



MEDINA CITY COUNCIL

Monday, June 10, 2024

5:00 PM – REGULAR MEETING

AGENDA

VISION STATEMENT

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

MISSION STATEMENT

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



MEDINA, WASHINGTON

MEDINA CITY COUNCIL REGULAR MEETING

Hybrid - Virtual/In-Person
Medina City Hall - Council Chambers
501 Evergreen Point Road, Medina, WA 98039
Monday, June 10, 2024 – 5:00 PM

AGENDA

MAYOR | Jessica Rossman

DEPUTY MAYOR | Randy Reeves

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

CITY MANAGER | Stephen R. Burns

CITY ATTORNEY | 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 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.

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, Garone, Gokul, Luis, Johnston, Reeves, Rossman

2. **APPROVAL OF MEETING AGENDA**

3. **PUBLIC COMMENT PERIOD**

Individuals wishing to speak live during the Virtual City Council meeting may register their request with the City Clerk at 425.233.6411 or email akellerman@medina-wa.gov and leave a message **before 2PM** on the day of the 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**

- 4.1 Reports and announcements from Park Board, Planning Commission, Emergency Preparedness, and City Council.

Time Estimate: 10 minutes

5. **CITY MANAGER'S REPORT**

Time Estimate: 30 minutes

Police, Development Services, Finance, Central Services, Public Works, City Attorney

[5.1a](#) City Manager Monthly Report

[5.1b](#) Police Monthly Report

[5.1c](#) Development Services Monthly Report

[5.1d](#) Finance Monthly Report

[5.1e](#) Central Services Monthly Report

[5.1f](#) Public Works Monthly Report

6. **CONSENT AGENDA**

Time Estimate: 5 minutes

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

[6.1](#) May 2024, Check Register
Recommendation: Approve.

Staff Contact: Ryan Wagner, Director of Finance and HR

[6.2](#) Draft Regular City Council Meeting Minutes of May 13, 2024

Recommendation: Adopt Minutes.

Staff Contact: Aimee Kellerman, CMC, City Clerk

[6.3](#) Confirmation of Appointment to the Medina Parks and Recreation Board and Planning Commission

Recommendation: Confirm the following appointments:

Parks and Recreation Board

- Dana Brekke, Partial Term Position No. 2

Planning Commission

- Julie Barrett, Position No. 6 (reappointment)

Staff Contact: Aimee Kellerman, City Clerk on behalf of the Personnel Committee

[6.4](#) Adoption of Amended Unified Fee Schedule

Recommendation: Adopt Resolution No. 445.

Staff Contact: Aimee Kellerman, CMC, City Clerk

7. **LEGISLATIVE HEARING**

None.

8. **PUBLIC HEARING**

[8.1](#) DRAFT_2025-2030 Six Year CIP, TIP, Non-TIP

Recommendation: Conduct public hearing, receive public comments for discussion.

Staff Contact: Ryan Osada, Public Works Director

Time Estimate: 30 minutes

9. **CITY BUSINESS**

[9.1](#) Middle Housing Engagement Plan

Recommendation: Review and adopt Resolution No. 444.

Staff Contacts: Jonathan Kesler, AICP, Planning Manager and Jennifer Robertson, City Attorney

Time Estimate: 20 minutes

[9.2](#) Public Works Project Communication Plan

Recommendation: Discussion and approval.

Staff Contacts: Ryan Osada, Public Works Director and Stephen R. Burns, City Manager

Time Estimate: 15 minutes

[9.3](#) SR-520 Communication Plan

Recommendation: Discussion and direction.

Staff Contact: Stephen R. Burns, City Manager

Time Estimate: 15 minutes

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

11. **PUBLIC COMMENT**

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

12. EXECUTIVE SESSION

ES-1 RCW 42.30.110 (1)(i)

[Time Estimate: 45 minutes](#)

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

ES-2 RCW 42.30.110(1)(g)

[Time Estimate: 15 minutes](#)

To evaluate the qualifications of an applicant for public employment or to review the performance of a public employee. However, subject to RCW **42.30.140(4)**, discussion by a governing body of salaries, wages, and other conditions of employment to be generally applied within the agency shall occur in a meeting open to the public, and when a governing body elects to take final action hiring, setting the salary of an individual employee or class of employees, or discharging or disciplining an employee, that action shall be taken in a meeting open to the public.

[Council may take action following one or both of the Executive Sessions.](#)

13. ADJOURNMENT

Next special City Council Meeting: Monday, June 24, 2024 at 5 PM.

ADDITIONAL INFORMATION

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

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

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

UPCOMING MEETINGS AND EVENTS

Wednesday, June 19, 2024 - Juneteenth - City Hall Closed

Monday, June 24, 2024 - City Council Special Meeting - RETREAT (5:00PM)

Thursday, July 4, 2024 - Independence Day - City Hall Closed

Monday, July 8, 2024 - City Council Meeting (5:00PM)

Monday, July 22, 2024 - City Council Meeting (5:00PM)

Monday, August 12, 2024 - City Council Meeting - Dark No Meeting

Monday, August 26, 2024 - City Council Meeting - Dark No Meeting

Monday, September 2, 2024 - Labor Day - City Hall Closed

Monday, September 9, 2024 - City Council Meeting (5:00PM)

Monday, September 23, 2024 - City Council Meeting (5:00PM)

Monday, October 14, 2024 - City Council Meeting (5:00PM)

Monday, October 28, 2024 - City Council Meeting (5:00PM)

Monday, November 11, 2024 - Veterans Day - City Hall Closed

Tuesday, November 12, 2024 - City Council Meeting (5:00PM)

Monday, November 25, 2024 - City Council Meeting (5:00PM)

Thursday, November 28, 2024 - Thanksgiving Holiday - City Hall Closed

Friday, November 29, 2024 - Day After Thanksgiving Holiday - City Hall Closed

Monday, December 9, 2024 - City Council Meeting (5:00PM)

Monday, December 23, 2024 - City Council Meeting (5:00PM)

Wednesday December 25, 2024 - Christmas Day - City Hall Closed

CERTIFICATION OF POSTING AGENDA

The agenda for Monday, June 10, 2024 Regular Meeting of the Medina City Council was posted and available for review on Friday, June 7, 2024 at City Hall of the City of Medina, 501 Evergreen Point Road, Medina, WA 98039. The agenda is also available on the city website at www.medina-wa.gov.



CITY OF MEDINA

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

Date: June 10, 2024

To: Honorable Mayor and City Council

From: Stephen R. Burns, City Manager

Subject: City Manager Report

- The City of Medina along with the Points Communities of Clyde Hill, Hunts Point, and Yarrow Point are in mediation with WSDOT over maintenance of the SR 520 Lids. The Points Communities have been in discussions with WSDOT prior to the bridge re-opening in 2016 over maintenance responsibilities. The Points Communities have hired Jack McCullough to represent us on this issue. Both sides met on May 8 and 9 without a resolution. We have agreed to meet again on June 27, 2024.
- At the March 25 Council Meeting, the Council approved the 2024/2025 Council Work Plan. The plan lays out Council priorities and projects through 2025 and provides staff direction to ensure these get met. See attached for current project status.
- The City of Medina has been working with WSDOT and the legislature on ways to reduce the noise coming from the expansion joints on SR 520. This has been an ongoing issue for Medina since the opening of the new bridge in 2016. Medina hired Sound View Strategies to assist with resolving the noise issue. Progress has been made as WSDOT and the University of Washington have funded a study to find a permanent fix. UW has posted a report on their progress and is looking for State funding to move forward with “Phase 3”. Medina and Sound View are working with state legislatures to fund Phase 3 of the UW study in the next state legislative session.
- Bellevue Fire Report – see attached.
- 2024 City Council Calendar – see attached.

Filter statement

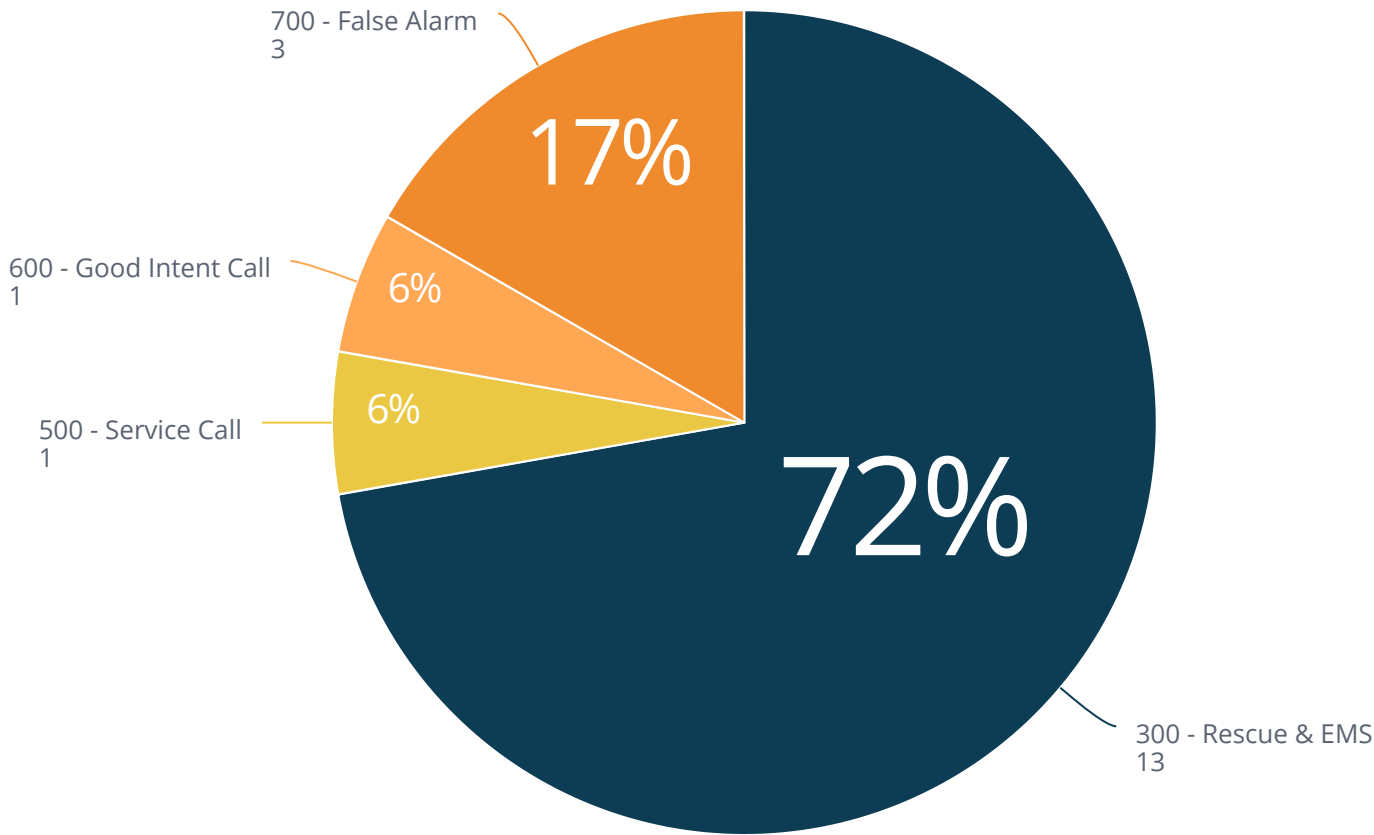
Filters Alarm Date Range Last Month | Is Locked true | Is Active true | Location City MEDINA, Medina

Fire and EMS Summary

Count of Total Incidents

18

Percentage of Incident Type (with count)



Contract City Incident Summary (Medina) Jun 3, 2024 9:57:16 AM

Filter statement

Filters **Alarm Date Range** Last Month | **Is Locked** true | **Is Active** true | **Location City** MEDINA, Medina

Count of Incidents by Type

Incident Type Group	Incident Type	Type Code	Count
300 - Rescue & EMS	EMS call, excluding vehicle accident with injury	321	2
	EMS Call, Medical	3211	7
	EMS Call, Other Accident/Trauma	3210	2
	EMS Call, Unintentional Medical Alert Activation	3119	1
	Watercraft rescue	365	1
300 - Rescue & EMS Total			13
500 - Service Call	CARES 200 Series Units	5532	1
600 - Good Intent Call	Dispatched & canceled en route	611	1
700 - False Alarm	Alarm system activation, no fire - unintentional	745	2
	Smoke detector activation, no fire - unintentional	743	1
700 - False Alarm Total			3
Count			18

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>	

TASK:	SUBPARTS:	Council Meeting Date and Notes/Direction:	Status:	Council Calendar:	Completion Date:
*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 6/10/2024</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 did not 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>5/13/24 - Presentation</p> <p>Lobbyist Update</p>	
	Communication	<p>2/10/24 - City Council Retreat</p> <p>Develop a plan on how to keep the community informed of status.</p>	<p>Communication Plan will be presented at June 10, 2024 Council Meeting. CM to coordinate with lobbyist on city communication plan.</p>	<p>6/10/2024</p>	

TASK:	SUBPARTS:	Council Meeting Date and Notes/Direction:	Status:	Council Calendar:	Completion Date:
*Solid Waste	Weekly Recycling and Compost Pick-ups	11/13/23 - Regular Meeting 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. Survey set for April 1 through April 28, 2024 5/13/24 CC Meeting: Item is tabled and staff will conduct another survey later this year or early 2025.	5/13/2024 - City Buisness On Hold	
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)." 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) 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	
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 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. 2/10/24 - City Council Retreat 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. Page located at https://www.medina-wa.gov/community/page/new-resident-resources . 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.	6/10/2024	
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. 3/25/24 City Council Meeting - Work Plan accepted as presented and leadership staff will track on monthly basis.		

TASK:	SUBPARTS:	Council Meeting Date and Notes/Direction:	Status:	Council Calendar:	Completion Date:
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>	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)	May 2025	
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>	Staff to work with City Attorney to determine when to bring to Council.	May 2025	

DEVELOPMENT SERVICES

TASK:	SUBPARTS:	Council Meeting Date and Notes/Direction:	Status:	Council Calendar:	Completion Date:
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.		
	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. 3/25/2024 CC Meeting: Council forwarded to PC's 4/3/2024 Meeting for their review and comments. 4/23/24 PC Meeting: Planning Commission Second Review and approved amendments and forwarded to City Attorney and Council Review.	3/25/2024 5/13/2024 - Final Review	
	Utilities		Started 3/11/2024 3/11/2024 CC Meeting: Council approved to send to PSRC and DOC for their review.	3/11/2024 - Final Review	
	Land Use		Started 3/11/2024	3/11/2024 4/8/2024 4/22/2024 - Second Review 5/13/2024 - Final Review	
	Natural Environment (with Shoreline Sub-Element)		Estimated to start in April.	4/8/2024 4/22/2024 - Second Review 5/13/2024 - Final Review	
	Transportation & Circulation		Estimated to start in April.	4/8/2024 4/22/2024 - Second Review 5/13/2024 - Final Review	

	Parks and Open Spaces		Estimated to start in April. Reviewed by Park Board on 4/15/2024 4/22/2024 CC Meeting: Council pulled for further changes and discussion. 5/2/2024 DSC Meeting: DSC reviewed and forwarded to Council.	4/8/2024 4/22/2024 5/13/2024 5/28/2024 - Final Review	
	Capital Facilities		4/22/2024 CC Meeting: Council approved to send to PSRC and DOC for their review.	3/25/2024 4/22/2024	
	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.		

TASK:	SUBPARTS:	Council Meeting Date and Notes/Direction:	Status:	Council Calendar:	Completion Date:
Zoning	Comp Plan	5/22/23 - Regular Meeting 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. 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. Council and staff to wait until the completion of Comp Plan to determine if additional action or direction is needed. (3/25/24 Meeting)	11/12/2024	

TASK:	SUBPARTS:	Council Meeting Date and Notes/Direction:	Status:	Council Calendar:	Completion Date:
Lot Coverage		5/22/23 - Regular Meeting 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 12, 2024 Medina Council Meeting.	11/12/2024	

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 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.	4/8/2024 - DS Report	
	Council Consideration of Hiring Specialized Experts	11/13/23 - Regular Meeting 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 Hired new City Attorney, Jennifer Robertson 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	
	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			5/28/2024	
	Middle Housing Consultant			5/28/2024	

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 March 2025	
Nonadministrative Variances Policy		2/10/24 - City Council Retreat 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. 4/22/24 CC Meeting - Council forwarded proposed revisions to Planning Commission for review and processing.	3/25/2024 4/22/2024 - City Business	
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.	4/22/2024 - City Business	
Tree Code	Violations Section	7/10/23 - Regular Meeting Council directed staff to include "special treatment for legacy and landmark trees in the draft ordinance. 9/11/23 - Regular Meeting Staff will send the proposed changes to the Department of Commerce for review. 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. Placed on the June 24 Council Meeting for discussion and approval.	7/8/2024 - City Business	
	Updates	1/23/23 - Regular Meeting 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. 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	

FINANCE/HR					
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>	Agenda item will be on the 2024 second quarter Finance Committee Meeting.	7/22/24 - Budget Retreat	
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>		
	Revised & Updated Personnel Manual	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.	Finance/HR Director Wagner to give update on HR Manual at March 11 Council Meeting. Will go to Personnel Committee for review in June, 2024.	7/8/2024 - Tentative	
	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>		
	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>	7/8/2024 - Tentative	
	Clear Process for Staff Departure and Related Expectations		Staff needs further clarification from Council on this topic at Retreat Follow-up Meeting. (Exit Interview???)		
TASK:	SUBPARTS:	Council Meeting Date and Notes/Direction:	Status:	Council Calendar:	Completion Date:
Business License			The City is currently on the waiting list.	Presentation by Dept of Revenue July 8 Council Meeting	
PUBLIC WORKS					
TASK:	SUBPARTS:	Council Meeting Date and Notes/Direction:	Status:	Council Calendar:	Completion Date:
*Right of Way Policies	Privately Maintained ROW	<p>12/11/23 - 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>	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.	February, 2025	
	City ROW Policy	<p>2/10/24 - City Council Retreat</p> <p>Create Street ROW Policy to include large lots</p> <p>Add clarity to "Allowable Parking" to ROW Policy</p>	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 Street Vacation Code Update in 2024 and then handle Phase 2 of Privately Maintained ROW and City ROW Policies in 2025.	February, 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. * 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.	April 2025	
--	---------------------	---	--	------------	--

TASK:	SUBPARTS:	Council Meeting Date and Notes/Direction:	Status:	Council Calendar:	Completion Date:
*Stormwater Management	Infrastructure	<p>3/28/22 - Regular Meeting</p> <p>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.</p> <p>11/14/22 - Regular Meeting</p> <p>Council directed staff to include for future presentations and agenda items to include... discussion of storm drainage....</p>	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	
	Funding	<p>4/24/23 - Regular Meeting</p> <p>Council directed staff to move forward with funding stormwater infrastructure using capital reserves.</p>	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 Sidewalk		<p>10/10/22 - Regular Meeting</p> <p>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.</p> <p>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.</p>	<p>Staff will provide Council with options and take feedback from Council on 77th sidewalk at the March 25 Council Meeting.</p> <p>Council directed staff to proceed with Option 2 from the March 25, 2024 City Council meeting. (3/25/24 CC Meeting)</p> <p>In progress. Will mark complete when project is done.</p>	3/25/2024 - City Business	

TASK:	SUBPARTS:	Council Meeting Date and Notes/Direction:	Status:	Council Calendar:	Completion Date:
Buildings/Facilities Management Planning		<p>3/13/23 - Regular Meeting</p> <p>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.</p>	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	<p>10/9/23 - Regular Meeting</p> <p>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.</p> <p>Improvements per CIP/TIP: 2024: Repaint exterior, excluding trim 2025: Repaint interior 2026: Reroof building</p> <p>Improvements expected per 2024 Capital Fund Preliminary Project List: City Hall Carpet Replacement</p>	<p>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.</p>	7/8/2024 - City Business	
	Post Office	<p>Improvements expected per CIP/TIP: 2024: Repaint exterior 2025: Repaint interior 2027: Reroof building</p> <p>Improvements expected per 2024 Capital Fund Preliminary Project List: HVAC</p>	<p>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.</p>	3/11/2024 - City Business	3/11/2024

TASK:	SUBPARTS:	Council Meeting Date and Notes/Direction:	Status:	Council Calendar:	Completion Date:
Park Memorials Policy		<p>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.).</p> <p>2/10/23 - City Council Retreat</p> <p>Council referred to Park Board</p>	<p>Osada to work with Park Board on the policy. On Park Board Agenda for discussion at their March 18, 2024 Meeting. Osada to prepare draft policy to present at Park Board meeting on May 20, 2024</p> <p>Added to Park Board Work Plan.</p>		

TASK:	SUBPARTS:	Council Meeting Date and Notes/Direction:	Status:	Council Calendar:	Completion Date:
Parks Management	Tennis Courts	<p>7/10/23 - Regular Meeting</p> <p>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.</p> <p>REMOVE AS COMPLETED UPON CONFIRMATION that pickleball conversion is no longer in CIP/TIP/non-TIP, city budget, or other workplan</p>	<p>Will be removed for approval at the adoption of the updated 6-year CIP/TIP and Non-TIP in July.</p>	<p>6/10/2024 - CIP/TIP/Non-TIP 7/8/2024 - CIP/TIP/Non-TIP</p>	
	Points Loop Trail	<p>7/10/23 - Regular Meeting</p> <p>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.</p>	<p>Osada to report to Council at the June 10 Meeting about the status on the signs.</p>	6/10/2024 Director Report	
	Park Board	<p>2/10/24 - City Council Retreat</p> <p>Council would like Park Board to develop a Work Plan to include a policy for off-leash and on-leash areas.</p>	<p>Staff will work with Park Board to develop draft work plan. An update will be provided to Council at the July Council Meeting.</p>	7/8/2024 - City Business	

TASK:	SUBPARTS:	Council Meeting Date and Notes/Direction:	Status:	Council Calendar:	Completion Date:
Undergrounding Power Lines		<p>4/24/23 - Regular Meeting</p> <p>Council requested that staff create an informational page on the city's website with updated FAQs.</p> <p>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.</p> <p>Consider wrap-up report to confirm what action has been taken to comply with Council's direction</p>	Completed in 2023 - see https://www.medina-wa.gov/publicworks/page/faq-utility-undergrounding-medina		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:

2024/2025 Potential Council Workplan Agenda Dates

2024

<p>March March 25</p> <p>a. 77th Ave Street ROW</p> <p>b. *Comp Plan Elements:</p> <ul style="list-style-type: none"> • Housing • Capital Facilities 	<p>April April 8</p> <p>a. Street Vacation Ext.</p> <p>b. Grant Funding for Middle Housing</p> <p>c. Tree Code Updates</p> <p>d. *Comp Plan Elements:</p> <ul style="list-style-type: none"> • Land Use • Natural Environment • Transportation & Circulation • Parks & Open Space <p>April 22</p> <p>a. CAP Minor Code Amendment</p> <p>b. *Comp Plan</p> <p>c. Nonadministrative Variances Policy</p>	<p>May May 13</p> <p>a. Legislative Updates</p> <p>b. Republic Services Solid Waste Update</p> <p>c. *Comp Plan Elements:</p> <ul style="list-style-type: none"> • Natural Environment • Trans. & Circulation • Housing • Land Use • Parks & Open Space <p>May 28</p> <p>a. Republic Services Solid Waste-Tentative</p> <p>b. *Comp Plan</p> <p>c. Middle Housing Consultant Discussion</p> <p>d. Middle Housing Engagement Plan</p>	<p>June June 10</p> <p>a. Communication Plan for SR 520 Expansion Joint Noise</p> <p>b. Resident Welcome Packet</p> <p>c. Parks Management Tennis Courts – CIP/TIP</p> <p>d. Parks Management Points Trail – CIP/TIP</p> <p>e. Public Works Communication Plan</p> <p>June 24 - Retreat</p> <p>a. Education for CC/PC re: state legislature requirements</p> <p>b. Transportation Impact Fees</p>	<p>July July 8</p> <p>a. Street Vacation Work Plan Follow-up</p> <p>b. Buildings/Facilities Management Planning City Hall</p> <p>c. Parks Management Work Plan</p> <p>d. Parks Management Tennis Courts</p> <p>e. Tree Code Violations Section</p> <p>f. HR Personnel Policy - Tentative</p> <p>g. Updated Job Descriptions - Tentative</p> <p>July 22 CC Mtg / Budget Retreat</p> <p>h. *Comp Plan</p> <p>i. Wireless Facilities Regulations</p> <p>j. Property Tax Levy Planning</p>
<p>August – No meetings</p>	<p>September September 9</p> <p>a. *Comp Plan</p>	<p>October October 14</p> <p>a. *Comp Plan</p>	<p>November November 12</p> <p>a. Lot Coverage</p> <p>b. Zoning Comp Plan</p>	<p>December</p>

NOTE – The items listed in this document do not reflect all agenda items for Council Meetings

2024/2025 Potential Council Workplan Agenda Dates

2025

- 1. Short Term Rentals – May 2025
- 2. Vacant Houses – May 2025
- 3. Wireless Facility Regulations – March 2025
- 4. Hedge Reimbursement – April 2025
- 5. Right-of-Way Policies – February 2025

Highlights Colors Represent Department Lead:

- 1. City Manager
- 2. Development Services
- 3. Finance/HR
- 4. Public Works



MEDINA CITY COUNCIL

2024 AGENDA/ACTION CALENDAR

Meetings scheduled for 5:00 pm, online (unless noticed otherwise).

