



MEDINA CITY COUNCIL

Monday, February 23, 2026

5:00 PM – STUDY SESSION
6:00 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
SPECIAL AND REGULAR MEETING

Hybrid - Virtual/In-Person
Medina City Hall – Council Chambers
501 Evergreen Point Road, Medina, WA 98039
Monday, February 23, 2026 – 5:00 PM

AGENDA

MAYOR | Jessica Rossman

DEPUTY MAYOR | Randy Reeves

COUNCIL MEMBERS | Joseph Brazen, Laura Bustamante, Harini Gokul, Michael Luis, Heija Nunn

CITY MANAGER | Jeff Swanson

CITY ATTORNEY | Jennifer S. Robertson

ACTING CITY CLERK | Dawn Nations

Hybrid Meeting Participation

The Medina City Council has moved to hybrid meetings, offering both in-person and online meeting participation. Medina City Council welcomes and encourages in-person public comments. To participate in person, please fill out a comment card upon arrival at City Hall and turn it in to the City Clerk. To participate online, please register your request with the City Clerk at 425.233.6410 or email dnations@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 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 to Council@medina-wa.gov at any time.

Join Zoom Meeting

<https://medina-wa.zoom.us/j/82744321998?pwd=oNyGHuaSIKurNS5fXbsbi5pOHT3RYH.1>

Meeting ID: 827 4432 1998

Passcode: 311113

One tap mobile

+12532158782 US (Tacoma)

1. **STUDY SESSION starts at 5:00 PM**

The Study Session is an informal discussion for the City Council. This session is held in person only and is not recorded. The public is welcome to attend; however, Zoom access will not be available until the regular meeting begins at **6:00 PM.**

1.1 Consideration of Interim Official Control – Bulk

Recommendation: Discussion.

Staff Contact: Steve Wilcox, Development Services Director and Jennifer Robertson, City Attorney

Time Estimate: 50 minutes

The regular meeting will start at 6:00 PM.

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

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

3. **APPROVAL OF MEETING AGENDA**

4. **PUBLIC COMMENT PERIOD**

Individuals wishing to speak live during the Virtual City Council meeting may register their request with the City Clerk at 425.233.6410 or email dnations@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.

5. **PRESENTATIONS**

5.1 Medina Elementary Students Presentation

Time Estimate: 10 minutes

6. **CITY MANAGER'S REPORT**

Time Estimate: 15 minutes

6.1a State Legislative Update

Recommendation: Update and discussion.

Staff Contact: Jeff Swanson

6.1b Finance Monthly Report - January 2026

Recommendation: Update.

Staff Contact: Ryan Wagner, Finance/HR Director

[6.1c](#) Tree Code - Follow up Discussion
Recommendation: Update and discussion.
Staff Contact: Steve Wilcox, Development Services Director

7. **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.

[7.1](#) Check Register - January 2026
Recommendation: Approve.
Staff Contact: Ryan Wagner, Finance Director

[7.2](#) Updating Financial Policies - Resolution No. 458
Recommendation: Adopt resolution No. 458.
Staff Contact: Ryan Wagner, Finance Director

8. **LEGISLATIVE HEARING**

None.

9. **PUBLIC HEARING**

None.

10. **CITY BUSINESS**

[10.1](#) Critical Areas (CAO) Ordinance
Recommendation: Adopt Ordinance No. 1053.
Staff Contact: Steve Wilcox, Development Services Director

Time Estimate: 10 minutes

[10.2](#) Committee Assignments
Recommendation: Approve assignments.
Staff Contact: Jeff Swanson, City Manager

Time Estimate: 10 minutes

[10.3](#) Interim Official Control (IOC) Bulk
Recommendation: Direction and possible adoption.
Staff Contact: Steve Wilcox, Development Services Director

Time Estimate: 15 minutes

- [10.4](#) City Council/Planning Commission Work Plan
Recommendation: Discussion item only.
Staff Contact: Jeff Swanson, City Manager

Time Estimate: 10 minutes

11. REQUESTS FOR FUTURE AGENDA ITEMS

a) Requests for future agenda items.

12. PUBLIC COMMENT

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

13. EXECUTIVE SESSION

Time Estimate: 30 minutes

RCW 42.30.110 (1)(i)

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

Time Estimate: 10 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.

No action will be taken following Executive Sessions.

14. ADJOURNMENT

City Council Retreat - Saturday, March 7, 2026, 9:00 AM to 1:00 PM.
Next regular City Council Meeting: March 9, 2026, 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

Tuesday, February 24, 2026 - Joint City Council/Planning Commission Meeting (6:00PM)

Saturday, March 7, 2026 - City Council Retreat (9:00am to 1:00pm)

Monday, March 9, 2026 - City Council Meeting (5:00 PM)

Monday, March 16, 2026 - Joint City Council/Park Board Meeting (5:00 PM)

Monday, March 23, 2026 - City Council Meeting (5:00 PM)

Monday, April 13, 2026 - City Council Meeting (5:00 PM)

Monday, April 27, 2026 - City Council Meeting (5:00 PM)

Monday, May 11, 2026 - City Council Meeting (5:00 PM)

Monday, May 25, 2026 - Memorial Day - City Hall Closed

Tuesday, May 26, 2026 - City Council Meeting (5:00 PM)

Monday, June 8, 2026 - City Council Meeting (5:00 PM)

Friday, June 19, 2026 - Juneteenth - City Hall Closed

Monday, June 22, 2026 - City Council Meeting (5:00 PM)

Friday, July 3, 2026 - Independence Day - City Hall Closed

CERTIFICATION OF POSTING AGENDA

The agenda for Monday, February 23, 2026, Regular Meeting of the Medina City Council was posted and available for review on Thursday, February 19, 2026, 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.



MEDINA, WASHINGTON

AGENDA BILL

Monday, February 23, 2026

<p>Subject/Topic: Consideration of Interim Official Control – Bulk</p> <p>Dept. Origin: Development Services/City Council</p> <p>Category: Council Business</p> <p>Prepared by: Jennifer Robertson, City Attorney</p> <p>Attachments: 1. Ordinance No. 1052</p>	<p>Proposed Council Action/Motion:</p> <p><input type="checkbox"/> Information Only</p> <p><input type="checkbox"/> Receive and File</p> <p><input checked="" type="checkbox"/> Discuss</p> <p><input type="checkbox"/> Provide Direction</p> <p><input type="checkbox"/> Public Hearing</p> <p><input checked="" type="checkbox"/> Adopt/Approve</p> <p><input type="checkbox"/> Other:</p>
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Proposed Council Action

The Council will discuss the Interim Official Control Ordinance (IOC) on Bulk Standards in the Study Session and then will be asked to take action to pass the IOC Ordinance during the Regular Session.

Summary

The Council directed the staff to bring forward an Interim Official Control Ordinance (IOC) on bulk building regulations. The purpose of the IOC is to ensure that while the middle housing codes are being implemented that Medina doesn't create housing that burdens the other residents with noise, light, and loss of privacy. The attached IOC makes the following changes to the Medina Municipal Code:

1. Increases side yard setbacks to increase separation and privacy between homes. (MMC 16.22.030.A.)
2. Requires a new side yard setback that is 5' wider than the base side yard setback for second stories and above. (MMC 16.22.030.A.)
3. Reduces the extent of side yard protrusions and requires a landscape buffer for structures over 30 inches. (MMC 16.22.040.)
4. Reduces extent of protrusion for decks or patios into side yard setbacks from 50 percent to 25 percent intrusion and requires a dense landscape buffer when protrusion is a deck or patio. (MMC 16.22.040.C.2.c.)
5. Requires fountains and other similar installations in setbacks that make noise to not be heard by neighboring properties. (MMC 16.22.040.K.7.)
6. Eliminates height bonuses. (MMC 16.23.050 and MMC 16.23.060.)
7. Requires vacant homes to keep interior lights off if those lights are visible to neighbors when the house is not occupied (MMC 16.44.040.H.)
8. Requires vacant homes to avoid exterior lighting that creates light trespass to neighbors. (MMC 16.44.040.I.)

The changes described above are shown in the attached ordinance. Language that has been deleted is shown in ~~strikeout text~~ while new language is shown in underlined text. Where sections in the code are not modified by the ordinance and are omitted for brevity, this is shown by having starred ellipses “* * * *” to denote missing subsections.

Process

An interim official control is adopted using the same procedures as a moratorium. The Council may adopt the IOC but is required to hold a public hearing within 60 days. The ordinance sets the hearing for April 14, 2026. The ordinance also gives the Director of Development Services the authority to interpret the IOC. Assuming the public hearing is held, the ordinance will be in effect for 6 months and may be renewed if needed. The ordinance directs the Planning Commission to process permanent bulk regulations.

Council Priorities

This proposal furthers Council Priorities 2, 3, 4 and 5.

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

Budget/Fiscal Impact: None.

Recommendation: Discuss and consider adoption.

City Manager Approval:



Proposed Council Motion: “I move approval of Ordinance No. 1052 adopting an Interim Official control pursuant to RCW 35A.63.220 and RCW 36.70A.390; amending the Medina Municipal Code to provide for reduced bulk and increased privacy and peaceful enjoyment for residents in residential development standards, amending the following sections of the medina municipal code for this purpose: 16.22.030 (increasing side yard setbacks), 16.22.040 (requiring landscaping for protrusions into setbacks), 16.23.050 and 16.23.060(c)&(d) (to remove the bonus height option), and 16.44.040 (to adopt lighting limitations for vacant residences); adopting findings in support of this ordinance; providing for vested rights, interpretation authority, and setting a public hearing as required by state law to take testimony on the interim official control; providing for severability and corrections; directing the planning commission to work on permanent regulations for bulk standards; and establishing an effective date.”

CITY OF MEDINA, WASHINGTON

Ordinance No.1052

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF MEDINA, WASHINGTON, ADOPTED PURSUANT TO RCW 35A.63.220 AND RCW 36.70A.390; IMPOSING AN INTERIM OFFICIAL CONTROL RELATING TO ZONING, AMENDING THE MEDINA MUNICIPAL CODE TO PROVIDE FOR REDUCED BULK AND INCREASED PRIVACY AND PEACEFUL ENJOYMENT FOR RESIDENTS IN RESIDENTIAL DEVELOPMENT STANDARDS, AMENDING THE FOLLOWING SECTIONS OF THE MEDINA MUNICIPAL CODE FOR THIS PURPOSE: 16.22.030 (INCREASING SIDE YARD SETBACKS), 16.22.040 (REQUIRING LANDSCAPING FOR PROTRUSIONS INTO SETBACKS), 16.23.050 AND 16.23.060(C)&(D) (TO REMOVE THE BONUS HEIGHT OPTION), AND 16.44.040 (TO ADOPT LIGHTING LIMITATIONS FOR VACANT RESIDENCES); ADOPTING FINDINGS IN SUPPORT OF THIS ORDINANCE; PROVIDING FOR VESTED RIGHTS, INTERPRETATION AUTHORITY, AND SETTING A PUBLIC HEARING AS REQUIRED BY STATE LAW TO TAKE TESTIMONY ON THIS INTERIM OFFICIAL CONTROL; PROVIDING FOR SEVERABILITY AND CORRECTIONS; DIRECTING THE PLANNING COMMISSION TO WORK ON PERMANENT REGULATIONS FOR BULK STANDARDS; AND ESTABLISHING AN EFFECTIVE DATE.

WHEREAS, within the express terms of the Growth Management Act, the Washington State Legislature has specifically conferred upon the governing bodies of Washington cities the right to establish and adopt moratoria and interim zoning controls related to land uses; and

WHEREAS, the City possesses land use jurisdiction and regulatory authority over the City's incorporated lands; and

WHEREAS, on May 27, 2025, the City Council adopted Ordinance No. 1040 to update the City's land use codes to allow for middle housing and additional accessory dwelling units consistent with State law; and

WHEREAS, with increasing density, adopting standards that allow harmony between residents are of increased importance; and

WHEREAS, in order to make sure such increased density and development does not vest to the existing bulk and development standards, the City Council deems it in the public interest to adopt an interim official control until such time and the City can process, consider and adopt updated permanent lighting regulations; and

WHEREAS, the interim official control imposed herein promotes the public good and is necessary for the protection of public health, property, safety, and welfare; and

WHEREAS, the City Council determines that it is in the public interest, safety and welfare to update its code as required by State law and as set forth in this Ordinance; **NOW, THEREFORE**,

THE CITY COUNCIL OF THE CITY OF MEDINA, WASHINGTON, DOES ORDAIN AS FOLLOWS:

Section 1. Findings of Fact. The recitals set forth above are hereby adopted as the City Council’s initial findings of fact in support of the interim official control established by this ordinance. The City Council may, in its discretion, adopt additional findings after the public hearing referenced in Section 10 below.

Section 2. Interim Official Control Imposed. As authorized by the police powers of the City as set forth, for example, in Article XI, Section 11, of the Washington State Constitution, and pursuant to statutory authority set forth, for example, in RCW 36.70A.390 and RCW 35A.63.220, the City hereby imposes an interim official control, as described in Sections 3 through 9, to amend the Medina Municipal Code as set forth therein.

Section 3. Subsection A of Section 16.22.030 of the Medina Municipal Code is hereby amended to read as follows:

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 for first floor,	Side Property Line for portions of	Lake Washington Shoreline

			<u>or up to 16 feet in height above finished grade, whichever is lower</u>	<u>the structure above the first floor, or over 16 feet in height above finished grade, whichever is lower</u>	
Less than 10,001	25 feet	25 feet	40 <u>15</u> feet	<u>20 feet</u>	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 40 <u>15</u> feet or 45 <u>20</u> % of the lot width; not to exceed 20 feet	<u>The greater of 20 feet or 25% of the lot width; not to exceed 25 feet</u>	

* * * * *

Section 4. Section 16.22.040 of the Medina Municipal Code is hereby amended to read as follows:

16.22.040. Protrusions into setback areas.

The following structures may be located within a setback area, except setbacks from Lake Washington, which are subject to Chapter 16.63 MMC. For structures located in side yard setbacks which are over 30 inches in height, the partial landscape screening standards set forth in MMC 16.30.070 shall be required:

- A. Utilities which are located underground and accessory to a principal use, except the requirement for undergrounding is not required if the limitation in MMC 16.50.090(l)(6) applies.
- B. Walkways, stairs and steps, and driveways, not including parking spaces, which do not exceed 30 inches above the existing or finished grade, whichever grade is lower.
- C. Uncovered decks and patios, provided:
 - 1. No part of the structure exceeds 30 inches in height above the existing or finished grade, whichever grade is lower; and
 - 2. The following setbacks are maintained:
 - a. A minimum 15-foot setback is maintained from the front property line;
 - b. A minimum 10-foot setback is maintained from the rear property line; and
 - c. A minimum side-yard setback equal to ~~one-half~~ seventy-five percent of the required distance pursuant to Table 16.22.030. In addition, for decks or patios built in side yard setbacks, installation of solid landscape screening under MMC 16.30.070 shall be required.
- D. Window wells that do not project more than six inches above the ground level and do not protrude more than four feet into the setback area.
- E. Fences and freestanding walls which comply with the requirements set forth in MMC 16.30.010.
- F. Irrigation systems at or below finished grade, including yard hydrants, sprinkler heads and similar features that do not exceed 36 inches above the finished grade.
- G. Ramps and similar structures installed to a single-family dwelling to provide ADA access .
- H. Foundation footings where the footing structure does not protrude more than two feet into the setback area and is located entirely below the ground surface.
- I. Improved surface areas for off-street parking provided:
 - 1. The protrusion is limited to the front setback area and a minimum 15-setback is maintained from a front property line; and
 - 2. The parking area is designed in a manner that is clearly distinguishable from the driveway; and
 - 3. The top of the parking surface does not exceed 30 inches above the existing or finished grade, whichever is lower.
- J. A chimney provided:
 - 1. The protrusion is limited to the side setback area and does not exceed more than two feet into the setback area ;
 - 2. The maximum horizontal width of the chimney inside the setback area is five feet.

- K. Accessory structures and outdoor mechanical equipment provided:
1. The protrusion is limited to the rear setback area and a minimum 15-foot setback from the rear property line is maintained; and
 2. The highest point of the accessory structure or outdoor mechanical equipment does not exceed eight feet in height above the finished grade; and
 3. The accessory structure or outdoor mechanical equipment does not occupy a footprint greater than 100 square feet; and
 4. Solid landscape screening pursuant to MMC 16.30.070 is planted that screens the structure or mechanical equipment from adjoining properties; and
 5. For outdoor mechanical equipment, the following shall apply:
 - a. An existing unit may be replaced with a new unit in the same location regardless of setback requirements;
 - b. For existing legally nonconforming residences that do not conform to the current side yard setback requirements, a new unit may be installed in the side yard setback provided a minimum ~~five~~ten-foot setback is maintained from the side property line; and
 6. All mechanical equipment shall meet the sound requirements set forth in chapter 8.06 MMC.
 7. Permanently installed water features and other similar permanently installed sound attenuation devices shall be located such that neighboring properties do not hear them.
- L. Open play structures without roofs or walls provided:
1. The protrusion is limited to rear setback areas and a minimum 10 foot setback from a rear property line is maintained; and
 2. The maximum height of the play structure does not exceed ten feet above the finished grade; and
 3. The play structure does not occupy a footprint greater than 100 square feet.
- M. Swimming pools, spas and hot tubs as provided for in MMC 16.34.040.
- N. Raised planting bed boxes, which do not exceed 30 inches above the existing or finished grade, whichever grade is lower.
- O. Low impact development best management practices or treatment best management practices provided:
1. The best management practice shall be designed, constructed, and maintained in accordance with the stormwater manual adopted under MMC 13.06.020.
 2. Best management practices, including associated vegetation, shall be located entirely on private property.

3. The maximum height of any structural element associated with the best management practice shall not exceed 30 inches above the existing or finished grade, whichever grade is lower.
4. The best management practice shall be designed to manage or treat stormwater runoff solely from the building site and from less than 5,000 square feet of impervious surface.
5. Examples of acceptable best management practices, as those practices are defined in Chapter 16.12 MMC, include but are not limited to the following:
 - a. Rain garden;
 - b. Bioretention;
 - c. Dispersion; and
 - d. Biofiltration treatment.

Section 5. Section 16.23.050 of the Medina Municipal Code is hereby amended to read as follows:

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	30 feet
	Low Point	36 feet
Finished Grade	High Point	30 feet
	Low Point	36 feet

~~CD.~~ The methods for measuring the height of buildings and structures are set forth in MMC 16.23.060.

~~DE.~~ 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.~~

Section 6. Subsections C and D of Section 16.23.060 of the Medina Municipal Code are hereby amended to read as follows:

16.23.060. Measuring building and structure height.

* * * * *

C. In the R-20, R-30, and SR-30 zones (~~except where the bonus height standards in Table 16.23.050(C) are used~~) and in the Medina Heights overlay, height shall be measured as shown in Figure 16.23.060(C) and as set forth in the following procedures:

* * * * *

- ~~D. Where the bonus height standards in Table 16.23.050(C) are used, height shall be measured as shown in Figure 16.23.060(D) and as set forth in the following procedures:~~
- ~~1. The original grade shall be established as set forth in MMC 16.23.080;~~
 - ~~2. The base elevation for measuring height shall be taken at four points where the outside of the exterior walls/sides of the building or structure intersect the following:

 - ~~a. The lowest point of the original grade;~~
 - ~~b. The highest point of the original grade;~~
 - ~~c. The lowest point of finished grade; and~~
 - ~~d. The highest point of finished grade;~~~~
 - ~~3. Starting at the four base elevation points ascertained under subsection (D)(2) of this section, a vertical line shall be extended by the distance of the applicable maximum height prescribed in Table 16.23.050(C);~~
 - ~~4. The grade (original or finished) and corresponding vertical line established under subsection (D)(3) of this section that has the lower upper elevation (measured from a zero elevation surface) shall be used to measure maximum height;~~
 - ~~5. Maximum height shall be a horizontal plane intersecting the upper elevation of the vertical line established in subsection (D)(4) of this section for measuring maximum height and shall be perpendicular to the same vertical line as shown in Figure 16.23.060(D);~~
 - ~~6. The maximum height envelope shall be the area between the applicable grade (original or finished) and the horizontal height plane established in this section and shown in Figure 16.23.060(C);~~
 - ~~7. No part of the building or structure, including roof lines, shall protrude above the maximum height envelope, except as allowed otherwise by law;~~
 - ~~8. See subsection (E) of this section for establishing the height plane parameter and subsection (G) of this section for height calculation exemptions.~~

~~Figure 16.23.060(D): Bonus Height Measurements~~

~~IMAGE IS DELETED~~

* * * * *

Section 8. Section 16.44.040 of the Medina Municipal Code is hereby amended to read as follows:

16.44.040. Minimum maintenance standards for vacant residences.

Properties containing vacant single-family dwellings, whether under construction or complete, shall, at a minimum, be maintained as follows:

- A. The premises shall be clean, safe, and sanitary, free from waste, garbage, litter and excessive vegetation.
- B. The building and structures shall be maintained in good repair and be structurally sound. Structural members shall be free from safety, health, and fire hazards.
- C. Doors, windows, and other openings shall be weather-tight and secured against entry by birds, vermin, and trespassers. Missing or broken doors, windows, and other openings shall be covered by glass, plywood, or other weather-resistant materials and tightly fitted and secured to the opening.
- D. Exterior walls shall be free of holes, breaks, and loose or rotting materials.
- E. Foundation walls shall be animal- and vermin-proof and be maintained in a structurally sound and sanitary condition.
- F. Chimneys, decks, balconies, canopies, awnings, exhaust ducts, cornices, corbels, trim, wall facings, drains, gutters, downspouts, and similar features shall be safely anchored.
- G. Roofs and flashings shall be maintained in good repair and be structurally sound.
- H. Interior lights which can be seen from outside of the dwelling shall be kept turned off except when the structure is occupied.
- I. Exterior lights shall only be on after dark if they are shielded and angled away from other properties and dwelling units. Light shall not be permitted to trespass onto other properties.

Section 9. Effect on Vested Rights. The interim official control imposed under Sections 3 through 8 of this Ordinance shall apply prospectively only and shall be all Permit Applications, Land Use Development Applications, Land Division Applications, and Variance Applications submitted after the effective date of this ordinance. Nothing in this ordinance shall be construed to extinguish, limit, or otherwise infringe on any permit applicant's vested development rights as defined by state law and City of Medina's regulations, provided that such an applicant has filed a complete Permit, Development or Variance Application before the effective date of this ordinance.

Section 10. Public Hearing. Pursuant to RCW 35A.63.220 and RCW 36.70A.390, the City Council shall hold a public hearing at a City Council meeting within 60 days of adoption of this ordinance in order to take public testimony and to consider adopting further findings of fact, on or before April 24, 2026. The Council hereby schedules the public hearing for **April 14, 2026**.

Section 11. Interpretive Authority. The City of Medina Development Services Director, or designee, is hereby authorized to issue official interpretations arising under or otherwise necessitated by this ordinance.

Section 12. Severability. If any section, sentence, clause, or phrase of this ordinance should be held to be invalid or unconstitutional by a court of competent jurisdiction, such invalidity or unconstitutionality shall not affect the validity of any other section, sentence, clause, or phrase of this ordinance.

Section 13. Publication. This Ordinance shall be published by an approved summary consisting of the title.

Section 14. Corrections. Upon the approval of the city attorney, the city clerk, and/or the code publisher is authorized to make any necessary technical corrections to this ordinance, including but not limited to the correction of scrivener’s/clerical errors, references, ordinance numbering, section/subsection numbers, and any reference thereto.

Section 15. Direction to Planning Commission. The Planning Commission is directed to review this Ordinance and study the issues presented and to develop and process final regulations for City Council consideration.

Section 16. Effective Date; Declaration of an Emergency. The City Council hereby declares an emergency exists which necessitates that this Ordinance take effect immediately upon passage in order to ensure consistency in land use decisions and to avoid vesting to amended code. Such declaration preserves public health, safety, and welfare. This interim official control ordinance shall take effect immediately upon passage of a majority plus one of the City Council and shall remain effective for six (6) months, unless terminated earlier by the City Council. Provided, that the Council may, at its sole discretion, renew the interim official control for one or more six-month periods in accordance with state law. This ordinance or a summary thereof consisting of the title shall be published in the official newspaper of the City.

PASSED BY THE CITY COUNCIL OF THE CITY OF MEDINA ON THE 23rd DAY OF FEBRUARY, 2026 BY A VOTE OF ___FOR, ___AGAINST, AND ___ABSTAINING, AND IS SIGNED IN AUTHENTICATION OF ITS PASSAGE THE 23rd DAY OF FEBRUARY, 2026.

Jessica Rossman, Mayor

Approved as to form:
Inslee Best Doezie & Ryder, P.S.

Attest:

Jennifer R. Robertson, City Attorney

Dawn Nations, Acting City Clerk

PUBLISHED:
EFFECTIVE DATE:
ORDINANCE NO.: 1052 / AB



Bill Hot Sheet

Week of February 16, 2026

AWC creates this list as an easy reference guide for certain bills of interest to cities. It is not intended to be a comprehensive list of the bills that AWC is [tracking](#) or taking a position on. The list is updated weekly, and bills may be removed, added, or moved within categories at any time.

Note: This version of the Hot Sheet has been updated to reflect the status of bills post house of origin cut-off. Updated Wednesday, February 18.

Priority bills – Support

HB 1717	Local option to adopt a program to exempt building materials, labor and services from the local portion of sales tax associated with qualifying affordable housing up to 120% of AMISS	Set for Senate committee hearing
HB 2442	This omnibus local government revenue flexibility and enhancement proposal includes updates to existing REET revenues to add nuisance abatement as an allowable use; establishes a new local option sales tax for services for children and families; creates more flexibility for the existing local option housing sales tax; and expands the time frames for voter approved levy lid lifts to up to 10 years. Bill was amended to remove the new voter approved REET for affordable housing.	Passed House – Needs Senate Committee hearing.

Other bills – Support

HB 2120 / SB 5879	Eliminates the JLARC lodging tax reporting requirement. This reporting takes staff time and is unnecessary given the other accountability and reporting requirements cities are subject to with regular audits.	HB 2120 passed House SB 5879 Passed Senate
HB 2374	Provides that vehicles that appear to be electric-assisted bicycles but do not meet criteria for existing classes of e-bicycles are e-motorcycles; provides that e-motorcycles are “motorcycles” under RCW; and creates work group to examine whether training or investments could facilitate rule compliance and help consumers distinguish between vehicles.	Passed House, needs Senate committee hearing
SB 6066	Allows a county, city, town, or WSDOT to create an “crash prevention zone” on a portion of Interstate 395 and, beginning in 2029, on other public roads with an elevated number of instances of collisions resulting in serious injuries or fatalities, authorizes use of automated traffic safety cameras to detect speed violations, and doubles penalty amount for use of a personal electronic device while driving in the zone.	Passed Senate, needs House committee hearing
HB 2420	Brings the cost threshold for use of a small works roster to award public works contracts up from \$350,000 to \$530,000 on January 1, 2027, with a further increase of \$30,000 each year for four years, starting July 1, 2027.	Passed House, set for Senate committee hearing
SB 6262	Increases the maximum weight of vehicles on which a transportation benefit district can levy a vehicle license fee from 6,000 to 9,000 pounds.	Passed Senate, needs House committee hearing



Bill Hot Sheet

Week of February 16, 2026



<u>HB 2451</u>	This bill represents a compromise agreement by various stakeholders to modify local property tax based Tax Increment Financing (TIF) for future TIF areas to exempt EMS levies and future levy lid lifts. Requires more involvement and negotiations with impacted taxing districts.	Set for Senate committee hearing
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Other & Requesting amendments

<u>SB 6002</u>	Creates regulations for use of Automated License Plate Reader (ALPR) technology used by law enforcement. Helpfully clarifies that ALPR data is not subject to release for any non-law enforcement purpose unless by court order. We are requesting amendments to address technical issues and allow the tool to be used in solving misdemeanor crimes.	SB 6002 set for House committee hearing
<u>HB 1710</u>	Requires jurisdictions found to have committed any voting rights violation in the last 25 years to obtain authorization from the attorney general before making changes to their voting methods, district boundaries, plan of government, or any other change deemed to possibly harm voting rights because of race, color, or membership in a language minority group. AWC is seeking amendments to shorten the look-back period, allow cities to recover attorney’s fees after prevailing in court, and to require clarity on how jurisdictions and practices qualify as covered.	Set for Senate committee hearing
<u>SB 5974</u>	Creates new qualifications for police chiefs and sheriffs, and mandates that all law enforcement agencies that use volunteers adopt a list of restrictions on their uses. Seeking amendment to harmonize volunteer requirements with those required to access HB 2015 funding.	Passed Senate, Needs House committee hearing
<u>SB 6110</u>	Like HB 2374 , above, provides that electric-assisted bicycles that do not meet criteria for existing classes of e-bicycles are not e-bicycles, but stops short of providing that such vehicles are “motorcycles” under RCW or defining e-motorcycles; also creates work group to recommend a new statutory framework. AWC prefers language of HB 2374 .	Passed Senate, needs House committee hearing
<u>SB 6239</u>	Bill address government liability challenges by requiring claims against state and local government to go to arbitration before going to court if they are more than 10 years old. Allows any claim involving a government to go to arbitration if agreed to by the parties. The bill also includes a JLARC study of the impact of these changes and other factors impacting settlements and liability.	Passed Senate
<u>HB 2095</u>	Expands legal remedies available to non-motorists struck in crosswalks, bike paths, and other protected areas. Seeking amendment to protect cities from liability in incidents caused by negligent private motorists.	Passed House
<u>SB 6346</u>	Enacts a tax on annual household income over \$1 million annually. The bill also exempts hygiene products from state and local sales tax and provides other state B&O tax exemptions. A portion of the revenue generated would be provided for municipal public defense. AWC is asking for a larger amount of funding for municipal public defense costs and for mitigation for lost local sales tax revenue.	Passed Senate



Opposed

<u>HB 2266</u>	GMA planning jurisdictions must allow transitional housing, permanent supportive housing, indoor emergency shelters, and indoor emergency housing (STEP housing) in a variety of zones. The bill restricts the ability to require operating agreements as a condition of permitting or funding for emergency housing and limits the ability to have spacing requirements between facilities and sensitive areas. Cities are requesting restoration or expansion of those authorities.	HB 2266 set for committee Senate Committee hearing
<u>SB 6026</u>	Requires GMA cities over 30,000 to allow residential uses in commercial and mixed-use zones. Cities have expressed significant concerns with the restrictions around first-floor retail and the time frames for compliance. Helpful amendments have been adopted but concerns still remain regarding scope of the first floor restrictions and the compliance timeline.	Awaiting House Committee hearing
<u>HB 1750</u>	Adds enforcement capacity for Voting Rights Act violations but undercuts the safe harbor period against future claims while limiting cities' pathways to reasonable defense arguments. Also does not allow cities that succeed in defending litigation to recover attorneys' fees.	Awaiting Senate Committee hearing.

Notes:

- Upcoming deadlines: House of origin cut-off deadline February 17; opposite house policy committee cut-off deadline February 25; fiscal committee cut-off deadline March 2
- Floor vote means the bill needs to be scheduled for and brought up for a vote by the full body of the House or Senate.



CITY OF MEDINA

501 EVERGREEN POINT ROAD | PO BOX 144 | MEDINA WA 98039-0144

TELEPHONE 425-233-6400 | www.medina-wa.gov

Date: February 23rd, 2026
To: Honorable Mayor and City Council
Via: Jeff Swanson, City Manager
From: Ryan Wagner, Finance & HR Director
Subject: January 2026 Financials

The January 2026 report includes:

- January Key Revenue and Expenditure Numbers
- January Financial Summary
- January Cash Statement
- 2026 Financials by Account
- January 2026, AP Check Register Activity Detail

Please note the 2024 Audit Exit Conference has been moved to the March 9th Council Meeting. This will allow our audit team to finalize the last aspects of the audit prior to bringing them to The Medina Council and the community.

January 2026 Key Revenue

- \$206K Local Sales Tax
- \$149K December REET Revenue
- \$70K Investment Earnings
- \$56K Permit Fees
- \$14K Property Taxes

January 2026 Key Expenditures

- \$260K AWC (RMSA Insurance and Various Annual Fees)
- \$47K LEAF – VX Rail Year Two of Server Upgrade
- \$41K Flock – PD Traffic Camera System
- \$23K Norcom – Q1 Dispatch Services
- \$13K Clean Air Agency – 2026 Clean Air Assessment
- \$10K Vision Municipal – Finance ERP System Annual Fee

January 2026 Financial Summary

REVENUES:	JAN ACTUAL	YTD ACTUAL	2026 ANNUAL BUDGET	% of Budget Total	REMAINING BUDGET
General Fund					
Property Tax	\$14,153	\$14,153	\$4,741,397	0.30%	\$4,727,244
Sales Tax	\$205,570	\$205,570	\$2,023,000	10.16%	\$1,817,430
Affordable & Sup. Housing	\$0	\$0	\$0	--	\$0
Criminal Justice	\$8,456	\$8,456	\$108,150	7.82%	\$99,694
B & O Tax: Utility & Franchise Fee	\$120,604	\$120,604	\$733,250	16.45%	\$612,646
Leasehold Excise Tax	\$0	\$0	\$0	0.00%	\$0
General Government (includes Hunts Point)	\$70	\$70	\$379,984	0.02%	\$379,914
Passports, General Licenses & Permits	\$5,813	\$5,813	\$77,036	7.55%	\$71,223
Fines, Penalties, Traffic Infr.	\$4,247	\$4,247	\$30,000	14.16%	\$25,753
Misc. Invest. Facility Leases	\$35,490	\$35,490	\$278,820	12.73%	\$243,330
Disposition of Capital Assets	\$0	\$0	\$0	--	\$0
General Fund Total	\$394,402	\$394,402	\$8,371,637	4.71%	\$7,977,235
Development Services Fund Total	\$79,005	\$79,005	\$805,000	9.81%	\$725,994.87
Development Services Fund Transfers In from GF	\$8,333	\$8,333	\$100,000	100.00%	\$0.00
Street Fund Total	\$5,150	\$5,150	\$119,219	4.32%	\$90,446
Street Fund Transfers In	\$46,250	\$46,250	\$555,000	8.33%	\$0
Tree Fund Total	\$0	\$0	\$3,075	0.00%	\$3,075
Contingency Fund Total	\$21,136	\$21,136	\$0	0.00%	(\$21,136)
Capital Fund Total	\$162,786	\$162,786	\$1,395,000	11.67%	\$1,232,214
Levy Stabilization Fund Total	\$0	\$0	\$0	--	\$0
Levy Fund Transfers In GF	\$0	\$0	\$0	--	\$0
NonRevenue Trust Funds Total	\$3,543	\$3,543	\$0	--	(\$3,543)
Master Investments Total	\$0	\$2,000,000	\$0	--	(\$2,000,000)
Total (All Funds)	\$666,023	\$666,023	\$10,693,931	6.23%	\$10,027,908
Total (All Funds) Transfers In	\$54,583	\$54,583	\$655,000	8.33%	\$600,417

EXPENDITURES:	JAN ACTUAL	YTD ACTUAL	2026 ANNUAL BUDGET	% of Budget Total	REMAINING BUDGET
General Fund					
Legislative	\$2,211	\$2,211	\$80,000	2.76%	\$77,789
Municipal Court	\$0	\$0	\$35,000	0.00%	\$35,000
Executive	\$23,967	\$23,967	\$325,603	7.36%	\$301,636
Finance	\$252,158	\$252,158	\$632,123	39.89%	\$379,965
Legal	\$0	\$0	\$527,000	0.00%	\$527,000
Central Services	\$70,518	\$117,175	\$1,072,325	10.93%	\$955,150
Police Operations	\$233,235	\$290,078	\$3,074,918	9.43%	\$2,784,840
Fire & Medical Aid	\$0	\$0	\$1,060,791	0.00%	\$1,060,791
Public Housing, Environmental & Mental Health Fees	\$13,273	\$13,273	\$56,143	23.64%	\$42,870
Recreational Services	\$0	\$0	\$44,300	0.00%	\$44,300
Long Range Planning	\$1,107	\$1,107	\$281,745	0.39%	\$280,638
Parks	\$43,877	\$43,877	\$828,065	5.30%	\$784,188
Equipment Replacement	\$103,500	\$103,500	\$422,995	24.47%	\$319,495
General Fund Subtotal	\$640,346	\$743,846	\$8,018,013	9.28%	\$7,274,167
General Fund Transfers Out	\$46,250	\$46,250	\$555,000	8.33%	\$508,750
General Fund Total	\$686,596	\$790,096	\$8,573,013	9.22%	\$7,782,917
Development Services Fund Total	\$89,849	\$89,849	\$1,004,807	8.94%	\$914,958
City Street Fund Total	\$32,590	\$32,590	\$657,099	4.96%	\$624,509
Tree Fund Total	\$0	\$0	\$30,000	0.00%	\$30,000
Capital Fund Total	\$0	\$0	\$1,280,000	0.00%	\$1,280,000
Capital Fund Transfers Out	\$8,333	\$8,333	\$100,000	8.33%	\$91,667
NonRevenue Trust Funds Total	\$36	\$36	\$0	0.00%	(\$36)
Master Investments Total	\$0	\$0	\$0	0.00%	\$0
Total (All Funds)	\$762,822	\$866,321	\$10,989,919	7.88%	\$10,123,598
Total (All Funds) Transfers Out	\$54,583	\$54,583	\$655,000	8.33%	\$600,417

2026 January Cash Balance

<u>2025 Cash Balance, 12/31/2025</u>		<u>2026 Cash Balance, 01/31/2026</u>	
<u>TOTAL CASH & INVESTMENTS</u>		<u>TOTAL CASH & INVESTMENTS</u>	
Period Ending: 12/31/2025		Period Ending: 01/31/2026	
WA ST INV POOL	\$ 13,169,474	WA ST INV POOL	\$ 13,436,949
OTHER INVESTMENTS*	4,294,854	OTHER INVESTMENTS*	4,294,854
CHECKING	1,465,571	CHECKING	952,086
	\$ 18,929,899		\$ 18,683,889
		Outstanding Checks	\$564,876
		Total:	\$ 18,119,013

	\$1M bond (Dec 2024)
	5/15/2028
Paid out 12/31/2025	\$500K bond (June 2022)
	12/31/2025
	\$1.15M bond (Jan 2023)
	6/30/2026
	\$500K bond (May 2025)
	3/1/2029
	\$1M bond (Aug 2024)
	7/8/2027
	\$1M bond (Nov 2024)
	11/15/2027



2026 Revenue

Account Number	Title	Period	Fiscal	Budget	% of	Balance
General Fund						
General Property Taxes						
001-000-000-311-10-00-00	General Property Taxes	\$14,153.36	\$14,153.36	\$4,741,397.00	0.30%	\$4,727,243.64
	Total General Property Taxes	\$14,153.36	\$14,153.36	\$4,741,397.00	0.30%	\$4,727,243.64
Retail Sales and Use Taxes						
001-000-000-313-11-00-00	Local Retail Sales & Use	\$205,569.67	\$205,569.67	\$2,023,000.00	10.16%	\$1,817,430.33
001-000-000-313-71-00-00	Criminal Justice Funding	\$8,455.59	\$8,455.59	\$108,150.00	7.82%	\$99,694.41
	Total Retail Sales and Use	\$214,025.26	\$214,025.26	\$2,131,150.00	10.04%	\$1,917,124.74
Utility Tax						
001-000-000-316-41-00-00	Electric	\$0.00	\$0.00	\$330,000.00	0.00%	\$330,000.00
001-000-000-316-42-00-00	Gas	\$0.00	\$0.00	\$167,000.00	0.00%	\$167,000.00
001-000-000-316-43-00-00	Water & Sewer	\$100,539.22	\$100,539.22	\$291,000.00	34.55%	\$190,460.78
001-000-000-316-45-00-00	Garbage/Solid Waste	\$18,717.92	\$18,717.92	\$69,000.00	27.13%	\$50,282.08
001-000-000-316-46-00-00	Cable-Television	\$0.00	\$0.00	\$97,000.00	0.00%	\$97,000.00
001-000-000-316-47-00-00	Telephone	\$1,332.68	\$1,332.68	\$46,000.00	2.90%	\$44,667.32
	Total Utility Tax	\$120,589.82	\$120,589.82	\$1,000,000.00	12.06%	\$879,410.18
Franchise Fees						
001-000-000-321-91-00-00	Franchise Fees &	\$72,026.15	\$72,026.15	\$218,000.00	33.04%	\$145,973.85
	Total Franchise Fees	\$72,026.15	\$72,026.15	\$218,000.00	33.04%	\$145,973.85
Licenses and Permits						
001-000-000-322-30-00-00	Animal Licenses	\$0.00	\$0.00	\$4,500.00	0.00%	\$4,500.00
001-000-000-322-90-00-00	Gun Permits	\$14.00	\$14.00	\$750.00	1.87%	\$736.00
001-000-000-322-99-00-00	Medina Business	\$0.00	\$0.00	\$25,000.00	0.00%	\$25,000.00
	Total Licenses and Permits	\$14.00	\$14.00	\$30,250.00	0.05%	\$30,236.00
Intergovernmental						
001-000-000-336-06-21-00	Mvet-Criminal Justice-	\$300.71	\$300.71	\$1,166.00	25.79%	\$865.29
001-000-000-336-06-26-00	Criminal Justice-Special	\$1,050.42	\$1,050.42	\$4,081.00	25.74%	\$3,030.58

