



## MEDINA CITY COUNCIL

Monday, January 27, 2025

**5:00 PM – REGULAR MEETING**

### AGENDA

#### VISION STATEMENT

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

#### MISSION STATEMENT

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



# MEDINA, WASHINGTON

## MEDINA CITY COUNCIL REGULAR MEETING

Hybrid - Virtual/In-Person  
Medina City Hall – Council Chambers  
501 Evergreen Point Road, Medina, WA 98039  
**Monday, January 27, 2025 – 5:00 PM**

---

### AGENDA

**MAYOR** | Jessica Rossman

**DEPUTY MAYOR** | Randy Reeves

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

**CITY MANAGER** | Stephen R. Burns

**CITY ATTORNEY** | Jennifer S. Robertson

**CITY CLERK** | Aimee Kellerman

#### Hybrid Meeting Participation

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

Join Zoom Meeting

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

Meeting ID: 819 6169 6176

Passcode: 689036

One tap mobile

+1 253 205 0468, 81961696176# US

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

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

2. **APPROVAL OF MEETING AGENDA**

3. **PUBLIC COMMENT PERIOD**

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

4. **PRESENTATIONS**

None.

5. **CITY MANAGER'S REPORT**

None.

6. **CONSENT AGENDA**

None.

7. **LEGISLATIVE HEARING**

None.

8. **PUBLIC HEARING**

None.

9. **CITY BUSINESS**

9.1

Middle Housing Update

a) Final Review of Preliminary Commerce Draft Ordinance

b) Forum Recap and Feedback

**Recommendation:** Discussion and direction.

**Staff Contact(s):** Jonathan G. Kesler, AICP – Planning Manager and Kirsten Peterson, Senior Project Manager, SCJ Alliance

Time Estimate: 60 minutes

9.2

2024/2025 Council Workplan Overview

**Recommendation:** Information only.

**Staff Contact:** Stephen R. Burns, City Manager

Time Estimate: 30 minutes

9.3

Park Board Goal Setting for Joint Meeting

**Recommendation:** Discussion and direction.

**Staff Contacts:** Stephen R. Burns, City Manager

Time Estimate: 30 minutes

- 9.4 Medina Legislative Priorities Agenda  
**Recommendation:** Discussion and direction.  
**Staff Contact:** Stephen R. Burns, City Manager

Time Estimate: 20 minutes

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

- a) Requests for future agenda items.
- b) Council round table.

**11. PUBLIC COMMENT**

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

**12. ADJOURNMENT**

Next regular City Council Meeting: Monday, February 10, 2025, at 5 PM.

## ADDITIONAL INFORMATION

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

The agenda items are accessible on the City's website at [www.medina-wa.gov](http://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 10, 2025 - City Council Meeting (5:00PM)  
**Monday, February 17, 2025 - Presidents' Day - City Hall Closed**  
Monday, February 24, 2025 - City Council Meeting (5:00PM)  
Monday, March 10, 2025 - City Council Meeting (5:00PM)  
Monday, March 24, 2025 - City Council Meeting (5:00PM)  
Monday, April 14, 2025 - City Council Meeting (5:00PM)  
Monday, April 28, 2025 - City Council Meeting (5:00PM)  
Monday, May 12, 2025 - City Council Meeting (5:00PM)  
**Monday, May 26, 2025 - Memorial Day - City Hall Closed**  
Tuesday, May 27, 2025 - City Council Meeting (5:00PM)  
Monday, June 9, 2025 - City Council Meeting (5:00PM)  
**Thursday, June 19, 2025 - Juneteenth - City Hall Closed**  
Monday, June 23, 2025 - City Council Meeting (5:00PM)  
**Friday, July 4, 2025 - Independence Day - City Hall Closed**  
Monday, July 14, 2025 - City Council Meeting (5:00PM)  
Monday, July 28, 2025 - City Council Meeting (5:00PM)  
**Monday, August 11, 2025 - City Council Meeting - Dark No Meeting**  
**Monday, August 25, 2025 - City Council Meeting - Dark No Meeting**  
**Monday, September 1, 2025 - Labor Day - City Hall Closed**  
Monday, September 8, 2025 - City Council Meeting (5:00PM)  
Monday, September 22, 2025 - City Council Meeting (5:00PM)  
Monday, October 13, 2025 - City Council Meeting (5:00PM)  
Monday, October 27, 2025 - City Council Meeting (5:00PM)  
Monday, November 10, 2025 - City Council Meeting (5:00PM)  
**Tuesday, November 11, 2025 - Veterans Day - City Hall Closed**  
Monday, November 24, 2025 - City Council Meeting (5:00PM)  
**Thursday, November 27, 2025 - Thanksgiving Holiday - City Hall Closed**  
**Friday, November 28, 2025 - Day After Thanksgiving Holiday - City Hall Closed**  
Monday, December 8, 2025 - City Council Meeting (5:00PM)  
Monday, December 22, 2025 - City Council Meeting (5:00PM)  
**Thursday, December 25, 2025 - Christmas Day - City Hall Closed**

**CERTIFICATION OF POSTING AGENDA**

The agenda for Monday, January 27, 2025, Regular Meeting of the Medina City Council was posted and available for review on Thursday, January 23, 2025, at City Hall of the City of Medina, 501 Evergreen Point Road, Medina, WA 98039. The agenda is also available on the city website at [www.medina-wa.gov](http://www.medina-wa.gov).



# MEDINA, WASHINGTON

## AGENDA BILL

Monday, January 27, 2025

**Subject:** Middle Housing Update

**Category:** Discussion

**Staff Contact(s):** Jonathan G. Kesler, AICP – Planning Manager and Kirsten Peterson, Senior Project Manager, SCJ Alliance

**Summary:**

During the previous City Council meeting held on January 13, 2025, the Council reviewed the draft Middle Housing ordinance that has been developed over the past few months. The ordinance was then reviewed by the Planning Commission during their meeting held on January 16, 2025. Based on discussion with the Commission, staff, and consultants, a few minor revisions have been made to the ordinance for consideration by Council.

The January 27<sup>th</sup> City Council meeting will be the last opportunity to review the ordinance prior to the January 31, 2025 deadline for submission of the draft ordinance to the Dept. of Commerce. Future Council meetings will include review of additional topics that could be considered for inclusion in the final ordinance that must be transmitted to Commerce no later than June 30, 2025. This Agenda Bill will provide a summary of the recent revisions to the draft Middle Housing ordinance. City Council will have an opportunity to review, ask for clarification and feedback, and ultimately give approval to transmit the draft ordinance to Commerce.

Following discussion of the draft ordinance, the Council will then review and discuss the results of the community outreach efforts and do a recap on the community forums held on Thursday, January 9<sup>th</sup>, and Wednesday, January 15, 2025.

**Draft Middle Housing Ordinance**

The Code Amendments have been attached to this packet as Exhibit #1. For discussion purposes, the proposed Code Amendments are depicted in “Track Changes”. The document will be converted into ordinance format at a later date.

The following provides a description of the recent revisions, in chronological order of appearance, within the Code Amendment document:

**MMC 16.12 Definitions**

The following definitions within the Medina Municipal Code are being revised from the previous version. The definitions depicted in the color red are those required to be included within the MMC pursuant to the Middle Housing legislation which amended RCW 36.70A.030 Definitions.

- **Accessory Dwelling Unit** (pg. 3)  
This definition has already been revised to specify that an ADU that exceeds the size limitations of MMC 16.34.020 shall be considered a duplex (if attached) or a cottage (if

detached). The most recent revision provides clarity on the difference between attached and detached ADU's.

