



# MEDINA, WASHINGTON

## PLANNING COMMISSION SPECIAL MEETING

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

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### AGENDA

**COMMISSION CHAIR** | Laura Bustamante

**COMMISSION VICE-CHAIR** | Shawn Schubring

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

**PLANNING MANAGER** | Jonathan Kesler

**DEVELOPMENT SERVICES COORDINATOR** | Rebecca Bennett

#### Hybrid Meeting Participation

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

Join Zoom Meeting

<https://medina-wa.zoom.us/j/89469839187?pwd=YRBxsYAnYrUenhBXqReInqIUnYQzxZ.1>

Meeting ID: 894 6983 9187

Passcode: 121957

One tap mobile

+12532158782,,89469839187#,,,,\*121957# US (Tacoma)

+12532050468,,89469839187#,,,,\*121957# US

1. **CALL TO ORDER / ROLL CALL**
2. **APPROVAL OF MEETING AGENDA**

**3. APPROVAL OF MINUTES**

**3.1** Planning Commission Meeting Minutes of November 18, 2024

**Recommendation:** Adopt minutes.

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

**4. ANNOUNCEMENTS**

4.1 Staff/Commissioners

**5. PUBLIC COMMENT PERIOD**

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

**6. DISCUSSION**

6.1 Concerns of the Commission

**6.2** 2025 Work Plan Re-Review

**Recommendation:** Discussion of changes and recommendation of approval

**Staff Contacts:** Jonathan Kesler, AICP, Planning Manager

Time Estimate: 30 minutes

**6.3** Middle Housing Review

**Recommendation:** Discussion

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

Time Estimate: 90 minutes

**7. ADJOURNMENT**

**ADDITIONAL INFORMATION**

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

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

**UPCOMING MEETINGS**

Wednesday, December 18, 2024 - Special Meeting  
Tuesday, December 24, 2024 - Christmas Eve, **no meeting**  
**Wednesday, January 8, 2025 - Special Joint Meeting with City Council**  
Thursday, January 16, 2025 - Special Meeting  
Tuesday, January 28, 2025 – Regular Meeting

**RELATED**

**Community Forum on Middle Housing – Thursday, January 9, 2024; 4 pm to 7 pm, St. Thomas Episcopal Church**



# MEDINA, WASHINGTON

## PLANNING COMMISSION SPECIAL MEETING

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

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### MINUTES

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

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

**PRESENT**

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

**STAFF**

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

**2. APPROVAL OF MEETING AGENDA**

Without objections, the meeting agenda was approved as presented.

**3. APPROVAL OF MINUTES**

3.1 Planning Commission Meeting Minutes of November 6, 2024

**Recommendation:** Adopt minutes.

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

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

Motion made by Commissioner Nelson, Seconded by Vice Chair Schubring.

Voting Yea: Chair Bustamante, Vice Chair Schubring, Commissioner Hsu, Commissioner Lai, Commissioner Nelson, Commissioner Pao, Commissioner Barrett

**4. ANNOUNCEMENTS**

#### 4.1 Staff/Commissioners

Kesler reminded commissioners of the newly scheduled January 16th Special Planning Commission Meeting. Chair Bustamante reminded commissioners that there are three meetings in January. Chair Bustamante announced that the City Council approved the draft of the comprehensive plan.

### **5. PUBLIC COMMENT PERIOD**

There was no public comment.

### **6. DISCUSSION**

#### 6.1 Concerns of the Commission

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

#### 6.2 Middle Housing Review

**Recommendation:** Discussion

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

**Time Estimate:** 90 minutes

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

#### 6.3 2025 Work Plan Review

**Recommendation:** Discussion and recommendation

**Staff Contacts:** Jonathan Kesler, AICP, Planning Manager

**Time Estimate:** 30 minutes

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

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

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

### **7. ADJOURNMENT**

Meeting adjourned at 8:52pm.

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

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

DRAFT



# CITY OF MEDINA

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

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## MEMORANDUM

DATE: December 5, 2024  
TO: Medina Planning Commission  
FROM: Jonathan Kesler, AICP, Planning Manager  
RE: Revised 2025 Planning Commission Work Plan Review

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The 2025 Planning Commission Work Plan will be re-reviewed this evening. Some additions have been made at the suggestion of the Council at their 11/25/24 meeting. In addition to the three (3) mandatory items must be done in 2025: 1) complete the Development Regulations revision early in 2025; 2) finish the Middle Housing Update by June 30, 2025 and 3) do the Critical Area Ordinance (CAO) Periodic Review by December 31, 2025, staff has added several more items under the *Future* heading.

As such, the primary focus remains on these three tasks. In addition, there are numerous other important smaller goals outlined at the last (11/18/24) PC Meeting, in addition to the new ones outlined in the exhibits. These can be placed on the calendar as time allows, according to the direction of this body. **The revised spreadsheet is attached in PDF format for your review in two pages, Exhibits 1 & 2.**

Staff is seeking a re-review of and input on this revised 2025 Planning Commission Work Plan as well as a recommendation of approval to the Council for its December 9, 2024, meeting.