JANUARY 8, City Council Regular Meeting, 5:00 pm					
Item Type	Topic	Staff Contact	Recommendation	Council Action	Legal Notice
Presentation	Oath of Office - New Councilmembers	Kellerman			
Presentation	Election of Mayor/Deputy Mayor	Kellerman			
Consent Agenda	December 2023, Check Register		Approve.		
Consent Agenda	DRAFT CC Minutes		Adopt minutes		
Consent Agenda	2024 Salary Schedule Amendment	Wagner	Adopt Ord. NO. 1024		
Legislative Hearing	None				
Public Hearing	None				
City Business					
Executive Session	RCW 42.30.110 (1)(i)				
JANUARY 22, City Council Regular Meeting, 5:00 pm					
Item Type	Topic	Staff Contact	Recommendation	Council Action	Legal Notice
Presentation					
Consent Agenda	Inslee Best Contract Approval for City Attorney Services	Burns			
Legislative Hearing					
Public Hearing					
City Business	Introduction of New Planning Manager and Comp Plan Update	Wilcox/Kesler			
City Business	Housing Comprehensive Plan Elements and Update	Kesler			
City Business	Council Committee and Regional Meetings	Burns			
FEBRUARY 12, City Council Regular Meeting, 5:00 pm					
Item Type	Topic	Staff Contact	Recommendation	Council Action	Legal Notice
Presentation	Introduction of new City Attorney				
Consent Agenda					
Consent Agenda	January and 13th Month Check Register				
Consent Agenda	Approved PC 11/20/2023 Minutes				
Consent Agenda	Approved PB 12/12/2023Minutes				

Consent Agenda	DRAFT CC 1/8, 1/11, 1/22 Minutes				
Legislative Hearing	None				
Public Hearing	None				
City Business	2021 WA State Building Code Update	Wilcox	Update/Discussion	Approved	
City Business	Comp Plan Update	Kesler			

FEBRUARY 26, City Council Regular Meeting, 5:00 pm

Item Type	Topic	Staff Contact	Recommendation	Council Action	Legal Notice
Presentation	None				
Consent Agenda	None				
Legislative Hearing	None				
Public Hearing	None				
City Business	Moratorium on Applications for Right-of-Way Vacation	Burns/Robertson	Discussion and direction	Public Hearing date set April 8th	
City Business	Medina Comprehensive Plan Update - Revised Flow Chart for Comp Plan Review	Kesler		Approved	
City Business	Comprehensive Plan Utility Element Review	Kesler		Direction Given	

MARCH 11, City Council Regular Meeting, 5:00 pm

Item Type	Topic	Staff Contact	Recommendation	Council Action	Legal Notice
Presentation					
Consent Agenda	January and February 2024, Check Register				
Consent Agenda	PC minutes 1/23/24				
Consent Agenda					
Consent Agenda	DRAFT CC Minutes				
Consent Agenda	NE 12 Street Pedestrian Improvements				
Consent Agenda	REBID Contract				
Legislative Hearing	None				
Public Hearing	None				
City Business	Comp Plan Utilities Element Final Review 30 minutes	Kesler	Discussion and approve.		
City Business	Comp Plan Land Use Element Gap Analysis - 60 minutes	Kesler	Discussion and direction.		
City Business	Medina Facilities Improvements - Priority List 15 minutes	Osada/Burns			
City Business	Human Resource Manual Update 20 minutes	Wagner/Burns			

MARCH 25, City Council Regular Meeting, 5:00 pm					
Item Type	Topic	Staff Contact	Recommendation	Council Action	Legal Notice
Presentation	King County Councilmember Claudia Balducci - 30 minutes				
Consent Agenda	none				
Consent Agenda	none				
Legislative Hearing	none				
Public Hearing	none				
City Business	Comprehensive Plan Elements: *Housing *Capital Facilities - 60 Minutes	Kesler			
City Business	77th Street ROW 30 minutes	Burns/Osada			
City Business	Retreat Work Plan Follow-up 45 Minutes	Burns			

APRIL 8, City Council Regular Meeting, 5:00 pm					
Item Type	Topic	Staff Contact	Recommendation	Council Action	Legal Notice
Presentation	State Auditor Office - Exit Conference	Wagner			
Presentation	ARCH Presentation				
Consent Agenda	March 2024, Check Register		Approve		
Consent Agenda	Approved PB minutes		Receive and file.		
Consent Agenda	Approved PC minutes		Receive and file.		
Consent Agenda	DRAFT CC Minutes		Adopt		
Consent Agenda	Sexual Assault Awareness Month Proclamation		Approve		
Consent Agenda	Proclamation Celebrating 55th Annual Municipal Clerks Week	Kellerman	Approve		
Consent Agenda	Ordinance Creating E-Vehicle Safety Code	Sass	Adopt Ordinance		
Consent Agenda	ARCH Budget and Workplan	Burns	Approve		
Consent Agenda	Repeal Adoption of the 2021 Wildland Urban Interface Code	Wilcox	Adopt Ordinance		
Public Hearing	Street Vacation Moratorium Extension and Work Plan	Burns/Robertson	Approve		

City Business	Comp Plan Elements: Land Use Natural Environment Transportation & Circulation Parks & Open Space - 60 Minutes	Kesler			
Executive Session	RCW 42.30.110 (1)(i)				
APRIL 22, City Council Regular Meeting, 5:00 pm					
Item Type	Topic	Staff Contact	Recommendation	Council Action	Legal Notice
Presentation					
Consent Agenda					
Legislative Hearing					
Public Hearing					
City Business	Comp Plan Elements: Land Use - 2nd look 30 Minutes	Kesler	Discussion and direction		
City Business	Comp Plan Elements: Housing 2nd look 30 Minutes	Kesler	Discussion and direction		
City Business	Comp Plan Elements: Natural Environment Transportation - 60 Minutes	Kesler	approve.		
City Business	Comp Plan Elements: Natural Environment - Final Transportation & Circulation - Final Parks & Open Space -Final TBD After PC meeting on 4/18	Kesler	approve.		
City Business	Nonadministrative Variances Policy - 30 Minutes	Wilcox	Discussion and direction		
City Business	CAP Text Amendments - 20 minutes	Wilcox	Approval		
Executive Session	RCW 42.30.110 (1)(i)		10 minutes		

MAY 13, City Council Regular Meeting, 5:00 pm					
Item Type	Topic	Staff Contact	Recommendation	Council Action	Legal Notice
Presentation	Legislative Update and Check-in by Soundview Strategies	Burns			
Consent Agenda					
Consent Agenda	April 2024, Check Register			Approved	
Consent Agenda	Approved PC Minutes			Approved	
Consent Agenda	DRAFT CC Minutes			Approved	
Consent Agenda	Fee Schedule Update	Wilcox	Approve	Approved	
Consent Agenda	2024 ADA Improvements & Overlay - TIB UCE forms	Osada			
Consent Agenda	Proclamation in Recognition of National Police Week and Peace Officer Day: May 15 - 21, 2024			Adopted	
Consent Agenda	Proclamation in Recognition of National Safe Boating Week: May 18-24, 2024			Adopted	
Legislative Hearing	None				
Public Hearing	None				
City Business	Gas-Powered Leaf Blowers Discussion - 15 Minutes	Burns	Discussion and Direction		
City Business	Republic Services Solid Waste Survey Results - 15 Minutes	Burns	Discussion and Direction		
City Business	Comp Plan Update: a) Natural Environment b) Transportation & Circulation c) Housing d) Land Use - 60 Minutes	Kesler			
City Business	Comprehensive Plan Update - Review of Parks and Open Spaces				
Executive Session	RCW 42.30.110 (1)(i) - 15 Minutes				

MAY 28, City Council Regular Meeting, 5:00 pm					
Item Type	Topic	Staff Contact	Recommendation	Council Action	Legal Notice
Presentation	T-Mobile Presentation on Cell Tower	Burns/Wilcox			
Consent Agenda					
Consent Agenda					
Legislative Hearing					
Public Hearing					
City Business					
City Business	Comp Plan Update - 60 Minutes	Kesler			
City Business	Middle Housing Consultant Discussion - 20 Minutes - TENTATIVE	Burns/Wilcox			
City Business	Middle Housing Engagement Plan - 15 Minutes - TENTATIVE	Burns/Robertson			
JUNE 10, City Council Regular Meeting, 5:00 pm					
Item Type	Topic	Staff Contact	Recommendation	Council Action	Legal Notice
Presentation					
Consent Agenda					
Consent Agenda	May 2024, Check Register				
Consent Agenda					
Consent Agenda	DRAFT CC Minutes				
Consent Agenda	PB and PC Appointment Confirmations	Kellerman			
Consent Agenda	Adoption of Resolution No. 445 - Fee Schedule Update	Kellerman			
Consent Agenda					
Legislative Hearing					
Public Hearing	DRAFT Six-Year CIP/TIP/Non-TIP Plan - 30 Minutes	Osada			
City Business	Middle Housing Engagement Plan Resolution No. 444	Kesler	Adopt Resolution		
City Business	Public Works Communication Plan	Osada			
City Business	SR-520 Community Communication Plan - 15 Minutes	Burns			
City Business					
Executive Session	RCW 42.30.110 (1)(i) Potential Litigation				
Executive Session	RCW 42.30.110 (1)(g)				

JUNE 24, City Council Retreat Meeting, 5:00 pm					
Item Type	Topic	Staff Contact	Recommendation	Council Action	Legal Notice
Presentation					
Consent Agenda					
Consent Agenda					
Legislative Hearing					
Public Hearing					
City Business	Middle Housing Legislation Elements - 90 Minutes	Robertson/Burns			
City Business	Transportation impact fees -Tentative	Kesler			
City Business	Education for CC/PC re: state legislature requirements	Robertson			
JULY 8, City Council Regular Meeting, 5:00 pm					
Item Type	Topic	Staff Contact	Recommendation	Council Action	Legal Notice
Presentation	Introduction to City Business Licenses by Department of Revenue Eric Jones	Wagner			
Consent Agenda					
Consent Agenda	June 2024, Check Register				
Consent Agenda					
Consent Agenda					
Consent Agenda	DRAFT CC Minutes				
Consent Agenda	Six-Year CIP/TIP/Non-TIP Plan	Osada	Adopt		
Consent Agenda					
Consent Agenda					
Consent Agenda					
Legislative Hearing					
Public Hearing					
City Business	Comp Plan Update - 60 Minutes	Kesler			
City Business	Tree Code Violations Code Amendment - 30 Minutes	Wilcox	Discussion and Approval		
City Business	City Hall Use and Public Resource - 15 Minutes	Osada/Burns			
City Business	Park Board DRAFT Work Plan Update - TENTATIVE	Osada			
City Business	HR Personnel Policy - Tentative	Wagner			
City Business	Updated Job Descriptions - Tentative	Wagner			

City Business	Street Vacation Work Plan Follow-up	Burns/Robertson			
Executive Session					
July 22, City Council Budget Retreat, 5:00 pm					
Item Type	Topic	Staff Contact	Recommendation	Council Action	Legal Notice
Presentation					
Consent Agenda					
Consent Agenda					
Legislative Hearing					
Public Hearing					
City Business	Comp Plan Update - 60 Minutes	Kesler			
City Business	Wireless Facilities Regulations	Wilcox/Burns			
City Business	Property Tax Levy Planning	Wagner/Burns			
AUGUST 12, COUNCIL DARK - NO MEETING					
Item Type	Topic	Staff Contact	Recommendation	Council Action	Legal Notice
Presentation					
Consent Agenda					
Consent Agenda					
Legislative Hearing					
Public Hearing					
City Business					
City Business					
City Business					
August 26, COUNCIL DARK - NO MEETING					
Item Type	Topic	Staff Contact	Recommendation	Council Action	Legal Notice
Presentation					
Consent Agenda					
Consent Agenda					
Legislative Hearing					
Public Hearing					
City Business					
City Business					
City Business					
SEPTEMBER 9, City Council Regular Meeting, 5:00 pm					
Item Type	Topic	Staff Contact	Recommendation	Council Action	Legal Notice

Presentation	Legislative Update and Check-in by Soundview Strategies	Burns			
Consent Agenda					
Consent Agenda	July/August 2024, Check Register				
Consent Agenda					
Consent Agenda					
Consent Agenda	DRAFT CC Minutes				
Consent Agenda					
Consent Agenda					
Consent Agenda					
Consent Agenda					
Consent Agenda					
Consent Agenda					
Legislative Hearing					
Public Hearing	Preliminary 2025 Budget	Wagner			
City Business	Comp Plan	Kesler			
City Business					
City Business					
City Business					
City Business					
Executive Session					

SEPTEMBER 23, City Council Regular Meeting, 5:00 pm

Item Type	Topic	Staff Contact	Recommendation	Council Action	Legal Notice
Presentation					
Consent Agenda					
Consent Agenda					
Legislative Hearing					
Public Hearing					
City Business	Preliminary 2025 Budget - Deep Dive	Wagner			
City Business					
City Business					

OCTOBER 14, City Council Regular Meeting, 5:00 pm

Item Type	Topic	Staff Contact	Recommendation	Council Action	Legal Notice
Presentation					
Consent Agenda					
Consent Agenda					
Consent Agenda					
Consent Agenda					

Consent Agenda					
Consent Agenda					
Consent Agenda					
Consent Agenda					
Consent Agenda					
Consent Agenda					
Consent Agenda					
Legislative Hearing					
Public Hearing	Preliminary 2025 Budget	Wagner			
City Business	Comp Plan	Kesler			
City Business					
City Business					
City Business					
City Business					
Executive Session					

OCTOBER 28, City Council Regular Meeting, 5:00 pm

Item Type	Topic	Staff Contact	Recommendation	Council Action	Legal Notice
Presentation					
Consent Agenda					
Consent Agenda					
Legislative Hearing					
Public Hearing					
City Business					
City Business					
City Business					

NOVEMBER 12, (TUESDAY) City Council Regular Meeting, 5:00 pm

Item Type	Topic	Staff Contact	Recommendation	Council Action	Legal Notice
Presentation					
Consent Agenda					
Consent Agenda					
Consent Agenda					
Consent Agenda					
Consent Agenda					
Consent Agenda					
Consent Agenda					
Consent Agenda					
Consent Agenda					

Consent Agenda					
Legislative Hearing					
Public Hearing	Final 2025 Budget and Salary Schedule	Wagner	Adopt		
Public Hearing	2025 Property Tax Resolution	Wagner	Adopt		
City Business	2025 Planning Commission Work Plan	Kesler	Discussion and Approval		
City Business	Republic Services Update	Burns			
City Business					
City Business					
Executive Session					

NOVEMBER 25, City Council Regular Meeting, 5:00 pm					
Item Type	Topic	Staff Contact	Recommendation	Council Action	Legal Notice
Presentation					
Consent Agenda					
Consent Agenda					
Legislative Hearing					
Public Hearing					
City Business					
City Business					
City Business					

DECEMBER 9, City Council Regular Meeting, 5:00 pm					
Item Type	Topic	Staff Contact	Recommendation	Council Action	Legal Notice
Presentation	Legislative Update and Check-in by Soundview Strategies	Burns			
Consent Agenda					
Consent Agenda	November 2024, Check Register				
Consent Agenda					
Consent Agenda	Draft CC Minutes				
Consent Agenda					
Consent Agenda					
Consent Agenda					
Consent Agenda					
Consent Agenda					
Consent Agenda					
Legislative Hearing					
Public Hearing					

City Business					
City Business					
City Business					
City Business					
City Business					
Executive Session					
DECEMBER 23, City Council Regular Meeting, 5:00 pm					
Item Type	Topic	Staff Contact	Recommendation	Council Action	Legal Notice
Presentation					
Consent Agenda					
Consent Agenda					
Legislative Hearing					
Public Hearing					
City Business					
City Business					
City Business					

Parking Lot Items:

- Float Plane Moorage
- Street Vacation Code Review
- Airbnb Code Review
- Code Enforcement Discussion
- Cost vs Service Analysis and Advance Deposit

In Progress:

- American Towers Franchise
- Street Vacation Moratorium



MEDINA POLICE DEPARTMENT

DATE: June 10, 2024
TO: Stephen R. Burns, City Manager
FROM: Jeffrey R. Sass, Chief of Police
RE: Police Department Update – May 2024

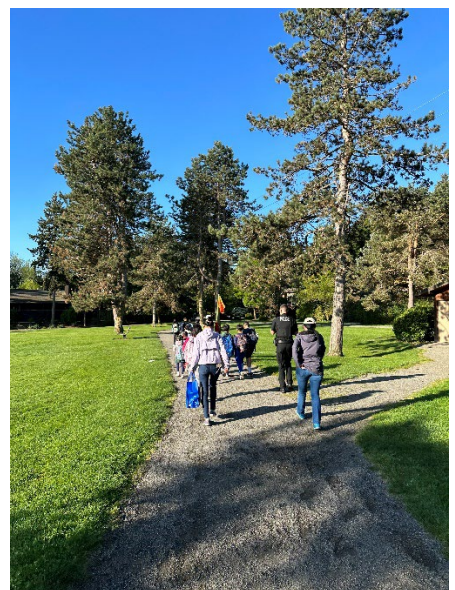
The following is a summary highlighting some of the Medina Police Department activity in May, 2024.

Follow up:

Nothing to report.

Medina Elementary School “Walk to School” Day:

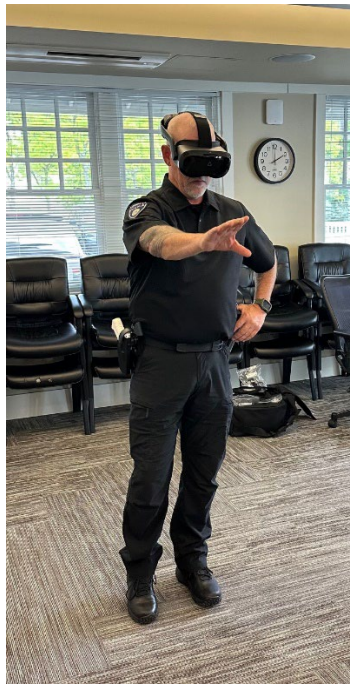
The Medina Police Department walked with the children and parents of Medina Elementary as part of the annual “Walk to School” day. The officers had a great time with the kids and parents!



Axon Taser Virtual Reality Training:

To stay on the cutting edge of law enforcement training and de-escalation techniques, officers participated in a two-day training course provided by Axon (tasers, body cameras, evidence software, etc.) on the Medina Police Department’s new virtual reality training program. The program offers officers opportunities to engage in

lifelike scenarios and practice their skills in de-escalation, communication, less-lethal weapons and accuracy. This two-day training was the training needed to make these officers the trainers for the rest of the agency personnel. By having this technology at our disposal, officers will be able to train during the times in between calls for service without having to put together a more robust training day.



Dignitary Visit:

President Biden visited a private residence for a fundraising event.

Marine Patrol:

Nothing to report.



MEDINA POLICE DEPARTMENT
Jeffrey R. Sass, Chief of Police
MONTHLY SUMMARY
MAY 2024



FELONY CRIMES

Fraud

2024-00002411

05/22/2024

A resident from the 3600 block of Evergreen Point Road came to the police station to report that a credit card was fraudulently opened in their name without their permission. A report was taken with no suspect information available at this time.

Fraud

2024-00002489

05/28/2024

Officers were dispatched to the 2500 block of Medina Circle for a report of a fraudulent charge on a credit card. The victim notified their bank and was subject to no monetary loss. A report was taken with no suspect information available at this time.

Possession of Stolen Vehicle

2024-00002504

05/29/2024

Officers were alerted to a stolen vehicle that entered the city and triggered the city's license plate reader camera system. Officers were able to locate the stolen vehicle and apprehend the driver in the 7600 block of NE 10th Street. The driver of the vehicle was booked into jail, charges were filed with the prosecuting attorney's office and the vehicle was impounded from the scene.

MISDEMEANOR CRIMES

Disturbance

2024-00002292

05/15/2024

Officers were dispatched to the 3200 block of Evergreen Point Road for a report of two males belligerently knocking at the door to a residence and insisting they were supposed to get inside for a party. Officers arrived quickly and detained both individuals. Charges were filed with the prosecuting attorney's office.

Hit & Run, Theft, Trespass, MV Prowl

2024-00002420

05/23/2024

A vehicle that smashed into the front entrance to the Bellevue Porche dealership fled to Medina and ultimately crashed into the garage door of a residence in the 1400 block of Evergreen Point Road. The driver fled the scene, walked through several yards, checked door handles to vehicles and stole an e-bike before leaving the area prior to officers being able to contain the area. Officers were able to ascertain that the subject driving was the registered owner of the vehicle and obtained several surveillance camera images of him as he committed his crimes. Officers contacted the local police department where the subject resides and were able to recover the stolen e-bike and have it returned to the owners. Search warrants were served to strengthen the evidence against the suspect and charges will be filed with the prosecutor's office once the information requested in the search warrants is received.

Malicious Mischief**2024-00002459****05/26/2024**

Officers were dispatched to the 1100 block of 84th Avenue NE for a report of a window having been smashed out of a vehicle. Nothing was taken from inside the vehicle. Under investigation.

Order Violation**2024-00002477****05/27/2024**

The nightshift officer conducted a traffic stop in the 2400 block of Evergreen Point Road and noticed that the registered owner of the vehicle was the petitioner of a no contact order of which the passenger was the respondent. The officer placed the passenger under arrest for violating the court order and forwarded charges with the prosecuting attorney's office for review.

Theft**2024-00002484****05/28/2024**

Officers were dispatched to the 8300 block of NE 12th Street for a report of a stolen Apple Watch having been activated on a map in this area after it was lost approximately a week prior. Report was taken with no further investigatory information available.

