



MEDINA CITY COUNCIL

Monday, January 22, 2024

5:00 PM – REGULAR MEETING

AGENDA

VISION STATEMENT

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

MISSION STATEMENT

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



MEDINA, WASHINGTON

MEDINA CITY COUNCIL REGULAR MEETING

Hybrid - Virtual/In-Person
Monday, January 22, 2024 – 5:00 PM

AGENDA

MAYOR | Jessica Rossman

DEPUTY MAYOR | Randy Reeves

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

CITY MANAGER | Stephen R. Burns

CITY ATTORNEY | Emily Romanenko

CITY CLERK | Aimee Kellerman

Virtual Meeting Participation

The Medina City Council has moved to hybrid meetings, offering both in-person and online meeting participation. In accordance with the direction from Governor Inslee, masking and social distancing will be optional for those participating in person. Individuals who are participating online and wish to speak live can register their request with the City Clerk at 425.233.6411 or email akellerman@medina-wa.gov and leave a message before 2PM on the day of the January 22 Council meeting. Please reference Public Comments for January 22 Council Meeting on your correspondence. The City Clerk will call on you by name or telephone number when it is your turn to speak. You will be allotted 3 minutes for your comment and will be asked to stop when you reach the 3 minute limit. The city will also accept written comments. Any written comments must be submitted by 2 PM on the day of the January 22 Council meeting to the City Clerk at akellerman@medina-wa.gov.

Join Zoom Meeting

<https://medina-wa.zoom.us/j/81961696176?pwd=WjRuK3ErVy9jdmittelAvek1VeHkzUT09>

Meeting ID: 819 6169 6176

Passcode: 689036

One tap mobile

+1 253 205 0468, 81961696176# US

1. REGULAR MEETING - CALL TO ORDER / ROLL CALL

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

2. **APPROVAL OF MEETING AGENDA**

3. **PUBLIC COMMENT PERIOD**

Individuals wishing to speak live during the Virtual City Council meeting may register their request with the City Clerk at 425.233.6411 or email akellerman@medina-wa.gov and leave a message **before 2PM** on the day of the January 22 Council meeting. Please reference Public Comments for January 22 Council Meeting on your correspondence. The City Clerk will call on you by name or telephone number when it is your turn to speak. You will be allotted 3 minutes for your comment and will be asked to stop when you reach the 3 minute limit.

4. **PRESENTATIONS**

None.

5. **CITY MANAGER'S REPORT**

None.

6. **CONSENT AGENDA**

Time Estimate: 5 minutes

Consent agenda items are considered to be routine and will be considered for adoption by one motion. There will be no separate discussion of these items unless a Councilmember or City staff requests the Council to remove an item from the consent agenda.

[6.1](#) Approval of Contract with Inslee Best for City Attorney Services

Recommendation: Approve.

Staff Contact: Stephen R. Burns, City Manager

7. **LEGISLATIVE HEARING**

None.

8. **PUBLIC HEARING**

None.

9. **CITY BUSINESS**

[9.1](#) Council Committees and Regional Meetings

Recommendation: Appoint Committee Members.

Staff Contact: Stephen R. Burns, City Manager

Time Estimate: 15 minutes

[9.2](#) Introduction of New City Planning Manager and Comprehensive Plan Update

Recommendation: Presentation and Update; no action needed.

Staff Contacts: Stephen R. Burns, City Manager and Steve Wilcox, Development Services Director

Time Estimate: 15 minutes

9.3 Housing Comprehensive Plan Elements and Update

Recommendation: Approve.

Approval of the Housing Element of the Comp Plan so that it may be sent on to the Puget Sound Regional Council (PSRC) and the Washington Department of Commerce (DOC) for review and approval in conformance with the Growth Management Act.

Staff Contact: Jonathan Kesler, AICP, Planning Manager

Time Estimate: 90 minutes

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

11. **ADJOURNMENT**

Next regular City Council Meeting: February 12, 2024 at 5 PM.

ADDITIONAL INFORMATION

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

The agenda items are accessible on the City's website at www.medina-wa.gov on Thursdays or Fridays prior to the Regular City Council Meeting.

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

UPCOMING MEETINGS AND EVENTS

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

CERTIFICATION OF POSTING AGENDA

The agenda for Monday, January 22, 2024 Regular Meeting of the Medina City Council was posted and available for review on Friday, January 19, 2024 at City Hall of the City of Medina, 501 Evergreen Point Road, Medina, WA 98039. The agenda is also available on the city website at www.medina-wa.gov.



