$330.00	66264	11/21/2024	401-000-000-558-60-41-00	Professional Services
CWA Consultants	24-243	Building Permit Plan Review	\$220.00	66264	11/21/2024	401-000-000-558-60-41-00	Professional Services
CWA Consultants	24-244	Building Permit Plan Review	\$330.00	66264	11/21/2024	401-000-000-558-60-41-00	Professional Services
CWA Consultants	24-240	Building Permit Plan Review	\$330.00	66264	11/21/2024	401-000-000-558-60-41-00	Professional Services
CWA Consultants	24-247	Building Permit Plan Review	\$220.00	66264	11/21/2024	401-000-000-558-60-41-00	Professional Services
CWA Consultants	24-250	Building Permit Plan Review	\$220.00	66264	11/21/2024	401-000-000-558-60-41-00	Professional Services
CWA Consultants	24-249	Building Permit Plan Review	\$330.00	66264	11/21/2024	401-000-000-558-60-41-00	Professional Services
CWA Consultants	24-245	Building Permit Plan Review	\$220.00	66264	11/21/2024	401-000-000-558-60-41-00	Professional Services
			\$3,520.00				
DDI Capital	CCF06388A	Documentation & Processing Fees for Server VXRail Replacement Project	\$275.00	66265	11/18/2024	001-000-000-518-80-41-50	Technical Services, Software Services
			\$275.00				
Department of Licensing	12/2/24 CPL Firearms Online	12/2/24 CPL Firearms Online	\$36.00	20101011	12/31/2024	631-000-000-589-30-01-00	Dept Of Lic-Gun Permit
			\$36.00				
Dooley Enterprises, Inc.	69041	Ammo	\$3,142.49	66266	11/7/2024	001-000-000-521-20-31-40	Police Operating Supplies
			\$3,142.49				
Farallon Consulting	0054394	Critical Area Review	\$1,175.00	66267	11/11/2024	401-000-000-558-50-41-55	Shoreline Consultant
Farallon Consulting	54592	Critical Area Review	\$3,089.50	66267	12/9/2024	401-000-000-558-50-41-55	Shoreline Consultant
			\$4,264.50				
FCI - Custom Police Vehicles	18409	Veh Repair Car 27	\$480.04	66268	11/21/2024	001-000-000-521-20-48-10	Repairs & Maint-Automobiles
FCI - Custom Police Vehicles	16166	Lease MPD Car30 and 31	\$2,029.82	66268	12/1/2024	001-000-000-594-21-70-00	Police Lease Repayment, Principal Cost
FCI - Custom Police Vehicles	16165	Interest PD Veh	\$1,118.19	66268	12/1/2024	001-000-000-594-21-70-00	Police Lease Repayment, Principal Cost
FCI - Custom Police Vehicles	16168	Lease MPD Car 26	\$562.81	66268	12/1/2024	001-000-000-594-21-70-00	Police Lease Repayment, Principal Cost
FCI - Custom Police Vehicles	16164	Lease MPD Veh 28	\$150.55	66268	12/1/2024	001-000-000-594-21-70-00	Police Lease Repayment, Principal Cost
FCI - Custom Police Vehicles	16167	Lease MPD Car #33	\$1,037.06	66268	12/1/2024	001-000-000-594-21-70-00	Police Lease Repayment, Principal Cost
FCI - Custom Police Vehicles	16163	Lease MPD Car 27	\$794.26	66268	12/1/2024	001-000-000-594-21-70-00	Police Lease Repayment, Principal Cost
FCI - Custom Police Vehicles	16163	Interest PD Veh	\$144.86	66268	12/1/2024	001-000-000-594-21-80-00	Police Lease Repayment, Interest Cost
FCI - Custom Police Vehicles	16168	Interest PD Veh	\$84.29	66268	12/1/2024	001-000-000-594-21-80-00	Police Lease Repayment, Interest Cost
FCI - Custom Police Vehicles	16164	Interest PD Veh	\$930.53	66268	12/1/2024	001-000-000-594-21-80-00	Police Lease Repayment, Interest Cost
FCI - Custom Police Vehicles	16167	Interest PD Veh	\$707.88	66268	12/1/2024	001-000-000-594-21-80-00	Police Lease Repayment, Interest Cost
FCI - Custom Police Vehicles	16166	Interest PD Veh	\$674.98	66268	12/1/2024	001-000-000-594-21-80-00	Police Lease Repayment, Interest Cost
FCI - Custom Police Vehicles	16165	Lease MPD Veh 29	\$250.77	66268	12/1/2024	001-000-000-594-21-80-00	Police Lease Repayment, Interest Cost
			\$8,966.04				
Goodyear Auto Service Center	0000039225	Tire Repair Car 29	\$227.64	66269	11/30/2024	001-000-000-521-20-48-10	Repairs & Maint-Automobiles
			\$227.64				

Granicus, LLC	193360	Annual GovDeliver & SMS Communications Cloud 12/18/24-12/17/25	\$16,414.51	66270	11/18/2024	001-000-000-518-80-41-60	Software Services
			\$16,414.51				
Gray & Osborne, Inc.	Project No: 24456.00 Invoice No: 8	Storm Improvements	\$212.21	66271	11/6/2024	307-000-000-595-30-63-02	Storm Sewer Improvements
Gray & Osborne, Inc.	Project No: 20487.00 Invoice No: 20	Storm system insp & mapping	\$3,721.88	66271	11/6/2024	307-000-000-595-30-63-02	Storm Sewer Improvements
Gray & Osborne, Inc.	Project No: 22427.24 Invoice No: 5	Project No: 22427.24 Invoice No: 5	\$495.26	66318	12/4/2024	401-000-000-558-50-41-07	Engineering Consultant
Gray & Osborne, Inc.	Project No: 24427.00 Invoice No: 10	Project No: 24427.00 Invoice No: 10	\$315.84	66318	12/4/2024	401-000-000-558-50-41-07	Engineering Consultant
Gray & Osborne, Inc.	Project No: 23427.13 Invoice No: 6	Project No: 23427.13 Invoice No: 6	\$726.72	66318	12/4/2024	401-000-000-558-50-41-07	Engineering Consultant
Gray & Osborne, Inc.	Project No: 21427.13 Invoice No: 8	Project No: 21427.13 Invoice No: 8	\$259.66	66318	12/4/2024	401-000-000-558-50-41-07	Engineering Consultant
Gray & Osborne, Inc.	Project No: 24427.06 Invoice No: 3	Project No: 24427.06 Invoice No: 3	\$417.58	66318	12/4/2024	401-000-000-558-50-41-07	Engineering Consultant
Gray & Osborne, Inc.	Project No: 22427.23 Invoice No: 8	Project No: 22427.23 Invoice No: 8	\$132.54	66318	12/4/2024	401-000-000-558-50-41-07	Engineering Consultant
Gray & Osborne, Inc.	Project No: 24427.12 Invoice No: 1	Project No: 24427.12 Invoice No: 1	\$552.72	66318	12/4/2024	401-000-000-558-50-41-07	Engineering Consultant
Gray & Osborne, Inc.	Project No: 22427.20 Invoice No: 7	Project No: 22427.20 Invoice No: 7	\$368.11	66318	12/4/2024	401-000-000-558-50-41-07	Engineering Consultant
Gray & Osborne, Inc.	Project No: 22427.30 Invoice No: 5	Project No: 22427.30 Invoice No: 5	\$164.62	66318	12/4/2024	401-000-000-558-50-41-07	Engineering Consultant
Gray & Osborne, Inc.	Project No: 23427.15 Invoice No: 6	Project No: 23427.15 Invoice No: 6	\$457.80	66318	12/4/2024	401-000-000-558-50-41-07	Engineering Consultant
Gray & Osborne, Inc.	Project No: 24427.09 Invoice No: 3	Project No: 24427.09 Invoice No: 3	\$258.38	66318	12/4/2024	401-000-000-558-50-41-07	Engineering Consultant
			\$8,083.32				
Great Floors, LLC	Order # JB24-262348	Flooring-break room & Sgt Glenn Office	\$2,105.52	66272	9/24/2024	001-000-000-521-20-31-40	Police Operating Supplies
			\$2,105.52				
Home Depot Credit Services	9522179	Electrical Tester	\$142.00	EFT Payment 12/4/2024 11:07:49 AM - 1	10/24/2024	001-000-000-518-30-48-00	Repairs/maint-City Hall Bldg
Home Depot Credit Services	12/11/24 Shop Supplies Saw blades & screws	Shop Supplies Saw blades & screws	\$265.77	EFT Payment 12/18/2024 10:01:47 AM - 1	12/11/2024	001-000-000-576-80-31-00	Operating Supplies
Home Depot Credit Services	4617548	Flag Pole Clips	\$43.04	EFT Payment 12/4/2024 11:07:49 AM - 1	10/29/2024	001-000-000-576-80-31-00	Operating Supplies
Home Depot Credit Services	12/9/24 Concrete for street signs & windshield washer fluid	Concrete for street signs & windshield washer fluid	\$95.89	EFT Payment 12/18/2024 10:01:47 AM - 1	12/9/2024	101-000-000-542-30-31-00	Operating & Maintenance Supplies
			\$546.70				
Honey Bucket	0554527887	Porta Potty/City Hall	\$289.50	66273	11/7/2024	001-000-000-518-30-48-00	Repairs/maint-City Hall Bldg
			\$289.50				
Horizon	3M535919	Irrigation Supplies	\$1,958.48	66319	12/4/2024	001-000-000-576-80-31-00	Operating Supplies
			\$1,958.48				
Horticultural Elements, Inc.	9427	84/24th & 84th Median Maintenance	\$4,490.00	66274	12/1/2024	101-000-000-542-30-41-00	Professional Services
			\$4,490.00				
IACP	IACP 2025 Officer Safety and Wellness Conference- Martin	690	\$690.00	66275	12/10/2024	001-000-000-521-20-43-00	Travel & Training
			\$690.00				
Inslee Best Doezie & Ryder, P.S.	428671	City Attorney	\$27,672.52	66276	12/6/2024	001-000-000-515-41-40-00	City Attorney
			\$27,672.52				
John Buchan Homes	Release of cash bond Right of Way Permit PW-ROW-24-074	Release of cash bond Right of Way Permit PW-ROW-24-074	\$10,000.00	66315	11/13/2024	001-000-000-382-10-00-01	Refundable Deposits - DS (CMP, PGB)
			\$10,000.00				

Kamins Construction Inc	CO1 77th Ave NE Sidewalk Ramp	77th Ave NE Sidewalk Ramp	\$5,800.00	66277	10/30/2024	307-000-000-595-30-63-10	Sidewalk Improvements
Kamins Construction Inc	CO3 2024 ADA Imp & Overlay Sch B	2024 ADA Imp & Overlay Sch B	\$4,500.00	66277	9/30/2024	307-000-000-595-30-63-10	Sidewalk Improvements
			\$10,300.00				
KC Finance-DCHS, Behavioral Health & Recovery Division	2159548	3rd Qtr Liquor Tax & Excise	\$215.33	66278	12/2/2024	001-000-000-564-60-40-00	Mental Health Services-KC Substance Abuse
			\$215.33				
KC Office of Finance	11015174	KC Inet	\$375.00	66280	10/31/2024	001-000-000-518-80-41-50	Technical Services, Software Services
KC Office of Finance	11015251	KC Inet	\$375.00	66320	11/30/2024	001-000-000-518-80-41-50	Technical Services, Software Services
KC Office of Finance	137770-1377770	TIB_Upland Rd Overlay_PE	\$949.57	66279	10/31/2024	307-000-000-595-30-63-01	Street Improvements, Overlays
			\$1,699.57				
Kirkland Municipal Court	Nov24MED	Filing Fees	\$1,605.62	66281	11/20/2024	001-000-000-512-52-40-10	Municipal Court-Traffic/NonTrf
			\$1,605.62				
Kirkland, City of	KPD2024-074	Inmate Housing	\$138.00	66282	11/27/2024	001-000-000-521-20-41-55	Jail Service-Prisoner Board
			\$138.00				
Kompan Unique Playgrounds	INV127094	Playground Equipment Parts	\$69.86	66283	11/12/2024	001-000-000-594-76-30-00	Parks Improvements
			\$69.86				
Konica Minolta Business Solutions	296709406	PW Printer	\$32.96	66284	10/31/2024	001-000-000-518-10-31-00	Office And Operating Supplies
Konica Minolta Business Solutions	297202761	PW Copier	\$13.19	66284	11/30/2024	001-000-000-518-10-31-00	Office And Operating Supplies
			\$46.15				
Konica Minolta Premier Finance	83269581	PW Printer	\$96.36	EFT Payment 12/16/2024 9:08:49 AM - 1	11/23/2024	001-000-000-518-10-31-00	Office And Operating Supplies
Konica Minolta Premier Finance	83327395	PD Copier	\$233.20	EFT Payment 12/16/2024 9:08:49 AM - 1	12/7/2024	001-000-000-521-20-45-00	Equipment-Lease & Rentals
			\$329.56				
LDC Corp	36500	Long range planning	\$9,687.50	66285	11/19/2024	001-000-000-518-10-41-00	Professional Services
LDC Corp	36500	Current Planning	\$16,463.00	66285	11/19/2024	401-000-000-558-60-41-01	Planning Consultant
			\$26,150.50				
Lexipol LLC	INVLEX11244561	Lexipol Renewal	\$5,653.91	66286	12/1/2024	001-000-000-521-20-49-41	Lexipol Manuals
			\$5,653.91				
LexisNexis Risk Management - Account 1011660	1100030293	Investigative Tool	\$127.75	66287	9/30/2024	001-000-000-521-20-41-00	Professional Services
LexisNexis Risk Management - Account 1011660	1100045087	Investigative Tool	\$127.75	66287	10/31/2024	001-000-000-521-20-41-00	Professional Services
			\$255.50				
Liu, Jiye	Release Right of Way Permit Cash Bonth PW-ROW-24-066	Release Right of Way Permit Cash Bonth PW-ROW-24-066	\$10,000.00	66362	12/17/2024	001-000-000-382-10-00-01	Refundable Deposits - DS (CMP, PGB)
			\$10,000.00				
LN Curtis and sons	894713	Ammo	\$632.01	66321	12/11/2024	001-000-000-521-20-31-60	Ammo/Range (Targets, etc)
			\$632.01				
Mercer Island, City of	004656	Marine Patrol Services 2024	\$101,780.00	66288	12/2/2024	001-000-000-521-20-41-40	Marine Patrol Services
			\$101,780.00				
MG Consulting Services LLC	200-26	Laserfiche RM Consulting/Workflow Building	\$1,500.00	66289	12/6/2024	001-000-000-518-10-41-00	Professional Services
			\$1,500.00				
Michael's Fine Dry Cleaning	250	PD Dry Cleaning	\$458.80	66290	11/29/2024	001-000-000-521-20-22-00	Uniforms
			\$458.80				
Moberly & Roberts, PLLC	1209	Prosecuting Attorney	\$4,000.00	66291	12/1/2024	001-000-000-515-93-40-10	Prosecuting Attorney
			\$4,000.00				
Motorola Solutions, Inc.	8282015570	PD Equipment	\$312.75	66292	11/5/2024	001-000-000-521-20-31-40	Police Operating Supplies
			\$312.75				
Mutt Mitt	739237	Mutt Mitt	\$8,799.20	66293	11/25/2024	001-000-000-576-80-31-00	Operating Supplies
			\$8,799.20				

Navia Benefit Solutions	10902157	Navia Fees	\$206.00	66294	11/27/2024	001-000-000-514-20-49-10	Miscellaneous
			\$206.00				
Ogden Murphy Wallace	899539	City Attorney	\$3,597.00	66295	11/27/2024	001-000-000-515-41-40-00	City Attorney
			\$3,597.00				
Osada, Ryan	12/19/24 Expense Reimbursement	UPS Backup for CH Security Doors	\$250.14	EFT Payment 1/6/2025 9:45:51 AM - 1	12/19/2024	001-000-000-518-30-48-00	Repairs/maint-City Hall Bldg
			\$250.14				
Overlake Golf & Country Club	6308, BEO#5952	End of year banquet employees/volunteers	\$5,276.92	66322	12/12/2024	001-000-000-511-60-43-00	Travel & Training
			\$5,276.92				
Pro-shred	80295	CH Shredding Services	\$58.10	66296	12/5/2024	001-000-000-518-10-41-00	Professional Services
Pro-shred	79926	CH Shredding Services	\$58.10	66296	11/21/2024	001-000-000-518-10-41-00	Professional Services
Pro-shred	79545	CH Shredding Services	\$58.10	66296	11/7/2024	001-000-000-518-10-41-00	Professional Services
			\$174.30				
Pro-Vac LLC	216028378	Street Cleaning	\$5,791.97	66297	11/25/2024	101-000-000-542-67-41-00	Street Cleaning
Pro-Vac LLC	215367122	Street Cleaning	\$5,364.62	66297	11/11/2024	101-000-000-542-67-41-00	Street Cleaning
			\$11,156.59				
Public Safety Psychological Services	5295	Pysch Exam- McKenney	\$450.00	66298	10/31/2024	001-000-000-521-20-41-50	Recruitment-Background
			\$450.00				
Puget Sound Energy	Services from 10/22/24-11/19/24 City Hall	Medina Park Irrigation	\$1,683.52	EFT Payment 12/16/2024 9:08:49 AM - 2	11/21/2024	001-000-000-518-10-47-00	Utility Serv-Elec,Water,Waste
Puget Sound Energy	Services from 9/20/24-10/21/24 1000 80th Ave nE	Medina Park Irrigation	\$852.48	66247	10/22/2024	001-000-000-576-80-47-00	Utilities
Puget Sound Energy	Services from 10/23/24-11/20/24 84th Ave NE	View Point Power	\$17.26	66247	11/21/2024	001-000-000-576-80-47-00	Utilities
Puget Sound Energy	Services from 9/21/24-10/22/24 84th Ave NE	View Point Power	\$17.62	66247	10/23/2024	001-000-000-576-80-47-00	Utilities
Puget Sound Energy	Services from 10/22/24-11/19/24 1000 80th Ave nE	Medina Park Irrigation	\$949.82	66247	11/20/2024	001-000-000-576-80-47-00	Utilities
Puget Sound Energy	Services from 10/31/24-12/2/2024 TIB LED Conversion	Street Light Power	\$1,642.62	66299	12/3/2024	101-000-000-542-63-41-00	Street Light Utilities
Puget Sound Energy	Services from 11/1/24-12/3/24 80th Ave NE & NE 10th St	Street Light Power- 80th/10th	\$13.32	66299	12/3/2024	101-000-000-542-63-41-00	Street Light Utilities
Puget Sound Energy	Services from 11/1/24-12/3/24 77th Ave NE & 79th Ave NE	Street Lights-77th Ave NE/79th Ave nE	\$250.40	66299	12/3/2024	101-000-000-542-63-41-00	Street Light Utilities
Puget Sound Energy	Services from 9/20/24-10/21/24 1050 82nd Ave NE	Street Lights-10th/82nd	\$39.74	66247	10/22/2024	101-000-000-542-63-41-00	Street Light Utilities
Puget Sound Energy	Services from 11/1/24-12/3/24 515 Evergreen Point Rd Lights	Street Lights EPR	\$32.99	66299	12/3/2024	101-000-000-542-63-41-00	Street Light Utilities
Puget Sound Energy	Services from 10/22/24-11/19/24 1050 82nd Ave NE	Street Lights-10th/82nd	\$36.92	66247	11/20/2024	101-000-000-542-63-41-00	Street Light Utilities
			\$5,536.69				
Radio Communication Services	WO000192	Mobiles/Portable Radios	\$551.55	66323	11/26/2024	001-000-000-521-20-48-00	Repairs & Maint-Equip & Evidence SW
			\$551.55				
Ramp	Dec 2024 Ramp CC Statement	Dec 2024 Ramp CC Statement	\$8.00	20101010	12/12/2024	001-000-000-513-10-43-00	Travel & Training
Ramp	Dec 2024 Ramp CC Statement	Dec 2024 Ramp CC Statement	\$8.00	20101010	12/12/2024	001-000-000-521-20-11-14	Education
Ramp	Dec 2024 Ramp CC Statement	Dec 2024 Ramp CC Statement	\$682.00	20101010	12/12/2024	001-000-000-521-20-22-00	Uniforms
Ramp	Dec 2024 Ramp CC Statement	Dec 2024 Ramp CC Statement	\$2,089.90	20101010	12/12/2024	001-000-000-521-20-31-00	Office Supplies
Ramp	Dec 2024 Ramp CC Statement	Dec 2024 Ramp CC Statement	\$842.06	20101010	12/12/2024	001-000-000-521-20-32-00	Vehicle Expenses-Gas, Car Wash
Ramp	Dec 2024 Ramp CC Statement	Dec 2024 Ramp CC Statement	\$2.50	20101010	12/12/2024	001-000-000-521-20-48-10	Repairs & Maint-Automobiles
			\$3,632.46				
Republic Services, Inc. dba Rabanco, Ltd.	0172-009801327	PW Debris Removal	\$3,275.20	66300	11/30/2024	001-000-000-576-80-41-04	Professional Services-Misc
Republic Services, Inc. dba Rabanco, Ltd.	0172-009763878	PW Debris Removal	\$591.49	66248	10/31/2024	001-000-000-576-80-41-04	Professional Services-Misc
			\$3,866.69				
Root Cause, LLC	1678	Clean up from Bomb Cyclone	\$4,959.00	66301	11/24/2024	103-000-000-558-60-41-50	Professional Services/Landscape Consultant

			\$4,959.00				
Sai Fang	Advance Deposit Return for DEP00207	Advance Deposit Return for DEP00207	\$452.53	66316	11/21/2024	401-000-000-582-10-00-02	Refund of DS Adv Deposits
			\$452.53				
SCJ Alliance Consulting Services	79276	Middle Housing Consultant	\$24,772.22	66324	12/9/2024	001-000-000-518-10-41-00	Professional Services
			\$24,772.22				
Seattle Times, The	64643	Legal notices-ordinance summaries public hearings	\$417.00	66325	11/30/2024	001-000-000-518-10-44-00	Advertising
			\$417.00				
Sonsray Machinery LLC	SWO064611	Repair Backhoe	\$1,974.44	66326	12/11/2024	101-000-000-542-30-40-00	Road & Street Maintenance
			\$1,974.44				
Sound View Strategies, LLC	3321a	Lobbyist	\$3,000.00	66303	9/30/2024	001-000-000-513-10-41-00	Professional Services
Sound View Strategies, LLC	3382a	Lobbyist	\$3,000.00	66303	11/30/2024	001-000-000-513-10-41-00	Professional Services
			\$6,000.00				
Spot-On Print & Design	60978	Middle Housing Open House Post Card	\$761.61	66327	12/12/2024	001-000-000-518-10-49-30	Postcard, Public information
Spot-On Print & Design	60869	Business Cards-Scott/McKenney	\$126.95	66304	11/14/2024	001-000-000-521-20-41-00	Professional Services
Spot-On Print & Design	60877	Business Cards	\$52.46	66304	11/18/2024	401-000-000-558-60-31-00	Operating Supplies
			\$941.02				
St Thomas Episcopal Church	Facility Use 1/9/25	Middle Housing Community Forum 1/9/25	\$730.00	66305	11/27/2024	001-000-000-511-60-41-00	Professional Services
			\$730.00				
Staples Business Advantage	60017004790	CH Office Supplies	\$127.78	66306	11/15/2024	001-000-000-518-10-31-00	Office And Operating Supplies
Staples Business Advantage	6019527865	Office Supplies	\$301.34	66328	12/15/2024	001-000-000-518-10-31-00	Office And Operating Supplies
Staples Business Advantage	6019527864	Office Supplies	\$14.20	66328	12/15/2024	001-000-000-518-10-31-00	Office And Operating Supplies
Staples Business Advantage	6017004792	PD Office Supplies	\$117.14	66306	11/15/2024	001-000-000-521-20-31-00	Office Supplies
			\$560.46				
Summit Law Group	158951	Labor attorney	\$5,212.50	66307	11/18/2024	001-000-000-515-45-40-00	Special Counsel
			\$5,212.50				
Supply Source Inc., The	2411704	Janitorial Supplies	\$798.60	66308	11/19/2024	001-000-000-518-30-48-00	Repairs/maint-City Hall Bldg
Supply Source Inc., The	2411899	Janitoial Supplies	\$331.17	66308	12/4/2024	001-000-000-518-30-48-00	Repairs/maint-City Hall Bldg
			\$1,129.77				
Telecom Law Firm, PC	18472	Special Counsel	\$1,842.50	66329	11/30/2024	001-000-000-515-45-40-00	Special Counsel
			\$1,842.50				
TIG Technology Integration Group	68020	IT Services	\$11,718.95	66309	12/3/2024	001-000-000-518-80-41-50	Technical Services, Software Services
TIG Technology Integration Group	68021	Sophos- Dec 2024	\$887.11	66309	12/3/2024	001-000-000-518-80-41-60	Software Services
TIG Technology Integration Group	5585279	Azure Storage (Backup)-Oct	\$1,396.67	66309	11/22/2024	001-000-000-518-80-41-60	Software Services
TIG Technology Integration Group	5586566	Duo Subscription-November	\$42.98	66330	12/9/2024	001-000-000-518-80-41-60	Software Services
TIG Technology Integration Group	68020	IT Services	\$2,159.48	66309	12/3/2024	401-000-000-558-50-05-00	Technical Services, Software Services
			\$16,205.19				
Tiki Car Wash	2322	PD Car Washes	\$120.20	66310	10/31/2024	001-000-000-521-20-32-00	Vehicle Expenses-Gas, Car Wash
			\$120.20				
T-Mobile USA, Inc.	9586912967	Crime Prevention Case	\$700.00	66331	11/22/2024	001-000-000-521-20-49-60	Crime Prevention/Public Educ
			\$700.00				
US Bank	JE#2231 Bank & ADP Fees	JE#2231 Bank & ADP Fees	\$2,447.61	20101009	12/31/2024	001-000-000-514-20-41-01	Professional Services
US Bank	JE#2231 Bank & ADP Fees	JE#2231 Bank & ADP Fees	\$145.04	20101009	12/31/2024	001-000-000-514-20-49-10	Miscellaneous
US Bank	JE#2231 Bank & ADP Fees	JE#2231 Bank & ADP Fees	\$1,405.48	20101009	12/31/2024	401-000-000-558-60-49-10	Miscellaneous
US Bank	Dec 24 Crickmore Credit Card Statement	Reversed fraud credit from Nov Statement	\$1,857.79	EFT Payment 12/31/2024	12/2/2024	001-000-000-514-20-49-10	Miscellaneous
US Bank	Dec 24 Nations Credit Card Statement	Office Supplies-keyboard/mouse0 Fischer	\$36.45	EFT Payment 12/31/2024	12/2/2024	001-000-000-518-10-31-00	Office And Operating Supplies
				12:19:38 PM - 1			

US Bank	Dec 24 Nations Credit Card Statement	Postage	\$0.80	EFT Payment 12/31/2024 12:19:38 PM - 1	12/2/2024	001-000-000-518-10-42-00	Postage/Telephone
US Bank	Dec 24 Kellerman Credit Card Statement	WAPRO Training	\$25.00	EFT Payment 12/31/2024 12:19:38 PM - 1	12/2/2024	001-000-000-518-10-43-00	Travel & Training
US Bank	Dec 24 Kellerman Credit Card Statement	Laserfiche Training	\$1,105.45	EFT Payment 12/31/2024 12:19:38 PM - 1	12/2/2024	001-000-000-518-10-43-00	Travel & Training
US Bank	Dec 24 Nations Credit Card Statement	city staff and volunteer appreciation gift- coffee mugs	\$385.35	EFT Payment 12/31/2024 12:19:38 PM - 1	12/2/2024	001-000-000-518-10-49-10	Miscellaneous
US Bank	Dec 24 Nations Credit Card Statement	City Staff and volunteer appreciation gifts- charcuterie board	\$891.80	EFT Payment 12/31/2024 12:19:38 PM - 1	12/2/2024	001-000-000-518-10-49-10	Miscellaneous
US Bank	Dec 24 Kellerman Credit Card Statement	Public Storage	\$413.00	EFT Payment 12/31/2024 12:19:38 PM - 1	12/2/2024	001-000-000-518-30-45-00	Facility Rental
US Bank	Dec 24 Kellerman Credit Card Statement	Zoom Business One Storage	\$40.00	EFT Payment 12/31/2024 12:19:38 PM - 1	12/2/2024	001-000-000-518-80-41-50	Technical Services, Software Services
US Bank	Dec 24 Crickmore Credit Card Statement	Uniforms	\$185.96	EFT Payment 12/31/2024 12:19:38 PM - 1	12/2/2024	001-000-000-576-80-22-00	Uniforms
US Bank	Dec 24 Crickmore Credit Card Statement	work gloves	\$147.57	EFT Payment 12/31/2024 12:19:38 PM - 1	12/2/2024	001-000-000-576-80-31-00	Operating Supplies
US Bank	Dec 24 Crickmore Credit Card Statement	storage racks for hedgers	\$259.04	EFT Payment 12/31/2024 12:19:38 PM - 1	12/2/2024	001-000-000-576-80-31-00	Operating Supplies
US Bank	Dec 24 Crickmore Credit Card Statement	work gloves	\$68.30	EFT Payment 12/31/2024 12:19:38 PM - 1	12/2/2024	001-000-000-576-80-31-00	Operating Supplies
US Bank	Dec 24 Crickmore Credit Card Statement	batteries for blowers	\$678.91	EFT Payment 12/31/2024 12:19:38 PM - 1	12/2/2024	001-000-000-576-80-31-00	Operating Supplies
US Bank	Dec 24 Crickmore Credit Card Statement	work gloves	\$66.09	EFT Payment 12/31/2024 12:19:38 PM - 1	12/2/2024	001-000-000-576-80-31-00	Operating Supplies
US Bank	Dec 24 Crickmore Credit Card Statement	batteries for tools	\$180.62	EFT Payment 12/31/2024 12:19:38 PM - 1	12/2/2024	001-000-000-576-80-31-00	Operating Supplies
US Bank	Dec 24 Crickmore Credit Card Statement	hand cleaner for shop	\$118.62	EFT Payment 12/31/2024 12:19:38 PM - 1	12/2/2024	001-000-000-576-80-31-00	Operating Supplies
US Bank	Dec 24 Crickmore Credit Card Statement	fuel treatment for vehicles	\$140.43	EFT Payment 12/31/2024 12:19:38 PM - 1	12/2/2024	001-000-000-576-80-32-00	Vehicle Fuel & Lube
US Bank	Dec 24 Crickmore Credit Card Statement	playground training	\$200.00	EFT Payment 12/31/2024 12:19:38 PM - 1	12/2/2024	001-000-000-576-80-43-00	Travel & Training
US Bank	Dec 24 Crickmore Credit Card Statement	winter gloves	\$87.72	EFT Payment 12/31/2024 12:19:38 PM - 1	12/2/2024	101-000-000-542-30-31-00	Operating & Maintenance Supplies
US Bank	Dec 24 Crickmore Credit Card Statement	chainsaw chains	\$353.05	EFT Payment 12/31/2024 12:19:38 PM - 1	12/2/2024	101-000-000-542-30-31-00	Operating & Maintenance Supplies
US Bank	Dec 24 Crickmore Credit Card Statement	batteries for chainsaws	\$308.56	EFT Payment 12/31/2024 12:19:38 PM - 1	12/2/2024	101-000-000-542-30-31-00	Operating & Maintenance Supplies
US Bank	Dec 24 Crickmore Credit Card Statement	hand cleaner for vehicles	\$41.06	EFT Payment 12/31/2024 12:19:38 PM - 1	12/2/2024	101-000-000-542-30-31-00	Operating & Maintenance Supplies
US Bank	Dec 24 Crickmore Credit Card Statement	double sided tape for trail signs	\$73.21	EFT Payment 12/31/2024 12:19:38 PM - 1	12/2/2024	307-000-000-594-76-63-20	Park Improvements