**2025 Planning Commission Work Plan**

<b>TASK</b>	<b>ORIGIN</b>	<b>START</b>	<b>DUE/END DATE</b>
<b>STATE MANDATES</b>			
1. Development Regs	State	10/31/2024	6/30/2025
2. Middle Housing Update	State	9/15/2024	6/30/2025
3. Critical Area Ordinance Periodic Review	State	1/31/2025	12/31/2025
4. Construction Activity Permit (CAP) Minor Code Amendments	State	2/1/2025	6/30/2025
<b>COUNCIL INITIATIVES</b>			
1. Review of Outdoor Lighting per Dark Skies Guidelines	Council	TBD	12/31/2025
2. Zoning	Council	7/1/2025	12/31/2025
3. Lot Coverage/Bulk	Council	7/1/2025	12/31/2025
4. Comp Plan Amendment(s)	Council	6/1/2025	9/30/2025
<b>FUTURE</b>			
1. Shoreline Master Program (SMP) Periodic Review	State	7/1/2026	12/31/2028
2. Tree Code Amendments	Council	1/31/2025	12/31/2026
3. Other Minor Code Amendments	Council	1/31/2025	12/31/2026
4. Sustainability (Sustainable Development)	Council	Ongoing	Ongoing



2025 Planning Commission Work Plan					
Item	Description	Requests to Staff	Outside experts/ consultants needed	Deliverable	Timing and budget notes
<b>State Mandates</b>					
<b>1. Development Regulations</b>	In relation to the completion of the Comprehensive Plan in October 2024, the Land Capacity Analysis (LCA) noted: In partnership with LDC, the City has analyzed development capacity for the 2024-2044 planning period according to King County UGCR and Commerce guidance applicable to new State regulations implementing HBs 1220 and 1337. This LCA found that the City has housing capacity through zoned and ADU development potential but lacks zoning that supports housing affordable to households with income less than 80% of AMI. Consequently, there is a shortfall of 19 housing units that must be addressed to meet the requirements of RCW 36.70A.070(2). To address this shortfall, Medina is exploring alternative zoning options.	Staff: Work with the consultant to get the stnds. updated.	Yes	The deliverable will conform to the changes made under the 2024 Comp Plan Update.	The Comp Plan grant approved for Medina will fund part of this project. The Dev. Regs. Update is due by 12/31/24, instead of the originally understood 6/30/25. They will be completed as soon as possible; most likely in early 2025.
<b>2. Middle Housing Update</b>	This is in response to the State Legislature passed both Accessory Dwelling Unit legislation (ESHB 1337) and Middle Housing legislation (HB 1110, as modified by ESSB 2321) (codified as RCW 36.70A.635 - .638; RCW 36.70A.630; and RCW 36.70A.680 - .682). These laws require certain cities to allow accessory dwelling units on single-family lots subject to certain conditions and require certain cities to allow changes to density on single-family lots, as well as require certain cities to allow zero-lot line subdivisions. The deadline for cities to have land use code updates in compliance with these laws is June 6/30/25 for King County cities.	Staff: Work with the consultant to get the Middle Housing mandates integrated into the MMC.	Yes	Community Engagement and Drafting of the Middle Housing Development Regulation Amendments	Commerce Grant rec'd for part of the work; completion by 6/30/25
<b>3. Periodic Review of Medina's Critical Area Ordinance (CAO)</b>	The periodic update to the Critical Area Ordinance (CAO) is due at the end of 2025. Some major changes have been made to the state requirements on Riparian areas, especially regarding stream buffers, that will need to be incorporated into Medina's CAO.	Staff: The first step will be review the Code and determine if the work can be done wholly by staff or whether consultant assistance is needed	We may use our existing staff/consultant	Deliverables include the completion of CAO revisions & submittal to Commerce and Ecology for review and approval.	Completion by 12/31/25
<b>4. Construction Activity Permit (CAP) Minor Code Amendments</b>	This task involves amendments to the Construction Activity Permit language in the Code. It includes an associated sign code amendment and some general CAP Code clean-ups.	Anticipated start of 2/1/25 to complete it by 6/30/25.	TBD	Amendments to Construction Activity Permit language in the Code	Completion by 6/30/25
<b>Council Initiatives</b>					
<b>1. Review of Outdoor Lighting per Dark Skies Guidelines</b>	This task involves reviewing comparable Ordinances in similar jurisdictions to determine how they dealt with the issue. This can assist staff in crafting effective Code language in Medina	TBD	No	New Code section on the subject.	Completion by 12/31/25