- **Administrative Design Review** (pg. 3)  
This is a new definition required pursuant to the Middle Housing legislation which amended RCW 36.70A.070. This has been revised to provide clarity regarding the role of the director. A footnote has also been added to indicate that the City does not presently have a design review process.
- **Major Transit Stop** (pg. 10)  
This is a new definition, required pursuant to the Middle Housing legislation which amended RCW 36.70A.030, Definitions. A footnote was added to clarify that as of June 30, 2025, there is not currently a major transit stop within Medina or within one-half mile of its border. The distance requirement will need be analyzed at time of future development.
- **Middle Housing** (pg. 11)  
This is a new definition, required pursuant to the Middle Housing legislation which amended RCW 36.70A.030, Definitions. An additional sentence has been added to indicated that Medina will comply with housing requirements applicable to Tier 3 cities. Please note that the previous agenda packet included a version of the ordinance with this term struck out. This was a formatting error, and the term has been reinserted as a requirement.
- **Single-family dwelling** (pg. 16)  
This is an existing definition that has been revised to simplify it from its original language to provide clearer guidance and distinction from the various new Middle Housing types.
- **Single-family dwelling, detached** (pg. 16)  
This is also an existing definition that is simplified after further review of the Middle Housing regulations.
- **Street** (pg. 18)  
This definition was not flagged for revision in the previous Code Amendment document, but it was recognized that it would be appropriate to update this definition to match up with the definition of "street" within the recently adopted Comprehensive Plan.

#### **MMC 16.21.030 Use Table** (pgs. 25-27)

The use chart is an important tool within the development code to help users of the code determine which uses are permitted or prohibited within each of the various zoning districts. As described previously the following new Middle Housing uses were added to the chart:

- Duplex
- Cottage Housing
- Stacked Flats.
- Courtyard apartments



The revision since the last review was to place these uses in alphabetical order within the use chart.

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

This section of code has been updated significantly in order to comply with the State requirements found in RCW 36.70A.635(5) to provide more specificity about the allowance of two units per lot, including language describing the exemptions to the 2-unit per lot requirement.

A new subsection D was included in the previous revision for discussion purposes. No revisions have been made since the last Council meeting, but Staff wanted to point out that this provision remains. This language provides direction that any other modifications to the unit density standards would be allowable only through the implementation of a Development Agreement.

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

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

During further review it was determined that the word “no” had been inadvertently left out of the following provision. This important word has been incorporated back in as depicted below.

- A maximum of one off-street parking space per unit shall be required on lots no greater than 6,000 square feet before any zero lot subdivisions or lot splits.

Additionally, a third provision for off-street parking has been added to 16.30.060(2) as follows:

- A maximum of two off-street parking spaces per unit shall be required on lots greater than 6,000 square feet before any zero lot line subdivisions or lot splits.

This language is also mandated by the new Middle Housing legislation.

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

While the term Middle Housing does not include “Accessory Dwelling Units” the City of Medina is also including legislation (required by House Bill 1337) related to ADU’s in the Middle Housing update. An update to subsection D has been made since the last review:

- Subsection (D)2 now includes a second sentence to read as follows:

Accessory dwelling units shall only be allowed on lots that meet the minimum lot sizes for the principal unit under the code. In addition, for any lot which is the result of a subdivision or a lot split and which is below the minimum lot size for the zone, no additional dwelling units, including accessory dwelling units, shall be allowed.

### **Community Outreach**

Council put a great deal of thought into ensuring that the Medina community members were made aware of the new Middle Housing mandates from the State, with a desire to provide meaningful opportunities for community input.

A public engagement plan was adopted by City Council early in the process. It was further refined and updated throughout the Middle Housing discussions.

One of the most successful engagement methods to date has been through the offering of two community forums held in early January. These two events took place as follows:

- Thursday, January 9, 2025, 6 - 8 pm  
St. Thomas Episcopal Church.
- Wednesday, January 15, 2025, 6 – 8 pm  
Medina City Hall

Outreach to the community about these events included two postcard mailers, posters, flyers, notification on the city website, and personal outreach by City Council members and Planning Commissioners.

Each event began with a welcome from the Mayor, followed by a formal PowerPoint presentation to the attendees for the purpose of describing Middle Housing and the requirements specific to Medina. The presentation included information on the relevant House Bills and state guidance regarding the legislation. The local development standards were shared, along with graphics designed to depict how Middle Housing could potentially look in Medina. Attendees were then afforded the opportunity to ask questions of staff and consultants, followed by time to take a survey via online link or paper surveys.

The first forum at the church was offered as an in-person event, with the number of attendees at estimated at 71. The second forum held at City Hall was held in-person but also offered an option for virtual attendance. The number of attendees in person was 25, with approximately 50 participants attending online (not including Council members or staff).

As of Thursday, January 23<sup>rd</sup>, **36 surveys had been completed via the online link**, and three paper copies had been completed and submitted at the events. **The survey is currently set to end on Friday, February 14<sup>th</sup>**. However, the survey can be extended to a later date based on Council direction. A summary of the survey responses will be provided at the next Council meeting. Staff will welcome discussion on future opportunities to engage the community leading up the final adoption stage of the process in June.

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

Council Priorities:

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

### **Attachment(s)**

- Exhibit 1 – Code Amendments document in Word

**Budget/Fiscal Impact:**

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

**Recommendation:** Discussion and direction.

**City Manager Approval:** 

**Proposed Council Motion:** N/A, no action needed at this meeting.

Time Estimate: 60 minutes

# City of Medina Middle Housing Code Amendment

## Title 16 - UNIFIED DEVELOPMENT CODE

### CHAPTER 16.0-16.3

Prepared by SCJ Alliance

#### Subtitle 16.00. INTRODUCTION TO THE UNIFIED DEVELOPMENT CODE

**16.00.010. Title.** *(no changes needed)*

**16.00.020. Statement of purpose.**

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

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

## SUBTITLE 16.1. ADMINISTRATION OF UNIFIED DEVELOPMENT CODE

### CHAPTER 16.10. ADMINISTRATION—GENERAL PROVISIONS

**16.10.010. Compliance.** *(no changes needed)*

**16.10.020. Minimum requirements.**

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

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

**16.10.030. Conflicts.** *(no changes needed)*

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

**16.10.050. Interpretations.** *(no changes needed)*

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

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

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

**16.10.090. Severability.** *(no changes needed)*

### CHAPTER 16.12. DEFINITIONS

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

**16.12.020. "A" definitions.**

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

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

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

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

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

*Accessory dwelling unit, or ADU*, means a dwelling unit subordinate to a single-family dwelling unit which is:

1. Located within the single-family dwelling unit (often referred to as an attached accessory dwelling unit or AADU); or
2. Located within an accessory building on the lot with a principal single-family dwelling (often referred to as a detached accessory dwelling unit or DADU).

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

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

*Administrative Design Review* means a development permit process whereby an application is reviewed, approved, or denied by the ~~planning~~ director or the ~~planning~~ director's designee based solely on objective design and development standards without a public predecision hearing, unless such review is otherwise required by state or federal law, or the structure is a designated landmark or historic district established under a local preservation ordinance. A city may utilize public meetings, hearings, or voluntary review boards to consider, recommend, or approve requests for variances from locally established design review standards.<sup>1</sup>

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

<sup>1</sup> As of June 30, 2025, the City does not have a design review process. To confirm whether there is any design review standards or procedures, please contact the City development department.

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

*Alter or alteration* means:

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

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

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

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

*ANSI* means the American National Standards Institute.

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

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

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

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

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

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

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

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

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

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

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

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

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

**16.12.040. "C" definitions.**

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

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



*Channel migration zone (CMZ)* means the lateral extent of active stream channel movement over the past 100 years. Evidence of active movement over the 100-year time frame can be inferred from aerial photos or from specific channel and valley bottom characteristics. A time frame of 100 years was chosen because aerial photos, maps and field evidence can be used to evaluate movement in this time. A CMZ is not typically present if the valley width is generally less than two bank full widths, is confined by terraces, no current or historical aerial photographic evidence exists of significant channel movement, and there is no field evidence of secondary channels with recent scour from stream flow or progressive bank erosion at meander bends. Areas separated from the active channel by legally existing artificial channel constraints that limit bank erosion and channel avulsion without hydraulic connections shall not be considered within the CMZ.

*City* means City of Medina.

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

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

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

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

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

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

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

1. *Restoration.* Actions performed to reestablish critical area functional characteristics and processes that have been lost by alterations, activities, or catastrophic events within an area that no longer meets the definition of a critical area.
2. *Creation.* Actions performed to intentionally establish a critical area at a site where it did not formerly exist.