US Bank	Dec 24 Wilcox Credit Card Statement	Code enforcement notice mailing	\$19.36	EFT Payment 12/31/2024 12:19:38 PM - 1	12/2/2024	401-000-000-558-60-42-00	Communications
US Bank	Dec 24 Wilcox Credit Card Statement	Code enforcement notice mailing	\$9.68	EFT Payment 12/31/2024 12:19:38 PM - 1	12/2/2024	401-000-000-558-60-42-00	Communications
US Bank	Dec 24 Wilcox Credit Card Statement	Code enforcement notice mailing	\$9.68	EFT Payment 12/31/2024 12:19:38 PM - 1	12/2/2024	401-000-000-558-60-42-00	Communications
US Bank	Dec 24 Wilcox Credit Card Statement	Building official certification exam "roles and responsibilities"	\$424.00	EFT Payment 12/31/2024 12:19:38 PM - 1	12/2/2024	401-000-000-558-60-43-00	Travel & Training
US Bank	Dec 24 Wilcox Credit Card Statement	NFPA 13 and NFPA 72 Standards	\$356.43	EFT Payment 12/31/2024 12:19:38 PM - 1	12/2/2024	401-000-000-558-60-43-00	Travel & Training
			\$12,482.06				
Voyager Systems	8693624262450	PD Fuel	\$1,416.16	EFT Payment 12/16/2024 9:08:49 AM - 3	12/8/2024	001-000-000-521-20-32-00	Vehicle Expenses-Gas, Car Wash
			\$1,416.16				
WA Assoc of Sheriffs & Police Chief	DUES 2024-00843	WASPC Dues	\$75.00	66311	11/15/2024	001-000-000-521-20-49-40	Dues,Subscriptions,Memberships
			\$75.00				
WA ST Auditor's Office	L164212	2023 Audit Financials	\$2,573.35	66312	11/12/2024	001-000-000-514-20-42-00	Intergvtml Prof Serv-Auditors
WA ST Auditor's Office	L164854	2023 Audit Charges	\$2,086.50	66332	12/11/2024	001-000-000-514-20-42-00	Intergvtml Prof Serv-Auditors
			\$4,659.85				
WA ST Dept of Transportation	RE *FB91017005251	PW Fuel	\$356.14	66313	11/30/2024	001-000-000-576-80-32-00	Vehicle Fuel & Lube
WA ST Dept of Transportation	RE *FB91017005251	Inspections Vehicle Fuel	\$68.80	66313	11/30/2024	401-000-000-558-60-32-00	Vehicle Expenses - Gas, Oil, Maint.
			\$424.94				
Grand Total			\$919,373.21				
Payroll	Dec 2024 Payroll	Payroll	\$20,082.20		12/31/2024	001-000-000-513-10-11-00	Salaries, Wages & Benefits
Payroll	Dec 2024 Payroll	Payroll	\$23,537.34		12/31/2024	001-000-000-514-20-11-00	Salaries, Wages & Benefits
Payroll	Dec 2024 Payroll	Payroll	\$37,234.40		12/31/2024	001-000-000-518-10-11-00	Salaries, Wages & Benefits
Payroll	Dec 2024 Payroll	Payroll	\$166,326.61		12/31/2024	001-000-000-521-20-11-00	Salaries, Wages & Benefits
Payroll	Dec 2024 Payroll	Payroll	\$38,686.09		12/31/2024	001-000-000-576-80-11-00	Salaries, Wages & Benefits
Payroll	Dec 2024 Payroll	Payroll	\$32,199.21		12/31/2024	101-000-000-542-30-11-00	Salaries, Wages & Benefits
Payroll	Dec 2024 Payroll	Payroll	\$48,660.43		12/31/2024	401-000-000-558-60-11-00	Salaries, Wages & Benefits
			\$366,726.28	Payroll Total			
			\$1,286,099.49	Grand Total			



MEDINA, WASHINGTON

PARK BOARD MEETING

Hybrid - Virtual/In-Person
 Medina City Hall - Council Chambers
 501 Evergreen Point Road, Medina, WA 98039
Monday, September 16, 2024 – 5:00 PM

MINUTES

1. CALL TO ORDER / ROLL CALL

Chair Barbara Moe called the Park Board meeting to order in the Medina Council Chambers at 5:00 PM.

PRESENT

Board Chair Barbara Moe
 Board Vice Chair Katie Surbeck (Online)
 Board Member Dana Brekke (Online)
 Board Member Collette McMullen
 Board Member Gretchen Stengel
 Board Member India Fitting-Koh (Online)
 Board Member Michelle Lei
 Board Member Mary Nelson
 Emeritus Member Penny Martin

ABSENT

None

STAFF

Osada, Crickmore, Burns, Gidlof, and Kellerman

2. ANNOUNCEMENTS

2.1 Introduce New Park Board Member - Dana Brekke

Chair Moe introduced and welcomed new Park Board member Dana Brekke.

3. APPROVAL OF PARK BOARD MINUTES

ACTION: Motion McMullen second Stengel and carried by a 7:0 vote; the board adopted the Meeting Minutes of July 15, 2024.

3.1 Adopt Meeting Minutes of July 15, 2024

Recommendation: Adopt minutes.

Staff Contact: Dawn Nations, Deputy City Clerk

4. **PUBLIC COMMENT**

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

5. **PARK BOARD BUSINESS**

5.1 Park Board Work Plan

Recommendation: Discussion and adopt work plan.

Staff Contact: Stephen R. Burns, City Manager

City Manager Steve Burns provided an update on the proposed Park Board Work Plan, noting that feedback so far has been limited, with only a single comment regarding maintenance concerns. He outlined the options available to the Council: 1) adopt the work plan as it stands, 2) request further clarification on the proposed tasks, or 3) suggest additional changes to the plan.

ACTION: Motion Stengel approve the Park Board Work Plan as proposed and forward to the City Council for review and final approval at their October meeting. This was seconded by McMullen and carried by a 7:0 vote.

5.2 Medina Days Pet Parade Recap

Chair Moe highlighted the success of the pet parade at Medina Days, noting its positive reception, strong turnout, and expressed appreciation of Officer Brady Halvorson and Sergeant Tyler Glenn as they served as judges for the event. Additionally, she thanked Board Member Brekke for her role in providing music and entertainment.

Vice Chair Surbeck praised the agility part of the event, noting its popularity and potential for future Medina Days events.

5.3 Fairweather Park - Goat Update

Recommendation: Update.

Staff Contact: Ryan Osada, Public Works Director

Director of Public Works Ryan Osada provided an update on the use of goats at Fairweather Nature Preserve. He reported that approximately 125 goats, along with four sheep and herding dogs, spent 19 days at the park, successfully clearing three to four acres of invasive ivy and blackberries. Osada explained the budget and cost-effectiveness of using goats over staff for maintenance.

Board Member India Fitting-Koh voiced concerns about the long-term effectiveness of using goats and their potential impact on native plants. She proposed adding Fairweather Nature Preserve to the Park Board Work Plan to explore additional solutions for eradicating the invasive species.

Board Member Dana Brekke commented on the use of goats and that she has a lot of experience with blackberry removal. She explained that if the blackberry shoots are consistently grazed, the roots will eventually starve and die off.

5.4 Fall Clean-up and/or Bulb Planting Event - Date TBD

The Board discussed the fall cleanup and bulb planting plans. With the success of last year's bulb planting, which resulted in many bulbs reemerging, the Park Board decided to shift focus this year to prioritize litter cleanup.

ACTION: By consensus, the board scheduled the fall cleanup for Wednesday, September 25th from 9:00 am to 11:00 am, meeting at Fairweather Park and Nature Preserve.

5.5 Christmas Ships Event Planning - Saturday, December 14, 2024

Chair Moe announced that the Christmas Ships event is scheduled for Saturday, December 14, 2024, at 5:30 p.m. She will contact the St. Thomas choir director to inquire about their participation, and Board Member Fitting-Koh will reach out to Medina Kitchen and Market.

The Board also discussed the fire pit, noting that it was not well-received. As a result, they decided to forgo the fire pit at future events, opting instead to focus on ambiance and safety.

6. **OTHER BUSINESS**

None.

7. **PARK REPORTS**

Fairweather & Lid
Points Loop Trail
Lake Lane
Medina Beach Park
Medina Park
Viewpoint Park

The board expressed satisfaction with the current state of the parks and trails. Director of Public Works Ryan Osada provided an update on the water lilies in the pond at Medina Park, noting that discussions are ongoing with the Department of Wildlife to obtain a variance for working outside the designated fish window period.

8. **ADJOURNMENT**

Without objection, Park Board adjourned at 5:40 p.m.

Meeting minutes taken by Aimee Kellerman, City Clerk



MEDINA, WASHINGTON

PLANNING COMMISSION MEETING

Hybrid - Virtual/In-Person
 Medina City Hall - Council Chambers
 501 Evergreen Point Road, Medina, WA 98039
Wednesday, October 09, 2024 – 6:00 PM

MINUTES

1. CALL TO ORDER / ROLL CALL

Planning Commission Vice-Chair Shawn Schubring called the special meeting of the Medina Planning Commission in the Council Chambers at 6:03 p.m.

PRESENT

Vice-Chair Shawn Schubring
 Commissioner Julie Barrett
 Commissioner Mark Nelson
 Commissioner Brian Pao

ABSENT

Chair Laura Bustamante
 Commissioner Li-Tan Hsu
 Commissioner Evonne Lai

STAFF

Kesler, Reitan, Wilcox, Kellerman, and Planning Consultant, Dane Jepsen

2. APPROVAL OF MEETING AGENDA

ACTION: Motion Nelson second Barrett and carried by a 4:0 (Bustamante, Hsu, and Lai absent) vote; the Commission approved the meeting agenda as presented.

3. APPROVAL OF MINUTES

3.1 Planning Commission Meeting Minutes of September 24, 2024

Recommendation: Adopt minutes.

Staff Contact: Rebecca Bennett, Development Services Coordinator

ACTION: Motion Schubring second Pao and carried by a 4:0 (Bustamante, Hsu, and Lai absent) vote; the Commission approved the September 24, 2024, Meeting Minutes.

4. ANNOUNCEMENTS

4.1 Staff/Commissioners

Planning Manager Jonathan Kesler announced that Chair Laura Bustamante is not in attendance due to her travels out of the country and that Planning Consultant Dane Jepsen will be giving a presentation for the public hearing this evening.

5. **PUBLIC COMMENT PERIOD**

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

6. **DISCUSSION**

6.1 Concerns of the Commission

None.

6.2 Public Hearing - 2024 Comprehensive Plan Update

Hold a public hearing, to take public testimony on the 2024 Comprehensive Plan Update.

Recommendation: Discuss the 2024 Comprehensive Plan Update and make a recommendation of approval. If recommended, this will go to the City Council for action on October 28, 2024.

Staff Contacts: Jonathan Kesler, AICP, Planning Manager; with Dane Jepsen, Planner, LDC Consultants.

Time Estimate: 60 minutes

LDC Planning Consultant Dane Jepsen presented the revisions made to the draft 2024 Comprehensive Plan, incorporating feedback from various regulatory and reviewing agencies. The commission discussed the specific changes, asked questions, and Jepsen responded.

Vice-Chair Schubring opened the public hearing. There were no speakers. The public hearing was closed.

ACTION: Motion Nelson second Barrett and carried by a 4:0 (Bustamante, Hsu, and Lai absent) vote; the commission accepted the Comprehensive Plan with the following requested additions/revisions as stated in the the discussions, some of which were deferred to Council for further consideration.

Land Use Element

- Page 62 of the agenda packet - LU-P1: accept revision to "served".
- Page 65 of the agenda packet - Zoning Map: City boundary at 660 feet.

Natural Environment Element

- Page 68 - Add "etc." to the list of hazards.

Community Design Element

- Page 93 of the agenda packet - Strike the word "poplars" in the second paragraph under Community Spaces.

- Page 96 of the agenda packet - Vegetation and Landscaping: Should/ Shall requirement for CD-P26 and CD-P28 was deferred to Council.

Housing Element

- Page 101 of the agenda packet: revised to add the following reports as addendums to the Housing Element
 - Housing Needs Assessment (HNA);
 - Land Capacity Analysis (LCA); and
 - Racially Disparate Impacts Analysis (RDI)
- Page 105 of the agenda packet - Affordable Housing: strike the word "domestic" in the second bullet.

Transportation and Circulation Element

- Page 119 of the agenda packet - T-P2: add the word "equitable".

Parks and Open Space Element

- Page 148 of the agenda packet - Add storm drainage definition and move definition to Appendix A.

Utilities Element

- Page 159 of the agenda packet - Move green infrastructure definition Appendix A.

Racially Disparately Impacts: Housing Policy Evaluation

- Page 34 of the agenda packet - H-P12 revision was deferred to Council.

7. **ADJOURNMENT**

Motion Pao second Nelson, the Commission adjourned the special meeting at 7:42 p.m.

Meeting Minutes taken by Aimee Kellerman, City Clerk



MEDINA, WASHINGTON

PLANNING COMMISSION SPECIAL MEETING

Hybrid - Virtual/In-Person
 Medina City Hall - Council Chambers
 501 Evergreen Point Road, Medina, WA 98039
Monday, November 18, 2024 – 6:00 PM

MINUTES

1. CALL TO ORDER / ROLL CALL

Planning Commission Chair Laura Bustamante called to order the special meeting of the Medina Planning Commission in the Council Chambers at 6:02pm

PRESENT

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

STAFF

Bennett, Burns, Kesler, Petersen, Robertson, Tapert, Wilcox

2. APPROVAL OF MEETING AGENDA

Without objections, the meeting agenda was approved as presented.

3. APPROVAL OF MINUTES

3.1 Planning Commission Meeting Minutes of November 6, 2024

Recommendation: Adopt minutes.

Staff Contact: Rebecca Bennett, Development Services Coordinator

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

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

4. ANNOUNCEMENTS

4.1 Staff/Commissioners

Kesler reminded commissioners of the newly scheduled January 16th Special Planning Commission Meeting. Chair Bustamante reminded commissioners that there are three

meetings in January. Chair Bustamante announced that the City Council approved the draft of the comprehensive plan.

5. PUBLIC COMMENT PERIOD

There was no public comment.

6. DISCUSSION

6.1 Concerns of the Commission

Chair Bustamante advised that we send public notice about approval of the comprehensive plan. Kesler stated a public notice will be sent out on our City website and via email.

6.2 Middle Housing Review

Recommendation: Discussion

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

Time Estimate: 90 minutes

Tapert gave PowerPoint presentation on Middle Housing Update. Commissioners discussed and asked questions.

6.3 2025 Work Plan Review

Recommendation: Discussion and recommendation

Staff Contacts: Jonathan Kesler, AICP, Planning Manager

Time Estimate: 30 minutes

Kesler gave brief PowerPoint presentation on the 2025 Work Plan Review. Commissioners discussed and asked questions.

ACTION: Motion to approve work plan as presented and send to City Council for their review and approval.

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

7. ADJOURNMENT

Meeting adjourned at 8:52pm.

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

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

Meeting Minutes taken by Rebecca Bennett, Development Services Coordinator



MEDINA, WASHINGTON

PLANNING COMMISSION SPECIAL MEETING

Hybrid - Virtual/In-Person
 Medina City Hall - Council Chambers
 501 Evergreen Point Road, Medina, WA 98039
 Thursday, December 05, 2024 – 6:00 PM

MINUTES

1. CALL TO ORDER / ROLL CALL

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

PRESENT

Commission Chair Laura Bustamante
 Commission Vice-Chair Shawn Schubring
 Commissioner Li-Tan Hsu
 Commissioner Evonne Lai
 Commissioner Brian Pao
 Commissioner Mark Nelson (joined at 6:45pm, departed at 7:10pm)

ABSENT

Commissioner Julie Barrett

STAFF

Abdulsalam, Bennett, Burns, Kesler, Peterson, Reitan, Wilcox

2. APPROVAL OF MEETING AGENDA

Without objections, the meeting agenda was approved as presented.

3. APPROVAL OF MINUTES

3.1 Planning Commission Meeting Minutes of November 18, 2024

Recommendation: Adopt minutes.

Staff Contact: Rebecca Bennett, Development Services Coordinator

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

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

4. ANNOUNCEMENTS

4.1 Staff/Commissioners

Kesler reminded Commissioners to use their City emails on all Planning Commission correspondence. Kesler mentioned that we should discuss the parking study at the next Planning Commission Special meeting, Wednesday, December 18th, 2024. Chair Bustamante congratulated Jonathan and Commission on submitting the Comprehensive Plan.

5. PUBLIC COMMENT PERIOD

There was no public comment.

6. DISCUSSION

6.1 Concerns of the Commission

Chair Bustamante reminded Commissioners about the joint meeting with City Council on Wednesday, January 8th, 2025 and about the forum on Thursday, January 9th, 2025.

6.2 2025 Work Plan Re-Review

Recommendation: Discussion of changes and recommendation of approval

Staff Contacts: Jonathan Kesler, AICP, Planning Manager

Time Estimate: 30 minutes

Kesler gave PowerPoint presentation on the 2025 Work Plan. Commissioners discussed and asked questions.

ACTION: Motion to approved the 2025 Work Plan as amended. (Approved 5-0)

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

6.3 Middle Housing Review

Recommendation: Discussion

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

Time Estimate: 90 minutes

Abdulsalam gave PowerPoint presentation on Middle Housing Review. Commissioners discussed and asked questions.

7. ADJOURNMENT

Meeting adjourned at 7:19pm.

ACTION: Motion to adjourn. (Approved 5-0)

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

Meeting Minutes taken by Rebecca Bennett, Development Services Coordinator



MEDINA, WASHINGTON

MEDINA CITY COUNCIL REGULAR MEETING

Hybrid – Virtual/In-Person
Medina City Hall – Council Chambers
501 Evergreen Point Road, Medina, WA 98039
Monday, November 25, 2024 – 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 5:03 p.m.

PRESENT

Mayor Jessica Rossman
Deputy Mayor Randy Reeves
Councilmember Joseph Brazen (left at 7:50 p.m.)
Councilmember Harini Gokul (online) (offline at 7:00 p.m.)
Councilmember Mac Johnston
Councilmember Michael Luis (online) (offline at 6:10 p.m.)
Councilmember Heija Nunn

ABSENT

None

STAFF PRESENT

Burns, Robertson (online), Wilcox, Sass, Osada (online), Wagner, Kesler (online), and Kellerman

2. APPROVAL OF MEETING AGENDA

Mayor Rossman revised the meeting agenda, moving Agenda Item 12, *Executive Session RCW 42.30.110(1)(g)*, to become Agenda Item 4.

Councilmember Brazen proposed adding a new item, "Storm Discussion," under City Business as Item 10.1. Accordingly, the remaining agenda items were renumbered to reflect these changes.

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

3. PUBLIC COMMENT PERIOD

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

4. EXECUTIVE SESSION

The City Council moved into Executive Session for an estimated time of 45 minutes to have discussions under the following RCW:

RCW 42.30.110 (1)(g)

To evaluate the qualifications of an applicant for public employment or to review the performance of a public employee. However, subject to **RCW 42.30.140(4)**, discussion by a governing body of salaries, wages, and other conditions of employment to be generally applied within the agency shall occur in a meeting open to the public, and when a governing body elects to take final action hiring, setting the salary of an individual employee or class of employees, or discharging or disciplining an employee, that action shall be taken in a meeting open to the public.

The City Council reconvened the regular meeting at 6:04 p.m.

ACTION: No action was taken following the Executive Session.

5. PRESENTATIONS

None.

6. CITY MANAGER'S REPORT

None.

7. CONSENT AGENDA

None.

8. LEGISLATIVE HEARING

None.

9. PUBLIC HEARING

None.

10. CITY BUSINESS

10.1 Storm Discussion

Councilmember Brazen expressed concerns over the lack of communication and preparedness during the recent storm, highlighting the need for better city response. The council discussed, asked questions, and staff responded.

ACTION: The Council requested that staff explore additional ways for City Hall to proactively provide services during and after storm events. Suggestions included opening City Hall as a gathering space for residents, developing an enhanced communication plan utilizing tools like A-frame signs and public spaces, and activating the Emergency Preparedness Team.

Additionally, staff and the Emergency Preparedness Committee will conduct a debrief on the recent storm response and present recommendations to improve communication and coordination for future events.

10.2 2025 Planning Commission Work Plan

Recommendation: Approve.

Staff Contact: Jonathan G. Kesler, AICP, Planning Manager

Planning Manager Jonathan Kesler gave a presentation on the proposed 2025 Planning Commission Work Plan, outlining tasks and timelines for various projects. The presentation included State Mandates and Council Initiatives. The council discussed, asked questions, and staff responded.

ACTION: By consensus, the Council directed staff to integrate feedback on proposed additions to the Planning Commission's 2025 work plan, including a review of the city's tree code and the incorporation of community design considerations into rights-of-way management.

Staff will also revisit the minutes from the most recent retreat to ensure alignment with Council's prior direction and reflect it in the proposed work plan. Additionally, the following items will be included under the "Future" section:

- Examination of current tree code.
- Impact fees and stormwater fees.
- Sustainability.

10.3 Middle Housing

a) 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.

b) Council discussion and direction.

Recommendation: Discussion and direction.

Staff Contacts: Jonathan G. Kesler, AICP, Planning Manager and Kirsten Peterson, Senior Project Manager, SCJ Alliance

The City Council moved into Executive Session for an estimated time of 15 minutes to have discussions under the following RCW:

RCW 42.30.110(1)(i)

ACTION: Council extended the Executive Session an additional 10 minutes at 7:30 p.m. and an additional 7 minutes at 7:40 p.m.

Council reconvened the regular meeting at 7:55 p.m.

SCJ Alliance Senior Project Manager, Kirsten Peterson gave a presentation on the middle housing project, outlining the schedule and materials provided in the packet. Peterson highlighted some changes in the gap analysis and proposed code updates. Council discussed, asked questions, and staff responded.

ACTION: Presentation and discussion only; no action taken.

11. REQUESTS FOR FUTURE AGENDA ITEMS AND COUNCIL ROUND TABLE

None.

12. PUBLIC COMMENT

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

13. ADJOURNMENT

By consensus, Council adjourned the regular meeting at 8:57 p.m.

DRAFT



MEDINA, WASHINGTON

MEDINA CITY COUNCIL REGULAR MEETING

Hybrid – Virtual/In-Person
Medina City Hall – Council Chambers
501 Evergreen Point Road, Medina, WA 98039
Monday, December 09, 2024 – 5:00 PM

MINUTES

1. REGULAR MEETING - CALL TO ORDER / ROLL CALL

Mayor Rossman called the regular meeting of the Medina City Council to order in the Council Chambers at 5:01pm.

PRESENT

Mayor Jessica Rossman
Deputy Mayor Randy Reeves
Councilmember Joseph Brazen
Councilmember Mac Johnston
Councilmember Michael Luis
Councilmember Heija Nunn
Councilmember Harini Gokul (arrived at 6:46 PM)

ABSENT

None

STAFF

Burns, Sass, Osada, Wilcox, Wagner, Nations, Archer (arrived at 5:53pm)

2. APPROVAL OF MEETING AGENDA

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

3. PUBLIC COMMENT PERIOD

The mayor opened the public comment period. There was one speaker who addressed the council:

Resident Nevet Basker addressed the council regarding the bicyclist crossing from the 520 trail to Evergreen Point Road and safety issues she has witnessed. She also voiced her concerns regarding the walkability in the North Point area with no sidewalks, shoulders and lighting. She thanked the council for their time.

With no further comments, Mayor Rossman closed the public comment period.

4. **PRESENTATIONS**

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

Park Board Chair Moe reported about the Christmas Ship Event is on December 14, 2024. She reported that Medina Kitchen and Market will be there, and the board members will be handing out lighted necklaces. The Park Board will be discussing their yearly events at the January 21, 2025, meeting and the board will inform the council after that meeting.

Planning Commission Chair Bustamante reported the Commission held a special meeting on December 5, 2024. They discussed the public engagement plan for middle and affordable housing, received a middle housing update from the SCJ consultants, and reviewed the council comments for the 2025 planning commission workplan. She gave a brief update on the next steps for the middle housing forum, asked the city attorney to review website updates and the graphics to be updated to show more accurate descriptions for Medina. Planning Commissioners are working with the SCJ consultants to create a 6-month plan for middle housing. The next meeting is December 18, 2024.

Emergency Preparedness Chair Gann reported they continue to do the weekly 7pm check in for the radios. She announced that Matt Larson, Puget Sound Energy local government public affairs and policy manager will be the guest speaker to discuss winter storm preparation and response at the January 22, 2025, meeting. Council gave input on exploring different meeting times were discussed and how to increase more community involvement. The topic of the roles of the Emergency Preparedness Response volunteer team and when they are deployed when an actual declared emergency happens will be discussed further at the January 22, 2025, meeting.

Mayor Rossman gave a brief update on what other communities did during the recent storm and power outage. Council asked questions regarding the City's GovDelivery system and staff responded. Council asked staff to look into updating the communication efforts to the community.

Councilmember Nunn addressed concerns that residents have mentioned.

ACTION: Roundtable request from Nunn to add a discussion and show video of St. Thomas School traffic control concerns to a future council meeting. The request was seconded by Johnston.

Mayor Rossman updated the council about the downed tree on the powerline on 32nd and how the residents were affected. She contacted Matt Larson regarding the status and will provide communication with the council via email.

5. CITY MANAGER'S REPORT

City manager Steve Burns - reminded the council that the luncheon is on December 12, 2024. He thanked staff for their hard work this year and said city staff are amazing. Council seconded their thanks to staff as well.

Jeff Sass, Police Chief, addressed the council regarding storm response and will be discussed at the Emergency Preparedness meeting on January 22, 2025. E-Alerts are for emergency information. He addressed regarding threats and explained what - doxing, squatting, email threats are and how the police department handles these threats. The Chief advised the council to call 911 for a faster response. Chief Sass is looking into additional Animal Control resources.

Steve Wilcox, Development Services Director, addressed the council regarding mechanical appliance sound testing compliance with the City's noise ordinance. Over the years the sound testing was changed to only outdoor appliances were to be tested and the requirement for emergency generators was eliminated from sound testing. With the efficiency of new equipment, the noise is very minimal; they are eliminating the requirement of sound testing on replacement equipment. New housing and new projects will continue to require sound testing. The fee schedule will be evaluated and updated. The code enforcement is still in place. Councilmember Nunn asked regarding the process of staff noticing requirements that are required by the code and can these requirements be changed. This was referred to the city attorney to address and report back to the council.

Ryan Wagner, Finance/HR Director, addressed the council regarding the year end and 13th month check run. He announced a bond was called added another mature 2027. Council asked questions regarding comprehensive plan expenses and staff responded.

Ryan Osada, Public Works Director updated on NE12th street project. The poles will be moved in 2025. Stormwater project updates - Post office will be done 2025. City Hall deck - deck is safe to occupy. Painting will be completed in 2025. Points loop trail signage being installed. Public Works Director Osada addressed streetlights and mailboxes from a resident on 7th/86th.

The Council asked questions and staff responded.

6. CONSENT AGENDA

ACTION: Mayor Rossman requested the Planning Commission meeting Minutes for October 9, 2024, be pulled for an attendance clarification of Julie Barrett and requested the Draft City Council meeting Minutes from November 25, 2024, be pulled for clarification.

Motion Reeves Second Luis and carried by at 6:0 (Gokul absent) vote; Council Consensus approved the Consent Agenda as amended.