<b>2. Zoning</b>	This task involves, as part of updating the Development Regulation after completion of the 2024 Comp Plan Update in Nov. 2024, working with the Planning Commission on two things: 1) creating a smaller zoning district, such as an R-8 (8,000 sq. ft. min. lot size) including applying it to lots that more appropriately fit that standard, and 2) allowing concurrent adjustments to boundaries of adjoining zoning districts.	Anticipated start should be no later than 7/1/25.	No	Per MMC 16.82, Area-wide Zoning Map Amendments	Completion by 12/31/25
<b>3. Lot Coverage/Bulk</b>	Council also directed staff to work with Planning Commission to look at decreasing impervious surface and structural coverage per staff recommendation	Anticipated start should be no later than 7/1/25.	No	Code amendment	Completion by 12/31/25
<b>4. Comp Plan Amendment(s)</b>	This task involves addressing any concerns that have arisen since the formal adoption of the Comprehensive Plan Update in 2024, per the Annual Comp Plan Amendment provision of state law.	6/1/2025	No	Comp Plan Amendments	9/30/2025
<b>Future</b>					
<b>1. Shoreline Master Program Periodic Review</b>	This task involves updating the Shoreline Master Program (SMP), which manages shoreline resources and development in Medina, to comply with the Shoreline Management Act, State Shoreline Master Program Guidelines and best practices for shoreline protection. Update to ensure consistency between the SMP and the rest of Medina's Code.	Anticipated start should be no later than 7/1/26 to meet 2028 deadline.	Yes	Update SMP to be compliant with changes in the laws, rules and applicable updated guidance that was adopted in 2019.	The next mandated update is due by 12/31/28. Suggested start no later than 7/1/26.
<b>2. Tree Code Amendments</b>	This task involves preparing draft amendments to the MMC Chap. 16.52, Tree Management Code, according to the six (6) "Short-term Solutions" bullet points as presented at the 1/23/23 Council meeting by our tree code consultants. Additional tree removal permit noticing amendment(s) and additional Tree Management Code minor amendments, as necessary for the improved function of 16.52 will be proposed in 2025, followed by a more in-depth policy review of 16.52 in 2026.	Ongoing thru 2025	Yes	Code revisions	Complete minor amendments in 2025; with a more thorough policy review of MMC 16.52 in 2026.
<b>3. Other Minor Code Amendments</b>	This involves updating sections of the Code with updated language.	1/31/2025	No	Code revisions	12/31/2026
<b>4. Sustainability (Sustainable Development)</b>	This task involves the City embracing sustainability. The American Planning Association's Six Principles of the Sustaining Places Initiative give guidance: 1) Liveable built environment, 2) Harmony with Nature, 3) Resilient Economy; 4) Interwoven Equity, 5) Healthy community, and 6) Responsible regionalism	Ongoing	No	Best practices	Ongoing



# CITY OF MEDINA

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

DATE: December 5, 2024  
TO: Medina Planning Commission  
FROM: SCJ Alliance, Middle Housing Consultant  
RE: Middle Housing Update and Discussion

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### **Summary:**

Following the last Planning Commission meeting of Monday, November 18, 2024, additional work on the Middle Housing project continued with a DSC meeting held on Wednesday, November 20, followed by a working session with the City Council on Monday, November 25.

The Development Services Committee focused their discussion primarily on the upcoming community engagement efforts, while the City Council reviewed the most recent version of the Gap Analysis and Code edits and also offered their feedback on the upcoming community engagement efforts. Updated graphics were also provided to both groups. Finalized versions of the graphics will be shared with the Planning Commission as part of the PowerPoint slide deck that will be presented during the meeting.

The Gap Analysis and Code edits have not been modified since the last PC discussion, and as such have not been included in this packet. However, the Public Engagement Plan Memo has been updated to reflect feedback heard at both the DSC and Council meetings. This memo is included as Exhibit 1 of the packet.

As a reminder, the Public Engagement Plan memo produced by SCJ Alliance, and the engagement materials that are currently being produced, draw upon the Public Engagement Plan adopted by City Council through Resolution #444 (See Exhibit 2). The SCJ memo outlines several possible options that can be utilized by the City to engage the public in learning more about the Middle Housing requirements of the State.

The memo references holding two community forums in January. One forum has been definitively set for Thursday, January 9, 2025, from 4 -7 pm at St. Thomas Episcopal Church. The City would also like to propose a second option to be held at City Hall, with two dates under consideration – Tuesday, January 7, or Wednesday, January 15. Staff seeks a PC recommendation on which date would be the preferred forum date.

The public engagement memo now also includes reference to peer-to-peer networking opportunities. This idea came out of the Planning Commission meeting of November 18, 2024, when it was proposed that city staff and consultants collaborate with the Planning Commission to create a toolkit of informational materials, including a flyer for the public forum, an FAQ sheet, and a one-pager summary for the project. This toolkit

could be utilized by the planning commissioners as they engage with community members and networks that fall outside the city staff and consultant's knowledge or engagement methods. If so desired, each commissioner would have the opportunity to distribute these materials within their own networks, how they choose, ensuring a wide range of residents are informed about the proposed updates. If commissioners encounter questions they cannot answer, they would be encouraged to direct interested individuals to attend the planned community forums, public meetings, or visit the website for further information.

This methodology draws upon grassroots organizing tactics that have been proven effective in engaging, informing, and educating individuals not reliably engaged through other methods such as surveys, open houses, social media posts, and mailers. Peer-to-peer engagement provides a comfortable environment for diverse communities to ask questions, increase collective understanding on the subject, and build capacity in the community.

While the advertising materials are not yet ready for inclusion in the Planning Commission packet, the materials for marketing the events (including a flyer and postcard), as well as updates to the City website are currently being drafted. City staff and SCJ look forward to working with the Planning Commission to ensure that the toolkit materials are easily understood, distributable, and are translated into other desired languages. Ensuring early and continuous opportunities for information sharing in networks is essential to this public engagement plan.

Marketing materials will also be included in the City Council packet in draft format, however, it is anticipated that the Planning Commission will request revisions to the materials that will need to be shared with City Council the night of their next meeting, to be held on Monday, December 9.

For ease of reference in discussing various meeting dates, a Meeting Calendar has been included as Exhibit 3.