OTHER

Traffic Collision**2024-00002082****05/02/2024**

Officers were dispatched to the intersection of NE 24th Street at 78th Avenue NE for a report of a three-vehicle, minor injury traffic collision. Failure to yield to the right of way was the likely cause of the collision.



MEDINA POLICE DEPARTMENT

Jeffrey R. Sass, Chief of Police

MONTHLY REPORT



MAY, 2024

CRIMES	Current Month	YTD 2024	YTD 2023	Year-End 2023
Burglary	0	0	2	6
Vehicle Prowl	0	8	3	11
Vehicle Theft	0	0	2	4
Theft (mail & all other)	3	16	14	22
ID Theft/Fraud	2	4	5	22
Malicious Mischief (Vandalism)	1	7	9	13
Domestic Violence	1	3	4	10
Disturbance, Harassment & Non-DV Assault	2	6	4	28
TOTAL	9	44	43	116

COMMUNITY POLICING	Current Month	YTD 2024	YTD 2023	Year-End 2023
Drug Violations	0	1	0	0
Community Assists	2	131	69	197
Marine	1	3	2	7
House Watch Checks	57	326	365	1016
School Zone	24	149	97	206
Behavioral Health	0	2	12	46
TOTAL	84	612	545	1472

TRAFFIC	Current Month	YTD 2024	YTD 2023	Year-End 2023
Collisions				
Injury	1	2	2	2
Non-Injury	0	1	8	14
Non-Reportable	0	1	0	0
TOTAL	1	4	10	16
Traffic Enforcement				
Citations	4	17	4	12
Infractions	25	125	61	131
Warnings	127	810	813	1928
TOTAL	156	952	878	2071

LICENSE PLATE READER EVENTS	Current Month	YTD 2024	YTD 2023	Year-End 2023
LPR alerts that were recovered	2	6	-	-
LPR alerts that were not located	10	24	-	-
LPR alerts that were located, not apprehended	0	2	-	-
TOTAL	12	32	-	-

CALLS FOR SERVICE	Current Month	YTD 2024	YTD 2023	Year-End 2023
Animal	2	11	18	43
Residential Alarms	16	86	99	235
Missing Person	0	0	2	3
Suspicious Activity/Area Checks	77	307	302	804
TOTAL	95	404	421	1085

ADMINISTRATIVE	Current Month	YTD 2024	YTD 2023	Year-End 2023
Public Disclosure Requests Received	5	16	31	75
Concealed Pistol License Applications Processed	2	14	21	38
TOTAL	7	30	52	113

*This report does not include all calls for service handled by Medina Police Officers. It is meant to be an overview of general calls for service within the specified reporting period.



MEDINA POLICE DEPARTMENT
Jeffrey R. Sass, Chief of Police
MONTHLY SUMMARY



MAY, 2024

FELONY CRIMES

Nothing to report.

MISDEMEANOR CRIMES

DUI	2024-00002406	05/22/2024
------------	----------------------	-------------------

The nightshift officer was patrolling the area of the SR-520 offramp and the Hunts Point roundabout when he noticed a vehicle enter the roundabout and commit multiple traffic violations. Upon further investigation following a traffic stop on the vehicle, the officer arrested the driver for driving under the influence and forwarded charges to the prosecuting attorney’s office for review.

Malicious Mischief	2024-00003403	05/26/2024
---------------------------	----------------------	-------------------

Officers were dispatched to the 3000 block of Hunts Point Road for a report of a vehicle window having been smashed out overnight. Nothing was taken from inside the vehicle, and no other vehicles were damaged in the area. Report taken with no suspect information available at this time.

OTHER

Nothing to report.



MEDINA POLICE DEPARTMENT

Jeffrey R. Sass, Chief of Police

MONTHLY REPORT



MAY, 2024

CRIMES	Current Month	YTD 2024	YTD 2023	Year-End 2023
Burglary	0	0	0	1
Vehicle Prowl	0	1	0	3
Vehicle Theft	0	0	0	0
Theft (mail & all other)	0	0	1	1
ID Theft/Fraud	0	1	3	3
Malicious Mischief (Vandalism)	1	1	1	1
Domestic Violence	2	4	1	3
Disturbance, Harassment & Non-DV Assault	1	2	1	6
TOTAL	4	9	7	18

COMMUNITY POLICING	Current Month	YTD 2024	YTD 2023	Year-End 2023
Drug Violations	0	0	0	0
Community Assists	6	22	8	21
Marine	0	0	0	2
House Watch Checks	2	13	20	53
Behavioral Health	0	1	1	5
TOTAL	8	36	29	81

TRAFFIC	Current Month	YTD 2024	YTD 2023	Year-End 2023
Collisions				
Injury	0	0	0	0
Non-Injury	0	0	0	1
Non-Reportable	1	1	0	0
TOTAL	1	1	0	1
Traffic Enforcement				
Citations	2	6	1	7
Infractions	7	25	27	49
Warnings	34	206	195	400
TOTAL	43	237	223	456

LICENSE PLATE READER EVENTS	Current Month	YTD 2024	YTD 2023	Year-End 2023
LPR alerts that were recovered	0	0	-	-
LPR alerts that were not located	1	1	-	-
LPR alerts that were located, not apprehended	0	0	-	-
TOTAL	1	1	-	-

CALLS FOR SERVICE	Current Month	YTD 2024	YTD 2023	Year-End 2023
Animal	1	5	2	5
Residential Alarms	3	29	13	27
Missing Person	0	1	0	1
Suspicious Activity/Area Checks	8	32	23	79
TOTAL	12	67	38	112

*This report does not include all calls for service handled by Medina Police Officers. It is meant to be an overview of general calls for service within the specified reporting period.



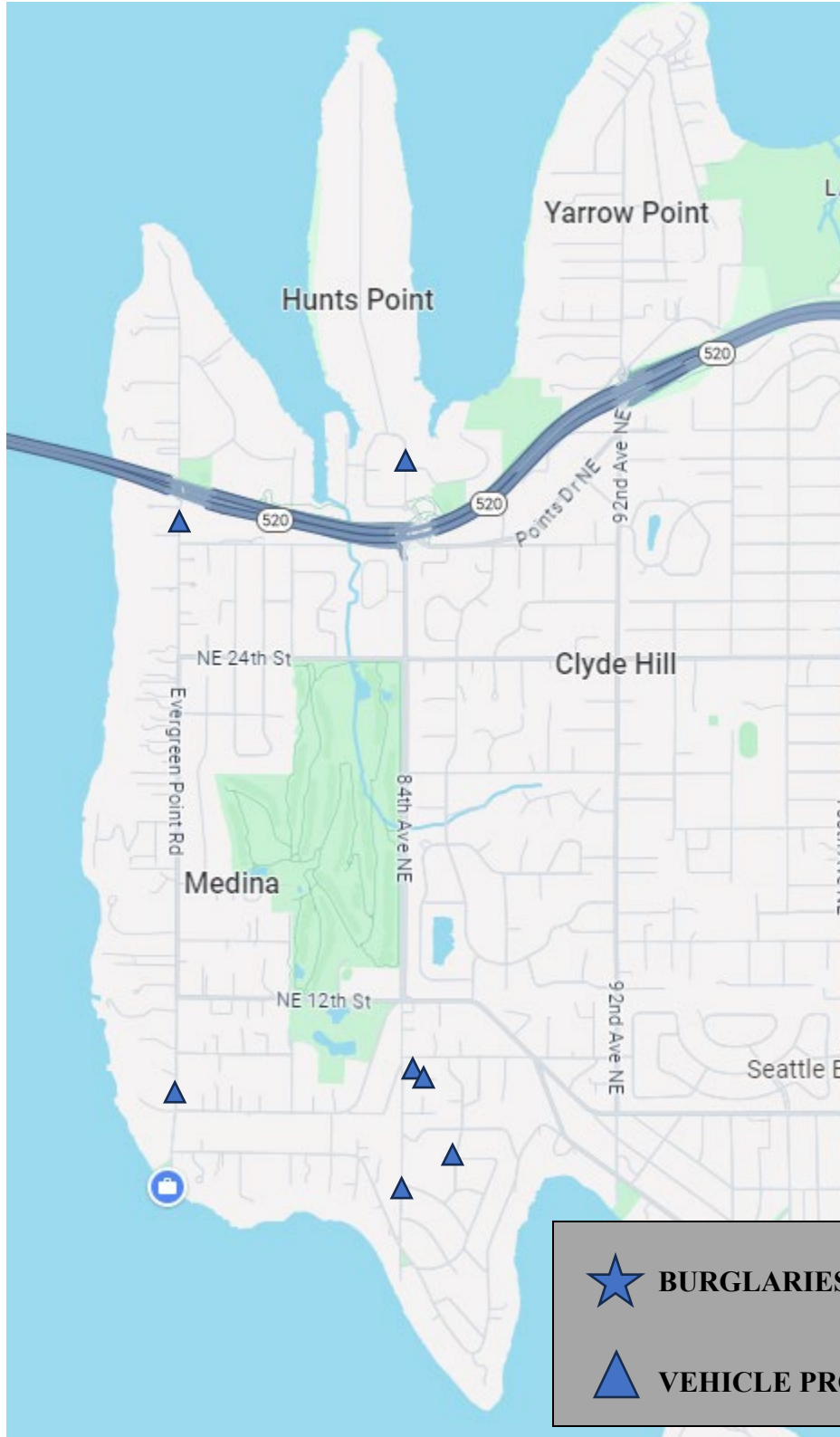
MEDINA POLICE DEPARTMENT

BURGLARY & MOTOR VEHICLE PROWL

INCIDENT MAP



MAY, 2024 YEAR-TO-DATE





MEDINA POLICE DEPARTMENT

MONTHLY REPORTING STANDARDS



CATEGORY	DETAILS
Burglary	Includes: <ul style="list-style-type: none"> • Burglary (all degrees) • Residential Burglary
Vehicle Prowl	All degrees of Motor Vehicle Prowl.
Vehicle Theft	Includes: <ul style="list-style-type: none"> • Motor vehicle theft • Taking a motor vehicle without permission • Car jacking
Theft	Includes: <ul style="list-style-type: none"> • Possession of stolen property • Theft (all degrees) • Theft of mail
ID Theft/Fraud	Includes: <ul style="list-style-type: none"> • Identity theft • Fraud
Malicious Mischief	Includes: <ul style="list-style-type: none"> • Arson • Malicious Mischief (vandalism)
Domestic Violence	Includes: <ul style="list-style-type: none"> • DV Assault (all degrees) • Violation of Domestic Violence Court Order • DV Harassment (all degrees) • Custodial Interference • Order Service • DV Rape & Sex Offenses
Disturbance/Harassment /Non-DV Assault	Includes: <ul style="list-style-type: none"> • Disturbance • Telephonic Harassment • Harassment (all degrees) • Assault (all degrees) • Adult Protective Services (APS) investigations • Child Protective Services (CPS) investigations • Abuse investigations • Extortion • Kidnapping • Non-DV Rape & Sex Offenses • Robbery
Drug Violations	Includes all Violations of the Uniformed Controlled Substances Act
Community Assists	Includes: <ul style="list-style-type: none"> • Civil matters • Community Policing • Non-suspicious Death Investigations

	<ul style="list-style-type: none"> • Assisting the Fire Department/EMS • Found Child • Found Property • Special Events
Marine	Includes all incidents within our jurisdiction on the waterways.
House Watch Checks	Total number of visits to residences on house watch within the reporting period.
School Zone	Total number of school zone patrols conducted at all three elementary schools within the reporting period.
Behavioral Health	Calls for service involving individuals experiencing a behavioral or mental health episode. The call may have resulted in anything ranging from no police action and an involuntary commitment to a medical facility for treatment.
Traffic Collisions	<p>Includes:</p> <ul style="list-style-type: none"> • Injury collisions involve medical treatment to at least one of the involved parties, either by on-scene EMS evaluation/treatment and/or transportation to a medical facility for treatment. These collisions require a police case report by law. • Non-injury collisions involve a collision in which there is property damage amounting to at least \$1,000 but no involved parties were injured. These collisions require a police case report by law. • Non-reportable collisions involve a collision under any of the following circumstances: <ul style="list-style-type: none"> ○ Collision on private property with no injuries. ○ Collision on public right of way with no injuries and any property damage did not amount to at least \$1,000.
Traffic Enforcement	<p>Citations:</p> <ul style="list-style-type: none"> • Any criminal traffic citation, to include Driving With Suspended License, Reckless Driving, DUI, etc. <p>Infractions:</p> <ul style="list-style-type: none"> • Any non-criminal traffic stop that resulted in the issuance of a civil infraction (ticket) to the driver. <p>Warnings:</p> <ul style="list-style-type: none"> • Any traffic stop that resulted in a verbal warning to the driver.
License Plate Reader (LPR) Events	<p>Stolen license plates/vehicles that alerted the LPR system and were recovered.</p> <p>Stolen license plates/vehicles that alerted the LPR system and were not located.</p> <p>Stolen license plates/vehicles that alerted the LPR system and were located but fled from law enforcement attempts to apprehend the vehicle.</p>
Animal	<p>Includes:</p> <ul style="list-style-type: none"> • Found animal call for service • Lost animal call for service • Welfare check involving an animal • Noise complaints or nuisance calls for service involving an animal
Residential Alarms	House alarms that are triggered and the alarm company contacts 911 for a police response. These calls for service do not include alarm calls that become a burglary investigation upon police arrival.
Missing Person	Calls for service where a missing person report is taken, or the assistance of law enforcement is requested to search for a missing person. These calls include adults as well as juveniles.

<p>Suspicious Activity/Area Checks</p>	<p>Includes:</p> <ul style="list-style-type: none"> • Noise complaints • Suspicious person/activity reports • Field contacts made by officers on patrol • Loud party calls, juveniles • Reports of dangerous driving • Weapons Complaints • Soliciting • Welfare Check • Prowler
--	---

**This report does not include all calls for service handled by Medina Police Officers. It is meant to be an overview of general calls for service within the specified reporting period.*



CITY OF MEDINA

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

Date: June 10, 2024
To: Honorable Mayor and City Council
Via: Stephen R. Burns, City Manager
From: Steven R. Wilcox, Development Services Department Director
Subject: Development Services Department Monthly Report

Permit Activity and Financial

Please see the permits issued and permits received reports provided. Building permit applications have continued to be slow, but still exceed this time last year.

Basic differences between 2023 permit activity and 2024 year to date are in the type and volume of work. In 2023 we had more additions and alterations issued than the same time this year. 2024 year to date new construction is more than double in volume and valuation over the same time in 2023. Much of the 2024 permit volume and valuation is based on an unusually busy third quarter of 2023 where permits were accepted and then issued in 2024.

Permit valuation continues to be ahead of 2023 by a significant amount.

The actual condition of the Development Services Fund will be better known once the June 2024 financial information becomes available in early July.

Tree Canopy Study and City Trees

In 2015 Medina contracted with The Watershed Company in Kirkland to produce a city-wide tree canopy study. This study was a part of the Tree Management Code amendments at that time. After 10-years the time is now appropriate for a comparison.

In the 2025 DS Fund budget request I will ask Council for money to produce a new tree canopy study which parallels the approach of the 2015 edition. The Watershed Co. has been purchased twice since 2015, but staff who produced the study for Medina still work there. Details pending, I would anticipate having the same people re-produce the study.

I will additionally be asking Council under the 2025 budget to approve funds necessary to perform a complete inventory and health assessment of all city owned trees. This would include trees within the public right of way and public property such as parks.

With a tree canopy study which compares directly with the 2015 study, and knowing about the location, health and type of trees the City controls, we will have the information necessary to better manage our urban forest.

May 2024 Permit Applications Received

Permit Type	Submitted Date	Permit Number	Total Valuation	Address
B-ADD/ALT	05/09/2024	B-24-029	\$8,600.00	2532 Medina Cir
B-ADD/ALT	05/28/2024	B-24-034	\$20,225.00	7617 NE 8TH ST
TOTAL B-ADD/ALT:	2		\$28,825.00	
B-FENCE	05/21/2024	B-24-032	\$24,497.00	8000 NE 16TH ST
B-FENCE	05/31/2024	B-24-037	\$18,000.00	2643 Evergreen Point Road
TOTAL B-FENCE:	2		\$42,497.00	
B-GAS	05/09/2024	G-24-010		3605 EVERGREEN POINT RD
B-GAS	05/20/2024	G-24-011		8458 NE 9TH ST
TOTAL B-GAS:	2		\$0.00	
B-GATE	05/08/2024	B-24-028	\$24,497.00	8000 NE 16TH ST
B-GATE	05/20/2024	B-24-031	\$24,000.00	619 84th Ave NE
B-GATE	05/16/2024	B-24-030	\$7,800.00	7652 NE 12th St.
B-GATE	05/29/2024	B-24-036	\$24,000.00	2643 Evergreen Point Road
TOTAL B-GATE:	4		\$80,297.00	
B-MECHANICAL	05/07/2024	M-24-050		8005 NE 28th St.

B-MECHANICAL	05/16/2024	M-24-054		2057 Evergreen Pt Rd.
B-MECHANICAL	05/09/2024	M-24-051	\$38,000.00	3605 Evergreen Pt Rd
B-MECHANICAL	05/13/2024	M-24-052		8116 Overlake Dr W.
B-MECHANICAL	05/24/2024	M-24-057		1034 Evergreen Point Road
B-MECHANICAL	05/22/2024	M-24-056		8458 NE 9th St.
B-MECHANICAL	05/15/2024	M-24-053		7813 NE 10th St.
B-MECHANICAL	05/20/2024	M-24-055		8443 NE 6th St.
B-MECHANICAL	05/30/2024	M-24-058		1617 73rd Ave NE
TOTAL B-MECHANICAL:	9		\$38,000.00	
B-PIER	05/22/2024	B-24-033	\$171,000.00	318 OVERLAKE DR E
TOTAL B-PIER:	1		\$171,000.00	
B-PLUMBING	05/01/2024	P-24-022		3324 78TH PL NE
B-PLUMBING	05/31/2024	P-24-028		7409 Rambling Lane
TOTAL B-PLUMBING:	2		\$0.00	
B-ROOF	05/29/2024	B-24-035		932 87TH AVE NE
TOTAL B-ROOF:	1		\$0.00	

CAP - CONSTRUCTION ACTIVITY PERMIT	05/07/2024	CAP-24-019		2532 MEDINA CIR
CAP - CONSTRUCTION ACTIVITY PERMIT	05/21/2024	CAP-24-021		8000 NE 16TH ST
CAP - CONSTRUCTION ACTIVITY PERMIT	05/20/2024	CAP-24-020		8000 NE 16TH ST
CAP - CONSTRUCTION ACTIVITY PERMIT	05/29/2024	CAP-24-022		7617 NE 8TH ST
TOTAL CAP - CONSTRUCTION ACTIVITY PERMIT:	4		\$0.00	
ENG-GRADING/DRAINAGE	05/30/2024	ENG-GD-24-008	\$35,000.00	8457 MIDLAND RD
TOTAL ENG-GRADING/DRAINAGE:	1		\$35,000.00	
P-CODE INTERP	05/20/2024	P-24-026		2643 Evergreen Point Road
TOTAL P-CODE INTERP:	1		\$0.00	
P-NON ADMIN SUBSTANTIAL DEV	05/06/2024	P-24-024		7887 OVERLAKE DR W
TOTAL P-NON ADMIN SUBSTANTIAL DEV:	1		\$0.00	
P-SEPA THRESHOLD	05/06/2024	P-24-025		7887 OVERLAKE DR W
TOTAL P-SEPA THRESHOLD:	1		\$0.00	
P-SHORELINE VARIANCE	05/22/2024	P-24-027		611 EVERGREEN POINT RD
TOTAL P-SHORELINE VARIANCE:	1		\$0.00	
P-SUBSTANTIAL DEV PERMIT EXEMPTION	05/03/2024	P-24-023		3603 Evergreen Point Road
TOTAL P-SUBSTANTIAL DEV PERMIT EXEMPTION:	1		\$0.00	

PW-RIGHT OF WAY	05/03/2024	PW-ROW-24-040		7329 NE 18th St.
PW-RIGHT OF WAY	05/13/2024	PW-ROW-24-041		8637 NE 6th St
PW-RIGHT OF WAY	05/13/2024	PW-ROW-24-042		7816 NE 12th St.
PW-RIGHT OF WAY	05/13/2024	PW-ROW-24-043		2438 79th Ave NE
PW-RIGHT OF WAY	05/14/2024	PW-ROW-24-044		3265 Evergreen Point Road
PW-RIGHT OF WAY	05/19/2024	PW-ROW-24-045		8037 NE 28TH ST
PW-RIGHT OF WAY	05/20/2024	PW-ROW-24-046		8338 Overlake Dr W
PW-RIGHT OF WAY	05/30/2024	PW-ROW-24-047		111 84th Ave NE
TOTAL PW-RIGHT OF WAY:	8		\$0.00	
TREE-NON ADMIN TREE ACTIVITY PERMIT	05/28/2024	TREE-24-030		8626 NE 6TH ST
TOTAL TREE-NON ADMIN TREE ACTIVITY PERMIT:	1		\$0.00	
TREE-PERFORMANCE	05/29/2024	TREE-24-031		8812 OVERLAKE DR W
TREE-PERFORMANCE	05/30/2024	TREE-24-032		8626 NE 6TH ST
TOTAL TREE-PERFORMANCE:	2		\$0.00	
TREE-RESTORATION	05/09/2024	TREE-24-028		1857 EVERGREEN POINT RD
TREE-RESTORATION	05/22/2024	TREE-24-029		3404 EVERGREEN POINT RD

TOTAL TREE-RESTORATION:	2		\$0.00	
TREE-WITH BUILDING/DEVELOPMENT	05/02/2024	TREE-24-027		7930 NE 32ND ST
TOTAL TREE-WITH BUILDING/DEVELOPMENT:	1		\$0.00	
Total # of Permits	47		\$395,619.00	



May 2024 Issued Permits

Page 1 of 1

Report run on: 06/04/2024 09:16 AM

Construction Value:	May 2024	May 2023	2024 YTM	2023 YTM	Difference
Accessory Structure	-	-	-	-	\$0.00
Addition / Alteration	\$8,600.00	\$444,500.00	\$5,125,543.33	\$10,222,875.53	(\$5,097,332.20)
Fence / Wall	\$43,000.00	\$110,000.00	\$439,713.16	\$229,259.00	\$210,454.16
New Construction	\$6,394,509.00	\$10,843,950.00	\$27,982,775.00	\$13,944,442.00	\$14,038,333.00
Repair / Replace	-	-	-	-	\$0.00
Wireless Comm. Facility	-	-	-	-	\$0.00
Total Value:	\$6,446,109.00	\$11,398,450.00	\$33,548,031.49	\$24,396,576.53	\$9,151,454.96
Permits Issued:	May 2024	May 2023	2024 YTM	2023 YTM	Difference
New Construction	3	2	10	4	6
Permit Extension	1	1	19	19	0
Accessory Structure	-	-	-	-	0
Addition / Alteration	1	4	11	14	(3)
Construction Activity Permit	6	7	23	16	7
Demolition	3	3	7	5	2
Fence / Wall	2	2	9	10	(1)
Grading / Drainage	4	6	15	13	2
Mechanical	9	5	51	34	17
Other - Moving	-	-	-	-	0
Plumbing / Gas	4	3	26	19	7
Repair / Replace	-	-	-	-	0
Reroof	-	-	-	-	0
Right of Way Use	7	10	48	33	15
Tree Mitigation	5	7	26	22	4
Wireless Comm. Facility	-	-	-	-	0
Total Permits:	45	50	245	189	56
Inspections:	May 2024	May 2023	2024 YTM	2023 YTM	Difference
Building	78	88	450	334	116
Engineering/Other	15	17	86	76	10
	2	6	13	21	(8)
Tree	5	5	21	42	(21)
Total Inspections:	100	116	570	473	97



