



# MEDINA, WASHINGTON

## PLANNING COMMISSION SPECIAL MEETING

Hybrid - Virtual/In-Person  
Medina City Hall - Council Chambers  
501 Evergreen Point Road, Medina, WA 98039  
**Wednesday, May 28, 2025 – 6:00 PM**

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### AGENDA

**COMMISSION CHAIR** | Laura Bustamante  
**COMMISSION VICE-CHAIR** | Shawn Schubring  
**COMMISSIONERS** | Julie Barrett, Li-Tan Hsu, Evonne Lai, Mark Nelson, Brian Pao  
**PLANNING MANAGER** | Jonathan Kesler, ACIP  
**CITY CLERK** | Aimee Kellerman, CMC

#### Hybrid Meeting Participation

The Medina Planning Commission has moved to hybrid meetings, offering both in-person and online meeting participation. Individuals who are participating online and wish to speak live can register their request with the 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 Planning Commission meeting. 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 comments and will be asked to stop when you reach the 3-minute limit. The city will also accept written comments. Any written comments must be submitted by 2 PM on the day of the Planning Commission meeting to the City Clerk at [akellerman@medina-wa.gov](mailto:akellerman@medina-wa.gov).

Join Zoom Meeting

<https://medina-wa.zoom.us/j/81851935500?pwd=rg3UwSWFob8fAYi8kullahbA1vWOZt.1>

Meeting ID: 818 5193 5500

Passcode: 256019

Dial by your location

- +1 253 205 0468 US

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

Planning Commissioners Barrett, Bustamante, Hsu, Lai, Nelson, Pao, and Schubring

2. **APPROVAL OF MEETING AGENDA**

3. **APPROVAL OF MINUTES**

[3.1](#) Planning Commission Meeting Minutes of April 22, 2025

**Recommendation:** Adopt minutes.

**Staff Contact:** Aimee Kellerman, CMC, City Clerk

4. **ANNOUNCEMENTS**

4.1 Staff/Commissioners

5. **PUBLIC COMMENT PERIOD**

Individuals wishing to speak live during the Virtual Planning Commission meeting will need to register their request with the City Clerk, Aimee Kellerman, via email (akellerman@medina-wa.gov) or by leaving a message at 425.233.6411 by 2pm the day of the Planning Commission meeting. Please reference Public Comments for the Planning Commission 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.

6. **DISCUSSION**

6.1 Concerns of the Commission

[6.2](#) Middle Housing Update and Next Steps for Medina

**Recommendation:** Discussion.

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

Time Estimate: 15 minutes

[6.3](#) Critical Areas Ordinance (CAO) Update

**Recommendation:** Discussion.

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

Time Estimate: 45 minutes

7. **ADJOURNMENT**

Next Planning Commission Meeting: Tuesday, June 24, 2025 at 6:00 PM.

**ADDITIONAL INFORMATION**

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

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

## UPCOMING MEETINGS

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

Tuesday, June 24, 2025 - Regular Meeting

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

Tuesday, July 22, 2025 - Regular Meeting

Tuesday, August 26, 2025 - Dark, No Meeting

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

Tuesday, September 23, 2025 - Regular Meeting

Tuesday, October 28, 2025 - Regular Meeting

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

Tuesday, November 18, 2025 (3rd Tuesday) - Special Meeting

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

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

Tuesday, December 16, 2025 (3rd Tuesday) - Special Meeting

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



# MEDINA, WASHINGTON

## PLANNING COMMISSION MEETING

Hybrid - Virtual/In-Person  
Medina City Hall - Council Chambers  
501 Evergreen Point Road, Medina, WA 98039  
**Tuesday, April 22, 2025 – 6:00 PM**

### MINUTES

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

Planning Commission Chair Laura Bustamante called the Planning Commission meeting to order in the Medina Council Chambers at 6:00 p.m.

**PRESENT**

- Commission Chair Laura Bustamante
- Commission Vice-Chair Shawn Schubring (in at 6:03 p.m.)
- Commissioner Julie Barrett (in at 6:04 p.m.)
- Commissioner Li-Tan Hsu
- Commissioner Evonne Lai (online 6:00 p.m. to 7:04 p.m.)
- Commissioner Mark Nelson
- Commissioner Brian Pao

**STAFF**

Swanson, Reitan, Kesler, Wilcox, Kilmer (online), Peterson (Consultant) and Kellerman

2. **APPROVAL OF MEETING AGENDA**

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

3. **APPROVAL OF MINUTES**

3.1 Planning Commission Meeting Minutes of March 25, 2025

**Recommendation:** Adopt minutes.

**Staff Contact:** Dawn Nations, Deputy City Clerk

**ACTION:** Motion to approve the meeting minutes. Motion passed 5-0.

Motion made by Commissioner Hsu, Seconded by Commissioner Pao.

Voting Yea: Commission Chair Bustamante, Commissioner Hsu, Commissioner Lai, Commissioner Nelson Commission Pao.

Absent: Commission Vice-Chair Schubring, Commissioner Barrett

**4. ANNOUNCEMENTS**

4.1 Staff/Commissioners

Planning Commission Chair Bustamante welcomed Interim City Manager Jeff Swanson and invited him to introduce himself. Mr. Swanson shared a brief overview of his background, noting that he is currently serving in an interim capacity while the city conducts its recruitment process for a permanent City Manager. He brings extensive experience in local government, having previously served as a City Manager, City Administrator, and Director of Community and Economic Development.