**Exhibits:**

1. Public Engagement Plan memo from SCJ Alliance
2. Resolution #444 Public Engagement Plan
3. Meeting schedule



# Public Engagement Plan Memo

Medina Middle Housing Ordinance

**To:** City of Medina

**From:** Zoë Tapert, Planner, SCJ Alliance  
Kirsten Peterson, Senior Project Manager

**Date:** December 2, 2024

**Project:** Medina Middle Housing Ordinance

**Subject:** Updated Public Engagement Plan Memo

## Background

As part of the middle housing planning process, the City of Medina drafted an engagement plan outlining the middle housing engagement objectives. This plan was adopted by the City as Resolution 444 on June 10, 2024. The following document is guided by Resolution 444 and provides further information on how Resolution 444 may be enacted in collaboration between City Staff, SCJ Alliance, and the elected officials and advisory committee members.

The City intends to develop a middle housing ordinance that is in compliance with the State mandates for Tier 3 cities and, more importantly, in a manner that reflects the vision and will of the Medina Community. This will be accomplished through the following tasks, each involving an opportunity for public involvement in the planning process. The outcomes from these tasks will inform the priorities and direction of the final ordinance.

## Engagement Opportunities

To engage the Medina community on the topic Middle Housing, the following strategies are being offered as possible options. Guidance from City Staff, the Planning Commission, the Development Services Committee and City Council will be sought throughout the process in selecting the best methods for engaging the members of the community.

The following options take into consideration Resolution 444, project budget, and the guidance that has been offered to date; however, this list does not take into account all available outreach techniques.

### Online engagement

- Middle Housing Webpage Update
- Online survey(s) requesting feedback

## In-person engagement opportunities

- Community Forums:
  - St. Thomas Episcopal Church
  - Medina City Hall
- Peer-to-peer engagement opportunities
- Regularly-scheduled City meetings open to the public

## Outreach Tools

- Direct outreach from the City:
  - Postcard mailer
  - Flyers
  - Medina Facebook page
- Online survey(s) requesting feedback

## Marketing Techniques

- 1<sup>st</sup> Call to Action
  - Visit the City website to learn more
  - Option available for providing comment
- 2<sup>nd</sup> Call to Action
  - Advertising for the Community forums
  - Invite attendance to learn more and provide feedback at the events
- Additional calls to action to be planned for future phases and events for the middle housing project

The above information was a brief summary of tools and techniques that can be utilized. The information below provides further detail about each of these options.

## City of Medina Web Page Updates

The City website currently hosts a web page regarding middle housing, which is available to the public and is a source of information, documentation, updates, and other resources regarding the middle housing project. This web page is the primary source of information and status updates.

This web page will remain active throughout the project and be the central resource for publicly available information. As part of this engagement plan, SCJ is proposing to provide more up-to-date information regarding middle housing, with further enhanced graphic support. If requested, this webpage can direct the public to the City's Engage Medina platform, which was used for the Comprehensive Plan Update.

## Important Links

City of Medina Middle Housing Page: <https://www.medina-wa.gov/developmentsservices/page/new-housing-laws-middle-housing-and-adu-legislation-and-medina#>

Engage Medina: <https://engagemedina.com/>

## Web Page Edits

The following updates are suggestions SCJ would propose making to the current middle housing page on the City's website:

- Updated language on middle housing legislation (HB 1110 and HB 2321) and accessory dwelling unit legislation (HB 1337) and how the two pieces of legislation intersect
- Updated graphics of the housing types and configurations
- Link to any surveys and to [Engage Medina](https://engagemedina.com/)
- Reduce the amount of text for more visually appealing formatting that doesn't remove context
- Provide an FAQ section
- Project Timeline and Status Update section

## Online Survey

An online community survey can be drafted, developed in Alchemer, and distributed in multiple methods throughout the community to gather information and feedback from community members on the future of Middle Housing in Medina. If this methodology is selected, the survey will be developed for distribution to a wide range of diverse community members. The results from the survey will be summarized and feedback incorporated into the decision-making process by the elected officials.

- In addition to being on the city website, the survey could be further distributed through the following methods:
  - Sending the survey to a list of stakeholders identified by the City, including but not limited to the school district
  - Social Media – Medina Facebook Page, SCJ Alliance Facebook Boost
  - Survey info and link will be mailed in the city's communication streams
  - Flyers could be drafted and placed around town with survey info, link, and QR code
  - Results will be compiled and analyzed at appropriate dates

The survey questions would be open-ended, with the purpose of gathering general feedback from the community members about middle housing.

## Middle Housing Community Forum(s)

The City will schedule, coordinate, and invite the public to engage in the development of the Middle Housing ordinance at one or more in-person public events. The initial community forum(s) will provide a way for the public to learn about the planning project and the State requirements, and provide input on the vision for

Medina’s future with middle housing before the January 31, 2025 submittal of a DRAFT ordinance to the Department of Commerce.

