



## MEDINA CITY COUNCIL

Monday, April 14, 2025

**5:00 PM – REGULAR MEETING**

### AGENDA

#### VISION STATEMENT

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

#### MISSION STATEMENT

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



# MEDINA, WASHINGTON

## MEDINA CITY COUNCIL REGULAR MEETING

Hybrid - Virtual/In-Person  
Medina City Hall – Council Chambers  
501 Evergreen Point Road, Medina, WA 98039  
**Monday, April 14, 2025 – 5:00 PM**

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### AGENDA

**MAYOR** | Jessica Rossman

**DEPUTY MAYOR** | Randy Reeves

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

**ACTING CITY MANAGER** | Ryan Osada

**CITY ATTORNEY** | Jennifer S. Robertson

**DEPUTY CITY CLERK** | Dawn Nations

#### Hybrid Meeting Participation

The Medina City Council has moved to hybrid meetings, offering both in-person and online meeting participation. Medina City Council welcomes and encourages in-person public comments. To participate in person, please fill out a comment card upon arrival at City Hall and turn it in to the Deputy City Clerk. To participate online, please register your request with the Deputy City Clerk at 425.233.6410 or email [dnations@medina-wa.gov](mailto:dnations@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 Deputy City Clerk will call 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 to [Council@medina-wa.gov](mailto:Council@medina-wa.gov) at any time.

Join Zoom Meeting

<https://medina-wa.zoom.us/j/81961696176?pwd=WjRuK3ErVy9jdmttelAvek1VeHkzUT09>

Meeting ID: 819 6169 6176

Passcode: 689036

One tap mobile

+1 253 205 0468, 81961696176# US

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

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

2. **APPROVAL OF MEETING AGENDA**

3. **PUBLIC COMMENT PERIOD**

Individuals wishing to speak live during the Virtual City Council meeting may register their request with the Deputy City Clerk at 425.233.6410 or email [dnations@medina-wa.gov](mailto:dnations@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 Deputy 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: 45 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](#) March 2025 Check Register

**Recommendation:** Approve.

**Staff Contact:** Ryan Wagner, HR/Finance Director

- [6.2](#) Park Board Meeting Minutes of January 21, 2025  
**Recommendation:** Receive and file.  
**Staff Contact:** Dawn Nations, Deputy City Clerk
- [6.3](#) Planning Commission Meeting Minutes of January 28, 2025  
**Recommendation:** Receive and file.  
**Staff Contact:** Dawn Nations, Deputy City Clerk
- [6.4](#) Draft City Council Meeting Minutes of:  
a) February 24, 2025; and  
b) March 10, 2025.  
**Recommendation:** Adopt minutes.  
**Staff Contact:** Aimee Kellerman, CMC, City Clerk
- [6.5](#) 2025 Proclamation: Sexual Assault Awareness and Prevention Month  
**Recommendation:** Adopt Proclamation.  
**Staff Contact:** Stephen R. Burns, City Manager
- [6.6](#) Proclamation: 56th Annual Professional Municipal Clerks Week May 4-May 10, 2025  
**Recommendation:** Adopt Proclamation.  
**Staff Contact:** Aimee Kellerman, CMC, City Clerk
7. **LEGISLATIVE HEARING**
- None.
8. **PUBLIC HEARING**
- None.
9. **CITY BUSINESS**
- [9.1](#) City Manager Recruitment  
**Recommendation:** Discussion and direction.  
**Staff Contacts:** Ryan Wagner, Finance/HR Director and Charlotte Archer, Assistant City Attorney  
  
Time Estimate: 15 minutes
- [9.2](#) NE 12th Street Landscape Update  
**Recommendation:** Discussion and direction.  
**Staff Contact:** Ryan Osada, Public Works Director  
  
Time Estimate: 20 minutes
- [9.3](#) Medina Park Donation Update  
**Recommendation:** Discussion and direction  
**Staff Contact:** Ryan Osada, Public Works Director  
  
Time Estimate: 10 minutes



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

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

**11. PUBLIC COMMENT**

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

**12. EXECUTIVE SESSION**

Time Estimate: 45 minutes

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.

**13. ADJOURNMENT**

Next regular City Council Meeting: April 28, 2025, at 5 PM.

### **ADDITIONAL INFORMATION**

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

The agenda items are accessible on the City's website at [www.medina-wa.gov](http://www.medina-wa.gov) on Thursdays or Fridays prior to the Regular City Council Meeting.