3. *Enhancement.* Actions performed to improve the condition of existing degraded critical areas so that the functions they provide are of a higher quality.

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

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

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

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

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

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

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

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

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

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

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

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

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

#### **16.12.050. "D" definitions.**

*Day* means calendar days.

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

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

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

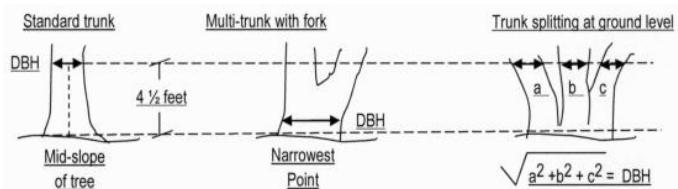
*Development* means a change in the use of any land, building, or structure for any purpose, and shall include the carrying out of any building, engineering construction or other operation in, on, over or under land, or the construction, addition or alteration of any building or structure.

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

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

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

### Figures Measuring DBH



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

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

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

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

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

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

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

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

*Duplex* means a residential building with two attached dwelling units.

*Dwelling* means a building used or intended for residential occupancy.

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

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

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

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

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

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

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

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

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

**16.12.140. "M" definitions.**

Major transit stop means:

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

(B) commuter rail stops;

(C) stops on rail or fixed guideway systems;

~~(A)(D)~~ stops on bus rapid transit routes, including those stops that are under construction.<sup>2</sup>

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

*Marijuana use* includes the following:

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

<sup>2</sup> As of June 30, 2025, there is no "major transit stop" within Medina or within one-half mile of its borders. To confirm whether there is any "major transit stop" that may impact development in Medina, please contact the development department.

3. *Marijuana producer* means a person or entity who produces and sells marijuana at wholesale to marijuana processors and other marijuana producers;

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

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

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

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

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

*Middle Housing* means buildings that are compatible in scale, form, and character with single-family houses and contain two or more attached, stacked, or clustered homes including duplexes, triplexes, fourplexes, fiveplexes, sixplexes, townhouses, stacked flats, courtyard apartments, and cottage housing. Medina will comply with housing requirements applicable to Tier 3 cities.

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

*Sensitive areas.* See "critical areas."

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

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

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

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

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

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

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

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

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

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

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

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

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

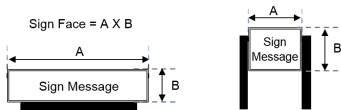


*Sign, commercial* means a sign containing commercial content used for identifying a building, use, business or event, or to advertise the sale of goods, products, events or services. This includes real estate and event signs.

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

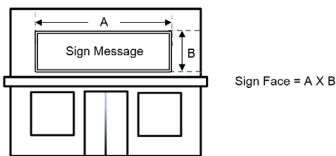
1. In the case of freestanding signs, the sign face shall include the entire area of the sign panel, cabinet or face substrate including borders upon which the sign message is displayed or illustrated. See Figure 1.

**Figure 1**



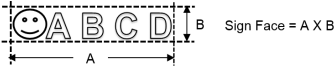
2. In the case of signs displayed on or mounted to buildings or fences, the sign face shall include the area of the entire panel, cabinet or face substrate upon which the sign message is displayed including framed, painted or illuminated borders that contrast the sign from the background of the building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

**Figure 2**



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

Figure 3



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

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

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

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

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

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

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

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

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

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

*Sign, real estate and events* means a temporary sign that is for the sole purpose of advertising a parcel, tract, lot, site or home for rent, lease or sale; for advertising the sale of a home's household belongings; or which identifies an individual or company performing an active construction project that

has obtained building permits under MMC 16.40.010(A) or (B), and which construction activity is visible from a public street right-of-way, including remodels. For purposes of this definition, "construction projects" shall not include routine maintenance of property such as landscaping care.

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

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

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

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

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

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

*Single-family zones* means those zones where single-family detached residences are the predominant land use.

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

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

*Spa.* See definition under "hot tub."

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

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

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

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

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

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

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

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

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

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

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

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

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

*Street frontage* means the property line abutting streets.

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

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

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

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

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

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

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

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

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

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

### 16.12.210. "T" definitions.

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

#### **16.12.220. "U" definitions.**

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

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

*Unit means a dwelling unit of any type.*

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

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

*Use, accessory.* See definition of "accessory."

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

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

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

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

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



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

### **CHAPTER 16.14. DEVELOPMENT PERMIT FEES**

*(no changes needed)*

### **CHAPTER 16.16. ENFORCEMENT**

*(no changes needed)*

## **SUBTITLE 16.2. LAND USE**

### **CHAPTER 16.20. ESTABLISHMENT OF ZONING**

#### **16.20.010. Comprehensive plan and zoning.**

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

**Table 16.20.010: Comprehensive Plan and Zoning**

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

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

**16.20.020. Adoption of official zoning map.**

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

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

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

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

**CHAPTER 16.21. USE AND OCCUPANCY DEVELOPMENT REGULATIONS**

**16.21.010. Purpose.** *(no changes needed)*

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

Uses listed in Table 16.21.030 are subject to the following:

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

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

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

**16.21.030. Use table.**

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

**Table 16.21.030: Land Use Table**

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

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

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

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

**16.21.040. Accessory uses.**

- A. Accessory uses listed in Table 16.21.030 and elsewhere in the UDC are allowed consistent with MMC 16.21.020 and Table 16.21.030.

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

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

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

**16.21.060. Maximum dwelling units on a lot.**

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

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

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

~~1. Portions of a lot, parcel, or tract designated with critical areas designated under RCW 36.70A.170 or their buffers as required by RCW 36.70A.170, except for critical aquifer recharge areas~~

**Commented [JR1]:** Revisions for clarity to confirm the maximum unit density per lot is 2, plus one ADU meeting code requirements. Also, added the information from the footnote and updated that.

where a single-family detached house is an allowed use provided that any requirements to maintain aquifer recharge are met.

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

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

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

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

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

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

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

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

~~D. The standard in 16.21.060(A) may be modified for lots meeting the standards set forth in MMC 16.30.100 with the use of a development agreement.~~

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

## CHAPTER 16.22. LOT DEVELOPMENT STANDARDS

**16.22.010. Purpose.** *(no changes needed)*

**16.22.020. Lot development standards.**

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

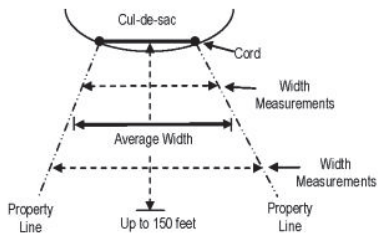
**Table 16.22.020: Lot Development Standards**



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

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

**Figure 16.22.020: Curved Street Frontage**



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

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

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

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

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

**16.22.030. Building and structure setbacks.**

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

**Table 16.22.030: Minimum Building/Structure Setbacks**

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

|                     |         |         |                                                                       |  |
|---------------------|---------|---------|-----------------------------------------------------------------------|--|
| Greater than 20,000 | 30 feet | 30 feet | The greater of 10 feet or 15% of the lot width; not to exceed 20 feet |  |
|---------------------|---------|---------|-----------------------------------------------------------------------|--|

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

Figure 16.22.030(A): Measuring Setbacks

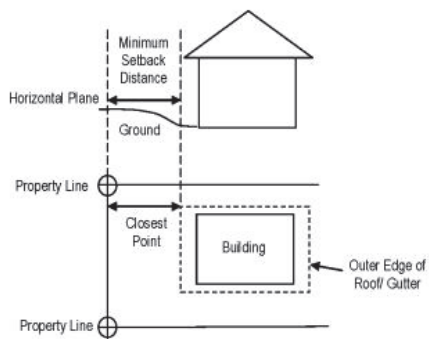
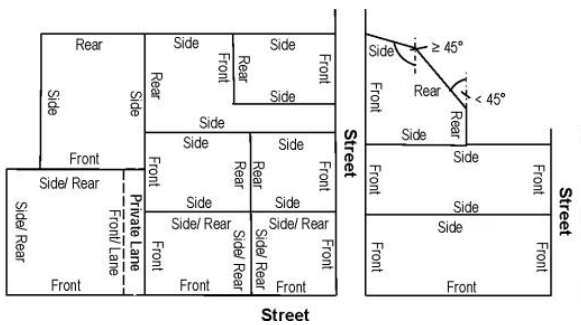
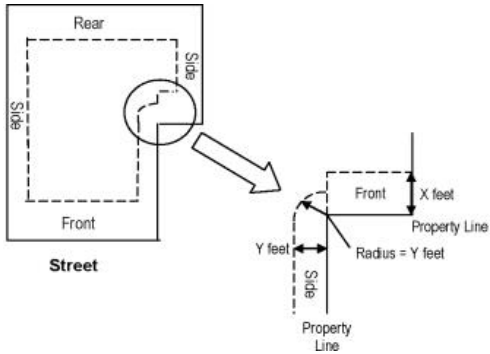