**5. PUBLIC COMMENT PERIOD**

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

**6. PUBLIC HEARING**

6.1 Middle Housing Ordinance

Hold a public hearing to take public testimony on the Middle Housing Ordinance.

**Recommendation:** Review and recommend approval to the City Council.

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

Planning Manager Jonathan Kesler and SCJ Alliance Consultant Kirsten Peterson gave a presentation on the draft Middle Housing ordinance, highlighting key updates to the ordinance and summarizing community outreach efforts and public feedback received. The Commissioners asked questions and staff responded.

Chair Bustamante opened the public hearing for comments from the public. There were no speakers. Subsequently, the public hearing was closed.

**ACTION:** Motion to approve the Middle Housing ordinance revisions for submission to the City Council. Motion passed 7-0.

Motion made by Commissioner Pao, Seconded by Commissioner Barrett.

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

6.2 Subdivision Ordinance

Hold a public hearing to take public testimony on the Subdivision Ordinance.

**Recommendation:** Review and recommend approval to the City Council

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

Planning Manager Jonathan Kesler gave a presentation on the proposed subdivision ordinance and what is required by the middle housing laws.

Chair Bustamante opened the public hearing for comments from the public. There were no speakers. Subsequently, the public hearing was closed.

**ACTION:** Motion to approve Subdivision ordinance to include a standard for the minimum abutment to the common wall in zero-lot-line subdivisions for submission to the City Council. Motion passed 7-0.

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

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

## 7. **DISCUSSION**

### 7.1 Concerns of the Commission

Vice Chair Schubring inquired about parking arrangements for scheduled meetings. City Clerk Aimee Kellerman responded that designated parking spaces would be reserved for elected officials and volunteers attending public meetings.

Chair Bustamante asked for an update on upcoming vacancies on the Planning Commission. City Clerk Kellerman reported that, at the close of the open filing period, the only applicants that applied were the two current incumbents.

Commissioner Pao asked about undergrounding utilities, mentioning a friend's input on high cost. Vice Chair Schubring explained the historical attempts to underground distribution lines and the cost implications.

### 7.2 Critical Areas Ordinance Update

**Recommendation:** Update item only.

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

Director of Development Services reported that the city will be conducting a tree canopy study in early June, which will take approximately two months to complete. The study will compare the current tree canopy to a previous evaluation done 10 years ago.

He also gave a brief update on the Critical Areas ordinance that will be going to Council in early May. The critical areas ordinance update is expected to be completed by the end of the year.

**ACTION:** Discussion and update only; no action taken.

## 8. **ADJOURNMENT**

Motion by Nelson, seconded by Barrett, to adjourn the regular meeting. The Commission adjourned at 7:18 p.m.



# CITY OF MEDINA

501 EVERGREEN POINT ROAD | PO BOX 144 | MEDINA WA 98039-0144  
TELEPHONE 425-233-6400 | [www.medina-wa.gov](http://www.medina-wa.gov)

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## MEMORANDUM

DATE: May 28, 2025  
TO: Medina Planning Commission  
FROM: Jonathan G. Kesler, AICP, Planning Manager  
RE: Middle Housing Update and Next Steps for Medina

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### **UPDATE:**

At the last meeting, this body reviewed the Middle Housing and Unit Lot Subdivision Ordinances in a public hearing. A unanimous vote to recommend approval to the Council was passed.

As noted in the May 27th Council packet, the City Council is continuing to process the required land use code updates for Middle Housing. At the May 12th Council Meeting, the Council held a public hearing on the two draft ordinances (Middle Housing and Unit Lot Subdivisions), which remained open through the May 27<sup>th</sup> Council meeting. The Council will continue to take public comments and will review the comments from the Department of Commerce as well as changes directed by both the Council and the Planning Commission.

**Comments from the Department of Commerce.** We received draft comments on the Middle Housing Amendment Ordinances (Middle Housing and Unit Lot Subdivisions) from Lexine Long, AICP, Senior Planner with Commerce and the review staff at the Department of Commerce this week. Overall, they expressed support for the Council's work and only issued two minor comments.

The first, more substantial, comment was about changing the definition of ADU in the Medina code to reflect that an ADU may be on the same lot as single-family homes but also on the same lot as duplex, triplex, townhome, or other housing units. Commerce recommended changing the definition in MMC 16.12.020 to align with [RCW 36.70A.696](#)(1). Staff have reached out to Commerce requesting that this not be required for Medina, as changing the ADU definition as suggested by Commerce will create confusion in the code. This is because Medina is a Tier 3 city and is subject to a two-dwelling unit density requirement. The Council has elected to treat ADUs as middle housing units for density purposes. Therefore, ADUs are only allowed if the primary unit on a lot is a single-family housing unit. In that scenario, there can be up to two ADUs added. However, when the primary unit(s) on the lot are middle housing type units (like duplex, triplex, townhome, or cottage), ADUs are *not* allowed.

Commerce was amenable to Medina's position after a discussion by phone with staff. Lexine Long noted in a May 23<sup>rd</sup> email: *We appreciate you addressing our comments to the extent possible, and do not plan to comment further. We will add this email communication to the Planview record, but do not plan to send a final comment letter.*

The second comment was minor and was regarding the inclusion of a provision in the Medina ADU regulations to allow an ADU to be sited on a lot line if the lot line abuts a public alley. This is a requirement of State law. ([RCW 36.70A.681.1.i.](#)) Staff has added language about property lines and ADUs when abutting a public alley, as requested by Commerce. That change is found in Section 16 of the Ordinance at MMC 16.34.020.D.10 and provides:

10. Detached ADUs may be sited at a lot line if the lot line abuts a public alley, unless it is a public alley that the City regularly snow plows.