6.1 November 2024, Check Register

Recommendation: Approve.

Staff Contact: Ryan Wagner, Director of Finance and HR

- 6.2 Approved Park Board Meeting Minutes of September 16, 2024
Recommendation: Receive and file.
Staff Contact: Dawn Nations, Deputy City Clerk
- 6.3 Approved Planning Commission Meeting Minutes of:
a) October 9, 2024; and
b) November 6, 2024.
Recommendation: Receive and file.
Staff Contact: Rebecca Bennett, Development Services Coordinator
- 6.4 Draft City Council Meeting Minutes of:
a) November 12, 2024; and
b) November 25, 2024.
Recommendation: Adopt minutes.
Staff Contact: Aimee Kellerman, CMC, City Clerk
- 6.5 2024 Budget Amendments
Recommendation: Adopt Ordinance No. 1037.
Staff Contact: Ryan Wagner, Finance & HR Director
- 6.6 Human Resource Employee Handbook
Recommendation: Approve.
Staff Contact: Ryan Wagner, Finance & HR Director
- 6.7 ARCH Consents to Assignment
Recommendation: Approve.
Staff Contact: Stephen R. Burns, City Manager
- 6.8 Ordinance Amending Chapter 16.80 of the Medina Municipal Code as Required to Implement SSSB 5290 Project Permit Procedures and Timelines, and Additional Revisions for Code Clean Up.
Recommendation: Adopt Ordinance No. 1039.
Staff Contact: Steven R. Wilcox, Development Services Director
7. **LEGISLATIVE HEARING**
None.
8. **PUBLIC HEARING**
None.
9. **CITY BUSINESS**
- 9.1 Middle Housing Public Engagement Plan
Recommendation: Presentation, discussion and direction.
Staff Contacts: Jonathan G. Kesler, AICP – Planning Manager and Kirsten Peterson, Senior Project Manager, SCJ Alliance

Mayor Rossman gave a brief overview of priority items to discuss. The postcard mailing changes, Public Engagement Plan, graphics and materials discussed and more detailed comments to be emailed and reviewed by the DSC committee.

SCJ Alliance Consultants Kirsten Peterson and Shareefa Abulsalam gave a presentation to the council after meeting with the Planning Commission. They gave a progress report, schedule overview and discussed the plan for public engagement. Middle Housing Webpage POP (purpose, outcome, plan) - they discussed what will be on the website and will work the city for our webpage.

Council directed the consultants/staff to:

1. Place the HB1110 and HB1337 laws in the first paragraph to explain to the community how/why this is required. Add hyperlinks to resources.
2. Keep the graphics simple and what could happen in Medina.
3. Add to the FAQ section.
4. Examples: Lot sizes 8,500, 16,000, 25,000 to show what can be put on these lot sizes.
5. Explain what a Tier 3 City means - they still must comply with existing height, setbacks and lot coverage requirements.
6. Postcard mailers - enlarge City of Medina logo, change the colors, remove the graphic, invite residents to come, event details on the front, QR code, and leave space for address.

Council asked questions and staff/consultants responded.

9.2 Planning Commission Work Plan

Recommendation: Approve.

Staff Contact: Jonathan G. Kesler, AICP, Planning Manager

Mayor Rossman proposed that staff create a detailed workback calendar to support the Planning Commission Work Plan discussion. She also suggested that the Development Services Committee (DSC) review whether some elements could be incorporated into phase two during their December 10 meeting. After these steps are completed, the matter can return to the Council for further prioritization, if necessary. Council discussed, asked questions, and by consensus agreed to Mayor Rossman's proposal.

Council directed staff to put Right of Way Priorities related questions on the January 13, 2025, meeting agenda - bring additions and deletions for discussion.

Additionally, Mayor Rossman asked for the clarification of Council initiatives and future initiatives.

Planning manager, Jonathan Kesler gave a brief description that it is driven by the immediate desires of the council. Future initiatives are state driven, or longer-term

projects. Based on the feedback from the council this is how he categorized them. The council clarified it should be categorized as near term and longer term.

ACTION: Discussion and direction.

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

a) Requests for future agenda items.

Motion Nunn to add garbage can pick up, Fiber, and St. Thomas School traffic control to future agenda. Second Johnston.

Leaf Blower enforcement plan and communication plan will be on a future agenda.

Council retreat planning on January 13, 2025, meeting. Council asked the city attorney to assist with choosing a facilitator.

b) Council round table.

Councilmember Nunn asked to add additional bulletin boards in the city. She will discuss with Ryan Osada and bring back to council.

Mayor Rossman discussed having a City Tour with City Attorney with council and staff.

c) Cancellation of Monday, December 23, 2024, City Council meeting. By consensus the meeting was canceled.

11. **PUBLIC COMMENT**

Mayor Rossman opened public comment, no speakers, consequently, public comment closed.

At this point, Council took a brief 5-minute break at 8:10 PM.

The council reconvened at 8:15 PM.

12. **EXECUTIVE SESSION**

The Council entered an Executive session, with an estimated time of 20 minutes, to discuss matters pursuant to RCW 42.30.110 (1)(i) at 8:17pm

RCW 42.30.110 (1)(i)

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

ACTION: No action was taken following the Executive Session.

The council reconvened at 8:38 PM.

The Council entered a second Executive session, with an estimated time of 45 minutes, to discuss matters pursuant to RCW 42.30.110 (1)(g) at 8:39 PM

Council extended the executive session an additional 20 minutes at 9:25pm

Council reconvened at 9:45 PM.

RCW 42.30.110 (1)(g)

To evaluate the qualifications of an applicant for public employment or to review the performance of a public employee. However, subject to **RCW 42.30.140(4)**, discussion by a governing body of salaries, wages, and other conditions of employment to be generally applied within the agency shall occur in a meeting open to the public, and when a governing body elects to take final action hiring, setting the salary of an individual employee or class of employees, or discharging or disciplining an employee, that action shall be taken in a meeting open to the public.

ACTION: No action was taken following the Executive Session.

13. ADJOURNMENT

By Consensus, the meeting was adjourned at 9:46 PM.



MEDINA, WASHINGTON

AGENDA BILL

Monday, January 13, 2025

Subject: Middle Housing Update

Category: City Business

Staff Contacts: Jonathan G. Kesler, AICP – Planning Manager and Kirsten Peterson, Senior Project Manager, SCJ Alliance

Summary

The work on the Middle Housing project for the City of Medina has been progressing at a rapid pace in the weeks since City Council last met in December 2024. The objective of this agenda bill is to 1) provide a brief summary of the community engagement activities that are on-going, and 2) review the proposed Code Amendments that would bring the City of Medina into compliance with the new state housing mandates for Tier 3 cities by **June 30, 2025**.

Community Engagement

Preparations for two community forums are underway, with the first one occurring on Thursday, January 9, 2025, at St. Thomas Episcopal Church. A brief summary of the event will be provided at the Council meeting. A second community forum is scheduled for Wednesday, January 15, 2025, at Medina City Hall.

Middle Housing Ordinance

As discussed in previous meetings, the Middle Housing legislation requires adoption of an ordinance demonstrating compliance by June 30, 2025. **The main focus of this Council meeting will be to review the code revisions that have been developed to date.**

Exhibit #1 is an updated gap analysis developed in Excel as a matrix for a quick summary of the code amendments. Exhibit #2 is the code amendments in Word. For discussion purposes, the proposed code amendments are depicted in “Track Changes”. The document will be converted into ordinance format at a later date.

Summary of Proposed MMC Amendments

The following is a summary of the proposed changes in order of appearance in the Code Amendment document:

MMC 16.00.020(B)(2) Statement of Purpose

On pg. 3 of the code amendment document (Exhibit 2) the term “single-family” has been removed from the sentence to instead refer to protecting “the community’s residential nature...”.

MMC 16.12 Definitions

The following definitions within the Medina Municipal Code are being revised, deleted, or added. The definitions depicted in the **color red** are definitions that are required to be included within the

MMC pursuant to the Middle Housing legislation which amended RCW 36.70A.030 Definitions. All definitions are followed by a brief rationale for the amendment.

- **Accessory Building** (pg. 3)
This definition is being revised to provide a differentiation between “accessory building” and “accessory dwelling unit”.
- **Accessory Dwelling Unit** (pg. 3)
This definition is being revised to specify that an ADU that exceeds the size limitations of MMC 16.34.020 shall be considered a duplex (if attached) or a cottage (if detached).
- **Administrative Design Review** (pg. 3)
This is a new definition required pursuant to the Middle Housing legislation which amended RCW 36.70A.070.
- **Condominium** (pg. 7)
This is a new definition which duplicates the language of RCW 64.34.020(10). It is not required per the Middle Housing legislation but is relevant to the other housing-related amendments to the code.
- **Cottage** (pg. 7)
This term is proposed for deletion and will be replaced with a new definition for “cottage housing”.
- **Cottage housing** (pg. 7)
This is a new definition, required pursuant to the Middle Housing legislation which amended RCW 36.70A.030, Definitions.
- **Courtyard apartments** (pg. 7)
This is a new definition, required pursuant to the Middle Housing legislation which amended RCW 36.70A.030, Definitions.
- **Duplex** (pg. 9)
This is a new definition agreed upon by City Council in a previous meeting. The new housing legislation requires that Tier 3 cities allow duplexes as a permitted use in residential zones, but allows the jurisdiction to craft their own definition.
- **Major Transit Stop** (pg. 10)
This is a new definition, required pursuant to the Middle Housing legislation which amended RCW 36.70A.030, Definitions.
- **Middle Housing** (pg. 11)
This is a new definition, required pursuant to the Middle Housing legislation which amended RCW 36.70A.030, Definitions.
- **Short Term Rental** (pg. 13)
This is a new definition proposed by City Staff for clarity. This is not a requirement of the Middle Housing legislation.

- **Single-family dwelling** (pg. 16)
This definition is proposed with a revision to clarify that the dwelling unit shall not meet the definition of an ADU.
- **Single-family zones** (pg. 16)
This is a new definition, required pursuant to the Middle Housing legislation which amended RCW 36.70A.030, Definitions.
- **Stacked Flat** (pg. 17)
This is a new definition, required pursuant to the Middle Housing legislation which amended RCW 36.70A.030, Definitions.
- **Tier 3 City** (pg. 19)
This is a new definition that has been provided by the State but is optional. Staff recommends inclusion of the definition for clarity when describing Medina as a Tier 3 city.
- **Townhouses** (pg. 19)
This is a proposed new definition. The new Middle Housing legislation does not require Tier 3 cities to allow for townhouses, however, the inclusion of definitions for housing types not permitted can help provide differentiation and clarity between housing types.
- **Unit** (pg. 21)
This is a new definition provided by Staff in response to Council's request to provide a term. This definition was shared with City Council during the November 25 City Council meeting. This defined provides clarity in response to the State's use of the term "unit".
- **Unit density** (pg. 21)
This is a new definition recommended by the State for inclusion but is one that the City may define.

MMC 16.20.010 Comprehensive Plan and Zoning (pgs. 22-23)

- Subsection A is proposed for amendment to remove the term "single-family" and instead refer only to the "residential" setting of the community.
- Table 16.20.010 is a table which includes a description of the Comprehensive Plan Land Use Designations in the first column, with the associated Implementing Zone Designations in the second column. The term "single-family residential" is being removed and replaced with the simplified term "residential".

MMC 16.20.020(B) Adoption of official zoning map (pg. 24)

This section of the code provides a description of each of the zoning districts. The term "single-family" has been removed from each of the residential zones (R-16), (R-20) and (R-30).

MMC 16.21.030 Use Table (pgs. 26-27)

The use chart is an important tool within the development code to help users of the code determine which uses are permitted or prohibited within each of the various zoning districts. With the Middle Housing legislation requirements, the required Middle Housing types have been added to the chart, including:

- Duplex

- Cottage Housing
- Stacked Flats
- Courtyard apartments

Additional uses have been added as placeholders but have not yet been identified as to which zoning districts in which they will be allowed. These uses include “low-rise apartments”, “short term rental” and “townhouses”

Finally, an additional footnote has been added under the Shoreline Use, to provide a reference to the limitations specific to Middle Housing.

MMC 16.21.060 Maximum dwelling units on a lot (pgs. 28-29)

This section of code has been updated significantly in order to comply with the State requirements found in RCW 36.70A.635(5). This section previously stated that one only dwelling unit was allowed for lot, with the exception of ADU’s.

- This section of code has been amended to provide more specificity about the allowance of two units per lot, including language describing the exemptions to the 2-unit per lot requirement.
- A new subsection (C) has been added to clarify that the unit density standard does not apply to lots after subdivision below 1,000 square feet.
- A possible subsection (D) has also been added for Council consideration. This section, if included, would provide direction that any other modifications to the unit density standards would only be allowed through the implementation of a Development Agreement.

MMC 16.30.060 Residential Off-Street Parking (pg. 41)

A new subsection (2) has been incorporated to specify the off-street parking requirements for Middle Housing dwellings. This language is being included for compliance with RCW 36.70A.635(6).

The additional provisions are as follows:

- No off-street parking will be required within one-half mile walking distance of a major transit stop
- A maximum of one off-street parking space per unit shall be required on lots greater than 6,000 square feet before any zero lot subdivisions or lot splits.

MMC 16.30.090 Cottage Housing (pg. 42)

No additional text has yet been added, but this is being reserved as a placeholder for the location of the performance standards for the cottage housing that is required to be included in the code as an allowed use. The recommendation from the Planning Commission on November 18 was to limit the maximum gross size to 1,200 square feet.

MMC 16.30.100 Medium Density Housing (pg. 42)

No additional text has yet been added, but this is being reserved as a placeholder for the future discussion on the zoning districts that might accommodate medium density housing in compliance with mandated affordable housing targets.

MMC 16.34.020 Accessory Dwelling Units (pgs. 42-44)

While the term Middle Housing does not include “Accessory Dwelling Units” the City of Medina is also including legislation (required by House Bill 1337) related to ADU’s in the Middle Housing update. The code amendments within this section of the code are as follows:

- Subsection (A) - ADU's will now be included in the density and minimum lot area requirements, where they were previously excluded.
- Subsection (C) now allows for up to two (2) ADU's on a lot for each single-family dwelling located on the same lot, provided that the unit density standards are not exceeded. This section goes on to further state that if a lot is developed with a duplex, or with two units classified as Middle Housing, then no ADU is permitted on that lot.
- Subsection (D) Development Standards has also been updated to comply with HB 1337. A summary of the proposed new language is as follows:
 - ADU's will only be allowed on lots that meet the minimum lot size requirements for the principal unit.
 - ADU's will not be allowed on lots with critical areas, lots that are not connected to a public sewer system, or lots that are within the shoreline jurisdiction.
 - ADU's may not be used as "short term rentals".
 - The maximum gross floor area of an ADU is set at 1,000 square feet. (Although the maximum may be higher, it cannot be less than 1,000 square feet.)
 - The maximum roof height of an ADU is 25 feet, or the maximum height allowed for the primary unit (whichever is less).
- Subsection (E) now includes language about the exception to ADU parking requirements, which is not applicable when the ADU is located within one-quarter mile of a transit stop.
- Subsection (F) previously included a brief statement that garage space could be converted into an ADU. Two revisions are being proposed for these sections:
 - Accessory buildings have been listed as allowable structures for conversion into ADU's.
 - A provision has been added to require that parking spaces removed for conversion to ADU's must be replaced elsewhere on the property.

This language is required under RCW 36.70A.698(1). However, there is an additional step that the City can take:
 Under RCW [36.70A.698\(2\)](#) the city may require off-street parking within this ¼ mile if the city has determined that the accessory dwelling unit is in an area with a lack of access to street parking capacity, physical space impediments, or other reasons. supported by evidence that would make on-street parking infeasible for the accessory dwelling unit.

Draft Middle Housing Ordinance

The summary above identified sections of code that have been amended as a matter of achieving compliance with the Middle Housing mandates set by the State. Some sections of code were identified as topics that warrant further discussion.

The draft code amendment is scheduled for submission to the Department of Commerce by January 31, 2025. City Council will have the opportunity to review the ordinance at their meetings of January 13 and January 27. If the City Council provides policy guidance on any of the topics still under review by the January 27 meeting, the feedback will be incorporated into the draft ordinance that will be sent to the Department of Commerce at the end of the month.

Final Middle Housing Ordinance

The final ordinance must be submitted to the Department of Commerce by June 30, 2025. This ordinance must demonstrate compliance with the Tier 3 housing policy mandates. Policy

decisions on topics not currently in the ordinance will need to be made within a condensed timeline if they are to be included in the Middle Housing ordinance.

Topics that warrant additional discussion before the June deadline include the following:

- Zero Lot Subdivisions
 - The State Middle Housing mandate requires the City to allow zero lot line subdivisions. Other state law requires the City to adopt unit lot subdivisions. Zero lot line subdivisions can be a type of unit lot subdivision; therefore, the City Attorney's office is preparing an ordinance for unit lot subdivisions that will include the zero-lot line option. That ordinance will be part of the Middle Housing package and will be shared with the Planning Commission and the Council at future meetings.
- Affordability requirements
 - The City Attorney's office will be working on affordable housing provisions and density options that will achieve compliance with State and King County requirements.
- Unit Density Standards
 - The City Attorney's office has put together a draft ordinance that will be presented to the Planning Commission for review and recommendation at their January 16 meeting. The draft ordinance and PC recommendation will be forwarded to City Council for review at their January 27 meeting.

Topics that are related but not necessary for inclusion in the Middle Housing ordinance are as follows:

- Zoning district allowances for the following: townhouses, low-rise apartments and short-term rentals.
- Cottage Housing Standards
- Medium Density Housing
- Fence Height

Future Policy Work

Topics for inclusion in a separate ordinance, that have been identified in relation to the impacts of Middle Housing can be considered on a separate timeline. These topics are not required elements of the Middle Housing legislation and can be reviewed by the City in the coming months. These topics include the following:

- Lighting
 - City Staff will develop a Dark Sky ordinance for City Council consideration.
- Noise
 - City staff is currently evaluating options for a noise ordinance related to leaf blowers. The discussions with Council can be expanded to consider other noise considerations.
- Parking
 - A parking study is currently underway. At such time that the study is complete, the topic will come before City Council for further review and consideration.

Based on the various list of topics to be reviewed in the coming year, City Staff will be working to further refine the Planning Commission workplan for 2025. This will be discussed with the Planning Commission in their upcoming meeting of January 16, 2025. The PC recommendation will then be presented to the City Council for discussion at the January 27, 2025 meeting.

This Middle Housing Land Use Code Update project continues to meet and support Council's priorities 1, 2 and 5.

Council Priorities:

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

Attachments

- Exhibit 1 – Gap Analysis of Code Amendments
- Exhibit 2 – Code Amendment document in Word

Budget/Fiscal Impact: Proceeding with the Middle Housing Scope of Work is consistent with the City's obligations under the Commerce Middle Housing Grant. By meeting the required milestones, the City will be able to draw from the grant funds.

Recommendation: Discussion only; no action needed.

City Manager Approval: 

Proposed Council Motion: N/A

Time Estimate: 45 minutes

GAP ANALYSIS | City of Medina - Middle Housing Development Regulations

*City of Medina - Middle Housing Development Regulations
Prepared by SCJ Alliance*

Title 16 - Unified Development Code

Code Section	Title	Changes needed?	Recommendations	Notes	Status
Subtitle 16.0 - Introduction to the Unified Development Code					
All Sections					
		No			
Subtitle 16.1 - Administration of Unified Development Code					
Chapter 16.10 - Administration - General Provisions					
16.10.020	Minimum requirements	Yes	Remove use of "single-family"	With middle housing legislation, removing the use of "single-family" in (B)(2) would be a required change.	Term removed since last discussion on 11/6.
Chapter 16.12 - Definitions					
16.12.020	"A" definitions	Yes	Add required "A" definitions from E2SHB 1110.	Added required definition for "administrative design review". Also amended definition of "accessory building". Removed definition of "cottage". Added required definitions for "cottage housing" and "courtyard apartments". Recommend adding "condominium" definition. Performance standards need to be added for cottage housing.	Definitions added or amended as required by State legislation.
16.12.040	"C" definitions	Yes	Add all required "C" definitions from E2SHB 1110. Recommend adding "condominium" consistent with state law.	Current definition is from Commerce guidance documents.	New definition added since last discussion on 11/6. Definition of Duplex reviewed by Council at 11.25.24 CC meeting
16.12.050	"D" definitions	Yes	"Duplex" is undefined in state legislation. The City has the ability to adopt its own definition.	Added definitions for "Major transit stop" and "Middle Housing".	Definitions added
16.12.140	"M" definitions	Yes	Add all required "M" definitions from E2SHB 1110 and ESHB 2321	Added definition for "single family zones", "stacked flats". Also amended definition of single-family dwelling.	Definitions added
16.12.200	"S" definitions	Yes	Add all required "S" definitions from E2SHB 1110	Added definition of "Townhouse". Also added recommended definition of "Tier 3 City" from commerce guidance materials.	Both definitions are recommended for inclusion.
16.12.210	"T" definitions	Possibly	Add required "T" definition from E2SHB 1110, recommended addition of "Tier 3 city" from State Model Ordinance section 3. Recommend addition of "unit density" definition from State Model Ordinance section 3. State legislation has left this term undefined for cities to determine. Recommended definition of "unit" added per City Council discussion.	Council requested definition of "Unit". The term "Unit density" is required but is left for the City to define what this means and what is included.	Definitions for "unit" and "unit density" were agreed upon at 11/25/24 CC meeting
16.12.220	"U" definitions	Recommended			
Chapter 16.14 - Development Permit Fees					
All Sections					
		No			
Chapter 16.16 - Enforcement					
All Sections					
		No			
Subtitle 16.2 - Land Use					
Chapter 16.20 - Establishment of Zoning					
16.20.010	Comprehensive plan and zoning	Yes	See required elements in State Model Ordinance Section 4, 5, 6 and RCW 36.70A.635(1)(c).	Recommend revising terminology to remove word "single family" and refer to "Residential" only for Land Use Designations. New zone could be considered, but recommend removing term "single family" from zonig district names. Zoning map will need to be updated with the implementing ordinance.	"Single-family" term removed from two designations. Addition of four middle housing types added. "Single-family" term removed.
16.20.020	Adoption of official zoning map	Recommended	See RCW 36.70A.635(1)(c).		
Chapter 16.21 - Use and Occupancy Development Regulations					

16.21.030	Use table	Yes	Required middle housing types are described in RCW 36.70A.635.	Recommend adding the 4 required middle housing types to the use chart - duplexes, stacked flats, cottage housing and courtyard apartments.	4 middle housing types have been added to use chart. Also added short term rental, townhomes and low-rise apartments, which need further discussion on allowed zoning districts. Revisions made pursuant to RCW 36.70A.635(5). Further discussion warranted regarding the allowance for modifications.
16.21.060	Maximum dwelling units on a lot	Yes	See required elements of State Model Ordinance Section 5 and RCW 36.70A.635(5).	This section will specify the requirements to allow for two units per lot.	
16.22.020	Lot Development Standards	Possibly		Future consideration of MF-Low zoning designation.	
Chapter 16.23 - Bulk Development Standards					
All Sections					
No					
Subtitle 16.3 - Special Development Standards					
Chapter 16.30 - City-wide uses					
16.30.010	Fences, walls, and gates	Yes		Identified need to update fence height	Placeholder for future work on fence height.
16.30.060	Residential off-street parking	Yes	See required elements of State Model Ordinance Section 9 and RCW 36.70A.635(6)	Provisions for off-street parking for middle housing added	Complete. Changes are requirements under RCW 36.70A.635(6)
16.30.090, 100 and 110	Cottage Housing, Townhouses, MF Housing	Yes, in future	Identification of work to follow middle housing updates	Incorporated placeholders for future work on Cottage housing, Medium Density Housing	Placeholder added for each category.
Chapter 16.31 - Limited Uses					
All sections					
No					
Chapter 16.32 - Speical Uses					
All Sections					
No					
Chapter 16.33 - Historical Uses					
All Sections					
No					
Chapter 16.34 - Accessory Uses					
16.34.010	General Provisions	No			
16.34.020	Accessory dwelling units	Yes	See required elements of State Model Ordinance Section 4, 5 (and EHB 1337 compliance). Amended subsections A, C, D.5, and D.6 consistent with updated guidance and PC discussions.		Revisions made for compliance with EHB 1337. Further discussion warranted on topic of parking requirements for converted garages that meet RCW exemption.
Chapter 16.35 - Temporary Uses					
All Sections					
No					
Chapter 16.36 - Noncomformity					
All Sections					
No					
Chapter 16.37 - Wireless Communication Facilities					
All sections					
No					
Chapter 16.38 - Small Wireless Facilities					
All Sections					
No					
Chapter 16.39 - Parking					
All sections					
No					

City of Medina Middle Housing Code Amendment

Title 16 - UNIFIED DEVELOPMENT CODE

CHAPTER 16.0-16.3

Prepared by SCJ Alliance

Subtitle 16.00. INTRODUCTION TO THE UNIFIED DEVELOPMENT CODE

16.00.010. Title. *(no changes needed)*

16.00.020. Statement of purpose.

- A. The UDC is a comprehensive set of regulations that governs the physical development of all land and water within the City of Medina, except where state-owned properties are exempt under state law, for the purpose of orderly development within the community. The UDC consolidates the city's zoning, platting, environmental, construction and other development regulations into a one-book source with the goal of providing consistency between different regulations, and making the ability to find information related to development easier.
- B. The primary purpose of the regulations under this title is to:
1. Encourage and guide development consistent with the goals, policies and intent of the Medina comprehensive plan;
 2. Protect the community's ~~single-family~~ residential nature and the natural aesthetic quality of the community;
 3. Address both natural and manmade environmental considerations as part of the project permitting processes;
 4. Protect the public's health, safety and welfare as a whole and not create a duty of protecting any person or class of persons; and
 5. Provide appropriate procedures for enforcement of the regulations of this title.

(Ord. No. 997 , § 1, 4-26-2021; Code 1988 § 20.00.020; Ord. No. 900 § 4 (Att. A), 2013)

SUBTITLE 16.1. ADMINISTRATION OF UNIFIED DEVELOPMENT CODE

CHAPTER 16.10. ADMINISTRATION—GENERAL PROVISIONS

16.10.010. Compliance. *(no changes needed)*

16.10.020. Minimum requirements.

The regulations set forth in this title shall constitute the minimum requirements necessary to promote the public health, safety, morals, and general welfare.

(Code 1988 § 20.10.020; Ord. No. 900 § 4 (Att. A), 2013)

16.10.030. Conflicts. *(no changes needed)*

16.10.040. Administrative authority. *(no changes needed)*

16.10.050. Interpretations. *(no changes needed)*

16.10.060. Compliance with other laws. *(no changes needed)*

16.10.070. City liability. *(no changes needed)*

16.10.080. Responsibility for compliance. *(no changes needed)*

16.10.090. Severability. *(no changes needed)*

CHAPTER 16.12. DEFINITIONS

16.12.010. General provisions. *(no changes needed)*

16.12.020. "A" definitions.

Abandoned means the knowing relinquishment of right or claim to the subject property or structure on that property.

Abandoned sign means a sign which no longer identifies or advertises a bona fide business, lessor, service, owner, product, or activity, and/or for which no legal owner can be found.

Access means a way or means of approach to provide vehicular or pedestrian physical entrance to a property.

Accessory means a use, activity, structure or part of a structure which is subordinate and incidental to the main activity or structure on the subject property.

Accessory building means a detached building, the use of which is incidental or secondary to that of the main building. If an accessory building contains bathroom facilities, a sink, food storage, and food preparation facilities it shall be considered an accessory dwelling unit.

Accessory dwelling unit means a dwelling unit subordinate to a single-family dwelling unit which is:

1. Located within the single-family dwelling unit; or
2. Located within an accessory building on the lot with a principal single-family dwelling.

An accessory dwelling unit that exceeds the size limitations set forth in MMC 16.34.020, is defined as a cottage, if detached, or as a duplex unit if attached to another dwelling unit.

Adjoining means property that touches or is directly across a street or private lane from the subject property.

Administrative Design Review means a development permit process whereby an application is reviewed, approved, or denied by the planning director or the planning director's designee based solely on objective design and development standards without a public predecision hearing, unless such review is otherwise required by state or federal law, or the structure is a designated landmark or historic district established under a local preservation ordinance. A city may utilize public meetings, hearings, or voluntary review boards to consider, recommend, or approve requests for variances from locally established design review standards.

Adult family home means a residential home in which a person or persons provide personal care, special care, room, and board to more than one but not more than six adults who are not related by blood or marriage to the person or persons providing the services; provided, however, any limitation on the number of residents resulting from this definition shall not be applied if it prohibits the city from making reasonable accommodations to disabled persons in order to afford such persons equal opportunity to use and enjoy a dwelling as required by the Fair Housing Amendments Act of 1988, 42 U.S.C. 3604(f)(3)(b).

Agriculture means the use of land for agricultural purposes including any one or more of farming, apiculture, horticulture, floriculture, and viticulture. "Agriculture" may not include using, keeping, raising or farming of any animal, and may not include farming marijuana regardless of whether farmed for medicinal, recreational or research purposes.

Alter or alteration means:

1. Any change, addition or modification in construction or occupancy.
2. When used with Chapter 16.50 MMC—any human-induced action which changes and/or impacts the existing conditions of a critical area or buffer. Alterations include, but are not limited to, grading, filling, dredging, draining, channelizing, cutting of trees, clearing (vegetation), paving, construction, compaction, excavation, dumping, demolition, or any other activity that changes the character of the critical area.

Anadromous fish means fish that spawn and rear in fresh water and mature in the marine environment.