May 2024 Code Enforcement Report

Case Number	Case Type	Assigned To	Address	Case Text
CC-2024-044	STOP WORK ORDER	Rob Kilmer	122 OVERLAKE DR E	<p>Description: Was made aware of a project occurring prior to a Pre-Construction meeting being held.</p> <p>Action Taken: Issued Stop Work Order.</p> <p>Estimated Penalty: Delay of project until Pre-Construction meeting is held.</p>
CC-2024-045	GENERAL	Rob Kilmer	2420 76TH AVE NE	<p>Description: Observed worker vehicle parked along right-of-way outside of construction site.</p> <p>Action Taken: Investigated and determined that the vehicle belonged to a maintenance worker at neighboring house. Warned worker that this spot created a hardship for the construction project. No further action taken.</p> <p>Estimated Penalty: N/A</p>
CC-2024-046	INITIAL WARNING	Rob Kilmer	122 OVERLAKE DR E	<p>Description: Observed workers parked at gravel strip near jobsite.</p> <p>Action Taken: Gave verbal warning that construction workers are not permitted to be parked along right-of-way. No further action taken as a pre-construction meeting will be held on 5/2/24 and the warning will be repeated at that time.</p> <p>Estimated Penalty: None at this time.</p>
CC-2024-047	GENERAL	Rob Kilmer	3311 78TH PL NE	<p>Description: Received concern regarding small "sink hole" in gravel parking strip outside private residence. Hole is approximately the size of a tennis ball.</p> <p>Action Taken: Assisted Public Works Department to investigate the issue. Initial opinion is that the buried stormwater drain pipe has become cracked. Placed orange traffic cone over hole. Public Works will continue to address the issue.</p> <p>Estimated Penalty: N/A</p>
CC-2024-048	FORMAL, WRITTEN WARNING	Rob Kilmer	530 87TH AVE NE	<p>Description: Observed two construction related vehicles parked along right-of-way despite repeated warnings.</p> <p>Action Taken: Issued formal, written warning to project Agent.</p> <p>Estimated Penalty: None at this time.</p>
CC-2024-049	SIGN VIOLATION	Rob Kilmer	2401 82ND AVE NE	<p>Description: Observed commercial advertising sign (FNH Cleaning Service LLC) displayed along right-of-way</p> <p>Action Taken: Removed sign and communicated Medina sign rules to owner.</p> <p>Estimated Penalty: None at this time.</p>

CC-2024-050	SIGN VIOLATION	Rob Kilmer	Evergreen Point Road	<p>Description: Observed commercial advertising sign (Phoenix Flooring LLC) displayed along right-of-way</p> <p>Action Taken: Removed sign and communicated Medina sign rules to owner.</p> <p>Estimated Penalty: None at this time.</p>
CC-2024-051	GENERAL	Rob Kilmer	3265 EVERGREEN POINT RD	<p>Description: Observed work vehicles parked along right-of-way.</p> <p>Action Taken: Investigated and determined the vehicles were related to work not requiring a building permit. No further action taken.</p> <p>Estimated Penalty: N/A</p>
CC-2024-052	GENERAL	Rob Kilmer	3263 EVERGREEN POINT RD	<p>Description: Received concern that work was occurring prior to issuance of an approved permit.</p> <p>Action Taken: Investigated and determined the work was limited to only the scope approved under the project's approved grading and drainage permit.</p> <p>Estimated Penalty: N/A</p>
CC-2024-053	GENERAL	Rob Kilmer	1864 77TH AVE NE	<p>Description: Received concern regarding damage to this property's driveway apron/the public sidewalk.</p> <p>Action Taken: Investigated issue along with Public Works Director. The damage affects the public sidewalk, so will be repaired under the sidewalk maintenance budget as there is a tripping hazard. No evidence of who/what is responsible for the damage is available.</p> <p>Estimated Penalty: N/A</p>
CC-2024-054	CITATION	Rob Kilmer	530 87TH AVE NE	<p>Description: Observed two worker vehicles parked along right of way despite previous warnings.</p> <p>Action Taken: Issued Notice of Citation</p> <p>Estimated Penalty: \$200.</p>

Tree Permit Activity Report May 2024 By Andy Crossett

Non-Development Tree Permit Activity Table						
Picture #	Permit Type	Address	# Trees Removed	Removed Tree (Size)	Supplemental Required	Description
1	TREE-RESTORATION	3404 EVERGREEN POINT RD	1 Western redcedar	36"	3	Resident concerned tree was no longer stable.
2	TREE-RESTORATION	1857 EVERGREEN POINT RD	1 Bigleaf Maple	18, 24, 24, 30" (multi-stemmed)	2	Partially failed hazard tree on slope.
3	N/A	7622 NE 14th Street	1 Western hemlock	22"	N/A	Dead tree

Development Tree Permit Activity Table						
Picture #	Permit Type	Address	# Trees Removed	Removed Tree (Size)	Supplemental Required	Description
N/A	REVISION - TREE-WITH BUILDING/DEVELOPMENT	7535 NE 28th Place	1 Western redcedar	20"	N/A	No supplemental required. However, the applicant is replacing.
N/A	TREE-WITH BUILDING/DEVELOPMENT	7816 NE 12th Street	16	12", 22", 18", 24", 12", 8", 6", 10", 20", 8", 16", 20", 18", 8", 6", 6"	N/A	No supplemental required. Site still achieves minimum retention requirements. Trees removed include alders, hawthorn, maple, Douglas fir, and pine.

Picture 1. 3404 EVERGREEN POINT RD – Neighboring trees were removed due to development. The resident was concerned the remaining tree on their property will no longer be stable.



Picture 2. 1857 EVERGREEN POINT RD – Hazard maple.

Photos



Showing location of failed stem and wound at base of tree.

Picture 3. 7622 NE 14th Street – Dead and hazardous Western hemlock.





CITY OF MEDINA

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

Date: June 10th, 2024
To: Honorable Mayor and City Council
Via: Stephen R. Burns, City Manager
From: Ryan Wagner, Finance & HR Director
Subject: May 2024 Financial Report

May 2024 report includes:

- May Key Revenue and Expenditure Numbers
 - Potential Budget Amendment Items
 - May Financial Summary
 - May Cash Statement
 - 2025 Budget Calendar
 - May 2024 REET Report
 - May 2024 AP Check Register Activity Details
-

May 2024 Key Revenue Items

- \$789K in Property Tax
- \$158K in Sales Tax Revenue
- \$161K in REET (To be paid in June)
- \$89K Hunts Point Police Contract
- \$57K in Investment Interest Earnings
- \$40K Parks Levy (Grant)
- \$14K Permit Revenue

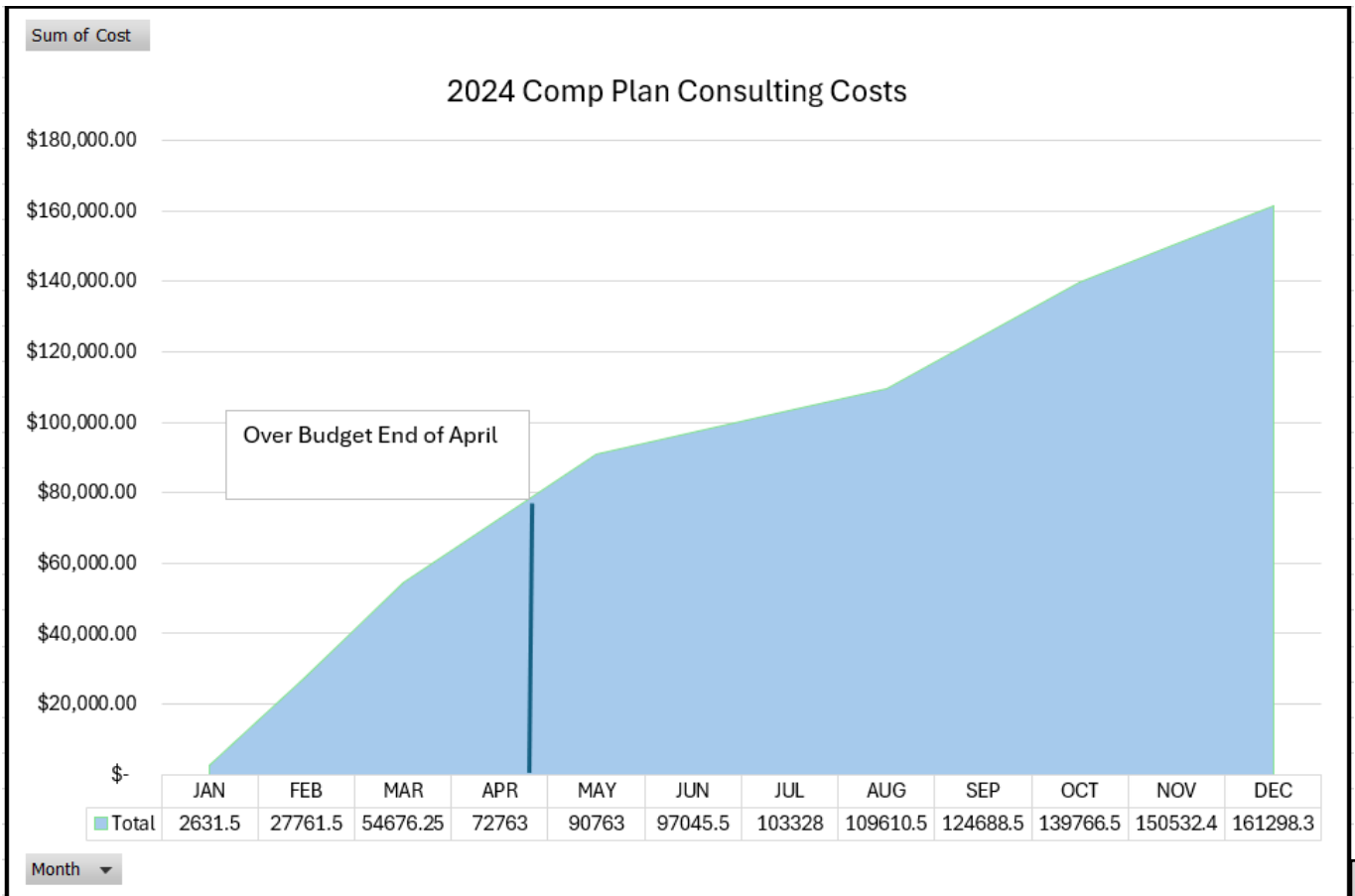
May 2024 Key Expenditures

- \$452K City of Bellevue – Q1 Fire and Medical Services
- \$34K Axon Enterprise – Body Worn Cameras
- \$27K LDC – April Planning Consultant
- \$19K Lindberg Electrical – Solar Speed Signs
- \$14K Inslee Best - Attorney Services April

Budget Amendment Items

The city budgeted \$70,000 in 2024 to finalize the comprehensive plan, which aligns with what was determined in 2022 to be the three-year cost of the project. Based on actuals through April of this year, plus estimates from staff and our consultants, the city is over budget as of April of this year. With this process running through the end of the year, we expect currently to be over budget by an estimated \$91,000. Staff will continue to provide updates monthly as we track costs. Please see the attached chart and graph for reference.

2024 Consulting Costs Comp Plan		
Month	Cost	Actual V Estimate
JAN	\$ 2,631.50	Actual
FEB	\$ 25,130.00	Actual
MAR	\$ 26,914.75	Actual
APR	\$ 18,086.75	Actual
MAY	\$ 18,000.00	Estimate
JUN	\$ 6,282.50	Estimate
JUL	\$ 6,282.50	Estimate
AUG	\$ 6,282.50	Estimate
SEP	\$ 15,078.00	Estimate
OCT	\$ 15,078.00	Estimate
NOV	\$ 10,765.90	Estimate
DEC	\$ 10,765.90	Estimate
Total Annual Cost:		\$161,298.30
Total 2024 Budget:		\$ 70,000.00
Projected Overage:		\$ 91,298.30



May 2024 Financial Summary

REVENUES:	MAY ACTUAL	YTD ACTUAL	2024 ANNUAL BUDGET	% of Budget Total	REMAINING BUDGET
General Fund					
Property Tax	\$839,424	\$2,414,474	\$4,461,393	54.12%	\$2,046,919
Sales Tax	\$157,515	\$766,969	\$1,904,941	40.26%	\$1,137,972
Affordable & Sup. Housing	\$0	\$1,597	\$0	--	(\$1,597)
Criminal Justice	\$8,893	\$42,244	\$107,863	39.16%	\$65,619
B & O Tax: Utility & Franchise Fee	\$13,377	\$521,230	\$938,400	55.54%	\$417,170
Leasehold Excise Tax	\$0	\$0	\$6,589	0.00%	\$6,589
General Government (includes Hunts Point)	\$89,650	\$108,611	\$433,520	25.05%	\$324,909
Passports, General Licenses & Permits	\$289	\$1,008	\$6,000	16.80%	\$4,992
Fines, Penalties, Traffic Infr.	\$3,440	\$7,770	\$18,000	43.17%	\$10,230
Misc. Invest. Facility Leases	\$29,052	\$194,264	\$244,496	79.45%	\$50,232
Disposition of Capital Assets	\$0	\$120	\$0	--	(\$120)
General Fund Total	\$1,141,640	\$4,058,286	\$8,121,202	49.97%	\$4,062,916
Development Services Fund Total	\$19,662	\$406,845	\$1,121,500	36.28%	\$714,654.82
Development Services Fund Transfers In from GF	\$0	\$0	\$0	--	\$0.00
Street Fund Total	\$4,048	\$20,665	\$122,096	16.93%	\$90,446
Street Fund Transfers In	\$44,583	\$222,917	\$535,000	41.67%	\$200,764
Tree Fund Total	\$0	\$888	\$3,075	28.88%	\$2,187
Capital Fund Total	\$212,261	\$887,332	\$1,300,000	68.26%	\$412,668
Levy Stabilization Fund Total	\$0	\$0	\$0	--	\$0
Levy Fund Transfers In GF	\$33,333	\$166,667	\$400,000	41.67%	\$233,333
NonRevenue Trust Funds Total	\$3,575	\$9,066	\$0	--	(\$9,066)
Master Investments Total	\$0	\$750,000	\$0	--	(\$750,000)
Total (All Funds)	\$1,381,184	\$5,383,082	\$10,667,873	50.46%	\$5,284,791
Total (All Funds) Transfers In	\$77,917	\$389,583	\$935,000	41.67%	\$545,417

EXPENDITURES:	MAY ACTUAL	YTD ACTUAL	2024 ANNUAL BUDGET	% of Budget Total	REMAINING BUDGET
General Fund					
Legislative	\$167	\$13,404	\$70,500	19.01%	\$57,096
Municipal Court	\$0	\$10,164	\$15,000	67.76%	\$4,836
Executive	\$24,670	\$124,434	\$292,970	42.47%	\$168,536
Finance	\$27,167	\$471,314	\$683,422	68.96%	\$212,108
Legal	\$25,021	\$85,467	\$395,200	21.63%	\$309,733
Central Services	\$76,999	\$472,502	\$1,199,644	39.39%	\$727,142
Police Operations	\$198,680	\$1,035,721	\$2,803,273	36.95%	\$1,767,552
Fire & Medical Aid	\$452,143	\$452,143	\$934,285	48.39%	\$482,143
Public Housing, Environmental & Mental Health Fees	\$1,103	\$63,504	\$52,648	120.62%	(\$10,856)
Recreational Services	\$164	\$500	\$48,500	1.03%	\$48,000
Parks	\$45,575	\$220,565	\$608,415	36.25%	\$387,850
General Fund Subtotal	\$851,688	\$2,949,715	\$7,103,857	41.52%	\$4,154,142
General Fund Transfers Out	\$71,667	\$358,333	\$860,000	41.67%	\$501,667
General Fund Total	\$923,354	\$3,308,048	\$7,963,857	41.54%	\$4,655,809
Development Services Fund Total	\$74,822	\$485,053	\$1,199,937	40.42%	\$714,884
City Street Fund Total	\$37,906	\$237,995	\$645,427	36.87%	\$407,432
Tree Fund Total	\$193	\$6,358	\$30,000	21.19%	\$23,642
Capital Fund Total	\$36,105	\$400,230	\$1,495,000	26.77%	\$1,094,770
Capital Fund Transfers Out	\$6,250	\$31,250	\$75,000	41.67%	\$43,750
NonRevenue Trust Funds Total	\$58	\$2,597	\$0	0.00%	(\$2,597)
Master Investments Total	\$0	\$0	\$0	0.00%	\$0
Total (All Funds)	\$1,000,771	\$4,081,947	\$10,474,221	38.97%	\$6,392,274
Total (All Funds) Transfers Out	\$77,917	\$389,583	\$935,000	41.67%	\$545,417

May 2024 Cash Position Report

<u>2024 Cash Balance, 4/30/24</u>		<u>2024 Cash Balance, 5/31/24</u>	
<u>TOTAL CASH & INVESTMENTS</u>		<u>TOTAL CASH & INVESTMENTS</u>	
Period Ending: 4/30/24		Period Ending: 5/31/24	
WA ST INV POOL	\$ 9,644,496	WA ST INV POOL	\$ 9,859,780
OTHER INVESTMENTS*	4,505,595	OTHER INVESTMENTS*	4,505,595
CHECKING	<u>1,615,837</u> ▼	CHECKING	<u>1,730,471</u> ▼
	\$ 15,765,928		\$ 16,095,846
		Outstanding Checks	\$102,429
			<u>\$ 15,993,418</u>

\$1M bond (Aug 2020) 8/5/2024
\$1M bond (June 2023) 12/31/2024
\$500K bond (Mar 2020) 3/25/2025
\$500K bond (June 2022) 12/31/2025
\$1.15M bond (Jan 2023) 6/30/2026
\$500K bond (June 2023) 12/31/2027



2025 Preliminary Budget Calendar City of Medina, Washington

Statutory Dates	Planned/Actual Dates	2024 Budget Process
July 1, 2024	June 10, 2024	Council holds Public Hearing on 6 year Capital Improvement Plan (CIP/TIB/Non-TIB)
July 1, 2024	June 10, 2024	Council approves 6 year Capital Improvement Plan, file w/ Sec of Transp. by 7/31
No legal requirement	July 22, 2024	Staff and Council will participate in a budget retreat to make sure community needs are heard prior to the preliminary budget being put together.
Sept 11, 2024	July 23, 2024	Department Directors begin preparing 2024 Budget Requests.
Sept 24, 2024	August 20, 2024	Department Directors 2025 Budget requests submitted to Finance Director. RCW 35.33.031 and RCW 35A.33.030.
Oct 2, 2024	August 27, 2024	2025 Preliminary Budget estimates are presented to the City Manager by Finance Director for modification, revision or addition. RCW 35.33.031 and RCW 35A.33.030.
No legal requirement	September 9, 2024	Council holds Public Hearing to gather input on 2024 Preliminary Budget.
Oct 2, 2024	September 9, 2024	City Manager provides City Council with 2024 Revenue projections for the current year. City Manager provides a 2025 Preliminary Budget showing 2025 Revenue and Expenditures by Department.
No legal requirement	Sept 23, 2024	City Council holds a study session on 2025 Preliminary Budget. <i>Balancing decisions made if necessary.</i>
Nov 2, 2024	October 14, 2024	City Manager files 2024 Updated Preliminary Budget & Budget Message with the City Clerk and the City Council.
Prior to November 25, 2024	October 14, 2024	City Council holds Preliminary Public Hearing on 2025 Budget & Revenue Sources (Property Tax Levy)
No later than Nov 2, through Nov 20, 2024	Dates as needed prior to Nov 11 th meeting	City Clerk publishes notice of filing of 2025 Budget and publishes notice of public hearing on final budget once a week for two consecutive weeks.
Nov 21, 2024	Nov 11, 2024	Copies of 2025 proposed final budget are made available to the public at the Regular City Council meeting.
Nov 30, 2024 (KC due date) (Hearing due date 12/4/24)	Nov 11, 2024	Council holds Final Public Hearing and sets the 2025 Property Tax Levy to certify property tax levy to King County Assessor's Office



Dec. 31, 2024	Nov 11, 2024	Council adopts Final 2025 Budget at the Regular Monthly City Council meeting.
After Adoption	After Adoption	Copies of 2025 Final Budget Ordinance are filed with the Washington State Auditor's Office, MRSC and AWC.



King County Recorder's Office
 201 S. Jackson St., Ste 204
 Seattle, WA 98104
 (206) 477-6620

Monthly REET District

AGENDA ITEM 5.1d

From 5/1/2024 to 5/31/2024
 Print Date: 6/5/2024 12:52 PM
 Jurisdiction: MEDINA

Excise Tax Number	Recorded Date	Conveyance Doc	Sale Date	Taxable Selling Price	Address	CIP 1	CIP 2	CIP 1 INT	CIP 2 INT	COUNTY	Total Local	Jurisdiction	Tax Amount	Tax Exempt
Jurisdiction: MEDINA														
3280116	5/2/2024	WARRANTY DEED	04/09/2024	3,600,000.00	8606 NE 10th ST.	8,910.00	8,910.00	0.00	0.00	1,181.98	19,001.98	MEDINA	95,075.00	N
	Grantor: CHANG, CHING YUN			Grantee: HUANGXU, YANWEN			Parcel ID: 2540700166		Instrument: 20240502000267					
3280869	5/8/2024	WARRANTY DEED	04/26/2024	4,160,000.00	7838 NE 14th St.	10,296.00	10,296.00	0.00	0.00	1,428.38	22,020.38	MEDINA	114,675.00	N
	Grantor: GAO, JIANSHE			Grantee: CAI, SHU			Parcel ID: 3025300226		Instrument: 20240508000316					
3281516	5/13/2024	WARRANTY DEED	05/09/2024	3,375,000.00	80th Ave NE.	8,353.12	8,353.12	0.00	0.00	1,082.98	17,789.22	MEDINA	87,200.00	N
	Grantor: DICHARRY, DOUGLAS C			Grantee: CHEN, YAN			Parcel ID: 2525049140		Instrument: 20240513000509					
3281849	5/15/2024	WARRANTY DEED	05/10/2024	6,750,000.00	328 Overlake Dr. E.	16,706.25	16,706.25	0.00	0.00	2,567.98	35,980.48	MEDINA	205,325.00	N
	Grantor: REILLY, D MICHAEL			Grantee: HULIT, BARBARA			Parcel ID: 3835502910		Instrument: 20240515000373					
3282359	5/17/2024	WARRANTY DEED	05/16/2024	4,850,000.00	1636 73rd Ave NE	12,003.75	12,003.75	0.00	0.00	1,731.98	25,739.48	MEDINA	138,825.00	N
	Grantor: MEDINA HILLSIDE LLC,			Grantee: LI, JUNCAO			Parcel ID: 4000500045		Instrument: 20240517000634					
3282981	5/22/2024	WARRANTY DEED	05/21/2024	3,200,000.00	309 Overlake Dr. E.	7,920.00	7,920.00	0.00	0.00	1,005.98	16,845.98	MEDINA	81,075.00	N
	Grantor: DEDERER, DAVID M			Grantee: HEINE, JAN TILLMANN			Parcel ID: 3835502566		Instrument: 20240522000742					
3283303	5/24/2024	WARRANTY DEED	05/20/2024	3,930,000.00	7677 NE 14th St.	9,726.75	9,726.75	0.00	0.00	1,327.18	20,780.68	MEDINA	106,625.00	N
	Grantor: CANDOO, ROSS E			Grantee: IVANOVA, OLGA			Parcel ID: 3025300185		Instrument: 20240524000219					
3283358	5/24/2024	WARRANTY DEED	05/23/2024	2,800,000.00	2405 80th Ave NE	6,930.00	6,930.00	0.00	0.00	837.29	14,697.29	MEDINA	67,637.50	N
	Grantor: XU, QIAOZHU			Grantee: ZHU, WENTAO			Parcel ID: 3262301467		Instrument: 20240524000341					
MEDINA Subtotal:				32,665,000.00		80,845.87	80,845.87	0.00	0.00	11,163.75	172,855.49		896,437.50	
Count:	8	Report Totals:		32,665,000.00		80,845.87	80,845.87	0.00	0.00	11,163.75	172,855.49		896,437.50	



CITY OF MEDINA

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

Date: June 10, 2024
To: Honorable Mayor and City Council
Via: Stephen R. Burns, City Manager
From: Aimee Kellerman, City Clerk
Subject: Central Services Department Monthly Report

JUNE AND JULY PUBLIC MEETINGS AND EVENTS

<u>Event</u>	<u>Date</u>	<u>Time</u>	<u>Location</u>
Juneteenth Holiday – City Hall Closed	Jun 19		
City Council Retreat	Jun 24	5:00 pm	In-Person Only
Independence Day Holiday – City Hall Closed	Jul 4		
City Council Meeting	Jul 8	5:00 pm	In-Person/Online
Parks and Recreation Board Meeting	Jul 15	5:00 pm	In-Person/Online
City Council Budget Retreat	Jul 22	5:00 pm	In-Person Only
Planning Commission Meeting	Jun 23	6:00 pm	In-Person/Online

Meetings are publicly noticed on the City’s three official notice boards, City website, and via GovDelivery. Occasionally notices require publication in the City’s official newspaper, The Seattle Times. Public meetings scheduled after publication of this report can be found on the City’s website.