**Revisions Directed by Council and Planning Commission.** In addition to the one revision requested by Commerce, staff also updated the Ordinances based on feedback provided previously by both the Planning Commission and Council. These changes are set forth below and are highlighted in yellow in the Council materials for ease of review:

1. **Condos.** On May 12<sup>th</sup>, the Council directed staff to add language regarding condo sales. This was added at Section 12 in MMC 16.21.060 by adding a new Subsection "E" which provides:

E. The creation or sale of condominiums consistent with State law is allowed provided that the maximum condominium units created or sold on a lot (or on a parent lot in the case of a lot split or unit lot subdivision) is limited to the maximum dwelling units as set forth in this section.

2. **Attached units.** The Planning Commission directed that language be added to the Unit Lot Subdivision Ordinance establishing the minimum attachment standard for zero lot line, attached homes. That language was added at Section 7, MMC 16.73.095 by adding a new Subsection "C" which provides:

C. The common wall construction as described in this section, must be a minimum length of twenty-five percent of the total length of each unit, or fifteen feet, whichever is longer.

Council will have the opportunity to review the three revisions, which are outlined in this Agenda. Council should also take any testimony as the public hearing was kept open from the May 12<sup>th</sup> Council meeting. If Council is ready to adopt both of the ordinances, it may do so. If the Council would like to wait and adopt the ordinances at its June 9<sup>th</sup> Council meeting, it may do so. If Council would like these ordinances to be on the Consent Calendar for June 9<sup>th</sup>, it may also direct that action. June 9<sup>th</sup> is the last opportunity to adopt the ordinances at a regular council meeting to ensure that they are in effect prior to the June 30<sup>th</sup> deadline.

**NEXT STEPS:**

Regarding what’s next for the Planning Commission, staff will bring forward a proposal to Council on June 9<sup>th</sup>. It will begin the process of working on **affordable housing** issues. We will seek direction to bring the subject matter to this Commission for discussion to begin at the June 24, 2025, meeting.

As a brief refresher, recall that Medina has a 2019-2044 housing unit target of 19 units, per King County’s Countywide Planning Policies (CPPs). As Medina’s 2024 Comp Plan notes: *Policy H-1 of the 2022 CPPs establishes a countywide need for housing in 2044 by percentage of AMI. Table 4 demonstrates the allocation of projected housing units by income level, as established by the CPPs. To meet the 19 new housing units, King County has allocated 8 units between 0-30% AMI, 3 units between 31-50% AMI, and 8 units between 51-80% AMI; Medina has also been allocated 4 emergency housing<sup>10</sup> units, which are not included in its housing target of 19.*

These challenging goals will be a primary focus of the upcoming work. Note: Table 4 and the entire 2024 Medina Comp Plan Housing Element are attached as Exhibit 1.

**Exhibits:**

- Exhibit 1 – Housing Element of the 2024 Medina Comprehensive Plan

## 4. HOUSING ELEMENT

### INTRODUCTION

Medina’s Housing Element describes the community’s vision for ensuring the vitality and character of its neighborhoods while meeting the goals and requirements of The Growth Management Act (GMA) and King County’s Countywide Planning Policies (CPPs). The GMA requires local Housing Elements to include an inventory and analysis of existing and projected housing needs for all economic segments of the community. The following reports are addendums to the Housing Element:

- Housing Action Plan and Housing Needs Assessment (Appendix C)
- Land Capacity Analysis (LCA) (Appendix D)
- Racial Equity and Displacement Analysis (Appendix E)

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

- Preserve the quiet, sylvan neighborhood character.
- Encourage residential development compatible in scale with the surrounding housing.
- Promote and encourage green building practices and tree preservation.
- Encourage affordable housing options for a cross section of the community.

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

### EXISTING CONDITIONS

While Medina is an incorporated city, its character and function are more like that of a mature residential neighborhood. According to the 2021 U.S. Census of Population and Housing, there are 1,113 total housing units in the City. Housing units are in the form of detached residential units on individual lots. There are no multiple-family structures and current zoning does not allow such development although ADUs and DADUs are permitted. Medina is an established residential community that abuts residential areas of Hunts Point, Clyde Hill, and Bellevue. As of 2021, 81.5% of housing units in Medina were owner-occupied, down from 89.1% in 2015. The vacancy rate in 2021 was 5.3%, down from 8.7% in 2015. Medina’s development pattern is consistent with that of neighboring communities.

**Table 2. Medina Housing Statistics**

Housing Measure	Units	Percent
Total housing units	1,113	100%
Vacant housing units	59	5.3%
Occupied housing units (households)	1,054	94.7%
- Owner occupied	859	81.5%*
- Renter occupied	195	18.5%*
Persons per household	2.8	

*Table 2 - Medina Housing Statistics*

\*Represented percentage of the total occupied housing units  
 Source: 2021 U.S. Census

Although the number of total housing units in Medina has decreased since the last Comprehensive Plan update, the number of larger households has increased. Larger households, composed of 4-or-more people, make up the greatest proportion of Medina’s households, followed by 2-person households, 1-person households, and finally 3-person households (Table 2). When the occupancy is separated into homeowners and renters (Table 3), 2-person households make up the largest proportion of owner-occupied units, followed by 4-or-more person households. 4-or-more person households make up the largest proportion of renter-occupied households, followed by 1-person households.