Ancillary facilities means the equipment required for operation of wireless communications, including, but not limited to, repeaters, radios, cabling, power meters, ventilation, generators, and other related equipment.

Ancillary use means a use essential for the proper and/or effective function of another use.

ANSI means the American National Standards Institute.

Antenna means an electrical conductor or group of electrical conductors that transmit or receive radio waves or microwaves.

Antenna, directional (or panel) means an antenna that receives and transmits signals in a directional pattern typically encompassing an arc of 120 degrees.

Antenna, omni-directional (or whip) means an antenna that receives and transmits signals in a 360-degree pattern, and which is four inches or less in diameter and 15 feet or less in height.

Antenna, parabolic (or dish) means a bowl-shaped device that receives and transmits signals in a specific directional pattern.

Antenna, tubular panel means an antenna which is 18 inches or less in diameter and less than eight feet in height, and which is capable of receiving or transmitting signals in a 360-degree pattern. This includes a configuration of multiple panel antennas located within a single shroud that gives the appearance of a single antenna.

Applicant means a person who applies for any permit or approval to do anything governed by this Code and who is the owner of the subject property, the authorized agent of the owner, or the city.

Arbor, bower, trellis means light, open, garden-type structures composed of vertical and/or horizontal elements without a room which may or may not attach to a building which is designed, established and installed as a part of the landscape of the property.

Arborist, city means a person appointed by the city manager or designee with the criteria that the person is a member of the American Society of Consulting Arborists or similar professional organization and is an ISA certified arborist. The city arborist is responsible for evaluating trees according to the International Society of Arboriculture in evaluating hazardous trees in urban areas.

Auditor, county means the person defined in Chapter 36.22 RCW or the office of the person assigned such duties under the King County Charter.

Automobile mechanical repair means general repair, rebuilding, or recondition of engines, motor vehicles, or trailers including incidental repairs and replacement of parts and motor services. This does not include painting and body work.

Automobile service station means a place where petroleum products are kept for retail sales for automobiles and other motor vehicles and where repairs, washing, servicing, greasing, adjusting or equipping of automobiles or other motor vehicles may be performed; and where grease, anti-freeze, tires, spark-plugs and other automobile supplies may also be sold incidentally. For the purpose of this definition, the sale of associated sundry items and the sale of prepared foods for consumption off the premises may be allowed in conjunction therewith provided the gross floor area devoted to the sale of such sundry items and prepared foods does not exceed 160 square feet.

(Code 1988 § 20.12.020; Ord. No. 969 § 3 (Exh. A), 2019; Ord. No. 948 § 2, 2017; Ord. No. 933 § 2, 2016; Ord. No. 924 § 4, 2015; Ord. No. 911 § 1, 2014; Ord. No. 909 § 5, 2014; Ord. No. 900 § 4 (Att. A), 2013; Ord. No. 996, § 2, 7-12-2021)

16.12.030. "B" definitions. *(no changes needed)*

16.12.040. "C" definitions.

Caliper, tree means synonym for trunk diameter used to measure the size of nursery trees. Caliper measurement of the trunk is taken six inches above the ground up to and including four-inch caliper size. If the caliper at six inches above the ground exceeds four inches, the caliper is measured at 12 inches above the ground.

Carport means a building or structure or part thereof which is not wholly enclosed and is used for the parking or storage of passenger vehicles.

Channel migration zone (CMZ) means the lateral extent of active stream channel movement over the past 100 years. Evidence of active movement over the 100-year time frame can be inferred from aerial photos or from specific channel and valley bottom characteristics. A time frame of 100 years was chosen because aerial photos, maps and field evidence can be used to evaluate movement in this time. A CMZ is not typically present if the valley width is generally less than two bank full widths, is confined by terraces, no current or historical aerial photographic evidence exists of significant channel movement, and there is no field evidence of secondary channels with recent scour from stream flow or

progressive bank erosion at meander bends. Areas separated from the active channel by legally existing artificial channel constraints that limit bank erosion and channel avulsion without hydraulic connections shall not be considered within the CMZ.

City means City of Medina.

Clearing means cutting, grubbing or removing vegetation or other organic plant material by physical, mechanical, chemical or any other similar means. For the purpose of this definition of clearing, "cutting" means the severing of the main trunk or stem of woody vegetation at any point.

Closed-record appeal means an administrative appeal on the record on a project permit application following an open-record hearing with no or limited new evidence or information allowed to be submitted and only appeal argument allowed.

Clubhouse means a building used by a club, being an association of persons with a common interest meeting periodically for shared activity.

Co-location means the use of a single support structure and/or site by more than one telecommunication carrier of wireless communication.

Commercial means the use of land, building or structure relating to the buying and selling of goods and services.

Compatible means a building, structure, activity or use that blends with, conforms to, or is harmonious with the surrounding ecological, physical, visual or cultural environment.

Compensatory mitigation means replacing project-induced critical area losses or impacts, and includes, but is not limited to, the following:

1. *Restoration.* Actions performed to reestablish critical area functional characteristics and processes that have been lost by alterations, activities, or catastrophic events within an area that no longer meets the definition of a critical area.
2. *Creation.* Actions performed to intentionally establish a critical area at a site where it did not formerly exist.
3. *Enhancement.* Actions performed to improve the condition of existing degraded critical areas so that the functions they provide are of a higher quality.

Comprehensive plan means the adopted Medina comprehensive plan, listing the goals and policies regarding land use within the city.

Conditional use, special use means a use permitted in a particular zone only upon showing that such use in a specified location will comply with all the conditions and standards for the location or operation of such use as specified and authorized by law.

Condominium means real property, portions of which are designated for separate ownership and the remainder of which is designated for common ownership solely by the owners of those portions. Real property is not a condominium unless the undivided interests in the common elements are vested in the unit owners, and unless a declaration and a survey map and plans have been recorded pursuant to chapter 64.34 RCW.

Coniferous trees means those trees that are called evergreen, have needles or scales for leaves, and bear seeds in protective cones. This includes conifer trees that lose their needles in the fall.

Contour line means the interconnection of points having the same height above sea level.

Cost of construction (including maintenance and repairs) means the true value in the open market of all work required to accomplish the proposed construction, as defined by the International Building Code for the purpose of computing building permit fees. The true value shall include reasonable true market values for the materials and labor and include normal contractor profit and overhead and design fees, but exclude Washington State and local sales taxes and permit fees.

~~*Cottage* means a detached single family dwelling unit used as a secondary dwelling on a property.~~

Cottage housing means residential units on a lot with a common open space that either: (a) is owned in common; or (b) has units owned as condominium units with property owned in common and a minimum of 20 percent of the lot size as open space.

Court means a space, open and unobstructed to the sky, located at or above grade level on a lot and bounded on three or more sides by walls or buildings.

Court of competent jurisdiction means the judicial body empowered to adjudicate the question under consideration.

Courtyard apartments means attached dwelling units arranged on two or three sides of a yard or court.

Critical areas means critical areas as defined in RCW 36.70A.030 and amendments thereto, and this title.

(Code 1988 § 20.12.040; Ord. No. 975 § 2, 2019; Ord. No. 969 § 3 (Exh. A), 2019; Ord. No. 924 § 6, 2015; Ord. No. 909 § 6, 2014; Ord. No. 900 § 4 (Att. A), 2013)

Commented [JR1]: Need to adopt performance standards for cottage housing. Working draft should have max gross SF size of 1,200 SF per PC direction on 11/18

16.12.050. "D" definitions.

Day means calendar days.

Deciduous trees means perennial trees that lose all of their leaves at one time of the year.

Deck means a structure attached to a wall of a building designated, established, and/or installed to provide for entrance or exit, outdoor living, cooking, and/or recreation, some sides of which are open and which may or may not have a permanent overhead covering. (See definitions for "porch" and "veranda.")

Dedication means the deliberate appropriation of land by an owner for any general and public uses, reserving to himself or herself no other rights than such as are compatible with the full exercise and enjoyment of the public uses to which the property has been devoted.

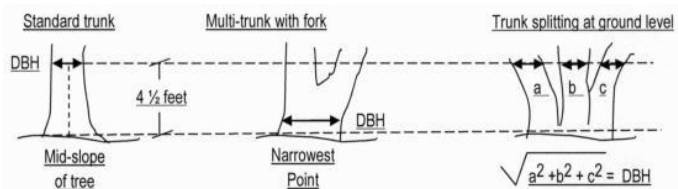
Development means a change in the use of any land, building, or structure for any purpose, and shall include the carrying out of any building, engineering construction or other operation in, on, over or under land, or the construction, addition or alteration of any building or structure.

Development permits means all permits and associated approvals administered by the city associated with development.

Development regulations means the controls placed on development or land use activities including but not limited to building codes, zoning, critical areas, shoreline master programs, official controls, and subdivisions, together with any amendments thereto.

Diameter breast height or DBH means the diameter measurement in inches of the outside bark of a tree trunk, measured at 4½ feet above the surrounding existing ground surface. The vertical measurement is taken at the mid-slope of the surrounding ground surface. The DBH for multi-trunk trees forking below the 4½-foot mark is determined by measuring the diameter of the tree trunk at the narrowest part of the main stem below the tree fork. The DBH for multi-trunk trees splitting at ground level is determined by taking the square root of the sum of all squared stem caliper. See Figures below.

Figures Measuring DBH



Diameter of replacement tree means the replacement tree diameter using caliper as the measurement. Multi-trunk trees shall be measured by taking one-half the caliper of up to the three largest trunks and summing them.

Director means the city manager or designee appointed by the city manager to administer this title or parts of this title.

Dispersion means a type of low impact development best management practice designed to release surface and stormwater runoff such that the flow spreads over a wide area and is located so as not to allow flow to concentrate anywhere upstream of a drainage channel with erodible underlying granular soils.

Division of land means any segregation of land that creates lots, tracts, parcels, or sites not otherwise exempted by this title that alters or affects the shape, size or legal description of any part of the owner's land.

Domesticated animal or pet has the meaning and status assigned in MMC 6.04.005.

Drainage facility means the system of collecting, conveying and storing surface and storm runoff. Drainage facilities shall include but not be limited to all surface and stormwater runoff conveyance and containment facilities including streams, pipelines, channels, ditches, infiltration facilities, retention/detention facilities, and other drainage structures and appurtenances.

Driveway means an area of the subject property designed to provide vehicular access to a parking area or structure contained on the subject property.

Driveway apron means that portion of a driveway connecting to a public roadway or to a private lane. The driveway apron provides a transition between the street, driveway, and sidewalk (if present).

[Duplex means a residential building with two attached dwelling units.](#)

Dwelling means a building used or intended for residential occupancy.

Dwelling unit means one or more rooms or structures providing complete, independent living facilities for one family, including permanent provisions for living, sleeping, cooking and sanitation.

(Code 1988 § 20.12.050; Ord. No. 969 § 3 (Exh. A), 2019; Ord. No. 924 § 7, 2015; Ord. No. 923 § 1, 2015; Ord. No. 909 § 7, 2014; Ord. No. 900 § 4 (Att. A), 2013; Ord. No. 996 , § 3, 7-12-2021)

16.12.060. "E" definitions. (no changes needed)

16.12.070. "F" definitions. (no changes needed)

16.12.080. "G" definitions. (no changes needed)

16.12.090. "H" definitions. (no changes needed)

16.12.100. "I" definitions. (no changes needed)

16.12.110. "J" definitions. (no changes needed)

16.12.130. "L" definitions. (no changes needed)

16.12.140. "M" definitions.

Major transit stop means:

(A) a stop on a high capacity transportation system funded or expanded under the provisions of chapter 81.104 RCW;

(B) commuter rail stops;

(C) stops on rail or fixed guideway systems;

(A)(D) stops on bus rapid transit routes, including those stops that are under construction.

Manufactured home means a single-family dwelling required to be built in accordance with regulations adopted under the National Manufactured Housing Construction and Safety Standards Act of 1974 (42 U.S.C. 5401 et seq.).

Marijuana use includes the following:

1. *Marijuana cooperative* means the same as described in RCW 69.51A.250 and amendments thereto;
2. *Marijuana processor* means a person or entity who processes marijuana into usable marijuana and marijuana-infused products, packages and labels usable marijuana and marijuana-infused products for sale in retail outlets, and sells usable marijuana and marijuana-infused products at wholesale to marijuana retailers;
3. *Marijuana producer* means a person or entity who produces and sells marijuana at wholesale to marijuana processors and other marijuana producers;

Commented [ZT2]: Required, pursuant to the middle housing legislation which amended RCW 36.70A.030 - Definitions

4. *Marijuana retailer* means a person or entity who sells usable marijuana and marijuana-infused products in a retail outlet;

5. *Marijuana researcher* means a person or entity licensed to produce, process, and possess marijuana for limited research purposes pursuant to RCW 69.50.372.

The terms in RCW 69.50.101, and amendments thereto, shall be used to interpret further the meaning of marijuana use.

Mechanical equipment means any machine or system containing moving parts such as motors, valves, relay switches, compressors, fans or similar components, including but not limited to those used to circulate and/or condition air, water, refrigerant, effluent or products of combustion.

Medina tree fund means a fund established by the city for the financial mitigation for tree removal consistent with [Chapter 16.52 MMC](#). The fund is to be used to plant trees on public lands as deemed appropriate by the city manager or designee. In addition, the fund may be used to maintain public trees, develop a community tree management plan, and to pay costs related to the city arborist or other consultants to carry out the purposes of the Medina tree code ([Chapter 16.52 MMC](#)).

~~*Middle Housing* means buildings that are compatible in scale, form, and character with single family houses and contain two or more attached, stacked, or clustered homes including duplexes, triplexes, fourplexes, fiveplexes, sixplexes, townhouses, stacked flats, courtyard apartments, and cottage housing.~~

Mitigation means avoiding, minimizing or compensating for adverse critical areas impacts. Mitigation, in the following order of preference, is:

1. Avoiding the impact altogether by not taking a certain action or parts of an action;
2. Minimizing impacts by limiting the degree or magnitude of the action and its implementation, by using appropriate technology, or by taking affirmative steps, such as project redesign, relocation, or timing, to avoid or reduce impacts;
3. Rectifying the impact to wetlands and habitat conservation areas by repairing, rehabilitating or restoring the affected environment to the conditions existing at the time of the initiation of the project;
4. Minimizing or eliminating the hazard by restoring or stabilizing the hazard area through engineered or other methods;
5. Reducing or eliminating the impact or hazard over time by preservation and maintenance operations during the life of the action;
6. Compensating for the impact to wetlands and habitat conservation areas by replacing, enhancing, or providing substitute resources or environments; and
7. Monitoring the hazard or other required mitigation and taking remedial action when necessary.

Mitigation for individual actions may include a combination of the above measures.

MMC means Medina Municipal Code as adopted pursuant to [Chapter 1.01 MMC](#).

Monopole means a single upright pole, engineered to be self-supporting that does not require lateral cross supports and is sunk into the ground and/or attached to a foundation.

(Code 1988 § 20.12.140; Ord. No. 969 § 3 (Exh. A), 2019; Ord. No. 933 § 3, 2016; Ord. No. 924 § 15, 2015; Ord. No. 923 § 5, 2015; Ord. No. 911 § 2, 2014; Ord. No. 909 § 11, 2014; Ord. No. 900 § 4 (Att. A), 2013)

16.12.150. "N" definitions. *(no changes needed)*

16.12.160. "O" definitions. *(no changes needed)*

16.12.170. "P" definitions. *(no changes needed)*

16.12.180. "Q" definitions. *(no changes needed)*

16.12.190. "R" definitions. *(no changes needed)*

16.12.200. "S" definitions. *(no changes needed)*

School means a school operation with 13 or more attendees at any one time, not including immediate family members who reside in the school or employees.

School operation means any institution of learning, excluding those offering post-secondary education, offering instruction in the several branches of learning and study required by the Basic Education Code of the State of Washington to be taught in the public, private and parochial school.

Scrub-shrub wetland means a regulated wetland with at least 30 percent of its surface area covered by woody vegetation less than 20 feet in height as the uppermost strata as measured from existing grade.

Security barrier means an obstruction, such as fences, walls, vegetation and similar elements that restricts public access.

Seismic hazard areas means areas that are subject to severe risk of damage as a result of earthquake-induced ground shaking, slope failure, settlement, soil liquefaction, lateral spreading, or surface faulting.

Sensitive areas. See "critical areas."

SEPA. See definition of "State Environmental Policy Act (SEPA)."

Service area means the vicinity around a wireless communication facility that effectively receives signals from and transmits signals to the facility.

Setback means the minimum distance from the property line to where a structure may be built. (See MMC 16.22.030.)

Setback area means the area of a lot or building site between the property line and the limits set by this Code within which no structure may intrude unless allowed otherwise by law.

Shorelands or shoreland areas means those lands extending landward for 200 feet in all directions as measured on a horizontal plane from the ordinary high water mark or floodways and contiguous floodplain areas landward 200 feet from such floodways; and all wetlands and river deltas associated with the streams, lakes and tidal waters which are subject to the provisions of the Washington State Shoreline Management Act of 1971 and the City of Medina shoreline master program, Chapters 16.60 through 16.67 MMC.

Shorelines means all of the water areas of the state as defined in RCW 90.58.030, including reservoirs and their associated shorelands, together with the lands underlying them except:

1. Shorelines of statewide significance;
2. Shorelines on segments of streams upstream of a point where the mean annual flow is 20 cubic feet per second or less and the wetlands associated with such upstream segments; and
3. Shorelines on lakes less than 20 acres in size and wetlands associated with such small lakes.

Shorelines of statewide significance means those areas defined in RCW 90.58.030 and limited in the City of Medina to Lake Washington.

Short term rental means a lodging use, that is not a hotel or motel or bed and breakfast, in which a dwelling unit, or portion thereof, is offered or provided to a guest by a short-term rental operator for a fee for fewer than thirty consecutive nights.

Sign means any medium visible to the public including its structure and component parts which is used or intended to be used out of doors to convey a message to the public or otherwise attract attention to its subject matter, for advertising or any other purposes.

Sign, A-board means a portable sign consisting of two sign faces hinged at the top and separated at the bottom to make it self-standing.

Sign area means the area of the face of the sign. When a dimensional sign contains information on two sides of the sign, only one side is counted in determining sign area, except A-board signs where the average area of the two faces shall be used to determine sign area.

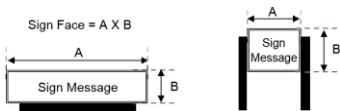
Sign, banner means a sign made of lightweight fabric or similar material that is temporarily mounted to a pole or building by one or more edge. National, state or municipal flags, or the official flag of any institution, shall not be considered banners.

Sign, commercial means a sign containing commercial content used for identifying a building, use, business or event, or to advertise the sale of goods, products, events or services. This includes real estate and event signs.

Sign face means the surface upon, against or through which the letters, numerals, figures, symbols, logos and graphic elements comprising the content or message of a sign is displayed or illustrated, not including the sign support structure, or architectural features of a building.

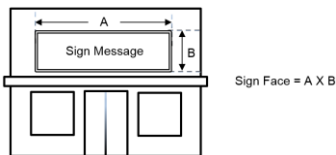
1. In the case of freestanding signs, the sign face shall include the entire area of the sign panel, cabinet or face substrate including borders upon which the sign message is displayed or illustrated. See Figure 1.

Figure 1



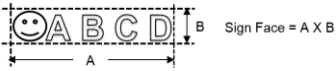
2. In the case of signs displayed on or mounted to buildings or fences, the sign face shall include the area of the entire panel, cabinet or face substrate upon which the sign message is displayed including framed, painted or illuminated borders that contrast the sign from the background of the building or fence. See Figure 2.

Figure 2



3. In the case of signs consisting of individual letters and/or individual graphic elements painted or affixed to a building or structure, the sign face shall comprise the sum of the geometric figures or combination of regular geometric figures drawn using connected straight lines closest to the edge of the letters or separate graphic elements comprising the sign message. See Figure 3.

Figure 3



Sign, freestanding means a sign attached to a self-supporting structure such as columns, poles, or braces placed in or upon the ground.

Sign height means the total vertical measurement of a sign including all components of the sign and the sign's support structure.

Sign, illuminated means a sign characterized using artificial light, either projecting through its surface (internally or trans-illuminated), or reflecting off its surface (externally illuminated).

Sign, location identity means signs that identify address numbers, property owners, and/or geographic areas such as neighborhoods and subdivisions.

Sign, mounted means a sign that is applied or affixed to a building, wall or fence.

Sign, municipal means a sign erected by the City of Medina, or its authorized representatives, for the safety, convenience or information of its citizens, including, but not limited to, traffic control signs, legal notices, city entrance signs, and signs announcing public and community events, meetings, and activities.

Sign, noncommercial means a sign containing noncommercial content used for identifying a building, use, or event, or to advertise noncommercial matters, excluding municipal signs.

Sign, off-site means any sign that advertises or relates to an event, activity, use, good, product, or service that is not available on the premises upon which the sign is erected.

Sign, on-site means any sign that advertises or relates to an event, activity, use, good, product, or service that is lawfully permitted to be offered, sold, traded, provided, or conducted at the location or premises upon which the sign is erected.

Sign, permanent means any sign which is affixed to the ground or to any permanent structure or building, including walls, awnings and fences, in such a manner that it cannot be moved or transported with ease, and which is intended to remain in one location and position for an extended period of time.

Sign, real estate and events means a temporary sign that is for the sole purpose of advertising a parcel, tract, lot, site or home for rent, lease or sale; for advertising the sale of a home's household belongings; or which identifies an individual or company performing an active construction project that has obtained building permits under MMC 16.40.010(A) or (B), and which construction activity is visible

from a public street right-of-way, including remodels. For purposes of this definition, "construction projects" shall not include routine maintenance of property such as landscaping care.

Sign support structure means any structure designed specifically for the support of a sign and which does not form part of the sign proper or of the display.

Sign, temporary means a sign displaying either commercial or noncommercial messages which is not permanently affixed to the ground or any permanent structure or building and which is capable of being moved or transported with ease.

Sign, window means a sign affixed to the surface of a window with its message intended to be visible to the exterior environment.

Significant tree means a tree of at least six-inch DBH size and of a species as identified on the "City of Medina List of Suitable Tree Species" as set forth in Chapter 16.52 MMC.

Single-family dwelling means a dwelling unit which is occupied as, or designed or intended for occupancy as, a residence by one family and may include family guests and/or household staff. The owner of the single-family dwelling may provide lodging to persons who are not guests and who are not part of a family provided the total number of persons, including nonfamily persons living in the dwelling, does not exceed three, excluding children with familial status within the meaning of Title 42 United States Code, Section 3602(k). The limitation on the number of nonfamily persons living in the dwelling shall not apply to adult family homes, family day-care providers' home facilities as prescribed by RCW 35A.63.215, and other living arrangements which would violate Title 42 United States Code, Section 3604.

Single-family dwelling, detached means a separate unconnected single-family dwelling surrounded by open space and yards and which contains one dwelling unit and up to one accessory dwelling unit. A detached single-family dwelling may have detached accessory buildings including, but not limited to, garages, accessory recreational facilities, cabanas and similar residential accessories having no more than one room plus a bathroom and otherwise not designed as an independent residence and/or not meeting the definition of an accessory dwelling unit.

[Single-family zones means those zones where single-family detached residences are the predominant land use.](#)

Single housekeeping unit means one or more person(s) who jointly have common access to and common use of all living, kitchen, and eating areas within the dwelling unit and household activities and responsibilities such as meals, chores, expenses and maintenance of the premises are shared or carried out according to a household plan or other customary method.

Soil survey means the most recent soil survey for the local area or county by the National Resources Conservation Service, U.S. Department of Agriculture.

Spa. See definition under "hot tub."

Species means any group of animals classified as a species or subspecies as commonly accepted by the scientific community.

Species, endangered means any fish or wildlife species or subspecies that is threatened with extinction throughout all or a significant portion of its range and is listed by the state or federal government as an endangered species.

Species of local importance means those species of local concern due to their population status or their sensitivity to habitat manipulation, or that are game species.

Species, priority means any fish or wildlife species requiring protective measures and/or management guidelines to ensure their persistence as genetically viable population levels as classified by the Department of Fish and Wildlife, including endangered, threatened, sensitive, candidate and monitor species, and those of recreational, commercial, or tribal importance.

Species, threatened means any fish or wildlife species or subspecies that is likely to become an endangered species within the foreseeable future throughout a significant portion of its range without cooperative management or removal of threats, and is listed by the state or federal government as a threatened species.

Sport court means an area of ground defined by permanent surfacing, equipment and/or fencing for the purpose of playing tennis, badminton, basketball and similar social games.

[Stacked flat means dwelling units in a residential building of no more than three stories on a residential zoned lot in which each floor may be separately rented or owned.](#)

State Environmental Policy Act (SEPA) means environmental review procedures required under Chapter 43.21C RCW, Chapter 197-11 WAC, and Chapter 16.04 MMC.

Steep slope means any area with a slope of 40 percent or steeper and with a vertical relief of ten or more feet except areas composed of consolidated rock. A slope is delineated by establishing its toe and top and measured by averaging the inclination over at least ten feet of vertical relief.

Story means that portion of a building included between the upper surface of any floor and the upper surface of the floor next above, except that the topmost story shall be that portion of a building included between the upper surface of the topmost floor and the ceiling or roof.

Stream means a course or route, formed by nature or modified by humans and generally consisting of a channel with a bed, banks, or sides throughout substantially all its length, along which surface waters, with some regularity (annually in the rainy season), naturally and normally flow in draining from higher to lower lands. This definition does not include specially designed irrigation and drainage ditches,

grass-lined swales, canals, stormwater runoff devices, or other courses unless they are used by salmonids or to convey watercourses that were naturally occurring prior to construction.

Street means a right-of-way, opened or unopened, that is intended for motor vehicle travel or for motor vehicle access to abutting property. "Street" includes all the area within the right-of-way, such as roadways, parking strips, and sidewalks. For the purposes of the zoning code, "street" shall not include private lanes.

Street frontage means the property line abutting streets.

Structural coverage means the area of a lot covered by structures. (See MMC 16.23.030.)

Structure means that which is erected, built or constructed, including an edifice or building of any kind, or any piece of work artificially built up or composed of parts joined together in some definite manner.

Subdivision means the division or redivision of land into five or more lots, tracts, parcels, sites, or divisions for the purpose of sale, lease, or transfer of ownership.

Subdivision, accumulative short means multiple short subdivisions of contiguous existing lots held under common ownership, which would result in the creation of five or more lots within a five-year period of the initial short subdivision approval. "Ownership" for the purpose of this definition means ownership as established at the date of the initial short subdivision approval.

Subdivision, short means the division or redivision of land into four or fewer lots, tracts, parcels, sites, or divisions for the purpose of sale, lease, or transfer of ownership.

Substantial destruction means damage of any origin that is voluntarily or involuntarily sustained by a structure whereby the cost of restoring the structure to its before damaged condition would equal or exceed 60 percent of the fair market value of the structure before the damage occurred. Substantially means significant in the size or amount and has a noticeable impact on the current situation to a degree that would satisfy a reasonable person as significant.

Substantially means significant in the size or amount and has a noticeable impact on the current situation to a degree that would satisfy a reasonable person as significant.

Support structures means the structure to which signs, antennas or other necessary associated hardware are mounted, including, but not limited to, lattice towers, monopoles, utility support structures, and existing nonresidential buildings.

Swimming pool means any artificially constructed water-holding device that has a minimum depth of 42 inches and is of sufficient size for swimming, wading, immersion, or therapeutic purposes.

(Code 1988 § 20.12.200; Ord. No. 975 § 3, 2019; Ord. No. 969 § 3 (Exh. A), 2019; Ord. No. 955 § 3, 2018; Ord. No. 948 § 3, 2017; Ord. No. 924 § 21, 2015; Ord. No. 923 § 6, 2015; Ord. No. 916 § 3, 2015; Ord. No. 909 § 14, 2014; Ord. No. 900 § 4 (Att. A), 2013; Ord. No. 1017 , § 6, 2022)

16.12.210. "T" definitions.

Target, when used for assessing hazard trees, means people, property or activities that could be injured, damaged, or disrupted by a tree.

Target, likelihood of impact means the chance of a target being impacted by a failed part of a tree. The likelihood of impacting a target can be categorized as follows:

1. *Very low*. The chance of the failed tree or branch impacting the specific target is remote;
2. *Low*. It is not likely that the failed tree or branch will impact the target;
3. *Medium*. The failed tree or branch may or may not impact the target, with nearly equal likelihood; or
4. *High*. The failed tree or branch will most likely impact the target.

In evaluating the likelihood of impacting a target, the occupancy rate of the target and any factors that could affect the failed tree as it falls towards the target shall be used in determining the likelihood of impact.

Temporary public facility means a land use and/or facilities owned, operated, and maintained temporarily by a city government agency, a public or nonprofit school, or religious organization.

Terrace means a level platform or shelf of earth supported on one or more faces by a wall, bank of turf, stable inclined grades, or the like.

[Tier 3 city means a city with a population of less than 25,000 that is within a contiguous urban growth area with the largest city in a country with a population of more than 275,000, based on 2020 Office of Financial Management population estimates. The City of Medina is classified as a Tier 3 city.](#)

Title report means the written analysis of the status of title to real property, including a property description, names of titleholders and how title is held (joint tenancy, etc.), encumbrances (mortgages, liens, deeds of trusts, recorded judgments), and real property taxes due.

[Townhouses means buildings that contain three or more attached single-family dwelling units that extend from foundation to roof and that have a yard or public way on not less than two sides.](#)

Tract means an extended area of land reserved exclusively for a special use such as open space, surface water retention, utilities, or access. Tracts reserved for a special use are not considered building sites.