MEDINA, WASHINGTON

AGENDA BILL

Monday, January 22, 2024

Subject: Approval of Contract with Inslee Best for City Attorney Services

Category: Consent

Staff Contact: Stephen R. Burns, City Manager

Summary

In November of 2023, the City sent out a Request for Proposals (RFP) for city attorney services. At the close of business on December 1, 2023, the City received two proposals. A Special Meeting of the Medina City Council was held on Thursday, January 11, 2024, to interview both current contract attorney firm, Ogden Murphy Wallace, PLLC and newly interested firm Inslee Best.

While both firms were highly qualified and offered a full range of services for the city, staff with the support of Councilmembers present (Brazen, Garone, Luis, and Mayor Rossman) selected Ms. Jennifer Robertson and team of Inslee Best to be the City's contract attorney for Medina.

The City has notified Ogden Murphy Wallace, PLLC, that we will be ending the contract on Wednesday, January 31, 2024. Following the approval of the Inslee Best contract, Jennifer Robertson and her team will begin the transition/hand over of any open items with city staff and Ogden Murphy Wallace, PLLC on February 1, 2024.

This meets and supports Council's priorities 1 and 3.

Council Priorities:

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

Attachment

Inslee Best Contract

Budget/Fiscal Impact: See Contract for Rates.

Recommendation: Approve.

City Manager Approval:

Proposed Council Motion: “I move to approve the contract with Inslee Best for city attorney services.”

LEGAL SERVICES AGREEMENT CITY ATTORNEY

THIS AGREEMENT is entered into by and between the City of Medina, hereinafter referred to as the “City” and the law firm Inslee Best Doezie & Ryder, PS hereinafter referred to as “the Firm.”

I. SERVICES PROVIDED

The Firm shall perform legal services as provided in this Agreement under the supervision and direction of the City Manager or designee. Jennifer S. Robertson, or an attorney of the Firm approved by the City Manager, will serve as the City Attorney, and will direct the services of the Firm consistent with this Agreement.

II. QUALITY OF SERVICES

The Firm shall perform all legal services in a capable and efficient manner, and in accordance with the professional standards of the Washington State Bar Association.

III. DESCRIPTION AND DELIVERY OF SERVICES

At the request or with the concurrence of the City Manager or designee, the Firm shall perform civil legal services for the City, including but not limited to the following:

- (1) Review or draft City ordinances, contracts, resolutions, interlocal agreements and other legal documents;
- (2) Represent the City in lawsuits and contested administrative proceedings commenced by or against the City;
- (3) Consult with and advise the City Manager, City Council members, City staff members and City consultants regarding legal matters relating to their respective duties for the City;
- (4) Attend City Council meetings (and work sessions during such meetings); and
- (5) Perform such other duties and services as are necessary and appropriate in order to provide the City with legal representation.

When requesting legal services, the City shall state the services and the response date. The Firm shall confirm receipt as soon as possible, with a goal of acknowledging the request for legal services within one (1) business day of receiving the request. The confirmation shall identify the assigned attorney, an estimate of the response date, and the mutually agreed upon deliverable(s).

The City may request the City Attorney to be available by cell phone, at times and in a manner agreed upon by the City Manager and the City Attorney.

The parties acknowledge the Firm is subject to and bound by the Washington State Court Rules: Rules of Professional Conduct (“RPC”), including but not limited to RPC 1.7 Conflict of Interest: Current Clients. The Firm shall follow said RPCs, including but not limited to, client representation involving a concurrent conflict of interest as defined in RPC 1.7(a).

V. PAYMENT TERMS; TIME RECORDS

The legal services shall be billed at the hourly rates set forth on Exhibit A. The rates attached as Exhibit A are fixed until December 31, 2024, after which time, they may be increased with sixty (60) days’ written notice by Firm. The City shall reimburse the Firm for all out-of-pocket expenses incurred on the City's behalf, including but not limited to court fees, deposition costs, special mailing or courier, photocopying, long distance telephone, facsimile, travel expenses, and computerized legal research. Except for unusual cases, the Firm will not advance funds to pay third party costs (e.g., expert witness fees), and invoices for those costs will be forwarded to the City for payment.