**Table 3. Medina Household Size**

Household Size	Units	Percent
1-person	178	17%
2-person	374	35.5%
3-person	96	9%
4-or-more people	406	38.5%
Total Occupied Households	1,054	100%

*Table 3 - Medina Household Size*

Source: 2021 U.S. Census

**Table 4. Medina Household Size by Occupancy Type**

Household Size	Owner	Percent*	Renter	Percent*
1-person	126	14.7%	52	26.7%
2-person	339	39.5%	35	17.9%
3-person	78	9.1%	18	9.2%
4-or-more people	316	36.8%	90	46.2%
Total Households	859	100%	195	100%

*Table 4- Medina Household Size by Occupancy Type*

\*Ratios have been rounded to their nearest tenth place  
 Source: 2021 U.S. Census

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

Consistent with regional and national trends, the proportion of Medina’s population over the age of 65 continues to increase. Residents 65 and older account for 19% of Medina’s population, with 39% of those seniors being over the age of 75. Approximately one-third of households have one or more people 65 years of age or older and of those, 10.6% are living alone. As a historically residential city, it is this aging population that are most at risk for displacement. Rising property taxes, limited public transportation, and increased cost of home maintenance against the backdrop of often fixed incomes are beyond the city’s control; however, the city can encourage development of affordable housing (see Affordable Housing section of this Element) through varied mechanisms which could include reduced permit fees.

### HOUSING TARGETS

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

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

### AFFORDABLE HOUSING

A major challenge for all Eastside communities is to provide affordable housing opportunities for all economic segments of the community and at the same time, encourage preservation of existing housing stock. The GMA affirms the city’s responsibility to meet this challenge in its goal to plan for and accommodate housing that is affordable to multiple economic segments (including emergency and permanent supportive housing), promote a variety of housing types necessary to meet statewide projections for moderate, low, very low, and extremely low-income households,

and encourage the preservation of existing housing stock.

Medina has several existing mechanisms to assist in the provision of affordable housing. These include, but are not limited to the following:

- Special Housing Needs such as foster homes, adult daycares, permanent supportive housing, and transitional housing are all permitted within the City. This provides housing opportunities for a segment of the population that often has difficulty obtaining reasonably priced, quality housing.
- Additional construction of ADUs and DADUs are allowed on properties where there is sufficient lot size to meet the underlying, minimum zoning.
- ADUs are permitted in all residential zoning districts subject to the requirements of the Medina Municipal Code.
- Contributions to A Regional Coalition for Housing (ARCH), to support regional affordable housing. ARCH staff advises the City on addressing existing and projected housing needs, and administers Medina’s affordable housing programs. The ARCH trust fund helps create affordable housing for low- and very low-income households and people who have special needs or are homeless.

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

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

Policy H-1 of the 2022 CPPs establishes a countywide need for housing in 2044 by percentage of AMI. Table 4 demonstrates the allocation of projected housing units by income level, as established by the CPP’s. To meet the 19 new housing units, King County has allocated 8 units between 0-30% AMI, 3 units between 31-50% AMI, and 8 units between 51-80% AMI; Medina has also been allocated 4 emergency housing<sup>10</sup> units, which are not included in its housing target of 19. Medina has an abundance of housing units affordable to an AMI of 81% and greater which is why there are no units allocated in those AMI brackets. This is not to indicate that market rate housing cannot be built, but rather that Medina will endeavor to plan for and accommodate in a manner that seeks to increase housing choice. Success will primarily be defined by whether

<sup>10</sup> See Appendix A for definition of “Emergency Housing”

Medina has adopted and implemented policies and plan(s) that, taken together and in light of available resources, can reasonably be expected to support and enable the production or preservation of units needed at each affordability level.

**Table 5. Allocation of Projected Housing Units by Income Level**

Percentage of Area Median Income (AMI)	Housing Units
0-30% (Extremely Low Income)	8
31-50% (Very Low Income)	3
51-80% (Low Income)	8
81-100% (Moderate Income)	0
101-120% (Greater than AMI)	0
Above 120% (Greater than AMI)	0

*Table 5 - Allocation of Projected Housing Units By Income Level*

Source: King County Countywide Planning Policies, 2022

Jurisdictions are also required to plan for and accommodate emergency housing and permanent supportive housing. King County has allocated 3 permanent supportive housing units and 4 emergency housing units to Medina. Table 5 shows the 2044 projected housing units that include emergency housing and permanent supportive housing units.

**Table 6. Allocation of Projected Housing Units Including Permanent Supportive and Emergency Housing for Medina, WA**

Total	0 to <30%		>30 to <50% AMI	>50 to <80% AMI	>80 to <100% AMI	>100 to <120% AMI	>120% AMI	Emergency Housing Needs
	Non-PSH <sup>11</sup>	PSH						
Net New Need 2019-2044	5	3	3	8	-	-	-	4

*Table 6 - Allocation of Projected Housing Units Including Permanent Supportive and Emergency Housing for Medina, WA*

Source: King County Countywide Planning Policies, 2022

<sup>11</sup> Permanent Supportive Housing

**GOALS**

**H-G1** Preserve and foster the development of a variety of housing types, sizes, and densities to accommodate the diverse needs of all members of the community while maintaining Medina’s high-quality residential setting.