001-000-000-336-06-51-00	DUI/Other Criminal	\$84.43	\$84.43	\$0.00		(\$84.43)
001-000-000-336-06-94-00	Liquor Excise Tax	\$0.00	\$0.00	\$20,055.00	0.00%	\$20,055.00
001-000-000-336-06-95-00	Liquor Control Board	\$3,490.54	\$3,490.54	\$21,484.00	16.25%	\$17,993.46
001-000-000-336-06-95-01	Liquor Control Board	\$872.63	\$872.63	\$0.00		(\$872.63)
Total Intergovernmental		\$5,798.73	\$5,798.73	\$46,786.00	12.39%	\$40,987.27
Charges for Goods and Services						
001-000-000-341-99-00-00	Passport & Naturalization	\$70.00	\$70.00	\$1,000.00	7.00%	\$930.00
001-000-000-342-11-00-00	Hunts Point Police	\$0.00	\$0.00	\$378,984.00	0.00%	\$378,984.00
Total Charges for Goods and		\$70.00	\$70.00	\$379,984.00	0.02%	\$379,914.00
Fines and Penalties						
001-000-000-353-10-00-00	Municipal Court-Traffic	\$4,247.35	\$4,247.35	\$30,000.00	14.16%	\$25,752.65
Total Fines and Penalties		\$4,247.35	\$4,247.35	\$30,000.00	14.16%	\$25,752.65
Miscellaneous Revenues						
001-000-000-361-11-00-00	Investment Interest	\$35,260.78	\$35,260.78	\$145,000.00	24.32%	\$109,739.22
001-000-000-361-40-00-00	Sales Interest	\$229.05	\$229.05	\$6,000.00	3.82%	\$5,770.95
001-000-000-362-00-00-10	Rents & Leases	\$0.00	\$0.00	\$30,631.00	0.00%	\$30,631.00
001-000-000-362-00-00-20	Post Office Facility Lease	\$0.00	\$0.00	\$93,054.00	0.00%	\$93,054.00
001-000-000-369-91-00-00	Other	\$0.00	\$0.00	\$3,500.00	0.00%	\$3,500.00
001-000-000-369-91-00-10	Other-Copies	\$0.00	\$0.00	\$75.00	0.00%	\$75.00
001-000-000-369-91-00-15	Other-Fingerprinting	\$0.00	\$0.00	\$400.00	0.00%	\$400.00
001-000-000-369-91-00-35	Other-Notary	\$0.00	\$0.00	\$100.00	0.00%	\$100.00
001-000-000-369-91-00-45	Other-Reports	\$0.00	\$0.00	\$60.00	0.00%	\$60.00
Total Miscellaneous Revenues		\$35,489.83	\$35,489.83	\$278,820.00	12.73%	\$243,330.17
Total General Fund		\$466,414.50	\$466,414.50	\$8,559,387.00	5.45%	\$8,092,972.50
City Street Fund						
Intergovernmental Revenues						
101-000-000-334-03-60-00	WA DOE Nat'l Pollution	\$0.00	\$0.00	\$65,000.00	0.00%	\$65,000.00
101-000-000-336-00-71-00	Multimodal	\$0.00	\$0.00	\$3,236.00	0.00%	\$3,236.00
101-000-000-336-00-87-00	Motor Fuel	\$5,150.33	\$5,150.33	\$50,983.00	10.10%	\$45,832.67
Total Intergovernmental		\$5,150.33	\$5,150.33	\$119,219.00	4.32%	\$114,068.67
Transfers-In						
101-000-000-397-00-10-00	Transfer to Street from	\$37,916.67	\$37,916.67	\$455,000.00	8.33%	\$417,083.33
101-000-000-397-00-30-00	Transfer to Street from	\$8,333.33	\$8,333.33	\$100,000.00	8.33%	\$91,666.67
Total Transfers-In		\$46,250.00	\$46,250.00	\$555,000.00	8.33%	\$508,750.00
Total City Street Fund		\$51,400.33	\$51,400.33	\$674,219.00	7.62%	\$622,818.67
Tree Fund						
103-000-000-345-89-00-00	Tree Replacement fees	\$0.00	\$0.00	\$3,075.00	0.00%	\$3,075.00
Total Tree Fund		\$0.00	\$0.00	\$3,075.00	0.00%	\$3,075.00

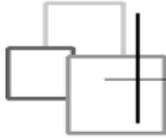
Contingency Fund						
302-000-000-361-11-00-00	Investment Interest	\$21,135.78	\$21,135.78	\$0.00		(\$21,135.78)
Total Contingency Fund		\$21,135.78	\$21,135.78	\$0.00		(\$21,135.78)

Capital Projects Fund						
Other Taxes						
307-000-000-318-34-00-00	Real Estate Excise Tax 1	\$74,330.71	\$74,330.71	\$600,000.00	12.39%	\$525,669.29
307-000-000-318-35-00-00	Real Estate Excise Tax 2	\$74,330.71	\$74,330.71	\$600,000.00	12.39%	\$525,669.29
Total Other Taxes		\$148,661.42	\$148,661.42	\$1,200,000.00	12.39%	\$1,051,338.58
307-000-000-334-06-91-02	Grant-Property II Levy	\$0.00	\$0.00	\$50,000.00	0.00%	\$50,000.00
307-000-000-361-11-00-00	Investment Interest	\$14,125.00	\$14,125.00	\$145,000.00	9.74%	\$130,875.00
Total Capital Projects Fund		\$162,786.42	\$162,786.42	\$1,395,000.00	11.67%	\$1,232,213.58

Development Services Fund						
401-000-000-322-10-00-00	Building Permits	\$55,796.74	\$55,796.74	\$635,000.00	8.79%	\$579,203.26
401-000-000-322-11-00-00	Building Permit -	\$671.50	\$671.50	\$8,500.00	7.90%	\$7,828.50
401-000-000-345-81-00-00	Zoning	\$12,665.00	\$12,665.00	\$40,000.00	31.66%	\$27,335.00
401-000-000-345-89-00-00	Planning	\$7,530.00	\$7,530.00	\$100,000.00	7.53%	\$92,470.00
401-000-000-359-00-00-00	Misc, Fine, Penalties,	\$0.00	\$0.00	\$1,500.00	0.00%	\$1,500.00
401-000-000-369-91-00-05	Other-CC Convenience	\$2,341.89	\$2,341.89	\$20,000.00	11.71%	\$17,658.11
401-000-000-382-10-00-02	Refundable DS Advance	\$21,425.42	\$21,425.42	\$40,000.00	53.56%	\$18,574.58
401-000-000-382-10-00-03	Advanced Deposit Used	\$6,374.58	\$6,374.58	\$145,000.00	4.40%	\$138,625.42
401-000-000-397-00-30-00	Transfer from GF to DS	\$8,333.33	\$8,333.33	\$100,000.00	8.33%	\$91,666.67
Total Development Services Fund		\$115,138.46	\$115,138.46	\$1,090,000.00	10.56%	\$974,861.54

NonRevenue Trust Funds						
Agency Type Deposits						
State Remittances - Courts						
State Remittances -						
631-000-000-386-83-08-00	WA ST Emer Med and	\$107.91	\$107.91	\$0.00		(\$107.91)
631-000-000-386-83-31-00	WA St- Gen Fund 93	\$215.71	\$215.71	\$0.00		(\$215.71)
631-000-000-386-83-32-00	WA St-Traumatic Brain	\$215.71	\$215.71	\$0.00		(\$215.71)
Total State Remittances -		\$539.33	\$539.33	\$0.00		(\$539.33)
State Remittances -						
631-000-000-386-89-09-00	WA ST Hwy Account	\$172.64	\$172.64	\$0.00		(\$172.64)
631-000-000-386-89-15-00	Death Inv Account	\$16.55	\$16.55	\$0.00		(\$16.55)
631-000-000-386-89-26-00	Drivers Lic Tech Support	\$124.16	\$124.16	\$0.00		(\$124.16)
Total State Remittances -		\$313.35	\$313.35	\$0.00		(\$313.35)
Total State Remittances -		\$852.68	\$852.68	\$0.00		(\$852.68)
State Remittances-Courts						
631-000-000-386-90-02-00	WA St-State Gen Fund	\$14.76	\$14.76	\$0.00		(\$14.76)

631-000-000-386-91-00-00	WA St-State Gen Fund	\$1,348.39	\$1,348.39	\$0.00	(\$1,348.39)
631-000-000-386-92-00-20	WA St-State Gen Fund	\$791.70	\$791.70	\$0.00	(\$791.70)
State Remittances - Crime					
631-000-000-386-96-03-00	WA St-Lab-Bld/breath	\$1.43	\$1.43	\$0.00	(\$1.43)
Total State Remittances -		\$1.43	\$1.43	\$0.00	(\$1.43)
 State Remittances - Judicial					
631-000-000-386-97-05-00	WA St-Judicial Info	\$496.27	\$496.27	\$0.00	(\$496.27)
Total State Remittances -		\$496.27	\$496.27	\$0.00	(\$496.27)
Total State Remittances-		\$2,652.55	\$2,652.55	\$0.00	(\$2,652.55)
Total Agency Type Deposits		\$3,505.23	\$3,505.23	\$0.00	(\$3,505.23)
631-000-000-389-30-00-01	WA St-Bldg Code Fee	\$19.50	\$19.50	\$0.00	(\$19.50)
631-000-000-389-30-00-88	Dept of Lic-Gun Permit-	\$18.00	\$18.00	\$0.00	(\$18.00)
Total NonRevenue Trust Funds		\$3,542.73	\$3,542.73	\$0.00	(\$3,542.73)
Grand Totals		\$820,418.22	\$820,418.22	\$11,721,681.00	7.00% \$10,901,262.78



2025 Expenditure

Account Number	Title	Period	Fiscal	Budget	% of	Balance
General Fund						
Legislative Services						
001-000-000-511-60-41-00	Professional Services	\$1,947.00	\$1,947.00	\$10,000.00	19.47%	\$8,053.00
001-000-000-511-60-41-01	Legislative Activities- Regional/Intergovt	\$0.00	\$0.00	\$7,000.00	0.00%	\$7,000.00
001-000-000-511-60-43-00	Travel & Training	\$0.00	\$0.00	\$10,000.00	0.00%	\$10,000.00
001-000-000-511-60-49-00	Miscellaneous	\$264.21	\$264.21	\$3,000.00	8.81%	\$2,735.79
001-000-000-511-60-49-10	Medina Days	\$0.00	\$0.00	\$50,000.00	0.00%	\$50,000.00
Total Legislative		\$2,211.21	\$2,211.21	\$80,000.00	2.76%	\$77,788.79
Municipal Court						
001-000-000-512-52-40-10	Municipal Court-Traffic/NonTrf	\$0.00	\$0.00	\$35,000.00	0.00%	\$35,000.00
Total Municipal		\$0.00	\$0.00	\$35,000.00	0.00%	\$35,000.00
Executive						
Salaries & Wages						
001-000-000-513-10-11-00	Salaries & Wages	\$18,979.10	\$18,979.10	\$229,021.00	8.29%	\$210,041.90
001-000-000-513-10-11-16	ICMA 457 Plan	\$400.00	\$400.00	\$4,800.00	8.33%	\$4,400.00
Total Salaries &		\$19,379.10	\$19,379.10	\$233,821.00	8.29%	\$214,441.90
Personnel						
001-000-000-513-10-21-00	Personnel Benefits	\$3,879.73	\$3,879.73	\$43,282.00	8.96%	\$39,402.27
001-000-000-513-10-21-50	Auto Allowance	\$708.32	\$708.32	\$8,500.00	8.33%	\$7,791.68
Total Personnel		\$4,588.05	\$4,588.05	\$51,782.00	8.86%	\$47,193.95
001-000-000-513-10-41-00	Professional Services	\$0.00	\$0.00	\$36,000.00	0.00%	\$36,000.00
001-000-000-513-10-43-00	Travel & Training	\$0.00	\$0.00	\$3,000.00	0.00%	\$3,000.00
001-000-000-513-10-49-01	Dues, Subscriptions	\$0.00	\$0.00	\$1,000.00	0.00%	\$1,000.00
Total Executive		\$23,967.15	\$23,967.15	\$325,603.00	7.36%	\$301,635.85
Finance Department						
001-000-000-514-20-11-00	Salaries & Wages	\$12,700.95	\$12,700.95	\$233,054.00	5.45%	\$220,353.05
001-000-000-514-20-11-16	ICMA 457 Plan	\$750.00	\$750.00	\$9,000.00	8.33%	\$8,250.00
001-000-000-514-20-21-00	Personnel Benefits	\$2,960.05	\$2,960.05	\$68,575.00	4.32%	\$65,614.95
001-000-000-514-20-21-17	Opt-Out Of Medical	\$0.00	\$0.00	\$5,754.00	0.00%	\$5,754.00
001-000-000-514-20-41-01	Professional Services	\$15,310.89	\$15,310.89	\$44,000.00	34.80%	\$28,689.11
001-000-000-514-20-42-00	Intergvtml Prof Serv-Auditors	\$556.40	\$556.40	\$25,000.00	2.23%	\$24,443.60

001-000-000-514-20-43-00	Travel & Training	\$0.00	\$0.00	\$1,500.00	0.00%	\$1,500.00
001-000-000-514-20-46-00	Insurance (WCIA)	\$218,358.50	\$218,358.50	\$217,240.00	100.51%	(\$1,118.50)
001-000-000-514-20-49-00	Misc-Dues,Subscriptions	\$0.00	\$0.00	\$1,000.00	0.00%	\$1,000.00
001-000-000-514-20-49-10	Miscellaneous	\$303.49	\$303.49	\$15,000.00	2.02%	\$14,696.51
001-000-000-514-40-40-00	Election Services-Voter Regist	\$1,218.00	\$1,218.00	\$12,000.00	10.15%	\$10,782.00
Total Finance		\$252,158.28	\$252,158.28	\$632,123.00	39.89%	\$379,964.72

Legal Department

001-000-000-515-41-40-00	City Attorney	\$0.00	\$0.00	\$365,000.00	0.00%	\$365,000.00
001-000-000-515-45-40-00	Special Counsel	\$0.00	\$0.00	\$100,000.00	0.00%	\$100,000.00
001-000-000-515-91-40-00	Public Defender	\$0.00	\$0.00	\$14,000.00	0.00%	\$14,000.00
001-000-000-515-93-40-10	Prosecuting Attorney	\$0.00	\$0.00	\$48,000.00	0.00%	\$48,000.00
Total Legal		\$0.00	\$0.00	\$527,000.00	0.00%	\$527,000.00

Central Services

Salaries & Wages

001-000-000-518-10-11-00	Salaries & Wages	\$18,199.76	\$18,199.76	\$337,380.00	5.39%	\$319,180.24
001-000-000-518-10-11-11	Longevity	\$854.46	\$854.46	\$9,209.00	9.28%	\$8,354.54
001-000-000-518-10-11-14	Education	\$150.00	\$150.00	\$1,800.00	8.33%	\$1,650.00
001-000-000-518-10-11-16	ICMA 457 Plan	\$500.00	\$500.00	\$12,000.00	4.17%	\$11,500.00
001-000-000-518-10-12-00	Overtime	\$1,132.70	\$1,132.70	\$0.00		(\$1,132.70)
Total Salaries &		\$20,836.92	\$20,836.92	\$360,389.00	5.78%	\$339,552.08

Personnel

001-000-000-518-10-21-00	Personnel Benefits	\$6,978.57	\$6,978.57	\$114,691.00	6.08%	\$107,712.43
Total Personnel		\$6,978.57	\$6,978.57	\$114,691.00	6.08%	\$107,712.43

Office and

001-000-000-518-10-31-00	Office And Operating Supplies	\$1,960.98	\$1,960.98	\$35,000.00	5.60%	\$33,039.02
Total Office and		\$1,960.98	\$1,960.98	\$35,000.00	5.60%	\$33,039.02

Other Services

001-000-000-518-10-41-00	Professional Services	\$0.00	\$0.00	\$37,200.00	0.00%	\$37,200.00
001-000-000-518-10-42-00	Postage/Telephone	\$0.00	\$0.00	\$8,000.00	0.00%	\$8,000.00
001-000-000-518-10-43-00	Travel & Training	\$0.00	\$0.00	\$8,000.00	0.00%	\$8,000.00
001-000-000-518-10-44-00	Advertising	\$0.00	\$0.00	\$7,500.00	0.00%	\$7,500.00
001-000-000-518-10-47-00	Utility Serv-Elec,Water,Waste	\$5,132.17	\$5,132.17	\$28,000.00	18.33%	\$22,867.83
001-000-000-518-10-48-00	Repairs & Maint-Equipment	\$0.00	\$0.00	\$750.00	0.00%	\$750.00
001-000-000-518-10-49-10	Miscellaneous	\$0.00	\$0.00	\$6,000.00	0.00%	\$6,000.00
001-000-000-518-10-49-20	Dues, Subscriptions	\$25.00	\$25.00	\$700.00	3.57%	\$675.00
001-000-000-518-10-49-30	Postcard, Public information	\$0.00	\$0.00	\$18,000.00	0.00%	\$18,000.00
001-000-000-518-10-49-40	Photocopies	\$0.00	\$0.00	\$500.00	0.00%	\$500.00
Total Other		\$5,157.17	\$5,157.17	\$114,650.00	4.50%	\$109,492.83

Building

001-000-000-518-30-45-00	Facility Rental	\$516.00	\$516.00	\$4,800.00	10.75%	\$4,284.00
001-000-000-518-30-48-00	Repairs/maint-City Hall Bldg	\$5,691.13	\$5,691.13	\$60,000.00	9.49%	\$54,308.87

Total Building		\$6,207.13	\$6,207.13	\$64,800.00	9.58%	\$58,592.87
001-000-000-518-80-31-00	IT HW, SW, Operating Supplies	\$0.00	\$0.00	\$1,500.00	0.00%	\$1,500.00
001-000-000-518-80-41-50	Technical Services, Software Services	\$12,706.96	\$12,706.96	\$170,000.00	7.47%	\$157,293.04
001-000-000-518-80-41-60	Software Services	\$16,670.08	\$16,670.08	\$150,000.00	11.11%	\$133,329.92
001-000-000-518-80-48-00	Repairs & Maint., Annual Software	\$0.00	\$0.00	\$15,000.00	0.00%	\$15,000.00
Total Central		\$70,517.81	\$70,517.81	\$1,026,030.00	6.87%	\$955,512.19

**Police Operations
Salaries & Wages**

001-000-000-521-20-11-00	Salaries & Wages	\$116,486.31	\$116,486.31	\$1,425,110.00	8.17%	\$1,308,623.69
001-000-000-521-20-11-11	Longevity	\$3,524.74	\$3,524.74	\$40,110.00	8.79%	\$36,585.26
001-000-000-521-20-11-14	Education	\$50.00	\$50.00	\$600.00	8.33%	\$550.00
001-000-000-521-20-11-16	ICMA 457 Plan	\$6,828.71	\$6,828.71	\$49,000.00	13.94%	\$42,171.29
001-000-000-521-20-11-17	Opt-Out Of Medical	\$2,826.41	\$2,826.41	\$40,234.00	7.02%	\$37,407.59
001-000-000-521-20-11-18	Night Shift Differential	\$4,782.22	\$4,782.22	\$20,808.00	22.98%	\$16,025.78
001-000-000-521-20-11-19	2% Physical Fitness Incentive	\$1,154.44	\$1,154.44	\$19,063.00	6.06%	\$17,908.56
001-000-000-521-20-12-00	Overtime	\$3,831.44	\$3,831.44	\$130,000.00	2.95%	\$126,168.56
001-000-000-521-20-12-01	Merit Pay	\$0.00	\$0.00	\$71,205.00	0.00%	\$71,205.00
001-000-000-521-20-13-00	Holiday Pay	\$195.57	\$195.57	\$72,811.00	0.27%	\$72,615.43
Total Salaries & Wages		\$139,679.84	\$139,679.84	\$1,868,941.00	7.47%	\$1,729,261.16

Personnel

001-000-000-521-20-21-00	Personnel Benefits	\$39,321.47	\$39,321.47	\$536,540.00	7.33%	\$497,218.53
001-000-000-521-20-21-10	Personnel Benefits-Retirees	\$2,210.50	\$2,210.50	\$27,826.00	7.94%	\$25,615.50
001-000-000-521-20-22-00	Uniforms	\$34.85	\$34.85	\$17,500.00	0.20%	\$17,465.15
001-000-000-521-20-22-01	DOJ Bullet Proof Vest Program	\$0.00	\$0.00	\$4,000.00	0.00%	\$4,000.00
001-000-000-521-20-23-00	Tuition	\$0.00	\$0.00	\$6,000.00	0.00%	\$6,000.00
Total Personnel		\$41,566.82	\$41,566.82	\$591,866.00	7.02%	\$550,299.18

Supplies

001-000-000-521-20-31-00	Office Supplies	\$6,865.33	\$6,865.33	\$15,000.00	45.77%	\$8,134.67
001-000-000-521-20-31-01	IT HW,SW Off Equip <\$5K	\$0.00	\$0.00	\$6,000.00	0.00%	\$6,000.00
001-000-000-521-20-31-40	Police Operating Supplies	\$54.27	\$54.27	\$20,000.00	0.27%	\$19,945.73
001-000-000-521-20-31-60	Ammo/Range (Targets, etc)	\$0.00	\$0.00	\$11,000.00	0.00%	\$11,000.00
001-000-000-521-20-32-00	Vehicle Expenses-Gas, Car Wash	\$1,428.82	\$1,428.82	\$35,000.00	4.08%	\$33,571.18
001-000-000-521-20-35-20	Firearms (Purchase & Repair)	\$0.00	\$0.00	\$2,500.00	0.00%	\$2,500.00
Total Supplies		\$8,348.42	\$8,348.42	\$89,500.00	9.33%	\$81,151.58

Other Services &

001-000-000-521-20-41-00	Professional Services	\$0.00	\$0.00	\$4,000.00	0.00%	\$4,000.00
001-000-000-521-20-41-15	Dispatch Services-Norcom Trans	\$23,002.72	\$23,002.72	\$92,011.00	25.00%	\$69,008.28
001-000-000-521-20-41-20	Dispatch-EPSCA	\$3,079.44	\$3,079.44	\$15,000.00	20.53%	\$11,920.56
001-000-000-521-20-41-40	Marine Patrol Services	\$0.00	\$0.00	\$113,400.00	0.00%	\$113,400.00
001-000-000-521-20-41-41	Bellevue CARE program	\$0.00	\$0.00	\$8,500.00	0.00%	\$8,500.00
001-000-000-521-20-41-50	Recruitment-Background	\$0.00	\$0.00	\$5,000.00	0.00%	\$5,000.00
001-000-000-521-20-41-55	Jail Service-Prisoner Board	\$0.00	\$0.00	\$14,000.00	0.00%	\$14,000.00

001-000-000-521-20-41-60	Prisoner Transport	\$0.00	\$0.00	\$500.00	0.00%	\$500.00
001-000-000-521-20-42-00	Communications (phone,Pager)	\$0.00	\$0.00	\$18,000.00	0.00%	\$18,000.00
001-000-000-521-20-43-00	Travel & Training	\$8,469.26	\$8,469.26	\$20,000.00	42.35%	\$11,530.74
001-000-000-521-20-45-00	Equipment-Lease & Rentals	\$535.88	\$535.88	\$2,000.00	26.79%	\$1,464.12
001-000-000-521-20-48-00	Repairs & Maint-Equip & Evidence SW	\$0.00	\$0.00	\$12,000.00	0.00%	\$12,000.00
001-000-000-521-20-48-10	Repairs & Maint-Automobiles	\$0.00	\$0.00	\$10,000.00	0.00%	\$10,000.00
001-000-000-521-20-49-40	Dues,Subcriptions,Memberships	\$1,925.39	\$1,925.39	\$6,000.00	32.09%	\$4,074.61
001-000-000-521-20-49-41	Lexipol Manuals	\$6,627.52	\$6,627.52	\$9,000.00	73.64%	\$2,372.48
001-000-000-521-20-49-60	Crime Prevention/Public Educ	\$0.00	\$0.00	\$7,500.00	0.00%	\$7,500.00
Total Other		\$43,640.21	\$43,640.21	\$336,911.00	12.95%	\$293,270.79
Total Police		\$233,235.29	\$233,235.29	\$2,887,218.00	8.08%	\$2,653,982.71
Fire & Medical Aid						
001-000-000-522-20-41-00	Fire Control Services	\$0.00	\$0.00	\$1,060,791.00	0.00%	\$1,060,791.00
Total Fire & Medical		\$0.00	\$0.00	\$1,060,791.00	0.00%	\$1,060,791.00
Public Housing						
001-000-000-551-10-40-00	Public Housing Services - ARCH	\$0.00	\$0.00	\$38,066.00	0.00%	\$38,066.00
Total Public		\$0.00	\$0.00	\$38,066.00	0.00%	\$38,066.00
Environmental						
001-000-000-553-10-40-00	Land & Water Conservation Resources-	\$0.00	\$0.00	\$3,804.00	0.00%	\$3,804.00
001-000-000-553-70-40-00	Pollution Prevention - Puget Sound	\$13,273.00	\$13,273.00	\$13,273.00	100.00%	\$0.00
Total Environmental		\$13,273.00	\$13,273.00	\$17,077.00	77.72%	\$3,804.00
Development						
Salaries & Wages						
001-000-000-558-60-11-00	Salaries & Wages	\$298.00	\$298.00	\$67,305.00	0.44%	\$67,007.00
001-000-000-558-60-11-16	ICMA 457 Plan	\$250.00	\$250.00	\$3,000.00	8.33%	\$2,750.00
001-000-000-558-60-11-17	Opt-Out of Medical	\$250.00	\$250.00	\$0.00		(\$250.00)
Total Salaries &		\$798.00	\$798.00	\$70,305.00	1.14%	\$69,507.00
Personnel						
001-000-000-558-60-21-00	Personnel Benefits	\$309.08	\$309.08	\$15,940.00	1.94%	\$15,630.92
Total Personnel		\$309.08	\$309.08	\$15,940.00	1.94%	\$15,630.92
Other Services &						
001-000-000-558-60-41-01	Planning Consultant	\$0.00	\$0.00	\$150,000.00	0.00%	\$150,000.00
001-000-000-558-60-41-03	Code Enforcement	\$0.00	\$0.00	\$5,000.00	0.00%	\$5,000.00
Total Other		\$0.00	\$0.00	\$155,000.00	0.00%	\$155,000.00
001-000-000-558-62-41-00	Special Planning Projects	\$0.00	\$0.00	\$34,000.00	0.00%	\$34,000.00
001-000-000-558-66-49-00	Misc. (dues, Subscrip)	\$0.00	\$0.00	\$6,500.00	0.00%	\$6,500.00
Total Development		\$1,107.08	\$1,107.08	\$281,745.00	0.39%	\$280,637.92

Mental Health						
001-000-000-564-60-40-00	Mental Health Services-KC Substance	\$0.00	\$0.00	\$1,000.00	0.00%	\$1,000.00
Total Mental Health		\$0.00	\$0.00	\$1,000.00	0.00%	\$1,000.00
Recreational						
001-000-000-571-00-10-00	Salaries & Wages - Lifeguards	\$0.00	\$0.00	\$32,000.00	0.00%	\$32,000.00
001-000-000-571-00-20-00	Personnel Benefits - Lifeguards	\$0.00	\$0.00	\$3,000.00	0.00%	\$3,000.00
001-000-000-571-00-30-00	Uniforms - Lifeguards	\$0.00	\$0.00	\$2,000.00	0.00%	\$2,000.00
001-000-000-571-00-32-00	Miscellaneous - Lifeguards	\$0.00	\$0.00	\$7,300.00	0.00%	\$7,300.00
Total Recreational		\$0.00	\$0.00	\$44,300.00	0.00%	\$44,300.00
Parks Department						
001-000-000-576-80-10-00	Seasonal Salaries & Wages	\$0.00	\$0.00	\$22,089.00	0.00%	\$22,089.00
001-000-000-576-80-11-00	Salaries & Wages	\$25,109.80	\$25,109.80	\$331,718.00	7.57%	\$306,608.20
001-000-000-576-80-11-11	Longevity	\$636.12	\$636.12	\$7,633.00	8.33%	\$6,996.88
001-000-000-576-80-11-14	Education	\$240.00	\$240.00	\$3,240.00	7.41%	\$3,000.00
001-000-000-576-80-11-16	ICMA 457 Plan	\$2,970.00	\$2,970.00	\$10,800.00	27.50%	\$7,830.00
001-000-000-576-80-11-17	Opt-Out Of Medical	\$835.93	\$835.93	\$7,806.00	10.71%	\$6,970.07
001-000-000-576-80-12-00	Overtime	\$293.53	\$293.53	\$15,000.00	1.96%	\$14,706.47
Personnel						
001-000-000-576-80-21-00	Personnel Benefits	\$9,869.91	\$9,869.91	\$118,429.00	8.33%	\$108,559.09
001-000-000-576-80-22-00	Uniforms	\$0.00	\$0.00	\$2,800.00	0.00%	\$2,800.00
Total Personnel		\$9,869.91	\$9,869.91	\$121,229.00	8.14%	\$111,359.09
Supplies						
001-000-000-576-80-31-00	Operating Supplies	\$1,785.04	\$1,785.04	\$37,000.00	4.82%	\$35,214.96
001-000-000-576-80-32-00	Vehicle Fuel & Lube	\$0.00	\$0.00	\$5,000.00	0.00%	\$5,000.00
Total Supplies		\$1,785.04	\$1,785.04	\$42,000.00	4.25%	\$40,214.96
Other Services &						
001-000-000-576-80-41-00	Professional Services	\$0.00	\$0.00	\$20,000.00	0.00%	\$20,000.00
001-000-000-576-80-41-04	Professional Services-Misc	\$0.00	\$0.00	\$4,000.00	0.00%	\$4,000.00
001-000-000-576-80-42-00	Telephone/postage	\$0.00	\$0.00	\$8,000.00	0.00%	\$8,000.00
001-000-000-576-80-43-00	Travel & Training	\$0.00	\$0.00	\$4,000.00	0.00%	\$4,000.00
001-000-000-576-80-47-00	Utilities	\$2,136.33	\$2,136.33	\$28,000.00	7.63%	\$25,863.67
001-000-000-576-80-48-00	Repair & Maint Equipment	\$0.00	\$0.00	\$12,500.00	0.00%	\$12,500.00
001-000-000-576-80-49-00	Miscellaneous, annual lease	\$0.00	\$0.00	\$600.00	0.00%	\$600.00
001-000-000-576-80-49-01	Misc-Property Tax	\$0.00	\$0.00	\$450.00	0.00%	\$450.00
Total Other		\$2,136.33	\$2,136.33	\$77,550.00	2.75%	\$75,413.67
Total Parks		\$43,876.66	\$43,876.66	\$639,065.00	6.87%	\$595,188.34
Capital Expenditures						
001-000-000-594-14-64-00	City Hall IT HW/SW >\$5K Capital	\$46,656.90	\$46,656.90	\$46,295.00	100.78%	(\$361.90)
001-000-000-594-21-64-10	Police HW/SW Equipment >\$5K Capital	\$0.00	\$0.00	\$66,500.00	0.00%	\$66,500.00

001-000-000-594-21-70-00	Police Lease Repayment, Principal Cost	\$53,058.13	\$53,058.13	\$93,600.00	56.69%	\$40,541.87
001-000-000-594-21-80-00	Police Lease Repayment, Interest Cost	\$3,784.59	\$3,784.59	\$27,600.00	13.71%	\$23,815.41
001-000-000-594-76-30-00	Parks Improvements	\$0.00	\$0.00	\$9,000.00	0.00%	\$9,000.00
001-000-000-594-76-64-00	Parks Capital Outlay	\$0.00	\$0.00	\$180,000.00	0.00%	\$180,000.00
Total Capital		\$103,499.62	\$103,499.62	\$422,995.00	24.47%	\$319,495.38

General Operating						
001-000-000-597-00-00-03	Transfer from General to Street	\$37,916.67	\$37,916.67	\$455,000.00	8.33%	\$417,083.33
001-000-000-597-00-30-04	Trans from GF to Dev. Serv. Fund	\$8,333.33	\$8,333.33	\$100,000.00	8.33%	\$91,666.67
Total General		\$46,250.00	\$46,250.00	\$555,000.00	8.33%	\$508,750.00

Total General Fund		\$790,096.10	\$790,096.10	\$8,573,013.00	9.22%	\$7,782,916.90
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City Street Fund						
101-000-000-542-30-10-00	Seasonal worker street	\$0.00	\$0.00	\$13,800.00	0.00%	\$13,800.00
101-000-000-542-30-11-00	Salaries & Wages	\$16,573.21	\$16,573.21	\$221,146.00	7.49%	\$204,572.79
101-000-000-542-30-11-11	Longevity	\$424.08	\$424.08	\$5,089.00	8.33%	\$4,664.92
101-000-000-542-30-11-14	Education	\$160.00	\$160.00	\$2,200.00	7.27%	\$2,040.00
101-000-000-542-30-11-16	ICMA 457 Plan	\$1,980.00	\$1,980.00	\$7,200.00	27.50%	\$5,220.00
101-000-000-542-30-11-17	Opt-Out Of Medical	\$557.28	\$557.28	\$5,212.00	10.69%	\$4,654.72
101-000-000-542-30-12-00	Overtime	\$195.69	\$195.69	\$12,000.00	1.63%	\$11,804.31

Personnel						
101-000-000-542-30-21-00	Personnel Benefits	\$6,315.95	\$6,315.95	\$78,952.00	8.00%	\$72,636.05
101-000-000-542-30-22-00	Uniforms	\$0.00	\$0.00	\$3,000.00	0.00%	\$3,000.00
Total Personnel		\$6,315.95	\$6,315.95	\$81,952.00	7.71%	\$75,636.05

Supplies						
101-000-000-542-30-31-00	Operating & Maintenance Supplies	\$115.25	\$115.25	\$7,000.00	1.65%	\$6,884.75
101-000-000-542-30-35-00	Small Tools/minor Equipment	\$0.00	\$0.00	\$8,000.00	0.00%	\$8,000.00
Total Supplies		\$115.25	\$115.25	\$15,000.00	0.77%	\$14,884.75

101-000-000-542-30-41-00	Professional Services	\$4,625.00	\$4,625.00	\$60,000.00	7.71%	\$55,375.00
101-000-000-542-30-41-03	NPDES Grant	\$0.00	\$0.00	\$60,000.00	0.00%	\$60,000.00
101-000-000-542-30-41-10	Road & Street Maintenance	\$0.00	\$0.00	\$11,000.00	0.00%	\$11,000.00
101-000-000-542-30-45-00	Machine/Facility Rental	\$0.00	\$0.00	\$4,000.00	0.00%	\$4,000.00
101-000-000-542-30-47-00	Utility Services	\$0.00	\$0.00	\$1,000.00	0.00%	\$1,000.00
101-000-000-542-30-48-00	Equipment Maintenance	\$0.00	\$0.00	\$7,000.00	0.00%	\$7,000.00
101-000-000-542-40-41-00	Storm Drain Maintenance	\$0.00	\$0.00	\$15,000.00	0.00%	\$15,000.00

Traffic And						
101-000-000-542-63-41-00	Street Light Utilities	\$1,643.44	\$1,643.44	\$22,500.00	7.30%	\$20,856.56
101-000-000-542-64-41-00	Traffic Control Devices	\$0.00	\$0.00	\$10,000.00	0.00%	\$10,000.00
101-000-000-542-66-41-00	Snow & Ice Removal	\$0.00	\$0.00	\$2,000.00	0.00%	\$2,000.00
101-000-000-542-67-41-00	Street Cleaning	\$0.00	\$0.00	\$78,000.00	0.00%	\$78,000.00
Total Traffic And		\$1,643.44	\$1,643.44	\$112,500.00	1.46%	\$110,856.56

Roadside						
101-000-000-542-70-40-00	Street Irrigation Utilities	\$0.00	\$0.00	\$18,000.00	0.00%	\$18,000.00

Total Roadside		\$0.00	\$0.00	\$18,000.00	0.00%	\$18,000.00
Capital Expenditures						
101-000-000-594-42-64-00	Street Capital Equipment	\$0.00	\$0.00	\$5,000.00	0.00%	\$5,000.00
Total Capital		\$0.00	\$0.00	\$5,000.00	0.00%	\$5,000.00
Total City Street Fund		\$32,589.90	\$32,589.90	\$657,099.00	4.96%	\$624,509.10
Tree Fund						
103-000-000-558-60-49-10	Miscellaneous-Tree Replacement	\$0.00	\$0.00	\$30,000.00	0.00%	\$30,000.00
Total Tree Fund		\$0.00	\$0.00	\$30,000.00	0.00%	\$30,000.00
Capital Projects Fund						
307-000-000-594-18-60-00	Building Improvements	\$0.00	\$0.00	\$150,000.00	0.00%	\$150,000.00
307-000-000-594-76-63-20	Park Improvements	\$0.00	\$0.00	\$420,000.00	0.00%	\$420,000.00
307-000-000-595-30-63-01	Street Improvements, Overlays	\$0.00	\$0.00	\$260,000.00	0.00%	\$260,000.00
307-000-000-595-30-63-02	Storm Sewer Improvements	\$0.00	\$0.00	\$250,000.00	0.00%	\$250,000.00
307-000-000-595-30-63-10	Sidewalk Improvements	\$0.00	\$0.00	\$200,000.00	0.00%	\$200,000.00
Transfer Out						
307-000-000-597-44-30-00	Transfer from Capital to Street	\$8,333.33	\$8,333.33	\$100,000.00	8.33%	\$91,666.67
Total Transfer Out		\$8,333.33	\$8,333.33	\$100,000.00	8.33%	\$91,666.67
Total Capital Projects Fund		\$8,333.33	\$8,333.33	\$1,380,000.00	0.60%	\$1,371,666.67
Development Services						
401-000-000-555-50-41-08	Sound Testing Consultant	\$420.00	\$420.00	\$0.00		(\$420.00)
401-000-000-558-50-03-00	Insurance Allocation (WCIA)	\$39,954.50	\$39,954.50	\$40,031.00	99.81%	\$76.50
401-000-000-558-50-05-00	Technical Services, Software Services	\$1,846.02	\$1,846.02	\$26,250.00	7.03%	\$24,403.98
401-000-000-558-50-41-06	Building Inspector Contract	\$0.00	\$0.00	\$2,500.00	0.00%	\$2,500.00
401-000-000-558-50-41-07	Engineering Consultant	\$0.00	\$0.00	\$85,000.00	0.00%	\$85,000.00
401-000-000-558-50-41-50	Arborist	\$0.00	\$0.00	\$50,000.00	0.00%	\$50,000.00
401-000-000-558-50-41-55	Shoreline Consultant	\$0.00	\$0.00	\$32,000.00	0.00%	\$32,000.00
401-000-000-558-60-11-00	Salaries & Wages	\$32,550.00	\$32,550.00	\$342,168.00	9.51%	\$309,618.00
401-000-000-558-60-11-11	Longevity	\$153.92	\$153.92	\$0.00		(\$153.92)
401-000-000-558-60-11-14	Education	\$200.00	\$200.00	\$2,400.00	8.33%	\$2,200.00
401-000-000-558-60-11-16	ICMA 457 Plan	\$1,000.00	\$1,000.00	\$12,000.00	8.33%	\$11,000.00
401-000-000-558-60-11-17	Opt-Out of Medical	\$796.82	\$796.82	\$5,408.00	14.73%	\$4,611.18
401-000-000-558-60-12-00	Overtime	\$0.00	\$0.00	\$3,000.00	0.00%	\$3,000.00
401-000-000-558-60-21-00	Personnel Benefits	\$10,331.49	\$10,331.49	\$103,950.00	9.94%	\$93,618.51
401-000-000-558-60-31-00	Operating Supplies	\$0.00	\$0.00	\$1,500.00	0.00%	\$1,500.00
401-000-000-558-60-32-00	Vehicle Expenses - Gas, Oil, Maint.	\$0.00	\$0.00	\$1,000.00	0.00%	\$1,000.00
401-000-000-558-60-41-00	Professional Services	\$0.00	\$0.00	\$35,000.00	0.00%	\$35,000.00
401-000-000-558-60-41-01	Planning Consultant	\$0.00	\$0.00	\$175,000.00	0.00%	\$175,000.00
401-000-000-558-60-41-02	Hearing Examiner	\$0.00	\$0.00	\$20,000.00	0.00%	\$20,000.00
401-000-000-558-60-42-00	Communications	\$0.00	\$0.00	\$5,000.00	0.00%	\$5,000.00
401-000-000-558-60-43-00	Travel & Training	\$0.00	\$0.00	\$5,000.00	0.00%	\$5,000.00
401-000-000-558-60-49-00	Dues, Subscriptions, Memberships	\$1,165.92	\$1,165.92	\$3,600.00	32.39%	\$2,434.08

401-000-000-558-60-49-10	Miscellaneous	\$1,430.76	\$1,430.76	\$24,000.00	5.96%	\$22,569.24
401-000-000-582-10-00-02	Refund of DS Adv Deposits	\$2,592.75	\$2,592.75	\$40,000.00	6.48%	\$37,407.25
401-000-000-594-60-64-00	DS- IT HW/SW >\$5K Capital Outlay	\$0.00	\$0.00	\$30,000.00	0.00%	\$30,000.00
Total Development		\$92,442.18	\$92,442.18	\$1,044,807.00	8.85%	\$952,364.82
NonRevenue Trust Funds						
Expenditure						
Non-Expenditures						
631-000-000-589-30-01-00	Dept Of Lic-Gun Permit	\$36.00	\$36.00	\$0.00		(\$36.00)
Total Non-		\$36.00	\$36.00	\$0.00		(\$36.00)
Total Expenditure		\$36.00	\$36.00	\$0.00		(\$36.00)
Total NonRevenue Trust		\$36.00	\$36.00	\$0.00		(\$36.00)
Grand Totals		\$923,497.51	\$923,497.51	\$11,684,919.00	7.90%	\$10,761,421.49



501 Evergreen Point Road, Medina WA 98039
425.233.6400 www.medina-wa.gov

Date: February 23, 2026
To: Honorable Mayor and City Council
Via: Jeff Swanson, City Manager
From: Steven R. Wilcox, Development Services Department Director
Subject: Development Services Department Report - Tree Management Code Amendments

Summary

This report follows a presentation to the Council on January 23, 2023, by two arborists under professional services contracts with the City of Medina. The meeting included a proposal for Council to direct staff to take two actions:

1. Prepare code amendments based upon six bullet points titles "Short-term Solutions" as outlined by one of our arborists.
2. Prepare a plan which considers comprehensive review of the Tree Management Code.