Transitional housing means one or more dwelling units owned, operated, or managed by a nonprofit organization or governmental entity in which supportive services are provided to individuals and families that were formerly homeless, with the intent to stabilize them and move them to permanent housing within a period of not more than 24 months, or longer if the program is limited to tenants within a specified age range or the program is intended for tenants in need of time to complete and transition from educational or training or service programs.

Treasurer, county means the person defined in Chapter 36.40 RCW, or the office of the person assigned such duties under the King County Charter.

Treatment best management practice means a facility designed to remove pollutants contained in stormwater. Some methods of pollutant removal include sedimentation/settling, filtration, plant uptake, and bacterial decomposition. Treatment BMPs include, but are not limited to: vegetated filter strips, oil and water separators, biofiltration swales, and linear sand filters. Further information can be found in the stormwater manual adopted under MMC 13.06.020.

Tree means a self-supporting woody perennial plant, excluding a bush or shrub.

Tree, dead means a tree that is no longer alive, has been removed beyond repair, or is in an advanced state of decline (where an insufficient amount of live tissue, green leaves, limbs or branches exists to sustain life) and has been determined to be in such a state by a certified arborist during a nondormant or other natural stage of the tree that would minimize the likelihood that the tree would be mistakenly identified as being in such a dead state.

Tree, hedge means a row of smaller trees planted close together and growing in a dense continuous line 20 feet in length or longer that form a thicket barrier.

Tree protection zone means area identified by the director in which no soil disturbances are permitted and activities are restricted.

Tree, right-of-way means a tree with at least two-thirds of its trunk diameter on public right-of-way.

Tree risk means the combination of the likelihood of an event and the severity of the potential consequences. In the context of trees, risk is the likelihood of a conflict or tree failure occurring and affecting a target and the severity of the associated consequences: personal injury, property damage, or disruption of activities. Risk is evaluated by categorizing or quantifying both the likelihood (probability) of occurrence and the severity of the consequences.

Tree species means group of trees that resemble each other closely and interbreed freely.

Tree topping means an inappropriate technique to reduce tree size that cuts through a stem more than two years old at an indiscriminate location.

Truck gardening means the same as "market gardens," which is the small-scale production of fruits, vegetables and flowers, frequently sold directly to consumers.

(Code 1988 § 20.12.210; Ord. No. 1008 , § 3, 3-14-2022; Ord. No. 969 § 3 (Exh. A), 2019; Ord. No. 923 § 7, 2015; Ord. No. 909 § 15, 2014; Ord. No. 900 § 4 (Att. A), 2013)

16.12.220. "U" definitions.

UDC means Unified Development Code as set forth in this title.

Uncovered means, when used in conjunction with a structure such as decks, stairs, patios, etc., open above and without cover.

Unit means a dwelling unit of any type.

Unit density means the number of dwelling units allowed on a lot, regardless of lot size.

Use means any activity, occupation, business or operation carried out, or intended to be carried on, in a building or other structure or on a parcel of land.

Use, accessory. See definition of "accessory."

Use, principal means the main or primary purpose for which a building, other structure and/or lot is designed, arranged, or intended, or for which may be used, occupied or maintained under the Medina Municipal Code.

Utility support structure means poles that support street lights, and poles used to support electrical, telephone, cable or other similar facilities. These poles are typically constructed of wood, steel, concrete and composite materials.

(Code 1988 § 20.12.220; Ord. No. 969 § 3 (Exh. A), 2019; Ord. No. 900 § 4 (Att. A), 2013)

16.12.230. "V" definitions. *(no changes needed)*

16.12.240. "W" definitions. *(no changes needed)*

16.12.270. "Z" definitions. *(no changes needed)*

CHAPTER 16.14. DEVELOPMENT PERMIT FEES

(no changes needed)

CHAPTER 16.16. ENFORCEMENT

(no changes needed)

SUBTITLE 16.2. LAND USE

CHAPTER 16.20. ESTABLISHMENT OF ZONING

16.20.010. Comprehensive plan and zoning.

- A. The comprehensive plan establishes a community vision for a high-quality ~~single-family~~ residential setting and the coordinating goals and policies that support this vision. Development regulations implement the comprehensive plan by specifying how and for what purpose each parcel of land may be used.
- B. Table 16.20.010 prescribes the relationship between the comprehensive plan and zoning designations by identifying the comprehensive plan land use designation and the corresponding implementing zoning designations.

Table 16.20.010: Comprehensive Plan and Zoning

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Comprehensive Plan Land Use Designation	Implementing Zone Designations
<u>Single-family residential Residential, including single-family, duplexes, stacked flats, courtyard apartments, and cottage housing.</u>	Single-family residence Residential —R16
	Single-family residence Residential —R20
	Single-family residence Residential —R30
	Suburban gardening residential—SR30
Local business	Single-family residence Residential —R16
	Suburban gardening residential—SR30
	Neighborhood auto servicing
Public facility	Single-family residence Residential —R16
	Parks and public places
School/institution	Parks and public places
Utility	All
Park	All
Open space	All

Commented [ZT3]: The Department of Commerce says these types are “allowed by-right” since they can be “reasonably built” in two unit per lot configurations.

(Code 1988 § 20.20.010; Ord. No. 900 § 4 (Att. A), 2013)

16.20.020. Adoption of official zoning map.

- A. The zoning map adopted by Ordinance No. 907, and amendments thereto, shall serve as the City of Medina official zoning map. Said map and all notations, references, data and other information shown on the official zoning map are adopted and made part of the UDC.
- B. The city is divided into the following zoning districts with the map symbols shown in parentheses, and which are shown on the official zoning map:

1. ~~Single family residence Residential~~ R16 (R-16);
 2. ~~Single family residence Residential~~ R20 (R-20);
 3. ~~Single family residence Residential~~ R30 (R-30);
 4. Suburban gardening residential SR30 (SR-30);
 5. Neighborhood auto servicing (N-A); and
 6. Park and public places (Public).
- C. The following special zoning map overlays with the map symbols shown in parentheses are established and shown on the official zoning map:
1. Neighborhood character preservation district—Medina Heights (Medina Heights); and
 2. Planned land use development (PLUD).
- D. In addition to the zoning districts and special zoning map overlays, a primary state highway designation shall apply to the SR 520 right-of-way and be shown on the official zoning map (state ROW).

(Code 1988 § 20.20.020; Ord. No. 907 § 3, 2014; Ord. No. 900 § 4 (Att. A), 2013)

16.20.030. Zoning map interpretations. *(no changes needed)*

CHAPTER 16.21. USE AND OCCUPANCY DEVELOPMENT REGULATIONS

16.21.010. Purpose. *(no changes needed)*

16.21.020. Permitted uses, prohibited uses. *(no changes needed)*

Uses listed in Table 16.21.030 are subject to the following:

- A. Uses listed with a "P" are permitted outright, subject to applicable development regulations;
- B. Uses listed with an "L" are limited uses and are permitted subject to the applicable regulations in Chapter 16.31 MMC and other applicable development regulations;
- C. Uses listed with an "A" are administrative uses and are permitted subject to an administrative special use permit or administrative conditional use permit and applicable development regulations;

- D. Uses listed with a "SU" are special uses and are permitted subject to a nonadministrative special use permit and applicable development regulations;
- E. Uses listed with a "CU" are conditional uses and are permitted subject to a nonadministrative conditional use permit and applicable development regulations;
- F. Uses listed with an "H" are historical uses and are permitted subject to a historical use permit and applicable development regulations;
- G. Uses listed in the table, but shown as blank in the column under a specific zone, are prohibited in that zone;
- H. Uses not listed in the table are prohibited, except as may be allowed by MMC 16.21.040 or 16.21.050;
- I. Review procedures for deciding project permit applications are found in Chapters 16.70 through 16.72 MMC.

(Code 1988 § 20.21.020; Ord. No. 900 § 4 (Att. A), 2013)

16.21.030. Use table.

Table 16.21.030 establishes those uses which are permitted, those uses subject to specific development standards, and those uses requiring special approval and that are prohibited within each zoning district.

Table 16.21.030: Land Use Table

Uses	R-16 Zone	R-20 Zone	R-30 Zone	SR-30 Zone	NA Zone	Public Zone
Residential Uses						
Accessory dwelling units	P	P	P	P	P	P
Accessory recreational facilities	A	A	A	A	A	A
Accessory recreational facilities—Minor	L	L	L	L	L	L
Accessory uses—On-site	P	P	P	P	P	P
Accessory uses—Off-site	L	L	L	L	L	L

Adult family home	L	L	L	L	L	L
Detached, single-family dwelling	P	P	P	P	P	P
Family day care home	L	L	L	L	L	L
Manufactured home	L	L	L	L	L	L
<u>Low rise apartments</u>	=	=	=	=	=	=
<u>Duplex</u>	<u>P</u>	<u>P</u>	<u>P</u>	<u>P</u>	<u>P</u>	<u>P</u>
<u>Stacked flats</u>	<u>P</u>	<u>P</u>	<u>P</u>	<u>P</u>	<u>P</u>	<u>P</u>
<u>Cottage housing</u>	<u>P</u>	<u>P</u>	<u>P</u>	<u>P</u>	<u>P</u>	<u>P</u>
<u>Courtyard apartments</u>	<u>P</u>	<u>P</u>	<u>P</u>	<u>P</u>	<u>P</u>	<u>P</u>
Permanent supportive housing	L	L	L	L	L	L
Transitional housing	L	L	L	L	L	L
<u>Short term rental</u>	=	=	=	=	=	=
<u>Townhouses</u>	=	=	=	=	=	=
Nonresidential Uses						
Automobile service station					L	
Automobile mechanical repair					L	
Commercial horticulture/truck gardening/agriculture, excluding the raising of animals				L		
Clubhouse—Public/private		SU				SU

Commented [KP4]: Four possible middle housing types added. See RCW 36.70A.635.

Commented [KP5R4]: The selected middle housing types will be inserted in alphabetical order prior to final ordinance drafting.

Commented [KP6R4]: Technically, “stacked flats”, “cottage housing”, and “courtyard apartments” could be included within the definition of “duplex”. Warrants further discussion.

Golf course		SU				SU
Historical use	H				H	
Home business	L	L	L	L	P	P
Public and Institutional Uses						
City government facilities						CU
Post office						SU
Public safety						CU
Public park	P	P	P	P	P	P
Electrical power and utility substation	SU	SU	SU	SU	SU	SU
Accessory recreational facilities—Public	P	P	P	P	P	P
Religious facility	SU	SU	SU	SU	SU	SU
School—Public/private (preschool to grade 12)						SU
Temporary city government facilities	L	L	L	L	P	P
Wireless communication facilities	SU	SU		SU	SU	SU
Shoreline Uses						
See Chapter 16.62 MMC for a list of uses within the shoreline jurisdiction.						
*See MMC 16.21.020 for explanation of "P," "L," "A," "SU," "CU," and "H."						
For limitations on development of Middle Housing, see MMC 16.21.060.B						

(Code 1988 § 20.21.030; Ord. No. 1008 , § 4, 3-14-2022; Ord. No. 960 § 2, 2018; Ord. No. 933 § 4, 2016; Ord. No. 911 § 3, 2014; Ord. No. 900 § 4 (Att. A), 2013)

16.21.040. Accessory uses.

- A. Accessory uses listed in Table 16.21.030 and elsewhere in the UDC are allowed consistent with MMC 16.21.020 and Table 16.21.030.
- B. Accessory uses not listed in Table 16.21.030 or elsewhere in the UDC may be allowed provided the director determines the accessory use is customary and incidental to the principal use.
- C. Except where expressly provided for otherwise in Table 16.21.030, accessory uses shall be permitted the same as the principal use. The director may waive this for an accessory use established after the time the principal use is established involving a "SU," "CU" or "H" from the table if:
 - 1. The principal use complies with the permit requirement in Table 16.21.030;
 - 2. The accessory use is within the scope and intent of the original permit as determined by the director; and
 - 3. The addition of the accessory use will not result in the use of the land as a whole to have a detrimental effect on neighboring properties and streets due to noise, lighting, off-site traffic generation, and similar negative impacts.
- D. There is no limit on the number of accessory uses that may be associated with a principal use, subject to other limitations in the Medina Municipal Code.
- E. Except where expressly allowed off site in MMC 16.34.030, accessory uses shall be located on the same lot as the principal use.
- F. Accessory uses involving marijuana use as defined in MMC 16.12.140 are prohibited notwithstanding a state license or other recognition pursuant to RCW Title 69.

(Code 1988 § 20.21.040; Ord. No. 933 § 5, 2016; Ord. No. 900 § 4 (Att. A), 2013)

16.21.050. Similar uses. *(no changes needed)*

16.21.060. Maximum dwelling units on a lot.

A. ~~(Where) Table 16.21.030 authorizes dwelling uses, only two one dwelling units per lot are allowed the maximum unit density per lot is limited to two units, except if one unit is a single-family home, then up to two accessory additional dwelling units dwelling units meeting the requirements set forth in MMC 16.34.020 may be allowed on the same lot. for the following:~~

~~1A. Accessory dwelling units meeting the requirements set forth in MMC 16.34.020;~~

Commented [KP7]: Revisions made pursuant to RCW 36.70A.635(5).

Commented [JR8]: Revisions for clarity to confirm the maximum unit density per lot is 2, plus one ADU meeting code requirements. Also, added the information from the footnote and updated that.

B. The density requirements set forth in subsection "A" above does not permit middle housing to be developed in the following areas:

1. Portions of a lot, parcel, or tract designated with critical areas designated under RCW 36.70A.170 or their buffers as required by RCW 36.70A.170, except for critical aquifer recharge areas where a single-family detached house is an allowed use provided that any requirements to maintain aquifer recharge are met.

2. A watershed serving a reservoir for potable water if that watershed is or was listed, as of July 23, 2023, as impaired or threatened under section 303(d) of the federal clean water act (33 U.S.C. Sec. 1313(d))

3. Lots that have been designated urban separators by countywide planning policies as of July 23, 2023.

4. A lot that was created through the splitting of a single residential lot.

~~2B. Detached single family, or middle housing dwellings provided:~~

~~i1. The minimum net lot area is equal to or greater than the minimum net lot area set forth in Table 16.22.020 of the zoning district where the dwellings are located multiplied by the number of detached single family dwellings on the lot; and~~

~~ii2. All development regulations and limitations applicable to buildings in the zoning district where such dwellings are located are followed.~~

~~3. Middle Housing forms compliant with all other MCO development regulations.~~

CB. The standard of 16.21.060(A) does not apply to lots after subdivision below 1,000 square feet. These lots shall only permit one dwelling unit per lot, except additional dwelling units may be allowed on the same lot for the uses stated in 16.21.060 (A)(1) & (A)(2).

[OPTION FOR COUNCIL DISCUSSION] D. The standard in 16.21.060(A) may be modified for lots meeting the standards set forth in MMC 16.30.100 with the use of a development agreement.

(Code 1988 § 20.21.060; Ord. No. 932 § 7, 2016)

CHAPTER 16.22. LOT DEVELOPMENT STANDARDS

16.22.010. Purpose. *(no changes needed)*

16.22.020. Lot development standards.

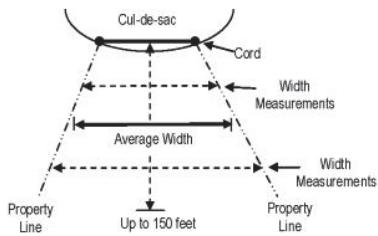
- A. The pertinent requirements for minimum net lot area, minimum lot width, and minimum street frontage applicable to each lot is determined by the zoning district in which the lot is located and the corresponding standards in Table 16.22.020.

Table 16.22.020: Lot Development Standards

Zoning District	Minimum Net Lot Area	Minimum Lot Width	Minimum Street Frontage
R-16	16,000 sq. ft.	70 ft.	70 ft.
R-20	20,000 sq. ft.	70 ft.	70 ft.
R-30	30,000 sq. ft.	90 ft.	90 ft.
SR-30	30,000 sq. ft.	90 ft.	90 ft.
N-A	16,500 sq. ft.	135 ft.	135 ft.
Public	None	None	None

- B. The lot width is determined by calculating the average horizontal distance between the side lot lines where the building envelope is located. If a lot has an irregular shape (i.e., less than two side property lines) or is a corner lot, lot width is determined by calculating the average horizontal distance between the longer dimensional lot lines where the building envelope is located.
- C. The street frontage is determined by measuring the distance of the property line adjoining a street subject to the following conditions:
 1. Where a lot lies outside the curve of a street or private lane in such a manner as to have a property line curved inward such as a cul-de-sac, the street frontage is determined by calculating the average width of the lot measured parallel to the chord of the arc of such frontage over the depth of such lot or the first 150 feet thereof, whichever is less (see Figure 16.22.020);

Figure 16.22.020: Curved Street Frontage



2. Where a lot has a property line adjoining more than one street, the street frontage is determined using the property line adjoining the greater street length;
 3. The requirements for street frontage shall not apply to flag lots, or lots located at the terminal end of a street or private lane provided emergency vehicle access and turnaround requirements are met; and
 4. The requirements for street frontage for lots fronting on a private lane are prescribed in Chapter 16.91 MMC.
- D. In the R-20 and R-30 zones, where a single lot contains high bank steep slopes and has more than the minimum net lot area required in Table 16.22.020, the lot may be divided to create two lots with one or both lots having less than the required minimum net lot area provided:
1. Lots adjoining the single lot being divided are owned and/or controlled by a person or entity different than the owner of the subject single lot being divided;
 2. No more than two lots result from the division;
 3. Each lot has at least the greater between 85 percent of the minimum net lot area required by the zoning district in which the lot is located, or 16,000 square feet;
 4. There is a difference in elevation of at least 25 feet between the average elevations of the area within the building envelope of each lot;
 5. Restrictive covenants are recorded on each lot that state:
 - a. No structure or building on (insert legal description of the lot with the higher average elevation here) shall be placed in a manner where the elevation of the lowest point of the foundation above the ground surface is less than the elevation of the highest point

of an existing or future structure or building on the lot with the lower average elevation;
and

- b. No structure or building on (insert legal description of the lot with the lower average elevation here) shall be placed in a manner where the elevation of the highest point of an existing or permitted future structure exceeds the elevation of the lowest point of the foundation above the ground surface on the building or structure on the lot with the higher average elevation; and

- 6. A nonadministrative variance is approved pursuant to MMC 16.72.030, except the conditions set forth in subsections (D)(1) through (5) of this section shall be used in deciding the variance.

(Code 1988 § 20.22.020; Ord. No. 969 § 3 (Exh. A), 2019; Ord. No. 900 § 4 (Att. A), 2013)

16.22.030. Building and structure setbacks.

- A. Table 16.22.030 establishes the minimum distance required for any part of any building or structure to be set back from the pertinent property line. The minimum setback requirements are applied to each lot by the square footage of the lot area and the corresponding setback standards in the table. (See definition of "lot area" and the definitions of "property lines" in Chapter 16.12 MMC and Figures 16.22.030(B) and (C) for establishing and delineating setbacks.)

Table 16.22.030: Minimum Building/Structure Setbacks

Square Footage of the Lot Area	Minimum Setback from the:			
	Front Property Line	Rear Property Line	Side Property Line	Lake Washington Shoreline
Less than 10,001	25 feet	25 feet	10 feet	See MMC 16.63.030
From 10,001 to 13,000	26 feet	26 feet		
From 13,001 to 15,000	28 feet	28 feet		
From 15,001 to 20,000	30 feet	30 feet		

Greater than 20,000	30 feet	30 feet	The greater of 10 feet or 15% of the lot width; not to exceed 20 feet	
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- B. Setbacks are measured as the distance between the property line and the closest point of any part of the building or structure to the property line, including but not limited to architectural elements, roof eaves, gutters and mechanical equipment. (See Figure 16.22.030(A).)
- C. To determine compliance with the setback standards in Table 16.22.030, the setback is measured along a horizontal plane consistent with subsection (B) of this section.
- D. Where a lot adjoins a private lane and has less than 30 feet of public street frontage, the front, rear and side property lines shall be determined as follows, except as provided in subsection (E) of this section:
 - 1. The side property lines shall generally correspond to the long dimension of the lot;
 - 2. The front and rear property lines shall generally correspond to the shorter dimensions of the lot;
 - 3. If the dimensions of the lot form a square, the applicant may elect to designate the front property line with the rear and side property lines designated consistent with the definitions in Chapter 16.12 MMC.
- E. Where a lot adjoining a private lane or at the terminal end of the street has a condition where the orientation of the dwelling on the lot, or the orientation of dwellings on adjacent properties, logically suggests setbacks that do not correspond to the longer and shorter dimensions of the lot, the setbacks shall be established using the logical orientation rather than the dimensions of the lot.
- F. In addition to the setbacks prescribed by this section, if a lot adjoins a private lane, a setback from the private lane easement is required pursuant to MMC 16.91.060.

Figure 16.22.030(A): Measuring Setbacks

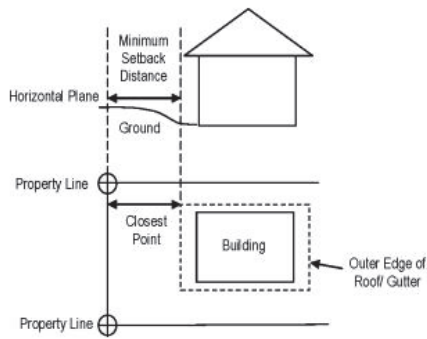


Figure 16.22.030(B):
Setback Property Line Designations
(See "property Line" definitions in Chapter 16.12 MMC)

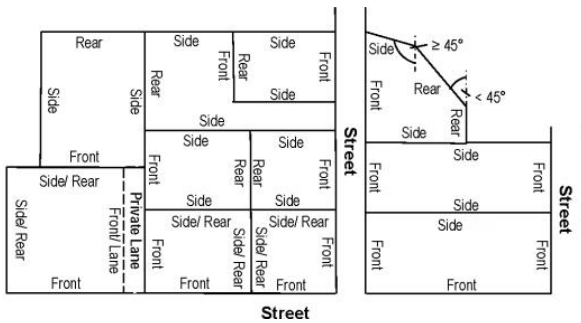
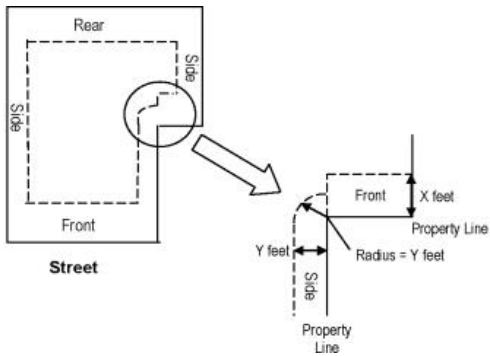


Figure 16.22.030(C): Setbacks at Step Shaped Property Line Intersections



(Code 1988 § 20.22.030; Ord. No. 969 § 3 (Exh. A), 2019; Ord. No. 906 § 11, 2014; Ord. No. 900 § 4 (Att. A), 2013; Ord. No. 1001 , § 2, 6-14-2021)

16.22.040. Protrusions into setback areas. *(no changes needed)*

16.22.050. Corner lot optional setback. *(no changes needed)*

16.22.060. Property lines defined as rear and side. *(no changes needed)*

16.22.070. Curved property lines. *(no changes needed)*

CHAPTER 16.23. BULK DEVELOPMENT STANDARDS

16.23.010. Purpose. *(no changes needed)*

16.23.020. Structural coverage and impervious surface standards.

- A. Table 16.23.020(A) establishes the total structural coverage and total impervious surface allowed on a lot within the R-16 zone:

Table 16.23.020(A): R-16 Zone Total Structural Coverage and Impervious Surface Standards

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

18,501 to 19,000	22 percent	55 percent
19,001 to 19,500	21.5 percent	55 percent
19,501 to 29,999	21 percent	55 percent
30,000 and greater	21 percent	55 percent

B. Table 16.23.020(B) establishes the total structural coverage and the total impervious surface allowed on a lot within the R-20, R-30 and SR-30 zones:

Table 16.23.020(B): R-20, R-30 and SR-30 Zones Total Structural Coverage and Impervious Surface Standards

Square Footage of the Lot Area	Maximum Structural Coverage	Maximum Impervious Surface	
		R-20 Zone	R-30/SR-30 Zones
16,000 or less	25 percent	52.5 percent	52.5 percent
16,001 to 16,500	24.5 percent	52.5 percent	52.5 percent
16,501 to 17,000	24 percent	52.5 percent	52.5 percent
17,001 to 17,500	23.5 percent	52.5 percent	52.5 percent
17,501 to 18,000	23 percent	52.5 percent	52.5 percent
18,001 to 18,500	22.5 percent	52.5 percent	52.5 percent
18,501 to 19,000	22 percent	52.5 percent	52.5 percent
19,001 to 19,500	21.5 percent	52.5 percent	52.5 percent
19,501 to 29,999	21 percent	52.5 percent	52.5 percent
30,000 and greater	21 percent	52.5 percent	50 percent

- C. The total maximum structural coverage and impervious surface area allowed on a lot within the parks and public places and the neighborhood auto zones shall be pursuant to the special use provisions specified for uses within those zones. However, where structural coverage or impervious surface maximums are not specified under the special use provisions, the structural coverage and impervious surface area maximum for the R-20 zone in Table 16.23.020(B) shall apply as applicable.
- D. The maximum structural coverage and maximum impervious surface area allowed on a lot is determined by multiplying the square footage of the lot area by the corresponding structural coverage and impervious surface area maximum percentages specified in Tables 16.23.020(A) and (B) for the zone in which the lot is located (e.g., a 16,000 square foot lot zoned R-16 may have a maximum of 4,000 square feet ($16,000 \times 0.25 = 4,000$) structural coverage and 8,800 square feet ($16,000 \times 0.55 = 8,800$) impervious surface area per Table 16.23.020(A)).

(Code 1988 § 20.23.020; Ord. No. 908 § 1, 2014; Ord. No. 900 § 4 (Att. A), 2013; Ord. No. 1002 , § 2, 6-14-2021)

16.23.030. Calculating structural coverage. *(no changes needed)*

16.23.040. R-20, R-30 and SR-30 structural coverage bonus.

Lots located within the R-20, R-30 and SR-30 zones are allowed an additional two percent structural coverage for uncovered decks, porches and verandas provided:

- A. Roof eaves do not project more than two feet over the structure measured outward from the exterior wall of the building; and
- B. If decks, porches or verandas extend outward from above the first story of a building or from the floor above the day-lighted parts of a basement, the space underneath the structure must remain unenclosed and without hardscape.

(Code 1988 § 20.23.040; Ord. No. 900 § 4 (Att. A), 2013)

16.23.050. Maximum building and structure height standards.

- A. Application of maximum height standards.
 1. Table 16.23.050(A) establishes the maximum height standards for buildings and structures within each zone.
 2. Areas not identified in Table 16.23.050(A) are subject to the height standards specified for the R-20/R-30 zone.

3. Where Table 16.23.050(A) specifies eligibility for a height bonus, a property owner may elect to apply the height standards in subsection (C) of this section in lieu of the height standards in Table 16.23.050(A); provided, that:
 - a. The total structural coverage on the lot does not exceed 13 percent, excluding the structural coverage bonus set forth in MMC 16.23.040; or
 - b. If the lot area is 16,000 square feet or less, the total structural coverage on the lot does not exceed 17½ percent, excluding the structural coverage bonus set forth in MMC 16.23.040.

Table 16.23.050(A): Maximum Height Standards

Measurement Points		Zoning/Height Overlay Maximum Height					
		R-16	R-20/R-30	SR-30	N-A	Public	Medina Heights
Original Grade	High Point	25 feet	N/A*	N/A*	None	None	N/A*
	Low Point		25 feet	25 feet			20 feet
Finished Grade	High Point	28 feet	N/A*	N/A*	30 feet	35 feet	N/A*
	Low Point		28 feet	28 feet			23 feet
Eligible for Height Bonus		No	Yes	Yes	No	No	No

*Not applicable.

- B. Maximum height is determined by the zone or height overlay where the building or structures is located and the corresponding unit of height specified for original and finished grade prescribed in the tables.
- C. A property owner electing to apply the height bonus allowed pursuant to subsection (A)(3) of this section shall apply the height limits specified in Table 16.23.050(C).

Table 16.23.050(C): Bonus Height Standard

Measurement Points	Maximum Height	
	Original Grade	High Point
Low Point		36 feet
Finished Grade	High Point	30 feet
	Low Point	36 feet

- D. The methods for measuring the height of buildings and structures are set forth in MMC 16.23.060.
- E. Exemptions from maximum height requirements are set forth in MMC 16.23.070.
- F. Eligibility for the bonus height standard in subsection (A)(3) of this section shall not apply where the total structural coverage on the lot exceeds 13 percent, excluding structural coverage that qualifies for the bonus under MMC 16.23.040.

(Code 1988 § 20.23.050; Ord. No. 932 § 11, 2016; Ord. No. 900 § 4 (Att. A), 2013)

16.23.060. Measuring building and structure height. *(no changes needed)*

16.23.070. Building and structure height exceptions. *(no changes needed)*

16.23.080. Determining original grade. *(no changes needed)*

SUBTITLE 16.3. SPECIAL DEVELOPMENT STANDARDS

CHAPTER 16.30. CITY-WIDE USES

16.30.010. Fences, walls and gates. *(Future discussion on fence height)*

16.30.020. Signs. *(no changes needed)*

16.30.030. Location identity signs. *(no changes needed)*

16.30.040. Reconstruction, remodeling, expansion of nonresidential uses.*(no changes needed)***16.30.050. Works of art.** *(no changes needed)***16.30.060. Residential off-street parking.**

1. Off-street parking for each single-family dwelling shall be provided as follows:

- A. If a lot has access from a street, a minimum of two on-site parking spaces is required;
- B. If a lot has access from a private lane, on-site parking spaces shall be required as follows:
 - 1. The surface area of each parking space shall be at least 250 square feet; and
 - 2. The minimum number of parking spaces shall be:
 - a. In the R-16 zoning district: three spaces;
 - b. In the R-20 zoning district: four spaces;
 - c. In the R-30 zoning district: five spaces;
 - 3. Such off-street parking areas shall be separate and distinct from the easement or turnaround required for the private lane;

2. Off-street parking for middle-housing dwellings shall be provided as follows:

- A. No off-street parking shall be required within one-half mile walking distance of a major transit stop.
- B. A maximum of one off-street parking space per unit shall be required on lots greater than 6,000 square feet before any zero lot line subdivisions or lot splits.