- One community forum has been scheduled as follows:  
Date: Thursday, January 9, 2025  
Time: 4 – 7 pm  
Location: St Thomas Episcopal Church
- An additional community forum is proposed as follows:  
Date: Tuesday, January 7, 2025 **OR** Wednesday, January 15, 2025  
Time: 4 – 7 pm  
Location: Medina City Hall Council Chambers

Notification Methods:

1. Postcard invitations mailed to the public
2. Word of mouth by planning commissioners, city councilors, and city staff.
3. Facebook posts sharing event information
4. Flyers posted around town with event information
5. Newspaper ad/article describing the plan and engagement opportunities
6. An alert on the City’s website
7. Any other methods identified by the City

Activities at the community forums will include:

1. A presentation by city staff and consultants on the following items:
  - What is Middle Housing?
  - What are the State requirements?
  - How are changes being made?
  - What do these changes mean for Medina?
  - What can residents do?
2. Q&A with the city staff and consultants.
2. Opportunity to provide written feedback and questions.

**Additional community forums could be held after the January 31, 2025 submittal of the draft ordinance to the Department of Commerce.** This would allow for continued feedback prior to adoption of the final ordinance by City Council.

## Peer-To-Peer Community Group Engagement

As described in Resolution 444, the City of Medina seeks to engage community members who have not reliably participated in previous community planning efforts. One option for achieving this desired outcome is through peer-to-peer networking supported by an engagement toolkit.



The engagement toolkit would include the following informational materials:

- A flyer advertising the public forums
- FAQ sheet
- A one-page summary of the project

This toolkit could be utilized by Planning Commissioners or Council members for engaging with community members and networks that fall outside the city staff and consultant's knowledge or engagement methods. This would allow participating members to distribute these materials within their own networks, how they choose, ensuring a wide range of residents are informed about the proposed updates.

If questions are encountered which cannot be answered, members of the public could be encouraged to attend the planned community forums, public meetings, or visit the website for further information.

This methodology draws upon grassroots organizing tactics that have been proven effective in engaging, informing, and educating individuals not reliably engaged through other methods such as surveys, open houses, social media posts, and mailers. Peer-to-peer engagement provides a comfortable environment for a diverse community to ask questions, increase collective understanding of the subject, and build capacity in the community.

City staff and consultants will work with planning commissioners in ensuring the toolkit materials are easily understandable, distributable, and translatable into other desired languages.

## Regularly Scheduled City Meetings

City staff and consultants will provide progress reports at each regular meeting of the Medina Planning Commission, the Medina City Council, and the Medina Development Services Committee (DSC) until the date of adoption of the middle housing ordinance. The Planning Commission and City Council meetings are scheduled in advance and are always open to the public. The progress reports will range from simple updates to workshops where significant feedback will be requested from the Planning Commission, DSC or City Council, as well as public comment at each event. SCJ and the Medina Development Services Committee will meet when requested, to ensure communication between the Planning Commission and City Council and to provide feedback to staff and consultants.

The purpose of providing progress reports at each of the regular City meetings is to ensure that the planning process and outcomes are transparent and shared in advance with the city's governing and advisory bodies, and the public, well before plan adoption.

## City Council Meeting Schedule (Tentative)

- ◆ **Mon., Oct. 14<sup>th</sup>**
- ◆ **Mon., Oct. 28<sup>th</sup>**
- ◆ **Tue., Nov. 12<sup>th</sup>**
- ◆ **Mon., Nov. 25<sup>th</sup>**

- ◆ Mon., Dec. 9<sup>th</sup>
- ◆ Wed., Jan 8<sup>th</sup> \*Special Joint Meeting\*
- ◆ Mon., Jan. 13<sup>th</sup>
- ◆ Mon., Jan. 27<sup>th</sup>

### Planning Commission Schedule (Tentative)

- ◆ Tue., Sep. 24<sup>th</sup>
- ◆ Wed., Nov. 6<sup>th</sup>
- ◆ Mon., Nov. 18<sup>th</sup>
- ◆ Thu., Dec. 5<sup>th</sup>
- ◆ Wed., Dec. 18<sup>th</sup>
- ◆ Wed., Jan 8<sup>th</sup> \*Special Joint Meeting\*
- ◆ TBD – around Jan. 15<sup>th</sup>
- ◆ Tue., Jan. 28<sup>th</sup>

### Development Services Committee Schedule (Tentative)

- ◆ Wed., Oct. 30<sup>th</sup>
- ◆ Wed., Nov. 20<sup>th</sup>
- ◆ Tue., Dec. 10<sup>th</sup>

## Outreach Tools

**Flyers** and **postcard mailers** will be created for each of the community forums. The flyer will be posted in collaboration with Planning Commission members throughout the City in places residents are known to frequent. This includes City Hall, parks, schools, and Kitchen and Market. A digital version will be posted on the City's website.

This flyer will be designed to describe the Medina Middle Housing Land Use Code Update process, outline opportunities for public involvement, and provide contact information, including the website and email for public inquiry and comment. Detailed information and progress reports may be available upon request for local organizations and media outlets, such as local newsletters.

The postcard mailer will include a more succinct summary of the middle housing project with the specific purpose of inviting community members to attend one or more community forums.