Figure 16.22.030(B):  
Setback Property Line Designations  
(See "property Line" definitions in Chapter 16.12 MMC)



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



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

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

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

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

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

**CHAPTER 16.23. BULK DEVELOPMENT STANDARDS**

**16.23.010. Purpose.** *(no changes needed)*

**16.23.020. Structural coverage and impervious surface standards.**

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

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

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

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

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

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

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



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

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

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

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

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

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

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

**16.23.050. Maximum building and structure height standards.**

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

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

**Table 16.23.050(A): Maximum Height Standards**

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

\*Not applicable.

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

**Table 16.23.050(C): Bonus Height Standard**

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

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

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

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

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

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

**SUBTITLE 16.3. SPECIAL DEVELOPMENT STANDARDS**

**CHAPTER 16.30. CITY-WIDE USES**

**16.30.010. Fences, walls and gates.** *(no changes needed)*

**16.30.020. Signs.** *(no changes needed)*

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

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

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

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

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

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

3. Off-street parking for each ~~both single family residential dwellings as well as middle housing~~ shall be ~~as~~ be subject to the additional followings requirements:

- ~~CA.~~ Additional off-street parking spaces, which are not required, may be located on site or off site as allowed in MMC 16.34.030; and

**D.B.** Parking areas shall not be located within setback areas, except as allowed otherwise by law.

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

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

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

### **CHAPTER 16.31. LIMITED USES**

*(no changes needed)*

### **CHAPTER 16.32. SPECIAL USES**

*(no changes needed)*

### **CHAPTER 16.33. HISTORICAL USES**

*(no changes needed)*

### **CHAPTER 16.34. ACCESSORY USES**

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

**16.34.020. Accessory dwelling units.**

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

- A. Accessory dwelling units meeting the requirements of this section are ~~excluded~~ included ~~within the~~ ~~from~~ density and minimum lot area requirements.
- B. Accessory dwelling units shall be fully contained within and attached to a single-family dwelling, or must be located within a detached accessory building.
- C. ~~Up to two~~ Only one accessory dwelling units may be permitted on a lot per each single-family dwelling located on the same lot, provided that the unit density set forth in MMC 16.21.060

Page 42 of 45

Page 42 of 45

10942769.10 - 371096 - 0025

for that lot is not otherwise exceeded. If a lot is developed with a duplex, or with two units meeting the definition of middle housing, then no accessory dwelling unit is permitted on that lot.

D. Development standards.

1. The accessory dwelling unit shall comply with the development standards of the zoning where the accessory dwelling unit is located, including, but not limited to, minimum lot coverage, setbacks, etc.
2. Accessory dwelling units shall only be allowed on lots that meet the minimum lot sizes for the principal unit under the code. In addition, for any lot which is the result of a subdivision or a lot split and which is below the minimum lot size for the zone, no additional dwelling units, including accessory dwelling units, shall be allowed.
3. Accessory dwelling units shall not be allowed on any lot that contains critical areas or buffers or that is not connected to a public sewer system.
4. Accessory dwelling units shall not be allowed within the shoreline jurisdiction.
- ~~25. The accessory dwelling unit shall contain no more than the lesser of 1,000 square feet of gross floor area, or 40 percent of the total square footage of the gross floor area of the single-family dwelling and accessory dwelling unit combined.~~
- ~~53. All of the structures on the property shall have ~~the~~ a cohesive and consistent appearance, including roof shape, glazing, exterior finishing materials and colors, of a single family with all other dwelling units and any other permitted accessory structures on the lot.~~
4. ~~The entry door to the accessory dwelling unit shall be screened from the street by portions of the structure or by dense evergreen vegetation.~~
- ~~5. There shall be no sign or other indication of the accessory dwelling unit's existence other than an address sign and a separate mail box.~~
- ~~66. A certification by City of Bellevue utilities is required indicating that water supply and sanitary sewage are available to adequately serve the accessory dwelling unit.~~
7. Accessory dwelling units may not be used as short term rentals.
8. The maximum gross floor area for an accessory dwelling unit is 1,000 square feet.
9. The maximum roof height for an accessory dwelling unit is no more than twenty-five (25) feet, or the maximum height allowed for the primary unit on the lot, whichever is lower.

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

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

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

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

**CHAPTER 16.35. TEMPORARY USES**

*(no changes needed)*

**CHAPTER 16.36. NONCONFORMITY**

*(no changes needed)*

**CHAPTER 16.37. WIRELESS COMMUNICATION FACILITIES**

*(no changes needed)*

**CHAPTER 16.38. SMALL WIRELESS FACILITIES**

*(no changes needed)*

**CHAPTER 16.39. PARKING**

*(no changes needed)*

[Page 45 of 45](#)

[Page 45 of 45](#)

[Page 45 of 45](#)





# MEDINA, WASHINGTON

## AGENDA BILL

January 27, 2025

**Subject:** 2024/2025 Council Workplan Overview

**Category:** City Council Business

**Staff Contact:** Stephen R. Burns, City Manager

### **Summary**

At the February 10, 2024, Medina Council Retreat, the Council developed the 2024-2025 Workplan, which was subsequently prioritized and approved at the March 25, 2024, Council Meeting (see attached plan).

Staff will provide Council with an overview on the progress of the 2024-2025.

For additional details, please refer to the attached memo.

“2024/2025 Council Workplan Overview” meets and supports Council’s priorities 3 and 5.

Council Priorities:

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

### **Attachments:**

- Council Workplan
- Council Workplan Memo

**Budget/Fiscal Impact:** TBD

**Recommendation:** Information only.

**City Manager Approval:**

**Proposed Council Motion:** N/A

Time Estimate: 30 minutes

Medina City Council 2024/2025 Work Plan

\* indicates task is over 1 year old

**CITY MANAGER**

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

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

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

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

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

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

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

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

| TASK:                              | SUBPARTS:          | Council Meeting Date and Notes/Direction:                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  | Status:                                                                                                                                                                                                                                                                                                                                                               | Council Calendar:                        | Completion Date: |
|------------------------------------|--------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------|------------------|
| Wireless Facility Regulations      |                    | In Spring 2023, Council discussions relating to T-Mobile proposal that was unacceptable to community raised questions about whether current wireless facility code is sufficiently protective of community interests and character. When code was adopted, Council was assured that it was as protective as could be within limitations of federal law. That's no longer clear, given T-Mobile experience. Interest expressed in updating and strengthening code with this experience in mind, to prevent recurrence as best possible.                                                                                                                     | Telecom Law Firm can update Medina' Wireless Facility Regulation for a flat rate of \$12,350. They will prepare and deliver the Small Wireless Facilities policy and Permit Application Form. Not included in 2024 budget - can include in 2025 budget. Budget option for 2024 - use City Attorney funding. Staff to present to Council for discussion and direction. | 7/22/2024 - Budget Retreat<br>March 2025 |                  |
| Nonadministrative Variances Policy |                    | 2/10/24 - City Council Retreat<br><br>Council directed staff to review and amend the non-administrative variance policy.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   | Staff to clarify with Council as task assigned during the Council Retreat Follow-up in March 2024.<br><br>4/22/24 CC Meeting - Council forwarded proposed revisions to Planning Commission for review and processing.<br><br>On Planning Commission Agenda for Discussion in September 2024                                                                           | 10/14/2024 Consent Calendar              | 10/14/2024       |
| CAP Minor Code Amendment           |                    | Amendment to Construction Activity Permit to require sign for project down private lane be visible to public, as consistent with sign's notice purpose.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    | 4/22/24 CC Meeting - Council forward proposed revisions to Planning Commission for review and processing.<br><br>On Planning Commission Agenda for Discussion in September 2024                                                                                                                                                                                       | City Business<br>TBD                     | 10/14/2024       |
| Tree Code                          | Violations Section | 7/10/23 - Regular Meeting<br><br>Council directed staff to include "special treatment for legacy and landmark trees in the draft ordinance.<br><br>9/11/23 - Regular Meeting<br><br>Staff will send the proposed changes to the Department of Commerce for review.<br><br>Following the Department of Commerce review, staff will bring an ordinance to the Council at a future meeting for discussion, direction and action.                                                                                                                                                                                                                              | Development Services Director Steve Wilcox to send proposed changes to DSC for review and discussion at a future DSC Meeting.<br><br>Placed on the September Planning Commission Meeting for discussion and approval.                                                                                                                                                 | 12/9/2024 - City Business                | 12/9/2024        |
|                                    | Updates            | 1/23/23 - Regular Meeting<br><br>Motion Reeves to direct city staff to prepare for Council consideration draft amendments to the Medina Municipal Code Chapter 16.52 Tree Management Code according to the six (6) "Short-term Solutions" bullet points as presented at the 1/23/23 meeting by our tree code consultants. This was seconded by Zook and carried by a 6:1 (Garone dissented) vote.<br><br>Motion Reeves to direct staff to prepare for Council consideration a plan for a comprehensive review of the Medina Municipal Code Chapter 16.52 Tree Management Code. This was seconded by Johnston and carried by a 6:1 (Garone dissented) vote. | Wilcox to provide a status update at the April 8 Council Meeting during the City Managers/Department Directors Report.                                                                                                                                                                                                                                                | 4/8/2024 - DS Report                     | 4/8/2024         |
| <b>FINANCE/HR</b>                  |                    |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |                                                                                                                                                                                                                                                                                                                                                                       |                                          |                  |
| TASK:                              | SUBPARTS:          | Council Meeting Date and Notes/Direction:                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  | Status:                                                                                                                                                                                                                                                                                                                                                               | Council Calendar:                        | Completion Date: |

|                            |                 |                                                                                                                                                                                                                                                                                                                                                                                                                                                     |                                                                                                                                                        |                                           |  |
|----------------------------|-----------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------|--|
| Property Tax Levy Planning | Future Planning | <p>Current levy lid lift was a 10 year plan, intended to provide financial stability through at least 2029. According to the 2024 adopted budget memo, "crossover to deficit spending is still on track for 2027 with the Levy stabilization amount predicted to supplement the general fund until at least 2031."</p> <p>2/10/24 - City Council Retreat</p> <p>Council moved Property Tax Levy Planning to the Budget Retreat in June of 2024.</p> | <p>Agenda item will be on the 2024 second quarter Finance Committee Meeting.</p> <p>Ongoing to be readdressed at the June 23, 2025 Budget Retreat.</p> | 7/22/24 - Budget Retreat<br>June 23, 2025 |  |
|----------------------------|-----------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------|--|

| TASK:                                     | SUBPARTS:                                                                             | Council Meeting Date and Notes/Direction:                                                                                                                                                                                               | Status:                                                                                                                                                                  | Council Calendar:                                | Completion Date: |
|-------------------------------------------|---------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------|------------------|
| HR Lifecycle and Personnel Manual Updates | HR System                                                                             | <p>10/24/22 - City Council Retreat</p> <p>Implement a full HR system that covers employee lifecycle" was identified as one of "priorities for staff to work on in 2023</p>                                                              | <p>Finance/HR Director Wagner gave an update on the HR Manual at the March 11 Council Meeting.</p> <p>Personnel Committee will discuss at their Mar 26, 2024 Meeting</p> | 9/9/2024 - Finance Report<br>12/9/2024 - Consent | 12/9/2024        |
|                                           | Revised & Updated Personnel Manual                                                    | <p>Staff reported intent to work with outside vendor to update and streamline personnel policy manual, while keeping existing Medina-specific policies intact. Council to review and approve new product after staff work complete.</p> | <p>Finance/HR Director Wagner to give update on HR Manual at March 11 Council Meeting.</p> <p>Will go to Personnel Committee for review in July 2024.</p>                | 9/9/2024 - City Business<br>12/9/2024 - Consent  | 12/9/2024        |
|                                           | Adopt process for manual & HR policy revisions that includes City Manager and Council |                                                                                                                                                                                                                                         | <p>Finance/HR Director Wagner to give update on HR Manual at March 11 Council Meeting.</p> <p>Will be included as part of the Personnel Manual</p>                       | 9/9/2024 - City Business<br>12/9/2024 - Consent  | 12/9/2024        |
|                                           | Updated City Job Descriptions                                                         |                                                                                                                                                                                                                                         | <p>Will refer to Personnel Committee to clarify what action Council wants taken on this item.</p> <p>In progress.</p>                                                    | 9/9/2024 - City Business                         | 9/9/2024         |
|                                           | Clear Process for Staff Departure and Related Expectations                            |                                                                                                                                                                                                                                         | <p>Staff needs further clarification from Council on this topic at Retreat Follow-up Meeting. (Exit Interview???)</p> <p>In progress.</p>                                | TBD                                              |                  |

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

**PUBLIC WORKS**

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

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

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

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



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

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

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

**CENTRAL SERVICES**

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

**POLICE**

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



# CITY OF MEDINA

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

**Date:** January 27, 2025

**To:** Honorable Mayor and City Council

**From:** Stephen R. Burns, City Manager

**Subject:** 2024/2025 Council Workplan Overview

## Summary

At the February 2024 Medina Council Retreat, the Council developed and finalized the 2024-2025 Council Workplan, which was subsequently prioritized and approved during the March 2024 Council Meeting. The attached workplan serves as a guiding document for Council's priorities. This update aims to provide clarity on the progress made so far and seeks input to ensure staff efforts remain aligned with Council's objectives through the remainder of 2025.

Staff acknowledges that the State's mandate on middle housing will dominate much of Council's time this year. To optimize the limited time available, staff is committed to focusing on the Council's highest priority needs and ensuring efficient progress on the workplan.

## Council Workplan – Completed

The following items were completed in 2024:

| <b>Task – City Manager</b>                          | <b>Completion Date</b> |
|-----------------------------------------------------|------------------------|
| Street Vacation Code Update                         | 9/9/2024               |
| Annual City Manager Review - Wrap-Up of 2023 Review | 6/10/2024              |
| Resident Welcome Packet                             | 9/9/2024               |

| <b>Development Services</b>                                                                                         | <b>Completion Date</b> |
|---------------------------------------------------------------------------------------------------------------------|------------------------|
| Comprehensive Plan – 8 elements                                                                                     | 11/25/2024             |
| Implementation of HB 1110 Middle Housing and HB 1337 ADU/DADU - Grant Funding                                       | 6/10/2024              |
| Implementation of HB 1110 Middle Housing and HB 1337 ADU/DADU - Council Consideration of Hiring Specialized Experts | Completed              |

|                                                                                                                                 |            |
|---------------------------------------------------------------------------------------------------------------------------------|------------|
| Implementation of HB 1110 Middle Housing and HB 1337 ADU/DADU - Education for Council and PC re: state legislative requirements | 6/10/2024  |
| Implementation of HB 1110 Middle Housing and HB 1337 ADU/DADU - Middle Housing Public Engagement and Communication Plan         | 6/10/2024  |
| Implementation of HB 1110 Middle Housing and HB 1337 ADU/DADU – Middle Housing Consultant                                       | 9/13/2024  |
| Nonadministrative Variances Policy                                                                                              | 10/14/2024 |
| CAP Minor Code Amendment                                                                                                        | 10/14/2024 |
| Tree Code - Violations Section                                                                                                  | 12/9/2024  |
| Tree Code - Updates                                                                                                             | 4/808/2024 |