VI. TERM

This Agreement shall be in effect from February 1, 2024 through December 31, 2024, with automatic annual one-year renewals. At any time during the term of this Agreement, either party may terminate this Agreement upon sixty (60) days written notice.

VII. INSURANCE

The Firm shall procure and maintain for the duration of the Agreement, insurance against claims for injuries to persons or damage to property which may arise from or in connection with the performance of the work hereunder by the Firm, its agents, representatives, or employees.

No Limitation - The Firm’s maintenance of insurance as required by the Agreement shall not be construed to limit the liability of the Firm to the coverage provided by such insurance, or otherwise limit the City’s recourse to any remedy available at law or in equity.

Minimum Scope of Insurance - The Firm shall obtain insurance of the types and coverage description below:

Automobile Liability insurance covering all owned, non-owned, hired and leased vehicles. Coverage shall be as least as broad as Insurance Services Office (ISO) form CA 00 01.

Workers’ Compensation coverage as required by the Industrial Insurance laws of the State of Washington.

Professional Liability insurance appropriate to the Firm’s profession.

Minimum Amounts of Insurance - The Firm shall maintain the following insurance limits:

Automobile Liability insurance with a minimum combined single limit for bodily injury and property damage of \$1,000,000 per accident.

Professional Liability insurance shall be written with limits no less than \$4,000,000 per claims and \$4,000,000 policy aggregate limit.

Other Insurance Provision - The Firm's Automobile Liability insurance policies are to contain, or be endorsed to contain that they shall be primary insurance as respect the City. Any insurance, self-insurance, or self-insured pool coverage maintained by the City shall be excess of the Firm's insurance and shall not contribute with it.

Acceptability of Insurers - Insurance is to be placed with insurers with a current A.M. Best rating of not less than A:VII.

Verification of Coverage - The Firm shall furnish the City with original certificates and a copy of the amendatory endorsements, including but not necessarily limited to the additional insured endorsement, evidencing the insurance requirements of the Firm before commencement of the work.

Notice of Cancellation - The Firm shall provide the City Entity with written notice of any policy cancellation within two business days of their receipt of such notice.

VIII. INDEMNIFICATION/HOLD HARMLESS

The Firm shall defend, indemnify, and hold the City, its officers, officials, employees, and volunteers harmless from any and all claims, injuries, damages, losses or suits including attorney fees, arising out of or resulting from the acts, errors or omissions of the Firm in performance of this Agreement, except for injuries and damages caused by the sole negligence of the City.

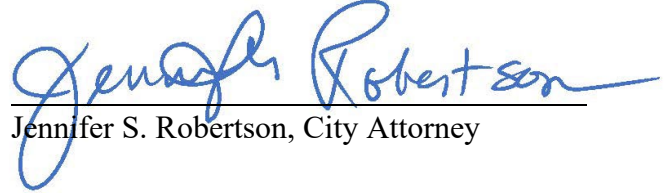
Should a court of competition jurisdiction determine that this Agreement is subject to RCW 4.24.115, then, in the event of liability for damages arising out of bodily injury to persons or damages to property caused by or resulting from the concurrent negligence of the Firm and the City, its officers, officials, employees, and volunteers, the Firm's liability, including the duty and cost to defend, hereunder shall be only to the extent of the Firm's negligence. It is further specifically and expressly understood that the indemnification provided herein constitutes the Firm's waiver of immunity under Industrial Insurance, Title 51 RCW, solely for the purposes of this indemnification. This waiver has been mutually negotiated by the parties. The provisions of this section shall survive the expiration or termination of this Agreement.

Dated this _____ day of January, 2024.

CITY OF MEDINA

INSLEE BEST DOEZIE & RYDER PS

Steve Burns, City Manager



Jennifer S. Robertson, City Attorney

ATTEST

Aimee Kellerman, City Clerk

Exhibit A

INSLEE, BEST, DOEZIE & RYDER, PS
2024 Attorney Billing Rates

ATTORNEYS	HOURLY RATES
Jennifer Robertson	\$ 325
Curtis Chambers	\$ 325
Charlotte Archer	\$ 325
Dawn Reitan	\$ 325
Kay Brossard	\$ 325
Chris Pirnke	\$ 325
Other municipal group partners (if added)	\$ 325
Municipal associates	\$ 245
Other firm partners	10% less than regular firm rates, rounded to next lowest \$5 increment, adjusted annually
Fees charged to other parties (i.e., developers, franchisees, etc.)	Regular firm rates



MEDINA, WASHINGTON

AGENDA BILL

Monday, January 22, 2024

Subject: Council Committees and Regional Meetings

Category: City Council Business

Staff Contact: Stephen R. Burns, City Manager

Summary

Every two years following the Mayor election, each Councilmember will designate themselves to sit on a City committee. Currently, there are two standing committees (Finance and Personnel) and one ad-hoc committee (Development Services).