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

### **UPCOMING MEETINGS AND EVENTS**

*Saturday, April 12, 2025 - Annual Easter Egg Hunt - Medina Park (10AM)*

Monday, April 21, 2025 - City Council Meeting (5:00PM)

*Friday, April 28, 2025 - Arbor Day - Medina Park (10AM)*

Monday, May 12, 2025 - City Council Meeting (5:00PM)

***Monday, May 26, 2025 - Memorial Day - City Hall Closed***

Tuesday, May 27, 2025 - City Council Meeting (5:00PM)

Monday, June 9, 2025 - City Council Meeting (5:00PM)

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

Monday, June 23, 2025 - City Council Meeting (5:00PM)

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

Monday, July 14, 2025 - City Council Meeting (5:00PM)

Monday, July 28, 2025 - City Council Meeting (5:00PM)

***Monday, August 11, 2025 - City Council Meeting - Dark No Meeting***

***Monday, August 25, 2025 - City Council Meeting - Dark No Meeting***

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

Monday, September 8, 2025 - City Council Meeting (5:00PM)

Monday, September 22, 2025 - City Council Meeting (5:00PM)

Monday, October 13, 2025 - City Council Meeting (5:00PM)

Monday, October 27, 2025 - City Council Meeting (5:00PM)

Monday, November 10, 2025 - City Council Meeting (5:00PM)

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

Monday, November 24, 2025 - City Council Meeting (5:00PM)

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

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

Monday, December 8, 2025 - City Council Meeting (5:00PM)

Monday, December 22, 2025 - City Council Meeting (5:00PM)

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

### **CERTIFICATION OF POSTING AGENDA**

The agenda for Monday, April 14, 2025, Regular Meeting of the Medina City Council was posted and available for review on Thursday, April 10, 2025, at City Hall of the City of Medina, 501 Evergreen Point Road, Medina, WA 98039. The agenda is also available on the city website at [www.medina-wa.gov](http://www.medina-wa.gov).



# CITY OF MEDINA

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

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**Date:** April 14, 2025

**To:** Honorable Mayor and City Council

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

**Subject:** City Manager Report

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- The Medina City Council is planning a strategic retreat in 2025, bringing together council members and key staff for focused discussions on city priorities, goals, and initiatives. To ensure a productive and engaging session, the council and staff are in the process of selecting an experienced facilitator to guide the retreat. Details regarding the date and location are still being finalized.
- The City of Medina has been actively working with WSDOT and the state legislature to address ongoing noise concerns caused by the SR 520 expansion joints—an issue that has affected residents since the new bridge opened in 2016.

To secure funding for noise reduction improvements, the City has partnered with Sound View Strategies to advocate for legislative approval. Sound View has been working to get the next phase of testing funded. See **Attachment 1** - Sound View Strategies Work Plan

- At the March 25, 2024 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. Council was provided with an update at January 27, 2025, Council Meeting. See **Attachment 2** for current project status.
- 2025 City Council Calendar – see **Attachment 3**.
- Bellevue Fire Report – see **Attachment 4**.

## **Points Communities Government Relations 2025 Workplan**

### Legislative Session Activities (January-May)

- Proposed Housing Legislation
  - Work to include an amendment in any Transit Oriented Development legislation to mitigate impacts on Points Communities
  - Work to change any provisions in proposed legislation regarding lot-splitting or parking that negatively impacts Points Communities
- Coordinate conversations with the Department of Commerce to discuss concerns related to interpretations of previous legislation on middle housing and accessory dwelling units
- Expansion Joint Noise Study
  - Submit funding request
  - Meet with Chair Fey & Chair Lias regarding the funding request
  - Check-in with WSDOT to determine if they are expressing any concerns with the funding request
- SR 520 Maintenance Funding
  - Support SR 520 tolling discussions that include lid maintenance funding
- Schedule virtual check-ins with Points Mayors on a recurring basis during the legislation session
- Distribute weekly legislative update

### After Legislative Session (May-December)

- Provide End of Legislative Session Report
- Schedule in-person meeting with Mayors to discuss interim activities and legislative priorities
- Meet with legislators from the 48<sup>th</sup> and 41<sup>st</sup> legislative delegations
- Meet with relevant legislators based on 2026 legislative priorities