| Finance/HR                                                                            | Completion Date |
|---------------------------------------------------------------------------------------|-----------------|
| HR System                                                                             | 12/9/2024       |
| Revised & Updated Personnel Manual                                                    | 12/9/2024       |
| Adopt process for manual & HR policy revisions that includes City Manager and Council | 12/9/2024       |
| Updated City Job Descriptions                                                         | 9/9/2024        |

| Public Works                                                                              | Completion Date                      |
|-------------------------------------------------------------------------------------------|--------------------------------------|
| Stormwater Management - Infrastructure                                                    | 6/10/2024 - CIP/TIP/Non-TIP Adoption |
| Stormwater Management - Funding                                                           | 11/13/2023                           |
| Stormwater Management - In Connection with Comp Plan and Housing - See Comp Plan under DS | 11/25/2024                           |
| 77th Ave NE                                                                               | 9/30/2024                            |
| Buildings/Facilities Management Planning                                                  | 3/11/2024                            |
| Buildings/Facilities Management Planning- Post Office                                     | 3/11/2024                            |
| Parks Management - Tennis Courts                                                          | 6/10/2024                            |
| Undergrounding Power Lines                                                                | 12/1/2024                            |

## **Council Workplan – Remaining**

Looking ahead into 2025, the following items remain on the workplan:

| <b>City Manager</b>                                                                                                                       | <b>Council Meeting Date</b> |
|-------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------|
| SR-520 Lid: Discussions with WSDOT - SR-520 Lid Maintenance                                                                               | Ongoing                     |
| SR-520 Joints Noise Mitigation                                                                                                            | Ongoing                     |
| Weekly Recycling and Compost Pick-ups                                                                                                     | Later 2025                  |
| Council Goals & Work Plan Visible and Trackable Online, including status, current calendar expectations, and links to relevant staff work | 1/27/2025                   |
| Short-term Rentals                                                                                                                        | Tentative 5/27/2025         |
| Vacant Houses                                                                                                                             | Tentative 5/27/2025         |

| <b>Development Services</b>                                                                   | <b>Council Meeting Date</b> |
|-----------------------------------------------------------------------------------------------|-----------------------------|
| Comprehensive Plan - Stormwater Management                                                    | TBD                         |
| Zoning – Comp Plan                                                                            | TBD                         |
| Lot Coverage                                                                                  | TBD                         |
| Implementation of HB 1110 Middle Housing and HB 1337 ADU/DADU – Frontage Fees and Impact Fees | TBD                         |
| Wireless Facility Regulations                                                                 | March 2025                  |

| <b>Finance/HR</b>                                          | <b>Council Meeting Date</b> |
|------------------------------------------------------------|-----------------------------|
| Property Tax Levy Planning - Future Planning               | 6/23/2025                   |
| Clear Process for Staff Departure and Related Expectations | TBD                         |
| Business License                                           | 3/10/2025                   |

| <b>Public Works</b>                                  | <b>Council Meeting Date</b> |
|------------------------------------------------------|-----------------------------|
| Privately Maintained ROW                             | 2/10/2025                   |
| City ROW Policy                                      | 2/10/2025                   |
| Hedge Reimbursement                                  | 4/14/2025                   |
| Buildings/Facilities Management Planning – City Hall | End of 2025                 |
| Park Memorial Policy                                 | 1/27/2025                   |
| Parks Management – Points Loop trail                 | TBD                         |
| Parks Management – Park Board Workplan               | 1/27/2025                   |

## **Additional Council Agenda Items**

The following topics have been identified as agenda items or possible agenda items for Council.

Additional items:

- Gas-powered Leaf Blowers Ordinance.
- St. Thomas Crosswalk.
- King County Animal Control Contract Option.

- Revisiting Viewpoint Parking Stalls.

## **Middle Housing**

With Middle Housing currently dominating the time and resources of both Council and staff, it is important to ensure our efforts remain aligned with Council's current objectives.

### **Ongoing Council Agenda items:**

1. SR-520 Lid: Discussions with WSDOT - SR-520 Lid Maintenance.
2. SR-520 Joints Noise Mitigation.
3. Privately Maintained ROW
4. City ROW Policy
5. Short-term Rentals
6. Vacant Houses
7. Comprehensive Plan - Stormwater Management
8. Zoning – Comp Plan
9. Lot Coverage
10. Implementation of HB 1110 Middle Housing and HB 1337 ADU/DADU – Frontage Fees and Impact Fees
11. Wireless Facility Regulations
12. Hedge Reimbursement
13. Buildings/Facilities Management Planning – City Hall
14. Park Memorial Policy
15. Parks Management – Park Board Workplan
16. Weekly Recycling and Compost Pick-ups
17. Clear Process for Staff Departure and Related Expectations
18. Parks Management – Points Loop Trail

### **Additional items:**

1. Gas-powered Leaf Blowers Ordinance
2. Revisiting Viewpoint Parking Stalls
3. St. Thomas Crosswalk
4. King County Animal Control Contract Option



# MEDINA, WASHINGTON

## AGENDA BILL

January 27, 2025

**Subject:** Park Board Goal Setting for Joint Meeting

**Category:** City Council Business – Discussion

**Staff Contacts:** Stephen R. Burns, City Manager

### **Summary**

At the February 10, 2024, Medina Council Retreat, Staff was directed to work with Park Board to develop a work plan, specifically “*Council would like Park Board to develop a Work Plan to include a policy for off-leash and on-leash areas.*”

On July 2, 2024, City staff held a meeting with Park Board leadership to review and discuss the draft work plan.

On July 15, the revised draft of the Park Board Work plan was presented to the Park Board for review, discussion, and direction. The Board proposed several recommendations for changes.

At the Park Board meeting on September 16, 2024, the draft plan was approved by the Board to forward to the City Council for review and approval.

At the City Council meeting on October 14, 2024, Council passed the work plan and added “***Motion Gokul to schedule joint visioning and planning session with the Park Board to determine prioritization and success metrics for the proposed plan. This was seconded by Reeves carried by a 5:1 (Johnston dissented) vote.***”

***Additionally, Council further directed staff that prior to setting up any joint meeting with the Park Board to return to Council in order to establish goals for the joint meeting.***”

At the January 27 Council Meeting, Council needs to direct staff to establish goals for the joint meeting. Based on recent Council discussions, staff has identified the following as a possible guide for discussion:

1. Strategic Planning and Vision
  - a. Align Priorities: Identify shared goals for Medina parks.
  - b. Long-Term Planning: Develop a unified vision for Medina parks and open spaces.
2. Budget
  - a. Funding: Determine budget allocations for upcoming park projects.
3. Community Engagement
  - a. Public Input Plans: Develop strategies for gathering community feedback on park improvements
4. Policy and Governance
  - a. Joint Decision-Making and Framework: Define how Park Board and Council can collaborate on future decisions.

- b. Park Policies: Review and updated ordinances or policies related to park use, hours, and regulations.
- 5. Metrics and Accountability
  - a. Success Measurements: Establish clear metrics to evaluate success of Park Board Work Plan.
  - b. Progress Check-ins: Plan regular check-ins by the Chair/Vice Chair/Park Board Liasion.

“Medina Park Board Workplan Priorities” meets and supports Council’s priorities 3, 4, and 5.

Council Priorities:

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

### **Attachment**

- Park Board Work Plan

**Budget/Fiscal Impact:** TBD

**Recommendation:** Discussion and direction

**City Manager Approval:**



**Proposed Council Motion:**

Time Estimate: 30 minutes



## Park Board Work Plan - Medina

1. Dogs in Medina Park –
  - Dog owners not controlling dogs, breaking rules, causing damage.
  - Action – Park Board to work with City Staff to review and develop a policy for off-leash and on-leash areas.
  - Action - Have public works work with the police department on identifying high violation times for enforcement activity.
  - Periodically post an educational sandwich board sign to call 911 to report dangerous or irresponsible dog owners so the police can respond.
  - Action – Have the PD send out notice to residents to call 911 when they see violations for police to respond. Notices sent in April and October.
  - Action – Have City to send out reminders about dog responsibilities twice a year in January and July.
  