3. Off-street parking for ~~both single-family residential dwellings as well as middle housing~~ shall be as follows:

- ~~CA.~~ Additional off-street parking spaces, which are not required, may be located on site or off site as allowed in MMC 16.34.030; and
- ~~CB.~~ Parking areas shall not be located within setback areas, except as allowed otherwise by law.

Commented [ZT9]: Required RCW 36.70A.635(6)

(Code 1988 § 20.30.050; Ord. No. 969 § 3 (Exh. A), 2019; Ord. No. 900 § 4 (Att. A), 2013)

16.30.070. Landscape screening. *(no changes needed)*

16.30.080. Residential driveways. *(no changes needed)*

16.30.090 Cottage Housing. *Reserved for future work.*

16.30.100 Townhouses. *Reserved for future work.*

CHAPTER 16.31. LIMITED USES

(no changes needed)

CHAPTER 16.32. SPECIAL USES

(no changes needed)

CHAPTER 16.33. HISTORICAL USES

(no changes needed)

CHAPTER 16.34. ACCESSORY USES

16.34.010. General provisions. *(no changes needed)*

16.34.020. Accessory dwelling units.

Commented [KP10]: Edits to this section were made pursuant to EHB 1337.

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

- A. Accessory dwelling units meeting the requirements of this section are ~~excluded~~ included within the ~~from~~ density and minimum lot area requirements.

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~~Page 42 of 45~~

- B. Accessory dwelling units shall be fully contained within and attached to a single-family dwelling, or must be located within a detached accessory building.
- C. ~~Up to two~~Only one accessory dwelling units may be permitted on a lot per each single-family dwelling located on the same lot, provided that the unit density set forth in MMC 16.21.060 for that lot is not otherwise exceeded. If a lot is developed with a duplex, or with two units meeting the definition of middle housing, then no accessory dwelling unit is permitted on that lot.
- D. Development standards.
1. The accessory dwelling unit shall comply with the development standards of the zoning where the accessory dwelling unit is located.
 2. Accessory dwelling units shall only be allowed on lots that meet the minimum lot sizes for the principal unit under the code.
 3. Accessory dwelling units shall not be allowed on any lot that contains critical areas or buffers or that is not connected to a public sewer system.
 4. Accessory dwelling units shall not be allowed within the shoreline jurisdiction.
 - ~~25. The accessory dwelling unit shall contain no more than the lesser of 1,000 square feet of gross floor area, or 40 percent of the total square footage of the gross floor area of the single family dwelling and accessory dwelling unit combined.~~
 53. All of the structures on the property shall have ~~the a cohesive and consistent~~ appearance, including roof shape, glazing, exterior finishing materials and colors, of a single family with all other dwelling units and ~~any~~ other permitted accessory structures on the lot.
 - ~~4. The entry door to the accessory dwelling unit shall be screened from the street by portions of the structure or by dense evergreen vegetation.~~
 - ~~5. There shall be no sign or other indication of the accessory dwelling unit's existence other than an address sign and a separate mail box.~~
 66. A certification by City of Bellevue utilities is required indicating that water supply and sanitary sewage are available to adequately serve the accessory dwelling unit.
 7. Accessory dwelling units may not be used as short term rentals.
 8. The maximum gross floor area for an accessory dwelling unit is 1,000 square feet.

9. The maximum roof height for an accessory dwelling unit is no more than twenty-five (25) feet, or the maximum height allowed for the primary unit on the lot, whichever is lower.

- E. There shall be one off-street parking space provided for the accessory dwelling unit, which shall be in addition to any off-street spaces required for the principal ~~single-family~~ dwelling unit. The only exception for the accessory dwelling unit off-street parking requirement is when the accessory dwelling unit is located within one-quarter mile of a major transit stop.
- F. Garage space and other accessory buildings may be converted into an accessory dwelling unit. However, if the converted accessory building contained parking, the minimum parking standards for both the principle unit and any accessory dwelling unit must be replaced elsewhere on the property. Nonconforming use rules as set forth in chapter 16.36 MMC apply to any accessory buildings that are converted which are not consistent with the applicable codes at the time of conversion. ~~only if the number of covered garage spaces eliminated by the conversion is replaced by the same number of covered garage spaces elsewhere on the property.~~
- G. An accessory dwelling unit must contain:
1. Bathroom facilities that include a toilet, sink and a shower or bathtub; and
 2. Food storage and preparation facilities and a sink.
- H. A property owner seeking to establish a legal accessory dwelling unit shall apply to register the dwelling unit with the city pursuant to MMC 16.70.070. The application shall include an agreement, in a form approved by the city, by the property owner to maintain the accessory dwelling unit in compliance with the standards set forth in this section.
- I. After the accessory dwelling unit is approved, a registration form signed by the record holders of the property shall be recorded with the King County auditor's office. Said registration form shall contain:
1. The street address and legal description of the property; and
 2. The requirement for maintaining the accessory dwelling unit in compliance with the requirements of this section.
- J. The registration of the accessory dwelling unit may be canceled pursuant to MMC 16.70.070 by the property owner by recording a certificate of cancellation in a form satisfactory to the city with the King County department of records and elections. The city may record a notice of cancellation upon failure to comply with the standards set forth in this section.

(Code 1988 § 20.34.020; Ord. No. 969 § 3 (Exh. A), 2019; Ord. No. 900 § 4 (Att. A), 2013; Ord. No. 1001, § 5, 6-14-2021; Ord. No. 1017, § 8, 2022)

16.34.030. Off-site accessory uses. *(No changes needed)*

16.34.040. Accessory recreational facilities. *(No changes needed)*

CHAPTER 16.35. TEMPORARY USES

(no changes needed)

CHAPTER 16.36. NONCONFORMITY

(no changes needed)

CHAPTER 16.37. WIRELESS COMMUNICATION FACILITIES

(no changes needed)

CHAPTER 16.38. SMALL WIRELESS FACILITIES

(no changes needed)

CHAPTER 16.39. PARKING

(no changes needed) fcottf



MEDINA, WASHINGTON

AGENDA BILL

January 13, 2025

Subject: NE 12th Street Landscape Update

Category: City Business

Staff Contact: Ryan Osada, Director of Public Works

Summary

At the October 14, 2024 meeting, the City Council directed staff to present a landscaping plan and cost for discussion. The NE 12th Street Pedestrian Improvements project provided for the construction of new ADA-compliant sidewalks along the north side of NE 12th Street, extending from Evergreen Point Road to 80th Avenue NE.

Additionally, the project featured curb bulb-outs designed to improve traffic calming and planter areas strategically placed to enhance pedestrian safety along the corridor. However, the scope of the project did not account for landscaping, irrigation, or ongoing maintenance of the newly created planter areas (MMC 16.52.220).

This project meets and supports Council's priorities 2 & 5:

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

Attachments

- Medina NE 12th Street Plan Set
- Medina NE 12th Street PowerPoint Presentation

Budget/Fiscal Impact: \$60,000.00 - \$155,000.00 (annual maintenance cost \$24,000.00)

Recommendation: Discussion and direction.

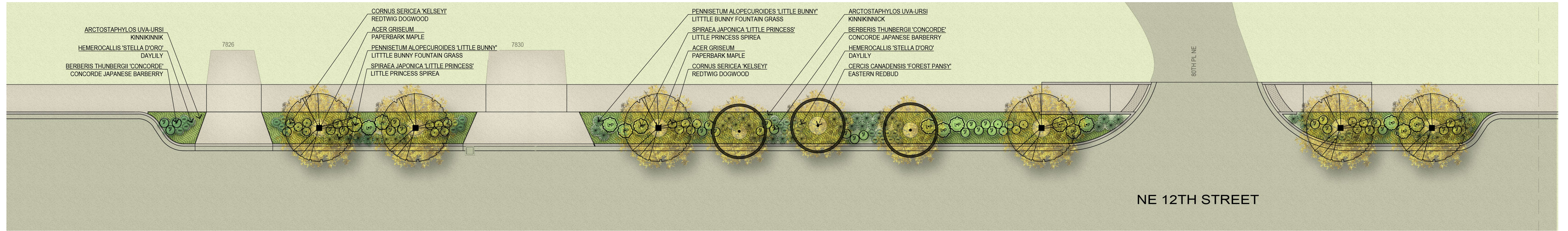
City Manager Approval: 

Proposed Council Motion: N/A

Time Estimate: 30 minutes



MODEL PERSPECTIVES



SITE PLAN



ACER GRISEUM



CERCIS 'FOREST PANSY'



CORNUS SERICEA 'KELSEY'



PENNISETUM 'LITTLE BUNNY'



SPIRAEA JAPONICA 'LITTLE PRINCESS'



BERBERIS THUNBERGII 'CONCORDE'



ARCTOSTAPHYLOS UVA-URSI



LAVANDULA 'HIDCOTE SUPERIOR'



HEMEROCALLIS 'STELLA D'ORO'

GENERAL NOTES:

1. CONTRACTOR AND/OR OWNER RESPONSIBLE FOR OBTAINING ALL NECESSARY PERMITS AND SCHEDULING ALL REQUIRED INSPECTIONS.
2. ALL WORK INCLUDING BUT NOT LIMITED TO ITEMS SUCH AS TRENCH EXCAVATION AND BACKFILL, PIPE BENDING, PIPE INSTALLATION, CLEANING AND TESTING, ROADWAY REPAIR, ETC. SHALL CONFORM TO MUNICIPAL REQUIREMENTS AND STANDARD SPECIFICATIONS. A COPY OF THESE DOCUMENTS SHALL BE ON SITE DURING CONSTRUCTION.
3. A COPY OF THE APPROVED PLAN MUST BE ON SITE WHENEVER CONSTRUCTION IS IN PROCESS.
4. PRIOR TO CONSTRUCTION ACTIVITY, THE CONTRACTOR SHALL SCHEDULE AND ATTEND A PRECONSTRUCTION CONFERENCE WITH THE MUNICIPALITY, ARCHITECT, AND OWNER WITH NOTIFICATION OF TIME AND LOCATION.
5. THE CONTRACTOR SHALL NOTIFY MUNICIPALITY, ARCHITECT, AND OWNER TWENTY-FOUR (24) HOURS IN ADVANCE OF ALL WATER SERVICE INTERRUPTIONS, HYDRANT SHUT-OFFS, AND STREET CLOSURES OR OTHER ACCESS BLOCKAGE.
6. ALL LOCATIONS OF EXISTING UTILITIES SHOWN HEREIN HAVE BEEN ESTABLISHED BY FIELD SURVEY OR OBTAINED FROM AVAILABLE RECORDS AND SHOULD THEREFORE BE CONSIDERED APPROXIMATE ONLY AND NOT NECESSARILY COMPLETE. IT IS THE SOLE RESPONSIBILITY OF THE CONTRACTOR TO INDEPENDENTLY VERIFY THE ACCURACY OF ALL UTILITY LOCATIONS SHOWN, AND TO FURTHER DISCOVER AND AVOID ANY OTHER UTILITIES NOT SHOWN HEREIN WHICH MAY BE EFFECTED BY THE IMPLEMENTATION OF THIS PLAN.
7. CONTRACTOR SHALL CONTACT AN UNDERGROUND LOCATING SERVICE AT LEAST FORTY-EIGHT (48) HOURS PRIOR TO CONSTRUCTION (800-424-5555) AND LOCATE AND PROTECT ALL CASTINGS AND UTILITIES DURING CONSTRUCTION.
8. UTILITY SERVICE CONNECTIONS ARE TO BE MAINTAINED PRIVATELY, NOT BY THE MUNICIPALITY. THE CONTRACTOR SHALL PROVIDE FOR ALL TESTS REQUIRED BY THE STREET USE INSPECTOR.
9. THE CONTRACTOR SHALL PROVIDE AND MAINTAIN TEMPORARY SEDIMENTATION COLLECTION FACILITIES TO INSURE THAT SEDIMENT-LADEN WATER DOES NOT ENTER THE NATURAL OR PUBLIC DRAINAGE SYSTEM. AS CONSTRUCTION PROGRESSES AND UNEXPECTED (SEASONAL) CONDITIONS DICTATE, MORE SILTATION CONTROL FACILITIES MAY BE REQUIRED TO INSURE COMPLETE SILTATION CONTROL OF THE PROJECT. THEREFORE, IT IS THE RESPONSIBILITY OF THE CONTRACTOR TO ADDRESS ANY NEW CONDITIONS THAT MAY BE CREATED BY HIS OR HER ACTIVITIES AND TO PROVIDE ADDITIONAL FACILITIES THAT MAY BE NEEDED TO PROTECT ADJACENT PROPERTIES.
10. THE CONTRACTOR SHALL KEEP OFF-SITE STREETS CLEAN AT ALL TIMES BY SWEEPING. WASHING OF THESE STREETS WITH WATER WILL NOT BE ALLOWED WITHOUT PRIOR APPROVAL OF THE MUNICIPALITY WITH JURISDICTION.
11. ALL WORK REQUIRED TO BE PERFORMED AS A MUNICIPAL SERVICE CONCERNING THE REMOVAL OR RELOCATION OF UTILITIES SHALL BE DONE AT THE CONTRACTORS EXPENSE.
12. CONTRACTOR TO MAKE SURE DRAIN LINES AND INFILTRATION TRENCHES DO NOT CONFLICT WITH THE FOOTINGS FOR STRUCTURES. ALL FOOTINGS SHALL BE MARKED AND STAKED FOR APPROVAL PRIOR TO CONSTRUCTION.
13. CONTRACTOR SHALL TAKE EXTRA CARE NOT TO DISTURB OR INCONVENIENCE SURROUNDING NEIGHBORHOOD DURING CONSTRUCTION.

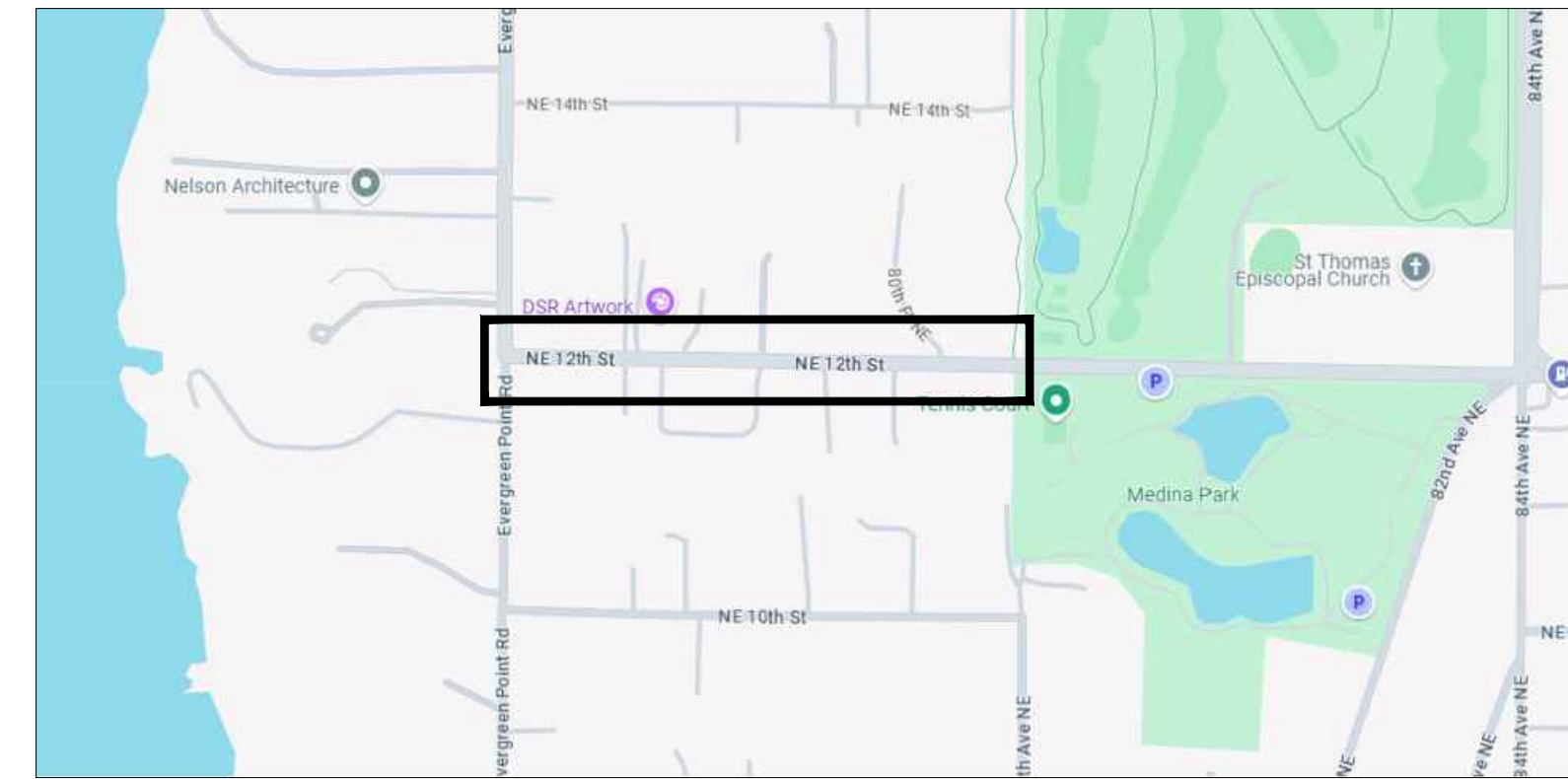
SURVEY NOTE:

ALL SITE INFORMATION IS BASED ON SURVEY INFORMATION PROVIDED BY OWNER OR ARCHITECT. ALL EXISTING CONDITIONS AND LAYOUT ARE TO BE VERIFIED IN FIELD PRIOR TO THE COMMENCEMENT OF CONSTRUCTION. ANY DISCREPANCIES FOUND ARE TO BE BROUGHT TO THE IMMEDIATE ATTENTION OF THE PROJECT LANDSCAPE ARCHITECT BEFORE PROCEEDING WITH WORK.

LEGAL NOTE:

CONTRACTOR/OWNER SOLELY LIABLE FOR ALL WORK NOT COVERED IN CONTRACT, WRITTEN OR VERBAL, FOR WHICH THE LANDSCAPE ARCHITECT WAS RETAINED. FAILURE OF ANY WORK OR PRODUCT NOT COVERED IN CONTRACT, OR APPROVED BY LANDSCAPE ARCHITECT PRIOR TO CONSTRUCTION, IS SOLELY THE RESPONSIBILITY OF THE CONTRACTOR/OWNER. FAILURE OF CONTRACTOR/OWNER TO NOTIFY LANDSCAPE ARCHITECT OF CHANGES MADE TO PLANS OR DETAILS, OR ANY CHANGE RESULTING IN DEVIATION FROM INDUSTRY STANDARDS, RELEASES LANDSCAPE ARCHITECT FROM ASSOCIATED LIABILITY FOR SAID WORK.

SITE MAP

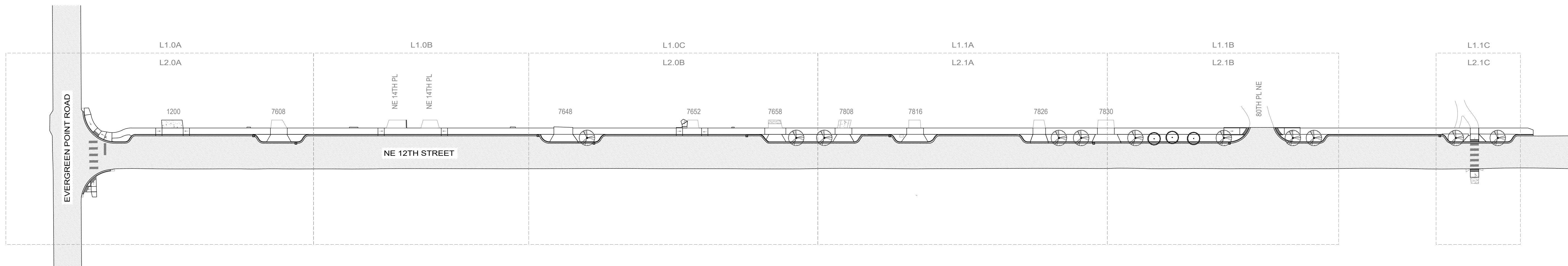
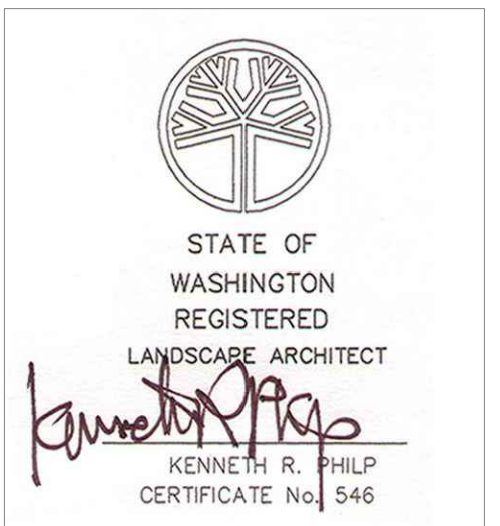


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- L0.0 - COVER SHEET
- L1.0 - IRRIGATION PLAN, NOTES, & SCHEDULE
- L1.1 - IRRIGATION PLAN
- L2.0 - PLANTING PLAN
- L2.1 - PLANTING PLAN
- L2.2 - PLANT SCHEDULE, NOTES, & DETAILS

CITY OF MEDINA
 NE 12TH STREET
 MEDINA, WA 98039

CALL 2 DAYS BEFORE YOU DIG
 1-800-424-5555



Issue Title
BID SET

Issue Date
 01.09.2025

DESIGNED BY: KP, SR
 DRAWN BY: DJ, EH

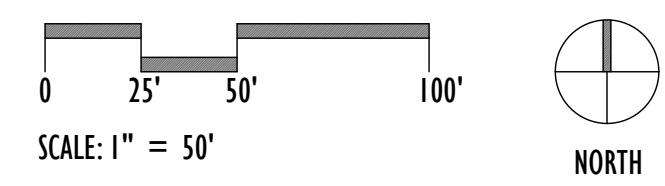
Rev	Date	Description

Sheet Title

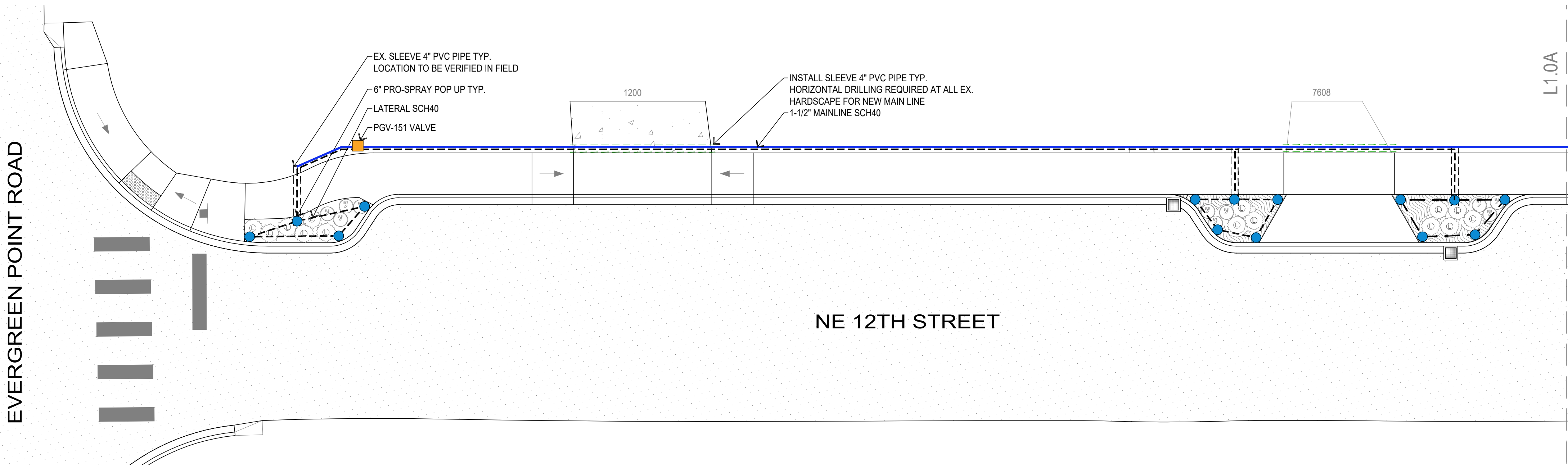
COVER SHEET

Sheet Number

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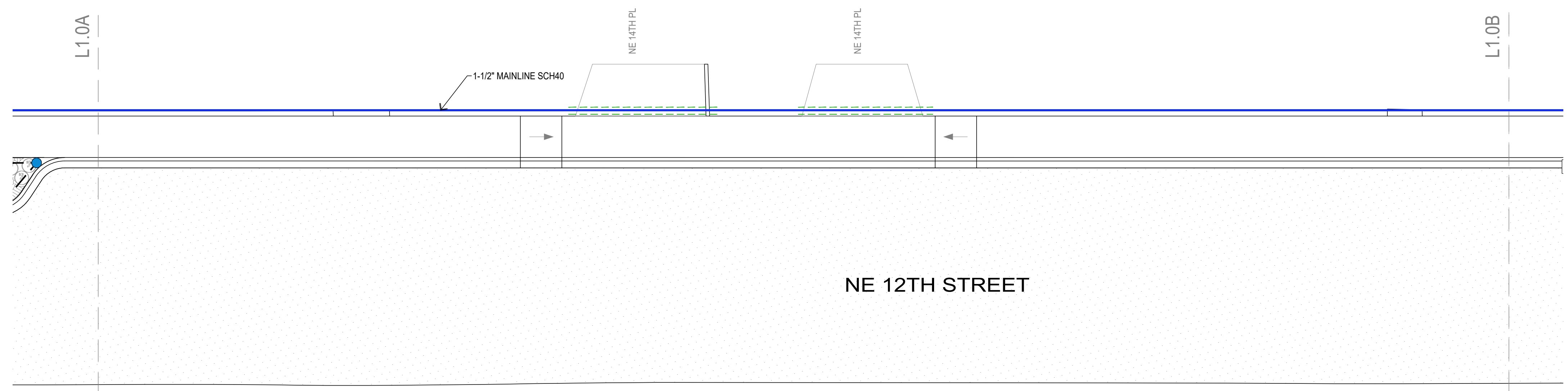