Neither of the two actions were completed. On February 6, 2026, at the regular Council meeting, I was directed to complete the first action by bringing a draft ordinance to the Council for consideration of adoption.

Amendments

One of our arborists presented a PowerPoint where he provided his observations from using Medina Municipal Code Chapter 16.52 – Tree Management Code for a few months in 2022. The PowerPoint was summarized as six bullet points into Recommended Adjustments: Short -term Solutions:

- *Remove – "Supplemental trees in excess of those needed to meet the minimum required tree units shall not be required."*

Comments:

This refers to MMC 16.52.090.D.3.(d) addressing land under development and one of the factors listed to determine the quantity of supplemental trees required to replace those removed. The arborist commented that this code section "*allows for a substantial number of trees to be removed.*"

Removal of MMC 16.52.090.D.3.(d) will not cause developers to voluntarily increase the number of supplemental trees they plant. Without changing the method of calculating tree units or otherwise changing the supplemental tree quantity calculation process in its entirety, this code amendment will not increase quantity of trees in Medina or increase tree canopy.

- *Require species that can attain a similar canopy size to trees being removed.*

Comments:

This would be a change to Medina's "Lists of Suitable Trees". As part of the 1/23/23 presentation specific amendments to the Lists of Suitable Trees were not presented as options.

This change is logical and over time when combined with a management plan, could result in canopy increase. This is common with other jurisdictions.

Amendments to the Lists of Suitable Trees will require use of our City Arborist.

- *Expand "List of Suitable Trees" to allow select deciduous non-native species.*

Comments:

Washington native deciduous trees are not good options for urban settings. A limited list of non-native species is logical and common with other jurisdictions.

These amendments will require use of our City Arborist.

- *Tree preservation plan shall include a report by a qualified professional that identifies compliance with code objectives.*

Comments:

With exception of trees found by our City Arborist to be hazardous and in need of removal, it is our practice to require applicants to provide a report by a Certified Arborist for our review as part of tree removal permit applications.

- *Increase minimum replacement trees to account for attrition.*

Comments:

This can be accomplished through an increase of the minimum tree credit number. Increasing the tree credits required will result in more supplemental trees being planted and that more of those trees will likely survive to maturity.

- *Legacy and landmark trees: Remove "the risk of the tree declining or becoming a nuisance is unenhanced by any proposed development."*

Comments:

This is MMC 16.52.080. A.1.c.ii. which allows for a tree to not be designated as a Legacy or Landmark tree if development will damage the tree for a period of ten years.

This should be removed as recommended. Confusing, difficult to apply, and can result in Legacy or Landmark tree removal.

Conclusion

There were two actions as part of the January 23, 2023, presentation by our arborists. The first action to address the Tree Management Code involves the six bullet point amendments. The second part was the preparation of a plan which comprehensively reviews the Tree Management Code.

The process that took us to the January 23, 2023, Council presentation began in early 2022 when our City Arborist consultant who had been with us for 15-years left his employer for work with King County. We then hired two consultant arborists due to the specialties and abilities each had at the time. After the two new

consultants had gained experience using our Tree Management Code, I asked for their opinions considering Medina's Comprehensive Plan, the Purpose and Intent of the code, and the effectiveness of the code to regulate tree removal and protection. Our Planning Manager and the two arborist consultants worked together and evaluated the entirety of MMC Chapter 16.52 and provided several insights and opinions. The consensus was that the Tree Management Code would require a significant number of complex amendments. My conclusion was that to amend Medina's Tree Management Code to the extent recommended, a complete review of the document was needed rather than a selective approach.

The Council meeting was scheduled for the January 23, 2023, with the action item recommended by our arborist to address six bullet points. I added the second action item which I have since been building towards through budgeted data collection and regular Council updates. After the meeting I immediately regretted having only six bullet random points presented to the Council as a partial solution to a much larger problem.

Some of the points in the six bullets will have positive impacts, but none reflect concerns about development project tree removals that the Council regularly expresses to me.

The City of Medina needs a new approach to private and public tree regulations through a completely new code.

Attachments

PowerPoint "Tree Management Code" by Sean Dugan and Andy Crossett
Medina Lists of Suitable Trees

Tree Management Code

Medina's Arborists



SEAN DUGAN

*ISA BOARD CERTIFIED MASTER ARBORIST
ASCA REGISTERED CONSULTING ARBORIST
ISA QUALIFIED TREE RISK ASSESSOR
PRINCIPAL, TREE SOLUTIONS, INC.*



Andy Crossett

*ISA CERTIFIED ARBORIST
ISA QUALIFIED TREE RISK ASSESSOR
WSNLA CERTIFIED PROFESSIONAL HORTICULTURALIST
OWNER TREE FROG LLC.*

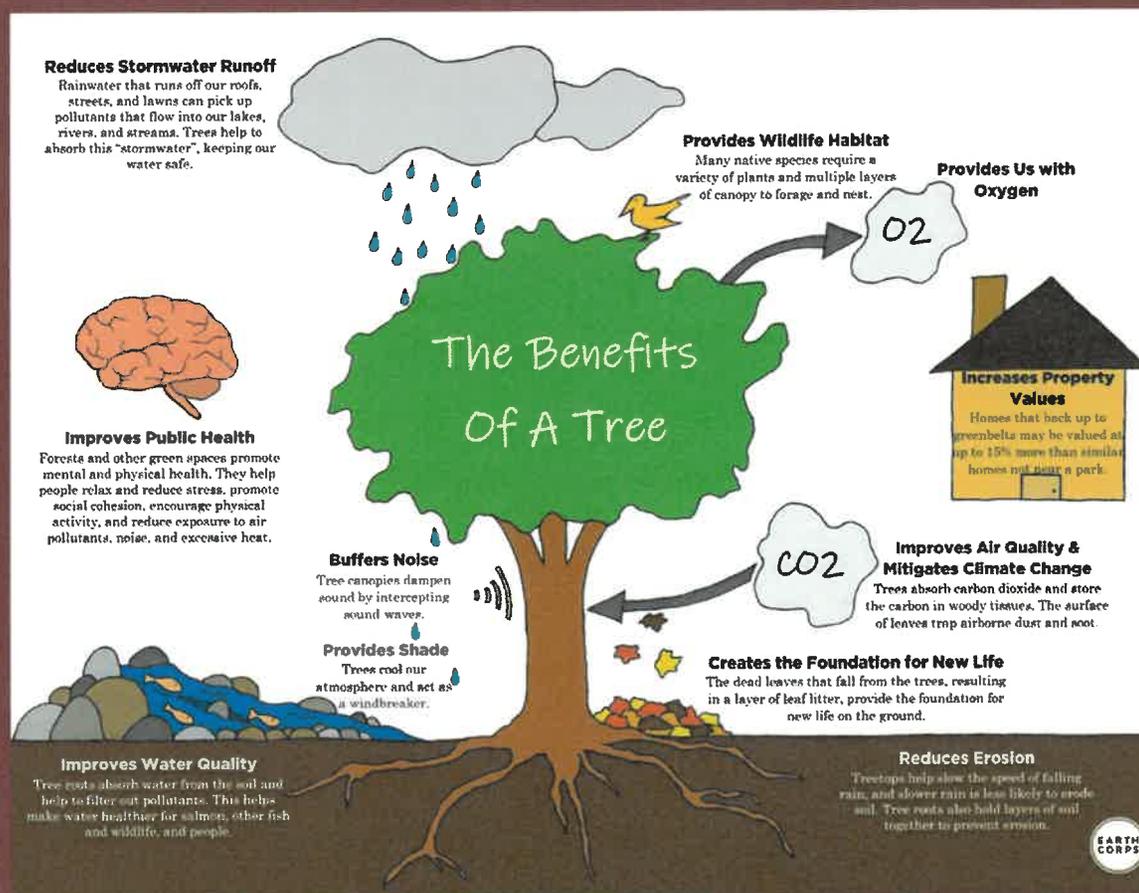
Importance of Urban Forest and Tree Canopy

Trees provide a multitude of benefits and services.

These services have value and provide numerous "assets".

Science supports that people are happier and healthier when they have access to nature.

Property values are higher in areas with large mature tree canopy.



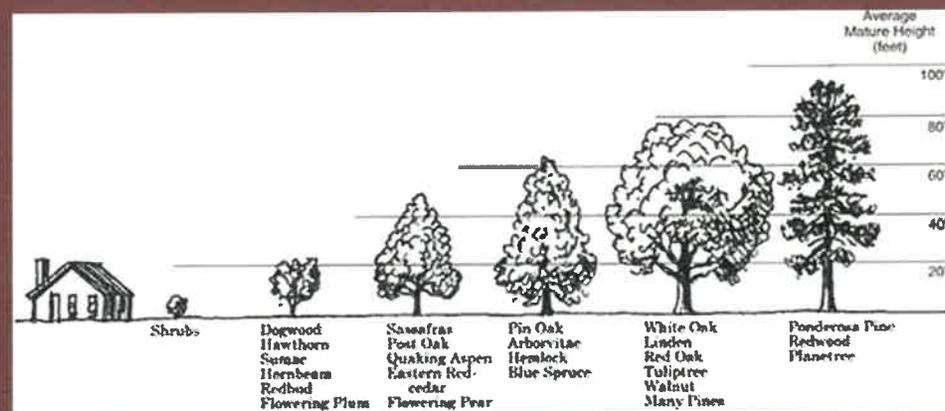
Tree Canopy is being lost in Medina



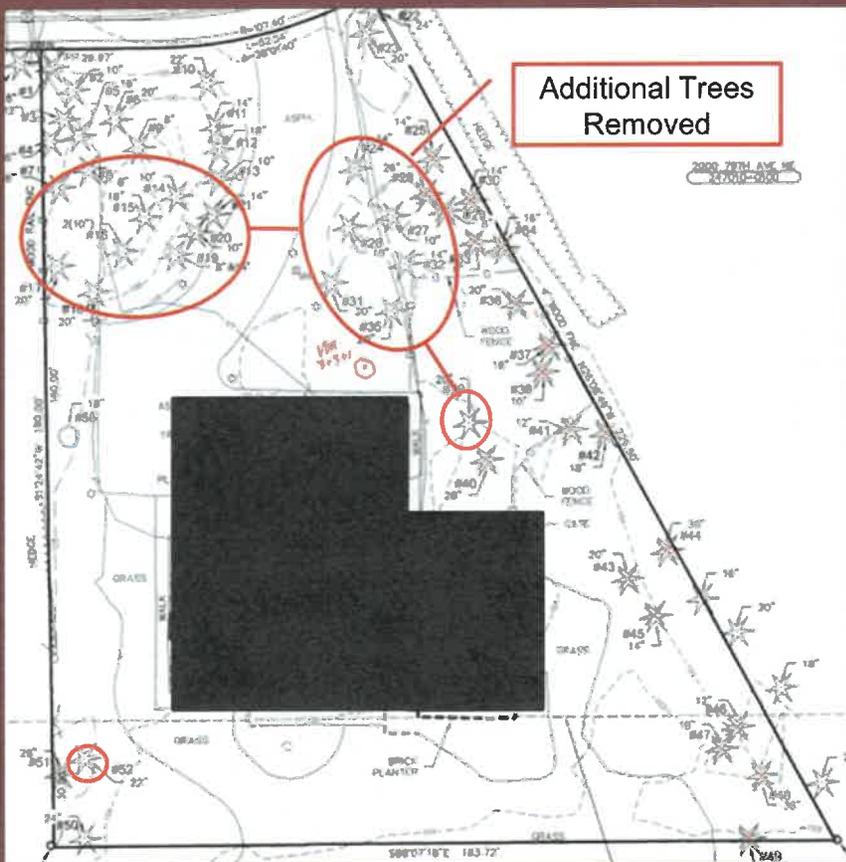
- The intent of the Tree Mangement Code is not being fully achieved.
- Significant tree canopy is being removed and not adequately being replaced.
- Tree species diversity is decreasing.
- Tree protection during construction not prioritized or realized.
- Land under development is held to a lower replacement standard then land not under development.
- Non-development projects - little to prevent indiscriminate tree removal

Development- Observations

- 2022 Code changes address design phase issues.
- Legacy and Landmark tree requirements working?
- Standards replace trees removed, not canopy lost.
- Minimum standards producing limited results:
 - "Supplemental trees in excess of those needed to meet the minimum required tree units shall not be required."
 - Attrition and replacement (significant) tree removal.
 - Future canopy loss due to construction impacts.
- Tree permits allow for building permit approval, then adjusted to meet site objectives.
- Minimum standards and supplemental planting.



Minimum Tree Standards and Canopy Preservation



Lot Size >25K sq. Ft.
10 Tree Units Required

2016

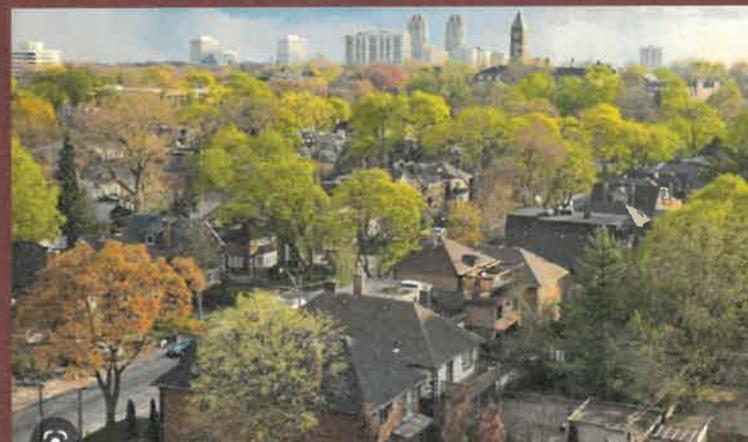
- Significant trees removed; minimum standards achieved - no replacement required.

2022

- Significant trees proposed for removal; if approved, minimum standards achieved - no replacement required.

Development Observations - Supplemental Planting

- Purpose - Preserve the existing sylvan appearance through long-term preservation and planting of trees."
- Large tree canopy is being replaced by small tree canopy.
- Deciduous trees lack diversity, species selection driven by availability.
- Native vs. Non-native
- Native Tree Concerns:
 - Maple Decline and Sooty Bark Disease
 - Western Red Cedar Decline
 - Bronze Birch Borer/ Emerald Ash Borer
 - Port Orford Cedar – Phytophthora
 - Mt. Pine Beetle/ Blue Stain Fungus
- No tracking system to ensure supplemental trees are viable or remain after installation, as required by code.
- Measurable Goal?



Non-development Observations



- There are no restrictions in place to remove any significant, landmark, or legacy trees provided the following criteria is met:
 - *Trees are outside of critical areas and their associated setbacks*
 - *Meet the minimum retention requirements set forth in 16.52.010*
 - *Are replaced or found on property (if necessary) per 16.52.110.*
- As a result, healthy trees that are low-risk and defect/disease free could be removed for any reason.
- Medina currently allows several species of small trees to be used as replacements for large trees. These trees are often favored over native conifers as replacement trees.

Questions and Discussion



Recommended Adjustments: Short-term Solutions

se0



- Remove - "Supplemental trees in excess of those needed to meet the minimum required tree units shall not be required."
- Require species that can attain a similar canopy size to trees being removed.
- Expand "List of Suitable Trees" to allow select deciduous non-native species.
- Tree preservation plan shall include a report by a qualified professional that identifies compliance with code objectives.
- Increase minimum replacement trees to account for attrition.
- Legacy and Landmark trees: Remove "the risk of the tree declining or becoming a nuisance is unenhanced by any proposed development."



DEVELOPMENT
SERVICES

LISTS OF SUITABLE TREES

501 EVERGREEN POINT ROAD MEDINA, WA 98039
PHONE: 425-233-6414/6400

PURPOSE: The suitable tree species listed under each section are for the purpose of establishing significant trees under the Medina Tree Code (Chapter 16.52 Medina Municipal Code). This list includes trees species eligible towards planting requirements.*

LIST 1: SIGNIFICANT TREE SPECIES ON PRIVATE PROPERTY**

The following trees are designated as significant tree species pursuant to MMC 16.52.060. List 1 is used in conjunction with the definition of “significant tree” set forth in MMC 16.12.200 to denote the application of the term “significant tree” in the Medina Tree Code (Chapter 16.52 MMC). Please note that not all trees in this list are eligible for credit as supplemental or restoration trees. See List 4 for tree species eligible for supplemental tree or restoration tree credit.

A. EVERGREENS (CONIFERS):

1. All, except the following:
 - a. Leyland Cypress – *Cupressocyparis leylandii*
 - b. Arborvitae – *Thuja occidentalis*
 - c. Italian Cypress - *Cupressus sempervirens*
 - d. Blue Surprise Port Orford Cedar – *Chamaecyparis lawsoniana* ‘Blue Surprise’
 - e. Wissel’s Saguaro False Cypress – *Chamaecyparis lawsoniana* ‘Wissels Saquaro’
 - f. Other species not listed that typically have a crown diameter of less than 10 feet at maturity
 - g. Trees planted, clipped or sheared into use as a hedge regardless of species

B. DECIDUOUS

1. All that coincide with United States Department of Agriculture hardiness zones 8b and 9a, except the following:
 - a. Swedish Aspen – *Populus tremula* ‘Erecta’
 - b. Skyward Bald Cypress – *Taxodium distichum* ‘Skyward’
 - c. Other species not listed that typically have a crown diameter of less than 10 feet at maturity
 - d. Trees planted, clipped or sheared into use as a hedge regardless of species

* *The list of native trees are those that are naturally occurring and propagating in the Puget Sound lowlands in the last 100 years and coincide with the USDA hardiness zone 8b.*

** *Private property includes state highway right-of-way.*

Note: *The USDA Plant Hardiness Zones helps determine which plants are most likely to thrive at a location. The zones are based on the average annual minimum winter temperature, divided into 10-degree F zones.*

List of Suitable Trees

LIST 2: SIGNIFICANT TREE SPECIES ON CITY RIGHTS-OF-WAY

This list shall apply only where a tree is removed from city rights-of-way. It is used to distinguish significant and non-significant trees. Tree species eligible for replacement credit in the city right-of-way are set forth in List 6 and 7.

A. EVERGREENS (CONIFERS) - NATIVE:

1. Lawson Cypress – *Chamaecyparis lawsoniana*
2. Alaska Yellow Cedar – *Chamaecyparis nootkatensis*
3. Western Red Cedar – *Thuja plicata*
4. Douglas Fir – *Pseudotsuga menziesii*
5. Engelmann Spruce – *Picea engelmannii*
6. Grand Fir – *Abies grandis*
7. Pacific Silver Fir – *Abies amabilis*
8. Rocky Mountain Juniper – *Juniperus scopulorum*
9. Mountain Hemlock – *Tsuga mertensiana*
10. Western Hemlock – *Tsuga heterophylla*
11. Shore Pine – *Pinus contorta* var. *contorta*
12. Sitka Spruce – *Picea sitchensis*
13. Western White Pine – *Pinus monticola*

B. EVERGREENS (CONIFERS) – NON-NATIVE:

1. None

C. DECIDUOUS - NATIVE:

1. Pacific or Western Flowering Dogwood -- *Cornus nuttallii*
2. Vine Maple -- *Acer circinatum*
3. Red Alder -- *Alnus rubra*
4. Western Hazelnut -- *Corylus cornuta*
5. Oregon Ash -- *Fraxinus latifolia*
6. Narrow-leaved Cherry – *Prunus emarginata* var. *mollis*
7. Western Serviceberry - *Amelanchier alnifolia*
8. Black Hawthorn - *Crataegus douglasii*
9. Cascara - *Rhamnus purshiana*
10. Oregon White Oak - *Quercus garryana*
11. Pacific Crabapple - *Malus fusca*
12. Pacific Willow - *Salix lasiandra*

D. DECIDUOUS – NON-NATIVE:

1. None

List of Suitable Trees

LIST 3: LEGACY AND LANDMARK TREE SPECIES LIST

The following trees are Legacy and Landmark Tree species that if the criteria in MMC 16.52.080 are present are subject to the replacement requirements for a Legacy Tree.

A. EVERGREENS (CONIFERS):

1. Lawson Cypress – *Chamaecyparis lawsoniana*
2. Alaska Yellow Cedar – *Chamaecyparis nootkatensis*
3. Western Red Cedar – *Thuja plicata*
4. Douglas Fir – *Pseudotsuga menziesii*
5. Grand Fir – *Abies grandis*
6. Mountain Hemlock – *Tsuga mertensiana*
7. Western Hemlock – *Tsuga heterophylla*
8. Pacific Madrone – *Arbutus menziesii*
9. Shore Pine – *Pinus contorta* var. *contorta*
10. Western White Pine – *Pinus monticola*
11. Sitka Spruce – *Picea sitchensis*

B. DECIDUOUS:

1. None

LIST 4: TREE SPECIES ELIGIBLE FOR CREDIT ON PRIVATE PROPERTY

This list establishes eligibility requirements for receiving supplemental tree unit or restoration credits under MMC 16.52.090 and MMC 16.52.110 respectively. This list is used for determining existing trees that may be included as credit; and new tree plantings on private property that are eligible for credit. The list of native species in Sub-list 4A and 4C apply to determining tree retention requirements in MMC 16.52.090.

A. EVERGREENS (CONIFEROUS) - NATIVE:

1. Lawson Cypress – *Chamaecyparis lawsoniana*
2. Alaska Yellow Cedar – *Chamaecyparis nootkatensis*
3. Western Red Cedar – *Thuja plicata*
4. Douglas Fir – *Pseudotsuga menziesii*
5. Engelmann Spruce – *Picea engelmannii*
6. Grand Fir – *Abies grandis*
7. Pacific Silver Fir – *Abies amabilis*
8. Rocky Mountain Juniper – *Juniperus scopulorum*
9. Mountain Hemlock – *Tsuga mertensiana*
10. Western Hemlock – *Tsuga heterophylla*
11. Shore Pine – *Pinus contorta* var. *contorta*
12. Sitka Spruce – *Picea sitchensis*
13. Western White Pine – *Pinus monticola*

List of Suitable Trees

B. EVERGREENS (CONIFEROUS) – NON-NATIVE:

1. Korean Fir – *Abies koreana*
2. Spanish Fir – *Abies pinsapo*
3. White Fir – *Abies concolor*
4. Incense Cedar – *Calocedrus decurrens*
5. Deodar Cedar – *Cedrus deodara*
6. Atlas Cedar – *Cedrus atlantica*
7. Cedar of Lebanon – *Cedrus libani*
8. Moss Cypress – *Chamaecyparis pisifera*
9. Dwarf Hinoki Cypress – *Chamaecyparis obtusa*
10. Smooth-barked Arizona Cypress – *Cupressus glabra*
11. Dawn Redwood – *Metasequoia glyptostroboides*
12. Swiss Stone Pine – *Pinus cembra*
13. Austrian Black Pine – *Pinus nigra*
14. Japanese Black Pine – *Pinus thunbergii*
15. Japanese Red Pine – *Pinus densiflora*
16. Japanese Cryptomeria – *Cryptomeria japonica*
17. Serbian Spruce – *Picea omorika*
18. Umbrella Pine – *Sciadopitys verticillata*
19. Bald Cypress – *Taxodium distichum*
20. Hiba Cedar – *Thujopsis dolobrata*
21. Canadian Hemlock – *Tsuga canadensis*

C. DECIDUOUS - NATIVE:

1. Pacific or Western Flowering Dogwood -- *Cornus nuttallii*
2. Vine Maple -- *Acer circinatum*
3. Red Alder -- *Alnus rubra*
4. Western Hazelnut -- *Corylus cornuta*
5. Oregon Ash -- *Fraxinus latifolia*
6. Narrow-leaved Cherry – *Prunus emarginata* var. *mollis*
7. Western Serviceberry - *Amelanchier alnifolia*
8. Black Hawthorn - *Crataegus douglasii*
9. Cascara - *Rhamnus purshiana*
10. Oregon White Oak - *Quercus garryana*
11. Pacific Crabapple - *Malus fusca*
12. Pacific Willow - *Salix lasiandra*

D. DECIDUOUS – NON-NATIVE:

1. None

List of Suitable Trees

LIST 5: REPLACEMENT TREE SPECIES FOR CREDIT ON CITY RIGHTS-OF-WAY

The following trees are designated as eligible for receiving replacement credit on the city right-of-way. Trees planted in the rights-of-way shall ensure that sight-distance requirements are maintained and utilities will not become encumbered. If overhead power distribution or transmission lines are within 20 horizontal feet of the planting location, the replacement tree species shall be selected from List 6.

A. EVERGREENS (CONIFERS) - NATIVE:

1. Lawson Cypress – *Chamaecyparis lawsoniana*
2. Alaska Yellow Cedar – *Chamaecyparis nootkatensis*
3. Western Red Cedar – *Thuja plicata*
4. Douglas Fir – *Pseudotsuga menziesii*
5. Engelmann Spruce – *Picea engelmannii*
6. Grand Fir – *Abies grandis*
7. Pacific Silver Fir – *Abies amabilis*
8. Rocky Mountain Juniper – *Juniperus scopulorum*
9. Mountain Hemlock – *Tsuga mertensiana*
10. Western Hemlock – *Tsuga heterophylla*
11. Shore Pine – *Pinus contorta* var. *contorta*
12. Sitka Spruce – *Picea sitchensis*
13. Western White Pine – *Pinus monticola*

B. EVERGREENS (CONIFERS) – NON-NATIVE:

1. Korean Fir – *Abies koreana*
2. Spanish Fir – *Abies pinsapo*
3. White Fir – *Abies concolor*
4. Incense Cedar – *Calocedrus decurrens*
5. Deodar Cedar – *Cedrus deodara*
6. Atlas Cedar – *Cedrus atlantica*
7. Cedar of Lebanon – *Cedrus libani*
8. Moss Cypress – *Chamaecyparis pisifera*
9. Dwarf Hinoki Cypress – *Chamaecyparis obtusa*
10. Smooth-barked Arizona Cypress – *Cupressus glabra*
11. Dawn Redwood – *Metasequoia glyptostroboides*
12. Swiss Stone Pine – *Pinus cembra*
13. Austrian Black Pine – *Pinus nigra*
14. Japanese Black Pine – *Pinus thunbergii*
15. Japanese Red Pine – *Pinus densiflora*
16. Japanese Cryptomeria – *Cryptomeria japonica*
17. Serbian Spruce – *Picea omorika*
18. Umbrella Pine – *Sciadopitys verticillata*
19. Bald Cypress – *Taxodium distichum*
20. Hiba Cedar – *Thujopsis dolabrata*
21. Canadian Hemlock – *Tsuga canadensis*

List of Suitable Trees

C. DECIDUOUS - NATIVE:

1. Pacific or Western Flowering Dogwood -- *Cornus nuttallii*
2. Vine Maple -- *Acer circinatum*
3. Red Alder -- *Alnus rubra*
4. Western Hazelnut -- *Corylus cornuta*
5. Oregon Ash -- *Fraxinus latifolia*
6. Narrow-leaved Cherry – *Prunus emarginata* var. *mollis*
7. Western Serviceberry - *Amelanchier alnifolia*
8. Black Hawthorn - *Crataegus douglasii*
9. Cascara - *Rhamnus purshiana*
10. Oregon White Oak - *Quercus garryana*
11. Pacific Crabapple - *Malus fusca*
12. Pacific Willow - *Salix lasiandra*

D. DECIDUOUS – NON-NATIVE:

1. None

LIST 6: TREE SPECIES FOR CREDIT IN RESTRICTED CITY RIGHT-OF-WAY

The tree species in List 7 shall be used for replacement credit in those locations identified as “Restricted R.O.W” in the Medina Landscape Plan set forth in Figure 5 of the Community Design Element of the Medina Comprehensive Plan. The city may accept other tree species not on the list for replacement credit provided the tree is an appropriate species to be planted where overhead utility lines or view corridors necessitate lower tree heights.

LIST 7: LOW-GROWING TREE SPECIES SUITABLE NEAR POWER LINES

The tree species in this list may be used for replacement credit when replacement trees are planted under or within 20 horizontal feet of overhead power distribution and transmission lines. The city may accept non-native tree species in this list and other non-native tree species not on the list for replacement credit provided the tree is an appropriate species to be planted near power lines.

A. EVERGREENS:

1. Mugo Pine – *Pinus mugo*
2. Tanyosho Pine – *Pinus densiflora* ‘*Umbraculifera*’
3. Dwarf Hinoki Cypress – *Chamaecyparis obtusa* ‘*Nana gracilis*’
4. Chinese Juniper – *Juniperus chinensis*
5. Swiss Stone Pine – *Pinus cembra*
6. Japanese Umbrella Pine – *Sciadopitys verticillata*
7. Bristlecone Pine – *Pinus aristata*
8. Dwarf Japanese Red Pine – *Pinus densiflora* sp

List of Suitable Trees

B. DECIDUOUS:

1. Vine Maple – *Acer circinatum*
2. Amur Maple – *Acer ginnala*
3. Rocky Mountain Maple – *Acer grandidentatum*
4. Paperbark Maple – *Acer griseum*
5. Japanese Maple – *Acer palmatum*
6. Pacific Serviceberry – *Amelanchier alnifolia*
7. Western Serviceberry – *Amelanchier grandiflora*
8. Japanese Hornbeam – *Carpinus japonica*
9. Eastern Redbud – *Cercis canadensis*
10. Corneliancherry Dogwood – *Cornus mas*
11. Japanese Dogwood – *Cornus officinalis*
12. European Filbert – *Corylus avellana*
13. Smoketree – *Cotinus sp.*
14. Hawthorn – *Crataegus sp.*
15. Goldenrain Tree – *Koelreuteria paniculata*
16. Galaxy Magnolia – *Magnolia 'Galaxy'*
17. Star Magnolia – *Magnolia stellata*
18. Lily Magnolia – *Magnolia liliiflora*
19. Victoria Southern Magnolia – *Magnolia grandiflora 'Victoria'*
20. Carmine Crabapple -- *Malus x atrosanguinea*
21. Sargent Crabapple – *Malus sargentii*
22. Pink Perfection Crabapple – *Malus 'Pink Perfection'*
23. Radiant Crabapple – *Malus 'Radiant'*
24. Strathmore Crabapple – *Malus 'Strathmore'*
25. Persian Parrotia – *Parrotia persica*
26. Flowering Cherry/Plum – *Prunus sp.*
27. Amur Chokecherry – *Prunus maackii*
28. Mt. Fuji Flowering Cherry – *Prunus serrulata 'Shirotae'*
29. Staghorn Sumac – *Rhus typhina*
30. Red Cascade Mountain Ash – *Sorbus americana 'Dwarf-crown'*
31. Japanese Stewartia – *Stewartia pseuocamellia*
32. Japanese Snowbell – *Styrax japonicus*
33. Japanese Tree Lilac – *Syringa reticulata*

SOURCE FOR IDENTIFYING NATIVE SPECIES:

- Kruckerberg, Arthur R. *Gardening with Native Plants of the Pacific Northwest – an illustrated guide*. Seattle: University of Washington Press, 1982. Print.
- Arno, Stephen F. and Hammerly, Ramona P. *Northwest Trees – identifying and understanding the regions native trees*. Seattle: The Mountaineers, 1977. Print.
- Hitchcock, C. Leo and Cronquist, Arthur. *Flora of the Pacific Northwest – an illustrated manual*. Seattle: University of Washington Press, 1973. Print.
- Breen, Patrick. *Oregon State University Department of Horticulture Landscape Plants – Images, identification and information* (<http://oregonstate.edu/dept/ldplants/>, September 12, 2013). Corvallis, OR 97331-4501, USA.
- USDA, NRCS. 2013. *The PLANTS Database* (<http://plants.usda.gov>, 19 September 2013). National Plant Data Team, Greensboro, NC 27401-4901 USA.
- USDA Plant Hardiness Zone Map, 2012. Agricultural Research Service, U.S. Department of Agriculture. Accessed from <http://planthardiness.ars.usda.gov>.