Council committees are policy review and discussion arms of the Council, made up of no more than three Council members, that discuss issues and develop recommendations for consideration by the full Council. Committees may be ad hoc or standing.

The City Manager or Council by majority vote or consensus may send items to committees for review on an as-needed basis. Committees meet as needed to carry out their purpose.

Membership on each Council committee includes the Mayor. The Mayor makes appointments to each committee after asking each Councilmember's preference and taking those preferences into account.

Personnel Committee:

The Personnel Committee meets as need to conduct interviews of candidates that apply to serve on the City's Boards and Commissions, manages the City Manager evaluation process on an annual basis, and other personnel needs as needed for the city.

Finance Committee:

The Finance Committee meets with the Finance Director quarterly or as needed to review the status of the city's finances to ensure the city stays on track financially or make budget recommendations as needed.

Development Services Committee:

This is an ad-hoc committee created in February 2022. This committee provide advisory guidance to the Development Services Director as needed and to create efficiency in Council review and adoption of Planning Commission proposals. The committee will also provide guidance and support on other topics as requested by the Development Services Director. The term of this committee ends with the completion of the Comprehensive Update, currently scheduled for June 30, 2024. The committee is comprised of three Councilmembers and three Planning Commissioners.

Regional Committees:

Regional committees include Sound Cities Association (SCA) and Eastside Transportation Partnership (ETP).

This meets and supports Council's priorities 1 through 5.

Council Priorities:

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

Attachment

None.

Budget/Fiscal Impact: None.

Recommendation: Appoint Committee Members.

City Manager Approval:



Proposed Council Motion: N/A

Time Estimate: 15 minutes

Introduction of New City Planning Manager and Comprehensive Plan Update

NO ATTACHMENTS FOR AGENDA ITEM 9.2



MEDINA, WASHINGTON

AGENDA BILL

Monday, January 22, 2024

Subject: Housing Comprehensive Plan Elements and Update

Category: City Council Business/Discussion

Staff Contact: Jonathan Kesler, AICP, Planning Manager

Summary

On November 27, 2023, the Council was scheduled to review the Housing Element of the City of Medina Comp Plan Update for 2024, but this did not occur. Only the Community Design Element was reviewed at that time. The Planning Commission did an extensive review of the Housing Element at its meeting of September 26, 2023. This element is ready to be reviewed and approved by City Council.

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

Council Priorities:

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

Priorities met:

2. Preserving and fostering the development of a variety of housing types, sizes and densities to accommodate the diverse needs of all members of the community while maintaining Medina's high-quality residential setting.
3. Clear guidelines are key to the efficient and effective completion of the periodic update of the City of Medina Comprehensive Plan by the December 31, 2024, deadline established by the state Department of Commerce under the Growth Management Act.
5. Preserving the quiet, sylvan neighborhood character of Medina.

Attachments

Red-lined and clean copies of the Housing Element, reflecting the review by and recommended changes of the Planning Commission.

Budget/Fiscal Impact: None

Recommendation: Approve.

Approval of the Housing Element of the Comp Plan so that it may be sent on to the Puget Sound Regional Council (PSRC) and the Washington Department of Commerce (DOC) for review and approval in conformance with the Growth Management Act.

City Manager Approval:



Proposed Council Motion: “I move to approve the Housing Element as recommended by the Planning Commission and direct staff to send it to the State, PSRC and the County for review.”

Time Estimate: 90 minutes

HOUSING ELEMENT

INTRODUCTION

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

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

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

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

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

EXISTING CONDITIONS

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

Table 12. Medina Housing Statistics

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

Source: 2021 U.S. Census

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

Table 2. Medina Household Size

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

Source: 2021 U.S. Census

Table 3. Medina Household Size by Occupancy Type

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

Source: 2021 U.S. Census

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

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

PROJECTED HOUSING TARGET NEEDS

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

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

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

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

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

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

AFFORDABLE HOUSING PLAN

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

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

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

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

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

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

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

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

Table 5. Allocation of Projected Housing Units by Income Level

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

Source: King County Countywide Planning Policies, 2022.