PERMIT APPROVAL STAMPS



- IRRIGATION NOTES:**
- IRRIGATION CONTRACTOR SHALL PROVIDE PROTECTION OF ALL PROPERTY, PERSONS, WORK IN PROGRESS, STRUCTURES, UTILITIES, WALKS, CURBS, PAVED SURFACES AND EXISTING LANDSCAPE AND IRRIGATION TO REMAIN DURING THE INSTALLATION OF LANDSCAPE AND IRRIGATION WORK. VERIFY LOCATIONS OF ALL UNDERGROUND UTILITIES PRIOR TO COMMENCEMENT OF WORK AND PROTECT SAID UTILITIES.
 - IRRIGATION CONTRACTOR SHALL OBTAIN AND PAY FOR ALL NECESSARY PERMITS AND FEES AS REQUIRED BY APPLICABLE CODES AND ORDINANCES FOR THIS WORK. ALL WORK TO BE INSTALLED PER LOCAL CODE REQUIREMENTS AND MANUFACTURER'S SPECIFICATIONS.
 - CONTRACTOR TO VERIFY INSTALLATION CONDITIONS AS SATISFACTORY TO RECEIVE WORK. DO NOT INSTALL ANY SITE ELEMENTS UNTIL UNSATISFACTORY CONDITIONS ARE CORRECTED. NOTIFY LANDSCAPE ARCHITECT IMMEDIATELY OF ANY VARIANCE BETWEEN PLANS AND ACTUAL SITE. BEGINNING OF WORK CONSTITUTES ACCEPTANCE OF CONDITIONS AS SATISFACTORY. LAYOUT OF VALVE BOXES IS ESPECIALLY IMPORTANT FOR VISUAL AND MAINTENANCE NEEDS.
 - IRRIGATION PLAN IS DRAWN FOR GRAPHIC CLARITY. ADJUST PIPE, VALVES AND SPRINKLER HEADS ACCORDING TO FIELD CONDITIONS AND PLANT LOCATIONS. LOCATIONS OF VALVE BOXES TO BE COORDINATED WITH OWNER. NO MORE THAN TWO AUTOMATIC VALVES INSTALLED PER VALVE BOX.
 - CONTRACTOR SHALL VERIFY ALL DIMENSIONS, QUANTITIES, AVAILABLE WATER PRESSURE AND VOLUME, LOCATIONS, SLEEVING AND CONDITIONS PRIOR TO BIDDING AND START OF INSTALLATION. DURING LAYOUT, CONSULT WITH LANDSCAPE ARCHITECT TO VERIFY PROPER PLACEMENT AND MAKE RECOMMENDATIONS WHERE REVISIONS ARE ADVISABLE.
 - IRRIGATION DESIGN ASSUMES 50 PSI MIN. AVAILABLE WATER PRESSURE AND A 1" MIN. SERVICE LINE.
 - SYSTEM SHALL PROVIDE FULL COVERAGE ON ALL PLANTING AREAS. IT IS ASSUMED THAT THE CONTRACTOR WILL EXERCISE PROFESSIONAL JUDGMENT IN LOCATION, HEIGHT, AND SLOPE OF SPRINKLER HEADS. SYSTEM IS NOT TO BE OPERATED DURING PERIODS OF HIGH WIND.
 - PARALLEL PIPING MAY BE INSTALLED IN COMMON TRENCH.
 - FOR VEHICULAR PAVED AREAS ALL SLEEVING AND PIPING SHALL BE BURIED AT A MINIMUM DEPTH OF 24" BELOW FINISH GRADE. FOR ALL OTHER AREAS, MAINLINE PVC PIPE SHALL BE BURIED AT A MINIMUM DEPTH OF 18". LATERAL PVC PIPE SHALL BE BURIED AT A MINIMUM DEPTH OF 12".
 - ALL VALVE EQUIPMENT SHALL BE PLACED IN VALVE BOXES. ALL BOXES TO BE HELD 2" MIN. FROM PAVING AND LAWN EDGES TO ALLOW FOR PLANTING.
 - INSTALL A WIRELESS RAIN-CLICK RAIN SENSOR.
 - SLEEVING SHALL EXTEND 6" PAST THE EDGE OF ALL PAVING AND WALLS.
 - SPRINKLER HEADS SHALL BE TWO INCHES (2") FROM EDGE OF WALKS AND TWELVE INCHES (12") FROM WALLS.
 - SPRAY HEADS IN LAWN AREAS WILL HAVE A 4" POP-UP. SPRAY HEADS IN ALL OTHER PLANTING AREAS WILL HAVE 6" AND 12" POP-UPS AS REQUIRED FOR MAXIMUM EFFICIENCY.
 - SYSTEM IS DESIGNED FOR WINTERIZATION WITH COMPRESSED AIR. INSTALL MANUAL DRAIN VALVES ON MAINLINE IN LOW POINTS TO FACILITATE DRAINAGE AND REPAIRS. DO NOT USE AUTOMATIC DRAIN VALVES. DRAINS SHALL EMPTY INTO GRAVEL SUMPS (MIN. 3 C.F.) AT A 45 DEGREE ANGLE.
 - PRIOR TO BACKFILLING, PRESSURIZE THE MAINLINE TO 150 PSI FOR A PERIOD OF ONE HOUR. CHECK ALL JOINTS AND CONNECTIONS FOR LEAKS AND REPAIR AS REQUIRED. PROVIDE WRITTEN DOCUMENTATION THAT A PRESSURE TEST HAS BEEN COMPLETED WITH NO MORE THAN 5 PSI LOSS DURING AN ONE HOUR TEST. COORDINATE TESTING OPERATIONS WITH LANDSCAPE ARCHITECT.
 - UPON COMPLETION OF IRRIGATION WORK, A COVERAGE TEST MUST BE CONDUCTED IN THE PRESENCE OF THE LANDSCAPE ARCHITECT. ADJUST AS NEEDED.
 - GUARANTEE ALL MATERIALS AND WORKMANSHIP FOR A PERIOD OF ONE YEAR COMMENCING AT THE TIME OF FINAL ACCEPTANCE AS DOCUMENTED BY A SIGNED AND DATED COPY OF ACCEPTANCE FROM THE LANDSCAPE ARCHITECT. THE WARRANTY SHALL INCLUDE FILLING AND REPAIRING SETTLED SOIL IN TRENCHES AND REPAIRING ANY DAMAGE TO PLANTINGS CAUSED BY SUCH. THIS GUARANTEE DOES NOT APPLY TO WORK OR DAMAGE DONE TO THE IRRIGATION SYSTEM BY OTHERS AFTER FINAL ACCEPTANCE. BID SHALL INCLUDE ONE WINTERIZATION AND ACTIVATION ADJUSTMENT.
 - PRIOR TO FINAL ACCEPTANCE PROVIDE THE OWNER WITH ONE (1) SET OF CLEARLY DRAWN REPRODUCIBLE RECORD DRAWINGS SHOWING ACTUAL LOCATION AND TYPE OF IRRIGATION ELEMENTS INSTALLED, AS WELL AS TWO (2) 3-RING BINDERS OF ALL CATALOG CUTS, MANUFACTURER'S INSTRUCTION, MAINTENANCE AND OPERATION INFORMATION. IN ADDITION, ALSO PROVIDE THE OWNER TWO (2) SETS OF ALL TOOLS AND KEYS, AND PROVIDE EXTRA STOCK SPRINKLER HEADS, PER SPECIFICATIONS.

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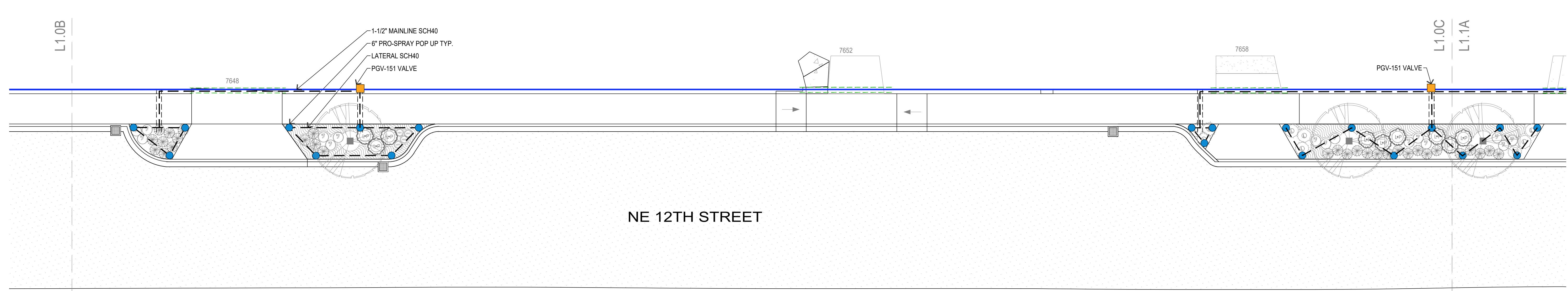
MASTER IRRIGATION SCHEDULE

SYMBOL	QTY	TYPE	MANUFACTURER
	8	PGV-151 VALVE	HUNTER
		1-1/2" DVCA DOUBLE CHECK VALVE ASSEMBLY	HUNTER
		CONTROLLER (BATTERY)	HUNTER
	89	6" PRO-SPRAY POP UP	HUNTER
		LATERAL SCH40	
		1-1/2" MAINLINE SCH40	
		EX. SLEEVE 4" PVC PIPE	
		SLEEVE 4" PVC PIPE	

NOTE:

- EXACT NUMBER OF HEADS, PLACEMENT, AND ZONE BACKFLOW PREVENTER COVER, CONFIGURATION T.B.D. IN THE FIELD BY LICENSED IRRIGATION CONTRACTOR.
- ALL LATERAL AND MAIN LINES TO BE SCH40
- ESTIMATED 8 ZONES FOR PGV-151 VALVE, PLACE IN CENTER OF PLANTER AS APPROPRIATE
- BACK FLOW PREVENTER PER THE CITY OF MEDINA CODE

L1.0B

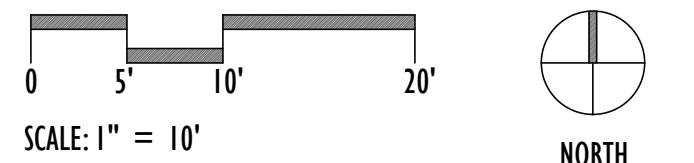


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- NOTES:**
- OWNER / CONTRACTOR TO OBTAIN ALL NECESSARY PERMITS AND SCHEDULE ALL NECESSARY INSPECTIONS.
 - LOCATE ALL UTILITIES PRIOR TO CONSTRUCTION.
 - ALL EXISTING CONDITIONS AND LAYOUT ARE TO BE VERIFIED IN THE FIELD PRIOR TO THE COMMENCEMENT OF CONSTRUCTION.
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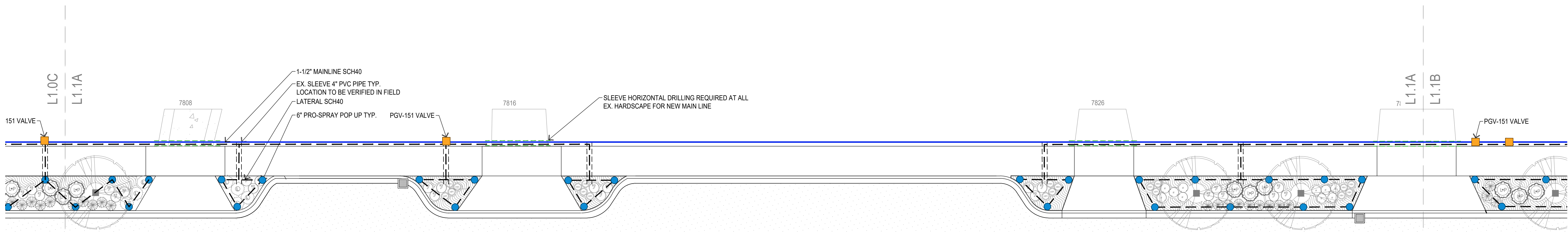
Issue Date
01.09.2025

DESIGNED BY: KP, SR
DRAWN BY: DJ, EH

Rev	Date	Description

Sheet Title

**IRRIGATION PLAN,
NOTES & SCHEDULE**
Sheet Number
L1.0

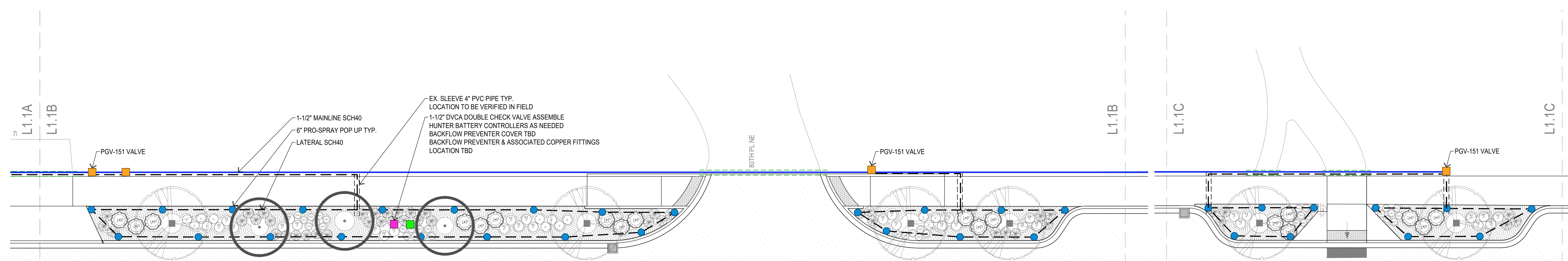


NE 12TH STREET

L1.1A

CITY OF MEDINA
 NE 12TH STREET
 MEDINA, WA 98039

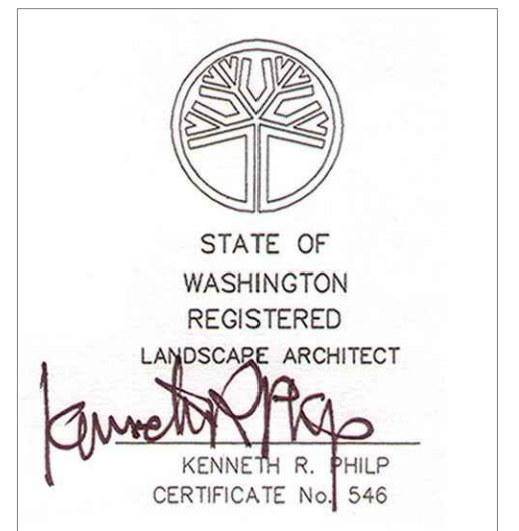
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NE 12TH STREET

L1.1B

L1.1C



Issue Title
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 01.09.2025

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Rev	Date	Description

Sheet Title

IRRIGATION PLAN

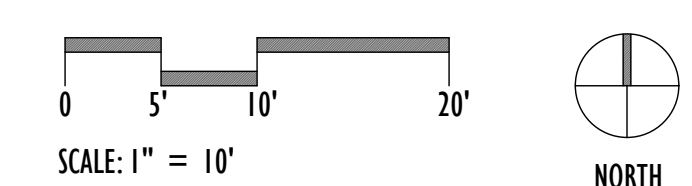
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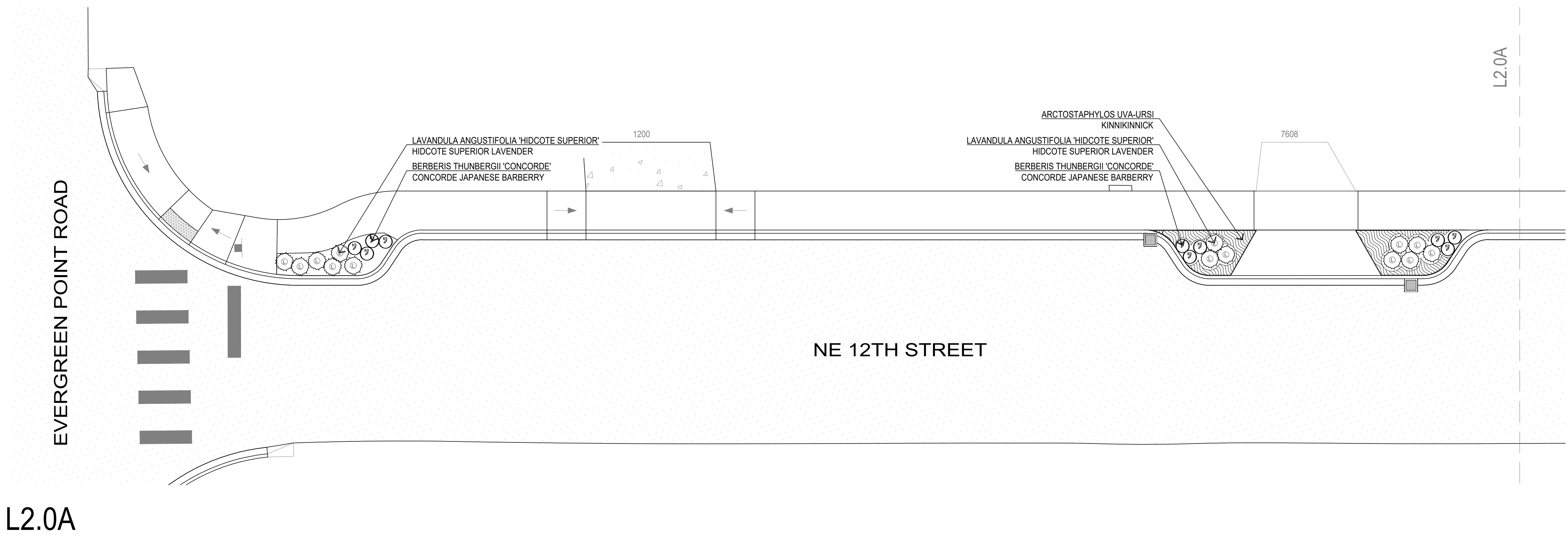
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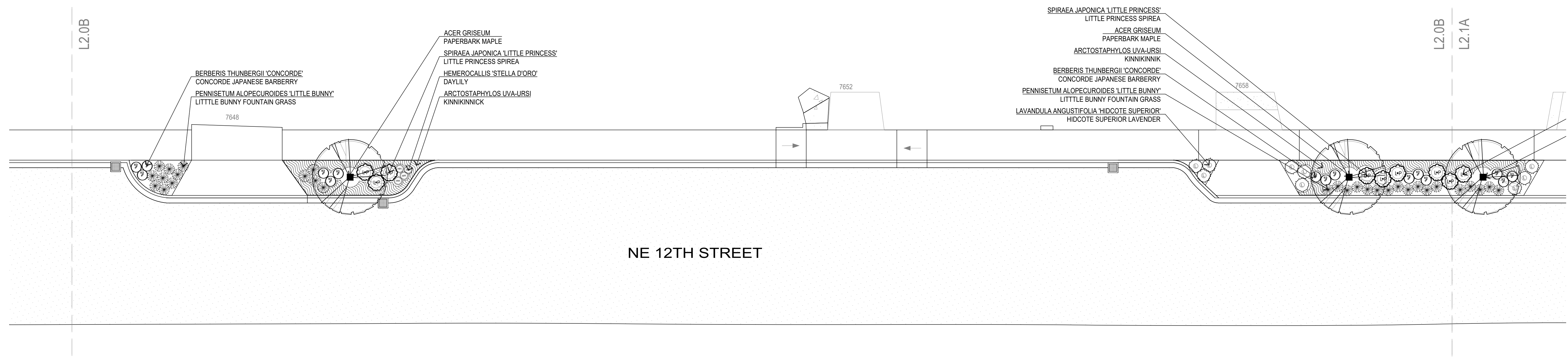
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PERMIT APPROVAL STAMPS



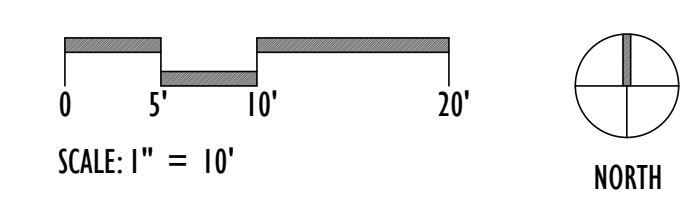
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L2.0B

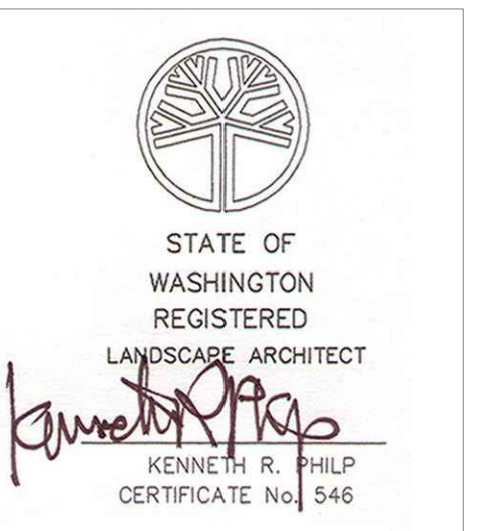
NOTE:
ALL NEW LANDSCAPE HAVE BEEN PREPPED WITH 3-WAY TOPSOIL AND MULCH. INSTALLATION OF PLANTS MAY REQUIRE SHIFTING AND REMOVAL OF EXISTING TOPSOIL AND MULCH.

- NOTES:**
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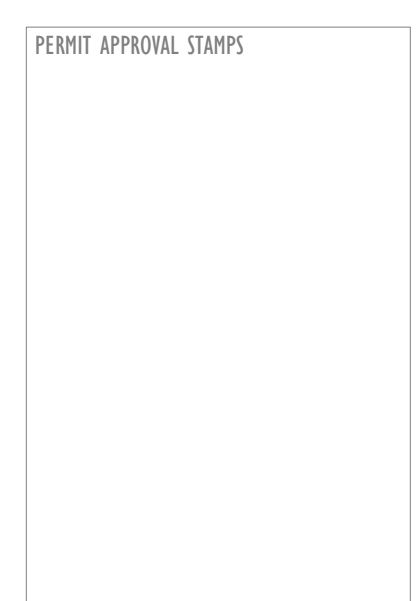
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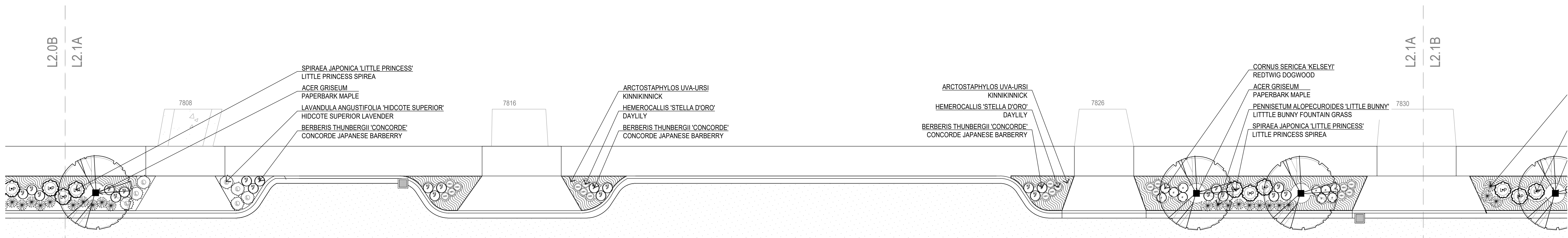
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Sheet Title

PLANTING PLAN

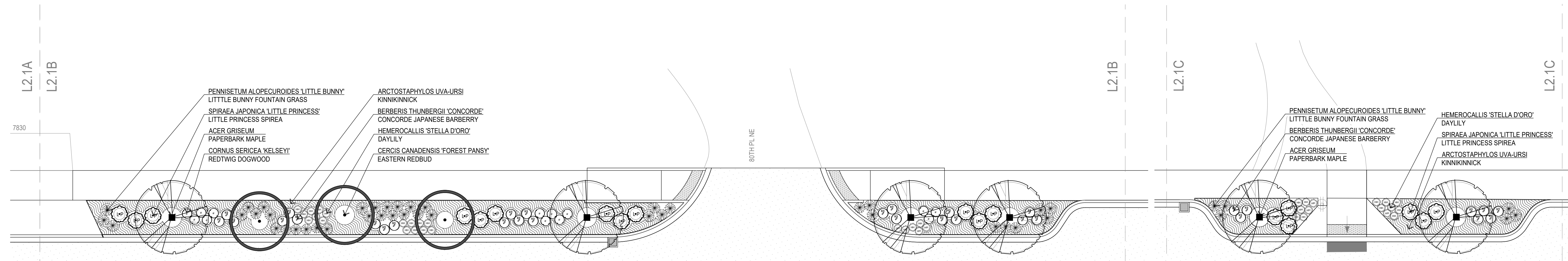
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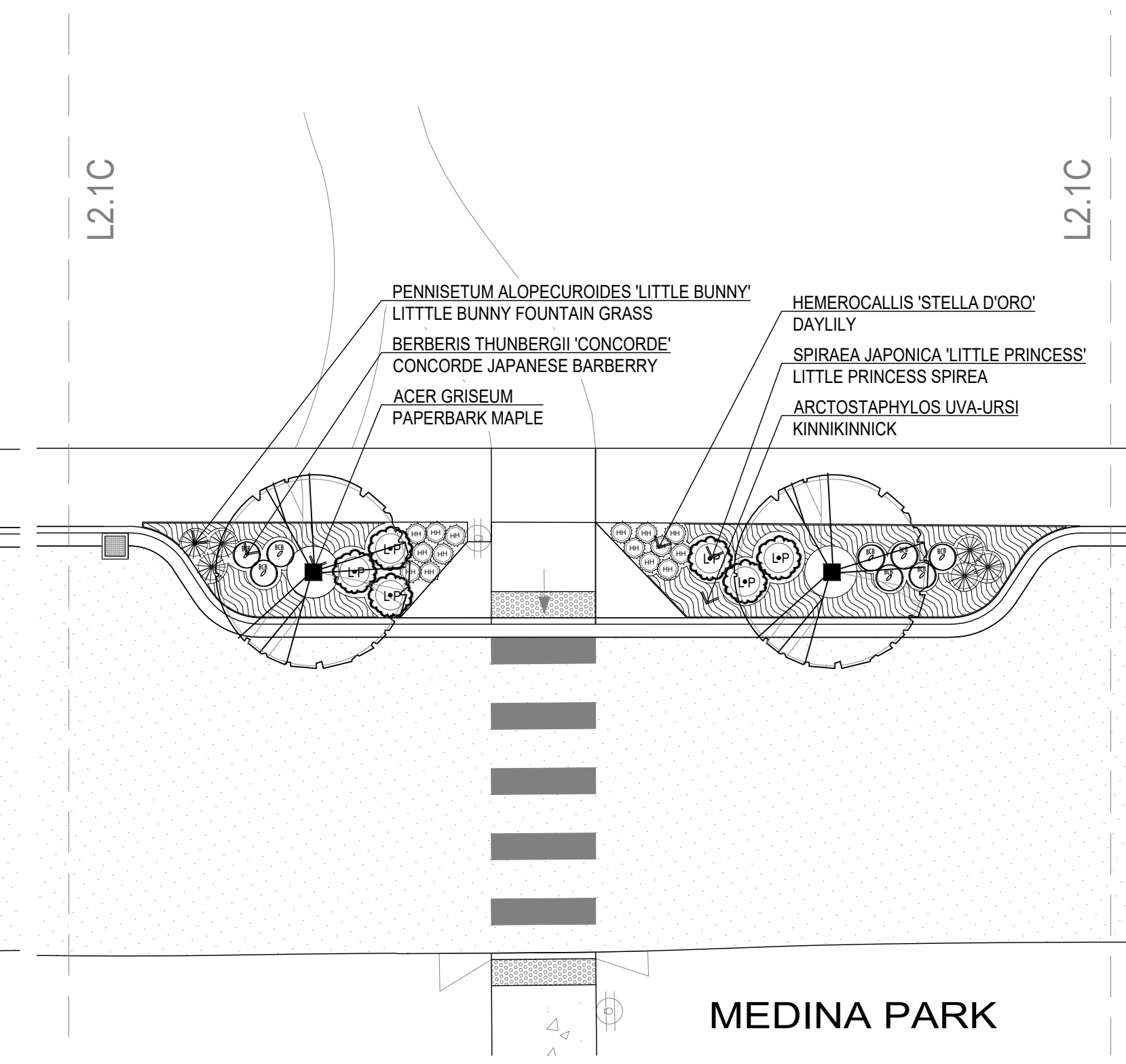
NE 12TH STREET

L2.1A



NE 12TH STREET

L2.1B

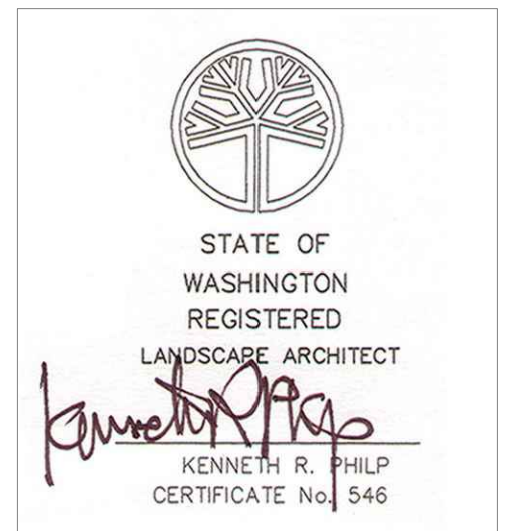


L2.1C

MEDINA PARK

CITY OF MEDINA
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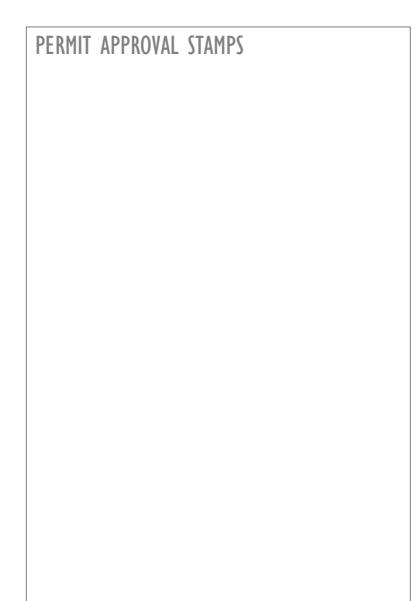
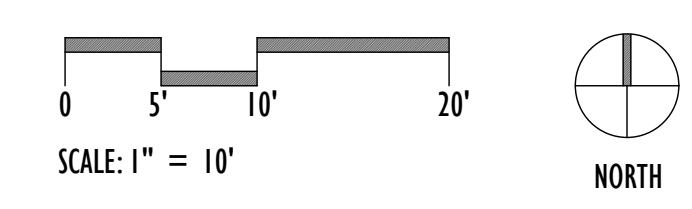
PLANTING PLAN