January 2026 Check Register

Vendor	Invoice Number	Expense Notes	Invoice Amount	Check Number	Check Date	Account Number	Account Description
911 Supply Inc	INV-2-58390	Uniform belt Anderson	\$34.85	67397	1/27/2026	001-000-000-521-20-22-00	Uniforms
911 Supply Inc	INV-2-58448	Mag/Cuff Pouch - Gidlof	\$54.27	67397	1/27/2026	001-000-000-521-20-31-40	Police Operating Supplies
			\$89.12				
ADP, Inc.	ADP Fees Jan 2026	ADP Fees Jan 2026	\$2,522.26	ADP Fees Jan 2026	1/27/2026	001-000-000-514-20-41-01	Professional Services
ADP, Inc.	ADP Fees Jan 2026 B		\$2,530.11	ADP Fees Jan 2026	1/27/2026	001-000-000-514-20-41-01	Professional Services
			\$5,052.37				
Amazon Capital Services	1YDF-W4QG-XLRJ	PD Office Supplies	\$6.61	67398	1/27/2026	001-000-000-521-20-31-00	Office Supplies
Amazon Capital Services	1GWY-PN6D-9T4Y	PD Office Supplies	\$50.83	67398	1/27/2026	001-000-000-521-20-31-00	Office Supplies
Amazon Capital Services	1N1TC-14R7-XXV9	PD Office Supplies	\$567.98	67398	1/27/2026	001-000-000-521-20-31-00	Office Supplies
			\$625.42				
Association of WA Cities	167602	Retro Alliance 2026	\$1,536.00	EFT 1	1/22/2026	001-000-000-514-20-46-00	Insurance (WCIA)
Association of WA Cities	167760	City Membership 2026	\$1,947.00	EFT 1	1/22/2026	001-000-000-511-60-41-00	Professional Services
Association of WA Cities	167958	RMSA 2026 Insurance	\$39,954.50	EFT 1	1/22/2026	401-000-000-558-50-03-00	Insurance Allocation (WCIA)
Association of WA Cities	167958	RMSA 2026 Insurance	\$216,822.50	EFT 1	1/22/2026	001-000-000-514-20-46-00	Insurance (WCIA)
			\$260,260.00				
CF Roofing LLC	1080	CH Roof Repairs	\$4,501.12	67399	1/27/2026	001-000-000-518-30-48-00	Repairs/maint-City Hall Bldg
			\$4,501.12				
CivicPlus, LLC	360231	Mass Notification Platform Renewal	\$5,095.86	67382	1/27/2026	001-000-000-518-80-41-60	Software Services
			\$5,095.86				
Clean Air Agency	26-056	2026 Clean Air Assessment	\$13,273.00	67383	1/27/2026	001-000-000-553-70-40-00	Pollution Prevention - Puget Sound Clean Air
			\$13,273.00				
Coffman Engineers	26001487	Mechanical Equipment Sound Testing	\$420.00	67384	1/27/2026	401-000-000-555-50-41-08	Sound Testing Consultant
			\$420.00				
Crime Stoppers of Puget Sound	CSOPA261024	Crime Stopper Dues	\$580.39	67385	1/27/2026	001-000-000-521-20-49-40	Dues,Subscriptions,Memberships
			\$580.39				
CSPA Interlocal	2026-Medina	Memership Renewal	\$400.00	67386	1/27/2026	001-000-000-521-20-49-40	Dues,Subscriptions,Memberships
			\$400.00				
Department of Licensing	Firearms Fees Jan 2026	Firearms Fees Jan 2026	\$36.00	20250877	1/31/2026	631-000-000-589-30-01-00	Dept Of Lic-Gun Permit
			\$36.00				
DeVoist, Chris	Advance Deposit Refund	Advance Deposit Refund	\$515.00	EFT Payment 2/10/2026 12:27:52 PM - 1	1/27/2026	401-000-000-508-51-02-00	Dev Services, Assigned DS Advanced Deposits
			\$515.00				
Esri Inc	900169825	GIS Annual Sub	\$2,689.11	67367	1/23/2026	001-000-000-518-80-41-50	Technical Services, Software Services
			\$2,689.11				
FCI - Custom Police Vehicles	17242	Lease for Car 28	\$79.01	67387	1/27/2026	001-000-000-594-21-80-00	Police Lease Repayment, Interest Cost
FCI - Custom Police Vehicles	17167	Car 28	\$81.64	67368	1/23/2026	001-000-000-594-21-80-00	Police Lease Repayment, Interest Cost
FCI - Custom Police Vehicles	17243	Lease for Car 29	\$183.77	67387	1/27/2026	001-000-000-594-21-80-00	Police Lease Repayment, Interest Cost
FCI - Custom Police Vehicles	17168	CAR 29	\$188.71	67368	1/23/2026	001-000-000-594-21-80-00	Police Lease Repayment, Interest Cost
FCI - Custom Police Vehicles	17245	Lease for Car 32	\$372.15	67387	1/27/2026	001-000-000-594-21-80-00	Police Lease Repayment, Interest Cost
FCI - Custom Police Vehicles	17170	car 32	\$375.89	67368	1/23/2026	001-000-000-594-21-80-00	Police Lease Repayment, Interest Cost
FCI - Custom Police Vehicles	17246	Lease for Car 33	\$521.21	67387	1/27/2026	001-000-000-594-21-80-00	Police Lease Repayment, Interest Cost
FCI - Custom Police Vehicles	17171	CAR 33	\$526.55	67368	1/23/2026	001-000-000-594-21-80-00	Police Lease Repayment, Interest Cost
FCI - Custom Police Vehicles	17244	Lease for Car 30&31	\$537.98	67387	1/27/2026	001-000-000-594-21-80-00	Police Lease Repayment, Interest Cost
FCI - Custom Police Vehicles	17169	CAR 30 and 31	\$548.81	67368	1/23/2026	001-000-000-594-21-80-00	Police Lease Repayment, Interest Cost
FCI - Custom Police Vehicles	17170	Car 32	\$598.05	67368	1/23/2026	001-000-000-594-21-70-00	Police Lease Repayment, Principal Cost
FCI - Custom Police Vehicles	17245	Lease for Car 32	\$601.79	67387	1/27/2026	001-000-000-594-21-70-00	Police Lease Repayment, Principal Cost
FCI - Custom Police Vehicles	17167	Car 28	\$631.36	67368	1/23/2026	001-000-000-594-21-70-00	Police Lease Repayment, Principal Cost
FCI - Custom Police Vehicles	17242	Lease for Car 28	\$633.99	67387	1/27/2026	001-000-000-594-21-70-00	Police Lease Repayment, Principal Cost
FCI - Custom Police Vehicles	17171	CAR 33	\$854.02	67368	1/23/2026	001-000-000-594-21-70-00	Police Lease Repayment, Principal Cost
FCI - Custom Police Vehicles	17246	Lease for Car 33	\$859.36	67387	1/27/2026	001-000-000-594-21-70-00	Police Lease Repayment, Principal Cost
FCI - Custom Police Vehicles	17168	CAR 29	\$1,185.21	67368	1/23/2026	001-000-000-594-21-70-00	Police Lease Repayment, Principal Cost

FCI - Custom Police Vehicles	17243	Lease for Car 29	\$1,190.15	67387	1/27/2026	001-000-000-594-21-70-00	Police Lease Repayment, Principal Cost
FCI - Custom Police Vehicles	17169	CAR 30 and 31	\$2,165.79	67388	1/23/2026	001-000-000-594-21-70-00	Police Lease Repayment, Principal Cost
FCI - Custom Police Vehicles	17244	Lease for Car 30&31	\$2,176.62	67387	1/27/2026	001-000-000-594-21-70-00	Police Lease Repayment, Principal Cost
			\$14,312.06				
Flock Safety	INV-80762	Flock cameras	\$41,325.00	67318	1/12/2026	001-000-000-594-21-70-00	Police Lease Repayment, Principal Cost
			\$41,325.00				
Ford Credit Municipal Finance	1782429	Captain Lease	\$368.87	67369	1/23/2026	001-000-000-594-21-80-00	Police Lease Repayment, Interest Cost
Ford Credit Municipal Finance	1782429	Captain Lease	\$836.79	67369	1/23/2026	001-000-000-594-21-70-00	Police Lease Repayment, Principal Cost
			\$1,205.66				
Goad, Christopher & Tanya	Advance Deposit Refund	Advance Deposit Refund	\$2,500.00	EFT Payment 2/10/2026 2:09:32 PM 1	1/29/2026	401-000-000-582-10-00-02	Refund of DS Adv Deposits
			\$2,500.00				
Home Depot Credit Services	47110232280	Building Maintenance	\$2.73	EFT EFT 260230152647681	1/22/2026	001-000-000-518-30-48-00	Repairs/maint-City Hall Bldg
Home Depot Credit Services	47115158381	Shop Supplies	\$24.19	EFT EFT 260230152647681	1/22/2026	001-000-000-576-80-31-00	Operating Supplies
Home Depot Credit Services	47115158373	Shop Supplies	\$28.61	EFT EFT 260230152647681	1/22/2026	001-000-000-576-80-31-00	Operating Supplies
Home Depot Credit Services	47115599154	Grout & Supplies	\$29.63	EFT EFT 260230152647681	1/22/2026	001-000-000-518-30-48-00	Repairs/maint-City Hall Bldg
Home Depot Credit Services	47116139281	Light Bulbs City Hall	\$39.61	EFT EFT 260230152647681	1/22/2026	001-000-000-518-30-48-00	Repairs/maint-City Hall Bldg
Home Depot Credit Services	47115280367	Shop Tools	\$56.65	EFT EFT 260230152647681	1/22/2026	001-000-000-576-80-31-00	Operating Supplies
Home Depot Credit Services	47116119051	Irrigation	\$58.19	EFT EFT 260230152647681	1/22/2026	001-000-000-576-80-31-00	Operating Supplies
Home Depot Credit Services	47110110346	Concrete for Sign Posts	\$115.25	EFT EFT 260230152647681	1/22/2026	101-000-000-542-30-31-00	Operating & Maintenance Supplies
Home Depot Credit Services	47115433149	Shop Supplies	\$265.01	EFT EFT 260230152647681	1/22/2026	001-000-000-576-80-31-00	Operating Supplies
Home Depot Credit Services	47112111797	Garabage Cans & Shop Supplies	\$277.15	EFT EFT 260230152647681	1/22/2026	001-000-000-576-80-31-00	Operating Supplies
Home Depot Credit Services	47115280342	Irrigation Supplies / Shop hand tools	\$1,075.24	EFT EFT 260230152647681	1/22/2026	001-000-000-576-80-31-00	Operating Supplies
			\$1,972.26				
Horticultural Elements, Inc.	10602	84/24th & 84th Median Maintenance	\$4,625.00	67370	1/23/2026	101-000-000-542-30-41-00	Professional Services
			\$4,625.00				
KC Chiefs of Police Assoc	26-024	2026 Annual Dues	\$75.00	67389	1/27/2026	001-000-000-521-20-49-40	Dues,Subscriptions,Memberships
			\$75.00				
KC Recorder's Office	2026 12.30.25	2026 Oath of Office	\$1,218.00	67319	1/12/2026	001-000-000-514-40-40-00	Election Services-Voter Regist
			\$1,218.00				
Konica Minolta Premier Finance	5037254580	Page Overage	\$36.98	67390	1/27/2026	001-000-000-518-10-31-00	Office And Operating Supplies
Konica Minolta Premier Finance	594657104	PD Copier	\$535.88	EFT EFT 01/23/261	1/23/2026	001-000-000-521-20-45-00	Equipment-Lease & Rentals
			\$572.86				
LEAF	19615819	VXRail Server Replacement	\$46,656.90	67371	1/23/2026	001-000-000-594-14-64-00	City Hall IT HW/SW >\$5K Capital Outlay
			\$46,656.90				
Lexipol LLC	INVLEX11262627	Law Enforcement Manual	\$6,021.42	67320	1/12/2026	001-000-000-521-20-49-41	Lexipol Manuals
			\$6,021.42				
Message Watcher, LLC	2-60720	Email/SM/Web Archiving	\$381.80	67372	1/23/2026	001-000-000-518-80-41-60	Software Services
			\$381.80				
NextRequest, LLC	357398	FOIA Portal Annual Sub	\$11,109.69	67373	1/23/2026	001-000-000-518-80-41-60	Software Services
			\$11,109.69				
Norcom	0001944	Q1 2026 Dispatch Services	\$23,002.72	67321	1/12/2026	001-000-000-521-20-41-15	Dispatch Services-Norcom Trans
			\$23,002.72				
Office of Minority & Women's Bus.Enterprise	30314987	Office of Minority & Business Enterprise Political Subdivision Fee	\$264.21	67391	1/27/2026	001-000-000-511-60-49-00	Miscellaneous
			\$264.21				
PC Specialists, Inc.	5619187	Duo Subscription	\$82.73	67392	1/27/2026	001-000-000-518-80-41-60	Software Services

PC Specialists, Inc.	70592	IT Services DS	\$1,846.02	67392	1/27/2026	401-000-000-558-50-05-00	Technical Services, Software Services
PC Specialists, Inc.	70592	IT Services	\$10,017.85	67392	1/27/2026	001-000-000-518-80-41-50	Technical Services, Software Services
			\$11,946.60				
PowerDMS, Inc.	INV-150755	Software Renewal	\$606.10	67393	1/27/2026	001-000-000-521-20-49-41	Lexipol Manuals
			\$606.10				
Puget Sound Emergency Radio Network	2695	Q1 Public Radio Service	\$3,079.44	67374	1/23/2026	001-000-000-521-20-41-20	Dispatch-EPSCA
			\$3,079.44				
Puget Sound Energy	Service for 12/3/25-12/31/25 80th Ave NE & NE 10th ST	Street Light Power	\$12.21	67394	1/27/2026	101-000-000-542-63-41-00	Street Light Utilities
Puget Sound Energy	Service for 11/20/25-12/19/25 84th Ave NE # PKNG Public	View Pt PK Power	\$18.94	67394	1/27/2026	001-000-000-576-80-47-00	Utilities
Puget Sound Energy	Service for 12/3/25-12/31/25 88th Ave NE & LK WA BLVD	Street Light Power	\$38.76	67394	1/27/2026	101-000-000-542-63-41-00	Street Light Utilities
Puget Sound Energy	Medina Gateway Ligh Service for 11/19/25-12/18/25	Fire Corner Power	\$39.63	67394	1/27/2026	001-000-000-576-80-47-00	Utilities
Puget Sound Energy	1050 82nd Ave NE	Street Light Power	\$42.24	67394	1/27/2026	101-000-000-542-63-41-00	Street Light Utilities
Puget Sound Energy	Service for 12/3/25-12/30/25 515 Evergreen Point RD	Street Light Power	\$166.16	67394	1/27/2026	101-000-000-542-63-41-00	Street Light Utilities
Puget Sound Energy	Service for 12/2/25-12/30/25 77th Ave NE & 79th Ave NE	Street Light Power	\$166.16	67394	1/27/2026	101-000-000-542-63-41-00	Street Light Utilities
Puget Sound Energy	Takeover # St Ligh Service for 10/21/25-11/19/25	PW Shop Power	\$1,021.21	67394	1/27/2026	001-000-000-576-80-47-00	Utilities
Puget Sound Energy	1000 80th Ave NE Warehouse for Maintance	PW Shop Power	\$1,056.55	67394	1/27/2026	001-000-000-576-80-47-00	Utilities
Puget Sound Energy	Service for 11/19/25-12/18/25 1000 80th Ave NE Warehouse for Maintance	PW Shop Power	\$1,056.55	67394	1/27/2026	001-000-000-576-80-47-00	Utilities
Puget Sound Energy	Service for 12/2/25-12/30/25 TIB LED Conversion - ST	Street Light Power	\$1,384.07	67394	1/27/2026	101-000-000-542-63-41-00	Street Light Utilities
Puget Sound Energy	CH December Power	CH Power	\$2,220.28	26023006242510	1/23/2026	001-000-000-518-10-47-00	Utility Serv-Elec,Water,Waste
Puget Sound Energy	CH January Power	CH Power	\$2,911.89	26023006242510	1/23/2026	001-000-000-518-10-47-00	Utility Serv-Elec,Water,Waste
			\$8,911.94				
Ramp	Jan 2026 Ramp Statement		\$25.00	EFT Ramp Jan 2026 Pmt1	1/22/2026	001-000-000-518-10-49-20	Dues, Subscriptions
Ramp	Jan 2026 Ramp Statement		\$516.00	EFT Ramp Jan 2026 Pmt1	1/22/2026	001-000-000-518-30-45-00	Facility Rental
Ramp	Jan 2026 Ramp Statement		\$605.57	EFT Ramp Jan 2026 Pmt1	1/22/2026	001-000-000-521-20-43-00	Travel & Training
Ramp	Jan 2026 Ramp Statement		\$795.00	EFT Ramp Jan 2026 Pmt1	1/22/2026	001-000-000-521-20-49-40	Dues,Subscriptions,Memberships
Ramp	Jan 2026 Ramp Statement		\$1,165.92	EFT Ramp Jan 2026 Pmt1	1/22/2026	401-000-000-558-60-49-00	Dues, Subscriptions, Memberships
Ramp	Jan 2026 Ramp Statement		\$1,428.82	EFT Ramp Jan 2026 Pmt1	1/22/2026	001-000-000-521-20-32-00	Vehicle Expenses-Gas, Car Wash
Ramp	Jan 2026 Ramp Statement		\$6,239.91	EFT Ramp Jan 2026 Pmt1	1/22/2026	001-000-000-521-20-31-00	Office Supplies
			\$10,776.22				
Seattle Times, The (subscriptions)	060613527	2026 Annual Paper Sub	\$962.00	67351	1/16/2026	001-000-000-518-10-31-00	Office And Operating Supplies
Seattle Times, The (subscriptions)	2026 Subscription Renewal	Times Annual Subscription	\$962.00	67375	1/23/2026	001-000-000-518-10-31-00	Office And Operating Supplies
			\$1,924.00				
Statewide Security	232349	Q1 Fire Alarm Service	\$1,118.04	67376	1/23/2026	001-000-000-518-30-48-00	Repairs/maint-City Hall Bldg
			\$1,118.04				
Sutherland, Michael & Mary	Advance Deposit Refund	Advance Deposit Refund	\$1,617.50	EFT Payment 2/10/2026 2:09:32 PM 2	1/29/2026	401-000-000-508-51-02-00	Dev Services, Assigned DS Advanced Deposits
			\$1,617.50				
Trujillo, Dulce	25-0602	Refund for M-25-070	\$92.75	67377	1/23/2026	401-000-000-582-10-00-02	Refund of DS Adv Deposits
			\$92.75				
US Bank	JE # 2310 Bank Fees and CC	Bank Fees JE # 2310 Jan2026	\$303.49	Bank and CC Fees Jan 2026	1/27/2026	001-000-000-514-20-49-10	Miscellaneous
US Bank	JE # 2310 Bank Fees and CC	Credit Card Fees JE # 2310 Jan2026	\$1,430.76	Bank and CC Fees Jan 2026	1/27/2026	401-000-000-558-60-49-10	Miscellaneous
			\$1,734.25				

Vision Municipal Solutions, LLC	09-16625	Vision ERP System Annual Maintenance	\$10,258.52	67322	1/12/2026	001-000-000-514-20-41-01	Professional Services
			\$10,258.52				
WA ST Auditor's Office	L172476	2024 Audit Charges	\$556.40	67395	1/27/2026	001-000-000-514-20-42-00	Intergvtml Prof Serv-Auditors
			\$556.40				
WA ST Criminal Justice	201142405	Basic Academy - Bingcang	\$8,156.69	67396	1/27/2026	001-000-000-521-20-43-00	Travel & Training
			\$8,156.69				
WAPRO	13961	2026 WAPRO	\$25.00	67352	1/16/2026	001-000-000-521-20-49-40	Dues,Subscriptions,Memberships
			\$25.00				
Washington Law Enforcement Information and Records Associator	5226	Information and Records Sub	\$50.00	67378	1/23/2026	001-000-000-521-20-49-40	Dues,Subscriptions,Memberships
			\$50.00				

Grand Total

\$509,633.42

AP Total

Payroll	Jan 2026 Payroll	Payroll	\$23,967.15		1/30/2026	001-000-000-513-10-11-00	Salaries, Wages & Benefits
Payroll	Jan 2026 Payroll	Payroll	\$16,411.00		1/30/2026	001-000-000-514-20-11-00	Salaries, Wages & Benefits
Payroll	Jan 2026 Payroll	Payroll	\$27,815.49		1/30/2026	001-000-000-518-10-11-00	Salaries, Wages & Benefits
Payroll	Jan 2026 Payroll	Payroll	\$183,709.97		1/30/2026	001-000-000-521-20-11-00	Salaries, Wages & Benefits
Payroll	Jan 2026 Payroll	Payroll	\$0.00		1/30/2026	001-000-000-571-00-11-00	Salaries, Wages & Benefits
Payroll	Jan 2026 Payroll	Payroll	\$39,955.29		1/30/2026	001-000-000-576-80-11-00	Salaries, Wages & Benefits
Payroll	Jan 2026 Payroll	Payroll	\$26,206.21		1/30/2026	101-000-000-542-30-11-00	Salaries, Wages & Benefits
Payroll	Jan 2026 Payroll	Payroll	\$46,139.31		1/30/2026	401-000-000-558-60-11-00	Salaries, Wages & Benefits

\$364,204.42

Payroll Total

\$873,837.84

Grand Total



MEDINA, WASHINGTON

AGENDA BILL

Monday, February 23rd 2026

<p>Subject/Topic: Adopt Financial Policy Update</p> <p>Dept. Origin: Finance/HR</p> <p>Category: Policy Update</p> <p>Prepared by: Ryan Wagner – Finance Director</p> <p>Attachments:</p> <p>Resolution No. 458 Updating Financial Policies</p> <p>2026 Recommended Financial Policy Updates</p>	<p>Proposed Council Action/Motion:</p> <p><input type="checkbox"/> Information Only</p> <p><input type="checkbox"/> Receive and File</p> <p><input type="checkbox"/> Discuss</p> <p><input type="checkbox"/> Provide Direction</p> <p><input type="checkbox"/> Public Hearing</p> <p><input checked="" type="checkbox"/> Adopt/Approve</p> <p><input type="checkbox"/> Other:</p>
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Proposed Council Action

To Adopt Resolution 458, updating the Financial Policies for the City of Medina

Summary

The City’s Financial Policies were last updated in September of 2023. The purpose of this discussion is to receive feedback from the City Council on the following three recommended updates.

1. Per-Diem

Employee Per-Diem is to cover meals and other miscellaneous expenses when traveling. Staff recommends adopting the General Services Administration (“GSA”) standard to apply a flat rate for daily use. If any meal(s) is/are provided at no cost to the employee as part of their travel, that meal will be subtracted from the total daily per diem rate. If the area you are traveling to is not listed by the GSA, the standard rate will be applied.

Why Switch?

IRS Compliance and Tax Efficiency: Using GSA rates ensures reimbursements fall within federal guidelines, reducing the risk of payments being classified as taxable income.

Cost Management: The rates are based on market data (average daily rates) to ensure fair but controlled spending, with a standard rate covering most of the United States, with higher cost areas having unique rates.

Administrative Efficiency: Using established, annually updated rates (e.g., FY 2026 rates) simplifies the reimbursement process, eliminating the need to calculate actual expenses.

Employee Benefit: Employees who travel for work should not have to be burdened with receipt collection for all purchases.

Transparency: Rates are publicly available, providing clear expectations for both employers and employees.

2. Purchasing Policy – Food and Beverage

The City currently does not have any policy language that specifies General Fund spend for community and city business.

The purpose of this procedure is to provide guidance regarding when purchases of meals and refreshments by the city are reasonable, allowable and related to the conduct of City business or services.

Who approves and tracks this spend?

All authorized spending in this area will go through the same approval process as any other city claims. Directors will be responsible for their respective budgets, and approval will run through the Audit Officer (Finance Director) and the City Manager. All invoices and credit card payments are also presented to the City Council through the monthly check register for final approval and for community transparency.

What's the Budget?

The 2026 budget includes:

- \$6,000 in the Central Services budget for food and beverages during City Council Meetings.
- \$10,000 in the Legislative Services budget for the end of year banquet and for City Council retreats.
- Please note there is no specific budget allocation outside of these specific events, however the total cost for 2026 on other approved spend is estimated at \$2,500.

3. External Payment Verification

An external payment verification policy outlines the procedures for confirming the legitimacy of transactions and the identity of the parties involved when processing payments from outside sources. It is a critical component of a company's fraud management strategy and is required for compliance in many industries.

This recommendation is made by our insurance risk pool to ensure we qualify for cyber security coverage.

Any changes to the Financial Policies must be approved by Council via a resolution. The attached document describes the existing procedures and controls, alongside the new recommendations. Upon Council approval, it will be inserted into the Financial Policy manual.

Please note the recommended policy changes have been reviewed by the City's labor attorney, Charlotte Archer.

If you would like to review the current Financial Policies for the city, they can be found on the website in the following location.

[Financial Policies | Medina Washington](#)

Council Priorities

This proposal furthers Council Priorities 1 and 3.

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

Budget/Fiscal Impact: No change/impact to current levels of appropriations.

Recommendation: Adopt Ordinance No. 458.

City Manager Approval:



Proposed Council Motions: "I move to adopt Resolution 458 amending the Financial Policy for the City of Medina to add electronic payment verification and update the purchasing and per-diem policies."

CITY OF MEDINA, WASHINGTON

RESOLUTION NO. 458

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF MEDINA, WASHINGTON, ADOPTING AN AMENDMENT TO FINANCIAL POLICIES TO UPDATE THE ACCOUNTS PAYABLE PROCESS AND EXPAND EFT PAYMENTS.

WHEREAS, by staff recommendation, the city’s Per Diem Policy will be updated to follow the GSA standard by using a flat rate for daily travel use.

WHEREAS, by recommendation given by AWC RMSA to maintain compliance with Medina’s Cyber Security Insurance carrier.

WHEREAS, to create a policy for both external and internal electronic payment verification.

WHEREAS, to update the city’s purchasing policy to clearly define acceptable use of General Fund spend on food and beverages across various city functions and events.

WHEREAS, the approved changes provide greater transparency into the policies and procedures of the Finance Department for the City of Medina.

WHEREAS, this action requires an amendment to the City’s Financial Management Policies;

NOW THEREFORE, THE CITY COUNCIL OF THE CITY OF MEDINA, WASHINGTON, RESOLVES AS FOLLOWS:

- Section 1.** Adopt Financial Management Policies as Amended, attached hereto as Exhibit A.
- Section 2. Effective Date.** This Resolution shall be effective upon its adoption by the City Council.

PASSED BY THE CITY COUNCIL OF THE CITY OF MEDINA ON February 23, 2026 AND SIGNED IN AUTHENTICATION OF ITS PASSAGE ON February 23, 2026.

Jessica Rossman, Mayor

Approved as to form:
Inslee Best Doezie & Ryder P.S.

Attest:

Jennifer Robertson, City Attorney

Dawn Nations, Acting City Clerk

FILED WITH THE CITY CLERK:
PASSED BY THE CITY COUNCIL:
RESOLUTION NO. 458

EXHIBIT A

City of Medina, Washington Financial Management Policies

General Financial Goals:

Ensure a financial base that is sufficient to sustain City of Medina Municipal Services, able to withstand local and regional economic challenges, able to adjust to changes in service requirements, and maintain sound fiscal policies in support of these goals.

Financial Management Policies:

The Financial Management Policies assemble all of the City's financial policies in one document. They are the tools to ensure that the City is financially able to meet its immediate and long-term service objectives. The individual policies contained herein serve as guidelines for both the financial planning and the internal financial management operations of the City.

The City of Medina is accountable to its citizens for the use of public dollars. Municipal resources must be used wisely to ensure adequate funding for the services, public facilities, and infrastructure necessary to meet the community's present and future needs. These policies safeguard the fiscal stability required to achieve the City's goals and objectives.

The City of Medina's Financial Management Policies, and any amendments thereto, shall be adopted by resolution of the City Council.

Policy Objectives:

The Financial Management Policies have the following objectives for the City's fiscal performance:

- Guide City Council and Management Policy decisions.
- Establish operating principles that minimize the cost of government and financial risk.
- Maintain revenue policies that ensure adequate funding for desired programs, currently, as well as in the future.
- Promote sound financial management by providing accurate and timely reporting information on the financial condition of the City.
- Protect the City's credit rating and provide for adequate resources to meet the provision of any debt incurred by the City.
- Ensure the legal use of financial resources through an effective system of internal controls.

- Promote cooperation and coordination with other governments and the private sector in the financing and delivery of services with the goal of obtaining the best value for the tax dollar.

Budget Policies

- a. The annual budget will be designed in support of the Strategic Goals of the City and will focus on continual evaluation of the City's success at achieving the goals and policies it has set for itself. The operating budget is the City's comprehensive annual financial plan which provides for City services based on City priorities.
- b. The annual budget shall be developed consistent with state law and in a manner which encourages early involvement with the public and City Council.
- c. The City Council will establish municipal service levels and priorities for the ensuing year prior to and during the development of the preliminary budget.
- d. The City will maintain a balanced budget. The use of existing fund balances to achieve a balanced budget (while generally accepted as a practice in Washington Cities), is not sustainable for the long term. The City prefers to adopt an operating budget where current revenues meet or exceed current budgeted expenditures.
- e. The Finance Department will maintain a system for monitoring the City's financial performance. The system will provide the City Council with monthly and/or quarterly information in a timely manner at the fund level, by revenue resources and department level expenditures.
- f. Under the provisions of state law and the City's operating procedures, the budget is adopted at the fund level. Adjustments or reallocations of existing appropriations within the fund level, which do not change the bottom line of the fund, may be done administratively and do not require Council action. Additions to, or reductions of fund level appropriations, which change the bottom line of the fund, require an amendment of the budget and City Council action by Ordinance.
- g. Supplemental budget appropriations (appropriations requested after the original budget is adopted) will be submitted in the form of a Budget Amendment and will be considered as a result of the availability of new revenues.
- h. The annual budget will provide for the design, construction, maintenance and replacement of the City's Capital, facilities and equipment consistent with the Capital Projects Plan/ Comprehensive Plan/ Capital Improvement Plan, including the associated costs for operating the facilities.
- i. The City will maintain all assets at such a level that it protects the City's capital investment and minimizes future maintenance and replacement costs.
- j. The City will develop an equipment replacement and maintenance needs list by department for the life cycle of the equipment and will utilize this list during the annual budget development process.
- k. Fixed assets: inventories of larger physical fixed assets costing more than \$5,000 and having a useful life of more than one year, will be maintained on a Fixed Asset Schedule and will be updated as the property is added, retired or sold.

Fund Policies

Adequate fund levels are a necessary component of the City's overall financial management strategy and a key factor in external agencies' measurement of the City's financial strength.

General Fund Operating Balance: Minimum 25% Fund Balance

The City will strive to maintain General Fund Operating Balances at a minimum level of 25% of the total General Fund Budgeted Expenditures.

The General Fund Operating Balance shall be created and maintained to provide sufficient cash flow to meet the needs of daily financial operations.

In general, the City shall endeavor to support ongoing operations with ongoing revenues, but may use General Fund Operations Balances on a limited basis to support City services pending the development of a longer-term financial solution.

The General Fund Operating Balance shall not be used in a manner that puts the City in danger of being unable to sustain future operations. If the General Fund Operating Balance falls below the policy level stated above, it will be important for the City to create a long-term plan to replenish the fund balance level.

Budget surpluses in the General Fund Operations Balance may be used on a limited basis to fund operations and to fund reserve accounts if:

- a) There are surplus balances remaining after all current expenditure obligations are met.
- b) The City has decided that revenues for the ensuing budget year are sufficient to support budgeted General Fund Operating needs.

A surplus is defined as the difference between the actual beginning fund balance and budgeted beginning fund balance. It consists of "under-expenditures" and/or "excess revenues" over and above the amounts included in the following year's annual budget.

Reserve Account Policies

The City maintains Reserve Accounts for a Levy Stabilization Fund Account, a Contingency Fund Account, a Capital Projects Fund Account, and an Equipment Replacement Account. The priority or sequence for allocating reserves to these accounts is:

1. The Levy Stabilization Fund account up to the annual targeted amount identified in the Levy.
2. The Contingency Fund account up to 25% of the annual general fund budgeted expenditures.
3. Any remaining reserves allocated to the Capital Projects Fund, the Equipment Replacement Account and/or the Levy Stabilization Fund as recommended by the City Manager and/or Finance Director.

Levy Stabilization Fund

On the November 2019 ballot, Medina voters approved a 6-year increase to their City property tax levy, starting in 2020, in order to maintain then-existing levels of service for the next 10 years. A promise was made to the voters that these additional funds would be managed in such a way as to keep those service levels in place for at least 10 years. The purpose of the Levy Stabilization Fund is to hold excess amounts resulting from the levy increase during 2020-2025 and to draw from the Levy Stabilization Fund to cover General Fund and Street Operations funding gaps during 2026 to 2029 (or longer, if feasible).

Contingency Fund

The Contingency Fund may be used for the following:

- a) To sustain City services in the event of a catastrophic event such as a natural/manmade disaster (e.g. earthquake, windstorm, flood, terrorist attack) or a major downturn in the economy.
- b) To address temporary, short-term (less than one year) economic downturns and temporary gaps in cash flow. Conditions, such as expense reductions and/or restrictions may be imposed.
- c) Amounts held in the Contingency Fund in excess of its limit (25% of the annual general fund budgeted expenditures) may be used to fund the Capital Improvement Plan.
- d) To pay down debts expeditiously when financially advisable, consistent with expert recommendations and with consideration of the City's overall financial status.

All expenditures transferred into and out of the Contingency Fund, must be authorized by the City Council.

Capital Projects Fund

The Capital Projects Fund may be used for Capital Improvement Plan projects. See Capital Investment Policies section for further details.

Equipment Replacement Account:

The City may elect to maintain an Equipment Replacement Account for the purpose of funding fleet maintenance (police and public works) or a capital equipment reserve for the purpose of capital asset replacement.

Development Services Fund:

The City provides Development Services to the community. Prior to 2022 this was done as a department within the General Fund, charging fees directly to individual property owners who wish to develop their private property. These revenue sources exist to offset the expense the City incurs on the individual property owners' behalf.

The City desired greater transparency of Development Services' financial activities as well as a more focused and streamlined accounting structure to evaluate its cost recovery rate. The Government

Accounting and Standards Board (GASB) has pronounced that if any service or program's principal revenue source has a pricing policy that fees and charges be set to recover cost meets the criteria to be reported as a separate "Enterprise Fund". The City desired to extract the Development Services Department's related revenues, expenses (direct and allocated) and customer deposits from the General Fund and place them in a newly created Development Services Fund, starting with Budget Year 2022.

Revenue Policies

- a. The City will strive to maintain a diversified and stable revenue system in order to maintain the City's ability to handle fluctuations in individual revenue sources.
- b. Revenue forecasts should be realistically estimated and based on the best information available. The City will take into consideration that revenues are subject to local and regional economic activities.
- c. If long-term (greater than one year) revenue downturns are expected, the City will review and as appropriate revise its revenue forecasts. The City will also consider reducing expenses or increasing revenue in order to respond to and help stabilize the long-term impacts.
- d. When evaluating potential grants, the City must consider and communicate to management and, where applicable, Council, the near- and long-term financial impact of the grant on the City, including any requirements for local matching funds or for continuation of program with local funds after grant funds are exhausted, as well as any future expenditure impacts (e.g., on-going repairs and maintenance). A grant may be rejected if its impacts on City finances cannot be justified.
- e. The City will strive to set fee schedules at levels sufficient to cover the entire cost of service delivery. The City will systematically review user fees and consider adjustments as necessary to consider the effects of additional service costs and inflation.
- f. With respect to revenue-generating contracts and leases to be entered into by the City, the City shall review and, as applicable, present to Council for approval, the contract or lease on a timely basis in order to help ensure prompt approval by Council (where applicable) and generation of the related revenue streams. The City must undertake due diligence for any possible real or apparent conflicts of interest and recommend how to manage them. Any contracts or leases with real or apparent conflicts of interest must be approved by City Council, and the conflict and conflict-management information must be fully disclosed to the City Council prior to the presentation of the contract or lease to City Council for approval.

Expenditure Policies

- a. The City budget will provide for sustainable levels of service.
- b. The City will propose only those operating expenditures that can be supported from on-going operating revenues.

- c. The City's operating budget will not rely on one-time revenues to fund ongoing expenditures. Before the City undertakes any agreements that would create fixed on-going expenses, the cost implications of such agreements will be fully determined for current and future years. Capital expenditures may be funded from one-time revenues, but the operating budget expenditure impacts of capital expenditures will be reviewed for compliance with this policy provision.
- d. Department heads are responsible for managing their budgets within the total appropriation for their department.
- e. The City will maintain expenditure categories according to state statute and administrative regulation.
- f. All compensation planning and collective bargaining will focus on the total cost of compensation, which includes direct salary, health care benefits, pension contributions, education, training allowance, and other benefits of a non-salary nature, which are a cost to the City.

Purchasing Policies

- a. The City will follow state laws, and the City's adopted resolutions, ordinances and policies regarding procurement.
- b. The Director of Finance will develop detailed procedures for purchasing, credit card usage, petty cash, expenditure authorization and contract management activities.
- c. Federal Funds or Grants: When procurement involves the expenditure of federal, state or county funds, or private, funds or grants, the purchase will be conducted in accordance with any applicable federal, state and county grant laws or regulations and will be approved by the Director of Finance and the City Manager or their designee. When purchasing items to be funded by others or reimbursed by a grant, the purchaser will perform the due diligence required to ensure that the purchase meets the criteria of the specific grant prior to initiating the purchase and requesting a release of City funds for the purchase.
- d. Emergency Procurement: The City Manager or designee may make or authorize others to make emergency expenditures and procurements of materials, supplies, equipment, or services when a threat to public health, welfare or safety exists. Applicable state laws relating to emergency declarations, expenditures and purchases will be followed.

Definitions for Purchasing Policies

- a. *Accounts Payable* – is the obligations incurred by the City during its operations that remain due and must be paid in the short term.
- b. *Accounts Receivable* – is the funds or obligations owed to the City by customers who were provided services.
- c. *Audit Officer* – The Finance Director and the City Manager will serve as the City's

Auditing Officer and will comply with the bonding and other provisions of RCW 42.24.180 and the requirements herein.

- d. *Claim* - a bill, invoice or written request for payment provided to the City by a vendor or owed party.

Food and Beverage Purchasing

PURPOSE: The purpose of this procedure is to provide guidance regarding when purchases of meals and refreshments by the city are reasonable, allowable and related to the conduct of City business or services.

PROCEDURES: The following is a list of situations in which the reasonable cost of food and beverage items and supplies are allowable City expenses:

- a. Working lunches where staff are expected to attend and the meeting is
 - b. scheduled during a meal period.
 - a. Working meals attended by the City Manager and elected officials or executives from other states and local agencies and jurisdictions.
 - a. Meals or refreshments provided at City Council meetings, City Council study session meetings, City Council retreats and other meetings for elected officials and/or staff members and others required to attend such meetings
 - a. Meals provided during recruitment of key City positions and for interview panels.
 - a. Meals provided at staff appreciation and recognition events.
 - b. Refreshments for ceremonies, receptions and special events sponsored by the city.
 - a. Meals or refreshments provided for working lunch or dinner meetings of commissions, committees, and task forces.
 - a. Light refreshments at meetings such as training sessions, committee and commission meetings, regional meetings and staff meetings.
 - a. Meals or refreshments provided for city employees and others responding to emergency situations (e.g., weather-related event or other event requiring use of emergency coordination center).
 - b. Meals or refreshments provided to seasonal employees attending their department orientation.
 - k. Alcoholic beverages are prohibited at City functions and are not allowed as reimbursable expense.
 - m. The purchasing employee or department must have sufficient budget authority to fund the expense.
 - n. Purchases are to be processed for approval according to City policy, work rules, or practices:

Per Diem

Employee Per-Diem is to cover meals and other miscellaneous expenses when traveling.

Medina will use the General Services Administration ("GSA") standard to apply a flat rate for daily use. If any meal(s) is/are provided at no cost to the employee as part of their travel, that meal will be subtracted from the total daily per diem rate. If the area you are traveling to is not listed by the GSA, the standard rate will be applied.

The General Services Administration (GSA) establishes per diem rates for federal employees traveling within the continental United States (CONUS) to cover meals and incidental expenses. These rates are updated annually, typically in mid-August, for the upcoming fiscal year, which begins October 1st. The GSA's per diem policy ensures fair and equitable reimbursement for federal travelers.

Per-Diem reimbursement is not taxable and will be processed within two weeks of your travel.

Responsibilities of Accounts Payable

- a. Accounts Payable is one of the primary role responsibilities of the Assistant Finance Director. If the Assistant Finance Director is unable to perform these duties, the Finance Director will assume the role of Accounts Payable. In this case, the only acting Audit Officer for the City would be the City Manager.
- b. Accounts Payable will ensure that all supporting documentation is attached to any payment request and that the original documentation is retained. Before the Auditing Officer's review, Accounts Payable will ensure that all appropriate accompanying material is included for each claim, verify the math relating to the bill is correct, check for double payment and ensure that a responsible department head has stamped and signed the claim for payment.
- c. Invoices will be reviewed by Accounts Payable to help prevent any errors, omissions, inconsistencies and wrongful or double payment. All claims and supporting documentation will be organized by Accounts Payable to allow for easy identification and retrieval.
- d. In order to ensure timely review of all claims against the City, Accounts Payable will compile a list of the claims for the month that will be presented to the Audit Officer and the City Council for their approval.
- e. To be included on the list for payment, each claim, with all appropriate documentation, will be presented as early as possible to Accounts Payable but no later than the last business day of the month prior to the next regularly scheduled City Council meeting on the second Monday of the month.

Management's Review & Certification

- a. All claims submitted to the City will be reviewed, pre-audited and certified by the City's Auditing Officer prior to payment. With a dual signature process, both the Finance Director and City Manager will certify each claim.
- b. The Audit Officer will review and certify the payment status of all claims prior to presenting such claims to the City Council for approval. No claim will

be paid without such authentication and certification by the Audit Officer.

- c. Prior to the payment of any claim, the Audit Officer will clearly identify the specific claims and payroll checks certified for payment on an approval list.
- d. The certification will be signed and dated by the Audit Officer and will include the following statement:

"The undersigned Audit Officer does hereby certify under penalty of perjury that the forgoing claims are just, due and unpaid obligation of the City of Medina, and that the undersigned hereby authenticates and certifies said claims."

Payment of Claims

After review and certification of a claim by the Audit Officer, a claim may be paid. When payment occurs prior to formal City Council approval of a claim, the City Council must still exercise its responsibility to review and approve all claims presented for payment and ensure that the audit and certification system is accurate and operating in a manner that provides the greatest possible protection to the City.

City Council Review & Approval of Claims

The City Council will review and may approve the claims paid or to be paid at its next regularly scheduled public meeting. Upon the Council's approval for payment of claims and payroll, the following will be entered into the minutes of the meeting:

"Claims audited and certified by the City's Auditing Officer as required by RCW 42.24.080 and those expense reimbursement claims certified as required by RCW 42.24.090 have been recorded on a listing which has been made available to the Council.

As of this date, (DATE), the Council does approve for payment those claims included in the above-mentioned list and further described as follows:

Claim Checks #_____ through #_____ in the total amount of \$_____.
 Payroll Checks #_____ through #_____ in the total amount of \$_____.
 Voided Check numbers and record of deposit documents will also be noted on this report."

Claim Disapproval

If the Council disapproves a claim or claims, the City Manager and Finance Director must recognize these claims as disapproved and receivables of the city and pursue collection diligently until the amounts that have been disapproved are either collected or the Council is satisfied and approves the appropriate resolution of the claims.

Check Requirements

All City checks require two signatures for payment, and can be signed and paid only after certification by the Auditing Officer. If the Finance Director is acting as Accounts Payable for a claim, then a secondary check signature will be required in lieu of the Finance Director. A list of checks from this City's checking account, clearly showing the claims for that month, will be made part of a regular monthly Council approval list even though these such checks could already have been distributed in accordance with these policies.