2. Trash in Medina Park
  - Weekend parties – can identify issues because of types of trash left behind.
  - Public Works crew comes in especially over summer weekends to remove trash.
  - Action - Work with public works to prepare a plan to identify high violation times.
  - Action – add additional trash cans during high-use seasons.
  
3. Medina Park 12<sup>th</sup> Street parking lot used as a turn-around and overflow parking.
  - More of a problem during seasons when the park is heavily used.
  - That parking lot is used by small children for accessing the playground and is near the playground.
  - Limits comings & goings of park users
  - Action – Request Council to have staff investigate adding signs adding “NO EVENT/SCHOOL PARKING OR SCHOOL TURN AROUND” signs at entrance to parking lot.
  - Action – create a stakeholder group to address this issue. Include discussing the above “NO EVENT/SCHOOL PARKING OR SCHOOL TURN AROUND” option.
  
4. E-bikes are continuing to be used in Medina Park.
  - Action – have Public Works work with the Police Department on identifying high violation times for enforcement activity.
  - Action – Encourage residents to call 911 when they see violations for police to respond.
  - Periodically post an educational sandwich board sign to call 911 to report E-bike violators so the police can respond.
  - Action – have the City send out reminders about E-bike restrictions in parks in March and June.

## Park Board Work Plan - Medina

5. Businesses and organizations using parks–
  - General frequency is an issue but especially events like walk-a-thons, day camps use during the summer.
  - Group makes it hard for individual or small group visitors to enjoy park at same time (esp. in playground area & tennis courts)
  - Use of tennis courts for purposes other than tennis (not allowed by park rules)
  - People park on (or drive on) grass and cause ruts, even when there is open parking available farther up 12<sup>th</sup>.
  - **Action – request opinion from city attorney about public park use and restrictions.**
  - **Action - request Council to add to Council Workplan to update the Special Use Permit process to remove exemptions for fees on nonprofit organizations. MMC 9.40.050 – “All applications shall be accompanied by a nonrefundable application fee as set forth in the city fee schedule. Special event permit fees shall not be imposed when all of the following conditions are met: A. The activities are conducted by a nonprofit organization.”**
6. Add FAQ or park rules that pertain to all parks to the City website.
  - **Action - work with City staff to create FAQ for website.**
7. Park Memorials Policy
  - **Action - Work with city staff to prepare a policy to govern memorials in Medina Park (who can request, is there a limit on how many we want in park, how long staff will be expected to maintain plaques, etc.).**
8. Post Office Pocket Park
  - **Action - Have staff prepare options for a “pocket park” on land used by United States Post Office.**
  - **Action – have Council approve staff to investigate the following issues before bringing back to the Park Board.**
    - i. **Issues to review:**
      1. **Lease agreement for land**
      2. **Zoning change**
      3. **Post Office parking for park**
      4. **Market analysis for changing land**
      5. **Restrictions in selling property in changing property zoning**
9. Park Ambassador –
  - **Action – have staff research option for park ambassador program.**
    - i. **Paid – public works seasonal help**
    - ii. **Volunteers**
    - iii. **Collective Bargaining Agreement concerns**
    - iv. **Work with insurance carrier to ensure all liability issues are handled.**



# MEDINA, WASHINGTON

## AGENDA BILL

January 27, 2025

**Subject:** Medina Legislative Priorities Agenda

**Category:** City Business

**Staff Contact:** Stephen R. Burns, City Manager

### **Summary**

Legislative priorities refer to the specific issues and policies that the Council supports during a legislative session. The Legislative Priorities Agenda will support the goals and vision of the Council and the community they represent. The Medina Council is being asked to compile a list of legislative priorities for the upcoming session, enabling individual Council members to publicly express their positions on matters that are important to the community. For example, in 2024, 27 cities across Washington state submitted their city legislative agendas to the Association of Washington Cities.

### **Association of Washington Cities**

The AWC Legislative Priorities for 2025 include: 1) Fiscal Sustainability, 2) Behavioral Health Treatment Capacity, 3) Housing Supply, 4) Public Safety, and 5) Infrastructure Investment.

Cities and towns are home to 65% of Washington's residents, drive the state's economy, and provide the most accessible form of government. The success of our cities and towns depends on adequate resources and community-based decision-making to best meet the unique needs of our communities.

Washington's 281 cities call on the Legislature to collaborate with us and take action on these critical priorities:

### **AWC Legislative Process Guidance**

AWC provided the following tips on how to develop a city's legislative agenda:

- *Keep it short and simple – one page only.*
- *Add credibility by having your city council adopt it before session.*
- *Include capital needs along with policy priorities.*
- *Incorporate [AWC's Legislative Priorities](#) into your agenda.*
- *Make it public. Post it on your city's website, put it in your newsletters, and insert it into utility bills.*
- *Work with your local media for coverage.*

### **Sound View Strategies**

Sound View Strategies has been hired by the City of Medina to provide legislative support and guidance. In discussion with Kelly Evans and Jennifer Ziegler of Sound View, they have provided the following topics for the Medina Council to consider for our Legislative Priority Agenda.

1. Washington State Housing Legislation Mandates
2. WSDOT Partnership
3. Advocate for budget reforms

### **Medina Legislative Priorities Process**

At the January 27, 2025, Council will review and discuss the attached draft Medina Legislative Priorities Agenda.

*Medina Legislative Priorities* 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 and Community Building

### **Attachments:**

1. DRAFT Medina Legislative Priorities
2. AWC Legislative Priorities

**Budget/Fiscal Impact:** *Consultant Fees*

**Recommendation:** Discussion and direction.

**City Manager Approval:** 

**Proposed Council Motion:** N/A

Time Estimate: 30 minutes



# City of Medina

## 2025 Legislative Priorities

**The City of Medina will advocate for the following issues and will align its support for the priorities of its partners, including the Association of Washington Cities**

### MODEL EFFECTIVE PARTNERSHIP WITH WSDOT

Our strong partnership with WSDOT will enhance public trust and advance both local and regional priorities.

Emphasize Medina's role as a vital gateway from Seattle to major Eastside tech employers, providing seamless access for cars, transit, cyclists, and pedestrians. Medina is the welcoming municipality and the critical link to current and future regional pathways and circulation systems. Medina will work with WSDOT to deliver safe, accessible, and efficient public projects while continuing to provide and demand transparency, prudence and radical accountability on behalf of taxpayers to protect and maintain our infrastructure.

We need WSDOT and lawmakers to recognize potential for losing public trust by not demanding contract accountability -- we paid for quiet expansion joints; we accepted a flawed product, and this might be perceived as an imprudent use of public funds and a lack of transparency by not framing the problem as such. We should get what EVERYBODY paid for. Resolving the flawed joint installation is not a gift to Medina or the Points communities, instead it is an opportunity to demonstrate financial responsibility and radical accountability for the use of public funds. We must get what we paid for, not what we will settle for. It sets a bad example for all future projects and makes a mockery of contractual obligations.

WSDOT is efficiently situated to best manage lid maintenance. They have a large staff at the WATERFRONT facility sited conveniently adjacent and convenient to the lid parks. Additionally, this large, gated parcel could be utilized to remove the at grade crossing while providing another needed public amenity: restrooms for users of the SR520 trail, as this spacious gated facility can be periodically and remotely monitored and secured (open during daylight hours for example).



# City of Medina 2025 Legislative Priorities

## MANAGE REGIONAL GROWTH THROUGH MIDDLE HOUSING

Medina recognizes our regional housing crisis and has invested deeply to identify and achieve density goals through proven and creative housing solutions proportionate to our small city, while maintaining Medina's historic charm and diverse populace.

Small cities face disproportionate operational burdens and expenses in trying to meet the blanket Housing Bill deadlines. Medina believes we can achieve an even greater vision and outcome with adequate time to use our valuable local expertise to craft policy to successfully achieve the goal of adding gentle density. We have made significant progress defining methods, and identifying means to meet new housing mandates, however we need more time for implementation (along with clarification and consistency around options for tier 3 cities to partner, innovate and comply.) We ask the legislature to consider the unintended consequences and potential negative transformational impacts continued revisions to these mandates can have on small municipalities struggling to comply in a manner reflective of their community character.