## Medina City Council 2024/2025 Work Plan

\* indicates task is over 1 year old

### CITY MANAGER

TASK:	SUBPARTS:	Council Meeting Date and Notes/Direction:	Status:	Council Calendar:	Completion Date:
Right-of-Way Policies (ROW)	Street Vacation Code Update	<p>12/11/2023 - Regular Meeting</p> <p>Council directed staff to prepare a workplan as to issues and options for right-of-way management for future Council review and discussion and prepare a final workplan for review and adoption prior to April 23, 2024.</p> <p>Council directed staff to take into consideration comments from resident Rosalie Gann. (12/11/23 minutes). "On a process level, she suggested that the City Council create requirements to increase transparency and timely communications with neighbors. Residents should not have to submit a public records request to find out about an issue that has the potential to impact their neighborhood. She asked Council to consider a similar process to construction proposals that are sent out via direct mail and placards onsite. On a policy level, she requested that Council consider before selling Medina-owned land, that Council seriously and meticulously anticipate adverse, long-term, and unintended consequences of the city's sale of collective land."</p>	<p>February 26, 2024 Council Meeting, City Attorney Jennifer Robertson updated Council on moratorium.</p> <p>Council directed staff to prepare a workplan and set the public hearing for April 8.</p> <p>Public Hearing and Workplan scheduled for April 8 Council Meeting.</p> <p>April 8, 2024 City Council Meeting: Council extended moratorium to October 8.</p>	<p>4/8/2024 - City Business</p> <p>5/13/2024 - Work Plan</p> <p>7/8/2024 - Work Plan Follow-up</p> <p>9/9/2024 - Consent</p>	
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 charette 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>	Update 1/13/2025 - CM Report	
	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 <b>did not</b> include this funding. Staff is continuing to work with lobbyists to identify other funding possibilities.</p> <p>Council updated on 3/11/24</p> <p>City Lobbyists from Soundview Strategies will give Council Updates Quarterly.</p> <p>6/10/2024 - Council approved the SR-520 Communication and staff will send out communications quarterly.</p>	<p>2/10/2025</p> <p>Lobbyist Update</p>	

	Communication	2/10/24 - City Council Retreat  Develop a plan on how to keep the community informed of status.	Communication Plan will be presented at June 10, 2024 Council Meeting. CM to coordinate with lobbyist on city communication plan.  6/10/2024 - Council approved the SR-520 Communication and staff will send out communications quarterly.	6/10/2024 - City Business	6/10/2024
<b>TASK:</b>	<b>SUBPARTS:</b>	<b>Council Meeting Date and Notes/Direction:</b>	<b>Status:</b>	<b>Council Calendar:</b>	<b>Completion Date:</b>
*Solid Waste	Weekly Recycling and Compost Pick-ups	11/13/23 - Regular Meeting  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.	4/14/2025 - City Business	
<b>TASK:</b>	<b>SUBPARTS:</b>	<b>Council Meeting Date and Notes/Direction:</b>	<b>Status:</b>	<b>Council Calendar:</b>	<b>Completion Date:</b>
Annual City Manager Review	Wrap-Up of 2023 Review	Council directed only one specific action for follow-up by City Manager: "To accelerate his learning of city management policy and process, we ask Steve to create a learning plan that reflects this feedback and share it with Council." (S Burns Annual Review, 11/14/23) "The Personnel Committee will schedule some time to review this with you (Burns)."  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	6/10/2024
<b>TASK:</b>	<b>SUBPARTS:</b>	<b>Council Meeting Date and Notes/Direction:</b>	<b>Status:</b>	<b>Council Calendar:</b>	<b>Completion Date:</b>
Resident Welcome Packet		Goals: to help new residents have comfortable transition to Medina; to improve neighbor relations by establishing shared expectations; to improve emergency preparedness; to market Medina's high quality residential character and attract people drawn to it  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. <a href="#">New resident webpage went live August 27, 2024.</a>  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.  6/24/2024 - City staff has developed a draft and will be sending to Council for review and feedback TENTATIVELY on Friday, June 28, 2024.	9/9/2024 - CM Report	9/9/2024
<b>TASK:</b>	<b>SUBPARTS:</b>	<b>Council Meeting Date and Notes/Direction:</b>	<b>Status:</b>	<b>Council Calendar:</b>	<b>Completion Date:</b>
Council Goals & Work Plan Visible and Trackable Online, including status, current calendar expectations, and links to relevant staff work			Tabled until Work Plan is adopted. 3/25/24 City Council Meeting - Work Plan accepted as presented and leadership staff will track on monthly basis.  City staff is working on a City Council Work Plan page for the 2024/2025 City Council Work Plan under the City Council webpage and will update after every meeting where changes are made.  Estimated Completion is 7/26/2024	To be reviewed and adjusted in January 2025 - City Business	
<b>TASK:</b>	<b>SUBPARTS:</b>	<b>Council Meeting Date and Notes/Direction:</b>	<b>Status:</b>	<b>Council Calendar:</b>	<b>Completion Date:</b>