Check Signers

Each city check must be signed by two different Director level staff, each with the given authority to do so by the Medina City Council. The following are authorized to be the signatories on this account:

Primary Signature: City Manager
Primary Signature: Finance Director

Secondary Signature: City Clerk
Secondary Signature: Chief of Police

EFT (Electronic Fund Transfer) CONTROL PROCEDURES

To promote the safety of City funds in the electronic funds transfer environment, the following procedures will be adhered to:

1. The procedure to initiate, approve, and record an EFT payment is subject to the same financial policies, procedures, and controls that govern disbursements made by any other means.
 - Review of transfer by Finance Director or her/his designee who will not be entering or initiating the transfer.
 - Two approval signatures from authorized check signers.
 - Reconciliation of bank activity to the General Ledger will be performed in a timely manner with all exceptions resolved.
2. EFT transactions will not be made without proper authorization of affected parties in accordance with federal and state statutes and accepted business practices.
3. All EFT payments should be initiated by secure computer-based systems:

- US Bank SinglePoint (designated administrator, dual control & time-limited token generated PIN)
- Known payroll benefit providers' portals, such as IRS, AWC, DRS, ADP.
- Reoccurring payments through vendor portals, such as utilities and Voyager (Through US Bank)

4. The City Finance Director will serve as primary administrator to manage and control access to the systems used to process EFT transactions. The administrator shall ensure that adequate separation of duties exists in accordance with accepted internal control standards. In addition, the administrator will ensure approval and maintenance of user system IDs, user permissions, including authorized representatives and their associated transfer limits. The City Manager has authority serve as back up administrator.

5. Because EFT transfers between City bank accounts have reduced risk, the Finance Office may use EFTs on a routine basis to concentrate funds for payment and investment purposes. Although the risks are minimal for transfers between City accounts, reasonable controls should exist with regard to authorization, reconciliation, and review of these transactions.

6. EFT payments are limited to transfers between City bank accounts, employee expense reimbursement, payroll and payroll benefits, and a limited list of approved vendors provided below.

Vendor List for EFT Payments

US Bank Voyager
 Puget Sound Energy
 Bellevue Utilities
 Republic Services
 Century Link
 Comcast
 Home Depot Credit Card Services
 Konica Minolta

External Payment Verification

An external payment verification policy outlines the procedures for confirming the legitimacy of transactions and the identity of the parties involved when processing payments from outside sources. It is a critical component of a company's fraud management strategy and is required for compliance in many industries.

Employee Direct Deposit – For employee direct deposit verification, employees are required to submit a paper copy of their request directly to either the Finance Director, or the Assistance Finance Director. No form will be accepted electronically by email.

City Vendors – For all other vendors, the City requires that every change to a company's bank account information or mailing address shall be verified by either the Finance Director or the Assistant Finance Director by phone with a trusted point of contact and never by email alone. For new vendors that are processed by ACH, the pre-note process may be utilized to ensure banking information is accurate prior to payment.

Capital Investment Policies

- a. The City will make capital improvements in accordance with an adopted Capital Improvement Plan.
- b. It is the policy of the City to maintain a Capital Projects Fund to provide funding for future projects including debt repayment. The use of any funds within the Capital Projects Fund must be recommended by the City Manager or their designee and approved by City Council.
- c. The Capital Improvement Plan and the base budget will be reviewed at the same time to ensure that the City's capital and operating needs are funded and that the Capital Improvement Plan is aligned with the City's other long-range plans.
- d. The City will identify the estimated costs and potential funding sources for each capital project proposal before it is submitted to Council for approval.
- e. The City will comply with state and local laws regarding use of Real Estate Excise Tax (REET) Revenue.

Accounting, Auditing and Financial Reporting

The City will maintain a system of financial monitoring, control, and reporting for all operations and funds in order to provide effective means of ensuring that overall City goals and objectives are met.

Accounting Records and Reporting: The City will maintain its accounting records in accordance with state and federal regulations. Budgeting, accounting and reporting will conform to Budgeting, Accounting and Reporting System (BARS) for Governments as prescribed by the Washington State Auditor's Office. Regular monthly and annual financial reports will present a summary of financial activity by fund type and will be provided to the City Council.

Auditing: The City shall prepare and submit in a timely manner, the Annual Financial Report to the Washington State Auditor's Office in accordance with the standards established for the Annual Financial Report. The Washington State Auditor's Office will perform the City's financial and compliance audits on an annual basis. Results of the audit will be provided to the City Council in a timely manner.

The Finance Department will develop, maintain, and consistently seek to improve cash management systems and processes which will ensure the accurate and timely accounting, investment and security of all cash assets. Cash received will be deposited in a timely manner and monies will be safeguarded (e.g. kept in a safe) until they are deposited.

The City will establish a Petty Cash Fund in the amount of \$200. The Petty Cash Fund is to be used solely for the purpose of making payment and/or small reimbursements for City related purchases.

Investment Policy

1.0 Policy:

It is the policy of the City of Medina to invest public funds in a manner which will provide the maximum security of the principal; meet the daily cash flow demands of the City; provide the City with the highest investment return and conform to all Washington statutes governing the investment of public funds.

2.0 Objective:

The City's investments will follow all statutes governing the eligible investments for public funds in the State of Washington, in accordance with the Revised Code of Washington (RCW) 35A.40.050.

The primary objectives, in priority order, of the City's investment activities shall be:

- a) Safety: Safety of principal is the foremost objective of the City of Medina. Investments of the City shall be undertaken in such a manner that seeks to ensure the preservation of capital in the overall portfolio. To attain this objective, diversification is required in order that potential losses on individual securities do not exceed the income generated from the remainder of the portfolio.
- b) Liquidity: The City's investment portfolio will remain sufficiently liquid to enable the City to meet all operating requirements, which might be reasonably anticipated.
- c) Return on Investment: The City's investment portfolio shall be designed with the objective of attaining a market rate of return considering the City's risk constraints and the cash flow requirements.

The Finance Director shall be responsible for all transactions undertaken and shall establish a system of controls to regulate all investment activities, and report promptly to the Council any adverse development with any investment.

3.0 Ethics and Conflicts of Interest:

Anyone involved in the investment process shall refrain from personal business activity that could conflict with proper execution of the investment program, or which could impair their ability to make impartial investment decisions. Employees and Council Member officials shall disclose to the City Manager and the City Council any material financial interests in financial institutions that conduct business with the City, and she/he shall further disclose any personal financial/investment positions that could be related to the performance of the City's portfolio. Employees and Council Member officials shall subordinate their personal investment transactions to those of the City, particularly with regard to the time of purchases and sales.

4.0 Authorized Financial Dealers/Institutions:

Authorized broker/dealers and financial institutions will be limited to those that are approved by the Finance Committee and meet one or more of the following:

- a) Financial institutions approved by the Washington Public Deposit Protection Commission (RCW 39.58); or,
- b) Primary dealers recognized by the Federal Reserve Bank; or,
- c) Non-primary dealers qualified under the U.S. Securities and Exchange Commission Rule 15c3-1, the Uniform Net Capital Rule, and a certified member of the National Association of Securities Dealers.

At the request of the City, financial institutions, brokers and dealers performing investment services for the City shall provide their most recent financial statements or Consolidated Report of Condition ("call report") for review.

5.0 Authorized Investments:

The City may invest in any of the securities identified as eligible investments as defined by RCW 35A.40.050. In general, these consist of:

- a) Investment deposits (certificates of deposits) with qualified public depositories as defined in Chapter 39.58 RCW.
- b) Certificates, notes or bonds of the United States, or other obligations of the United States or its agencies, or of any corporation wholly owned by the government of the United States (such as the Government National Mortgage Association).
- c) Obligations of government-sponsored corporations which are eligible as collateral for advances to member banks as determined by the Board of Governors of the Federal Reserve System. (These include but are not limited to, Federal Home Loan Bank notes and bonds; Federal Farm Credit Bank consolidated notes and bonds, and Federal National Mortgage Association notes, bonds and guaranteed certificates of participation.)
- d) Bankers' acceptances purchased on the secondary market.
- e) Bonds of the State of Washington and any local government in the State of Washington which have, at the time of investment, one of the three highest credit ratings of a nationally recognized rating agency.
- f) Repurchase agreements for securities listed in 2, 3 and 4 above, provided that the transaction is structured so that the City of Medina obtains control over the underlying securities and a Master Repurchase Agreement has been signed with the bank or dealer.
- g) The State of Washington Local Government Investment Pool.

- h) For a complete list of eligible investments for public funds in the state of Washington, visit: http://www.tre.wa.gov/documents/inv_elig.pdf

6.0 Safekeeping and Custody

All securities transactions entered into by the City of Medina shall be conducted on a delivery versus-payment (DVP) basis. Securities will be held by a third-party financial institution designated by the Finance Director as custodian on the City's behalf. All securities purchased by the City of Medina shall be properly designated as an asset of the City and no withdrawal of such securities, in whole or in part, shall be made from safekeeping except by the Finance Director as authorized herein, or by the Director's designee.

7.0 Reporting:

The Finance Director will determine what investment information will be included in the monthly financial report.

Debt Policy

The City will maintain adequate available debt capacity for specific priority projects.

The objectives of the City's Debt Management Policy will be to minimize the need for debt by maintaining strong revenue sources which meet or exceed expenditures.

Debt may be utilized to address short-term cash flow needs and/or to finance significant capital or other obligations. Debt will not be used to fund long-term revenue shortages. City Council approval is required to approve the issuance of debt.

Current Operations will not be financed with long term debt. In the event that the need for long term debt arises, the term of the long-term debt will not exceed the life of the projects financed.

When evaluating the use of non-voted Councilmanic Debt and the associated debt service obligations, an analysis shall be performed to determine the City's ability to make debt service payments, considering revenue fluctuations associated with periodic economic cycles. Debt may be considered where the Director of Finance can demonstrate that there is sufficient projected discretionary revenue to service the debt without disrupting the City's existing service delivery or programs.

Voted and non-voted Councilmanic Debt will be used prudently in a manner to avoid an adverse impact on the City's credit rating or ability to issue subsequent or additional debt.

Upon the issuance of any debt, the Director of Finance will establish the appropriate procedures to assure compliance with bond/debt covenants and applicable federal, state and local laws, policies and regulations.

In the event that the use of debt is required, the City will raise capital at the lowest cost, consistent with the need to borrow. This will be accomplished by keeping a high credit rating, and maintaining a good reputation in the credit markets by managing the annual budget responsibly.

Small and Attractive Asset Policy

It is the policy of the City to maintain accountability over all tangible items that may have the likelihood of disappearing without being noticed.

A small and attractive item is an item that is easily concealed and carried off, priced between \$500 - \$4999, and has a life expectancy of more than one year. This item also is not likely to be missed immediately upon disappearance. Examples include without limitation laptops, cellphones, cameras, projectors, shop tools, guns, etc.

Each department head, or their designee, will prepare an Inventory List annually of their small and attractive items. If an item from the previous year is deleted, the department head will note the reason and/or means of disposal. This inventory list will be provided to the Finance Director by June 30th each year for monitoring. The Finance Director or designee will do a physical inventory based on random selection representing approximately 10-25% of items not previously selected in the prior 2 years.

The asset list will contain the serial number, model or other identifying information. Whenever feasible, each piece of property will be engraved or marked with the city's name. Such markings will be removed or obliterated only when the item is sold, scrapped, cannibalized, or otherwise disposed of.

The City may acquire property via purchase, construction, donation, or lease. Regardless of how it is acquired, when the property is received, the department head or their designee will add it to their Small & Attractive Assets Inventory List and mark the item with the City's name.

Items missing without adequate or feasible explanation may require additional reports to the Police Department, City Manager and/or Insurance Company. Deletions brought about as a result of natural disasters or theft would require reporting to the insurance provider for an eventual reimbursement claim.



MEDINA, WASHINGTON

AGENDA BILL

Monday, Date, 2026

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| <p>Subject/Topic: Critical Areas Ordinance Update</p> <p>Dept. Origin: Development Services</p> <p>Category: Council Business</p> <p>Prepared by: Steven Wilcox, Dev. Services Director</p> <p>Attachments:</p> <ol style="list-style-type: none"> 1. Ordinance No. 1053 2. Exhibit A 3. Department of Natural Resources Comments | <p>Proposed Council Action/Motion:</p> <p><input type="checkbox"/> Information Only</p> <p><input type="checkbox"/> Receive and File</p> <p><input type="checkbox"/> Discuss</p> <p><input type="checkbox"/> Provide Direction</p> <p><input type="checkbox"/> Public Hearing</p> <p><input checked="" type="checkbox"/> Adopt/Approve</p> <p><input type="checkbox"/> Other:</p> |
|---|---|

Proposed Council Action

The Council will be asked to adopt Critical Areas Ordinance Update No. 1053.

Summary

The State of Washington requires that cities and counties update their Critical Areas Ordinances periodically to align with the Growth Management Act and to incorporate Best Available Science. In 2025, with assistance from our topic expert Facet and guidance by our City Attorney, the Medina Planning Commission reviewed the subject and draft code amendments.

The Planning Commission met on four occasions to discuss the Critical Areas Ordinance Update. Public Open Houses with Forums were conducted on July 30, 2025, and on October 13, 2025. A public hearing was held by the Planning Commission on November 18, 2025. Public comments were received and included within the final draft recommendation which was then submitted to the Council on December 8, 2025.

On December 8, 2025, the Council was presented with the Planning Commissions Critical Areas Ordinance Update recommendations and held a public hearing. The Council was asked to direct staff to forward the draft Critical Areas Ordinance Update to the Washington State Department of Commerce to begin their 60-day Notice period, and to begin SEPA review.

Following the Council's approval, the Critical Areas Ordinance was sent to the Department of Commerce and SEPA review was started. We received a comment from the Washington State Department of Natural Resources, Geological Survey division. No other comments were received. The Geological Survey comments are considered minor and do not require amending the draft Critical Areas Ordinance that was reviewed by the Council on December 8, 2025. Staff is not recommending amendments to the draft previously reviewed by the Council and none are

included with the proposed adoption. Therefore, the Critical Areas Ordinance before you contain the same code amendments as were on the Council agenda on December 8, 2025.

Council Priorities

This proposal furthers Council Priorities 2, 4 and 5.

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

Budget/Fiscal Impact: None.

Recommendation: Adopt Ordinance No. 1053.

City Manager Approval:



Proposed Council Motions: "I move approval of Ordinance No. 1053 updating Medina Municipal Code Chapter 16.50 Critical Areas; amending or adding definitions within Medina Municipal Code Chapter 16.12; amending Medina Municipal Code 16.72.060 to make the reasonable use exception consistent with critical areas."

CITY OF MEDINA, WASHINGTON

Ordinance No. 1053

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF MEDINA, WASHINGTON, RELATING TO REGULATION OF CRITICAL AREAS, AMENDING SECTIONS 16.12.060, 16.12.070, 16.12.140, 16.12.150, 16.12.170 AND 16.12.180 OF THE MEDINA MUNICIPAL CODE (MMC) TO AMEND OR ADD NEW DEFINITIONS TO CHAPTER 16.12 MMC; AMENDING MMC 16.72.060 TO MAKE THE REASONABLE USE EXCEPTION CONSISTENT WITH CRITICAL AREAS; UPDATING CHAPTER 16.50 “CRITICAL AREAS” OF THE MEDINA MUNICIPAL CODE FOR CONSISTENCY WITH THE STATE GROWTH MANAGEMENT ACT, THE CITY’S COMPREHENSIVE PLAN AND BEST AVAILABLE SCIENCE; PROVIDING FOR SEVERABILITY AND CORRECTIONS; AND ESTABLISHING AN EFFECTIVE DATE.

WHEREAS, the City of Medina is a code city operating under Title 35A RCW, among other laws; and

WHEREAS, the City of Medina is required under the Washington State Growth Management Act (Chapter 36.70A RCW) to periodically review and update its Comprehensive Plan and development regulations to ensure consistency with state law; and

WHEREAS, the City of Medina completed its Comprehensive Plan Update in December of 2024; and

WHEREAS, the City completed a periodic update of its Comprehensive Plan, incorporating public input, and updated policy guidance; and

WHEREAS, following the Comprehensive Plan Update, the City is required by law to also update its critical areas ordinance; and

WHEREAS, Subtitle 16.5 of the Medina Municipal Code (Environment) governs the protection of wetlands, fish and wildlife habitat conservation areas, geologically hazardous areas, frequently flooded areas, and critical aquifer recharge areas; and

WHEREAS, the proposed amendments to Chapter 16.12 MMC and Subtitle 16.5 MMC are intended to align the City’s regulations with the Growth Management Act, including RCW 36.70A.060 and RCW 36.70A.130, and to incorporate best available science (BAS) as required by state law; and

WHEREAS, the City’s SEPA Responsible Official has performed SEPA and issued the SEPA Determination of Non-significance on December 9, 2025, and the comment period expired on December 26, 2025; and

WHEREAS, the SEPA Appeal period has passed with no appeals filed; and

WHEREAS, the City sent a copy of this Ordinance to the Washington State Department of Commerce on December 10, 2025, for 60-day review, and the required time has passed to allow this ordinance to be adopted; and

WHEREAS, on November 18, 2025, a public hearing was held by the Medina Planning Commission on this Ordinance to elicit community input; and

WHEREAS, the Planning Commission held additional public work sessions on this Ordinance on September 23, 2025, October 14, 2025, October 28, 2025, and November 18, 2025, and following the public hearing and work sessions unanimously recommend adoption of this Ordinance; and

WHEREAS, the City has provided notice and opportunity for public comment, conducted public meetings and hearings before the Planning Commission and City Council, and considered all relevant input in the development of these amendments; and

WHEREAS, the City Council, after careful consideration of the recommendation from the Planning Commission, all public comment, and the Ordinance, finds that this Ordinance is consistent with the City’s Comprehensive Plan and development regulations, the Growth Management Act, Chapter 36.70A RCW, and that the amendments herein are in the best interests of the residents of the City and further advance the public health, safety and welfare; and

WHEREAS, on February 23, 2026, the City Council adopted this Ordinance during its Regular Meeting; **NOW, THEREFORE**,

THE CITY COUNCIL OF THE CITY OF MEDINA, WASHINGTON, DOES ORDAIN AS FOLLOWS:

Section 1. The above recitals are hereby adopted as findings in support of this Ordinance.

Section 2. Two new definitions are hereby added to Section 16.12.060 of the Medina Municipal Code to read as follows:

16.12.060. - “E” definitions.

* * * * *

Ecosystem function or function means the products, physical and biological conditions, and environmental qualities of an ecosystem that result from interactions among ecosystem processes and ecosystem structures. Ecosystem functions include, but are not limited to, sequestered carbon, attenuated peak streamflows, aquifer water level, reduced pollutant

concentrations in surface and ground waters, cool summer in-stream water temperatures, and fish and wildlife habitats.

Ecosystem values or value means the cultural, social, economic, and ecological benefits attributed to ecosystem functions.

* * * * *

Section 3. A new definition is hereby added to Section 16.12.070 of the Medina Municipal Code to read as follows:

16.12.070. - “F” definitions.

* * * * *

Fish habitat means habitat, which is used by fish life at any life stage at any time of the year including potential habitat likely to be used by fish life, which could reasonably be recovered by restoration or management and includes off-channel habitat.

* * * * *

Section 4. Two new definitions are hereby added to Section 16.12.140 of the Medina Municipal Code to read as follows:

16.12.140. - “M” definitions.

* * * * *

Mitigation In-kind refers to replacing the same type of habitat or ecological function that was impacted (e.g., restoring riparian vegetation if riparian vegetation was removed).

Mitigation Out-of-kind refers to replacing a different type of habitat or function (e.g., creating off-channel habitat instead of restoring riparian vegetation).

* * * * *

Section 5. Two new definitions are hereby added to Section 16.12.150 of the Medina Municipal Code to read as follows:

16.12.150. - “N” definitions.

* * * * *

No net loss means the actions taken to achieve and ensure no overall reduction in existing ecosystem functions and values or the natural systems constituting the protected critical areas. This may involve fully offsetting any unavoidable impacts to critical area functions and values pursuant to the Growth Management Act, WAC 365-196-830 ‘Protection of critical areas,’ or as amended.

* * * * *

Noxious weed means any plant species that has been designated as a noxious weed by the Washington State Noxious Weed Control Board under Chapter 17.10 RCW or the King County Noxious Weed Control Program. This definition includes Class A, B, and C noxious weeds as listed in the most current official state or county noxious weed lists, as amended.

* * * * *

Section 6. Two new definitions are hereby added to Section 16.12.170 of the Medina Municipal Code to read as follows:

16.12.170. - "P" definitions.

* * * * *

Priority habitats means a habitat type with unique or significant value to many species. An area identified and mapped as priority habitat has one or more of the following attributes: comparatively high fish and wildlife density, comparatively high fish and wildlife species diversity, important fish and wildlife breeding habitat, important fish and wildlife seasonal ranges, important fish and wildlife movement corridors, limited availability, high vulnerability to habitat alteration, and unique or dependent species.

Priority species means fish and wildlife species requiring protective measures and/or management actions to ensure their survival. A species identified and mapped as a priority species fit one or more of the following criteria: State-listed candidate species, vulnerable aggregations, and Species of recreational, commercial, and/or Tribal importance.

* * * * *

Section 7. The definition of "qualified professional" in Section 16.12.180 of the Medina Municipal Code is hereby amended to read as follows:

16.12.180. - "Q" definitions.

* * * * *

Qualified professional means a person with experience and training in the applicable critical area. A qualified professional must have obtained a B.S. or B.A. or equivalent degree in biology, engineering, environmental studies, fisheries, geomorphology, geology, or related field, and two years of related work experience.

- ~~1. A qualified professional for streams and fish and wildlife habitat conservation areas or wetlands must have a degree in biology or related field and relevant professional experience.~~

- ~~2. A qualified professional for a geologic hazard must be a professional engineer or geologist, licensed in the State of Washington.~~

1. Streams, wetlands, and fish and wildlife habitat conservation areas – For wetlands, a qualified wetland professional is a person with professional wetland experience who meets all of the following:

- a. A Bachelor of Science or Bachelor of Arts or equivalent degree in hydrology, soil science, botany, ecology, resource management, or related field; or four years of full-time work experience as a wetland professional may substitute for a degree; and
- b. At least two additional years of full-time work experience as a wetland professional, including delineating wetlands, preparing wetland reports, conducting functional assessments, and developing and implementing mitigation plans; and
- c. Completion of additional wetland-specific training programs. This may include a comprehensive program such as the University of Washington Wetland Science and Management Certificate Program, or individual workshops on topics such as wetland delineation, function assessment, mitigation design, hydrophytic plant identification, or hydric soil identification.

A person certified as a Professional Wetland Scientist (PWS) through the Society of Wetland Scientists professional certification program meets the above criteria.

2. Geologically hazardous areas – A qualified professional for geotechnical reports and assessments must be licensed in the State of Washington as a professional engineer (PE) with geotechnical expertise, a licensed geologist (LG), a licensed engineering geologist (LEG), or a licensed hydrogeologist (LHG) as defined under RCW 18.220.010.

* * * * *

Section 9. Section 16.72.060 of the Medina Municipal Code is hereby amended to read as follows:

16.72.060. Reasonable use exception.

- A. *Purpose.* The purpose for a reasonable use exception is to permit development of a site only when application of Chapter 16.50 MMC (Critical Areas) would deny all reasonable uses of a site.

- B. *Applicant.* Any owner may submit an application for a reasonable use exception.
- C. *Procedures.* Reasonable use exceptions are processed as a Type 3 decision pursuant to the review procedures set forth in Chapter 16.80 MMC.
- D. *Applicability.* This section shall apply where applying the critical areas regulations set forth in Chapter 16.50 MMC would deny all reasonable use of the subject property.
- E. *Additional application submittal requirements.* In addition to the submittal requirements set forth in MMC 16.80.070, the applicant shall provide the following with a reasonable use exception application:
1. Critical area report consistent with the requirements of MMC 16.50.070;
 2. Mitigation plan consistent with the requirements in Chapter 16.50 MMC, if necessary;
 3. Applications/approvals from other agencies, as applicable;
 4. Special studies prepared to support the reasonable use exception; and
 5. SEPA documents.
- F. *Criteria for approval.* The decision authority may approve a reasonable use exception only if the ~~following~~ criteria set forth in MMC 16.50.050.A.1.a-e are satisfied:
- ~~1. The application of the critical areas regulations would deny all reasonable use of the property;~~
 - ~~2. The proposed development does not pose an unreasonable threat to the public health, general welfare, or safety on or off the site, nor does it damage nearby public or private property;~~
 - ~~3. Any alteration of the critical area and/or buffer is the minimum necessary to allow for reasonable use of the property;~~
 - ~~4. The inability of the applicant to derive reasonable use of the property is not the result of actions by the applicant or their predecessors;~~
 - ~~5. Any impacts permitted to the critical area and/or buffer are mitigated in accordance with MMC 16.50.060(B) and (D) to the greatest extent feasible;~~
 - ~~6. The proposed development protects critical areas and/or buffer functions and values consistent with the best available science;~~
 - ~~7. The proposed development is consistent with other applicable regulations and requirements.~~

G. *Conditions of approval.* The decision authority may attach reasonable conditions as necessary to safeguard the public health, general welfare and safety.

Section 10. Chapter 16.50 of the Medina Municipal Code “Critical Areas” is hereby amended to read as shown on **Exhibit “A”** attached hereto and incorporated herein by this reference.

Section 11. Severability. If any section, sentence, clause, or phrase of this ordinance should be held to be invalid or unconstitutional by a court of competent jurisdiction, such invalidity or unconstitutionality shall not affect the validity of any other section, sentence, clause, or phrase of this ordinance.

Section 12. Publication. This Ordinance shall be published by an approved summary consisting of the title.

Section 13. Corrections. Upon the approval of the city attorney, the city clerk, and/or the code publisher is authorized to make any necessary technical corrections to this ordinance, including but not limited to the correction of scrivener’s/clerical errors, references, ordinance numbering, section/subsection numbers, and any reference thereto.

Section 14. Effective Date. This ordinance shall take effect five days after publication as provided by law.

PASSED BY THE CITY COUNCIL OF THE CITY OF MEDINA ON THE 23RD DAY OF FEBRUARY BY A VOTE OF ___ FOR, ___ AGAINST, AND ___ ABSTAINING, AND IS SIGNED IN AUTHENTICATION OF ITS PASSAGE THE 23RD DAY OF FEBRUARY, 2026.

Jessica Rossman, Mayor

Approved as to form:
Inslee Best Doezie & Ryder, P.S.

Attest:

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Title 16 - UNIFIED DEVELOPMENT CODE
SUBTITLE 16.5. ENVIRONMENT

Exhibit "A" to Medina Ordinance Updating Critical Areas

SUBTITLE 16.5. ENVIRONMENT

CHAPTER 16.50. CRITICAL AREAS

16.50.010. Purpose.

- A. The purpose of this chapter is to designate and classify ecologically critical areas, to protect these areas and their functions and values, and to supplement the development regulations contained in the Medina Municipal Code by providing for additional controls required by the Growth Management Act.

- B. Within the city, known critical areas include wetlands, geologically hazardous areas, and fish and wildlife habitat conservation areas. The city recognizes that critical areas provide a variety of valuable and beneficial biological and physical functions that benefit the city and its residents, and/or may pose a threat to human safety or to public and private property. The standards and mechanisms established in this chapter are intended to protect critical areas while providing property owners with reasonable use of their property.
- C. This chapter seeks to:
1. Protect the public health, safety and welfare by minimizing adverse impacts of development;
 2. To protect property owners from injury, property damage or financial losses due to erosion, landslides, steep slope failures, seismic events, volcanic eruptions, or flooding;
 3. Protect unique, fragile, and valuable elements of the environment, including ground and surface waters, wetlands, and fish and wildlife and their habitats through application of best available science, as determined according to WAC 365-195-900 through 365-195-925, and in consultation with state and federal agencies and other qualified professionals;
 4. Prevent adverse cumulative impacts to water quality, wetlands, streams, fish and wildlife and their potential habitats;
 5. Direct activities not dependent on critical area resources to less ecologically sensitive sites and mitigate unavoidable impacts to critical areas by regulating alterations in and adjacent to critical areas;
 6. Alert appraisers, assessors, owners and potential buyers or lessees to the development limitations of environmentally sensitive areas; and
 7. Implement the goals, policies, guidelines and requirements of the State Environmental Policy Act, the Growth Management Act, Chapter 43.21C RCW, the Medina comprehensive plan, and all city functional plans and policies.

(Code 1988 § 20.50.010; Ord. No. 924 § 3 (Att. B), 2015)

16.50.020. General provisions.

- A. This chapter is not intended to repeal, abrogate or impair any existing regulations. Should a regulation in this chapter conflict with other regulations, the conflict shall be resolved consistent with MMC 16.10.030 and in favor of the provision which provides the most protection environmentally to the critical areas unless specifically provided otherwise in this chapter or such provision conflicts with federal or state laws or regulations.
- B. This chapter shall apply as an overlay and in addition to zoning and other regulations adopted by the city, except within the shoreline jurisdiction. Where critical areas are located within the shoreline jurisdiction, Chapter 16.67 MMC shall apply in lieu of this chapter.
- C. Compliance with the provisions of this chapter does not constitute compliance with other federal, state, and local regulations and permit requirements that may be required.
- D. Consistent with MMC 16.10.020, the provisions of this chapter set forth the minimum requirements in their interpretation and application and shall be liberally construed to serve the purposes set forth in MMC 16.50.010. If other chapters in this code conflict or are inconsistent with this chapter 16.50, then this chapter shall prevail.
- E. These critical area regulations shall apply concurrently with review conducted under the State Environmental Policy Act (SEPA).

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- F. Any individual critical area adjoined by another type of critical area shall have the buffer and the requirements applied that provide the most protection to the critical areas involved. Where any existing regulation, easement, covenant, or deed restriction conflicts with this chapter, the provisions of that which provides the most protection to the critical areas shall apply.
- G. Interpretations of this chapter shall be done in accordance with MMC 16.10.050.
- H. Approval of a permit or development proposal pursuant to the provisions of this title does not discharge the obligation of the applicant or property owner to comply with the provisions of this title.

(Code 1988 § 20.50.020; Ord. No. 924 § 3 (Att. B), 2015)

16.50.030. Applicability.

- A. This chapter shall apply to all areas outside of the shoreline jurisdiction within the municipal boundaries of the city which contain critical areas and their buffers as defined in this chapter.
- B. These provisions apply to projects undertaken by either private or public entities.
- C. All development permits, including but not limited to building, grading, drainage, short plats, lot line adjustments, variances, conditional and special uses, and demolition, shall be reviewed pursuant to the provisions of this chapter.
- D. Variances to the provisions in this chapter shall not be granted, except as provided for in MMC 16.50.050.

(Code 1988 § 20.50.030; Ord. No. 924 § 3 (Att. B), 2015)

16.50.035 Guidance documents adopted by reference; Director authority.

A. The following documents are referenced in this Subtitle 16.50 MMC and are hereby adopted by reference and incorporated herein:

1. 1987 Corps of Engineers Wetland Delineation Manual by the U.S. Army Corps of Engineers (USACE);
2. 2010 Regional Supplement to the Corps of Engineers Wetland Delineation Manual: Western Mountains, Valleys, and Coast Region (Version 2.0);
3. Washington Department of Ecology Wetland Rating System for Western Washington: 2014 Update, Version 2.0 (Hruby and Yahne 2023) (Ecology Publication No. 23-06-009);
4. Department of Fish and Wildlife Water Crossing Design Guidelines, May 2013;
5. National Marine Fisheries Service Anadromous Salmonid Passage Facility Design, February 2008; or
6. Guidelines for Salmonid Passage at Stream Crossings in Oregon, Washington, and Idaho (June 2022); and
7. Invasive or noxious species listed by the Washington State Noxious Weed Control Board or the King County Noxious Weed Control.
8. The Washington Department of Fish and Wildlife's Priority Habitats and Species management recommendation publications

B. The Director shall have the authority to adopt updated versions of the documents adopted in this section by publishing links to the updates onto the city website and placing these updated documents on file with the clerk's office. In such case, the updated documents shall apply.

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16.50.040. Exemptions, existing structures, ~~trams~~ and limited exemptions.

- A. *Critical areas exemptions.* The following developments, activities and associated uses shall be exempt from the requirements of this chapter; provided, that they are otherwise consistent with the provisions of other local, state, and federal laws and requirements:
1. Emergency actions necessary to prevent an immediate threat to public health, safety or welfare, or that pose an immediate risk of damage to private property and that require action in a time frame too short to allow compliance with this chapter, provided:
 - a. Immediately after the emergency action is completed, the owner shall notify the city of these actions within 14 days; and
 - b. The owner shall fully restore and/or mitigate any impacts to critical areas and buffers in accordance with an approved critical area report and mitigation plan.
 - c. Emergency actions shall use reasonable methods to address the emergency with the least possible impact on the critical area. Emergency response measures shall not include the construction of new permanent structures where none previously existed. In instances where the Director determines that a new protective structure constitutes an appropriate response to the emergency, such structure shall either be removed upon abatement of the emergency condition or shall be subject to the acquisition of all permits that would have been required in the absence of an emergency. The Director shall determine if the action taken was within the scope of the emergency actions allowed in this subsection.
 2. Operation, maintenance, remodel or repair of existing structures and facilities, provided there is no further intrusion into a critical area or its buffer and there is no significant increase in risk to life or property as a result of the action.
 3. Passive recreation, education, and scientific research activities that do not degrade critical areas or buffers, such as fishing, hiking and bird watching, not including trail building or clearing.
 4. Minor site investigative work necessary for land use submittals, such as surveys, soil logs, percolation tests, and other related activities, where:
 - a. Such activities do not require construction of new roads or significant amounts of excavation; and
 - b. The disruption to the critical areas and buffers shall be minimized and the disturbed areas immediately restored.
 5. Construction or modification of navigational aids and boundary markers.
- B. *Existing structures.*
1. Existing structures that are legally established may be maintained, repaired and remodeled provided there is no further intrusion into a critical area or its buffer.
 2. All new construction must conform to the requirements of this chapter except as provided for single-family residences in subsection (C)(1) of this section and in compliance with the provisions of Chapter 16.36 MMC Nonconformity.
 3. Structures damaged or destroyed due to disaster (including nonconforming structures) may be rebuilt in like kind in accordance with Chapter 16.36 MMC and provided there is no net loss of critical area functions. Reconstruction of structures that have been abandoned for more than 12 consecutive months, or where the previous structure has been demolished, shall comply with current code requirements.

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- C. *Limited critical areas exemptions.* The following developments, activities, and associated uses shall not be required to follow a critical areas review process; provided, that they are consistent with the requirements of this chapter. The city may condition approval of such to ensure adequate critical areas protection:
1. Existing single-family residences may be expanded, reconstructed, or replaced, provided all of the following are met:
 - a. The existing single-family residence may expand vertically to add upper stories;
 - b. Expansion within a critical area buffer is limited to 500 square feet of footprint beyond the existing footprint;
 - c. The expansion extends no closer to critical area than the existing setback;
 - d. The proposal preserves the functions and values of wetlands, fish and wildlife habitat conservation areas, and their buffers;
 - e. The proposal includes on-site mitigation to offset any impacts, mitigation, which may be located on-site or off-site, as determined appropriate by the City, and is sufficient to fully offset to critical areas and their buffers, consistent with best available science and in accordance with MMC 16.50.60(C) mitigation sequencing;
 - f. The proposal will not significantly affect drainage capabilities, flood potential, and steep slopes and landslide hazards on neighboring properties; and
 - g. The expansion would not cause a tree within a buffer to be labeled as a hazardous tree and thus require the removal of the hazardous tree;
 2. Replacement, modification, installation or construction of streets and utilities in existing developed utility easements, improved city street rights-of-way, or developed private streets. Utilities include water, sewer lines, and stormwater and franchise (private) utilities such as natural gas lines, telecommunication lines, cable communication lines, electrical lines and other appurtenances associated with these utilities. The activity cannot further permanently alter or increase the impact to, or encroach further within, a critical area or buffer and must utilize best management practices;
 3. Public and private nonmotorized trails. Public and private pedestrian trails, provided:
 - a. An alternatives analysis demonstrates there is no practicable alternative that would avoid the critical area or its buffer, or that would place the trail farther from the critical area while still meeting the essential purpose of the trail. ~~There is no practicable alternative that would allow placement of the trail outside of critical areas or their buffers;~~
 - b. The trail surface shall meet all other requirements including water quality standards be pervious or elevated (e.g., boardwalk) where feasible, meet applicable water quality standards, and be designed to minimize grading, vegetation removal, and soil compaction;
 - c. Trails proposed in stream or wetland buffers shall be located in the outer 25 percent of the buffer area, except when bridges or access points are proposed and no practicable alternative exists;
 - d. Stream and wetland buffer widths shall be increased, where possible, equal to the width of the trail corridor, including disturbed areas, or an equivalent area of degraded buffer within the same buffer segment shall be enhanced to maintain no net loss of buffer function;
 - e. Trail corridors in critical areas and buffers shall not exceed five six feet in width, except that up to eight feet may be approved to meet ADA accessibility or multi-use safety needs, as demonstrated in the alternatives analysis; and

- f. Trails proposed to be located in landslide or erosion hazard areas shall be constructed in a manner that does not increase the risk of landslide or erosion and in accordance with an approved geotechnical report and shall incorporate measures to avoid directing drainage toward the hazard area;
- g. Trail location, design, and construction shall minimize impacts and disturbances to the extent practicable, be informed by the most current WDFW Priority Habitats and Species data, and incorporate applicable management recommendations;
- h. Lighting, fencing, and signage shall be wildlife-friendly, minimize disturbance, and be located only where necessary for safety or resource protection; and
- i. Areas of temporary disturbance shall be restored promptly following the completion of the disturbance. Restoration shall include replanting with native vegetation appropriate to the site.
4. Select vegetation removal activities. The following limited vegetation removal activities are allowed in critical areas and buffers. Otherwise, removal of any vegetation or woody debris from a critical area shall be prohibited unless the action is part of an approved alteration.
- a. The removal of ~~the following~~ vegetation consisting of invasive or noxious species listed by the Washington State Noxious Weed Control Board or the King County Noxious Weed Control Program with hand labor and/or light equipment; provided, that the appropriate erosion-control measures are used; herbicide application, where necessary, is limited to Washington State Department of Ecology-approved aquatic herbicides and adjuvants; hazardous substances are avoided; soil disturbance and compaction are minimized; and all disturbed areas are promptly replanted with native vegetation consistent with MMC 16.50.060(D)(7)(d). and the area is replanted with native vegetation:
- i. ~~Invasive weeds;~~
- ii. ~~Himalayan blackberry (*Rubus discolor*, *R. procerus*);~~
- iii. ~~Evergreen blackberry (*R. laciniatus*);~~
- iv. ~~Ivy (*Hedera* spp.); and~~
- v. ~~Holly (*Ilex* spp.), laurel, Japanese knotweed (*Polygonum cuspidatum*), or any other species on the King County Noxious Weed List.~~ b. The cutting and removal of trees that are hazardous, posing a threat to public safety, or posing an imminent risk of damage to private property, from critical areas and buffers; provided, that:
- i. The applicant submits a report from a qualified professional (e.g., certified arborist or professional forester) that documents the hazard as specified in Chapter 16.52 MMC and provides a replanting schedule for replacement trees;
- ii. Tree cutting shall be limited to limb and crown thinning, unless otherwise justified by a qualified professional. Where limb or crown thinning is not sufficient to address the hazard, trees should be topped to remove the hazard rather than cut at or near the base of the tree, and the method of removal shall avoid adverse impacts to riparian ecosystem functions to the maximum extent practicable;
- iii. All native vegetation cut (tree stems, branches, tops, etc.) shall be left within the critical area or buffer unless removal is warranted due to the potential for disease transmittal to other healthy vegetation or the remaining material would threaten the survival of existing native vegetation. However, no cut material shall be left on a steep slope or landslide

- hazard area without the approval of a qualified professional. Retained material should be placed to avoid obstructing hydrologic flows or causing bank instability;
- iv. Trees shall be cut to leave standing snags when doing so allows the hazard of the tree to be eliminated, unless removal is necessary to address public safety or property damage risks;
 - v. The landowner shall replace any native trees that are felled ~~or topped~~ with new trees at ratios specified in Chapter 16.52 MMC within one year in accordance with an approved restoration plan prepared by a qualified professional. Tree species that are native and indigenous to the site shall be used;
 - vi. If a tree to be removed provides critical habitat, such as an eagle perch, a qualified wildlife biologist shall be consulted to determine timing and methods for removal that will minimize impacts; ~~and~~
 - vii. Hazard trees determined to pose an imminent threat or danger to public health or safety, or to public or private property, or serious environmental degradation may be removed or topped by the landowner prior to receiving written approval from city; provided, that within 14 days following such action, the landowner shall submit a restoration plan that demonstrates compliance with the provisions of this title; and
 - viii. Removal activities shall avoid and minimize damage to remaining trees and vegetation within the critical area or its associated buffer, limit equipment use to hand tools or low-impact machinery where feasible, and implement soil protection measures to minimize disturbance and compaction.
- c. Trimming of vegetation for purposes of providing view corridors will be allowed; provided:
 - i. It is consistent with Chapters 14.08 and 16.52 MMC and that trimming shall be limited to view corridors of 20 feet in width or less;
 - ii. The limbs involved do not exceed three inches in diameter;
 - iii. Not more than 25 percent of the live crown is removed;
 - iv. Benefits to fish and wildlife habitat are not reduced;
 - v. Trimming is limited to hand pruning of branches and vegetation; and
 - vi. Trimming does not include felling, topping, stripping, excessive pruning or removal of trees.
 - d. Measures to control a fire or halt the spread of disease or damaging insects consistent with the State Forest Practices Act, Chapter 76.09 RCW; provided, that the removed vegetation shall be replaced in-kind or with similar native species within one year in accordance with an approved restoration plan prepared by a qualified professional; and
5. Conservation, preservation, restoration and/or enhancement.
 - a. Conservation and/or preservation of soil, water, vegetation, fish and/or other wildlife that does not entail alteration of the location, size, dimensions or functions of an existing critical area and/or buffer; and
 - b. Restoration and/or enhancement of critical areas or buffers; provided, that actions do not alter the location, dimensions or size of the critical area and/or buffer; that actions do not alter or disturb existing native vegetation or wildlife habitat attributes; that actions improve and do not reduce the existing functions of the critical areas or buffers; and that actions are implemented according to a restoration and/or enhancement plan that has been approved by the city.