**POLICIES**

H-P1 Ensure new development is consistent with citywide goals and policies, including but not limited to sustainable site standards, landscaping and tree retention requirements, and diversity of housing options all while maintaining a quiet, safe, and livable city.

H-P2 Maintain the informal, sylvan residential character of neighborhoods. Encourage residential site development and redevelopment to plan for the retention or preservation of existing trees.

H-P3 Through the use of appropriate incentives, support and encourage appropriate ways to meet Medina’s housing needs, including a need for a variety of household sizes, incomes, and types.

H-P4 Promote fair and equal access to housing for all people and prohibit any activity that results in discrimination in housing.

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

H-P6 Restrict the size and scale of new and remodeled homes in order to retain the informal, sylvan character of the community.

H-P7 Encourage Dark Sky lighting within the community.

H-P8 Support and promote the development of accessory dwelling units (ADUs/DADUs) and moderate density housing within new and existing residential developments to increase housing options and availability within Medina.

H-P9 Continue participation in regional and inter-jurisdictional organizations, such as King County, A Regional Coalition for Housing (ARCH), and other Eastside jurisdictions to assess the need for and to assist in the provision of affordable housing on the Eastside.

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

H-P11 Plan for and accommodate the construction of housing types that are available to extremely low, very low, low, and moderate income households.

H-P12 Encourage affordable housing options that are compatible with the City’s high-quality residential setting, including the preservation and rehabilitation of older housing stock to create affordable housing.

H-P13 Continue to work with cities and community representatives on countywide, subregional, state, and federal funding sources for housing development, preservation, and related services.

- H-P14 Prohibit short-term rentals as they can limit the availability of housing for full-time residents.
- H-P15 Consider incentives that will encourage the construction of more affordable housing.
- H-P16 Ensure development regulations allow for and have suitable provisions to accommodate housing opportunities for special needs populations.
- H-P17 Provide reasonable accommodation for special housing needs throughout the city, while protecting residential neighborhoods from potential adverse impacts.
- H-P18 Encourage a range of housing types for seniors that are affordable at a variety of incomes.
- H-P19 Encourage and support accessible design and housing strategies that provide seniors the opportunity to remain in their own community as their housing needs change.

# Planning Commission Meeting

Wednesday, May 28, 2025

## Middle Housing Update and Next Steps

Jonathan Kesler, AICP  
Planning Manager  
City of Medina

# Middle Housing Update and Next Steps

- Last night, the City Council gave final approval to the Middle Housing (Ord. 1040) and Zero Lot-Line Subdivision (Ord. 1041) Ordinances, by a vote of 6-1-0 on 1040 & 7-0-0 on 1041.
- The recommendation from this body to adopt a minimum attachment standard for common walls for a zero-lot line...

*The common wall construction as described in this section, must have a minimum length of 25% of the total length of each unit, or 15', whichever is longer.*

...was **not** adopted.

- The new language Council directed staff to add regarding condo sales was approved. It will be in MMC 16.21.060.E:

*The creation or sale of condominiums consistent with State law is allowed provided that the maximum condominium units created or sold on a lot (or on a parent lot in the case of a lot split or unit lot subdivision) is limited to the maximum dwelling units as set forth in this section.*

# Dept. of Commerce Comments

- Staff received the draft comments on the Middle Housing Amendment Ordinances from Lexine Long, AICP, Senior Planner with Growth Management Services at the Department of Commerce last week.
- A follow-up request for clarification of comment one (outlined below) was not received by the time that the Council packet went out. Therefore, it's been included in this PowerPoint now.

## Comment one:

- It was about changing the definition of ADU in the Medina code to reflect that an ADU may be on the same lot as single-family homes but also on the same lot as duplex, triplex, townhome, or other housing units. Commerce recommended changing the definition in MMC 16.12.020 to align with RCW 36.70A.696(1).
- Staff reached out to Commerce requesting that this **not** be required for Medina as changing the ADU definition as suggested by Commerce will create confusion in the code.
- This is because Medina is a Tier 3 city and is subject to a two-dwelling unit density requirement. The Council has elected to treat ADUs as middle housing units for density purposes. Therefore, ADUs are only allowed if the primary unit on a lot is a single-family housing unit.
- In that scenario, there can be up to two ADUs added. However, when the primary unit(s) on the lot are middle housing type units (like duplex, triplex, townhome, or cottage), ADUs are not allowed.
- **Commerce was amenable to Medina's position after a discussion by phone with staff. An email was sent to staff by Lexine Long afterward (hard copy at your desks).**

# Dept. of Commerce Comments (cont.)

## Comment Two

- The second comment was minor and regarded inclusion of a provision in the Medina ADU regulation to allow an ADU to be sited on a lot line if the lot line abuts a public alley.
- This is a requirement of State law. (RCW 36.70A.681.1.i.)
- Staff has added language about property lines and ADUs when abutting a public alley as requested by Commerce.
- That change is found in Section 16 of the Ordinance at MMC 16.34.020.D.10 and provides:

*10. Detached ADUs may be sited at a lot line if the lot line abuts a public alley, unless it is a public alley that the City regularly snow plows.*

# Middle Housing Update and Next Steps

- The Ordinances will now be revised, as voted on and then published. Ordinances 1040 and 1041 will become effective on Tuesday, July 1, 2025.