**CITY OF MEDINA, WASHINGTON**

**RESOLUTION NO. 444**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF MEDINA, WASHINGTON, ADOPTING A PUBLIC ENGAGEMENT PROGRAM (PEP), FOR THE PURPOSES OF CREATION OF THE MEDINA MIDDLE HOUSING UPDATE; PURSUANT TO THE WASHINGTON STATE GROWTH MANAGEMENT ACT CHAPTER 36.70A RCW.**

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**WHEREAS**, the City exercises comprehensive land use planning pursuant to the Washington's Growth Management Act (RCW Chapter 36.70A), and under that authority, the City intends to complete the scope of work for the Middle Housing grant by June 2025; and

**WHEREAS**, the State Legislature passed both Accessory Dwelling Unit legislation (ESHB 1337) and Middle Housing legislation (HB 1110, as modified by ESSB 2321) (codified as RCW 36.70A.635 - .638; RCW 36.70A.630; and RCW 36.70A.680 - .682). These laws require certain cities to allow accessory dwelling units on single family lots subject to certain conditions, and require certain cities to allow changes to density on single family lots, as well as requiring certain cities to allow zero-lot line subdivisions; and

**WHEREAS**, the deadline for cities to have land use code updates in compliance with these laws is June 30, 2025 for King County cities; and

**WHEREAS**, RCW 36.70A.035 requires that reasonable public participation efforts be conducted whenever housing or development regulations are amended; and

**WHEREAS**, City staff has drafted a proposed Public Participation Plan, and the City Council finds that the proposed Plan is reasonably calculated to provide notice to property owners and other affected and interested individuals, government agencies, businesses, school districts, and organizations, of the middle housing and development regulations scope of work; and

**WHEREAS**, the City Council further finds that the proposed Plan is intended to broadly disseminate information about the procedures employed to complete the middle housing scope of work and provides for early and continuous opportunities for the public to participate in the update process, consistent with RCW 36.70A. 130(2)(a) and .140; and

**WHEREAS**, the City Council additionally finds that the proposed Plan is consistent with the intent and the procedures in the Medina Municipal Code which will be used for completing the middle housing scope of work; and

**WHEREAS**, the City Council concludes that the Plan should be adopted; **NOW THEREFORE**,

**THE CITY COUNCIL OF THE CITY OF MEDINA, WASHINGTON, RESOLVES AS FOLLOWS:**

**Section 1. Findings.** The recitals above are hereby adopted as findings of the City Council in support of this resolution.

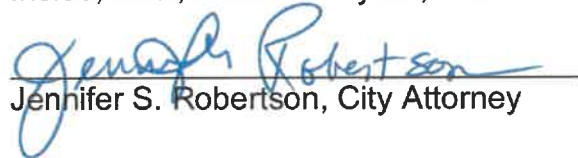
**Section 2. Adoption of Public Participation Plan.** The Public Participation Plan is adopted in the form attached hereto as "Exhibit A", and such Plan shall guide public participation efforts during the completion of the middle housing scope of work.

**Section 3. Effective Date.** This Resolution shall take effect immediately upon passage by the Council and signature of the Mayor.

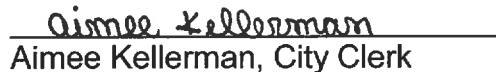
**PASSED BY THE CITY COUNCIL OF THE CITY OF MEDINA ON THE 10th DAY OF JUNE 2024 BY A VOTE OF 7 FOR, 0 AGAINST, AND 0 ABSTAINING, AND SIGNED IN AUTHENTICATION THEREOF ON THE 10th DAY OF JUNE, 2024.**

  
Jessica Rossman, Mayor

APPROVED AS TO FORM:  
Inslee, Best, Doezie & Ryder, P.S.

  
Jennifer S. Robertson, City Attorney

ATTEST:

  
Aimee Kellerman, City Clerk

FILED WITH THE CITY CLERK:  
PASSED BY THE CITY COUNCIL:  
RESOLUTION NO. 444

**Attachments:**

**Exhibit A – Public Participation Plan for Middle Housing**

# Exhibit A

## Public Participation Plan for Middle Housing

## Public Engagement Plan

### City of Medina Middle Housing Project

#### Introduction

The Public Engagement and Communication Plan is a working document that describes the goals, objectives, activities, and timeline for community engagement conducted in support of the Department of Commerce Middle Housing Grant. This includes the following elements:

- Objectives of the Public Engagement and Communication Plan.
- Key messages we want to convey to the public about middle housing and this project.
- Stakeholder groups to engage as part of the process, including details on the information needs or engagement objectives for each group.
- Strategies for engagement corresponding to the timeline in the project plan.
- Timeline of the project and engagement activities.
- Summary of previous engagement done by cities to create a shared understanding of what the City of Medina has done to engage the community on housing issues, including challenges.
- Use of a Middle Housing webpage to keep the public informed as to the status of this update.

This Plan will be amended as needed to ensure that there is broad public engagement in the Middle Housing Land Use Code Update.

#### Objectives

The objectives for public engagement are:

1. Engage community members who have not reliably participated in previous community planning efforts.
2. Identify racially disparate impacts, any previous displacement, and exclusion in housing in the City of Medina, how these impacts are experienced day-to-day, and how might changes in city policy impact the community.
3. Identify areas and communities at greater displacement risk.
4. Identify barriers to building middle housing in existing neighborhoods, including concerns of residents of existing neighborhoods and barriers to developmental feasibility.
5. Lay the groundwork for successful Middle Housing Land Use Plan Update by disseminating key messages and information (*see* key messages below) and addressing common concerns about updating city policies and codes to allow for more diverse housing types.
6. Increase the community's understanding of middle housing types and the benefits they can bring the community.
7. Help the public and stakeholders understand state law requirements applicable to Medina in terms of updating the land use code for the purposes of allowing middle housing and accessory dwelling units.