(Code 1988 § 20.50.040; Ord. No. 958 § 2, 2018; Ord. No. 924 § 3 (Att. B), 2015)

16.50.050. Relief from critical areas regulations.

A. Reasonable Use Exception

1. If strict application of this chapter would deny all reasonable use of the subject property, the owner may apply for a reasonable use exception pursuant to MMC 16.72.060.
 - a. The proposed use is the minimum necessary to allow reasonable use of the property and there is no feasible alternative with less impact to critical areas;
 - b. The inability of the applicant to derive reasonable economic use of the property is not the result of actions by the applicant or a predecessor in interest after the effective date of this regulation;
 - c. The proposal does not pose an unreasonable threat to the public health, safety, or welfare on or off the development proposal site;
 - d. The proposal will result in no net loss of critical area functions and values consistent with the best available science; and
 - e. The proposal is consistent with other applicable regulations and standards.

B. Public Agency Utility Exemption

1. If application of this chapter would prohibit a development proposal by a public agency or public utility, the agency or utility may apply for an exception from the requirements of this chapter pursuant to MMC 16.72.070.
2. The agency or utility must prepare a study requesting the exemption and submit it to the Director and must incorporate other required documents such as land use or building construction permit applications, critical areas studies, and SEPA documents.
3. The Director is responsible for reviewing studies and applications and makes the final decision to approve, approve with conditions, or deny the exemption based on the following criteria:
 - a. There is no other practical alternative to the proposed development with less impact on the critical areas;
 - b. The application of the critical area regulations would unreasonably restrict the ability to provide utility services to the public;
 - c. The proposal does not pose an unreasonable threat to the public health, safety, or welfare on or off the development proposal site;
 - d. The proposal attempts to protect and mitigate impacts to the critical area functions and values consistent with the best available science; and
 - e. The proposal is consistent with other applicable regulations and standards.
4. This exemption may not allow the use of the following critical areas for regional retention/detention facilities except where there is a clear demonstration the facility is required to protect public health and safety or to repair damaged natural resources including:
 - a. Category I or II wetlands or their buffers with Federal or State threatened or endangered plant species; and

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- b. Category I or II wetlands or their buffers which provide critical or outstanding actual habitat for the following unless the applicant clearly demonstrates that there would be no adverse impact on critical or outstanding actual habitat for:
 - i. Species listed as endangered or threatened by the Federal or State government;
 - ii. Washington Department of Fish and Wildlife priority species;
 - iii. Herons;
 - iv. Raptors;
 - v. Salmonids and salmon habitat.

(Code 1988 § 20.50.050; Ord. No. 924 § 3 (Att. B), 2015)

16.50.060. General requirements.

A. Avoid impacts to critical areas.

1. The applicant shall avoid all impacts that degrade the functions and values of a critical area(s) and/or buffer(s) or do not result in an acceptable level of risk for a steep slope hazard area and/or its buffer.
2. Unless otherwise provided for in this chapter:
 - a. If alteration to fish and wildlife habitat conservation areas, wetlands and/or their buffers is proposed, impacts resulting from a development proposal or alteration shall be mitigated in accordance with the mitigation sequencing set forth in subsection (C) of this section and an approved critical area report and any applicable SEPA documents; or
 - b. A development proposal or alteration within a geologically hazardous area and/or its buffer must comply with a geotechnical report approved by the city that assesses the risk to health and safety, and makes recommendations for reducing the risk to acceptable levels through engineering, design, and/or construction practices.

B. Mitigation.

1. Mitigation shall be in-kind and on site, where feasible, and sufficient to maintain critical areas and/or buffer functions and values, and to prevent risk from hazards posed by a critical area.
2. Mitigation shall not be implemented until after the city approves the applicable critical area report and mitigation plan. Following city approval, mitigation shall be implemented in accordance with the provisions of the approved critical area report and mitigation plan.

C. Mitigation sequencing.

1. Applicants must demonstrate that all reasonable efforts have been examined with the intent to avoid or minimize impacts to critical areas and buffers.
2. When an alteration to a critical area and/or buffer is proposed, such alteration shall follow the mitigation sequencing set forth as follows:
 - a. For fish and wildlife habitat conservation areas, wetlands and/or their buffers, avoiding the impact altogether by not taking a certain action or parts of an action;
 - b. For geological hazards, minimizing or eliminating the hazard by restoring or stabilizing the hazard area through engineered or other methods;
 - c. Minimizing impacts by limiting the degree or magnitude of the action by using appropriate technology, or by taking affirmative steps to avoid or reduce the impact;
 - d. Rectifying the impact by repairing, rehabilitating, or restoring the affected environment;

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- e. Reducing or eliminating the impacts over time by preservation and/or maintenance operations;
 - f. Compensating for the impact by replacing, enhancing, or providing substitute resources or environments; and
 - g. Monitoring the impact and the compensation projects and taking appropriate corrective measures.
- D. *Mitigation plan requirements.* Where mitigation is required, the applicant shall submit, and obtain approval from the city, a mitigation plan as part of, or in addition to, the critical area report. The mitigation plan shall include the following information:
1. A description of existing critical areas and/or buffers conditions, functions, and values, and a description of the anticipated impacts;
 2. A description of proposed mitigating actions and mitigation site selection criteria;
 3. A description of the goals and objectives of proposed mitigation relating to impacts to the functions and values of the critical area(s) and/or buffer(s);
 4. A review of the best available science supporting proposed mitigation, a description of the plan/report author's experience to date in restoring or creating the type of critical area proposed, and an analysis of the likelihood of success of the mitigation project;
 5. A description of specific measurable criteria for evaluating whether or not the goals and objectives of the mitigation plan have been successfully attained and whether or not the requirements of these critical area regulations have been met;
 6. Detailed construction plans including site diagrams, cross-sectional drawings, topographic elevations at one- or two-foot contours, slope percentage, final grade elevations, and any other drawings appropriate to show construction techniques or anticipated final outcome;
 7. Construction plans should also include specifications and descriptions of:
 - a. Proposed construction sequence, timing, and duration;
 - b. Grading and excavation details;
 - c. Erosion and sediment control features;
 - d. A planting plan consisting of native species appropriate to the site and eco-region, sourced from plant stock grown under local conditions where available, to increase survival and resilience to climate stressors. The planting plan shall specify specifying plant species, quantities, locations, size, spacing, and density, with density standards as follows:
 - i. *Forested conditions.*
 - (A) *Trees:* Nine feet on center, or 0.012 trees per square foot (this assumes two- to five-gallon size) with at least 50 percent conifers;
 - (B) *Shrubs:* Six feet on center, or 0.028 shrubs per square foot (this assumes one- to two-gallon size); and
 - (C) *Herbs and groundcovers:* Four feet on center, or 0.063 plants per square foot (this assumes ten-inch plug or four-inch pot).
 - ii. *Shrub conditions.*
 - (A) *Shrubs:* Five feet on center, or 0.04 shrubs per square foot (this assumes one- to two-gallon size); and

- (B) *Herbs and groundcovers*: Four feet on center, or 0.063 plants per square foot (this assumes ten-inch plug or four-inch pot).
- iii. *Emergent, herbaceous and/or groundcover conditions*.
- (A) *Herbs and groundcovers*: One foot on center, or one plant per square foot (this assumes ten-inch plug or four-inch pot); or
- (B) *Herbs and groundcovers*: Eighteen inches on center, or 0.444 plants per square foot if supplemented by overseeding of native herbs, emergent or graminoids as appropriate;
- e. Measures to protect and maintain plants until established;
8. A maintenance and monitoring program containing, but not limited to, the following:
- a. The methods of assuring the property owner is informed about the mitigation locations, maintenance, monitoring period and closure, and financial guarantee release requirements.
- b. An outline of the schedule for site monitoring;
- c. Performance standards including, but not limited to, 100 percent survival of newly planted vegetation within the first two years of planting, and 80 percent for years three or more;
- d. Contingency plans identifying courses of action and any corrective measures to be taken if monitoring or evaluation indicates performance standards have not been met; and
- e. The period of time necessary to establish that performance standards have been met, shall be based on critical area type and vegetation community, and shall not be less than five years for all critical area mitigation sites. Extended monitoring periods may be required by the City when site-specific conditions, mitigation complexity, or best available science indicate a longer period is necessary to ensure successful establishment and persistence of functions and values. Monitoring shall be the responsibility of the applicant and conducted by a qualified professional, with reports submitted to the City in accordance with the approved mitigation plan. ~~not to be less than three years;~~
9. The mitigation plan shall include financial guarantees to ensure that the mitigation plan is fully implemented. Financial guarantees ensuring fulfillment of the compensation project, monitoring program, and any contingency measures shall be posted in accordance with subsection (G) of this section;
10. Other information determined necessary by the Director.
- E. *Determination process*. The Director shall make a determination as to whether the proposed activity and mitigation, if any, are consistent with the provisions of these critical areas regulations. The Director's determination shall be based on the following:
1. Any alteration to a critical area and/or critical area buffer, unless otherwise provided for in these critical area regulations, shall be reviewed and approved, approved with conditions, or denied based on the proposal's ability to comply with all of the following criteria:
- a. The proposal will result in no net loss of functions and values of the critical area(s) and/or buffer(s) in accordance with the mitigation sequencing prescribed in subsection (C) of this section;
- b. The proposal does not pose an unreasonable threat to the public health, safety, or welfare on or off the development proposal site;

- c. The proposal is consistent with the general purposes of these critical area regulations and the public interest;
 - d. Any impacts permitted to the critical area and/or buffers are mitigated in accordance with subsections (B), (C) and (D) of this section;
 - e. The proposal protects critical area and/or buffer functions and values consistent with the best available science; and
 - f. The proposal is consistent with other applicable regulations and standards.
2. The city may condition the proposed activity as necessary to mitigate impacts to critical areas and/or buffers and to conform to the standards required by these critical area regulations.
 3. Except as provided for by these critical area regulations, any project that cannot adequately mitigate its impacts to critical areas and/or buffers shall be denied.
 4. The city may require critical area or geotechnical reports to have an evaluation by an independent qualified professional at the applicant's expense when determined to be necessary to the review of the proposed activity.
- F. *NGPAs in development proposals.* Native growth protection areas (NGPAs) shall be used in development proposals for subdivisions and short subdivisions in accordance with the following:
1. NGPAs shall delineate and protect those contiguous critical areas and buffers listed below:
 - a. All landslide hazard areas and buffers, except when a development proposal is approved in a landslide hazard area and/or buffer per a geotechnical report;
 - b. All wetlands and buffers;
 - c. All fish and wildlife habitat conservation areas; and
 - d. All other lands to be protected from impacts as conditioned by project approval;
 2. NGPAs shall be recorded on all documents of title of record for all affected lots;
 3. NGPAs shall be designated on the face of the plat or recorded drawing in a format approved by the city and include the following restrictions:
 - a. Native vegetation shall be preserved within the NGPA for the purpose of preventing harm to property and the environment; and
 - b. The city has the right to enforce NGPA restrictions.
- G. *Performance securities.* The city may require the applicant of a development proposal to post a cash performance bond or other acceptable security in a form and amount determined sufficient to guarantee satisfactory workmanship, materials and performance of structures and improvements allowed or required by application of this chapter. The city shall release the security upon determining that all structures and improvements have been satisfactorily completed. If all such structures and improvements are not completed to the satisfaction of the city within the time period set forth in the security (or 12 months from posting if no other time period is stated), the city may take all measures which the city, in its sole discretion, deems reasonable and recover all costs of such measures from the security, including all consulting fees and all attorney's fees incurred.

(Code 1988 § 20.50.060; Ord. No. 924 § 3 (Att. B), 2015)

16.50.070. Critical areas report.

- A. If fish and wildlife habitat conservation areas, wetlands, steep slopes and/or their buffers may be affected by a proposed activity, the applicant shall submit a critical area report meeting the following requirements:
1. Prepared by a qualified professional;
 2. Incorporate best available science in the analysis of critical area data and field reconnaissance and reference the source of science used; and
 3. Evaluate the proposal and all probable impacts to critical areas in accordance with the provisions of these critical area regulations.
- B. At a minimum the report shall include the following information:
1. The applicant's name and contact information, a project description, project location, and identification of the permit requested;
 2. A site plan showing:
 - a. The development proposal with dimensions and any identified critical areas and buffers within 200 feet of the proposed project; and
 - b. Limits of any areas to be cleared;
 3. The date the report was prepared;
 4. The names and qualifications of the persons preparing the report and documentation of any fieldwork performed on the site;
 5. Identification and characterization of all noncritical areas and critical areas and their buffers within, and adjacent to, the proposed project area. This information shall include, but is not limited to:
 - a. Size or acreage, if applicable;
 - b. Applicable topographic, vegetative, faunal, soil, substrate and hydrologic characteristics; and
 - c. Relationship to other nearby critical areas;
 6. An assessment of the probable direct, indirect, and cumulative impacts to critical areas resulting from the proposed development, including short-term and long-term impacts to critical area functions and values within and adjacent to the site;
 7. An analysis of site development alternatives;
 8. A description of reasonable efforts made to apply mitigation sequencing pursuant to MMC 16.50.060(C) to avoid or compensate for impacts to critical area and buffer functions and values;
 9. Plans for mitigation in accordance with MMC 16.50.060(B), (C) and (D); and
 10. Any additional information required for the critical area as specified in this chapter.
- C. The applicant may consult with the Director prior to or during preparation of the critical area report to obtain city approval of modifications to the required contents of the report where, in the judgment of a qualified professional, more or less information is required to adequately address the potential critical area impacts and required mitigation.
- D. The Director may require additional information to be included in the critical area report and may also require the critical area report to include an evaluation by the Department of Ecology or an independent

qualified expert when determined to be necessary to the review of the proposed activity in accordance with these critical area regulations.

(Code 1988 § 20.50.070; Ord. No. 924 § 3 (Att. B), 2015)

16.50.080. Wetlands.

A. *Designation.*

1. Wetlands are those areas designated in accordance with WAC 173-22-035, including the 1987 Corps of Engineers Wetland Delineation Manual by the U.S. Army Corps of Engineers (USACE) and the 2010 Regional Supplement to the Corps of Engineers Wetland Delineation Manual: Western Mountains, Valleys, and Coast Region (Version 2.0).~~the approved federal wetland delineation manual and applicable regional supplements set forth in WAC 173-22-035.~~
2. All areas within the city that meet the wetland designation criteria in the manual, regardless of any formal identification, are hereby designated critical areas and are subject to the provisions of these critical area regulations.

B. *Wetland ratings.* Wetlands shall be rated according to the Washington Department of Ecology Wetland Rating System for Western Washington: 2014 Update, Version 2.0 (Hruby and Yahnke 2023) (Ecology Publication No. 23-06-009) ~~14-06-029~~, or as revised and approved by Ecology. These documents contain the definitions and methods for determining if the criteria below are met.

C. *Wetland rating categories.*

1. Wetlands shall be classified and described consistent with the categories and definitions contained in the Washington Department of Ecology Wetland Rating System for Western Washington: 2014 Update, Version 2.0 (Hruby and Yahnke 2023), Ecology Publication No. 23-06-009. ~~The following table provides a summary of the categories of wetlands and the criteria for their categorization:~~

~~Table 16.50.080(C): Wetland Categories~~

| Category | Criteria for Designation |
|--------------|---|
| Category I | • Represent a unique or rare wetland type; |
| | • Are more sensitive to disturbance than most wetlands; |
| | • Are relatively undisturbed and contain ecological attributes that are impossible to replace within a human lifetime; or |
| | • Provide a high level of functions. |
| Category II | • Are not defined as Category I wetlands; |
| | • Are difficult, though not impossible, to replace; |
| | • Provide high levels of some functions. |
| Category III | • Do not satisfy Category I or II criteria; |
| | • Can often be adequately replaced with a well-planned mitigation project; |
| | • Provide moderate levels of functions. |
| Category IV | • Do not satisfy Category I, II or III criteria; |
| | • Can often be adequately replaced and improved upon with a well-planned mitigation project; |

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| | <ul style="list-style-type: none"> • Provide the lowest levels of functions; • Often are heavily disturbed. |
|--|---|

2. Date of wetland rating. Wetland rating categories shall be applied as the wetland exists on the date of adoption of the rating system by the city, as the wetland naturally changes thereafter, or as the wetland changes in accordance with permitted activities.
3. Wetland rating categories shall not change due to illegal modifications made by the property owner or with the property owner's knowledge.

D. *Mapping.*

1. The approximate location and extent of known wetlands are identified in the City of Medina critical areas inventory. This inventory is to only be used as a guide for the city, project applicants, and/or property owners, and may be continuously updated as new critical areas are identified. The inventory is only a reference and does not provide a final critical area designation.
2. The exact location of a wetland's boundary shall be determined through the performance of a field investigation by a qualified professional applying approved federal wetland delineation manual and applicable regional supplements, as revised, as required by RCW 36.70A.175.

E. *Wetlands—Development standards.*

1. Activities and uses shall be prohibited within wetland and wetland buffer areas, except as provided for in this title.
2. The following table establishes wetland buffer widths:

Table 16.50.080(E): Wetland Buffer Widths

| Wetland Category | Standard Buffer Width (ft) without minimization measures/habitat corridor | Mitigated Buffer Width (ft) with minimization measures/habitat corridor |
|--|---|---|
| Category I | | |
| Bogs and Wetlands of High Conservation Value | 250 | 190 |
| Habitat score 8-9 | 300 | 225 |
| Habitat score 6-7 | 150 | 110 |
| Habitat score 3-5 | 100 | 75 |
| Category II | | |
| Habitat score 8-9 | 300 | 225 |
| Habitat score 6-7 | 150 | 110 |
| Habitat score 3-5 | 100 | 75 |
| Category III | | |
| Habitat score 8-9 | 300 | 225 |

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| Wetland Category | Standard Buffer Width (ft) without minimization measures/habitat corridor | Mitigated Buffer Width (ft) with minimization measures/habitat corridor |
|--------------------|---|---|
| Habitat score 6-7 | 150 | 110 |
| Habitat score 3-5 | 80 | 60 |
| Category IV | | |
| All types | 50 | 40 |

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|--|--|--|--|--|
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3. Wetland buffers shall be vegetated with a native plant community appropriate for the ecoregion. If the existing buffer is unvegetated, sparsely vegetated, or vegetated with noxious weeds that do not perform needed functions, the buffer shall either be planted to create the appropriate native plant community per standards and requirements of MMC 19.40.180 or be widened to ensure that the buffer provides adequate functions to protect the wetland.
4. Impact minimization measures in the following table are required for developments proposing to use the mitigated buffer widths (righthand column) in the previous table. The applicant shall implement as many measures as practical and applicable in Table 16.50.080(F).
5. The width of a wetland buffer shall be determined by the wetland category designated in subsection (A) of this section and the corresponding habitat scoring of the wetland set forth in Table 16.50.080(E).
6. Measurement of wetland buffers shall be from the outer edges of the wetland boundaries as determined through the performance of a field investigation by a qualified professional applying the wetlands identification and delineation pursuant to subsection (A) of this section and as surveyed in the field.
7. Buffers may exclude areas that are functionally and effectively disconnected from the wetland by an existing public or private road or legally established development, as determined by the Director. Functionally and effectively disconnected means that the road or other significant development blocks the protective measures provided by a buffer. Significant developments shall include built public infrastructure such as roads and railroads, and private developments such as homes or commercial structures. The Director shall evaluate whether the interruption will affect the entirety of the buffer. Individual structures may not fully interrupt buffer function. In such cases, the allowable buffer exclusion should be limited in scope to just the portion of the buffer that is affected. Where questions exist regarding whether a development functionally disconnects the buffer, or the extent of that impact, the Director may require a critical area report to analyze and document the buffer functionality.
8. For wetlands that score six points or more for habitat function, use of the mitigated buffers widths is allowed if a habitat corridor is provided consistent with the following criteria:
 - a. A relatively undisturbed, vegetated corridor at least 100 feet wide is protected between the wetland and:
 - i. A legally protected, relatively undisturbed and vegetated area (e.g., Priority Habitats, compensatory mitigation sites, wildlife areas/refuges, national, county, and state parks

- where they have management plans with identified areas designated as Natural, Natural Forest, or Natural Area Preserve), or
- ii. An area that is the site of a Watershed Project identified within, and fully consistent with, a Watershed Plan as defined by RCW 89-08-460, or
 - iii. An area where development is prohibited according to the provisions of the local shoreline master program, or
 - iv. An area with equivalent habitat quality that has conservation status in perpetuity, in consultation with WDFW.
9. The corridor is permanently protected for the entire distance between the wetland and the shoreline or legally protected area by a conservation easement, deed restriction, or other legal site protection mechanisms.
10. Presence or absence of the shoreline or Priority Habitat must be confirmed by a qualified professional or shoreline Administrator
11. The Impact Minimization Measures are implemented, as applicable, to minimize the impacts of the adjacent land uses.
12. If a habitat corridor is not present, mitigated buffer widths shall be allowed through demonstrated use of applicable measures listed in the Impact Minimization Measures table and the presence or absence of a potential habitat corridor must be determined by a qualified professional.
13. If an applicant does not apply the minimization measures or does not provide a protected corridor when one is available, then the standard buffers shall be used.

F. Wetland Impact Minimization Measures

Table 16.50.080(F) Wetland Impact Minimization Measures

| Example of disturbance | Activities and uses that cause disturbances | Examples of measures to minimize impacts |
|------------------------|--|--|
| Lights | <ul style="list-style-type: none"> • Parking lots • Commercial/Industrial • Recreation (e.g., athletic fields) • Residential • Agricultural buildings | <ul style="list-style-type: none"> • Direct lights away from wetland • Only use lighting where necessary for public safety and keep lights off when not needed • Use motion-activated lights • Use full cut-off filters to cover light bulbs and direct light only where needed • Limit use of blue-white colored lights in favor of red-amber hues • Use lower-intensity LED lighting • Dim light to the lowest acceptable intensity |
| Noise | <ul style="list-style-type: none"> • Commercial/Industrial • Recreation (e.g., athletic fields, bleachers, etc.) • Residential • Agriculture | <ul style="list-style-type: none"> • Locate activity that generates noise away from wetland • Construct a fence to reduce noise impacts on adjacent wetland and buffer • Plant a strip of dense shrub vegetation adjacent to wetland buffer |

| Example of disturbance | Activities and uses that cause disturbances | Examples of measures to minimize impacts |
|----------------------------|--|---|
| Toxic runoff | <ul style="list-style-type: none"> • Parking lots • Roads • Commercial/Industrial • Residential areas • Landscaping • Agriculture | <ul style="list-style-type: none"> • Route all new, untreated runoff away from wetland while ensuring wetland is not dewatered • Establish covenants limiting use of pesticides within 150 feet of wetland • Apply integrated pest management |
| Stormwater runoff | <ul style="list-style-type: none"> • Parking lots • Roads • Commercial/Industrial • Residential areas • Recreation • Landscaping/lawns • Other impermeable surfaces, compacted soil, etc. | <ul style="list-style-type: none"> • Retrofit stormwater detention and treatment for roads and existing adjacent development • Prevent channelized flow or sheet flow from lawns that directly enter the buffer • Infiltrate or treat, detain, and disperse new runoff from impervious surfaces and lawns |
| Pets and human disturbance | <ul style="list-style-type: none"> • Residential areas • Recreation | <ul style="list-style-type: none"> • Use privacy fencing • Plant dense native vegetation to delineate buffer edge and to discourage disturbance • Place wetland and its buffer in a separate tract • Place signs around the wetland buffer every 50 to 200 feet, and for subdivisions place signs at the back of each residential lot • When platting new subdivisions, locate greenbelts, stormwater facilities, and other lower intensity uses adjacent to wetland buffers |
| Dust | <ul style="list-style-type: none"> • Tilled fields • Roads | <ul style="list-style-type: none"> • Use best management practices to control dust |

F. ~~Wetland buffer reduction.~~ The wetland buffer widths in Table 16.50.080(E) may be reduced by up to a maximum of 25 percent provided:

1. ~~The amount of reduction is based on voluntary employment of incentive-based action measures set forth in subsection (G) of this section;~~
2. ~~A critical areas report prepared by a professional with expertise in wetlands and approved by the city using the best available science determines a smaller area can be adequate to protect the wetland functions and values based on site specific characteristics;~~
3. ~~The mitigation provided will result in a net improvement of the wetland and buffer functions;~~
4. ~~Any remaining wetland buffer areas on the property not subject to the reduction, but are degraded, are revegetated with native plants; and~~

5. A five-year monitoring and maintenance program is provided.
- G. *Wetland buffer reduction incentive options.* Table 16.50.080(G) provides incentive options that may be employed to reduce a wetland buffer width as allowed in subsection (F) of this section. Where multiple options for an action are prescribed in the table, only one option under that action may be applied.

Table 16.50.080(G): Wetland Buffer Reduction Incentive Options

| Description of Action | Option | Reduction Allowance |
|--|---|---------------------|
| Remove impervious surface within wetland buffer area | Remove at least 50 percent of the impervious surface area within the reduced buffer area, provided the total impervious surface area removed is less than 500 square feet | 5 percent points |
| | Remove at least 50 percent of the impervious surface area within the reduced buffer area, provided the total impervious surface area removed is more than 500 square feet | 10 percent points |
| | Remove 100 percent of impervious surface area within the reduced buffer area, provided at least 50 percent of the reduced buffer area presently contains impervious surface | 20 percent points |
| Install biofiltration/infiltration mechanisms | Install bioswales, created and/or enhanced wetlands, or ponds supplemental to existing surface water drainage and water quality requirements | 20 percent points |
| Remove invasive, nonnative vegetation | Remove invasive, nonnative vegetation and continue maintenance during the five-year monitoring program of removing relatively dense stands of invasive, nonnative vegetation from significant portions of the reduced buffer area | 10 percent points |
| Install oil-water separator | If not required by other provisions of the Medina Municipal Code, install oil-water separators for surface water quality control | 10 percent points |
| Replace impervious materials | Replace impervious materials for driveway/road construction with pervious materials | 10 percent points |
| Provide off-site restoration where no on-site restoration is available | Restoration is provided at a 2:1 ratio or greater | 10 percent points |
| | Restoration is provided at a 4:1 ratio or greater | 20 percent points |

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| Remove toxic materials | Remove significant refuse or sources of toxic material | 10-percent points |
|------------------------|--|-------------------|

G. Averaging of wetland buffer width. The city may allow the wetland buffer width around the boundaries of the wetland to be averaged provided all of the following criteria are met:

1. The wetland has significant differences in characteristics that affect its habitat functions, such as a wetland with a forested component adjacent to a degraded emergent component or a dual-rated wetland with a Category I area adjacent to a lower-rated area. The proposal results in a net improvement of wetland, habitat and buffer function;
2. The proposal includes revegetation of the averaged buffer using native plants, if needed. The buffer is increased adjacent to the higher-functioning area of habitat or more-sensitive portion of the wetland and decreased adjacent to the lower- functioning or less-sensitive portion as demonstrated by a critical area report from a qualified wetland professional;
3. The total area contained in the buffer of each wetland on the development proposal site is not decreased. The total area of the buffer after averaging is equal to the area required without averaging;
4. The wetland buffer width is not reduced by more than 25 percent in any one location. The buffer at its narrowest point is never less than either 75 percent of the required width or 75 feet for Category I and II, 50 feet for Category III, and 25 feet for Category IV, whichever is greater; and
5. A critical areas report meeting the requirements set forth in MMC 16.50.070 indicates the criteria in this subsection are satisfied.

I. Increased Wetland Buffer Width. Buffer widths shall be increased by 33 percent as determined by the Director, through review of a critical areas report when a wider buffer is necessary to protect wetland functions and values. This determination shall be supported by appropriate documentation showing that it is reasonably related to protection of the functions and values of the wetland. The documentation shall include but not be limited to the following criteria:

- a. The wetland is used by a state or federally listed plant or animal species. These species would be those listed under WAC 220-610-010, 50 CFR 17-11, 50 CFR 17-12, or other state or federal regulations;
- b. The wetland has critical habitat; or a priority area for a priority species as defined by WDFW; or Wetlands of High Conservation Value as defined by the Washington Department of Natural Resources' Natural Heritage Program;
- c. The adjacent land is susceptible to severe erosion, and erosion-control measures will not effectively prevent adverse wetland impacts;
- d. The adjacent land has minimal vegetative cover; or
 - i. More than 25 percent of the buffer area is covered by nonnative and/or invasive plant species; or
 - ii. Tree and/or shrub vegetation covers less than 25 percent of the buffer area and the wetland buffer has a slope less than 25 percent
- e. The land has slopes greater than 30 percent.

- J. *Buffers for mitigation shall be consistent.* All mitigation sites shall have buffers consistent with the buffer requirements of this chapter. The buffer for a wetland that is created, restored, or enhanced as compensation for approved wetland alterations shall have the minimum buffer required for the highest wetland category involved.
- K. *Buffer conditions shall be maintained.* The standard buffer widths assume that the buffer is vegetated with a native plant community appropriate for the ecoregion. If the existing buffer is unvegetated, sparsely vegetated, or vegetated with invasive species that do not perform needed functions, the buffer should either be planted to create the appropriate plant community or the buffer should be widened to ensure that adequate functions of the buffer are provided. Except as otherwise specified or allowed in accordance with these critical area regulations, ~~wetland buffers shall be retained in their natural condition~~ wetland buffers shall be undisturbed as well as retained in their natural condition.
- L. *Temporary markers.* The outer perimeter of the wetland or buffer and the limits of those areas to be disturbed pursuant to an approved permit or authorization shall be marked in the field in such a way as to ensure that no unauthorized intrusion will occur, and inspected by the city prior to the commencement of permitted activities. This temporary marking shall be maintained throughout construction, and shall not be removed until permanent signs, if required, are in place pursuant to subsection (M) of this section.
- M. *Permanent signs.*
1. As a condition of any permit or authorization issued pursuant to this chapter, the ~~Director~~ city manager or designee may require the applicant to install permanent signs along the boundary of a wetland or buffer.
 2. Permanent signs shall be made of a metal face and attached to a metal post, or another material of equal durability. The sign shall be worded as follows or with alternative language approved by the city:

Protected Wetland Area
Do Not Disturb.
Contact the City of Medina
Regarding Uses and Restriction
 3. Signs must be posted at an interval of one per lot or every 50 feet, whichever is less, and must be maintained by the property owner in perpetuity.
- N. *Fencing.*
1. The ~~Director~~ city manager or designee may condition any permit or authorization issued pursuant to this chapter to require the applicant to install a permanent fence at the edge of the wetland buffer, when fencing will prevent future impacts to the wetland.
 2. Fencing installed as part of a proposed activity or as required in this subsection shall be designed so as to not interfere with species migration, including fish runs, and shall be constructed in a manner that minimizes impacts to the wetland and associated habitat.
- O. *Additional mitigation measures.* In addition to the requirements set forth in MMC 16.50.060(B), (C) and (D), when mitigation for wetland and/or wetland buffer impacts is required, the following supplementary requirements shall apply:
1. Mitigation for alterations to wetland and/or wetland buffer shall achieve equivalent or greater ecological functions and shall be consistent with ~~the Department of Ecology Guidance on Wetland Mitigation in Washington State (2004, Department of Ecology Publication No. 04-06-013)~~ Wetland Mitigation in Washington State—Part 1: Agency Policies and Guidance (Version 2) (Ecology, USACE, and EPA 2021 Publication number 21-06-003), as revised.

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2. Wetland or wetland buffer mitigation actions shall not result in a net loss of wetland or buffer area, and shall follow the mitigation sequencing process identified in MMC 16.50.060(C). Compensation shall be provided at a level that replaces lost functions and values through Table MMC 16.50.080(O) or the credit-debit method (Ecology Publication No. 10-06-011). Mitigation shall not result in a net loss of wetland or buffer area except when the lost wetland or buffer area provides minimal functions and the mitigation action(s) results in a net gain in wetland or buffer functions, as determined by a site-specific function assessment using best available science.
3. Mitigation actions shall address and provide equivalent or greater wetland and buffer functions and values compared to wetland and buffer conditions existing prior to the proposed alteration.
4. Mitigation actions shall be in-kind and conducted within the same basin and on the same site as the alteration except when the following apply:
 - a. There are no reasonable on-site opportunities for mitigation or on-site opportunities do not have a high likelihood of success due to development pressures, adjacent land uses, or on-site buffers or connectivity are inadequate;
 - b. Off-site mitigation has a greater likelihood of providing equal or improved wetland functions than the impacted wetland; and
 - c. Off-site locations shall be in the same basin and the same Water Resource Inventory Area (WRIA).
5. Mitigation timing. Where feasible, mitigation projects shall be completed prior to activities that will disturb wetlands. In all other cases, mitigation shall be completed immediately following disturbance and prior to use or occupancy of the activity or development. Construction of mitigation projects shall be timed to reduce impacts to existing wildlife and flora.
6. Mitigation ratios.
 - a. The ratios in the following table shall apply to wetland creation or restoration that is in-kind, on site, the same category, and has a high probability of success. The first number specifies the acreage of replacement wetlands and the second specifies the acreage of wetlands altered.

Table 16.50.080(O): Wetland Mitigation Ratios

| Category of Impact Wetland | Creation or Re-establishment | Rehabilitation | Enhancement or Preservation |
|----------------------------------|------------------------------|----------------|-----------------------------|
| Category I: based on total score | 4:1 | 8:1 | 16:1 |
| Category I: Mature Forested | 6:1 | 12:1 | 24:1 |
| Category II | 3:1 | 6:1 | 12:1 |
| Category III | 2:1 | 4:1 | 8:1 |
| Category IV | 1.5:1 | 3:1 | 6:1 |
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- b. Increased replacement ratio. The Director may increase the ratios under the following circumstances:
 - i. Uncertainty exists as to the probable success of the proposed restoration or creation; or

- ii. A significant period of time will elapse between impact and replication of wetland functions; or
 - iii. Proposed mitigation will result in a lower category wetland or reduced functions relative to the wetland being impacted; or
 - iv. The impact was an unauthorized impact.
- c. Decreased replacement ratio. The Director may decrease these ratios under the following circumstances: if the proposed mitigation actions are conducted in advance of the impact and have been shown to be successful.
- i. Documentation by a qualified professional demonstrates that the proposed mitigation actions have a very high likelihood of success based on prior experience;
 - ii. Documentation by a qualified professional demonstrates that the proposed actions for compensation will provide functions and values that are significantly greater than the wetland being affected;
 - iii. The proposed actions for compensation are conducted in advance of the impact and are shown to be successful; or
 - iv. In wetlands where several Hydrogeomorphic (HGM)classes are found within one delineated boundary, the areas of the wetlands within each HGM class can be scored and rated separately and the ratios adjusted accordingly, if all of the following apply:
 - a. The wetland does not meet any of the criteria for wetlands with “Special Characteristics” as defined in the rating system;
 - b. The rating and score for the entire wetland is provided along with the scores and ratings for each area with a different HGM class;
 - c. Impacts to the wetland are all within an area that has a different HGM class from the one used to establish the initial category; and
 - d. The proponents provide adequate hydrologic and geomorphic data to establish that the boundary between HGM classes lies at least 50 feet outside of the footprint of the impacts
- d. Minimum replacement ratio. In all cases, a minimum acreage replacement ratio of one-to-one shall be required.
7. Wetland mitigation banks.
- a. Credits from a certified wetland mitigation bank or in-lieu fee program may be approved for use as compensation for unavoidable impacts to wetlands when:
 - i. For mitigation banks, the bank is certified under Chapter 173-700 WAC;
 - ii. The ~~Director~~ city manager or designee determines that the wetland mitigation bank or in-lieu fee program provides appropriate compensation for the authorized impacts; and
 - iii. The proposed use of credits is consistent with the terms and conditions of the mitigation bank or in-lieu fee program.
 - b. Replacement ratios for projects using bank credits shall be consistent with replacement ratios specified in the bank's certification.

- c. Credits from a certified wetland mitigation bank may be used to compensate for impacts located within the service area specified in the bank's certification. In some cases, bank service areas may include portions of more than one WRIA for specific wetland functions.
- 8. Wetland enhancement as mitigation.
 - a. Impacts to wetlands may be mitigated by enhancement of existing significantly degraded wetlands.
 - b. Applicants proposing to enhance wetlands must produce a critical area report that identifies how enhancement will increase the functions of the degraded wetland and how this increase will adequately mitigate for the loss of wetland area and function at the impact site.
 - c. The enhancement acreage shall be pursuant to the ratios in Table 16.50.080(O).