COMMUNICATION TO OUR COMMUNITY

E-Notice Program: During the month of May, the City issued 19 bulletins amounting to a total of 143,855 bulletins delivered to subscribers; approximately 14.2% were opened. See **Attachment**.

As of May 31, the city had 18,779 subscribers (change in total subscribers **+414**), with a combined total of 168,635 subscriptions (change in total subscriptions **+4,768**).

RECORDS REQUESTS

During the month of May, 24 public records requests were received by Central Services. See **Attachment 2**.

ATTACHMENT 2

	Bulletins Developed	Total Recipients	Total Delivered	Unique Email Opens	Unique Email Open Rate	Wireless Recipients
Comparisons:						
May, 2024	19	160,753	143,855	13,815	14.20%	56,413
April, 2024	33	272,560	244,326	22,981	14.00%	97,242
March, 2024	26	155,690	136,634	15,275	16.30%	52,425
February, 2024	20	95,632	84,205	9,221	15.80%	31,340
January, 2024	11	34,035	29,587	3,241	14.90%	9,635
December, 2023	25	169,934	150,140	15,915	16.10%	61,797
November, 2023	18	139,016	122,638	11,849	15.10%	53,171
October, 2023	18	136,961	121,422	13,953	17.70%	51,134
September, 2023	15	90,510	80,034	9,313	17.70%	33,166
August, 2023	15	149,675	133,378	16,453	19.70%	59,515
July, 2023	15	96,258	85,325	10,578	19.40%	36,793
June, 2023	10	76,477	68,422	8,528	19.40%	29,336
May, 2023	28	159,825	142,208	14,563	16.00%	61,919
April, 2023	32	213,523	191,506	20,444	16.60%	81,637
Date Sent	Top 10 Most Read Bulletins During May			Emails Opened	Email Open Rate	
05/01/2024 09:24 AM PDT	PSE Utility Pole Inspection Program			1,502	13%	
05/02/2024 07:42 AM PDT	REMINDER - Upland Road Pavement Improvements Begins May 6th			1,323	12%	
05/03/2024 09:00 AM PDT	Proclamation - Professional Municipal Clerks Week - May 5 through May 11, 2024			1,804	15%	
05/08/2024 02:46 PM PDT	Community Bulletin - SR-520 Weekend Closure			2,413	17%	
05/10/2024 11:00 AM PDT	Community Bulletin - Reminder - SR-520 Weekend Closure			2,081	15%	
05/15/2024 09:52 AM PDT	Proclamation - Recognition of National Police Week and Peace Officer Day: May 12-18, 2024			1,983	16%	
05/15/2024 01:07 PM PDT	NE 12th Street Pedestrian Improvement project will begin Monday, May 20, 2024			1,532	13%	
05/17/2024 09:00 AM PDT	Proclamation - National Safe Boating and Paddling Week: May 18-24, 2024			1,731	14%	
05/17/2024 03:09 PM PDT	Revised Proclamation - National Safe Boating and Paddling Week: May 18-24, 2024			1,827	16%	
05/30/2024 01:25 PM PDT	Notice of Public Hearing - 2025-2030 Six Year CIP/TIP & non- TIP - June 10, 2024			1,526	15%	

**ATTACHMENT 2**

501 EVERGREEN POINT ROAD • P.O. BOX 144 • MEDINA, WA 98039-0144
TELEPHONE (425) 233-6400 • FAX (425) 451-8197 • www.medina-wa.gov

DATE: June 10, 2024
TO: Mayor and City Council
From: Aimee Kellerman, City Clerk
Subject: May 2024, Public Records Request Tracking

In May 2024, Central Services staff received **24** new public records requests. These requests required approximately **8 hours** of Central Services staff time and **0 hours** of consulting time with the City Attorney. The overall May cost, which includes staff hourly rate plus benefits and City Attorney fees is approximately **\$475**.

In addition, the police department receives public records requests specific to police business that require records research and information distribution. In May 2024, the Police Department received **6** new records requests. These requests required approximately **2 hours** of staff time and **0 hours** of consulting time with the City Attorney. The overall May cost, which includes staff hourly rate plus benefits, is approximately **\$140**. The requests are from outside law enforcement agencies, insurance carriers, the public and persons involved in the incidents.

ATTACHMENT 2

May 2024 Monthly PRR Report

Ref. #	Public Records Request	Requester Name	Request Date	Dept.	Assigned Staff
24-108	HI City of Medina, May we request a copy of the mitigation plan for parcel # 5425700020? Please let me know if you have any questions regarding this request. My cell is 208.301.1375. Thank you. Ling	Ling Wang-Staley	5/29/2024	Development Services	Dawn Nations
24-107	B-21-059 / 3430 Evergreen Pt Rd / Parcel 739730-0013	David McCourt	5/28/2024	Development Services	Dawn Nations
24-106	RE: 3444 Evergreen Point Road. Medina We are doing some work on our clients house and our structural engineer we are working with has asked us to contact the City of Medina to see if there are any structural as-builts in your archives. Is this something the city would have? If so is there someone in particular I would contact to obtain a copy?	James Duncan	5/24/2024	Development Services	Dawn Nations
24-104	May I get the site map of my house at the address of 8700 NE 11th St, Medina, WA 98039? Please also include the pervious ratio of the site, if available. Many thanks for your help!	Linhui Ge	5/21/2024	Development Services	Dawn Nations
24-101	Seeking the approved architectural plans for the project site at 7842 NE 14th Street in Medina, Washington.	Joseph Wu	5/17/2024	Development Services	Dawn Nations
24-100	Please provide floorplan and architect drawings/plans for 3217 78th PI NE		5/17/2024	Development Services	Dawn Nations
24-99	Please provide floorplan/architect drawings of 3267 Evergreen Point Rd		5/17/2024	Development Services	Dawn Nations

ATTACHMENT 2

24-98	I recently purchased a home (1800 73rd AVE NE)in Medina and am planning a limited remodeling project. To ensure compliance with all regulations and to better understand the property's history, I would like to request a copy of all public records associated with the house. This includes (but is not limited to): Past Building permits Inspection reports Survey records Any other relevant documentation Please let me know the process for obtaining these records and any associated fees. Thank you for your time and assistance.	Vivek Bhatnagar	5/14/2024	Development Services	Dawn Nations
24-97	Hello I would like to get building plans for my residence that shows structural beams, joists etc.	Vlad Orlovskii	5/14/2024	Central Services	Dawn Nations
24-96	Hello! My name is Betsy Walker, I work with Lochwood-Lozier Custom Homes. We have been hired to perform construction work at a residential address in Medina, and I am writing to request Records Access to view the plan sets, permits, and any related documentation for the site; Parcel #: 5426800040, and Address: 1240 80th PI NE, Medina, WA 98039 I can be contacted at (425) 602-7223 or by email betsy.walker@lochwoodlozier.com Please let me know if you need any further information from me in order to complete this request. Thank you in advance for your time!	Betsy Walker	5/14/2024	Development Services	Dawn Nations
24-94	Please provide floorplan and permit details for 3267 Evergreen Point Rd		5/13/2024	Development Services	Dawn Nations
24-93	Please provide floorplan and permit details for 3217 78th PI NE		5/13/2024	Development Services	Dawn Nations
24-92	B-22-128 / 8637 NE 6th St B-23-012 / 530 Upland Rd B-20-009 / 438 Overlake Dr. E B-23-003 / 824 Evergreen Pt Rd	David McCourt	5/10/2024	Development Services	Dawn Nations

ATTACHMENT 2

24-91	Hello, I am requesting copies of or a report of ALL issued building permits for Residential & Commercial properties from 4/1/2024 to 4/30/2024. Report to include (if available): Permit #, Issued and applied dates, Site Addresses, Valuation of project, Description of Work, Contractor & Owner Information. Thanks!	Braden Mineer	5/10/2024	Development Services	Dawn Nations
24-90	Documents regarding determination of original grade for the new development at 7842 NE 14th Street, Medina, WA 98039.	Joseph Wu	5/9/2024	Development Services	Dawn Nations
24-89	B-22-109, 2420 Evergreen Pt. Rd. B-22-117, 2839 Evergreen Pt. Rd Thanks! David	David McCourt	5/9/2024	Development Services	Dawn Nations
24-86	Hello - we would like all permit copies and building inspections for 2621 78th Ave NE 98039 and 2627 78th Ave NE 98039. We'd like to specifically also know more about the demolition of the existing structures before the new construction. We'd also like to know who the CESCL and erosion control lead was. King County Parcel #s: 3262300776 AND 3262300775	Sam Ralph	5/7/2024	Development Services	Dawn Nations
24-85	Please provide floorplan and permit details of 1525 79th PI NE, Medina, WA 98039		5/4/2024	Development Services	Dawn Nations
24-84	I would like to receive all floor plans and permit details for 3267 Evergreen Point Rd		5/4/2024	Development Services	Dawn Nations
24-83	B-21-062, 2643 76th Ave NE B-22-133, 3450 Evergreen Pt. Rd B-22-011, 3234 78th PI NE Thanks! David	David McCourt	5/3/2024	Development Services	Dawn Nations
24-82	Building permit please for Jagan's proposed new construction to the west of my property.	David Tieman Doud	5/2/2024	Development Services	Dawn Nations

ATTACHMENT 2

24-81	I am the home owner of 2639 82ND AVE NE, Medina where the house was constructed in 1960. At that time the house had a furnace oil tank in the yard near the house. The house furnace was later fueled by natural gas. I am hiring an environmental firm to locate and examine the tank to see it is not impacting the environment. I am requesting a copy of the construction site plan for this home which would show the location of the fuel oil tank at the time the house was constructed	Bruce Hand	5/2/2024	Development Services	Dawn Nations
24-80	Please send me the tree permit to cut down trees at 7863 NE 10th Street Medina, WA.	Christie Ritchie	5/1/2024	Development Services	Dawn Nations
24-79	what permits have been issued for 801 80th Ave NE Medina, WA 98039. Can you please forward a copy of the permits ie: construction, tree, drainage, etc. Thank you.	Christie Ritchie	5/1/2024	Development Services	Dawn Nations



CITY OF MEDINA

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

Date: June 10, 2024
To: Honorable Mayor and City Council
Via: Stephen R. Burns, City Manager
From: Ryan Osada, Public Works Director
Subject: Public Works Monthly Report

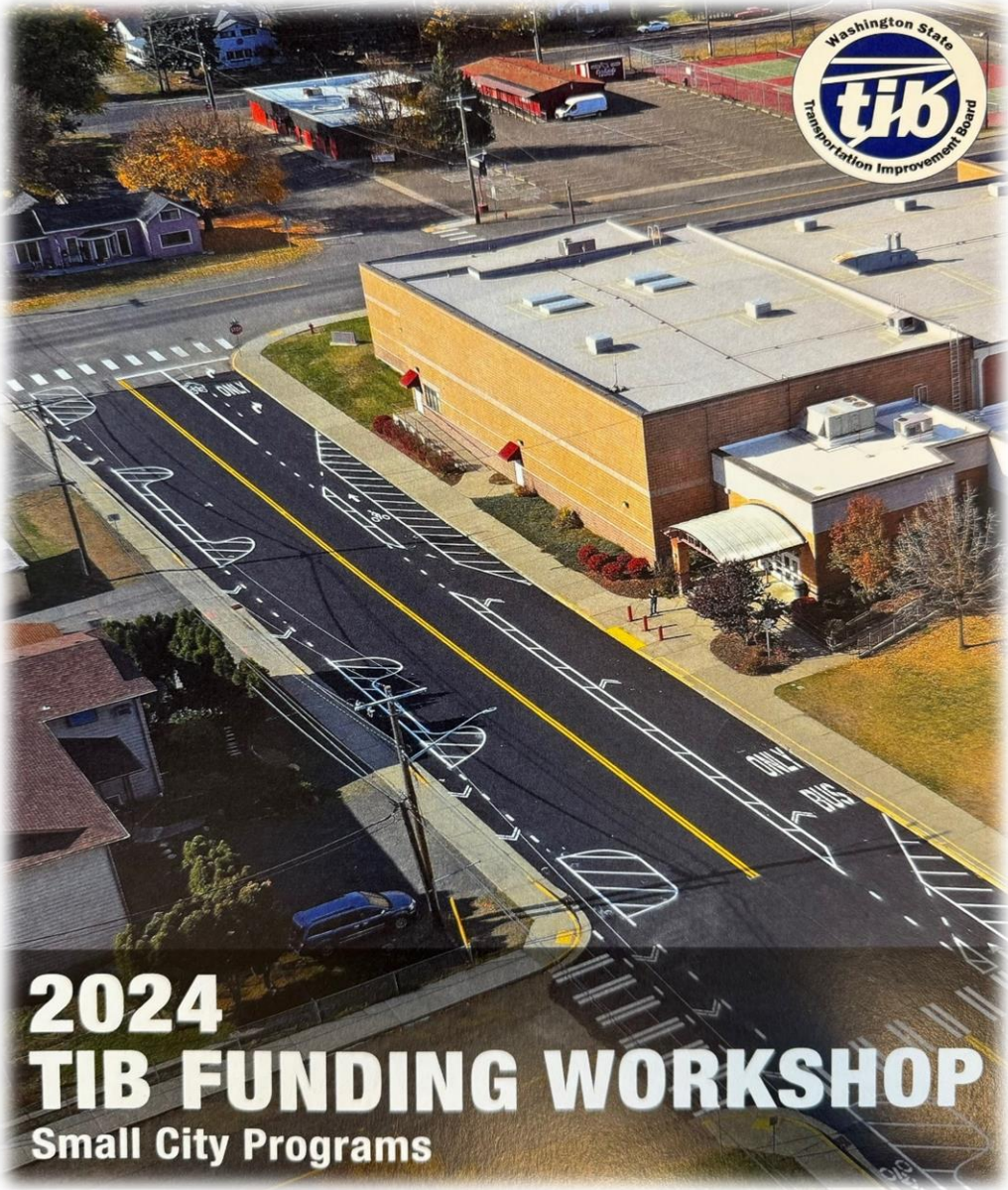
- 1. NE 12TH STREET PEDESTRIAN IMPROVEMENTS** – Blackfish Civil Infrastructure was issued the Notice to Proceed on May 20, 2024. The contractor had a relatively slow start and has been ramping up over the last several days. On June 10, 2024, PSE’s tree contractor Asplund will be performing the necessary trimming and tree removal for the anticipated pole relocation. Asplund is expected to be onsite for two weeks.



2. **UPLAND ROAD OVERLAY** – This project is a TIB funded partnership with King County Roads. Lakeside Industries is the selected contractor and started in the second week of May. The project includes grinding and overlaying Upland Road, NE 5th ST, NE 6th ST and 86th Ave NE. They were able to complete most of the project in just one week including utility adjustments. Currently, I am reviewing punch list items with King County Roads and plan



3. **2024 TIB FUNDING WORKSHOP** – Last month, TIB hosted their annual Funding Workshop which is mandatory to receive grant funds. The Small Cities Programs have changed throughout the years and offer four funding opportunities. Their emphasis for 2024 is the Complete Streets Program which requires the adoption of a Complete Streets Ordinance. Currently, Public Works is drafting the ordinance and plans to bring it for review this summer.



4. **MAINTENANCE** – This summer we are fortunate to have two of our seasonal maintenance workers from last year back in the field. Their help is essential in keeping up with the workload this time of year. In addition to the park maintenance, there are more visitors and more activities that require the Public Work staff. They also respond to requests for overgrown vegetation along our roadsides which pose safety or sightline issues.





5. PROJECT UPDATES -

Upland Road Stormwater Improvements – main contract & CO's complete

TIB_Upland Road Overlay – paving complete, punch list items are pending

86th Ave NE Overlay_Ridge Rd, NE 5th St – paving is complete, punch list items are pending

2024 ADA Improvements & Overlay – scheduled for the end of June

NE 12th Street Pedestrian Improvements – in construction, scheduled to complete late July

Medina Park East Trail Rehab – June completion

Medina Beach Park Tree Replanting – Phase III tree planting.

2024 Localized Stormwater Imp_NE 2nd Pl, 78th Ave NE, 82nd Ave NE, PO – design

SROF_Medina Park Stormwater Pond Imp. – bidding and permitting

Citywide Stormwater System Mapping & Evaluation – G&O has completed base mapping. Ongoing CCTV and assessment for future improvements

2023 City Hall Balcony Repairs – ongoing

City Hall Carpet Replacement – completed

Post Office HVAC – completed

City Hall & Post Office Exterior Painting – reviewing bids

2024 Hazardous Tree Removal – as needed

77TH Ave NE Sidewalk & Curb Ramp Imp. – option 2 selected, tentative construction in June

Points Loop Trail Signs – currently making signs

2024 PROPOSED PROJECT LIST	START DATE	DURATION	GRANT FUNDS	TOTAL COST	CITY COST
STREETS:					
Upland Road Overlay	Apr-24	3 weeks	\$ 231,660.00	\$ 257,400.00	\$ 25,740.00
86th Ave NE _ Ridge Rd, NE 5th, NE 6th	Apr-24	1 week	\$ -	\$ 90,000.00	\$ 90,000.00
SIDEWALK:					
TIB 2024 ADA Improvements & Overlay	Jun-24	8 weeks	\$ 467,402.00	\$ 564,722.16	\$ 97,320.16
NE 12th Street Sidewalk Improvements	May-24	12 weeks	\$ -	\$ 500,000.00	\$ 500,000.00
PARKS:					
Medina Park East Trail Rehab	Jul-24	1 weeks	\$ 50,000.00	\$ 35,770.00	\$ -
Medina Beach Park Tree Planting	Apr-23	2 days	\$ -	\$ 5,000.00	\$ 5,000.00
STORMWATER:					
2024 Localized Improvements NE 2nd Pl, 78th Ave NE, 82nd, PO	Jul-24	TBD	\$ -	\$ 350,000.00	\$ 350,000.00
SROF Medina Park Stormwater Pond Improvements	Aug-24	8 weeks	\$ 400,000.00	\$ 400,000.00	\$ -
Citywide Stormwater System Mapping & Evaluation	2023	TBD	\$ -	\$ 150,000.00	\$ 150,000.00
BUILDING:					
City Hall Balcony Improvements	Apr-24	4 weeks	\$ -	\$ 59,193.00	\$ 59,193.00
City Hall Carpet Replacement	Mar-24	2 weeks	\$ -	\$ 32,600.00	\$ 32,600.00
Post Office HVAC	Mar-24	1 week	\$ -	\$ 25,300.00	\$ 25,300.00
City Hall & Post Office Exterior Painting	Jun-24	3 weeks	\$ -	\$ 70,000.00	\$ 70,000.00
OTHER:					
Points Loop Trail Sign	2024	NA	\$ -	\$ 10,000.00	\$ 10,000.00
2023 Solar Speed Signs <i>*resident donation to police dept</i>	Jul-24	1 week	\$ 40,000.00	\$ 40,000.00	\$ -
2024 Hazardous Tree Removal Program	2024	NA	\$ -	\$ 25,000.00	\$ 25,000.00

*UPDATED 6/4/2024

TOTALS

\$1,189,062.00	\$ 2,614,985.16	\$ 1,440,153.16
----------------	-----------------	-----------------