# Next Steps

- Regarding what's next for the Planning Commission, staff will bring forward a proposal to Council on June 9<sup>th</sup> on the **affordable housing** issues.
- We will seek direction to bring the subject matter to this Commission for discussion to begin at the June 24, 2025, meeting.

## Next Steps (cont.)

- As a refresher, recall that Medina has a 2019-2044 housing unit target of 19 units, per King County's Countywide Planning Policies (CPPs).
- The Comp Plan states: Policy H-1 of the 2022 CPPs establishes a countywide need for housing in 2044 by percentage of AMI. Table 5 demonstrates the allocation of projected housing units by income level, as established by the CPPs.
- To meet the nineteen (19) new housing units, King County has allocated eight (8) units between 0-30% AMI, three (3) units between 31- 50% AMI, and eight (8) units between 51-80% AMI; Medina has also been allocated four (4) emergency housing units, which are not included in its housing target of nineteen (19).
- These challenging goals will be the primary focus of the upcoming work.

**Table 5. Allocation of Projected Housing Units by Income Level**

Percentage of Area Median Income (AMI)	Housing Units
0-30% (Extremely Low Income)	8
31-50% (Very Low Income)	3
51-80% (Low Income)	8
81-100% (Moderate Income)	0
101-120% (Greater than AMI)	0
Above 120% (Greater than AMI)	0

*Table 5 - Allocation of Projected Housing Units By Income Level*

*Source: King County Countywide Planning Policies, 2022*

Jurisdictions are also required to plan for and accommodate emergency housing and permanent supportive housing. King County has allocated 3 permanent supportive housing units and 4 emergency housing units to Medina. Table 5 shows the 2044 projected housing units that include emergency housing and permanent supportive housing units.

**Table 6. Allocation of Projected Housing Units Including Permanent Supportive and Emergency Housing for Medina, WA**

Total	0 to <30%		>30 to <50% AMI	>50 to <80% AMI	>80 to <100% AMI	>100 to <120% AMI	>120% AMI	Emergency Housing Needs
	Non-PSH <sup>11</sup>	PSH						
Net New Need 2019-2044	5	3	3	8	-	-	-	4

*Table 6 - Allocation of Projected Housing Units Including Permanent Supportive and Emergency Housing for Medina, WA*

*Source: King County Countywide Planning Policies, 2022*



# CITY OF MEDINA

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

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## MEMORANDUM

DATE: May 28, 2025  
TO: Medina Planning Commission  
FROM: Jonathan G. Kesler, AICP, Planning Manager  
RE: Critical Area Ordinance (CAO) Update

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### **UPDATE:**

The Medina Critical Area Ordinance (CAO) is required, by state mandate, to be updated by December 31, 2025. Development Services Director Steve Wilcox has taken the lead on this and has engaged consultant Facet (formerly DSG/Watershed) to do the work. Interestingly, it appears that the same Facet staffer who did the 2015 CAO update for Medina will be working again on it for the 2025 update. A Task Order (which includes the projected costs) has been prepared for Facet to do the project. City Council was briefed on it and approved the Task Order and the proposed budget at the May 12, 2025, Council Meeting.

Per Director Wilcox, *A first step in the Task Order is for Facet to call a "kick-off" meeting. At the kick-off meeting, Facet will give us a Project Management Plan.* Once this occurs, the Planning Manager will manage this project by creating a calendar. The budget includes provision for two (2) forums (open houses), two (2) Planning Commission meetings, as well as Council and if needed, DSC Meetings. The calendar will cover the summer and autumn of 2025. So, the CAO Update will be scheduled in the next few weeks, once it is determined when it will need to come before this Planning Commission.

For background, attached is the Agenda Bill that Director Wilcox presented to Council on May 12<sup>th</sup>, along with the Critical Area Ordinance (CAO) Update Task Order for Facet.

### **Exhibits:**

- Exhibit 1 – May 12, 2025 Council Agenda Bill on the Critical Area Ordinance (CAO) Update.
- Exhibit 2 – CAO Update Task Order for Facet



# MEDINA, WASHINGTON

## AGENDA BILL

Monday, May 12, 2025

**Subject:** Critical Areas Ordinance Update

**Category:** City Council Business

**Staff Contact:** Steven R. Wilcox, Development Services Director

### **Summary**

A. Background. Washington State is mandating a periodic update of our Critical Areas Ordinance (CAO). Washington’s Growth Management Act requires cities and counties to review and update their critical areas policies and regulations on a periodic basis. This process ensures these protections reflect the current Best Available Science and continue to safeguard sensitive environmental areas. The state identifies five types of critical areas that must be designated and protected:

- Wetlands
- Critical aquifer recharge areas (which help replenish drinking water supplies)
- Frequently flooded areas
- Geologically hazardous areas (such as landslide-prone slopes)
- Fish and wildlife habitat conservation areas

Within Medina, known critical areas include wetlands, geologically hazardous areas, and fish and wildlife habitat conservation areas. The most common critical area type that is part of Medina development permit applications involve “steep slope” geologically hazardous areas.

B. Budget. Unfortunately, this state mandate was not added to the Medina budget for 2025. The state has not offered any grants towards the cost of this work.

Our consultant’s proposal to perform Medina’s 2025 CAO periodic update is \$99,481.00.

It was known that this project was coming to us in 2025 during our budget development last Summer and Fall. The choice was made to leave the CAO periodic update out of our budget and to rely on Development Services staff to lead the project. It was anticipated there would be some consultant assistance needed for our staff, but only with minimal impact on the 2025 budget.