Short-term Rentals		10/23/23 - Regular Meeting  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."  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...  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.	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) Initial conversation to take place in Middle Housing during Joint CC/PC meeting on January 8, 2025.	Tentative May 27, 2025	
	<b>TASK:</b>	<b>SUBPARTS:</b>	<b>Council Meeting Date and Notes/Direction:</b>	<b>Status:</b>	<b>Council Calendar:</b>
Vacant Houses		10/23/23 - Regular Meeting  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...  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.	Staff to work with City Attorney to determine when to bring to Council. Initial conversation to take place in Middle Housing during Joint CC/PC meeting on January 8, 2025.	Tentative May 27, 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.	10/28/2024 Final to be presented to Council - 11/12/2024 Public Hearing and possible Council approval	Adopted 11/25/2024
	Housing Element	Council First Review on 1/22/24	Element has been drafted by the City. Ready to send to PSRC and Commerce for Review. 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.	10/28/2024 Final to be presented to Council - 11/12/2024 Public Hearing and possible Council approval	Adopted 11/25/2024
	Utilities		Started 3/11/2024 3/11/2024 CC Meeting: Council approved to send to PSRC and DOC for their review.	10/28/2024 Final to be presented to Council - 11/12/2024 Public Hearing and possible Council approval	Adopted 11/25/2024
	Land Use		Started 3/11/2024	10/28/2024 Final to be presented to Council - 11/12/2024 Public Hearing and possible Council approval	Adopted 11/25/2024
	Natural Environment (with Shoreline Sub-Element)		Estimated to start in April.	10/28/2024 Final to be presented to Council - 11/12/2024 Public Hearing and possible Council approval	Adopted 11/25/2024
	Transportation & Circulation		Estimated to start in April.	10/28/2024 Final to be presented to Council - 11/12/2024 Public Hearing and possible Council approval	Adopted 11/25/2024

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

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)	See Status Note	

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 25, 2024 Medina Council Meeting. Presented at 11/25/2024 Meeting. To be brought back to Council at the 12/9/2024 Council Meeting.  Discussions will be part of the Middle Housing and Planning Commission Work Plan - Ongoing	12/9/2024	

TASK:	SUBPARTS:	Council Meeting Date and Notes/Direction:	Status:	Council Calendar:	Completion Date:
Implementation of HB 1110 Middle Housing and HB 1337 ADU/DADU	Grant Funding	9/11/23 - Regular Meeting  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.  6/10/2024 - As part of the Middle Housing Engagement Plan Council Adopted Resolution No. 444 with the first deliverables going to Commerce by June 30, 2024.	4/8/2024 - DS Report  6/10/2024 - City Business	6/10/2024
	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	6/10/2024
	Frontage Fees and Impact Fees	Council directed staff to add Underground Utilities (frontage fees and impact fees) to Middle Housing Work Plan. (2/10/24 Retreat)	Council directed to merge HB 1337 with HB 1110 and add frontage fees and impact fees as a subpart of HB1110. (3/25/24 meeting)	6/24/2024 - Retreat	
	Middle Housing Public Engagement and Communication Plan		6/10/2024 - As part of the Middle Housing Engagement Plan Council Adopted Resolution No. 444 with the first deliverables going to Commerce by June 30, 2024.	5/28/2024 6/10/2024	6/10/2024
	Middle Housing Consultant		Interviews scheduled for July. Hired in September 2024	5/28/2024 7/8/2024 - DS Report	9/13/2024