US Bank	May 2024 Anderson Credit Card	Shop towels	\$37.95	EFT Payment 5/28/2024 11:00:09 AM - 1	5/23/2024	001-000-000-521-20-31-40	Police Operating Supplies
US Bank	May 2024 Gidlof Credit Card	Wet dry vac	\$154.27	EFT Payment 5/28/2024 11:00:09 AM - 1	5/23/2024	001-000-000-521-20-31-40	Police Operating Supplies
US Bank	May 2024 Anderson Credit Card	Under cabinet lights	\$54.65	EFT Payment 5/28/2024 11:00:09 AM - 1	5/23/2024	001-000-000-521-20-31-40	Police Operating Supplies
US Bank	May 2024 Gidlof Credit Card	Training-Marxer	\$279.00	EFT Payment 5/28/2024 11:00:09 AM - 1	5/23/2024	001-000-000-521-20-43-00	Travel & Training
US Bank	May 2024 Gidlof Credit Card	Training-Glenn	\$150.00	EFT Payment 5/28/2024 11:00:09 AM - 1	5/23/2024	001-000-000-521-20-43-00	Travel & Training
US Bank	May 2024 Anderson Credit Card	Oil change PD vehicle	\$120.86	EFT Payment 5/28/2024 11:00:09 AM - 1	5/23/2024	001-000-000-521-20-48-10	Repairs & Maint-Automobiles
US Bank	May 2024 Gidlof Credit Card	Lifeguard Act	\$164.02	EFT Payment 5/28/2024 11:00:09 AM - 1	5/23/2024	001-000-000-571-00-32-00	Miscellaneous - Lifeguards
US Bank	May 2024 Crickmore Credit Card	Soil for parks	\$110.75	EFT Payment 5/28/2024 11:00:09 AM - 1	5/23/2024	001-000-000-576-80-31-00	Operating Supplies
US Bank	May 2024 Crickmore Credit Card	Uniforms	\$104.69	EFT Payment 5/28/2024 11:00:09 AM - 1	5/23/2024	001-000-000-576-80-31-00	Operating Supplies
US Bank	May 2024 Crickmore Credit Card	Arbor day seedling pots	\$26.44	EFT Payment 5/28/2024 11:00:09 AM - 1	5/23/2024	001-000-000-576-80-31-00	Operating Supplies
US Bank	May 2024 Crickmore Credit Card	Uniforms	\$196.16	EFT Payment 5/28/2024 11:00:09 AM - 1	5/23/2024	001-000-000-576-80-31-00	Operating Supplies
US Bank	May 2024 Osada Credit Card	Tractor Repair	\$1,327.02	EFT Payment 5/28/2024 11:00:09 AM - 1	5/23/2024	001-000-000-576-80-48-00	Repair & Maint Equipment
US Bank	May 2024 Crickmore Credit Card	Snow sander chain lube	\$76.96	EFT Payment 5/28/2024 11:00:09 AM - 1	5/23/2024	101-000-000-542-30-35-00	Small Tools/minor Equipment
US Bank	May 2024 Crickmore Credit Card	Spray lubricant	\$121.21	EFT Payment 5/28/2024 11:00:09 AM - 1	5/23/2024	101-000-000-542-30-35-00	Small Tools/minor Equipment
US Bank	May 2024 Crickmore Credit Card	2024 Arbor Day Tree	\$192.68	EFT Payment 5/28/2024 11:00:09 AM - 1	5/23/2024	103-000-000-558-60-49-10	Miscellaneous-Tree Replacement
US Bank	May 2024 Crickmore Credit Card	Lock nuts for Points Loop Trail signs	\$61.90	EFT Payment 5/28/2024 11:00:09 AM - 1	5/23/2024	307-000-000-594-76-63-20	Park Improvements
US Bank	May 2024 Crickmore Credit Card	Washers for Points Loop Trail signs	\$31.20	EFT Payment 5/28/2024 11:00:09 AM - 1	5/23/2024	307-000-000-594-76-63-20	Park Improvements
			\$11,618.70				
Voyager Systems	8693624262419	PD Fuel	\$2,570.67	EFT Payment 6/5/2024 4:26:59 PM - 1	5/27/2024	001-000-000-521-20-32-00	Vehicle Expenses-Gas, Car Wash
			\$2,570.67				
WA ST Auditor's Office	L161111	2022 Audit Costs	\$1,669.20	65759	5/21/2024	001-000-000-514-20-42-00	Intergvtml Prof Serv-Auditors
			\$1,669.20				
WA ST Dept of Transportation	RE *FB91017010241	PW Fuel	\$380.18	65760	5/21/2024	001-000-000-576-80-32-00	Vehicle Fuel & Lube
WA ST Dept of Transportation	RE *FB91017010241	DS Fuel	\$194.74	65760	5/21/2024	401-000-000-558-60-32-00	Vehicle Expenses - Gas, Oil, Maint.
			\$574.92				
WA State Patrol	I2406178	CPL Background	\$22.00	65739	5/8/2024	631-000-000-589-30-02-00	WA ST Patrol-Gun-Fbi
			\$22.00				
West Coast Signal, Inc.	4328	84/24th Accident Repairs	\$13,039.89	65741	5/8/2024	307-000-000-595-30-63-01	Street Improvements, Overlays
			\$13,039.89				
Willard's Pest Control	432654	City Hall Pest Services	\$229.83	65742	5/8/2024	001-000-000-518-30-48-00	Repairs/maint-City Hall Bldg
			\$229.83				
			\$650,318.43	AP TOTAL			
Payroll	May 2024 Payroll	Payroll	\$21,669.63		5/31/2024	001-000-000-513-10-11-00	Salaries, Wages & Benefits
Payroll	May 2024 Payroll	Payroll	\$22,758.05		5/31/2024	001-000-000-514-20-11-00	Salaries, Wages & Benefits
Payroll	May 2024 Payroll	Payroll	\$38,495.08		5/31/2024	001-000-000-518-10-11-00	Salaries, Wages & Benefits
Payroll	May 2024 Payroll	Payroll	\$153,131.50		5/31/2024	001-000-000-521-20-11-00	Salaries, Wages & Benefits
Payroll	May 2024 Payroll	Payroll	\$37,708.28		5/31/2024	001-000-000-576-80-11-00	Salaries, Wages & Benefits
Payroll	May 2024 Payroll	Payroll	\$31,252.74		5/31/2024	101-000-000-542-30-11-00	Salaries, Wages & Benefits
Payroll	May 2024 Payroll	Payroll	\$48,058.23		5/31/2024	401-000-000-558-60-11-00	Salaries, Wages & Benefits
			\$353,073.51	Payroll Total			
			\$1,003,391.94	Grand Total			



MEDINA, WASHINGTON

MEDINA CITY COUNCIL REGULAR MEETING

Hybrid - Virtual/In-Person
Medina City Hall - Council Chambers
501 Evergreen Point Road, Medina, WA 98039
Monday, May 13, 2024 – 5:00 PM

MINUTES

1. REGULAR MEETING - CALL TO ORDER / ROLL CALL

Mayor Rossman called the regular meeting to order in the Medina Council Chambers at 5:03 p.m.

PRESENT

Mayor Jessica Rossman
Deputy Mayor Randy Reeves
Councilmember Joseph Brazen
Councilmember Jennifer Garone (out at 7:17 p.m.)
Councilmember Mac Johnston - online (offline at 8:36 p.m.)
Councilmember Michael Luis

ABSENT

Councilmember Harini Gokul

STAFF

Burns, Robertson, Osada, Wagner, Kesler, Sass, and Kellerman

2. APPROVAL OF MEETING AGENDA

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

3. PUBLIC COMMENT PERIOD

Mayor Rossman opened the public comment period. The following individual addressed the Council:

Matt Russo, T-Mobile's Siting Advocacy Manager commented on the proposed improvements of two existing T-Mobile towers in Medina.

With no further comments, Mayor Rossman closed the public comment period.

4. PRESENTATIONS

4.1 Legislative Update and Check-in by Soundview Strategies

City lobbyist Jennifer Ziegler with Sound View Strategies gave a general overview presentation on the 2024 60-day legislative session. The Legislature adopted three initiatives: I-2113 (vehicular pursuits), I-2081 (parental rights), and I-2111 (income tax). Three additional initiatives will be on the November ballot: I-2109 (repeal of the capital gains tax), I-2117 (repeal of the climate commitment act), and I-2124 (opt-out option for Washington's long-term care program). Ziegler also reported that the following house bills did not pass: HB 1245 (legislation requiring lot splitting), HB2160 (legislation regarding transit-oriented development), and HB 2252 (legislation regarding neighborhood cafe's or stores in residential areas).

4.2 Reports and announcements from Park Board, Planning Commission, Emergency Preparedness, and City Council.

Director of Public Works Ryan Osada reported that the city received three applications for the open Park Board position number 2 and another vacancy will be opening up at the end of June with one more applicant to interview. The annual Arbor Day event was successful with several first graders, staff, Councilmembers and Park Board Members in attendance. Lastly, Park Board is working with a non-profit organization to sponsor a pet parade for the upcoming Medina Days event.

Emergency Preparedness Chair Rosalee Gann reported there were no new updates for Emergency Preparedness. The radio team continues their check-ins every Sunday evening at 7:00 p.m.

5. CITY MANAGER'S REPORT

Police, Development Services, Finance, Central Services, Public Works, City Attorney

Police Chief Jeff Sass reported that the spring shredder/e-recycling and drug take-back event was successful and gave an update on activities in the Police Department.

Public Works Director Ryan Osada gave an update on upcoming city Public Works projects.

ACTION: By consensus, Council directed staff to work on a communication plan for upcoming Public Works projects in the city. Staff is to consider in addition to the city's regular electronic communication notices, consider the use of Variable Message Signs (VMS) near the job site and onsite renderings.

Finance and HR Director Ryan Wagner gave an update on the city's finances.

City Manager Steve Burns reported that the next Council meeting falls on Memorial Day holiday and the regular meeting has been moved to Tuesday, May 28th at 5:00 p.m. Medina Elementary 3rd graders will be making their annual field trip to city hall on Tuesday, June 4th. Staff will invite T-Mobile to the next Council meeting for a formal presentation and discussion regarding the pole design upgrades in Medina. Lastly, Burns

recognized Municipal Clerks Week and National Police Week and Peace Officer Day and thanked staff their work and support while he was out of the office.

6. CONSENT AGENDA

ACTION: Motion Reeves to approve the Consent Agenda as presented with a typo correction "Serge" to read "Surge" on Agenda Item 6.6 National Safe Boating and Paddling Week. This was seconded by Garone and carried by a 6:0 vote; the Consent Agenda was approved as amended.

- 6.1 April 2024, Check Register
Recommendation: Approve.
Staff Contact: Ryan Wagner, Finance and HR Director
- 6.2 Approved Planning Commission Special Meeting Minutes of:
 a) April 3, 2024; and
 b) April 18, 2024.
Recommendation: Receive and file.
Staff Contact: Rebecca Bennett, Development Services Coordinator
- 6.3 Draft City Council Meeting Minutes of:
 a) April 8, 2024; and
 b) April 22, 2024.
Recommendation: Adopt minutes.
Staff Contact: Aimee Kellerman, CMC, City Clerk
- 6.4 TIB 2024 ADA Improvements & Overlay
Recommendation: Approve.
Staff Contact: Ryan Osada, Public Works Director
- 6.5 Adoption of Updated Fee Schedule, including for Body Worn Camera Fees for Redaction Costs
Recommendation: Adopt Resolution No. 443.
Staff Contacts: Jennifer Robertson, City Attorney, Aimee Kellerman, City Clerk, and Steven R. Wilcox, Development Services Director
- 6.6 Proclamation in Recognition of National Safe Boating and Paddling Week: May 18-24, 2024
Recommendation: Adopt Proclamation.
Staff Contact: Jeffrey R. Sass, Police Chief
- 6.7 Proclamation in Recognition of National Police Week and Peace Officer Day: May 12-18, 2024
Recommendation: Adopt Proclamation.
Staff Contact: Jeffrey R. Sass, Police Chief

7. LEGISLATIVE HEARING

None.

8. **PUBLIC HEARING**

None.

9. **CITY BUSINESS**

9.1 Comp Plan Update - Final Review (before sending to PSRC and Commerce)

- a) Natural Environment Element
- b) Transportation & Circulation Element
- c) Housing Element
- d) Land Use Element

Recommendation: Review and Approval.

Staff Contact: Jonathan Kesler, AICP, Planning Manager

Planning Manager Jonathan Kesler gave an introduction to the final review of Natural Environment, Transportation and Circulation, Housing, and Land Use Elements of the Comprehensive Plan. All four elements were reviewed, edited, and approved by the Development Services Committee, Planning Commission, and the City Attorney. Council asked questions and staff responded.

Council requested the following revisions:

2.1 redlines to be removed prior to going to PSRC and Department of Commerce

Natural Environment Element:

Council requested the following revision:

Correct NE-P5 second sentence and add "city" for sentence to read "The City"

ACTION: Motion Garone second Reeves to approve the revised Natural Environment with additional changes as discussed and forward to PSRC and the Department of Commerce for their review. Motion carried by a 6:0 (Gokul absent) vote.

Transportation and Circulation Element:

Council requested the following revisions:

Page 7 (Pedestrians and Bicycles)

- Change last sentence to read ...,supporting the potential for enhancing the walkability of Medina.

Page 3 (Street Classification) (Minor Arterial)

- Revise last sentence to read "This street is the major pathway for traffic between downtown Bellevue and SR-520 to and from Seattle."

Page 12 (Goals)

- Revise T-G2 sentence to read "To enhance and promote equitable pedestrian and bicycle access throughout the city".
- Revise T-G8 sentence to read "To enhance the safety and minimize the impacts of school pickups, drop-offs and construction traffic on the transportation network".

Page 5 (Table 3. Average Weekday Traffic Volumes)

- Correct typo on second table to read "NE 24th Street".

Page 6 second paragraph

- Revise the last sentence to be inline with the intent of the Planning Commission and consider removing reference to the 2021 traffic study or add context to it , that it was during the pandemic and make the sentence forward looking.

ACTION: Motion Reeves to approve the revised Transportation Element of the Comprehensive Plan and forward to PSRC and the Department of Commerce for their review. This was seconded by Johnston. Motion carried by a 5:1 (Gokul absent) (Garone dissented) vote.

Housing Element:

Policies:

- Revise H-P1 to read "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.
- Appendix A - Definitions
- Sylvan: Consisting of, or associated with, wooded area. add "s" to area.
- Revise to ensure alphabetical order.

ACTION: Motion Reeves to approve the revised Housing Element, including the Appendix Definitions of the Comprehensive Plan and forward to PSRC and the Department of Commerce for their review. This was seconded by Johnston. Motion carried by 6:0 (Gokul absent) vote.

Land Use Element:

Council directed the following revisions:

- Page 16: Add the country club as a major employer.
- Page 18: Add the SR-520 bridge maintenance facility to the SR-520 Corridor Special Planning area.
- Use legal definitions that are used by the state, such as SR-520 Bridge Regional Trail under SR-520 Corridor Planning Area.

Future Growth Trends

Page 15:

- Revise the fourth sentence in the fifth paragraph, changing the word "reasonably" to "potentially".
- ADUs should include DADUs (Detached Accessory Dwelling Units), to read ADUs/DADUs within the document.

ACTION: Motion Reeves to approve the revised Land Use Element of the Comprehensive Plan and forward to PSRC and the Department of Commerce for their review. This was seconded by Luis. Motion carried 5:0 (Garone and Gokul absent).

At this point the Council took a 15-minute recess.

9.2 Comprehensive Plan Update - Review of Parks and Open Space Element

Recommendation: Review and Approval.

Staff Contact: Jonathan Kesler, AICP, Planning Manager

Planning Manager Jonathan Kesler gave an introduction of the Parks and Open Space Element of the Comprehensive Plan.

Council directed staff to:

- List out all unopened or undeveloped right-of-way in the city or identify them with highlights on the maps.

ACTION: Council provided comments and directed staff to ensure revisions from DSC are incorporated into the new updated version and bring this back to Council at the next meeting for a quick approval.

9.3 Gas-Powered Leaf Blower Discussion

Recommendation: Discussion and direction.

Staff Contact: Stephen R. Burns, City Manager

City Manager Steve Burns gave a brief timeline history of gas-powered leaf blowers for the new Councilmembers. Council discussed, asked questions and staff responded.

ACTION: Discussion only, no action taken. Councilmembers Luis and Johnston will come back to Council with a proposal focusing on Commercial landscaping companies at the next Council or a June meeting.

9.4 Republic Services Solid Waste Survey Results

Recommendation: Discussion and direction.

Staff Contact: Stephen R. Burns, City Manager

City Manager Steve Burns reviewed the Republic Services Solid Waste survey results. The city received 540 responses to the survey with 71.9 % opposed the change to weekly services. Council discussed, asked questions, and staff responded.

ACTION: Discussion only; no action taken. Staff will conduct another survey in the future and see if the results change.

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

- Council asked Personnel Committee to reevaluate meeting in person for interviews.
- Council will hold a special meeting/retreat in lieu of the regular meeting on Monday, June 24, 2024.

11. **PUBLIC COMMENT**

Mayor Rossman opened the public comment period. There were no speakers. Subsequently, public comments was closed.

12. **EXECUTIVE SESSION**

Council moved into Executive Session at 9:00 p.m. for an estimated time of 15 minutes to discuss the following:

RCW 42.30.110(1)(i)

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

ACTION: No action taken following the executive session.

13. **ADJOURNMENT**

Without objections, Council adjourned the regular meeting at 9:15 p.m.



MEDINA, WASHINGTON

AGENDA BILL

Monday, June 10, 2024

Subject: Confirmation of Appointment to the Medina Parks and Recreation Board and Planning Commission

Category: Consent

Staff Contact: Aimee Kellerman, City Clerk on behalf of the Personnel Committee

Summary

Park Board Position No. 2, with a term of July 1, 2023 - June 30, 2027, is currently vacant.

Additionally, on June 30, 2024, the following terms will expire:

- Park Board, Position 6
- Planning Commission, Position 6

Council has confirmed two previous appointments: the first in September 2023, and the second in December 2023. Neither worked out. After having a vacant position for nearly a year, the City has now received strong interest from excellent and enthusiastic candidates.

On Thursday, April 25th, the Personnel Committee and Park Board Chair met online with candidates for Position No. 2. Three candidates were interviewed: Dana Brekke, Rip Johnston, and Mary Nelson. Each had valuable experience and insights to offer. All are longtime Medina residents who raised families in the city, and all displayed tremendous energy for contributing to Park Board's mission and dedication to re-building the Medina community in this time after the pandemic. All would make excellent and productive additions to the Medina Park Board.

The Council Personnel Committee (Joseph Brazen, Mac Johnston and Jessica Rossman), together with Park Board Chair Barb Moe, recommend Council appoint Dana Brekke to Park Board Position No. 2.

Ms. Brekke brings directly applicable experience from helping to run her family's farm business, from hands-on planting and gardening to event planning, publicity, and management. It would be difficult to imagine a candidate with more on-point experience for the variety of tasks included in Park Board's work. Ms. Brekke's commitment to Medina's parks also came through during her interview. The Brekkes have lived in Medina Heights – a neighborhood under-represented on Medina's Boards and Commissions – for more than twenty years, and Ms. Brekke has enjoyed the bounty of the parks and open spaces in Medina in different ways over her time here, including fond memories of her children playing in parks and participating in events. The Park Board is looking for active participants, and Ms. Brekke came forward with a commitment to "rolling up [her] sleeves" and doing whatever needs to be done for Medina's parks. When asked about her superpower, she explained that she is a "camp counselor by nature," and loves to make

interactions with nature more fun for everyone; over the years she has succeeded in introducing many urban indoorsy people to the joys of the outdoors.

The Personnel Committee and Park Board Chair therefore request that Council confirm Ms. Brekke to Position No. 2, effective immediately.

Please note that Position No. 6 will be vacated on June 30th. The two applicants interviewed on April 25th are candidates for that position, and a third application for Position No. 6 was also received. The third candidate has yet to be interviewed, so the Personnel Committee and Park Board representative(s) will return to Council with additional recommendations after that interview has been completed.

Lastly, Planning Commission Position No. 6 was vacated early with the departure of David Langworthy in November 2023.

Council appointed Ms. Julie Barrett on March 25, 2024, following the Personnel Committee's recommendation. Mayor Rossman recommends the reappointment of Ms. Barrett for a full four-year term, beginning July 1, 2024.

This meets and supports Council's priority number 3.

Council Priorities:

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

Attachment

1. Application – Dana Brekke
2. Agenda Bill Appointment of Julie Barrett

Budget/Fiscal Impact: N/A

Recommendation: Confirm the following appointments:

Parks and Recreation Board

- Dana Brekke, Partial Term Position No. 2

Planning Commission

- Julie Barrett, Position No. 6 (reappointment)

City Manager Approval:



Proposed Council Motion: "I move to approve the Personnel Committee's and Mayor's appointment recommendations as presented."

From: [Medina Washington](#)
To: [Aimee Kellerman](#)
Subject: Form submission from: Volunteer Application
Date: Monday, March 4, 2024 8:56:14 AM

Submitted on Monday, March 4, 2024 - 8:39am

Submitted by anonymous user: [204.195.10.43](#)

Submitted values are:

CONTACT INFORMATION

You are a current resident of the City of Medina Yes, I am a full time resident.
 First Name Dana
 Last Name Brekke

APPLICANT INFORMATION

Please choose the Board/Committee you're applying for Parks & Recreation Board
 Length of Residency 22 years
 Appointment to a Board, Commission or Committee will require your consistent attendance at regularly scheduled meetings. Are you available for:

- Evening Meetings
- Daytime Meetings

Occupational Background I am self employed working in space planning and interior design.

Educational Background

Grew up on Dolan Creek Farm in Boring, OR. BS in communication from Portland State University

Reason for Applying

I love our community, working outside, and doing projects with my good friend Katie Surbeck. Both my girls are in college. I have more time and wold love to do some volunteering.

Relevant Experience

I grew up at Dolan Creek Farm in Boring Oregon. I have worked outside my entire life. For many years I have felt that I contain a "strange" set of skills that don't have a lot of value in the city. I am not afraid of weather, mud, blackberries and hard work.

Community Involvement

Bellevue Christian School - classroom helper. The Bear Creek School - PTA, Jog-A-thon, Eastlake Community Church - Sunday School helper, Bellevue LifeSpring circle member.

The results of this submission may be viewed at:



MEDINA, WASHINGTON

AGENDA BILL

Monday, March 25, 2024

Subject: Planning Commission Appointment Confirmation

Category: Consent

Staff Contact: Aimee Kellerman, CMC, City Clerk on behalf of the Personnel Committee

Summary

Planning Commission Position No. 6 is currently vacant due to the resignation of Commissioner David Langworthy, whose work commitments interfered with his ability to take on the extra meetings necessary to complete the Comprehensive Plan. Many thanks to Mr. Langworthy for his thoughtful contributions over the years.

The City received three applications to fill Position No. 6. All candidates were interviewed on March 12th by Council Personnel Committee member Mac Johnston, Planning Commission Chair Laura Bustamante, and Mayor Jessica Rossman. Also present were City Manager Steve Burns and Planning Manager Jonathan Kesler, along with Deputy Clerk Dawn Nations. The applications are attached.

The interview panel unanimously recommends appointment of Julie Barrett to Position No. 6 on the Planning Commission.

This was an impressive applicant pool, and each candidate brought strengths that could benefit Medina. What made Ms. Barrett stand out was her enthusiastic focus on community as a common theme in how she thinks about a variety of city issues, the relevant work and neighborhood conversations she has already begun, and her explanation of how her experience is currently under-represented on Planning Commission (and Council).

Ms. Barrett is a retired teacher and school counselor who has lived in Medina for over 40 years, and described feeling “very impacted” by the changes in Medina and the greater region. She spoke extensively about the importance of rebuilding a sense of community, including that theme in many of her responses to our questions. For example, when asked about her concerns for Medina moving forward, her answer included that she would like to see future development encourage connectedness and green spaces, ensuring there are places for people to come together. Later in the interview, she talked about efforts she’s made to collaborate with other Medina residents and other members of St. Thomas Church to identify ways for people to stay in their home communities despite rising costs; she would like to find more ways to collaborate and problem-solve on that subject. The interview panel agrees with Ms. Barrett that potential displacement is an important concern within the City, and deserves informed representation on Planning Commission – especially as we specifically focus on housing issues. The panel also appreciated that Ms. Barrett connected community with cost-of-living concerns.

Ms. Barrett came to the interview having already researched and read about the state's recent housing mandates, and she is enthusiastic about being involved in envisioning how things could be. Ms. Barrett's genuine interest in learning about development codes and land use was apparent, and her discussion was energetic.

Pursuant to RCW 35.63.020 and MMC 2.28.010 regarding processes for Planning Commission appointments, and Council Guidelines 3.5.2 regarding criteria for appointments, the Mayor requests Council's confirmation of Julie Barrett's appointment to Planning Commission Position No. 6, effective immediately.

This 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

Attachment

Application of Julie Barrett

Budget/Fiscal Impact: N/A

Recommendation: Approve.

City Manager Approval:



Proposed Council Motion: "I move to appoint Julie Barrett to Position No. 6 on the Medina Planning Commission for the remainder of the term."



MEDINA, WASHINGTON

AGENDA BILL

Monday, June 10, 2024

Subject: Adoption of Amended Unified Fee Schedule

Category: Consent

Staff Contact: Aimee Kellerman, CMC, City Clerk

Summary

On May 13, 2024, the City Council adopted a Fee Schedule incorporating all three fee schedules into one Unified Fee Schedule. The updated fee for passport acceptance was not captured in the update. City staff is requesting to amend the Unified Fee Schedule to include the updated passport application acceptance fee.

This Resolution Adopting a Unified Fee Schedule meets and supports Council's priorities 1, 3 and 4.