## EXPAND REVENUE OPPORTUNITIES TO ALLOW BUDGET STABILITY FOR SMALL CITIES

Current property tax limits place an undue burden on small cities, threatening their economic stability.

Medina is largely residential with limited commercial zoning restricts our revenue opportunities. Small cities must be allowed to revisit property tax caps to meet the service and infrastructure demands of regional growth on our limited resources and finite land capacity. We will work with AWC and other small cities to find responsible solutions such as expanding the use of Real Estate Excise Tax (REET) to fund long and short-term planning needs.

## 2025 AWC legislative agenda

The following items are the official 2025 City Legislative Priorities as adopted by the AWC Board.

### 2025 City Legislative Priorities

#### Fiscal sustainability

- Revise the property tax cap to tie it to inflation, up to 3%, so that local elected officials can adjust the local property tax rate to better serve their communities.

#### Public safety

- Support efforts to prevent and address juvenile crime, including expansion of juvenile behavioral health treatment capacity and state correctional capacity.
- Enhance officer training through continued state funding of 100% of Basic Law Enforcement Academy (BLEA) costs; and expansion of existing regional academies and establishing new regional academies; and replacement the outdated Criminal Justice Training Center (CJTC) main facility.
- Increase funding to meet local public safety needs including additional direct state funding opportunities and enhancing the existing local public safety sales tax and allowing for councilmanic implementation.
- Support creation of programs designed to improve law enforcement retention, such as state supported law enforcement officer wellness and injury prevention programs.
- Support efforts to reduce gun violence including additional local options for regulation of firearms in certain public spaces. Support strengthening prosecutors' ability to enforce unlawful possession of firearms.

#### Infrastructure investment

- Advocate for direct and meaningful investments in traditional local infrastructure (such as drinking water, wastewater, and stormwater systems) for operations and maintenance of aging systems, including expanded and reliable funding for the Public Works Assistance Account.
- Support sustainable state transportation revenue that provides funding for local preservation, maintenance, and operations including direct

distributions to cities and town in addition to grant opportunities.

- Develop new fiscal tools to build infrastructure to support housing development and growth including increased funding for the Connecting Housing and Infrastructure Program (CHIP).
- Expand cities' ability and flexibility to use REET for additional capital needs including maintenance as well as to support affordable housing. Pursue other flexibility options including additional REET authority, harmonizing REET 1 & 2, and the ability to set a progressive rate model similar to the one the state has adopted.

#### Increasing housing supply

- Support Real Estate Transfer Tax dedicated to funding affordable housing.
- Explore new funding options for needs along the housing continuum, including home ownership and senior housing
- Explore dedication of existing revenues to housing purposes including insuring that funding is available for small and medium-sized cities and towns in both eastern and western Washington.

#### Increase behavioral health treatment capacity statewide

- Expand funding for grants to establish and support ongoing funding for local behavioral health crisis co-responder programs. Support additional training and certification and workforce development for co-responders.
- Seek increased investments in community behavioral health treatment funding – both capital start-up and operational expenses; support expansion of continuum of treatment capacity, from crisis stabilization to inpatient to outpatient; support continued expansion of forensic behavioral health treatment capacity; support additional mental health support for students
- Support efforts to increase behavioral health workforce, including additional training opportunities for co-responders.

## Issues that are significant to cities

### Indigent defense

- The State Supreme Court is considering new reduced case load standards for indigent defense. Cities support a separate and more detailed analysis of the current state of indigent defense for misdemeanor cases to determine what changes in the standard are warranted. Cities also seek enhanced state funding for indigent defense, and workforce development for prosecutors and public defenders.

### Organized retail theft

- Support additional prosecutorial and law enforcement resources to address retail theft.

### Incentivize condominium construction

- Work with coalition to support further progress in the development of condominiums. Seek a study of liability issues to develop recommendations to address barriers to construction of new condominiums.

### Public records

- Continue to pursue updates to the Public Records Act (PRA) to reduce the impacts of vexation litigation and vexatious requestors.

### Preserve manufactured home parks

- Advocate for more funding to support tenant acquisition of manufacture home parks including extending the existing 70-day purchase window.
- Expand CHIP program to cover septic conversions in parks.

### Fish passage

- Support inclusion of local fish barrier correction investments in any state transportation investments.
- Support full funding of Brian Abbott Fish Barrier Board list.

### Homelessness response

- Support encampment resolution work in cities and private lands. Advocate for increased state funding for encampment removal on local right of ways.
- Support increased state investment in emergency and transitional housing.

### Product stewardship for packaging (WRAP Act)

- Support proposals to establish a product stewardship framework for packaging to reduce the impact on local solid waste programs.

### Reduce city liability exposure

- Protect against liability expansion and new policies that would drive additional claims and litigation increasing costs especially in the area of law enforcement and public safety, and human resources.
- Explore tort reforms that would reduce liability and related costs for cities particularly in the area of traffic related claims.

### Nutrient General Permit

- Continue effort to gain state support for investments to update Marine Dissolved Oxygen Criteria last set in 1967.

### Increase availability of affordable and accessible childcare

- Support efforts to increase affordable childcare access statewide, including reducing barriers for providers; construction of new facilities, increasing workforce development, increasing access for state subsidized childcare slots, and efforts to increase childcare availability in rural areas.



## Issues that cities support

### Tax code structural changes

- Support efforts to review and revise both state and local tax structures such that they rely less on regressive revenue options. Changes to the state tax structure should not negatively impact cities' revenue authority and should allow cities revenue flexibility to address their community's needs.

### Therapeutic courts, community courts, diversion programs

- Support continued and expanded operational grant funding, as well as dedicated ongoing operational funding for municipal therapeutic courts, community courts, and diversion programs.

### B&O tax on royalties

- Support clarification of how to apply B&O taxes to business revenue related to royalties.

### Asylum seeker and migrant assistance

- Advocate for support for additional assistance for arriving migrants and asylum seekers including centralize state efforts to provide case management resources. Support efforts to reduce impacts on cities that are experiencing high-numbers of unsupported asylee and migrant arrivals.

### Balancing employee leave and benefits requirements

- Seek opportunities to balance costs and reduce unintended impacts on employers from expansion of leave laws and other proposed employee benefit enhancements.

### Public meetings

- Explore Open Public Meeting Act (OPMA) updates to help address the trend of increasing disruptive activities and hate speech during public meetings.

### Emergency management and response

- Expand support to cities for prevention, planning, response, and recovery for wildfire and other natural disasters.
- Provide 100% reimbursement to cities that provide firefighting support for state wildland fire deployments. Currently, the state only provides 70-75% reimbursement which disincentivizes city fire service participation.

### First responder mental wellness

- Support efforts to increase programs to improve first responder mental well-being and evaluate current approach to workers compensation claims to focus on prevention and return to work options and reduction of PTSD claims. Evaluate the process for responding to PTSD claims to improve outcomes.

### Elections

- Support policies that preserve community decision-making and input regarding how local elections are administered.

### Increase digital equity and accessibility statewide

- Advocate for statewide funding that supports affordable connectivity.
- Support policies that increase digital literacy and adoption.

### Electrical grid stability

- Support policies that enhance stability and productivity of the electrical grid as electrification of transportation and other arenas increases demand.

### Increase tools for annexation

- Create new financial incentives to encourage municipal annexations

### Ensure better coordination of development standards in unincorporated UGAs and cities to facilitate future annexations

- Require county to apply city development standards in unincorporated UGA to facilitate future annexations.

### Amend the Involuntary Treatment Act (ITA)

- Explore efforts to reform the Involuntary Treatment Act to allow for expanded use of ITA holds for individuals who consistently refuse necessary treatment.

### Firefighter safety and electrification response

- The increase in electrification including electric vehicles (EV) and electric storage systems (ESS) as created new challenges for the fire service. Support efforts to provided new and increased training on best practices for responding to EV and ESS fires.

### State Crime Lab

- Increase resources for the state crime lab to ensure timely processing of evidence.