The reality of the Development Services staff workload to date in 2025 has caused a reversal of how we need to approach this project. Large special/high-interest projects, continuing efforts to complete current state mandates, and a CAO update schedule which is becoming only more compressed has resulted in the need to propose the use of a professional consultant to lead this project rather than asking our staff to do it.

C. History and Consultant. Medina’s last major update to Municipal Code Chapter 16.50 – Critical Areas was in 2015. Since 2015 Medina has not made any CAO updates. Washington State’s mandated CAO periodic update schedule had been every 8-years, but this has now been increased to 10-years.

The company named Facet is formerly DSG/Watershed (Kirkland) and was Medina’s consultant on our previous 2015 CAO periodic update. Medina has successfully worked with DSG/Watershed on several projects over the years. Facet is currently performing a Tree Canopy Study for Medina under separate budget. Council approval pending, the same lead Facet staff member who participated in our 2015 CAO periodic update will also lead this 2025 effort.

A staff goal is to keep this CAO periodic update as simple as possible and to state minimum requirements for approval by the Department of Commerce.

D. Schedule. This state mandate requires that the CAO update project is completed through Council approval of ordinance amendments by **December 31, 2025**, with implementation at the start of 2026. To meet the December 31<sup>st</sup> deadline, Facet produced the Task Order proposal found in Exhibit 1.

E. Consultant Proposal. Please see Exhibit 1. An important part of the Facet proposal is community engagement. We want to inform residents of the project and keep everyone updated on progress of the work through the remainder of 2025. An updated progress schedule, maps, meeting information, project details, and FAQ’s will be on our Medina website. Facet will also work with Development Services staff to facilitate two in-person public forums at City Hall. Medina will need to provide some essential administrative assistance.

Our City Attorney will also be asked to provide review and input on the ordinance draft, and possibly other assistance to be determined during the process. There will be additional costs to complete the CAO update above the Facet estimated budget due to our City Attorney’s involvement.

The Task Order was drafted in a comprehensive manner to avoid the need for amendments and additional costs.

This Critical Areas Ordinance Update meets and supports Council’s priorities 2, 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(s)**

Exhibit 1. Facet Task Order 2406.0332.02

**Budget/Fiscal Impact:**

The 2025 budget will be impacted by the cost of professional services consultant Facet. Additionally, there will be City Attorney costs to review ordinance drafts, and due to other assistance as may be deemed necessary during the course of the CAO update process.

**Recommendations:**

1. Approve the estimated budget of \$99,481.00 shown in Exhibit 1 Facet Task Order 2406.0332.02.
2. Direct the Critical Areas Ordinance Update to the Planning Commission for inclusion in their 2025 workplan calendar.

**Interim City Manager Approval:**

**Proposed Council Motions:**

1. "I move for approval of the \$99,481.00 budget request to fund the cost of the periodic update to Medina Municipal Code Chapter 16.50."
2. "I move that staff forward the Critical Areas Ordinance Update to the Planning Commission for inclusion within their 2025 workplan calendar."

Time Estimate: 15 minutes

## On-Call Planning Task Order Request

<b>Date</b>	5/19/2025
<b>Task Order Name</b>	Critical Areas Ordinance Update
<b>Task Order Reference #</b>	2406.0332.02

### Scope of Services

Under this Task Order, Facet will assist the City of Medina with the following scope of work:

#### TASK 1. PROJECT ADMINISTRATION

The Facet project manager will serve as the direct point of contact, working closely with the City project team throughout the Critical Areas Ordinance (CAO) update with regular check-in meetings and internal quality assurance on all deliverables. The project manager will facilitate a kick-off meeting and subsequent coordination meetings with the project team, including any other relevant stakeholders. The project manager will establish goals and expectations including a deliverable schedule.

##### Deliverables:

- Kick-off meeting summary, including Project Management Plan
- Meeting agendas and summaries for all biweekly coordination meetings
- Monthly progress reports and invoices

#### TASK 2. BEST AVAILABLE SCIENCE (BAS) REVIEW

- Draft BAS Report.** The Consultant team will review prior BAS documentation to determine updates needed to complete with changes in science or regulatory guidance. The Consultant team will prepare a BAS Report to supplement the prior BAS review.
- Final BAS Report.** The Consultant team will prepare a final BAS Report that incorporates City comments from the draft in Task 2.b.

##### Deliverables:

- Draft BAS Report for City staff review
- Final BAS Report that incorporates City comments

##### Assumptions:

- Development of each work product includes one (1) round of review with consolidated comments by the City.

**TASK 3. GAP ANALYSIS**

- c. **Gap Analysis.** A Gap Analysis of the current CAO, Medina Municipal Code (MMC) Chapter 16.50 – Critical Areas, will be drafted and cross-referenced to check for known deficiencies in meeting GMA requirements. Management and regulatory recommendations will be produced as separate chapters of the report. All substantive recommendations will be tied to scientific findings which meet BAS standards, an element which may prove useful during the local adoption process.
- d. **Commerce Checklist.** Complete the Washington State Department of Commerce CAO Checklist.

**Deliverables:**

- Completed Commerce Critical Areas Checklist
- Draft and Final Gap Analysis that incorporates City comments

**Assumptions:**

- The City will provide necessary background information to complete the review of existing policies and critical area regulations. City staff will provide timely review and provide one round of feedback on initial completed Checklist and one round of feedback on the initial gap analysis report.