(Code 1988 § 20.50.100; Ord. No. 924 § 3 (Att. B), 2015)

16.50.090. Geologically hazardous areas.

- A. Geologically hazardous areas include those areas susceptible to erosion, sliding, earthquake, or other geologic events. They pose a threat to the health and safety of citizens when incompatible development is sited in areas of significant hazard. Such incompatible development may not only place itself at risk, but also may increase the hazard to surrounding development and use. In the city, areas susceptible to one or more of the following types of hazards shall be designated as a geologically hazardous area:
 - 1. Erosion hazard;
 - 2. Landslide hazard; and
 - 3. Seismic hazard.
- B. Specific hazard areas—Designation.
 - 1. *Erosion hazard areas.* Erosion hazard areas are at least those areas identified by the U.S. Department of Agriculture's Natural Resources Conservation Service as having a "moderate to severe," "severe," or "very severe" rill and inter-rill erosion hazard.
 - 2. *Landslide hazard areas.* Landslide hazard areas are areas potentially subject to landslides based on a combination of geologic, topographic, and hydrologic factors. They include areas susceptible because of any combination of bedrock, soil, slope (gradient), slope aspect, structure, hydrology, or other factors. Example of these may include, but are not limited to, the following:
 - a. Areas of historic failures, such as:
 - i. Those areas delineated by the U.S. Department of Agriculture's Natural Resources Conservation Service as having a "severe" limitation for building site development;
 - ii. Areas designated as quaternary slumps, earth-flows, mudflows, lahars, or landslides on maps published by the U.S. Geological Survey or Department of Natural Resources;
 - b. Areas with all three of the following characteristics:
 - i. Slopes steeper than 15 percent; and
 - ii. Hillsides intersecting geologic contacts with a relatively permeable sediment overlying a relatively impermeable sediment or bedrock; and
 - iii. Springs or ground water seepage;

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- c. Slopes that are parallel or sub-parallel to planes of weakness (such as bedding planes, joint systems, and fault planes) in subsurface materials;
 - d. Areas potentially unstable because of rapid stream incision, stream bank erosion, and undercutting by wave action;
 - e. Areas located in a canyon or on an active alluvial fan, presently or potentially subject to inundation by debris flows or catastrophic flooding; and
 - f. Steep slopes, which are 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.
3. *Seismic hazard areas.* Seismic hazard areas are areas subject to severe risk of damage as a result of earthquake-induced ground shaking, slope failure, settlement, soil liquefaction, lateral spreading, or surface faulting. One indicator of potential for future earthquake damage is a record of earthquake damage in the past. Ground shaking is the primary cause of earthquake damage in Washington. The strength of ground shaking is primarily affected by:
- a. The magnitude of an earthquake;
 - b. The distance from the source of an earthquake;
 - c. The type and thickness of geologic materials at the surface; and
 - d. The subsurface geologic structure.

Settlement and soil liquefaction conditions occur in areas underlain by cohesionless, loose, or soft-saturated soils of low density, typically in association with a shallow ground water table.

C. Mapping.

1. The approximate location and extent of geologically hazardous areas are shown on the adopted critical area maps. The adopted critical area maps include:
 - a. U.S. Geological Survey landslide hazard, seismic hazard and volcano hazard maps;
 - b. Department of Natural Resources seismic hazard maps for Western Washington;
 - c. Department of Natural Resources slope stability maps;
 - d. Federal Emergency Management Administration flood insurance maps;
 - e. Washington Department of Natural Resources (DNR) Liquefaction Susceptibility Map of King County; and
 - f. Locally adopted maps.
2. These maps are to be used as a guide for the city, project applicants and/or property owners, and may be continuously updated as new critical areas are identified. They are a reference and do not provide a final critical area designation.

D. Additional report requirements.

1. For development proposed to be located in erosion or landslide hazard areas, the applicant shall submit a geotechnical report prepared by a qualified professional. A steep slope hazard must also meet the requirements for a critical area report set forth in MMC 16.50.070.
2. The Director may require a geotechnical report for development proposed in a seismic hazard area.

- E. Where a geotechnical report is required, a geotechnical assessment of the geological hazards including the following site- and proposal-related information shall be included in either the geotechnical report or the critical areas report:
1. Site and construction plans for the proposal showing:
 - a. The type and extent of geologic hazard areas, any other critical areas, and any critical area buffers on, adjacent to, within 200 feet of or that are likely to impact the proposal or be impacted by the proposal;
 - b. Proposed development, including the location of existing and proposed structures, fill, storage of materials, and drainage facilities, with dimensions indicating distances to the geologically hazardous area; and
 - c. The topography, in two-foot contours, of the project area and all hazard areas addressed in the report;
 2. An assessment of the geologic characteristics and engineering properties of the soils, sediments, and/or rock of the project area and potentially affected adjacent properties, and a review of the site history regarding landslides, erosion, and prior grading. Soils analysis shall be accomplished in accordance with accepted taxonomic classification systems in use in the region. The assessment shall include, but not be limited to:
 - a. A description of the surface and subsurface geology, hydrology, soils, and vegetation found in the project area and in all hazard areas addressed in the report;
 - b. A detailed overview of the field investigations, published data and references; data and conclusions from past assessments of the site; and site specific measurements, tests, investigations, or studies that support the identification of geologically hazardous areas; and
 - c. A description of the vulnerability of the site to the relevant geologic hazard;
 3. A geotechnical analysis including a detailed description of the project, its relationship to the geologic hazard(s), and its potential impact upon the hazard area, the subject property and affected adjacent properties;
 4. Recommendations for the minimum no-disturbance buffer and minimum building setback from any geologic hazard based upon the geotechnical analysis. The Director may assign buffer and building setbacks based on this information. For steep slopes, the minimum buffer widths are specified in subsection (I)(2)(a) of this section;
 5. When hazard mitigation is required:
 - a. The mitigation plan shall specifically address how the activity maintains or reduces the pre-existing level of risk to the site and adjacent properties on a long-term basis (equal to or exceeding the projected lifespan of the activity or occupation);
 - b. Proposed mitigation techniques shall be considered to provide long-term hazard reduction only if they do not require regular maintenance or other actions to maintain their function; and
 - c. Mitigation may also be required to avoid any increase in risk above the pre-existing conditions following abandonment of the activity;
 6. Where a valid geotechnical report has been prepared and approved by the city within the last five years for a specific site, and where the proposed land use activity and surrounding site conditions are unchanged, said report may be incorporated into the required critical area or geotechnical report

- provided the applicant submits a geotechnical assessment detailing any changed environmental conditions associated with the site; and
7. Additional information determined by the Director to be necessary to the review of the proposed activity and the subject hazard.
- F. In addition to the geotechnical report requirements specified in subsection (E) of this section, a geotechnical or critical area report (as specified in subsection (D) of this section) for an erosion hazard or landslide hazard shall include the following information:
1. A site plan for the proposal showing the following:
 - a. The height of slope, slope gradient, and cross-section of the project area;
 - b. The location of springs, seeps, or other surface expressions of ground water on or within 200 feet of the project area or that have potential to be affected by the proposal; and
 - c. The location and description of surface water runoff.
 2. The geotechnical analysis shall specifically include:
 - a. A description of the extent and type of vegetative cover;
 - b. An estimate of load capacity including surface and ground water conditions, public and private sewage disposal systems, fills and excavations, and all structural development;
 - c. An estimate of slope stability and the effect construction and placement of structures will have on the slope over the estimated life of the structure;
 - d. An estimate of the bluff retreat rate that recognizes and reflects potential catastrophic events such as seismic activity or a 100-year storm event;
 - e. Consideration of the runout hazard of landslide debris and/or the impacts of landslide runout on downslope properties;
 - f. A study of slope stability including an analysis of proposed angles of cut and fills and site grading;
 - g. Recommendations for building limitations, structural foundations, and an estimate of foundation settlement; and
 - h. An analysis of proposed surface and subsurface drainage, and the vulnerability of the site to erosion.
 3. For any development proposal on a site containing an erosion hazard area, an erosion and sediment control plan shall be required.
 4. A drainage plan for the collection, transport, treatment, discharge and/or recycle of water.
 5. Whenever development, including, but not limited to, stairs, pathways, trams and their support structures, retaining walls, and structures, is performed on any erosion, landslide hazard, or steep slope area as defined in this chapter, a mitigation plan shall be prepared.
 - a. The plan shall include the location and methods of drainage, surface water management, locations and methods of erosion control, a vegetation management and/or replanting plan, and/or other means for maintaining long-term soil stability.
 - b. All disturbed areas shall be revegetated by the property owner.
 - c. Revegetation shall include planting of species indigenous to the Northwest, together with a schedule of their maintenance.

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6. Monitoring surface waters. If the Director determines that there is a significant risk of damage to downstream receiving waters due to potential erosion from the site, based on the size of the project, the proximity to the receiving waters, or the sensitivity of the receiving waters, the report shall include a plan to monitor the surface water discharge from the site. The monitoring plan shall include a recommended schedule for submitting monitoring reports to the city.
- G. Seismic hazard areas shall require geotechnical reporting consistent with subsection (E) of this section and the following:
 1. The site map shall show all known and mapped faults within 200 feet of the project area or that have potential to be affected by the proposal.
 2. The geotechnical analysis shall include a complete discussion of the potential impacts of seismic activity on the site (for example, forces generated and fault displacement).
 - H. Geologically hazardous areas—General development standards.
 1. Alterations of geologically hazardous areas or associated buffers may only occur for activities that a qualified professional determines:
 - a. Will not increase the threat of the geologic hazard to adjacent properties beyond predevelopment conditions;
 - b. Will not adversely impact other critical areas or their buffers;
 - c. Are designed so that the hazard is eliminated or mitigated to a level equal to or less than predevelopment conditions; and
 - d. Are certified as safe by a qualified engineer or geologist, licensed in the State of Washington.
 2. Essential Public Facilities Prohibited. Essential public facilities shall not be sited within geologically hazardous areas unless there is no other practical alternative.
 - I. Geologically hazardous areas—Specific development standards.
 1. Alterations of an erosion or landslide hazard area and/or buffer may only occur for activities for which a geotechnical report is submitted and certifies that:
 - a. The development will not increase surface water discharge or sedimentation to adjacent properties beyond predevelopment conditions;
 - b. The development will not decrease slope stability on adjacent properties; and
 - c. Such alterations will not adversely impact other critical areas or their buffers.
 2. A buffer shall be established from all edges of steep slopes as defined in subsection (B)(2)(f) of this section. The size of the buffer shall be determined by the Director to eliminate or minimize the risk of property damage, death or injury resulting from erosion and landslides caused in whole or part by the development, based upon review of and concurrence with a critical area report prepared by a qualified professional.
 - a. Minimum buffer.
 - i. The minimum buffer shall be equal to the height of the slope or 50 feet, whichever is greater.
 - ii. The buffer may be reduced to a minimum of ten feet when a qualified professional demonstrates to the city's satisfaction that the reduction will adequately protect the proposed development, adjacent developments, and uses and the subject critical area.

- iii. The buffer may be increased where the Director determines a larger buffer is necessary to prevent risk of damage to proposed and existing development.
3. Development within erosion or landslide hazard areas and/or their buffers shall be designed to meet the following basic requirements unless it can be demonstrated that an alternative design that deviates from one or more of these standards provides equivalent or greater long-term slope stability while meeting all other provisions of these critical area regulations. The requirement for long-term slope stability shall exclude designs that require periodic maintenance or other actions to maintain their level of function. The basic development design standards are:
 - a. The proposed development shall not decrease the factor of safety for landslide occurrences below the limits of 1.5 for static conditions and 1.2 for dynamic conditions. Analysis of dynamic conditions shall be based on a minimum horizontal acceleration as established by the current version of the International Building Code;
 - b. Structures and improvements shall minimize alterations to the natural contour of the slope and foundations shall be tiered where possible to conform to existing topography;
 - c. Structures and improvements shall be located to preserve the most critical portion of the site and its natural landforms and vegetation;
 - d. The proposed development shall not result in greater risk or a need for increased buffers on neighboring properties;
 - e. The use of retaining walls that allow the maintenance of existing natural slope area is preferred over graded artificial slopes; and
 - f. Development shall be designed to minimize impervious lot coverage.
4. Unless otherwise provided or as part of an approved alteration, removal of vegetation from an erosion or landslide hazard area or related buffer shall be prohibited.
5. Clearing shall be allowed only from May 1st to October 1st of each year; provided, that the city may extend or shorten the dry season on a case-by-case basis depending on actual weather conditions.
6. Utility lines and pipes shall be permitted in erosion and landslide hazard areas only when the applicant demonstrates that no other practical alternative is available. The line or pipe shall be located above ground and properly anchored and/or designed so that it will continue to function in the event of an underlying slide. Stormwater conveyance shall be allowed only through a high-density polyethylene pipe with fuse-welded joints, or similar product that is technically equal or superior.
7. Point discharges from surface water facilities and roof drains onto or upstream from erosion or landslide hazard area shall be prohibited except as follows:
 - a. Conveyed via continuous storm pipe downslope to a point where there are no erosion hazards areas downstream from the discharge;
 - b. Discharged at flow durations matching predeveloped conditions, with adequate energy dissipation, into existing channels that previously conveyed stormwater runoff in the predeveloped state; or
 - c. Dispersed discharge upslope of the steep slope onto a low-gradient undisturbed buffer demonstrated to be adequate to infiltrate all surface and stormwater runoff.
8. The division of land in erosion and landslide hazard areas and associated buffers is subject to the following:

- a. Land that is located wholly within erosion or landslide hazard area or its buffer may not be subdivided. Land that is located partially within erosion or landslide hazard area or its buffer may be divided; provided, that each resulting lot has sufficient buildable area outside of, and will not affect, the erosion or landslide hazard or its buffer.
 - b. Access roads and utilities may be permitted within the erosion or landslide hazard area and associated buffers if the city determines that no other feasible alternative exists.
9. On-site sewage disposal systems, including drain fields and infiltration drainage systems, shall be prohibited within erosion and landslide hazard areas and related buffers.
 10. Activities proposed to be located in seismic hazard areas shall meet the standards of subsection (H) of this section.

(Code 1988 § 20.50.200; Ord. No. 924 § 3 (Att. B), 2015)

16.50.100. Fish and wildlife habitat conservation areas.

- A. Fish and wildlife habitat conservation areas are areas that serve a critical role in sustaining needed habitats and species for the functional integrity of the ecosystem, and which, if altered, may reduce the likelihood that the species will persist over the long term. These areas may include, but are not limited to, rare or vulnerable ecological systems, communities, and habitat or habitat elements including seasonal ranges, breeding habitat, winter range, and movement corridors; and areas with high relative population density or species richness. In the City of Medina, fish and wildlife habitat conservation areas include:
 1. Areas with which state or federally designated endangered, threatened, and sensitive species have a primary association.
 - a. Federally designated endangered and threatened species are those fish and wildlife species identified by the U.S. Fish and Wildlife Service and the National Marine Fisheries Service that are in danger of extinction or are threatened to become endangered. The U.S. Fish and Wildlife Service and the National Marine Fisheries Service should be consulted as necessary for current listing status.
 - b. State designated endangered, threatened, and sensitive species are those fish and wildlife species native to the State of Washington, identified by the State Department of Fish and Wildlife, that are in danger of extinction, threatened to become endangered, vulnerable, or declining and are likely to become endangered or threatened in a significant portion of their range within the state without cooperative management or removal of threats. State designated endangered, threatened, and sensitive species are periodically recorded in WAC 220-610-010 ~~232-12-014~~ (state endangered species), and WAC ~~232-12-014~~ 220-200-100 (state threatened and sensitive species). The State Department of Fish and Wildlife maintains the most current listing and should be consulted as necessary for current listing status.
 2. State priority habitats and species. Priority habitats and species are considered to be priorities for conservation and management. Priority species require protective measures for their perpetuation due to their population status; sensitivity to habitat alteration; and/or recreational, commercial, or tribal importance. Priority habitats are those habitat types or elements with unique or significant value to a diverse assemblage of species. A priority habitat may consist of a unique vegetation type or dominant plant species, a described successional stage, or a specific structural element. Priority habitats and species are identified by the State Department of Fish and Wildlife.

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3. Habitats and species of local importance. Habitats and species of local importance are those identified by the city as approved by the Medina city council, including those that possess unusual or unique habitat warranting protection.
4. Naturally occurring ponds under 20 acres. Naturally occurring ponds are those ponds under 20 acres and their submerged aquatic beds that provide fish or wildlife habitat, including those artificial ponds intentionally created from dry areas in order to mitigate impacts to ponds. Naturally occurring ponds do not include ponds deliberately designed and created from dry sites, such as canals, detention facilities, wastewater treatment facilities, farm ponds, temporary construction ponds, and landscape amenities, unless such artificial ponds were intentionally created for mitigation.
5. Waters of the state. In the city, waters of the state include lakes, ponds, streams, inland waters, underground waters, and all other surface waters and watercourses within the jurisdiction of the State of Washington.
6. State natural area preserves and natural resource conservation areas. Natural area preserves and natural resource conservation areas are defined, established, and managed by the State Department of Natural Resources.
7. Land found by the Medina city council to be essential for preserving connections between habitat blocks and open spaces.

B. Water typing. Streams shall be designated in accordance with Table 16.50.100(B):

Table 16.50.100(B): Stream Water Type

| Water Typing | Designation Criteria |
|---------------|--|
| Type 1 Stream | Segments of streams that are used by fish at any life stage at any time of the year including potential habitat likely to be used by fish life, which could reasonably be recovered by restoration or management and includes off-channel habitat. |
| Type 2 Stream | Perennial non-fish-habitat streams. Perennial streams do not go dry any time during a year of normal rainfall. However, for the purpose of stream typing, Type 2 streams include the intermittent dry portions of the perennial channel below the uppermost point of perennial flow. If the uppermost point of perennial flow cannot be identified with simple, nontechnical observations, then the point of perennial flow should be determined using the best professional judgment of a qualified professional. |
| Type 3 Stream | Segments of natural waters that are not classified as Type 1 or 2 streams. These are seasonal, non-fish-bearing streams in which surface flow is not present for a significant portion of a year of normal rainfall and are not located downstream from any Type 2 or higher stream. |

C. Mapping.

1. The approximate location and extent of habitat conservation areas are shown on the critical area maps adopted by the city, as most recently updated. The following critical area maps are hereby adopted:
 - a. Department of Fish and Wildlife Priority Habitat and Species Maps;

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- b. Anadromous and resident salmonid distribution maps contained in the Habitat Limiting Factors Reports published by the Washington Conservation Commission;
 - c. Statewide Washington Integrated Fish Distribution (SWIFD) database;
 - d. The Washington Department of Natural Resources Natural Heritage Program;
 - e. Department of Natural Resources State Natural Area Preserves and Natural Resource Conservation Area Maps; and
 - f. City of Medina official habitat maps.
2. These maps are to be used as a guide for the city, project applicants, and/or property owners. They are a reference and do not provide a final critical area designation.
- D. Initial fish and wildlife habitat assessment.
- 1. An applicant proposing development activities and uses located adjacent to or within fish and wildlife habitat conservation areas, which are defined in subsection (A) of this section, may have a written initial fish and wildlife habitat assessment prepared to investigate the presence and extent of regulated site-specific habitat within the project area prior to satisfying the requirements set forth in MMC 16.50.070 (Critical areas report) and this section.
 - 2. The initial fish and wildlife habitat assessment is a preliminary investigation to determine the presence or absence of site-specific critical fish and wildlife habitat within the project area.
 - 3. The initial fish and wildlife habitat assessment shall be prepared by a qualified professional and include the following content:
 - a. A description of the project area;
 - b. Information documenting the investigation of the project area;
 - c. Findings based on the investigation stating whether critical fish and wildlife habitat is present or absent within the project area (the presence of critical fish species alone does not constitute a site-specific critical fish and wildlife habitat); and
 - d. Any suggested relevant recommendations or best management practices assuring compliance with this chapter.

The qualified professional may consult with the Director prior to or during the preparation of the assessment to determine if more or less information is necessary.
 - 4. Results of the initial fish and wildlife assessment.
 - a. If the assessment shows the presence of site-specific critical fish and wildlife habitat within the project area, then the requirements set forth in MMC 16.50.070 and this section shall apply.
 - b. If the assessment shows the absence of site-specific critical fish and wildlife habitat within the project area, then further analysis through the requirements set forth in MMC 16.50.070 and this section shall not be required.
- E. Except where subsection (D)(4)(b) of this section applies, in addition to the critical area report requirements prescribed in MMC 16.50.070, a habitat assessment shall be included. A habitat assessment is an investigation of the project area to evaluate the presence or absence of potential critical fish or wildlife habitat. The habitat assessment shall include the following site- and proposal-related information:

1. Identification of any species of local importance, priority species, or endangered, threatened, sensitive or candidate species that has a primary association with habitat on or adjacent to the project area, and assessment of potential project impacts to the use of the site by the species;
 2. A discussion of any federal, state, or local special management recommendations, including Department of Fish and Wildlife habitat ~~assessment management~~ recommendations that have been developed for species or habitats located on or adjacent to the project area;
 3. A discussion of any ongoing management practices that will protect habitat after the project site has been developed, including any proposed monitoring and maintenance programs;
 4. When appropriate due to the type of habitat or species present or the project area conditions, the Director may also require the habitat ~~assessment management plan~~ to include:
 - a. An evaluation by the State Department of Fish and Wildlife, local Native American Indian tribe, or other qualified expert regarding the applicant's analysis and the effectiveness of any proposed mitigating measures or programs, to include any recommendations as appropriate; and/or
 - b. Detailed surface and subsurface hydrologic features both on and adjacent to the site.
- F. Fish and wildlife habitat conservation areas—General development standards.
1. A habitat conservation area may be altered only if consistent with mitigation sequencing as prescribed in MMC 16.50.060(C) and the proposed alteration of the habitat or the mitigation proposed does not result in a net loss of ecological functions. All new structures and land alterations shall be prohibited within habitat conservation areas, except as allowed in accordance with this chapter.
 2. Whenever activities are proposed in or adjacent to a habitat conservation area, except as outlined in subsection (D) of this section, which state or federally endangered or threatened species have a primary association, such area shall be protected through the application of measures in accordance with a critical area report prepared by a qualified professional and approved by the city, and guidance provided by the appropriate state and/or federal agencies.
 3. All activities, uses, and alterations proposed to be located in or within the established buffers of water bodies used by anadromous fish shall give special consideration to the preservation and enhancement of anadromous fish and fish habitat.
 4. Plant, wildlife, or fish species not indigenous to Western Washington State shall be excluded from habitat conservation areas unless authorized by a state or federal permit or approval.
 5. Mitigation sites shall be located to achieve contiguous wildlife habitat corridors in accordance with a mitigation plan that is part of an approved critical area report to minimize the isolating effects of development on habitat areas, so long as mitigation of aquatic habitat is located within the same aquatic ecosystem as the area disturbed.
 6. The Director shall condition approvals of activities allowed within or adjacent to a habitat conservation area or its buffers consistent with the mitigation sequencing set forth in MMC 16.50.060(C). Conditions may include, but are not limited to, the following:
 - a. Establishment of buffer zones;
 - b. Preservation of critically important vegetation;
 - c. Limitation of public access to the habitat area, including fencing to deter unauthorized access;
 - d. Seasonal restriction of construction activities;
 - e. Establishment of a duration and timetable for periodic review of mitigation activities; and

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- f. Requirement of a performance bond, when necessary, to ensure completion and success of proposed mitigation.
- 7. Mitigation of alterations to habitat conservation areas shall achieve equivalent or superior ecological functions, and shall include mitigation for adverse impacts upstream or downstream of the development proposal site as appropriate. Mitigation shall address each function affected by the alteration to achieve functional equivalency or improvement on a per-function basis. Mitigation should occur in the same subdrainage basin as the habitat impacted. Mitigation shall follow the priority sequence outlined in state guidance and WDFW policy:
 - a. On-site, in-kind: mitigation occurs at or near the impact site and replaces the same ecological functions and habitat types that were lost;
 - b. Off-site, in-kind: mitigation occurs at a different location but still replaces the same ecological functions and habitat types that were lost;
 - c. On-site, out-of-kind: mitigation occurs at or near the impact site but replaces different ecological functions or habitat types than those lost;
 - d. Off-site, out-of-kind: mitigation occurs at a different location and replaces different ecological functions or habitat types than those lost.
- 8. Any approval of alterations or impacts to a habitat conservation area shall be supported by best available science.
- 9. On-site sewage disposal systems, including drain fields and infiltration drainage systems, shall be prohibited within fish and wildlife habitat conservation areas and related buffers.
- G. Fish and wildlife habitat conservation area—Buffers.
 - 1. The Director shall require the establishment of buffer areas for activities in, or adjacent to, habitat conservation areas when needed to protect habitat conservation areas.
 - a. Buffers shall consist of an undisturbed area of native vegetation, or areas identified for restoration, established to protect the integrity, functions and values of the affected habitat.
 - b. Required buffer widths shall reflect the sensitivity of the habitat and the type and intensity of human activity proposed to be conducted nearby.
 - c. Setbacks for protection of Lake Washington are provided in MMC 16.63.030 and buffers for protection of Lake Washington tributaries within shoreline jurisdiction are established in MMC 16.67.080.
 - 2. The following standard buffers for streams located outside of shoreline jurisdiction shall be established, adjacent to streams, measured outward on the horizontal plane from the ordinary high water mark or from the top of bank if the ordinary high water mark cannot be identified:

Table 16.50.100(G)(2): Stream Buffers

| Water Type | Standard Buffer Width | Minimum Buffer Width with Enhancement |
|---------------|-----------------------|---------------------------------------|
| Type 1 Stream | 150feet | 50 feet |
| Type 2 Stream | 100feet | 37.5 feet |
| Type 3 Stream | 100feet | 25 feet |

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3. Reduction of stream buffer widths. The director may allow the standard buffer width to be reduced by up to the listed minimum buffer width in Table 16.50.100(G)(2) provided:
 - a. A critical area report and mitigation plan approved by the city, and the best available science applied on a case by case basis, determine that a smaller area is adequate to protect the habitat functions and values based on site specific characteristics and the proposal will result in a net improvement of stream and buffer functions;
 - b. A plan for mitigating buffer reduction impacts is prepared using selected incentive based mitigation options in Table 16.50.100(G)(3);
 - c. Where a substantial portion of the remaining buffer is degraded, revegetation with native plants in the degraded portions shall be included in the remaining buffer area;
 - d. A five year monitoring and maintenance plan shall be included;
 - e. Incentive options may be accumulatively applied to allow a reduction allowance not to exceed 50 percent of the standard buffer width and Table 16.50.100(G)(2); and
 - f. Where multiple options for an action are prescribed in the Table 16.50.100(G)(3), only one option under that action may be applied.

Table 16.50.100(G)(3): Stream Buffer Reduction Incentive Options

| Description of Action | Options | Reduction Allowance |
|---|---|----------------------------|
| Removal of impervious surface | Reduce impervious surfaces within the to-be remaining buffer area by at least 50 percent | Up to 10 percentage points |
| | Remove all impervious surface where the to-be remaining buffer is presently more than 50 percent impervious | Up to 20 percentage points |
| Installation of biofiltration/infiltration mechanisms | Install bioswales, created and/or enhanced wetlands, or ponds supplemental to existing storm drainage and water quality requirements | Up to 20 percentage points |
| Removal of invasive, non-native vegetation | Remove and employ extended (minimum five-year) monitoring and continued-removal maintenance of relatively dense stands of invasive, nonnative vegetation from significant portions of the remaining buffer area | Up to 10 percentage points |

| | | |
|--|--|----------------------------|
| In-stream habitat enhancement | Placement of log structure, bioengineered bank stabilization, or culvert removal | Up to 20 percentage points |
| | Improve fish passage and/or creation of side channel or backwater areas | Up to 25 percentage points |
| Installation of oil-water separators | If not required by other provisions of the Medina Municipal Code, install oil-water separator for stormwater quality control | Up to 10 percentage points |
| Use of pervious materials | Use pervious materials for driveway/road construction | Up to 10 percentage points |
| Off-site restoration, if no on-site area is possible | Restoration is provided at a 2:1 ratio or greater | Up to 10 percentage points |
| | Restoration is provided at a 4:1 ratio or greater | Up to 20 percentage points |
| Remove toxic material | Remove significant refuse or sources of toxic material | Up to 10 percentage points |

4. The buffer widths in the table above assume the buffer is vegetated with a native plant community appropriate for the ecoregion. To be considered fully functioning, a stream buffer must contain:
 - a. An average of 80% native vegetation cover, with no more than 10% noxious weed cover; and
 - b. A native plant community that includes tree, shrub, and groundcover strata in proportions that mimic native forest for the region.
5. If the existing buffer does not meet vegetative buffer standards above, the buffer must be densely planted to create the appropriate native plant community through the implementation of a mitigation plan per MMC 16.50.060.D or be widened by 33 percent to ensure that the buffer provides adequate functions to protect the stream.
6. Averaging of Stream Buffer Widths. The Director may allow the standard stream buffer width to be averaged in accordance with a critical area report if:
 - a. The proposal will result in a net improvement of stream, habitat and buffer function;
 - b. The averaged buffer must meet the vegetative standards described in subsections 4. If the existing buffer does not meet these standards, the buffer must be densely planted to create the appropriate native plant community through the implementation of a mitigation plan per MMC 16.50.060.D;

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- c. The total area contained in the buffer of each stream on the development proposal site is not decreased; and
 - d. The standard stream buffer width is not reduced by more than 25 percent in any one location.
7. Buffers may exclude areas that are functionally and effectively disconnected from the stream by an existing public or private road or legally established development, as determined by the Director, through review of a critical areas report. Functionally and effectively disconnected means that the road or other significant development blocks the protective measures provided by a buffer. Significant developments shall include built public infrastructure such as roads and railroads, and private developments such as homes or commercial structures. The Director shall evaluate whether the interruption will affect the entirety of the buffer. Individual structures may not fully interrupt buffer function. In such cases, the allowable buffer exclusion should be limited in scope to just the portion of the buffer that is affected. Where questions exist regarding whether a development functionally disconnects the buffer, or the extent of that impact, the Director may require a critical area report to analyze and document the buffer functionality.
- H. Permitted activities in stream buffers. The following specific activities may be permitted within a stream, pond, lake, water of the state, or associated buffers when the activity complies with the provisions set forth in this title, and subject to the following standards:
- 1. *Clearing and grading.* When clearing and grading is permitted as part of an authorized activity or as otherwise allowed in these standards, the following shall apply:
 - a. Grading is allowed only during the dry season, which is typically regarded as beginning on May 1st and ending on October 1st of each year; provided, that the City of Medina may extend or shorten the dry season on a case-by-case basis, based on actual weather conditions.
 - b. The soil duff layer in ungraded areas shall remain undisturbed to the maximum extent possible. Where feasible, any soil disturbed shall be redistributed to other nonwetland and stream areas of the project site.
 - c. The moisture-holding capacity of the topsoil layer shall be maintained by minimizing soil compaction or reestablishing natural soil structure and infiltrative capacity on all areas of the project area not covered by impervious surfaces.
 - d. Erosion and sediment control shall be provided.
 - 2. *Streambank stabilization.* Streambank stabilization to protect new structures from future channel migration is not permitted except when such stabilization is achieved through bioengineering or soft-armoring techniques in accordance with an approved critical area report.
 - 3. *Roads, trails, bridges, and rights-of-way.* Construction of trails, roadways, and minor road bridging, less than or equal to 30 feet wide, may be permitted in accordance with an approved critical area report subject to the following standards:
 - a. There is no other feasible alternative route with less impact on the environment;
 - b. The crossing minimizes interruption of downstream movement of wood and gravel;
 - c. Mitigation for impacts is provided pursuant to an approved mitigation plan and critical area report;
 - d. Road bridges are designed according to the Department of Fish and Wildlife Water Crossing Design Guidelines, May 2013 or ~~as amended~~, or the National Marine Fisheries Service Anadromous Salmonid Passage Facility Design, February 2008, or the Guidelines for Salmonid Passage at Stream Crossings in Oregon, Washington, and Idaho (June 2022) ~~or as amended~~; and

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- e. Trails and associated viewing platforms shall not be made of continuous impervious materials.
- 4. *Utility facilities.* New utility lines and facilities may be permitted to cross watercourses in accordance with an approved critical area report if they comply with the following standards:
 - a. Fish and wildlife habitat areas shall be avoided to the maximum extent feasible;
 - b. Installation shall be accomplished by boring beneath the scour depth and hyporheic zone of the water body and channel migration zone, where feasible;
 - c. The utilities shall cross at an angle greater than 60 degrees to the centerline of the channel in streams or perpendicular to the channel centerline whenever boring under the channel is not feasible;
 - d. Crossings shall be contained within the footprint of an existing road or utility crossing where possible;
 - e. The utility route shall avoid paralleling the stream or following a down-valley course near the channel; and
 - f. The utility installation shall not increase or decrease the natural rate of channel migration.
- 5. *Stormwater conveyance facilities.* Conveyance structures may be permitted in accordance with an approved critical area report subject to the following standards:
 - a. No other feasible alternatives with less impact exist;
 - b. Mitigation for impacts is provided; and
 - c. Vegetation shall be maintained and, if necessary, added adjacent to all open channels and ponds in order to retard erosion, filter out sediments, and shade the water.
- I. Signs and fencing.
 - 1. The outer perimeter of the habitat conservation area or buffer and the limits of those areas to be disturbed pursuant to an approved permit or authorization shall be marked in the field in such a way as to ensure that no unauthorized disturbance will occur, and verified by the Director prior to the commencement of permitted activities. This temporary marking shall be maintained throughout construction, and shall not be removed until permanent signs, if required, are in place.
 - 2. As a condition of any permit or authorization issued pursuant to this chapter, the Director may require an applicant to install permanent signs along the boundary of a habitat conservation area or buffer. Permanent signs shall be made of a metal face and attached to a metal post, or another material of equal durability. Signs must be posted at an interval of one per lot or every 50 feet, whichever is less, and must be maintained by the property owner in perpetuity. The sign shall be worded as follows or with alternative language approved by the ~~Director city manager~~ or designee:

Habitat Conservation Area
Do Not Disturb
Contact City of Medina Regarding Uses and Restriction
Fencing
 - 3. The ~~Director city manager~~ or designee may condition any permit or authorization issued pursuant to this chapter to require the applicant to install a permanent fence at the edge of the habitat conservation area or buffer, when fencing may prevent future impacts to the habitat conservation area.

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4. Fencing installed as part of a proposed activity or as required in this subsection shall be designed so as to minimize interference with species migration, including fish runs, and shall be constructed in a manner that minimizes habitat impacts.
- J. The subdivision and short subdivision of land in fish and wildlife habitat conservation areas and associated buffers is subject to the following:
1. Land that is located wholly within a habitat conservation area or its buffer may not be subdivided.
 2. Land that is located partially within a habitat conservation area or its buffer may be divided; provided, that an accessible and contiguous portion of each new lot is located outside of the habitat conservation area or its buffer and meets the city's minimum lot size requirements.
 3. Access roads and utilities serving the proposed lots may be permitted within the habitat conservation area and associated buffers only if the city determines that no other feasible alternative exists and when consistent with these critical areas regulations.

(Code 1988 § 20.50.300; Ord. No. 924 § 3 (Att. B), 2015)

From: [Sears, Tricia \(DNR\)](#)
To: kmahoney.planning@gmail.com
Cc: [Sears, Tricia \(DNR\)](#); [Long, Lexine \(COM\)](#)
Subject: Medina's Critical Areas Ordinance Amendments (2025-S-11241): WGS comments
Date: Tuesday, December 16, 2025 9:55:18 AM

Hello Kim,

In keeping with the interagency correspondence principles, I am providing you with comments on Medina's Critical Areas Ordinance Amendments (2025-S-11241).

For this proposal submitted via Planview, I looked at the proposal and focused on areas related to WGS work. Of note, but not limited to, I look for language around the geologically hazardous areas, mineral resource lands, mining, climate change, and natural hazards mitigation plans.

Specifically in this proposal, I reviewed the CAO Update (Draft), Redlines to MMC 16.12, 16.50, and 16.72_2025-1208.pdf and Commerce Notice to Adopt, Medina CAO Update_2025-1210.pdf.

Kudos to you for working on your CAO! Below I have included comments and suggestions.

[CAO Update \(Draft\), Redlines to MMC 16.12, 16.50, and 16.72_2025-1208.pdf](#)

On page 2, section 16.12.180. - "Q" definitions, it is great to see the definition of qualified professional, and in particular, for the geologically hazardous areas.

On page 7, subsection C states, "C. Limited critical areas exemptions. The following developments, activities, and associated uses shall not be required to follow a critical areas review process; provided, that they are consistent with the requirements of this chapter. The city may condition approval of such to ensure adequate critical areas protection:" Are they subject to some other kind of review? I'm unclear how the actions listed can be exempt from critical areas review but can have conditions of approval "to ensure adequate critical areas protection" and how they can demonstrate they meet the listed provisions.

On page 8, it states, "i. The applicant submits a report from a qualified professional (e.g., certified arborist or professional forester)." Suggest consider adding that information to the definition of qualified professional on page 2.

On page 14, it states, "F. NGPAs in development proposals. Native growth protection areas (NGPAs) shall be used in development proposals for subdivisions and short subdivisions in accordance with the following:..." This appears to be specific to subdivisions and not all development proposals in critical areas. This is the only place there is a requirement to record to title that there is geologically hazardous areas hazard, and that is limited to landslide hazard. It is not required for erosion and seismic hazards. Consider adding those two hazards to the requirement. Consider having a provision that requires all of the critical areas found on the property to be noted / recorded to the title, not just NGPAs and subdivisions.

On page 26, in section 16.50.090 Geologically Hazardous Areas, good to see that the types of

hazards are identified: erosion, landslide, and seismic hazards. In this sentence from 2.a.ii “...U.S. Geological Survey or Department of Natural Resources;” suggest referring to it as the Washington Department of Natural Resources to clearly distinguish the federal and state level agencies. Suggest, as noted below, the code include a reference to the Washington Geologic Information Portal.

On page 31, good to see the factor of safety provision.

Suggest having provisions for geologically hazardous areas for temporary and permanent marking, including fencing and signs, similar to requirements in the wetlands and the fish and wildlife habitat conservation areas provisions.

[Commerce Notice to Adopt, Medina CAO Update_2025-1210.pdf](#)

Looks good.

Below, I include our usual language for this and future endeavors.

Recognizing the limitations of the current proposals, I want to mention that it would be great for you to consider these in current or future work, be it in your comprehensive plan, development code, and SMP updates, and in your work in general:

- Consider adding a reference to the definition of geologically hazardous areas, WAC 365-190-120, in other areas besides the CAO. In addition, consider adding a reference to WAC 365-196-480 for natural resource lands.
- Consider adding in other areas besides the CAO. If you have not checked our interactive database, the Washington Geologic Information Portal, lately, you may wish to do so. [Geologic Information Portal | WA - DNR](#)
- If you have not checked out our Geologic Planning page, you may wish to do so. [Geologic Planning | WA - DNR](#)

Thank you for considering our comments. If you have any questions or need additional information, please contact me. For your convenience, if there are no concerns or follow-up discussion, you may consider these comments to be final as of the 60-day comment deadline of 2/8/26.

Have a great day!

Tricia

Tricia R. Sears (she/her/hers)

Geologic Planning Liaison

Washington Geological Survey (WGS)

Washington Department of Natural Resources (DNR)

Cell: 360-628-2867 | Email: tricia.sears@dnr.wa.gov



MEDINA, WASHINGTON

AGENDA BILL

Monday, February 23rd 2026

| | |
|---|---|
| <p>Subject/Topic: City Council External Committee Assignments</p> <p>Dept. Origin: City Council</p> <p>Category: City Business</p> <p>Prepared by: Jeff Swanson, City Manager</p> <p>Attachments: None</p> | <p>Proposed Council Action/Motion:</p> <p><input type="checkbox"/> Information Only</p> <p><input type="checkbox"/> Receive and File</p> <p><input type="checkbox"/> Discuss</p> <p><input type="checkbox"/> Provide Direction</p> <p><input type="checkbox"/> Public Hearing</p> <p><input checked="" type="checkbox"/> Adopt/Approve</p> <p><input type="checkbox"/> Other:</p> |
|---|---|

Proposed Council Action

Approve the slate of nominees to serve on external committees representing the City as presented.

Summary

Based on expressions of interest and availability, the following slate of nominees is presented to the City Council for approval in representing the City on various external committees:

- Councilmember Laura Bustamante, ARCH Elected Officials
- Councilmember Heija Nunn, Sound Cities Association Public Issues Committee ("SCA PIC")
- Councilmember Michael Luis, King County Eastside Transportation Partnership ("ETP")
- Deputy Mayor Randy Reeves, WRIA-8 and alternate for ARCH Elected Officials
- Mayor Jessica Rossman, Sound Cities Association Small Cities Workgroup

Following is additional information regarding these assignments:

Sound Cities Association Public Issues Committee (PIC)

Meetings: Monthly, 2nd Wednesdays at 7:00 (online and in person)
 "The SCA Public Issues Committee (PIC) was established by SCA in 1995 as a standing board committee. Per SCA Bylaws, the PIC "shall review and evaluate policy positions and recommend to the Board what, if any, action should be taken on such policy positions"; Governed by SCA Bylaws (adopted by membership as a whole at Annual Meetings), SCA Board Policies (adopted by Board), and PIC Operating Policies (adopted by PIC). The PIC includes a representative of each city in SCA. Each SCA member has a seat and equal vote at the PIC. It is the body responsible for making recommendations on policies and committee appointments to the Board. The PIC is SCA's vehicle for bringing policies to member cities, and for member cities to bring policies to SCA." <https://soundcities.org/aboutpic/>

WRIA-8: Local partners working together to conserve and restore salmon habitat.