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

Resolution No. 445 with **Exhibit A** – Amended Fee Schedule

Budget/Fiscal Impact: By adopting fees for services, the City will collect appropriate fees to reimburse the City's costs.

Recommendation: Adopt Resolution No. 445.

City Manager Approval: 

Proposed Council Motion: "I move adoption of Resolution No. 445, amending the unified fee schedule to include the updated passport application acceptance fee".

CITY OF MEDINA, WASHINGTON

RESOLUTION NO. 445

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF MEDINA, WASHINGTON, UPDATING THE CITY'S UNIFIED FEE SCHEDULE FOR VARIOUS SERVICES, PERMITS AND APPLICATIONS WITHIN THE CITY.

WHEREAS, the City has historically begun adopting all fees by resolution in order to consolidate fees and keep them updated routinely; and

WHEREAS, the City has adopted Resolution No. 443 on May 13, 2024, adopting a unified fee schedule and adopting findings to support the body worn camera policy; and

WHEREAS, the last update did not include the updated fee for passport application acceptance; and

WHEREAS, the City wishes to amend the fee schedule to include the updated passport acceptance fee in the Unified Fee Schedule and make it publicly available on its website; **NOW, THEREFORE**,

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

Section 1. Preliminary Findings in Support of Resolution. The City Council hereby adopts the foregoing recitals as its legislative findings in support of this Resolution.

Section 2. Adoption of Fee Schedule. The Fee Schedule attached to this Resolution as Exhibit A is hereby adopted as the Fee Schedule for the City of Medina.

Section 3. Partial Repeal of Resolution No. 443. The Fee Schedule attached to Resolution No. 443 as Exhibit B is hereby repealed and replaced by Exhibit A to this Resolution No. 445. The findings regarding body worn cameras and Exhibit A to Resolution No. 443 remain in full force and effect.

Section 4. Effective Date. This Resolution shall take effect immediately upon passage by the Council and signature of the Mayor.

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

Jessica Rossman, Mayor

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

ATTEST:

Jennifer S. Robertson, City Attorney

Aimee Kellerman, City Clerk

FILED WITH THE CITY CLERK:
PASSED BY THE CITY COUNCIL:
RESOLUTION NO. 445

Attachment:

Exhibit A – Fee Schedule

Exhibit "A"
CITY OF MEDINA MASTER FEE SCHEDULE
Resolution No. 445
Effective Date: June 10, 2024

FEE TYPE	AMOUNT	MMC SECTION
Chapter 1.15		
Appeal of a Notice of Violation	\$1,000.00, refundable if NOV reversed by hearing examiner	Section 1.15.220
Chapter 2.72		
Hearing Examiner Fee	\$2,500.00	Section 2.72.110
Reconsideration of a Hearing Examiner Decision	\$500.00 plus hourly fee for hearing examiner	Section 2.72.090
Chapter 3.76		
Accident Reports/ Incident Reports	\$0.15/page	Section 3.76.010
Construction Blueprints and Plan Copies	Actual Vendor Cost	Section 3.76.010
Copies	\$0.15 per page	Section 3.76.010
City Maps <i>Black & White 18 X 38</i>	Actual Vendor Cost	Section 3.76.010
City Maps <i>Color 18 X 38</i>	Actual Vendor Cost	Section 3.76.010
Digital Storage Media or Devices: <ul style="list-style-type: none"> • Thumb drive • Other 	Actual Cost	Section 3.76.010
Electronic Files Uploaded for Electronic Delivery	\$.05 for each four (4) files or attachments	Section 3.76.010
Fingerprinting – Resident	\$15.00 first card and \$5.00 for each additional card	Section 3.76.010
Fingerprinting – Non-resident	\$20.00 first card and \$10.00 for each additional card	Section 3.76.010
Paper Copies Scanned to Electronic Format	\$0.10 per page	Section 3.76.010 <i>(ref. WAC 44-14-070)</i>
Photocopies, Printed Copies	\$0.15 per page	Section 3.76.010 <i>(ref. WAC 44-14-070)</i>
Postage or Delivery Charges	Actual Cost	Section 3.76.010
Records Transmitted in Electronic Format	\$.0.10 / gigabyte	Section 3.76.010

FEE TYPE	AMOUNT	MMC SECTION
NOTES:		
(1) The costs above may be combined to the extent that more than one charge applies to a request.		
(2) Pursuant to RCW 42.56.120, the City may impose a customized service charge in addition to the charges outlined above for responses requiring information technology expertise to prepare data compilations or to provide customized access services.		
(3) The City may charge a flat fee of up to \$2.00 for a request as an alternative to the fees above if the City reasonably estimates that the fees for the request under this fee schedule will exceed \$2.00.		
(4) Copying and scanning of paper documents larger than 11" x 17" or other unusual documents requires use of an off-site vendor. The City may also, in its discretion, use an outside vendor for large or complex copying or scanning jobs when it would be more efficient to do so. When the City uses an off-side vendor for copying or scanning, the City will charge the requestor the actual cost of the services rendered. The City will pay the vendor directly and seek reimbursement from the requestor before producing the requested copies;		
(5) City shall not use a requestor's digital storage device to copy records onto, the reason being that the City wants to avoid contracting viruses and other types of malware that might be present on such devices. The City will instead provide a new digital storage device and charge the requestor accordingly.		
(6) Any other item not specifically provided for in this list will be charged at a rate that will reimburse City for its cost of duplicating the item.		

Police Body-Worn Camera Recordings			
Redaction Method	Cost per Minute to Redact	Minutes to Redact per Minute of Raw Footage	Cost of Redaction per Minute of Raw Footage
Targeted Video Redaction with or without Targeted Audio Redaction	\$0.85 per individual or object redacted	10 per individual or object redacted	\$8.50 per individual or object redacted
Targeted Audio Redaction Alone	\$0.85 per minute	5	\$4.25
Screen Blur or Screen Blackout	\$0.85 per minute	1 minute per segment	\$0.85 per segment
The Medina Police Department will charge requestors redaction costs reflecting the actual time it takes to redact a particular video calculated at the rate of \$0.85 per minute.			

Chapter 4.01		
Case Filing	\$31.00 per case	Section 4.01.120
Certifying any document on file	\$5.00 per document, plus \$0.10 per page for copies	Section 4.01.120
Day Detention	\$10.00 per day, unless another amount is set by Court order	Section 4.01.120
Duplication of part or all of the electronic tape of a proceeding	\$10.00 per tape	Section 4.01.120
Electronic Home Detention	\$25.00 set-up, plus \$105.00 per week, unless another amount is set by Court order	Section 4.01.120
Failure to Respond	\$25.00 for parking cases \$52.00 for infraction cases	Section 4.01.120
Juror Service Fee	\$10.00 per day, plus mileage in the amount set by RCW 43.03.060	Section 4.01.110

FEE TYPE	AMOUNT	MMC SECTION
Non-Sufficient Funds Fee for Returned Checks	\$25.00 per check	Section 4.01.120
Preparing the record of a case for appeal to Superior Court	\$40.00 per case, plus Superior Court Filing Fee	Section 4.01.120
Probation Fee	\$50.00 per month	Section 4.01.120
Proof of Insurance Card/Administrative Dismissal	\$25.00 per case	Section 4.01.120
Stop Payment Fee for Court Issued Checks	\$25.00 per check	Section 4.01.120
Transcript of Judgment	\$6.00 per judgment	Section 4.01.120
Vehicle Impound Hearing Fee	\$31.00 per case	Section 4.01.120
Witness Fee	\$10.00 per day, plus mileage in the amount set by RCW 43.03.060. Expert witnesses may be paid in excess of this amount only upon prior agreement between the City and the Expert Witness.	Section 4.01.100
Work Release	\$25.00 set-up, plus \$20.00 per day, unless another amount is set by Court order	Section 4.01.120
Chapter 5.04		
Cable Franchise	Negotiated with Franchisee; \$5,000 fee deposit to cover the costs of negotiation and document drafting is required	Section 5.08.060
Chapter 6.04		
Animal Impound and Redemption Fees	Fees as adopted by King County Code Title 11	Section 6.04.030
Cat License (Lifetime) spayed/neutered	\$20.00	Section 6.04.040
Cat License (Lifetime) unspayed/unneutered	\$36.00	Section 6.04.040
Senior Citizen: Cat License (Lifetime) spayed/neutered	\$12.00	Section 6.04.040
Senior Citizen: Cat License (Lifetime) unspayed/unneutered	\$25.00	Section 6.04.040
Dog License (Lifetime) spayed/neutered	\$30.00	Section 6.04.040
Dog License (Lifetime) unspayed/unneutered	\$60.00	Section 6.04.040
Senior Citizen: Dog License (Lifetime) spayed/neutered	\$20.00	Section 6.04.040
Senior Citizen: Dog License (Lifetime) unspayed/unneutered	\$40.00	Section 6.04.040
Replacement Tag	\$5.00	Section 6.04.040
Service Animal License	No Charge	Section 6.04.040
Failure to Obtain License	\$25.00	Section 6.04.040

FEE TYPE	AMOUNT	MMC SECTION
	Chapter 8.06	
Temporary Noise Variance	\$200.00	Section 8.06.500
Administrative Noise Variance	\$200.00 plus consultant fee	Section 8.06.500
Nonadministrative Noise Variance	\$200.00 plus consultant fee	Section 8.06.500
	Chapter 8.12	
False Alarm Response Fee	1 st response – Free 2 nd response - \$50.00 3 rd response - \$100.00 4 th response - \$150.00 5 th response - \$200.00 6 th & subseq - \$250.00	Section 8.12.030
	Chapter 8.16	
Pyrotechnics Display License	No charge	Section 8.16.045
	Chapter 9.40	
Special Event Permit	\$50.00 non-refundable, plus cost for city personnel based on hourly rate (wages and benefits)	Section 9.40.050
	Chapter 10.40	
Parking Permit for Designated Parking Areas	No charge for residents \$75.00 for non-residents	Section 10.40.060
	Chapter 10.72	
Construction Vehicle Parking Permit	\$150.00	Section 10.72.040
Oversized Vehicle Permit	\$500.00	Section 10.72.010
Overweight Vehicle Permit	\$500.00	Section 10.72.010
Tracked, spiked, cleated, lugged vehicle permit	\$750.00	Section 10.72.020
	Chapter 12.06	
Excavation/Trench Cut Right-of-way Permit	\$270.00 plus consultant fee	Section 12.06.040
	Chapter 12.08	
Right-of-way Use Permit	\$270.00 plus consultant fee	Section 12.08.010
	Chapter 12.10	
Building Moving Permit	See Table A below	Chapter 12.10
	Chapter 12.32	
Garage Sale Permit	No charge	Section 12.36.010
	Chapter 13.12	
Blanket Utility Permit	\$500.00, plus consultant fees	Section 13.12.040
	Chapter 14.04	
Environmental Exemption (SEPA)	\$100.00	Section 14.04.030
Environmental Threshold Determination (SEPA)	\$700.00 plus consultant fee	Section 14.04.030
Environmental Impact Statement	Staff hourly fee, plus consultant fee	Section 14.04.030
	Chapter 16.50	
Critical Areas Review	\$135.00 plus consultant costs	Chapter 16.50

FEE TYPE	AMOUNT	MMC SECTION
Public Agency and Utility Exception	\$2,000.00 plus consultant fee	Section 16.72.070
Reasonable Use Exception	\$2,000.00 plus consultant fee	Section 16.72.060
Title 15		
Telecommunication ROW Use Authorization	\$500.00 at submittal plus \$2,500 if accepted for negotiations	Section 15.04.010
Telecommunication Franchise Agreement	\$500.00 at submittal plus \$2,500 if accepted for negotiations	Section 15.06.040
Facilities Lease	\$500.00 at submittal plus \$2,500 if accepted for negotiations	Section 15.08.020
Chapter 15.14		
Small Wireless Facility Site Fee for Locating on City Property	Up to \$270 recurring site fee (per year, per facility) for locating a SWF or associated equipment on City Property	Section 15.14.010
Small Wireless Facility Permit for Existing Pole	\$500 non-recurring fee per application, which covers up to 5 small wireless communication facilities (SWF), and \$100 for each additional SWF beyond 5	Section 15.14.010
Small Wireless Facility Permit for New Pole	\$1,000 non-recurring fee per application for each new pole proposed to support one or more SWF	Section 15.14.010
Supplemental and/or third-party review for franchise, lease, and small wireless facility permit applications	Actual cost or \$125.00 per hour, which is greater.	Section 15.14.010
Title 16		
Construction Permits		
Building Permits	See Table A below	Section 16.40.040
Mechanical Permits	See Table B below	Section 16.40.040
Grading & Drainage Permits	See Table C below	Section 16.40.040
Plumbing Permits	See Table D below	Section 16.40.040
Assignment of Building Address	\$250.00	Section 16.42.010
Re-Roof Permit	\$175.00	Section 16.40.050
Temporary Occupancy Permit	\$400.00 plus consultant fees	Section 16.40.100
Construction Activity Permit		
Code of Conduct	None	Sections 20.70.030 & 15.20.010
Tailored Construction Mitigation Plan – Level 1	\$370.00 plus consultant fees	Sections 20.71.040 & 15.20.010
Tailored Construction Mitigation Plan – Level 2	\$1,800 plus consultant fees	Sections 20.72.080 & 15.20.010

FEE TYPE	AMOUNT	MMC SECTION
Tailored Construction Mitigation Plan - Revision	\$370.00 plus consultant fees if revision is staff approved; plus \$780 if revision is planning commission approved	Section 15.20.060
<i>Tree Activity Permits</i>		
Hazard Tree Evaluation	\$360.00 per tree	Section 16.52.120
Administrative Tree Activity Permit per MMC 16.52.110	\$50.00	Section 16.52.160 & 16.70.050
Administrative Tree Activity Permit per MMC 16.52.090	Consultant fee when no tree is removed and a building permit is associated with development \$300.00 plus consultant fees when a tree is removed and a building permit is associated with development \$500.00 when no building permit is associated	Section 16.52.160 & 16.72.050
Administrative ROW Tree Activity Permit	\$750.00 plus consultant fee	Section 16.52.160 & 16.71.040
Non-administrative ROW Tree Activity Permit	\$1,500 plus consultant fee	Section 16.52.160 & 16.72.040 and 16.72.050
<i>Zoning Permits</i>		
Zoning Code Interpretation	\$750.00	Section 16.10.050
Accessory Dwelling Unit Registration Fee	\$175.00, plus consulting fees	Section 16.70.060
Temporary Use Permit	\$500.00 plus consultant fee	Section 16.70.050 & Chapter 16.35
House Trailer Occupancy Permit	\$10.00	Section 16.31.030
Adult Family Home Permit	No charge	
Family Day Care Permit	No charge	
Minor Deviations	\$750.00 plus consultant fees	Section 16.71.010
Administrative Variance Permit	\$750.00 plus consultant fees	Section 16.71.020
Administrative Special Use Permit	\$750.00 plus consultant fees	Section 16.71.030
Non-administrative Conditional Use Permit	\$2,000.00 plus consultant fee	Section 16.72.010
Non-administrative Special Use Permit	\$2,000.00 plus consultant fee	Section 16.72.010
Historical Use Permit & Amendments	\$2,000.00 plus consultant fees	Section 16.72.020 & Chapter 16.33
Non-administrative Variance	\$2,000.00 plus consultant fee	Section 16.72.030
Site Plan Review	\$1,150.00 plus consultant fees	Section 16.72.040

FEE TYPE	AMOUNT	MMC SECTION
Site Plan Review Exemption	\$750.00 plus consultant fees if exemption approved; \$1,150 plus consultant fees if site plan review is required	Section 16.72.040
Revision of Site Plan	\$500.00, plus consultant fees	Section 16.72.040
Reclassification of Zoning District	\$2,200.00 plus consultant fees	Section 16.72.050
<i>Divisions of Land</i>		
Lot Line Adjustment	\$775.00 plus consultant fee	Section 16.73.050
Short Subdivision/ Revision to an approved Short Subdivision	\$2,100.00 plus consultant fee	Section 16.73.050
Preliminary Subdivision/ Revision to an approved Subdivision	\$5,520 + 100 per lot plus consultant fee	Section 16.73.050
Final Subdivision	\$1,400 plus consultant fee	Section 16.73.050
<i>Shoreline Permits</i>		
Substantial Development Permit	\$2,200.00 plus consultant fee	Section 16.72.100
Shoreline Conditional Use Permit	\$2,200.00 plus consultant fee	Section 16.72.110
Shoreline Variance	\$2,200.00 plus consultant fee	Section 16.72.120
Revision to a Shoreline Permit	\$500.00 plus consultant fee	Section 16.72.110
Shoreline Exemption	\$200.00	Chapter 16.80
Shoreline Master Program Interpretation	\$750.00	Chapter 16.80
<i>Appeals</i>		
Administrative Appeal	\$1,200.00	Section 16.80.230
<i>Legislative</i>		
Comprehensive Plan Amendment Fee	\$4,000.00	Section 16.83.070
<i>Other</i>		
Concealed Weapon Permit	\$48.00 Original \$32.00 Renewal \$42.00 Late Renewal \$10.00 Replacement	RCW 9.41.070
Criminal History Request – Certified Letter	\$20.00	
Notary Service	\$10.00 per notarial act/stamp	WAC-308-30-020
Passport Acceptance Fee	\$35.00 per application	22 USC 214
Permit Replacement	\$100.00	Section 3.76.010
Sign Impound Fee	\$25.00	Section 3.76.010
Sign Permit	See Building Permit Fees and Conditional Use Permit Fees	
Permit Technology Fee for Software	\$19.75 per each permit	

FEE TYPE	AMOUNT	MMC SECTION
Credit Card Fee (applicable when credit card used to pay any fee)	3 percent of total charge	Section 3.76.010

TABLE A – BUILDING PERMIT FEES

TOTAL VALUATION	FEE
\$1.00 TO \$500.00	\$33.50
\$501.00 TO \$2,000.00	\$33.50 for the first \$500.00, plus \$4.25 for each additional \$100.00, or fraction thereof, to and including \$2,000.00
\$2,001.00 TO \$25,000.00	\$97.25 for the first \$2,000.00 plus \$19.55 for each additional \$1,000.00 or fraction thereof, to and including \$25,000.00
\$25,001.00 TO \$50,000.00	\$546.90 for the first \$25,000.00 plus \$14.60 for each additional \$1,000.00 or fraction thereof, to and including \$50,000.00
\$50,001.00 TO \$100,000.00	\$911.90 for the first \$50,000.00 plus \$9.94 for each additional \$1,000.00 or fraction thereof, to and including \$100,000.00
\$100,001.00 TO \$500,000.00	\$1,408.90 for the first \$100,000.00 plus \$7.95 for each additional \$1,000.00 or fraction thereof, to and including \$500,000.00
\$500,001.00 TO \$1,000,000.00	\$4,588.90 for the first \$500,000.00 plus \$6.63 for each additional \$1,000.00 or fraction thereof, to and including \$1,000,000.00
\$1,000,001.00 to \$5,000,000.00	\$7,903.90 for the first \$1,000,000.00 plus \$4.44 for each additional \$1,000.00 or fraction thereof
\$5,000,001.00 AND over	\$25,663.90
DEMOLITION OF EXISTING STRUCTURE.....	\$133.00 PLUS BUILDING OFFICIAL HOURLY FEE
PERMIT EXTENSION PRIOR TO ISSUANCE.....	\$75.00 PER WRITTEN REQUEST
RELOCATE/ MOVE A BUILDING INTO CITY.....	\$133.00 PLUS BUILDING OFFICIAL HOURLY FEE
INITIAL PLAN REVIEW.....	65% OF PERMIT FEE
ADDITIONAL REVIEW OF CORRECTIONS, REVISIONS.....	BUILDING OFFICIAL HOURLY FEE
REVIEW OF DEFERRED ITEMS.....	BUILDING OFFICIAL HOURLY FEE
ONE INSPECTION & ONE RE-INSPECTION.....	INCLUDED IN PERMIT FEE
ADDITIONAL RE-INSPECTIONS FOR COMPLIANCE.....	CONSULTANT AND/ OR BUILDING OFFICIAL HOURLY FEE
WORK NOT READY FOR INSPECTION WHEN SCHEDULED.....	CONSULTANT AND/ OR BUILDING OFFICIAL HOURLY FEE
INSPECTIONS FOR WHICH NO FEE IS SPECIFIED.....	CONSULTANT AND/ OR BUILDING OFFICIAL HOURLY FEE
PERMIT RENEWAL FEE.....	\$100.00 OR 25% OF PERMIT FEE, WHICH EVER IS GREATER
WORK STARTED WITHOUT A PERMIT.....	FEE IN THE AMOUNT OF PERMIT FEE, BUT NOT LESS THAN \$133.00
BUILDING OFFICIAL HOURLY RATE.....	\$71.16
STATE SURCHARGE FEE.....	RESIDENTIAL BUILDING PERMITS: \$6.50 fee for each building permit, plus an additional surcharge of \$2.00 for each residential unit after the first unit. COMMERCIAL BUILDING PERMITS: \$25.00

A DEPOSIT FOR CONSULTANT COSTS MAY BE
REQUIRED PER CHAPTER 20.14 MMC.....

for each building permit, plus an additional
surcharge of \$2.00 for each residential unit
after the first unit.

To Be Determined

TABLE B - MECHANICAL PERMIT FEES

TYPE OF PERMIT		FEE
BASE FEE		
Issuance of each permit		\$43.00
Issuance of supplemental permit, for which original permit expired		Same as new
Land use site review fee (where applicable)		\$100.00
Sound Testing fee (where applicable)		\$300.00
UNIT FEE SCHEDULE Includes Installation and Relocation		
Furnace/ Central Heating System	150,000 BTU or less Forced air system	\$30.00 each
	150,000 BTU or less re-circulating hot water system (including vents and flues)	\$55.50 each
	Greater than 150,000 BTU	See Table A
Hot Water Heating System		\$ 30.00 each
Heat Pump/ Air conditioning		\$55.50 each
Suspended, recessed wall or floor-mounted heater unit/ fireplace, log lighter		\$30.00 each
Boilers and any other single unit or system with an input in excess of 150,000 BTU		See Table A
Exhaust fan or appliance vent		\$30.00 each
Solar, geothermal, wind and similar mechanical systems		See Table A
Other appliances, piece of equipment or system which is regulated by this code but not set forth in this schedule , or for which no other fee is listed		\$30.00 each
OTHER FEES		
Plan review		See Table A
Additional re-inspections		\$30.00 per inspection
Additional review of corrections, revisions, or additions		Building Official hourly fee
Work not ready for inspection when scheduled		\$45.00
Fees above include final inspection and one final re-inspection		

TABLE C – GRADING & DRAINAGE PERMIT

TOTAL YARDS	FEE
25 TO 100 cubic yards	\$250.00 plus consultant costs
101 TO 2,000 cubic yards	\$250.00 for the first 100 yards and \$24.50 for each additional 100 cubic yards or fraction thereof, to and including 2,000 cubic yards; plus consultant costs
2,001 cubic yards and up	\$715.50 for the first 2,000 cubic yards and \$25.00 for each additional 100 cubic yards or fraction thereof; plus consultant costs
<p>FEEES ABOVE INCLUDE FINAL INSPECTION AND ONE FINAL RE-INSPECTION ADDITIONAL INSPECTIONS, INCLUDING WET SEASON TESC INSPECTIONS, ARE CHARGED AT THE CONSULTANT COSTS INSPECTIONS FOR WHICH NO FEE IS SPECIFICALLY INDICATED ARE CHARGED AT THE CONSULTANT COSTS A DEPOSIT FOR CONSULTANT COSTS IS REQUIRED PER CHAPTER 20.14 MMC</p>	

TABLE D - PLUMBING PERMIT FEES

TYPE OF PERMIT	FEE
BASE FEE	
Issuance of each permit	\$43.00
Issuance of supplemental permit, for which original permit expired	Same as new
FIXTURE FEE SCHEDULE	
All plumbing fixtures	\$ 30.00 each fixture
OTHER FEES	
Re-inspections	\$45.00 per inspection
Work not ready for inspection when scheduled	\$45.00
Fees above include rough-in inspection and final inspection	



MEDINA, WASHINGTON

AGENDA BILL

June 10, 2024

Subject: DRAFT_2025-2030 Six Year CIP, TIP, Non-TIP

Category: Public Hearing

Staff Contact: Ryan Osada, Public Works Director

Summary

The Six-Year Capital Improvement Plans (CIP) and Transportation Improvement Plans (TIP) are elements of the Comprehensive Plan. It serves as a planning and budgeting document for public works projects. State law requires all municipalities to hold a public hearing to receive public comments before adopting or amending a CIP/TIP. The city is required to provide the adopted Six-Year TIP to the State Department of Transportation by July of each year. The TIP is used to qualify for grant funding and requires each project for which funding is requested to appear in the adopted TIP. Because of our size, Medina merges the CIP and TIP into one document for more efficient overall fiscal planning.