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

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

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

Source: King County Countywide Planning Policies, 2022.

GOALS

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

POLICIES

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

Community Values and Quality Neighborhoods

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

Development Standards

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

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

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

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

Affordable Housing

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

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

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

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

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

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

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

Special Housing Needs

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

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

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

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

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

HOUSING ELEMENT

INTRODUCTION

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

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

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

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

EXISTING CONDITIONS

While Medina is an incorporated city, its character and function are more like that of a mature residential neighborhood within a larger community. According to the 2021 U.S. Census of Population and Housing, there are 1,113 total housing units in the City. Medina is an established residential community that abuts residential areas of Hunts Point, Clyde Hill, and Bellevue. Medina maintains a high percentage of owner-occupied units (81.5%) and a vacancy rate of 5.03%. Since 2015, the percentage of owner-occupied units has decreased from 89.1%, while the vacancy rate has decreased from 84.7%. Medina's development pattern is consistent with that of neighboring communities.

Table 1. Medina Housing Statistics

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

Persons per household	2.8
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Source: 2021 U.S. Census

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

Table 2. Medina Household Size

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

Source: 2021 U.S. Census

Table 3. Medina Household Size by Occupancy Type

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

Source: 2021 U.S. Census

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

Consistent with regional and national trends, the proportion of Medina's population over the age of 65 continues to increase. Residents 65 and older account for 19% of Medina's population with 39% of those seniors being over the age of 75. 34% of households have one or more people 65 years of age or older and of those, 10.6% are living alone. As a historically single-family residential city, it is this aging population that are most at risk for

displacement due to a number of factors that are both within (e.g., encouraging the development of smaller houses, ADU's, and reducing permit fees) and beyond (e.g., property taxes) the city's control.

HOUSING TARGET

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

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

AFFORDABLE HOUSING

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

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

- Special Housing Needs such as foster homes, adult daycares, permanent supportive housing, and transitional housing are all permitted within the city. This provides housing opportunities for a segment of the population that often has difficulty obtaining reasonably priced, quality housing.
- Current regulations allow domestic employees to reside in separate units on the properties where they work.
- Additional detached units are allowed to be constructed on properties where there is sufficient lot size to meet the underlying, minimum zoning.

- Accessory dwelling units are permitted in all residential zoning districts subject to the requirements of the Medina Municipal Code.
- The City makes contributions to ARCH (A Regional Coalition for Housing), to support regional affordable housing. ARCH staff advises the City on addressing existing and projected housing needs, and administers Medina's affordable housing programs. The ARCH trust fund helps create affordable housing for low- and very low-income households and people who have special needs or are homeless.

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

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

Source: King County Countywide Planning Policies, 2022.

GOAL

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

POLICIES

Community Values and Quality Neighborhoods

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

Development Standards

- H-P5. Craft regulations and procedures to provide a high degree of certainty and predictability to applicants and the community-at-large to minimize unnecessary time delays in the review of permit applications, while still maintaining opportunities for public involvement and review.
- H-P6. Restrict the size and scale of new and remodeled homes in order to retain the informal, sylvan character of the community.
- H-7. Consider encouraging Dark Sky lighting with new development.
- H-8. Support and promote the development of accessory dwelling units (ADUs) within new and existing residential developments.

Affordable Housing

- HP-9. Continue participation in regional and inter-jurisdictional organizations, such as King County, A Regional Coalition for Housing (ARCH), and other Eastside jurisdictions to assess the need for and to assist in the provision of affordable housing on the Eastside.
- H-P10. Continue to make contributions to agencies that support affordable housing.
- H-P11. Support the construction of housing types that are available to very low, low, and moderate income households.

- H-P12. Encourage affordable housing options that are compatible with the City's high-quality residential setting including the preservation and rehabilitation of older housing stock to create affordable housing.
- H-P13. Continue to work with cities and community representatives on countywide, or subregional, state and federal funding sources for housing development, preservation, and related services.
- H-P14. Limit short-term rentals as they can limit the availability of housing for full-time residents.
- H-P15. Consider incentives that will encourage the construction of more affordable housing.

Special Housing Needs

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