Meetings: Unlisted (Randy Reeves currently attends)

"Chinook Salmon (also known as King Salmon) are listed as threatened under the Endangered Species Act. In WRIA 8 local governments, community organizations, scientists, businesses, and state and federal agency partners are working together to protect and restore salmon habitat guided by a science-based salmon conservation plan. Funding from the 28 local government partners and the state of Washington support salmon recovery in the watershed." <https://www.govlink.org/watersheds/8/>

Eastside Transportation Partnership (ETP)

Some coordination required: one of two seats on behalf of Small Cities Coalition (Beaux Arts, Clyde Hill, Hunts Point, Medina, Yarrow Point)

Meetings: Monthly, 2nd Fridays 8:00-9:00 a.m. (in person quarterly, otherwise online)

"The Eastside Transportation Partnership (ETP) provides an Eastside forum for inter-jurisdictional cooperation to implement coordinated, prioritized transportation plans and programs through leadership, education, and advocacy." <https://kingcounty.gov/en/dept/metro/about/transportation-boards/eastside-transportation-partnership>

Sound Cities Association Small Cities Workgroup

Meetings: TBD, starting March 2026

"Convene small cities in King County (those with a population under 10,000) to engage in knowledge-sharing, collaboration, and action on local and regional policy issues. This will include both: (1) identifying shared challenges, resources, and potential solutions and (2) elevating small cities' unique voice to other SCA member cities, King County, and the state government. The Workgroup provides a convening space for small cities to build partnerships and engage on shared policy priorities. While this is focused on small cities, our hope is that some of this work may generate ideas that help all of our cities." Email from SCA Director, 1/13/26.

ARCH Elected Officials

Some coordination required: one of two seats on behalf of Points Communities (Clyde Hill, Hunts Point, Medina, Yarrow Point)

Meetings: First meeting tentatively March 26th from 5-7pm; regular meeting schedule TBD

"East King County is home to dozens of elected officials who champion affordable housing. The Council of Elected Officials will bring these leaders together to build shared understanding, strengthen relationships, and support coordinated action to create and preserve affordable housing. Over the course of 2026, Council members will serve as a sounding board for the ARCH Executive Board and staff, exchange best practices, and learn more about complex housing policies." <https://www.archhousing.org/news/arch-launches-pilot-council-of-elected-officials-to-advance-affordable-housing>

Council Priorities

This proposal furthers Council Priority 3.

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

5. Neighborhood Character and Community Building

Budget/Fiscal Impact: No change/impact to current levels of appropriations.

Recommendation: Adoption

City Manager Approval:



Proposed Council Motions: “I move to approve the following to serve on external committees representing the City of Medina:

- Councilmember Laura Bustamante on the ARCH Elected Officials Committee,
- Councilmember Heija Nunn on the Sound Cities Association Public Issues Committee,
- Councilmember Michael Luis on the King County Eastside Transportation Partnership
- Deputy Mayor Randy Reeves on the WRIA-8 and as the alternate for the ARCH Elected Officials Committee, and
- Mayor Jessica Rossman on the Sound Cities Association Small Cities Workgroup.”



MEDINA, WASHINGTON

AGENDA BILL

Monday, February 23, 2026

| | |
|--|---|
| <p>Subject/Topic: Consideration of Interim Official Control – Bulk</p> <p>Dept. Origin: Development Services/City Council</p> <p>Category: Council Business</p> <p>Prepared by: Jennifer Robertson, City Attorney</p> <p>Attachments:
1. Ordinance No. 1052</p> | <p>Proposed Council Action/Motion:</p> <p><input type="checkbox"/> Information Only</p> <p><input type="checkbox"/> Receive and File</p> <p><input checked="" type="checkbox"/> Discuss</p> <p><input type="checkbox"/> Provide Direction</p> <p><input type="checkbox"/> Public Hearing</p> <p><input checked="" type="checkbox"/> Adopt/Approve</p> <p><input type="checkbox"/> Other:</p> |
|--|---|

Proposed Council Action

The Council will discuss the Interim Official Control Ordinance (IOC) on Bulk Standards in the Study Session and then will be asked to take action to pass the IOC Ordinance during the Regular Session.

Summary

The Council directed the staff to bring forward an Interim Official Control Ordinance (IOC) on bulk building regulations. The purpose of the IOC is to ensure that while the middle housing codes are being implemented that Medina doesn't create housing that burdens the other residents with noise, light, and loss of privacy. The attached IOC makes the following changes to the Medina Municipal Code:

1. Increases side yard setbacks to increase separation and privacy between homes. (MMC 16.22.030.A.)
2. Requires a new side yard setback that is 5' wider than the base side yard setback for second stories and above. (MMC 16.22.030.A.)
3. Reduces the extent of side yard protrusions and requires a landscape buffer for structures over 30 inches. (MMC 16.22.040.)
4. Reduces extent of protrusion for decks or patios into side yard setbacks from 50 percent to 25 percent intrusion and requires a dense landscape buffer when protrusion is a deck or patio. (MMC 16.22.040.C.2.c.)
5. Requires fountains and other similar installations in setbacks that make noise to not be heard by neighboring properties. (MMC 16.22.040.K.7.)
6. Eliminates height bonuses. (MMC 16.23.050 and MMC 16.23.060.)
7. Requires vacant homes to keep interior lights off if those lights are visible to neighbors when the house is not occupied (MMC 16.44.040.H.)
8. Requires vacant homes to avoid exterior lighting that creates light trespass to neighbors. (MMC 16.44.040.I.)

The changes described above are shown in the attached ordinance. Language that has been deleted is shown in ~~strikeout text~~ while new language is shown in underlined text. Where sections in the code are not modified by the ordinance and are omitted for brevity, this is shown by having starred ellipses “* * * *” to denote missing subsections.

Process

An interim official control is adopted using the same procedures as a moratorium. The Council may adopt the IOC but is required to hold a public hearing within 60 days. The ordinance sets the hearing for April 14, 2026. The ordinance also gives the Director of Development Services the authority to interpret the IOC. Assuming the public hearing is held, the ordinance will be in effect for 6 months and may be renewed if needed. The ordinance directs the Planning Commission to process permanent bulk regulations.

Council Priorities

This proposal furthers Council Priorities 2, 3, 4 and 5.

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

Budget/Fiscal Impact: None.

Recommendation: Discuss and consider adoption.

City Manager Approval:



Proposed Council Motion: “I move approval of Ordinance No. 1052 adopting an Interim Official control pursuant to RCW 35A.63.220 and RCW 36.70A.390; amending the Medina Municipal Code to provide for reduced bulk and increased privacy and peaceful enjoyment for residents in residential development standards, amending the following sections of the medina municipal code for this purpose: 16.22.030 (increasing side yard setbacks), 16.22.040 (requiring landscaping for protrusions into setbacks), 16.23.050 and 16.23.060(c)&(d) (to remove the bonus height option), and 16.44.040 (to adopt lighting limitations for vacant residences); adopting findings in support of this ordinance; providing for vested rights, interpretation authority, and setting a public hearing as required by state law to take testimony on the interim official control; providing for severability and corrections; directing the planning commission to work on permanent regulations for bulk standards; and establishing an effective date.”

CITY OF MEDINA, WASHINGTON

Ordinance No.1052

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF MEDINA, WASHINGTON, ADOPTED PURSUANT TO RCW 35A.63.220 AND RCW 36.70A.390; IMPOSING AN INTERIM OFFICIAL CONTROL RELATING TO ZONING, AMENDING THE MEDINA MUNICIPAL CODE TO PROVIDE FOR REDUCED BULK AND INCREASED PRIVACY AND PEACEFUL ENJOYMENT FOR RESIDENTS IN RESIDENTIAL DEVELOPMENT STANDARDS, AMENDING THE FOLLOWING SECTIONS OF THE MEDINA MUNICIPAL CODE FOR THIS PURPOSE: 16.22.030 (INCREASING SIDE YARD SETBACKS), 16.22.040 (REQUIRING LANDSCAPING FOR PROTRUSIONS INTO SETBACKS), 16.23.050 AND 16.23.060(C)&(D) (TO REMOVE THE BONUS HEIGHT OPTION), AND 16.44.040 (TO ADOPT LIGHTING LIMITATIONS FOR VACANT RESIDENCES); ADOPTING FINDINGS IN SUPPORT OF THIS ORDINANCE; PROVIDING FOR VESTED RIGHTS, INTERPRETATION AUTHORITY, AND SETTING A PUBLIC HEARING AS REQUIRED BY STATE LAW TO TAKE TESTIMONY ON THIS INTERIM OFFICIAL CONTROL; PROVIDING FOR SEVERABILITY AND CORRECTIONS; DIRECTING THE PLANNING COMMISSION TO WORK ON PERMANENT REGULATIONS FOR BULK STANDARDS; AND ESTABLISHING AN EFFECTIVE DATE.

WHEREAS, within the express terms of the Growth Management Act, the Washington State Legislature has specifically conferred upon the governing bodies of Washington cities the right to establish and adopt moratoria and interim zoning controls related to land uses; and

WHEREAS, the City possesses land use jurisdiction and regulatory authority over the City's incorporated lands; and

WHEREAS, on May 27, 2025, the City Council adopted Ordinance No. 1040 to update the City's land use codes to allow for middle housing and additional accessory dwelling units consistent with State law; and

WHEREAS, with increasing density, adopting standards that allow harmony between residents are of increased importance; and

WHEREAS, in order to make sure such increased density and development does not vest to the existing bulk and development standards, the City Council deems it in the public interest to adopt an interim official control until such time and the City can process, consider and adopt updated permanent lighting regulations; and

WHEREAS, the interim official control imposed herein promotes the public good and is necessary for the protection of public health, property, safety, and welfare; and

WHEREAS, the City Council determines that it is in the public interest, safety and welfare to update its code as required by State law and as set forth in this Ordinance; **NOW, THEREFORE**,

THE CITY COUNCIL OF THE CITY OF MEDINA, WASHINGTON, DOES ORDAIN AS FOLLOWS:

Section 1. Findings of Fact. The recitals set forth above are hereby adopted as the City Council’s initial findings of fact in support of the interim official control established by this ordinance. The City Council may, in its discretion, adopt additional findings after the public hearing referenced in Section 10 below.

Section 2. Interim Official Control Imposed. As authorized by the police powers of the City as set forth, for example, in Article XI, Section 11, of the Washington State Constitution, and pursuant to statutory authority set forth, for example, in RCW 36.70A.390 and RCW 35A.63.220, the City hereby imposes an interim official control, as described in Sections 3 through 9, to amend the Medina Municipal Code as set forth therein.

Section 3. Subsection A of Section 16.22.030 of the Medina Municipal Code is hereby amended to read as follows:

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 for first floor, | Side Property Line for portions of | Lake Washington Shoreline |
| | | | | | |

| | | | | | |
|-----------------------|---------|---------|--|--|-------------------|
| | | | <u>or up to 16 feet in height above finished grade, whichever is lower</u> | <u>the structure above the first floor, or over 16 feet in height above finished grade, whichever is lower</u> | |
| Less than 10,001 | 25 feet | 25 feet | 40 <u>15</u> feet | <u>20 feet</u> | 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 40 <u>15</u> feet or 45 <u>20</u> % of the lot width; not to exceed 20 feet | <u>The greater of 20 feet or 25% of the lot width; not to exceed 25 feet</u> | |

* * * * *

Section 4. Section 16.22.040 of the Medina Municipal Code is hereby amended to read as follows:

16.22.040. Protrusions into setback areas.

The following structures may be located within a setback area, except setbacks from Lake Washington, which are subject to Chapter 16.63 MMC. For structures located in side yard setbacks which are over 30 inches in height, the partial landscape screening standards set forth in MMC 16.30.070 shall be required:

- A. Utilities which are located underground and accessory to a principal use, except the requirement for undergrounding is not required if the limitation in MMC 16.50.090(l)(6) applies.
- B. Walkways, stairs and steps, and driveways, not including parking spaces, which do not exceed 30 inches above the existing or finished grade, whichever grade is lower.
- C. Uncovered decks and patios, provided:
 - 1. No part of the structure exceeds 30 inches in height above the existing or finished grade, whichever grade is lower; and
 - 2. The following setbacks are maintained:
 - a. A minimum 15-foot setback is maintained from the front property line;
 - b. A minimum 10-foot setback is maintained from the rear property line; and
 - c. A minimum side-yard setback equal to ~~one-half~~ seventy-five percent of the required distance pursuant to Table 16.22.030. In addition, for decks or patios built in side yard setbacks, installation of solid landscape screening under MMC 16.30.070 shall be required.
- D. Window wells that do not project more than six inches above the ground level and do not protrude more than four feet into the setback area.
- E. Fences and freestanding walls which comply with the requirements set forth in MMC 16.30.010.
- F. Irrigation systems at or below finished grade, including yard hydrants, sprinkler heads and similar features that do not exceed 36 inches above the finished grade.
- G. Ramps and similar structures installed to a single-family dwelling to provide ADA access .
- H. Foundation footings where the footing structure does not protrude more than two feet into the setback area and is located entirely below the ground surface.
- I. Improved surface areas for off-street parking provided:
 - 1. The protrusion is limited to the front setback area and a minimum 15-foot setback is maintained from a front property line; and
 - 2. The parking area is designed in a manner that is clearly distinguishable from the driveway; and
 - 3. The top of the parking surface does not exceed 30 inches above the existing or finished grade, whichever is lower.
- J. A chimney provided:
 - 1. The protrusion is limited to the side setback area and does not exceed more than two feet into the setback area ;
 - 2. The maximum horizontal width of the chimney inside the setback area is five feet.

- K. Accessory structures and outdoor mechanical equipment provided:
1. The protrusion is limited to the rear setback area and a minimum 15-foot setback from the rear property line is maintained; and
 2. The highest point of the accessory structure or outdoor mechanical equipment does not exceed eight feet in height above the finished grade; and
 3. The accessory structure or outdoor mechanical equipment does not occupy a footprint greater than 100 square feet; and
 4. Solid landscape screening pursuant to MMC 16.30.070 is planted that screens the structure or mechanical equipment from adjoining properties; and
 5. For outdoor mechanical equipment, the following shall apply:
 - a. An existing unit may be replaced with a new unit in the same location regardless of setback requirements;
 - b. For existing legally nonconforming residences that do not conform to the current side yard setback requirements, a new unit may be installed in the side yard setback provided a minimum ~~five~~ten-foot setback is maintained from the side property line; and
 6. All mechanical equipment shall meet the sound requirements set forth in chapter 8.06 MMC.
 7. Permanently installed water features and other similar permanently installed sound attenuation devices shall be located such that neighboring properties do not hear them.
- L. Open play structures without roofs or walls provided:
1. The protrusion is limited to rear setback areas and a minimum 10 foot setback from a rear property line is maintained; and
 2. The maximum height of the play structure does not exceed ten feet above the finished grade; and
 3. The play structure does not occupy a footprint greater than 100 square feet.
- M. Swimming pools, spas and hot tubs as provided for in MMC 16.34.040.
- N. Raised planting bed boxes, which do not exceed 30 inches above the existing or finished grade, whichever grade is lower.
- O. Low impact development best management practices or treatment best management practices provided:
1. The best management practice shall be designed, constructed, and maintained in accordance with the stormwater manual adopted under MMC 13.06.020.
 2. Best management practices, including associated vegetation, shall be located entirely on private property.

3. The maximum height of any structural element associated with the best management practice shall not exceed 30 inches above the existing or finished grade, whichever grade is lower.
4. The best management practice shall be designed to manage or treat stormwater runoff solely from the building site and from less than 5,000 square feet of impervious surface.
5. Examples of acceptable best management practices, as those practices are defined in Chapter 16.12 MMC, include but are not limited to the following:
 - a. Rain garden;
 - b. Bioretention;
 - c. Dispersion; and
 - d. Biofiltration treatment.

Section 5. Section 16.23.050 of the Medina Municipal Code is hereby amended to read as follows:

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 | 30 feet |
| | Low Point | 36 feet |
| Finished Grade | High Point | 30 feet |
| | Low Point | 36 feet |

~~CD.~~ The methods for measuring the height of buildings and structures are set forth in MMC 16.23.060.

~~DE.~~ 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.~~

Section 6. Subsections C and D of Section 16.23.060 of the Medina Municipal Code are hereby amended to read as follows:

16.23.060. Measuring building and structure height.

* * * * *

C. In the R-20, R-30, and SR-30 zones (~~except where the bonus height standards in Table 16.23.050(C) are used~~) and in the Medina Heights overlay, height shall be measured as shown in Figure 16.23.060(C) and as set forth in the following procedures:

* * * * *

- ~~D. Where the bonus height standards in Table 16.23.050(C) are used, height shall be measured as shown in Figure 16.23.060(D) and as set forth in the following procedures:~~
- ~~1. The original grade shall be established as set forth in MMC 16.23.080;~~
 - ~~2. The base elevation for measuring height shall be taken at four points where the outside of the exterior walls/sides of the building or structure intersect the following:

 - ~~a. The lowest point of the original grade;~~
 - ~~b. The highest point of the original grade;~~
 - ~~c. The lowest point of finished grade; and~~
 - ~~d. The highest point of finished grade;~~~~
 - ~~3. Starting at the four base elevation points ascertained under subsection (D)(2) of this section, a vertical line shall be extended by the distance of the applicable maximum height prescribed in Table 16.23.050(C);~~
 - ~~4. The grade (original or finished) and corresponding vertical line established under subsection (D)(3) of this section that has the lower upper elevation (measured from a zero elevation surface) shall be used to measure maximum height;~~
 - ~~5. Maximum height shall be a horizontal plane intersecting the upper elevation of the vertical line established in subsection (D)(4) of this section for measuring maximum height and shall be perpendicular to the same vertical line as shown in Figure 16.23.060(D);~~
 - ~~6. The maximum height envelope shall be the area between the applicable grade (original or finished) and the horizontal height plane established in this section and shown in Figure 16.23.060(C);~~
 - ~~7. No part of the building or structure, including roof lines, shall protrude above the maximum height envelope, except as allowed otherwise by law;~~
 - ~~8. See subsection (E) of this section for establishing the height plane parameter and subsection (G) of this section for height calculation exemptions.~~

Figure 16.23.060(D): Bonus Height Measurements

IMAGE IS DELETED

* * * * *

Section 8. Section 16.44.040 of the Medina Municipal Code is hereby amended to read as follows:

16.44.040. Minimum maintenance standards for vacant residences.

Properties containing vacant single-family dwellings, whether under construction or complete, shall, at a minimum, be maintained as follows:

- A. The premises shall be clean, safe, and sanitary, free from waste, garbage, litter and excessive vegetation.
- B. The building and structures shall be maintained in good repair and be structurally sound. Structural members shall be free from safety, health, and fire hazards.
- C. Doors, windows, and other openings shall be weather-tight and secured against entry by birds, vermin, and trespassers. Missing or broken doors, windows, and other openings shall be covered by glass, plywood, or other weather-resistant materials and tightly fitted and secured to the opening.
- D. Exterior walls shall be free of holes, breaks, and loose or rotting materials.
- E. Foundation walls shall be animal- and vermin-proof and be maintained in a structurally sound and sanitary condition.
- F. Chimneys, decks, balconies, canopies, awnings, exhaust ducts, cornices, corbels, trim, wall facings, drains, gutters, downspouts, and similar features shall be safely anchored.
- G. Roofs and flashings shall be maintained in good repair and be structurally sound.
- H. Interior lights which can be seen from outside of the dwelling shall be kept turned off except when the structure is occupied.
- I. Exterior lights shall only be on after dark if they are shielded and angled away from other properties and dwelling units. Light shall not be permitted to trespass onto other properties.

Section 9. Effect on Vested Rights. The interim official control imposed under Sections 3 through 8 of this Ordinance shall apply prospectively only and shall be all Permit Applications, Land Use Development Applications, Land Division Applications, and Variance Applications submitted after the effective date of this ordinance. Nothing in this ordinance shall be construed to extinguish, limit, or otherwise infringe on any permit applicant's vested development rights as defined by state law and City of Medina's regulations, provided that such an applicant has filed a complete Permit, Development or Variance Application before the effective date of this ordinance.

Section 10. Public Hearing. Pursuant to RCW 35A.63.220 and RCW 36.70A.390, the City Council shall hold a public hearing at a City Council meeting within 60 days of adoption of this ordinance in order to take public testimony and to consider adopting further findings of fact, on or before April 24, 2026. The Council hereby schedules the public hearing for **April 14, 2026**.

Section 11. Interpretive Authority. The City of Medina Development Services Director, or designee, is hereby authorized to issue official interpretations arising under or otherwise necessitated by this ordinance.

Section 12. Severability. If any section, sentence, clause, or phrase of this ordinance should be held to be invalid or unconstitutional by a court of competent jurisdiction, such invalidity or unconstitutionality shall not affect the validity of any other section, sentence, clause, or phrase of this ordinance.

Section 13. Publication. This Ordinance shall be published by an approved summary consisting of the title.

Section 14. Corrections. Upon the approval of the city attorney, the city clerk, and/or the code publisher is authorized to make any necessary technical corrections to this ordinance, including but not limited to the correction of scrivener’s/clerical errors, references, ordinance numbering, section/subsection numbers, and any reference thereto.

Section 15. Direction to Planning Commission. The Planning Commission is directed to review this Ordinance and study the issues presented and to develop and process final regulations for City Council consideration.

Section 16. Effective Date; Declaration of an Emergency. The City Council hereby declares an emergency exists which necessitates that this Ordinance take effect immediately upon passage in order to ensure consistency in land use decisions and to avoid vesting to amended code. Such declaration preserves public health, safety, and welfare. This interim official control ordinance shall take effect immediately upon passage of a majority plus one of the City Council and shall remain effective for six (6) months, unless terminated earlier by the City Council. Provided, that the Council may, at its sole discretion, renew the interim official control for one or more six-month periods in accordance with state law. This ordinance or a summary thereof consisting of the title shall be published in the official newspaper of the City.

PASSED BY THE CITY COUNCIL OF THE CITY OF MEDINA ON THE 23rd DAY OF FEBRUARY, 2026 BY A VOTE OF ___FOR, ___AGAINST, AND ___ABSTAINING, AND IS SIGNED IN AUTHENTICATION OF ITS PASSAGE THE 23rd DAY OF FEBRUARY, 2026.

Jessica Rossman, Mayor

Approved as to form:
Inslee Best Doezie & Ryder, P.S.

Attest:

Jennifer R. Robertson, City Attorney

Dawn Nations, Acting City Clerk

PUBLISHED:
EFFECTIVE DATE:
ORDINANCE NO.: 1052 / AB



MEDINA, WASHINGTON

AGENDA BILL

Monday, February 23rd 2026

| | |
|--|---|
| <p>Subject/Topic: Planning Commission DRAFT Work Plan</p> <p>Dept. Origin: City Council</p> <p>Category: City Business</p> <p>Prepared by: Jeff Swanson, City Manager</p> <p>Attachments: DRAFT Planning Commission Work Plan</p> | <p>Proposed Council Action/Motion:</p> <p><input type="checkbox"/> Information Only</p> <p><input type="checkbox"/> Receive and File</p> <p><input checked="" type="checkbox"/> Discuss</p> <p><input type="checkbox"/> Provide Direction</p> <p><input type="checkbox"/> Public Hearing</p> <p><input type="checkbox"/> Adopt/Approve</p> <p><input type="checkbox"/> Other:</p> |
|--|---|

Proposed Council Action

Information/Discussion: orient City Council for the joint City Council/Planning Commission meeting on February 24, 2026.

Summary

The City Council and Planning Commission are meeting together February 24, 2026 in a workshop-style meeting to discuss current and future work plan items for the Planning Commission. Provided is a staff-prepared matrix of items for use in setting priorities and direction.

Attachments: DRAFT Planning Commission Work Plan

Council Priorities

This proposal furthers Council Priorities 2, 3, and 5.

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

Budget/Fiscal Impact: None.

Recommendation: Information/Discussion only.

City Manager Approval:

Proposed Council Motions: None.

Draft Work Plan

| Priority Ranking | Reference | Item Title | Motivation | Deadline (if any) | Review Process | Project Status | Description | Q1 2026 | Q2 2026 | Q3 2026 | Q4 2026 | Q1 2027 | Q2 2027 | Q3 2027 | Q4 2027 |
|------------------|-----------|-------------------------------------|--------------------|-------------------|--|---|---|---------|---------|---------|---------|---------|---------|---------|---------|
| N/A | 1 | Comprehensive Plan Update | Compliance | 12/31/2024 | Planning Commission, DOC, SEPA. Council Approval | Complete | Ordinance 1035 | | | | | | | | |
| N/A | 2 | Middle Housing | Compliance | 6/30/2025 | Planning Commission, DOC, SEPA. Council Approval | Complete | Ordinance 1040 | | | | | | | | |
| N/A | 3 | Zero Lot Line Subdivision Update | Compliance | 6/30/2025 | Planning Commission, DOC, SEPA. Council Approval | Complete | Ordinance 1041 | | | | | | | | |
| N/A | 4 | Business Licensing | Community Interest | | Council, DOC | Complete | Ordinance 1046 | | | | | | | | |
| | 5 | Ezee Fiber Franchise Agreement | Staff Work Process | | | In Process. Application received and fees paid. | | | | | | | | | |
| | 6 | Telecommunications Update | Code Update | 2026 | Council | In process. Appropriation for 2026 in budget. | MMC Telecommunications/Wireless code Chapters 15 and 16 require review to assure consistency with changing laws and to assure process is accurate. Budgeted \$50,000 in 2026 for telecom specialist consultant and/or City Attorney. | | | | | | | | |
| | 7 | Tree Management Code Updates | Community Interest | 2026 | Planning Commission, DOC, SEPA. Council Approval | In Process. Concepts from arborists received. Council directed action toward code amendments. Development Services Director will develop the concepts with the City Arborist for the City Attorney to draft the MMC amendments. | MMC Chapter 16.52 updates according to previous direction by the Council. A review of the Tree Management Code and potential conversion to an "Urban Forest" code. Addressing enforcement process, including protocol for weekend tree removal activity oversight. | | | | | | | | |
| | 8 | Gas Powered Leaf Blowers | Community Interest | TBD | Council | In Process. Discussions with City Council about policy and implementation occurred Q3 and Q4 2025. | Code changes. Implementation | | | | | | | | |
| | 9 | Interim Official Control (IOC) Bulk | Community Interest | 7/18/1905 | Council | In Process. Draft Ordinance prepared by City Attorney under review. | On the Council agenda for 2/23/26 with recommendation to adopt. | | | | | | | | |
| | 10 | Outdoor Lighting | Community Interest | 2026 | Planning Commission, DOC, SEPA. Council Approval | In Process. Planning Commission work is on-going with topic introduction 1/24/26. PC will continue review on 3/24/26. | New ordinance. "Dark Sky". Uses Outdoor Lighting IOC as basis. Review and approval process anticipated to be complete mid-summer 2026. A second extension of the Outdoor Lighting IOC will be required. | | | | | | | | |
| | 11 | Critical Areas Code Update | Compliance | 12/31/2025 | Planning Commission, DOC, SEPA. Council Approval | In Process. Planning, DOC, SEPA completed. Two Public Hearings were conducted. Set for adoption Feb. 23rd. | Council review and request for adoption 3/9/26. Dept of Natural Resources commented, but nothing required to add/change in the CAO Update draft seen by the Council on 12/8/25. | | | | | | | | |
| | 12 | Green Store Concomitant Agreement | Community Interest | | | In Process. Preliminary discussions with applicant regarding process have occurred. | | | | | | | | | |
| | 13 | Planing Services RFQ Process | Staff Work Process | | | In Process. RFQ under development. | | | | | | | | | |
| | 14 | Right of Way Vision | Aspirational | TBD | TBD | In Process: scoping discussions with City Council, Planning Commission, and Park Board have occurred. | (1) Develop and pursue a strategy to update the comprehensive plan and municipal code to globally address challenges with City rights-of-way through community-supported improvements to design elements, standards for sidewalks and vegetation, and preservation of neighborhood and community character. (2) Increase code compliance in rights-of-way. (3) Review street design standards and address traffic safety/mobility and reducing impact of vertical curves. (4) Pedestrian mobility plan city-wide; capital project priorities; Points Loop Trail | | | | | | | | |

Draft Work Plan

| Priority Ranking | Reference | Item Title | Motivation | Deadline (if any) | Review Process | Project Status | Description | Q1 2026 | Q2 2026 | Q3 2026 | Q4 2026 | Q1 2027 | Q2 2027 | Q3 2027 | Q4 2027 |
|------------------|-----------|--|------------|-------------------|--|----------------|--|---------|---------|---------|---------|---------|---------|---------|---------|
| | 15 | 2024 State Building Code Update | Compliance | 2027 | Council | | Requires the inclusion of an evaluation of Bellevue Fire Department codes and affect on Medina. | | | | | | | | |
| | 16 | Shoreline Master Program (SMP) Update | Compliance | 2029 | Planning Commission, DOC, SEPA. Council Approval | | Per RCW 90.58.080, Medina is required to update its SMP in 2029. Ecology intends to release grant funding for SMP updates in 2027 - Medina should expect to prepare a grant application at that time. It will also be a good time to reflect on the adopted SMA changes and the level of effort (LOE that will be needed to reflect the SMA changes into Medina's SMP update. Presently, Ecology has drafted sea-level rise content in their SMA revision that, if adopted, would require a considerable LOE from a highly specialized professional. Start in 2027 with (potential) grant application, Planning Commission calendar, budget. 2029 deadline. Budget required for Planner and City Attorney. | | | | | | | | |
| | 17 | Affordable Housing | Compliance | 12/31/2024 | TBD | | The GMA requires that development regulations be adopted that implement the Comprehensive Plan. While Medina timely adopted its periodic update to its Comprehensive Plan in 2024, development regulations related to affordable housing should be adopted by ordinance. HB 1220. RCW 36.70A.020 | | | | | | | | |
| | 18 | Conversion of nonresidential construction to residential | Compliance | 6/30/2026 | | | Creates circumstances where conversions of existing buildings into residential construction do not need to comply with energy code requirements. Prohibits cities from requiring a change of use permit for conversions to residential use. Limited applicability to Medina, but code updates required. HB 1757. RCW 35A.24.440. RCW 35.21.990. | | | | | | | | |
| | 19 | Unit lot subdivisions | Compliance | 7/27/2027 | | | Cities are required to allow unit lot subdivisions, which is a system of land division that allows a more creative use of "children" and "parent" lots to meet the development and public use requirements for the subdivision. Note: although cities have until July 2027 to adopt ordinances implementing this statute, the statute is still applicable and if Medina received an application for a unit lot subdivision, it would have to be reviewed as per RCW 58.17.020 and RCW 58.17.060. SB 5559. | | | | | | | | |
| | 20 | Residential lot splitting | Compliance | 7/27/2027 | | | Requires cities to allow for the division of a residential lot into 2 lots by administrative decision. This does not apply to lots that are "unbuildable" due to critical areas or shorelines. HB 1096. RCW 36.70A.635 | | | | | | | | |
| | 21 | Siting of childcare centers | Compliance | 7/27/2027 | | | Cities must allow childcare centers as an outright permitted use in all zones other than industrial zones and open space zones. This use has to be allowed outright. Consider ways to manage traffic associated with the use. SB 5509. RCW 35A.21 | | | | | | | | |
| | 22 | Climate change resiliency sub-element | Compliance | 6/30/2029 | | | Medina is required to adopt a sub-element in its Comprehensive Plan for Climate Change Resiliency by June 30, 2029. All counties in the state other than Pierce, King, Snohomish, and Kitsap will be adding Climate Change elements to their Comprehensive Plans at the time of their plan adoption in the coming years - there may be helpful content created in these counties for Medina to base its subelement efforts on, reducing the level of effort toward compliance with this requirement. | | | | | | | | |

Draft Work Plan

| Priority Ranking | Reference | Item Title | Motivation | Deadline (if any) | Review Process | Project Status | Description | Q1 2026 | Q2 2026 | Q3 2026 | Q4 2026 | Q1 2027 | Q2 2027 | Q3 2027 | Q4 2027 |
|------------------|-----------|---|--------------|-------------------|--|----------------|--|---------|---------|---------|---------|---------|---------|---------|---------|
| | 23 | Residential Parking | Compliance | None | | | Limits cities abilities to require garages or carports for residential parking, and imposes other parking design standards, like dimensional limitations of 8' x 20' parking stall sizes. There is no deadline for incorporating the standards set forth in this law into MMC, but land use regulations still have to comply with these provisions. SB 6015. RCW 36.70A.622 | | | | | | | | |
| | 24 | Code reform for energy-efficient and affordable housing | Compliance | | | | Cities must allow buildings retrofitted into residential uses to exceed setbacks and height limitations by 8 inches for insulation (nonconformities can also expand another 8 inches). Gross floor area must be measured using floor space interior to drywall. These standards also extend to "passive houses," an energy efficient type of housing design. Roof-mounted solar panels must be allowed to exceed height limitation by 48 inches. Note: although cities have until 6 months after their 2029 Implementation Report to adopt ordinances codifying these changes, the statute is still in effect as of July 2025 and supersedes any conflicting local ordinance. HB 1183. RCW 36.70A. | | | | | | | | |
| | 25 | SEPA Code Updates | Compliance | | | | Code review/updates | | | | | | | | |
| | 26 | PROS Plan Updates | Aspirational | | | | Parks Maintenance: (1) Review Comprehensive Plan policies related to specific Parks assets (amenities and ecological functions), (2) Identify gaps between present state and intended use/condition, (3) Determine plan for ongoing maintenance and capital improvements, (4) Plan and phase budgeting | | | | | | | | |
| | 27 | Capital Facilities Planning | Aspirational | | | | Capital Planning: (1) Update and maintain capital facilities plans for public infrastructure systems (streets, parks, public facilities, stormwater), (2) Develop impact fee and system development charge structures to account for impacts of growth and development, (3) Identify strategies to address funding gaps, (4) Develop and align frontage improvement and other site specific development impact mitigation requirements | | | | | | | | |
| | 28 | Low Impact Development Standards | Aspirational | | | | Code review/updates | | | | | | | | |
| | 29 | Climate Action Plan | Aspirational | | | | Climate Action Plan/reducing hydrocarbon usage in City operations | | | | | | | | |
| | 30 | General Approach | Aspirational | | | | Review MMC and Comp Plan and resolve areas of misalignment | | | | | | | | |
| | 31 | Comprehensive Plan Amendments | Aspirational | | | | Land Use Element: adopt mixed use, commercial/neighborhood commercial, residential zoning codes and related development standards. Amend map and rezone areas of the City where code will apply. | | | | | | | | |
| | 32 | Undergrounding Utilities | Aspirational | | | | | | | | | | | | |
| | 33 | Original Grade Process | Code Update | | Council | | Evaluate the MMC Original Grade process vs. other jurisdictions. Previous Planning Commission topic. | | | | | | | | |
| | 34 | Separation of structures | Code Update | | Planning Commission, DOC, SEPA. Council Approval | | Buildings and structures under the MMC that are 6'-0 and less apart are considered one for building height calculation. This can skew the allowed combined height. This should be evaluated for potential amendment. Budget required for Planner and City Attorney. | | | | | | | | |
| | 35 | Review maximum number of uses at a pier | Code Update | | Planning Commission, DOC, SEPA. Council Approval | | Recently permitted a joint use pier with 9-separate lifts. Budget required for Planner and City Attorney. | | | | | | | | |

Draft Work Plan

| Priority Ranking | Reference | Item Title | Motivation | Deadline (if any) | Review Process | Project Status | Description | Q1 2026 | Q2 2026 | Q3 2026 | Q4 2026 | Q1 2027 | Q2 2027 | Q3 2027 | Q4 2027 |
|------------------|-----------|---|--------------------|-------------------|----------------|----------------|--|---------|---------|---------|---------|---------|---------|---------|---------|
| | 36 | Construction Activity Permit Updates | Community Interest | 2026 | Council | | Update CAP noticing as required by the Council. Potential to enhance the CAP requirements, process, and use following experience using this ordinance. Development Services Director would like until late Summer 2026 to complete a full draft of CAP proposed changes. | | | | | | | | |
| | 37 | Sign Code Update with CAP | Community Interest | 2026 | Council | | New noticing of development projects requires that the Medina sign code be updated to conform. | | | | | | | | |
| | 38 | Private Sport Court Noise | Community Interest | | Council | | Evaluate common noise mitigations for potential MMC amendment. | | | | | | | | |
| | 39 | Street Vacation Code | Community Interest | | | | Code review/updates | | | | | | | | |
| | 40 | Nuisance Noise Regulations | Community Interest | | | | Construction hours, garbage pickup hours, GPLB use. Code review/updates | | | | | | | | |
| | 41 | Viewshed Maintenance | Community Interest | | | | Review Comp Plan and applicable code/enforcement activities. | | | | | | | | |
| | 42 | Short Term Rentals | Community Interest | | | | Consider policy and any necessary MMC updates | | | | | | | | |
| | 43 | Review Golf Course Code | Community Interest | | | | | | | | | | | | |
| | 44 | Review Parks Code - Wine Garden Allowance for City Events | Community Interest | | | | | | | | | | | | |
| | 45 | SEATAC Flight Path Noise Impacts | Community Interest | | | | | | | | | | | | |
| | 46 | Permit Fees and Use of Advanced Deposit | Staff Work Process | | Council | | Use of AD is increasing as permit fees fall behind. This can be a staff project broken into parts, or this can be a consultant project in part or whole. Budget required if consultant is involved. At least some work is needed in 2026. | | | | | | | | |
| | 47 | Annual Tree Trimming Permits | Staff Work Process | | Council | | Utilities such as PSE trim Medina right of way trees annually and must go through a non-administrative process. | | | | | | | | |
| | 48 | Annual Permits for Certain Private Property Tree Maintenance and Grading and Drainage | Staff Work Process | | Council | | Private property with arborist and tree management plans could have annual permits for certain work to save time and City Administration. | | | | | | | | |
| | 49 | Development Code Definition Additions | Staff Work Process | | | | "Secretary" of Planning Commission. "Green Roof". "Impervious/Pervious Surface". "Right of Way Tree". "Cabana". "Noxious Weed". "Proof of Ownership". "Substructure". "Contiguous". Possibly others. | | | | | | | | |
| | 50 | Update Fee Resolution 400. Combine Res. 417 | Staff Work Process | | Council | | Development fees need review and updating. | | | | | | | | |
| | 51 | Update Complete Permit Application Requirements Checklist | Staff Work Process | | Council | | Updates to conform to changing processes. | | | | | | | | |
| | 52 | Construction Parking Permits | Staff Work Process | | Council | | Remove permitting authorization by Police. This conflicts with the CAP. | | | | | | | | |
| | 53 | Property Entrance Wiring Code Update | Staff Work Process | | Council | | Evaluate MMC 16.41.020 for clarification regarding development project electrical wiring undergrounding. | | | | | | | | |
| | 54 | Code Enforcement Chapter 1.15 MMC Update | Staff Work Process | | Council | | MMC 1.15 should be evaluated for updating throughout. Enforcement process needs better definition. Fine table out of date. | | | | | | | | |
| | 55 | Construction Truck Fee | Staff Work Process | | Council | | Evaluate "Heavy Truck Fee" used by neighboring jurisdictions. Applies a fee to development projects from use of Medina public roads. | | | | | | | | |
| | 56 | Development Agreement Code | Staff Work Process | | | | Code review/updates | | | | | | | | |
| | 57 | Require Site Plan Approvals | Staff Work Process | | | | | | | | | | | | |
| | 58 | Vacant Homes Code Enforcement | Staff Work Process | | | | | | | | | | | | |
| | 59 | Non-administrative Variance Policy/Code | Staff Work Process | | | | | | | | | | | | |