The purpose of the hearing is to receive public testimony on the proposed plan. Following the public hearing, the council may wish to discuss the document and provide further input.

The Proposed Six-Year CIP/TIP Plan for years 2025 through 2030 was developed from street and right-of-way improvement condition assessment, storm drainage deficiencies, public facility evaluations, and incorporates planned improvements such as street pavement overlays to restore street surfaces, storm drainage projects, sidewalk repairs, and park improvements. The attached 2025 – 2030 CIP/TIP Project Summary lists the projects by year, project scope, budget, and revenue source.

The proposed annual expenditure for the plan ranges from \$665,000 to \$740,000 per year.

This project meets and supports Council's priorities 1-5:

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

Attachment(s)

2025-2030 Six Year CIP, TIP, Non-TIP

Budget/Fiscal Impact: \$665,000 - \$740,000

Recommendation: Conduct public hearing, receive public comments for discussion.

City Manager Approval: 

Proposed Council Motion: N/A

Time Estimate: 30 minutes.

CITY OF MEDINA						Updated 5/21/2024			
2025 - 2030 SIX YEAR CAPITAL IMPROVEMENT PLAN (CIP) 2025 - 2030 SIX YEAR TRANSPORTATION IMPROVEMENT PLAN (TIP) 2025 - 2030 SIX YEAR NON-TRANSPORTATION IMPROVEMENT PLAN (NON-TIP) DATE SUBMITTED: June 2024						Approved by: Medina City Council Date: June 2024 Resolution Number:			
NO.	YEAR	STREET / LOCATION	FROM / AT	TO	LENGTH (mi)	PROJECT SCOPE	PAVEMENT CONDITION	PROJECT BUDGET	REVENUE SOURCE

I. STREET IMPROVEMENT PROJECTS (ACP Overlays, Sidewalks, Storm Drainage, etc.)

I - 1	2025	87th Ave NE	86th Ave NE	NE 10th Street	0.13	Asphalt Overlay	63	\$100,000.00	REET Tax
I - 2	2026	78th Place NE	NE 32nd Street	Evergreen Pt Rd	0.24	Asphalt Overlay	68	\$160,000.00	REET Tax
I - 3	2027	81st Ave NE	Overlake Dr W	NE 8th Street	0.09	Asphalt Overlay	68	\$65,000.00	REET Tax
I - 4	2027	77th Ave NE	NE 16th Street	NE 22nd Street	0.4	Asphalt Overlay	64	\$190,000.00	REET Tax
I - 5	2028	Parking Lot	Medina Park	NE 82nd Street Lot	N/A	Asphalt Overlay	71	\$50,000.00	REET Tax
I - 6	2028	NE 12th Street	84th Ave NE	Evergreen Pt Rd	0.5	Asphalt Overlay	69	\$225,000.00	REET Tax
I - 7	2029	NE 8th Street	Evergreen Pt Rd	82nd Ave NE	0.46	Asphalt Overlay	72	\$200,000.00	REET Tax
I - 8	2030	78th Ave NE	NE 21st Street	NE 28th Street	0.47	Asphalt Overlay	72	\$200,000.00	REET Tax

II. STORM DRAINAGE PROJECTS (Not including storm drainage improvements in conjunction with street or path projects)

II - 1	2025	87th Ave NE	86th Ave NE	NE 10th Street		Stormwater Infrastructure Improvements		\$250,000.00	REET Tax
II - 2	2026	78th Place NE	NE 32nd Street	Evergreen Pt Rd		Stormwater Infrastructure Improvements		\$250,000.00	REET Tax
II - 3	2027	77th Ave NE	NE 16th Street	NE 22nd Street		Stormwater Infrastructure Improvements		\$250,000.00	REET Tax
II - 4	2028	NE 12th Street	84th Ave NE	80th Ave NE		Stormwater Infrastructure Improvements		\$250,000.00	REET Tax
II - 5	2029	NE 8th Street	Evergreen Pt Rd	82nd Ave NE		Stormwater Infrastructure Improvements		\$250,000.00	REET Tax
II - 6	2030	78th Ave NE	NE 21st Street	NE 28th Street		Stormwater Infrastructure Improvements		\$250,000.00	REET Tax

<p>Pavement Condition Legend for Part I. ACP Overlays:</p> <p>Based on a 100 point rating with 0 being the worst. Rating is generated by the TIB Performance Management Dashboard *Rating is outdated - field verified</p>	<p>NOTES:</p> <p>1) The above budget figures are to be considered preliminary project costs only. More precise budget figures will need to be determined once the final scope of each project is defined, which will require more extensive research, survey, and scope definition prior to the particular year's budgeting.</p> <p>2) The projects identified above are preliminary in scope. Projects may be added to or deleted from this list.</p>
---	---

III. SIDEWALK / PATH PROJECTS (Including storm drainage improvements as needed)

III - 1	2025	Evergreen Point Rd	NE 12th Street	NE 16th Street	0.3	Pedestrian Improvements		\$200,000.00	REET Tax
III - 2	2026	Evergreen Point Rd	NE 16th Street	2000 block	0.4	Pedestrian Improvements		\$200,000.00	REET Tax
III - 3	2027	77th Ave NE	NE 22nd ST	NE 16th St	0.6	Pedestrian Improvements		\$100,000.00	REET Tax
III - 4	2028	Evergreen Point Rd	2000 Block	NE 22nd Street	0.2	Pedestrian Improvements		\$200,000.00	REET Tax
III - 5	2029	Evergreen Point Rd	NE 22nd Street		0.1	Pedestrian Improvements		\$200,000.00	REET Tax
III - 6	2030	Evergreen Point Rd	NE 24th Street		0.1	ADA Updates and Sidewalk Repairs		\$200,000.00	REET Tax

NON-TRANSPORTATION IMPROVEMENT PROJECTS:

IV. BUILDING RESTORATION AND IMPROVEMENTS

IV - 1	2025	City Hall Building				Re-paint City Hall Interior		\$50,000.00	REET Tax
IV - 2	2025	Post Office				Re-paint Interior		\$15,000.00	REET Tax
IV - 3	2026	Post Office				Re-Roof Building		\$40,000.00	REET Tax
IV - 4	2027	City Hall Bldg				Re-Roof Building		\$65,000.00	REET Tax

V. PARKS PROJECTS

V - 1	2025	Fairweather Nature Preserve			N/A	Invasive Species Removal		\$50,000.00	Park Levy
V - 2	2026	Medina Park & Fairweather Nature Preserve			N/A	Tennis Court Resurfacing (three courts)		\$50,000.00	Park Levy
V - 3	2027	Medina Park	Playground		N/A	Turf Installation		\$170,000.00	REET Tax
V - 4	2029	Fairweather Park	Playfield		N/A	Playfield Drainage Improvements		\$50,000.00	REET Tax
V - 5	2030	Post Office Park	Park		N/A	Hardscaping & Landscaping		\$50,000.00	REET Tax

SUMMARY TOTAL PROJECTED BUDGET BY YEAR:

2025	\$	665,000.00
2026	\$	700,000.00
2027	\$	740,000.00
2028	\$	725,000.00
2029	\$	700,000.00
2030	\$	700,000.00

TOTAL SIX YEAR C.I.P. 2025 - 2030 \$ 4,230,000.00

NOTES:

- 1) The above budget figures are to be considered preliminary project costs only. More precise budget figures will need to be determined once the final scope of each project is defined, which will require more extensive research, survey, and scope definition prior to the particular year's budgeting.
- 2) The projects identified above are preliminary in scope. Projects may be added to or deleted from this list.



MEDINA, WASHINGTON

AGENDA BILL

Monday, June 10, 2024

Subject: Middle Housing Engagement Plan

Category: City Business

Staff Contacts: Jonathan Kesler, AICP, Planning Manager and Jennifer Robertson, City Attorney

Summary:

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

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

Use of a Middle Housing webpage to keep the public informed as to the status of this update. Note: This Plan will be amended as needed to ensure that there is broad public engagement in the Middle Housing Land Use Code Update, in the run-up to the June 30, 2025 deadline for compliance.

Staff is requesting review and adoption of Resolution No. 444 in order to meet our obligation for adoption of the work plan as required by our grant with the Dept. of Commerce. In addition, this work will provide the initial scope for a middle housing consultant who will assist with the implementation of this process.

2. Prior Review and Revisions. The City Council provided input on this Plan at its May 28th Council meeting. Since that time, the Plan has been updated per Council input. These revisions are shown in both redline and clean copy on the attached documents. The changes are summarized below:

- Under “Objectives” a new Section 7 was added to require information be provided to the public to understand legal mandates applicable to Medina regarding middle housing and ADUs.
- The heading “Key Messages” was changed to “Key Messages from the State Department of Commerce”.
- Under “Key Messages”, a new Section 2 was added regarding the applicable legal mandates for middle housing and ADUs.
- Under “About the Middle Housing Land Use Code Update Project”, a new Section 4 was added regarding the applicable legal mandates for middle housing and ADUs.
- Under “About the Middle Housing Land Use Code Update Project”, Section B, the references to TV appearances, news articles, and radio announcements were stricken.
- Under “About the Middle Housing Land Use Code Update Project”, Section G, new language was added about distributing notices by email and posting on the City’s website.

This Middle Housing Public Engagement and Communication Plan meets and supports Council’s priorities 2, 3 and 5.

Council Priorities:

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

Attachments:

- Redline version of Public Engagement Plan; and
- Resolution No. 444 with Clean version of Public Engagement Plan attached.

Budget/Fiscal Impact: Adoption of this plan is consistent with the City’s obligations under the Commerce Middle Housing Grant. By meeting required milestones, the City will be able to draw from the grant funds.

Recommendation: Review and adopt Resolution No. 444.

City Manager Approval:



Motion: I move to approve Resolution No. 444.

Time Estimate: 20 minutes

Public Engagement Plan

City of Medina Middle Housing Project

Introduction

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

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

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

Objectives

The objectives for public engagement are:

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

Key Messages from the State Department of Commerce

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

About Middle Housing

1. Middle housing refers to homes that are between single-family homes and larger apartment buildings.
 - Middle Housing was commonly built throughout Washington communities until the rise in popularity of single-family zones in the mid-twentieth century. Exhibit 1 illustrates types of middle housing.
 - Middle Housing buildings can be at the same scale as single-family buildings.

2. Medina is mandated to comply with Washington requirements for middle housing and accessory dwelling units (ADUs).
 - State law requires certain cities to allow middle housing and accessory dwelling units.
 - Medina is a “Tier 3 City” under the middle housing legislation and therefore must allow an additional unit on every residential lot, with limited exceptions.
 - Medina also must allow for zero lot line subdivisions as part of the State middle housing legislation.

- 2.3. Middle Housing includes diverse housing options such as townhouses, duplexes, triplexes, fourplexes, courtyard buildings, cottage housing, and live/work lofts.
 - Common before 1940, these housing types were outlawed in planning practices due to the rising popularity of exclusive single-family zones, which only permitted single detached housing structures. Historic neighborhoods have utilized middle housing to create mixed-use space.
 - The architectural style, scale, and density of middle housing can be similar to single-family homes or different. Middle housing options are often compatible in neighborhoods with primarily single-family buildings.
 - Middle housing can be rented or owned.
 - Middle housing serves housing needs not met by single-family homes or large-scale multifamily development.
 - Middle housing offers housing that meets the needs of multigenerational households, households that don't have the interest or capacity to maintain a larger home and yard, single households, allow a worker to live near their workplace or clients, students, a young family to be close to the support of relatives, someone experiencing hardship to stay near friends, a young adult to remain in the neighborhood they grew up in, or an older adult to age in place.
 - Middle Housing promotes more efficient use of existing infrastructure and more

walkability in neighborhoods.

- Middle Housing can allow for more affordable options.
- Middle Housing options can offer homeownership opportunities, particularly entry-level homeownership.
- Middle Housing can prevent large portions of the community from being excluded from areas of the community.

3.4. Changing zoning to allow for missing middle housing does not affect the property value of existing homes.

- Property values are based on the condition and size of your land and structure(s), as well as market conditions.
- Allowing missing middle housing is associated with potential land value increases on lots that are suitable for redevelopment.
- Reinvestment into existing neighborhoods can improve the infrastructure for everyone, such as adding sidewalks, transportation improvements, and neighborhood-based services.
- New investment into development and amenities will increase property values. Depending on market conditions, these changes may not happen within the 30-year planning horizon.

4.5. Changing zoning to allow for middle housing does not affect property taxes of existing homes. Future development and investment may impact future property values and thus taxes.

- New investment in a neighborhood can increase the value of land and property, which may increase the landowners' property taxes. Depending on market conditions, these changes may not happen within the 20-year planning horizon.
- Washington State offers property tax relief programs to senior citizens, disabled persons, households with limited income, widows, and widowers of veterans. A household at risk of losing their home due to property tax increases may be eligible for property tax exemptions or relief.

Cities who have legalized middle housing have seen incremental change in neighborhoods.

- Cities that have legalized middle housing types have increased the variety of new housing, though only modest upticks in the number of middle housing units. Most of the new housing is still single- family or apartment units.

5.6. Why aren't we just building more affordable housing?

- Our current housing challenges largely stem from not enough housing relative to job growth and new household formation. The solution is more housing.
- Local government does not build housing, it establishes rules on what can be built where. Housing is primarily built by private homebuilders.
- Current regulations, including restricting most of our residential areas to low numbers of housing units, prevent homebuilders from innovating in response to market demand.

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

About the Middle Housing Land Use Code Update Project

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

discriminatory impact.

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

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

A. Early and continuous participation

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

B. Communication and information programs

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

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

C. Public meetings with adequate notice

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

D. Provisions for open discussion

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

E. Opportunity for written comments

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

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

Medina City Hall, 501 Evergreen Point Rd, Medina, WA 98039

Email: jkesler@medina-wa.gov

Subject: Medina Middle Housing Land Use Code Update

(Website) <https://www.medina-wa.gov/>

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

F. Consideration and “fair response” to public comments

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

G. Broad dissemination of proposals and alternatives

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

Locations for the review of draft proposals and alternatives include:

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

CITY OF MEDINA, WASHINGTON**RESOLUTION NO. 444****A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF MEDINA, WASHINGTON, ADOPTING A PUBLIC ENGAGEMENT PROGRAM (PEP), FOR THE PURPOSES OF CREATION OF THE MEDINA MIDDLE HOUSING UPDATE; PURSUANT TO THE WASHINGTON STATE GROWTH MANAGEMENT ACT CHAPTER 36.70A RCW.**

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

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

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

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

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

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

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

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

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

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

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

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

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

Jessica Rossman, Mayor

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

ATTEST:

Jennifer S. Robertson, City Attorney

Aimee Kellerman, City Clerk

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

Attachments:

Exhibit A – Public Participation Plan for Middle Housing

Exhibit A

Public Participation Plan for Middle Housing

Public Engagement Plan

City of Medina Middle Housing Project

Introduction

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

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

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

Objectives

The objectives for public engagement are:

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

Key Messages from the State Department of Commerce

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

About Middle Housing

1. Middle housing refers to homes that are between single-family homes and larger apartment buildings.
 - Middle Housing was commonly built throughout Washington communities until the rise in popularity of single-family zones in the mid-twentieth century. Exhibit 1 illustrates types of middle housing.
 - Middle Housing buildings can be at the same scale as single-family buildings.

2. Medina is mandated to comply with Washington requirements for middle housing and accessory dwelling units (ADUs).
 - State law requires certain cities to allow middle housing and accessory dwelling units.
 - Medina is a “Tier 3 City” under the middle housing legislation and therefore must allow an additional unit on every residential lot, with limited exceptions.
 - Medina also must allow for zero lot line subdivisions as part of the State middle housing legislation.

3. Middle Housing includes diverse housing options such as townhouses, duplexes, triplexes, fourplexes, courtyard buildings, cottage housing, and live/work lofts.
 - Common before 1940, these housing types were outlawed in planning practices due to the rising popularity of exclusive single-family zones, which only permitted single detached housing structures. Historic neighborhoods have utilized middle housing to create mixed-use space.
 - The architectural style, scale, and density of middle housing can be similar to single-family homes or different. Middle housing options are often compatible in neighborhoods with primarily single-family buildings.
 - Middle housing can be rented or owned.
 - Middle housing serves housing needs not met by single-family homes or large-scale multifamily development.
 - Middle housing offers housing that meets the needs of multigenerational households, households that don't have the interest or capacity to maintain a larger home and yard, single households, allow a worker to live near their workplace or clients, students, a young family to be close to the support of relatives, someone experiencing hardship to stay near friends, a young adult to remain in the neighborhood they grew up in, or an older adult to age in place.
 - Middle Housing promotes more efficient use of existing infrastructure and more

walkability in neighborhoods.

- Middle Housing can allow for more affordable options.
 - Middle Housing options can offer homeownership opportunities, particularly entry-level homeownership.
 - Middle Housing can prevent large portions of the community from being excluded from areas of the community.
4. Changing zoning to allow for missing middle housing does not affect the property value of existing homes.
- Property values are based on the condition and size of your land and structure(s), as well as market conditions.
 - Allowing missing middle housing is associated with potential land value increases on lots that are suitable for redevelopment.
 - Reinvestment into existing neighborhoods can improve the infrastructure for everyone, such as adding sidewalks, transportation improvements, and neighborhood-based services.
 - New investment into development and amenities will increase property values. Depending on market conditions, these changes may not happen within the 30-year planning horizon.
5. Changing zoning to allow for middle housing does not affect property taxes of existing homes. Future development and investment may impact future property values and thus taxes.
- New investment in a neighborhood can increase the value of land and property, which may increase the landowners' property taxes. Depending on market conditions, these changes may not happen within the 20-year planning horizon.
 - Washington State offers property tax relief programs to senior citizens, disabled persons, households with limited income, widows, and widowers of veterans. A household at risk of losing their home due to property tax increases may be eligible for property tax exemptions or relief.

Cities who have legalized middle housing have seen incremental change in neighborhoods.

- Cities that have legalized middle housing types have increased the variety of new housing, though only modest upticks in the number of middle housing units. Most of the new housing is still single- family or apartment units.
6. Why aren't we just building more affordable housing?
- Our current housing challenges largely stem from not enough housing relative to job growth and new household formation. The solution is more housing.
 - Local government does not build housing, it establishes rules on what can be built where. Housing is primarily built by private homebuilders.
 - Current regulations, including restricting most of our residential areas to low numbers of housing units, prevent homebuilders from innovating in response to market demand.

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

About the Middle Housing Land Use Code Update Project

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

discriminatory impact.

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

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

A. Early and continuous participation

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

B. Communication and information programs

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

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

C. Public meetings with adequate notice

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

D. Provisions for open discussion

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

E. Opportunity for written comments

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

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

Medina City Hall, 501 Evergreen Point Rd, Medina, WA 98039

Email: jkesler@medina-wa.gov

Subject: Medina Middle Housing Land Use Code Update

(Website) <https://www.medina-wa.gov/>

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

F. Consideration and “fair response” to public comments

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

G. Broad dissemination of proposals and alternatives

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

Locations for the review of draft proposals and alternatives include:

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



MEDINA, WASHINGTON

AGENDA BILL

Monday, June 10, 2024

Subject: Public Works Project Communication Plan

Category: City Council Business

Staff Contacts: Ryan Osada, Public Works Director and Stephen R. Burns, City Manager

Summary

At the May 13 Medina Council Meeting, Council directed staff to create a communication plan to educate residents of any upcoming Public Works projects.

Specifically, the Council requested – ” *city staff to work on a communication plan for upcoming Public Works projects with two main components: road closures and design renderings.*”

Public Works projects that are highly visible or take place in highly traveled roadways of the City of Medina, the following plan is proposed:

Public Works Communication Plan

1. City staff will create a Public Works Project page for large or impactful projects on the city’s website. Include timeline, project specifics, cost, and renderings.
2. City staff will send out project details (messaging) to the community two weeks, one week, and one day prior to start of project through the city’s electronic communications system GovDelivery, as well as the city’s social media platforms (Facebook, X, and Nextdoor Medina).
3. Public Works staff will post a Variable Message Sign (VMS) near job site one month prior to project. The VMS should direct citizens to the city’s website for more information and include the Public Works Director’s contact information. The VMS signs will be onsite until completion of project.

The Public Works Project Communication Plan meets and supports Council priorities 1, 2, 3, and 4.

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

None.

Budget/Fiscal Impact: - Renderings are approximately \$500 per project using Capital Funds.

VMS signs to be added to vendor contract with the expected passthrough cost to the City of \$1500 per month using Capital Funds

Recommendation: Discussion and approval.

City Manager Approval:

Proposed Council Motion: "I move to approve the proposed Public Works Project Communication Plan as presented."

Time Estimate: 15 minutes



MEDINA, WASHINGTON

AGENDA BILL

Monday, June 10, 2024

Subject: SR-520 Communication Plan

Category: City Council Business

Staff Contact: Stephen R. Burns, City Manager

Summary

At the Medina City Council Retreat on February 10, staff was directed to keep the community updated on the status of the City's efforts to reduce the SR-520 expansion joint noise. Specifically, the direction was "***Develop a plan on how to keep the community informed of status.***"

In October 2016 the City signed an agreement with Sound View Strategies to work with the legislature and other partners to identify a solution to the expansion joint noise on SR-520.

Working with Sound View Strategies, the City has developed the following communication plan:

1. At least quarterly, Sound View Strategies will coordinate with staff to provide an update on the SR-520 expansion joint noise reduction progress, which will be sent out to Medina residents via the city's electronic communications system, GovDelivery and social media platforms.
2. City staff will also create an SR-520 Expansion Joint Noise Update page on the city's website under the Executive Department. This will include a timeline history and any updates going forward.
3. City staff will coordinate with Sound View Strategies on community messaging after any significant or relevant information regarding SR-520 expansion joint occurs.
4. City staff will utilize the city's website, GovDelivery, X, Facebook, and Medina Nextdoor when appropriate information needs to be shared with the community.
5. The City Manager's Monthly Report will be used to share monthly updates as needed.

The SR-520 Communication Plan meets and supports all the Council priorities.

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

None.

Budget/Fiscal Impact: N/A

Recommendation: Discussion and direction.

City Manager Approval:



Proposed Council Motion: "TBD"

Time Estimate: 15 minutes