*Key Messages from the State Department of Commerce*

The following key messages will guide communications throughout all community engagement efforts.

**About Middle Housing**

1. Middle housing refers to homes that are between single-family homes and larger apartment buildings.
  - Middle Housing was commonly built throughout Washington communities until the rise in popularity of single-family zones in the mid-twentieth century.
  - Middle Housing buildings can be at the same scale as single-family buildings.
  
2. Medina is mandated to comply with Washington requirements for middle housing and accessory dwelling units (ADUs).
  - State law requires certain cities to allow middle housing and accessory dwelling units.
  - Medina is a “Tier 3 City” under the middle housing legislation and therefore must allow an additional unit on every residential lot, with limited exceptions.
  - Medina also must allow for zero lot line subdivisions as part of the State middle housing legislation.
  
3. Middle Housing includes diverse housing options such as townhouses, duplexes, triplexes, fourplexes, courtyard buildings, cottage housing, and live/work lofts.
  - Common before 1940, these housing types were outlawed in planning practices due to the rising popularity of exclusive single-family zones, which only permitted single detached housing structures. Historic neighborhoods have utilized middle housing to create mixed-use space.
  - The architectural style, scale, and density of middle housing can be similar to single-family homes or different. Middle housing options are often compatible in neighborhoods with primarily single-family buildings.
  - Middle housing can be rented or owned.
  - Middle housing serves housing needs not met by single-family homes or large-scale multifamily development.
  - Middle housing offers housing that meets the needs of multigenerational households, households that don't have the interest or capacity to maintain a larger home and yard, single households, allow a worker to live near their workplace or clients, students, a young family to be close to the support of relatives, someone experiencing hardship to stay near friends, a young adult to remain in the neighborhood they grew up in, or an older adult to age in place.
  - Middle Housing promotes more efficient use of existing infrastructure and more walkability in neighborhoods.

- Middle Housing can allow for more affordable options.
  - Middle Housing options can offer homeownership opportunities, particularly entry-level homeownership.
  - Middle Housing can prevent large portions of the community from being excluded from areas of the community.
4. The Department of Commerce represents that changing zoning to allow for missing middle housing does not affect the property value of existing homes.
    - Property values are based on the condition and size of your land and structure(s), as well as market conditions.
    - Allowing missing middle housing is associated with potential land value increases on lots that are suitable for redevelopment.
    - Reinvestment into existing neighborhoods can improve the infrastructure for everyone, such as adding sidewalks, transportation improvements, and neighborhood-based services.
    - New investment into development and amenities will increase property values. Depending on market conditions, these changes may not happen within the 20-year planning horizon.
  5. The Department of Commerce represents that changing zoning to allow for middle housing does not affect property taxes of existing homes. Future development and investment may impact future property values and thus taxes.
    - New investment in a neighborhood can increase the value of land and property, which may increase the landowners' property taxes. Depending on market conditions, these changes may not happen within the 20-year planning horizon.
    - Washington State offers property tax relief programs to senior citizens, disabled persons, households with limited income, widows, and widowers of veterans. A household at risk of losing their home due to property tax increases may be eligible for property tax exemptions or relief.
  6. The Department of Commerce represents that cities who have legalized middle housing have seen incremental change in neighborhoods.
    - Cities that have legalized middle housing types have increased the variety of new housing, though only modest upticks in the number of middle housing units. Most of the new housing is still single- family or apartment units.
  7. Why aren't we just building more affordable housing?
    - Our current housing challenges largely stem from not enough housing relative to job growth and new household formation. The solution is more housing.
    - Local government does not build housing, it establishes rules on what can be built where. Housing is primarily built by private homebuilders.
    - Current regulations, including restricting most of our residential areas to low numbers of housing units, prevent homebuilders from innovating in response to market demand.



- All types of new housing are needed, including affordable housing and more expensive housing. Housing prices tend to continue to appreciate when there is a variety of housing options but at more manageable rates.

*About the Middle Housing Land Use Code Update Project*

1. This project is funded by a grant from the Washington State Department of Commerce.
2. This project is one of many efforts to address the housing affordability crisis in King County, and more generally Washington State.
  - Housing costs have risen three times as fast as incomes over the past decade in King County (2010-2021), creating challenges for both owner and renter households.
  - The cost to purchase an average home is only affordable to those with incomes more than \$569,131 which is 524% of HUD AMI and 268% of the City’s median income. Even a bottom tier home requires a household income of \$411,773, or 194% of HUD AMI.
  - Renters spending more than 30% of their income on rent are considered cost-burdened. About 30% of households are cost-burdened or severely cost-burdened in Medina, which includes tenants and owners. Of these, 52% of renters in Medina are cost burdened or severely cost burdened. Renter-occupied housing makes up only 14% of households in Medina, compared to 43% for King County overall. Entry-level homeownership is not possible without affordable rental options.
3. This project aims to identify unmet housing needs and policy options to meet those needs.
  - This project will seek to identify areas suitable for zoning to allow for middle housing. This may be based on access to jobs, transit, infrastructure, or other factors. The City will use this information to inform future changes to zoning and regulations to allow more diverse housing types within the community.
  - Where middle housing is allowed, it must still meet City development standards.
  - Development standards regulate development on topics like parking requirements, impervious surfaces, building height, setbacks, and architectural design.
4. This Project is required by state law as Medina is classified as a Tier 3 City under the state middle housing legislation. As a result, Medina must update its land use code to allow middle housing that increases density to two dwelling units for each single family, with limited exceptions. In addition, Medina must allow for ADUs (which may be counted as the middle housing) and zero lot line subdivisions.
5. This Middle Housing Land Use Update will inform future updates to local land use and zoning regulations. Washington State is requiring all GMA planning cities to allow greater housing diversity in existing neighborhoods.
  - Washington State Law requires all cities to update their comprehensive land use policies and development regulations. The updates are required (RCW 36.70A.070(2)) to account for housing needs at all economic levels, include provisions for middle housing options, and to identify and remedy existing policies that may have a