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PLANT SCHEDULE

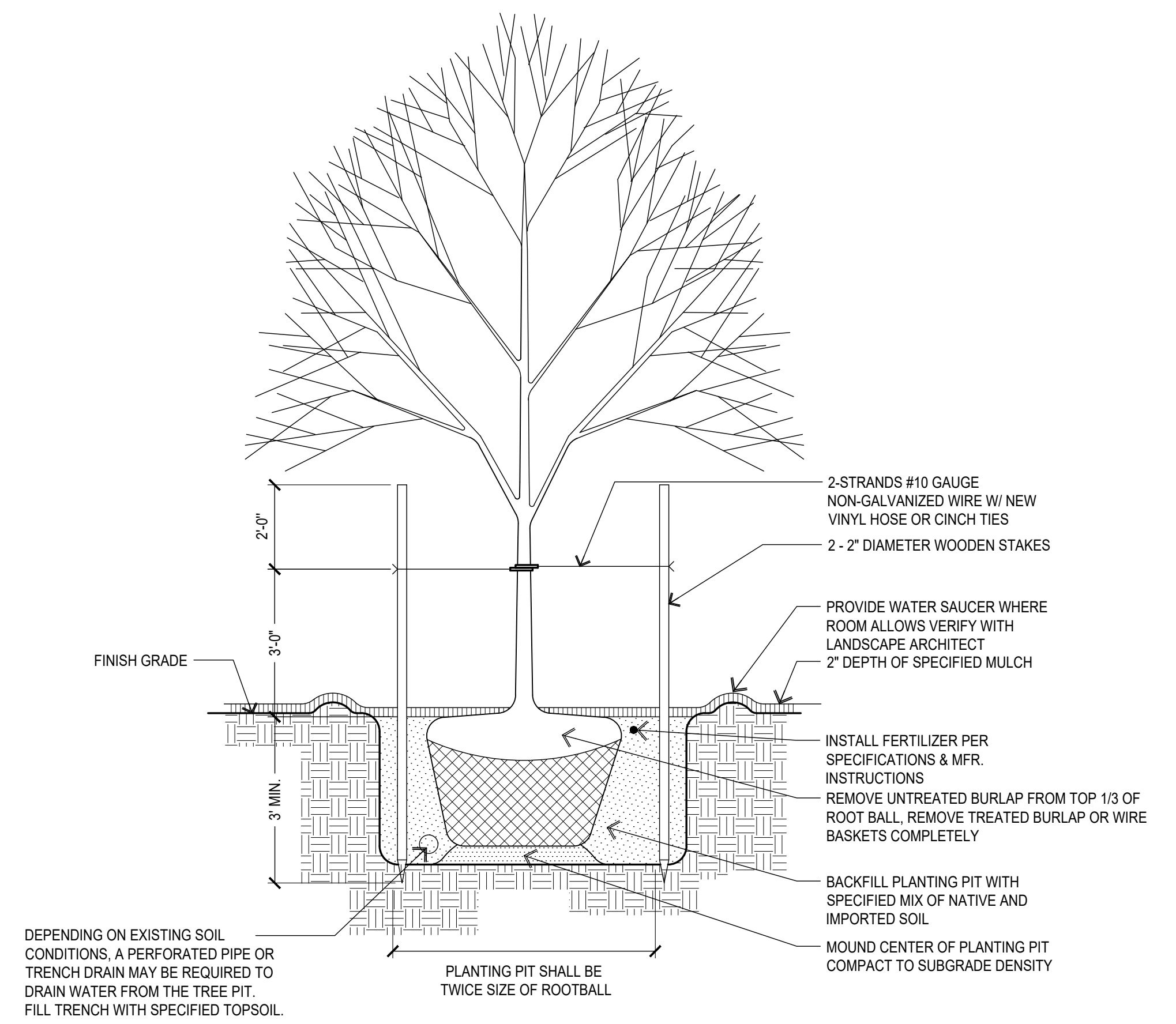
QTY	BOTANICAL NAME	COMMON NAME	SIZE / SPACING	NOTES
TREES				
11	ACER GRISEUM	PAPERBARK MAPLE	2" CAL	6' HT, SINGLE STEM, FULL & EVEN BRANCHING
3	CERCIS CANADENSIS 'FOREST PANSY'	EASTERN REDBUD	2" CAL	" "
SHRUBS				
74	BERBERIS THUNBERGII 'CONCORDE'	CONCORDE JAPANESE BARBERRY	5 GAL/2' O.C.	FULL, WELL ROOTED
23	CORNUS SERICEA 'KELSEY'	REDTWIG DOGWOOD	5 GAL/2' O.C.	" "
30	SPIRAEA JAPONICA 'LITTLE PRINCESS'	LITTLE PRINCESS SPIREA	5 GAL/3' O.C.	" "
PERENNIALS & GROUNDCOVERS				
273	ARCTOSTAPHYLOS UVA-URSI	KINNIKINNIK	1 GAL/24" O.C.	" "
60	HEMEROCALLIS 'STELLA D'ORO'	DAYLILY	1 GAL/18" O.C.	" "
27	LAVANDULA ANGUSTIFOLIA 'HIDCOTE SUPERIOR'	HIDCOTE SUPERIOR LAVENDER	1 GAL/30" O.C.	" "
84	PENNISETUM ALOPECUROIDES 'LITTLE BUNNY'	LITTLE BUNNY FOUNTAIN GRASS	1 GAL/24" O.C.	" "

PLANTING NOTES:

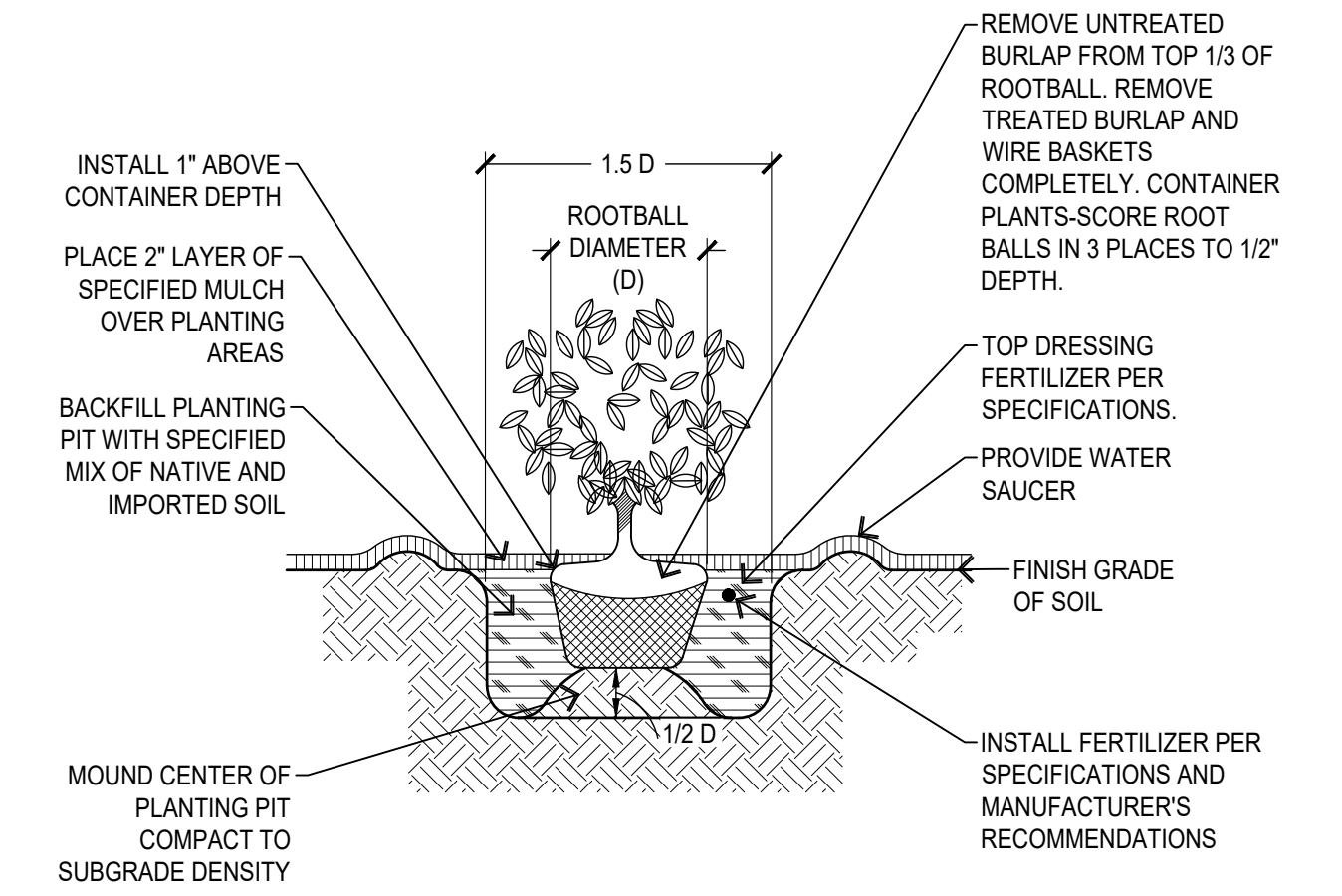
- INSTALL PLANTING SOIL AS FOLLOWS TO RETURN SOIL LEVELS TO ORIGINAL GRADES. PLANTING SOILS SHOULD NOT CONTAIN EXCESSIVE CLAY AND SHOULD CONSIST OF 40% COMPOST & 60% MINERAL SOIL. TILL FIRST 3" LIFT OF TOPSOIL INTO EXISTING SOIL. INSTALL REMAINING TOPSOIL IN 3" LIFTS. LIGHTLY COMPACT EACH LIFT WITH ROLLER AS IT IS INSTALLED.
- UPON RESTORATION OF ORIGINAL GRADE, AMEND THE ENTIRE PLANTING AREA WITH 3 INCHES OF COMPOST AND TILL TO A DEPTH OF 8"
- AFTER PLANTING: APPLY 2 TO 4 INCHES OF COMPOST MULCH TO PLANTING BEDS
- ALL PLANTING AREAS TO BE IRRIGATION BY AUTOMATIC UNDERGROUND SYSTEM.
- NO GRADING SHALL OCCUR IN THE DRIPLINE OF EXISTING TREES.
- INSTALLATION OF ALL PLANT MATERIAL ON STEEP SLOPES OR WITHIN DRIPLINE OF EXISTING TREES SHALL BE PIT PLANTED. LANDSCAPE ARCHITECT IS TO BE NOTIFIED OF ANY ROOT MASS DISCOVERED DURING EXCAVATION, AND CONSULTED PRIOR TO CONTINUED WORK IN THE AREA.
- RELOCATION, PRUNING, AND REMOVAL OF EXISTING PLANT MATERIAL SHALL BE COORDINATED ON SITE BY PROJECT LANDSCAPE ARCHITECT.
- FINAL PLANT LAYOUT TO BE APPROVED ON SITE BY PROJECT LANDSCAPE ARCHITECT PRIOR TO PLANTING.
- ALL MIN. SLOPED PLANTING AREAS TO BE CLEARED, GRUBBED, AND ROTOVATED PRIOR TO SOIL PREP.
- PLANTING BEDS TO BE PREPARED WITH 12" MIN. TOPSOIL MIX USING (4) 3" LIFTS, PER LANDSCAPE SPECIFICATIONS.
- LAWN AREAS TO BE PREPARED WITH 6" MIN. REFER TO SPECIFICATIONS FOR SOIL RATIOS.
- LOCATE ALL PRIVATE & PUBLIC UTILITIES 48 HOURS PRIOR TO START OF WORK. CONTRACTOR RESPONSIBLE FOR MAINTAINING MARKS.
- EROSION CONTROL TO BE INSTALLED PER MANUFACTURERS & PROJECT SPECIFICATIONS ON ALL SLOPES OF 3:1 OR STEEPER.
- ALL PLANTS MUST MEET A.S.N.S., CONTRACTOR RESPONSIBLE FOR REPLACEMENT OF STOCK NOT MEETING THESE STANDARDS.

PLANT TOXICITY DISCLAIMER:

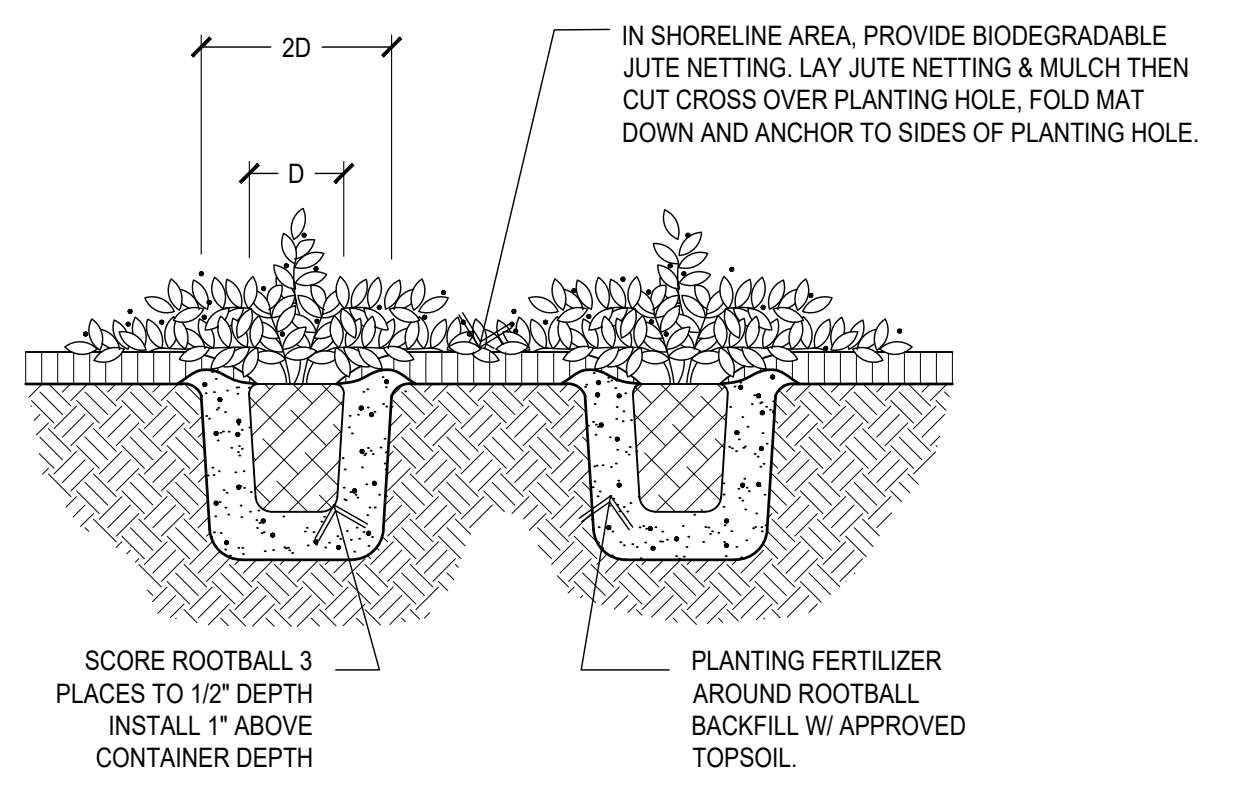
NO PLANTS ON THIS PLAN ARE INTENDED FOR INGESTION UNLESS SPECIFICALLY CALLED OUT. SOME PLANTS INCLUDED IN THIS PLAN MAY BE POISONOUS IF INGESTED OR IRRITATING TO SKIN AND EYES. OWNER SHOULD VERIFY WHAT PLANTS ARE EDIBLE BEFORE INGESTING. LANDSCAPE ARCHITECT NOT RESPONSIBLE FOR HARM OCCURRING FROM PLANT TOXICITY OR ALLERGIES. SOME PLANT SPECIES MAY ALSO POSE TOXICITY ISSUES TO PETS.



1 DECIDUOUS TREE PLANTING
 1/2"=1'-0"



2 SHRUB PLANTING
 1/2"=1'-0"



3 GROUNDCOVER PLANTING
 1"=1'-0"

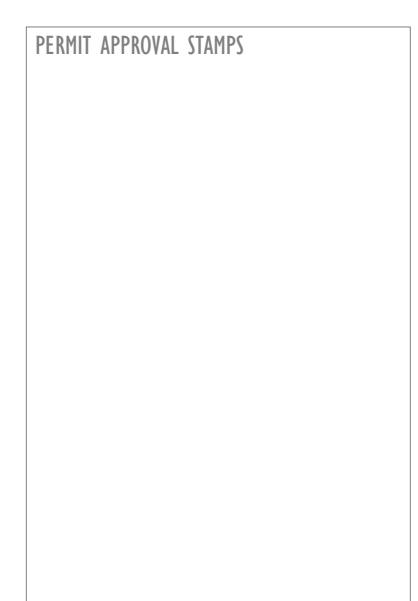


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Sheet Title
PLANT SCHEDULE NOTES & DETAILS

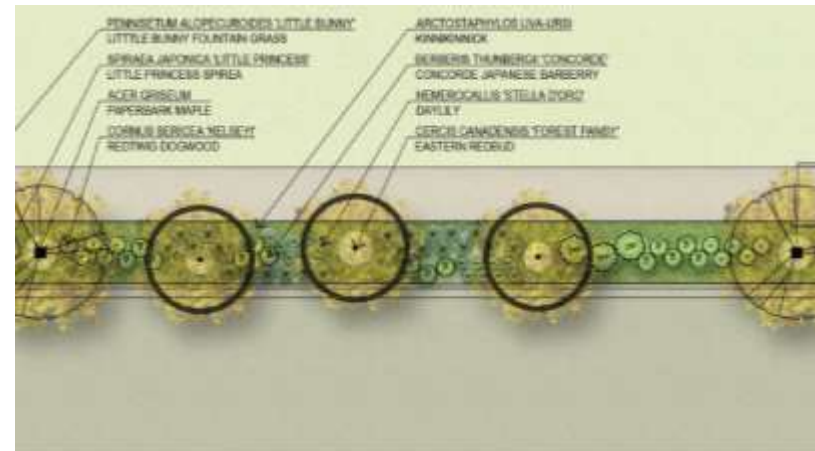
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NE 12TH STREET LANDSCAPE PLAN

PRELIMINARY DESIGN

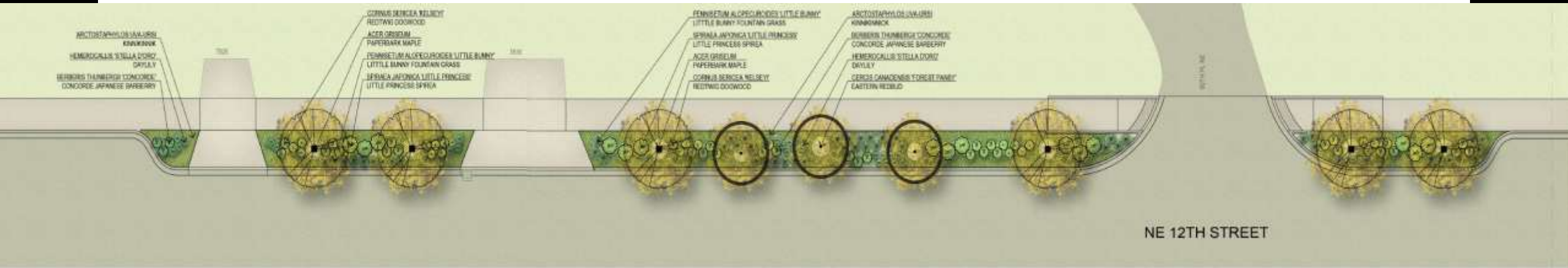


BACKGROUND

- Sidewalk project
 - Relocate poles
 - ADA Compliance
 - Traffic calming
 - Project excluded Landscape Plantings
-



PRELIMINARY PLAN



The plant palette was chosen and curated to provide a seasonal variety of colors and textures while maintaining a relatively low requirement for maintenance and not obstructing sight lines. It incorporates native and adaptive non-native plant species with characteristics of the pacific northwest. *Cercis canadensis* 'Forest Pansy,' and *Acer griseum* trees provide seasonal interest while also being moderate in height and on Medina's approved street tree list.

**MODEL RENDERING -
1** _____



MODEL RENDERING - 2



MODEL RENDERING -
3



PROPOSED TREES AND PLANTS



ACER GRISEUM

CERCIS 'FOREST PANSY'



CORNUS SERICEA 'KELSEY'



PENNISETUM 'LITTLE BUNNY'



SPIRAEA JAPONICA 'LITTLE PRINCESS'



BERBERIS THUNBERGII 'CONCORDE'



ARCTOSTAPHYLOS UVA-URSI



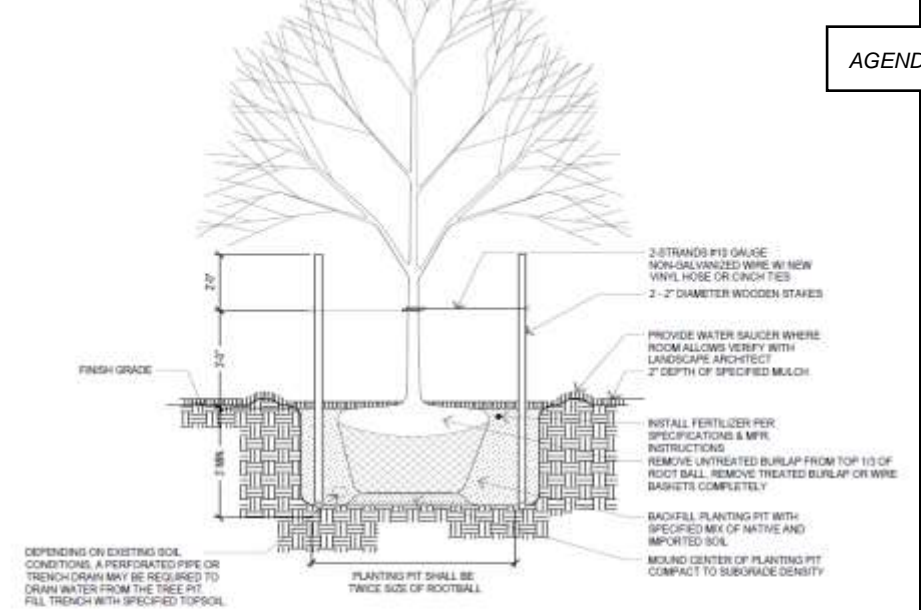
LAVANDULA 'HIDCOTE SUPERIOR'



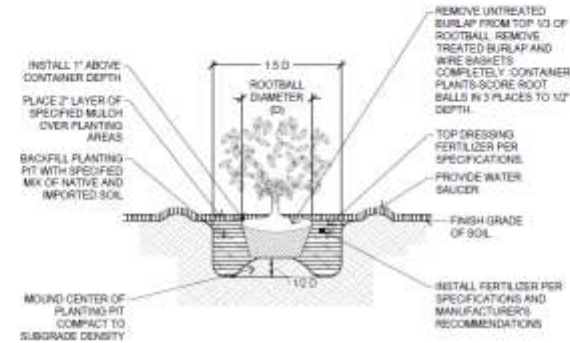
HEMEROCALLIS 'STELLA D'ORO'

ROUGH COST ESTIMATE

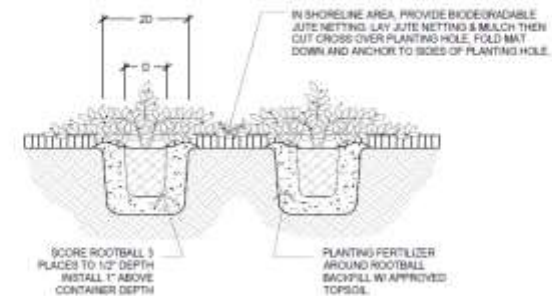
- Landscape Plantings \$60,000.00
- Irrigation w/ New Meter Svc \$95,000.00
- Annual Maintenance (contracted) \$20,000.00
- Annual Watering \$4,000.00



1 DECIDUOUS TREE PLANTING 3'-1'-0"



2 SHRUB PLANTING 3'-1'-0"



3 GROUNDCOVER PLANTING 1'-3'-0"



MEDINA, WASHINGTON

AGENDA BILL

January 13, 2025

Subject: City Right of Way Discussion

Category: City Business

Staff Contact: Mayor Jessica Rossman, Ryan Osada, Public Works Director, Stephen R. Burns, City Manager, and Jennifer Robertson, City Attorney

Summary

The purpose of this discussion is to ensure that Council has identified the universe of potential issues for future work on Right of Way policies.

Please review the below list and be prepared to suggest additions, deletions or corrections.

This should be a targeted discussion, as a preliminary step toward defining a scope of work. The eventual scope of work will likely be divided into multiple projects, requiring prioritization.

Background

This follows several mentions of future “Right of Way policy” conversations at recent Council meetings, in a variety of contexts (e.g., resident comments on parking rules and variation of uses of right of way land within neighborhoods, trimming of vegetation overhanging sidewalks or impeding visibility, future community design and appearance, responsibility for planting on right of way land, implementation of state housing mandates, etc.).

A similar list of Right of Way issues was also reviewed at Council’s retreat on February 10, 2024, and approved for inclusion in Council’s list of future work. This specific list was discussed during the Roundtable portion of the December 9, 2024 Council meeting.

Problems to Be Solved

References to “right of way policy” have come to mean a variety of different things, and it is important that Council and staff come to a shared understanding of what issues the city should address if possible.

The specific “problems to be solved” by new policy will be defined through this process. Vision, goals and prioritization will be discussed at future meetings as projects are scoped and developed.

Suggested Next Steps

At the end of this agenda item, Council will be asked to refer the list to staff for their further input, to ensure the list is complete from all perspectives. If needed or desired, Council may

also ask staff for additional input, background, or information. Subsequent steps will depend on the content of the final list.

Right of Way Topics:

- Community Design Issues
 - Possibility of addressing in the context of an update to the Community Design Element of the Comprehensive Plan
 - What should streets in Medina look like?
 - What “look and feel” will preserve unique neighborhood character but also allow functionality with increased density?
 - Lighting?
 - Signage?
 - Note Council vote on 7/10/2023 that the walking path on the west end of Overlake Dr E “be completed and maintained as is with crushed rock and for city staff to not resubmit the grant application for the paving part....” [6-0, one councilmember absent.]
 - Need for community input/involvement in vision
- Parking
 - What are the City’s on-street parking rules? Do most people know them? Are they consistent? Are they fair across different neighborhoods and different street conditions?
 - Do we need to manage ROWs differently to have more parking?
 - Do we have adequate parking for home-hosted events?
 - Will we need more street parking with increased density from middle housing?
 - Should there be shoulder development requirements more like Hunts Point and Yarrow Point have, to preserve parking?
 - Should adjoining landowners be entitled to pave or otherwise permanently construct on City ROW land to create parking spots?
 - Is this consistent with low impact development practices encouraged or required by Department Ecology, etc.? What are the implications for stormwater infrastructure and unfiltered runoff to Lake Washington?
 - If parking space construction is allowed, should the look be standardized? (e.g., to make clear that it is public land/parking, to make easier to repair if City disturbs, etc.)
 - Should the City allow placement of boulders, rocks, etc. in ROW land?
- Does the City anticipate needing anything more or different (e.g., sidewalks, tools for managing increased bicycle traffic, etc.)?
- Who is responsible for maintaining ROW land not in use as streets or sidewalks? What public safety regulation is necessary, if any?

- Who pays for restoration when City or utility disturbs private landscaping on publicly owned ROW?
 - Is this a blanket rule, or are there factors to be considered in deciding whether to reimburse an adjoining property owner?
 - Who is responsible for installing landscaping on ROW land if adjoining landowner does not want to do it?
 - Examples from 12th Street: outside the golf course's new fence, and newly constructed planting beds next to the sidewalk.
 - Are those examples the same answer, or different answers?
 - Who is responsible for keeping hedges trimmed off sidewalks?
 - Can/should the city request & collect reimbursement for costs of trimming private landscaping away from pedestrian paths and/or traffic? [Council direction and ongoing discussion, circa 2019 levy vote onward]
 - Should there be safety rules about what can be planted or put in the area between a sidewalk and a street? (e.g., for visibility between street and sidewalk, to minimize likelihood of growth out over sidewalk or into street, etc.)
 - What happens if city ROW land is not maintained by an adjoining landowner and becomes unattractive?
- What communication with residents is needed?
 - How will residents understand what land the City owns (or has an easement on), so that they are aware of any risk that landscaping they install there may be disturbed in the future?
 - What kind of communication with residents is needed before adjoining ROW land is disturbed for City or utility projects?

“City Right of Way Discussion” meets and supports Council’s priorities 2, 3, and 5.

Council Priorities:

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

Attachments:

None.

Budget/Fiscal Impact: N/A

Recommendation: Discussion and direction.

City Manager Approval:

A handwritten signature in black ink, appearing to be "JRB", written in a cursive style.

Proposed Council Motion: N/A

Time Estimate: 30 minutes



MEDINA, WASHINGTON

AGENDA BILL

Monday, January 13, 2025

Subject: 2025 Council Retreat Discussion

Category: City Business

Staff Contact: Stephen R. Burns, City Manager

Summary

At the October 14, 2024, Medina City Council Meeting, the Council directed staff include funding for a retreat facilitator in the 2025 budget. The purpose of this facilitator is to help clarify and align the roles and responsibilities of both the City Council and city staff.

To proceed effectively, staff seeks additional guidance on the following items:

1. **Retreat Focus:** What specific goals or outcomes should the retreat aim to achieve?
2. **Facilitator's Role:** What key areas should the facilitator prioritize during the retreat?
3. **Attendees:** Which staff members should be invited? Should all department directors attend? Are there additional staff members to include? City Attorney?
4. **Location:** City Hall or off-site (Overlake Golf and Country Club, other options)?
5. **Day of the Week:** Which day is preferred for scheduling the retreat?
6. **Duration:** How long is the retreat expected to last?

Your input on these details will help ensure the retreat is well-planned and productive.

"Council Retreat Discussion" meets and supports Council's priority 3.

Council Priorities:

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

Attachment:

None.

Budget/Fiscal Impact: The 2025 Medina Operating Budget included \$15,000 for the Council Retreat to include facilitator and venue.

Recommendation: Discussion and direction.

City Manager Approval: 

Proposed Council Motion: N/A

Time Estimate: 15 minutes



MEDINA, WASHINGTON

AGENDA BILL

Monday, January 13, 2025

Subject: Medina Legislative Priorities Agenda Update

Category: City Business

Staff Contact: Stephen R. Burns, City Manager

Summary

The Medina Council has tasked staff with developing a comprehensive draft of the Legislative Priorities Agenda for the Council's review and approval. To ensure alignment with the Council's vision, staff has engaged in discussion with a majority of the Council members to gather their insights and recommendations. The draft agenda is now in the final stages of preparation and will serve as a roadmap for addressing key legislative issues in the coming year. This document is scheduled for presentation and discussion on January 27, 2025, where Council member's will have the opportunity to provide additional input and refine the priorities.

"Medina Legislative Priorities" meets and supports Council's priorities 1, 3, and 5.

Council Priorities:

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

Attachments:

None.

Budget/Fiscal Impact: TBD

Recommendation: Discussion.

City Manager Approval: 

Proposed Council Motion: N/A

Time Estimate: 5 minutes