**TASK 4. COMMUNITY ENGAGEMENT AND FORUM FACILITATION**

- a. **Public Engagement Plan.** The Consultant will prepare a Public Engagement Plan that lays out a strategy to effectively notify interested parties, gather input to assist the CAO update, ensure open communication, and understand how best to engage the community.
- b. **Online ArcGIS StoryMap.** The Consultant team will provide content for an online StoryMap at the project outset that can be shared on the City’s CAO update website. The StoryMap will provide key project information to the public, including project schedule, meeting information, project details, and frequently asked questions. StoryMap content updates will be shared by the Consultant team throughout the project, as needed.
- c. **Public Forums.** The Consultant team will help facilitate two in-person public forums to help inform the public regarding the CAO update, including the use of BAS and potential for code changes. The Consultant team will capture and summarize community feedback in Forum Summary Memos and will work to integrate the findings into the CAO update framework.

**Deliverables:**

- Public Engagement Plan
- Online StoryMap content
- Public Forums (2) and materials
- Forum Summary Memos
- 

**Assumptions:**

- The City will be responsible for organizing the meeting logistics and sending notices and meeting materials
- The ArcGIS StoryMap will be hosted by the City

- The City will host and update a project-specific website. The Consultant may provide input and recommendations on site content.

## TASK 5. DRAFTING OF CRITICAL AREA CODE AMENDMENTS

- Preliminary Draft CAO and BAS Crosswalk.** The Consultant team will provide a preliminary draft with the revisions to the CAO. As a companion document to the revised CAO, the Consultant team will produce a crosswalk report that clearly describes the supporting rationale for the proposed revisions. This task may include GIS analysis to evaluate the potential regulatory changes.
- Public review draft CAO.** The Consultant team will incorporate City comments and prepare an initial public review draft of the CAO in an underline/strikethrough format. City staff will be responsible for sharing the public review draft for comment.
- Respond to public comments.** The Consultant team will respond to public comments in a comment matrix format unless otherwise specified by the City staff.
- Prepare final draft CAO.** The Consultant team will prepare a revised, final draft of the CAO that incorporates any necessary changes from public comments.

### Deliverables:

- A preliminary draft of proposed code updates for City review along with a BAS crosswalk
- A preliminary draft of proposed code updates for public review
- Comment Response Matrix
- Final draft CAO

### Assumptions:

- Each work product includes one round of consolidated comments from the City
- City will consolidate public comments for the Consultant team’s review

## TASK 6. ADOPTION SUPPORT

- SEPA Support.** Facet we will prepare a draft SEPA checklist for City use. The City will be responsible for issuing a SEPA determination. The City will also be responsible for preparing and submitting a 60-day notice to Commerce.
- Presentation to Planning Commission and/or City Council.** Support City staff in presenting the final CAO amendments to the Planning Commission and City Council for review and adoption. This includes attending up to four public meetings to provide technical support during the legislative process. The four meetings will likely be some combination of Planning Commission, Development Services Committee and City Council meetings, as requested by City staff.
- Final CAO Land Use Code Amendment for Adoption.** Following all public deliberation and hearings, Facet will prepare a final CAO for adoption by City Council.





# Planning Commission Meeting

Wednesday, May 28, 2025

## Critical Area Ordinance Update

Jonathan Kesler, AICP  
Planning Manager  
City of Medina

# Critical Area Ordinance (CAO) Update

- As you know from previous discussions, the Medina Critical Area Ordinance (CAO) is required, by state mandate, to be updated by December 31, 2025.
- Development Services Director Steve Wilcox has taken the lead on this and has engaged consultant Facet (formerly DSG/Watershed) to do the work.
- Interestingly, it appears that the same Facet staffer who did the 2015 CAO update for Medina will be working again on it for the 2025 update.
- A Task Order (which includes the projected costs) has been prepared for Facet to do the project. City Council was briefed on it and approved the Task Order and the proposed budget at its May 12<sup>th</sup> meeting.

## CAO Update (cont.)

- Per Director Wilcox, *A first step in the Task Order is for Facet to call a "kick-off" meeting. At the kick-off meeting, Facet will give us a Project Management Plan.*
- Once this occurs, the Planning Manager will manage this project by creating a calendar.
- The budget includes provision for two (2) forums (open houses), two (2) Planning Commission meetings, as well as Council and if needed, DSC Meetings.
- The calendar will cover the summer and autumn of 2025. So, the CAO Update will be scheduled in the next few weeks.

# CAO Q & A

- What is the Medina CAO? *That section of the MMC that regulates activities in critical areas within the city limits.*
- What are considered critical areas? *The state identifies five (5) types of critical areas that need to be defined and protected: wetlands, critical aquifer recharge areas, frequently flooded areas, geologically hazardous areas (e.g., steep slopes) and fish and wildlife conservation areas (e.g., streams)*
- Why do we have to update the CAO? *The state Growth Management Act mandates a periodic update of these regs to ensure that the Best Available Science (BAS) is used to protect Critical Areas.*
- What is the process for updating the CAO? *Facet has outlined six (6) tasks to do in the next six (6) months in their Task Order: 1) Project Administration, 2) Best Available Science Review, 3) Gap Analysis, 4) Community Engagement and Forum Facilitation, 5) Drafting of Critical Area Code Amendments and 6) Adoption Support.*