discriminatory impact.

- State law also requires cities (Tiers 1, 2, and 3) to allow a certain density of middle housing and requires cities to allow accessory dwelling units. *See* RCW 36.70A.635 - .638; RCW 36.70A.630; and RCW 36.70A.680 - .682.

The Growth Management Act requires that the City of Medina establish procedures providing for early and continuous public participation in the development and amendment of comprehensive land use plans and development regulations. The procedures described below for the City of Medina Middle Housing Land Use Code Update Process will achieve the following:

**A. Early and continuous participation**

In addition to meeting the requirements set forth in Chapter 16.81 MMC, the City Council, Planning Commission, or designee and city staff will ensure expansive and effective public involvement by using methods that include surveys, information bulletins, and distribution lists for all interested parties to receive regular notices, meeting advertisements, and updates. The public will be well advised of the opportunities for involvement and particularly encouraged to participate in the drafting and review of the proposed updates to the Medina Development Regulations.

**B. Communication and information programs**

City staff will use all available and practical means to encourage participation at all levels, through outreach and educational efforts, presence at public events, and the city website. The primary method of communication will be via the City’s website.

A bulletin-type publication will be posted, and updated regularly, at City Hall and on the City’s website with a copy sent to the Bellevue School District. This bulletin is designed to describe the Medina Middle Housing Land Use Code Update process, outline opportunities for public involvement, and provide contact information, including the website and email for public inquiry and comment. Detailed information and progress reports may be available upon request for local organizations and media outlets, such as local newsletters.

**C. Public meetings with adequate notice**

All formal public meetings concerning the Middle Housing Land Use Code Update will be advertised throughout the community. Formal public notices will be posted and published in consistent locations including the City Hall office, Bellevue School District office, and in “The Seattle Times” (local newspaper) as required. Interested parties will be further notified through a notice distribution list, providing process updates and meeting details.

**D. Provisions for open discussion**

Open discussion will result from a fair and open process, with various opportunities for public input. Public workshops will be advertised and made accessible to the broadest audience possible, building on established venues whenever possible. The discussion will be ensured and encouraged by designated time for facilitated discussion, public hearings before the adoption of amendments, and well-noticed public comment periods.

**E. Opportunity for written comments**

Written comments will be accepted and encouraged at all public meeting venues and in various forms, including email messages and facsimiles. Notice of public comment periods will encourage written comments and provide contact information, especially on draft comprehensive plan

updates. Comments should be addressed to Jonathan G. Kesler, AICP, Planning Manager, City of Medina Planning Department at:

Medina City Hall, 501 Evergreen Point Rd, Medina, WA 98039  
Email: [jkesler@medina-wa.gov](mailto:jkesler@medina-wa.gov)  
Subject: Medina Middle Housing Land Use Code Update  
(Website) <https://www.medina-wa.gov/>

Planning staff will provide public comment cards or online comment options at meetings and at strategic locations throughout the City. Written comments will be presented to the Council during official public meetings.

**F. Consideration and “fair response” to public comments**

All comments on draft proposals and alternatives will be accepted and brought to the attention of the Planning Commission for their consideration. Written comments will also be kept on file for public review. City Planning Staff will acknowledge the receipt of written comments by sending a response with notification of opportunities for further involvement.

**G. Broad dissemination of proposals and alternatives**

Draft proposals and alternatives will be broadly disseminated throughout the community. A bulletin-type publication, distributed by mail, email, posted on the City website, and posted at various locations to provide general information about the process, will direct the public to the city-wide locations for reviewing the draft materials.

Locations for the review of draft proposals and alternatives include:

1. City Hall Office, 501 Evergreen Point Rd, Medina, WA 98039
2. City of Medina website, <https://www.medina-wa.gov/>.

# Meeting Schedule

 Planning Commission

 City Council

 Special Joint PC and City Council Meeting

 DSC

 POSSIBLE Community Forum dates

 Draft Due to Commerce

AGENDA ITEM 6.3

October						
Su	Mo	Tu	We	Th	Fr	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	15	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

November						
Su	Mo	Tu	We	Th	Fr	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

December						
Su	Mo	Tu	We	Th	Fr	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

January 2025						
Su	Mo	Tu	We	Th	Fr	Sa
			1	2	3	4
5	6	7	8	9*	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

\*Confirmed date at St. Thomas Episcopal Church