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.	Apr-25	
TASK:	SUBPARTS:	Council Meeting Date and Notes/Direction:	Status:	Council Calendar:	Completion Date:
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.  On Planning Commission Agenda for Discussion in September 2024	10/14/2024 Consent Calendar	10/14/2024
TASK:	SUBPARTS:	Council Meeting Date and Notes/Direction:	Status:	Council Calendar:	Completion Date:
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.  On Planning Commission Agenda for Discussion in September 2024	City Business TBD	10/14/2024
TASK:	SUBPARTS:	Council Meeting Date and Notes/Direction:	Status:	Council Calendar:	Completion Date:
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 September Planning Commission Meeting for discussion and approval.	12/9/2024 - City Business	12/9/2024
	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	4/8/2024
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>	<p>Agenda item will be on the 2024 second quarter Finance Committee Meeting.</p> <p>Ongoing to be readdressed at the June 23, 2025 Budget Retreat.</p>	7/22/24 - Budget Retreat June 23, 2025	
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TASK:	SUBPARTS:	Council Meeting Date and Notes/Direction:	Status:	Council Calendar:	Completion Date:
HR Lifecycle and Personnel Manual Updates	HR System	<p>10/24/22 - City Council Retreat</p> <p>Implement a full HR system that covers employee lifecycle" was identified as one of "priorities for staff to work on in 2023</p>	<p>Finance/HR Director Wagner gave an update on the HR Manual at the March 11 Council Meeting.</p> <p>Personnel Committee will discuss at their Mar 26, 2024 Meeting</p>	9/9/2024 - Finance Report 12/9/2024 - Consent	12/9/2024
	Revised & Updated Personnel Manual	<p>Staff reported intent to work with outside vendor to update and streamline personnel policy manual, while keeping existing Medina-specific policies intact. Council to review and approve new product after staff work complete.</p>	<p>Finance/HR Director Wagner to give update on HR Manual at March 11 Council Meeting.</p> <p>Will go to Personnel Committee for review in July 2024.</p>	9/9/2024 - City Business 12/9/2024 - Consent	12/9/2024
	Adopt process for manual & HR policy revisions that includes City Manager and Council		<p>Finance/HR Director Wagner to give update on HR Manual at March 11 Council Meeting.</p> <p>Will be included as part of the Personnel Manual</p>	9/9/2024 - City Business 12/9/2024 - Consent	12/9/2024
	Updated City Job Descriptions		<p>Will refer to Personnel Committee to clarify what action Council wants taken on this item.</p> <p>In progress.</p>	9/9/2024 - City Business	9/9/2024
	Clear Process for Staff Departure and Related Expectations		<p>Staff needs further clarification from Council on this topic at Retreat Follow-up Meeting. (Exit Interview???)</p> <p>In progress.</p>	TBD	

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

## PUBLIC WORKS

TASK:	SUBPARTS:	Council Meeting Date and Notes/Direction:	Status:	Council Calendar:	Completion Date:
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<b>*Right of Way Policies</b>	Privately Maintained ROW	12/11/23 - Regular Meeting  Council directed "staff to prepare a workplan as to issues and options for right-of-way management for future Council review and discussion and prepare a final workplan for review and adoption prior to April 23, 2024.	Based on discussion at the February 26 Council Meeting, Staff and City Attorney propose to make this Phase 2 in handling the ROW policies. Phase 1 would be to address the <i>Street Vacation Code Update</i> in 2024 and then handle Phase 2 of <i>Privately Maintained ROW and City ROW Policies</i> in 2025.	2/10/2025	
	City ROW Policy	2/10/24 - City Council Retreat  Create Street ROW Policy to include large lots Add clarity to "Allowable Parking" to ROW Policy	Staff recommends combining this with Privately Maintained ROW. Based on discussion at the February 26 Council Meeting, Staff and City Attorney propose to make this Phase 2 in handling the ROW policies. 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.	2/10/2025	
	Hedge Reimbursement	Former City Manager Michael Sauerwein presented Council with a "Hedge Trimming Policy" in September 2019 with the recommendation to create a formal process to include billing property owners if the City does the work. Council Action - Council directed staff to work with residents by providing notice of hedge overgrowth and give them the option to trim themselves or the city will trim and bill the resident for cost recovery.	No further action has been taken.  * 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.	6/9/2025	

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

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

TASK:	SUBPARTS:	Council Meeting Date and Notes/Direction:	Status:	Council Calendar:	Completion Date:
Buildings/Facilities Management Planning		3/13/23 - Regular Meeting  Council directed staff to report back to Council with a list of improvements for both city hall and the post office. The list of improvements should be in priority order and noted where in the budget they are funded.	Staff will present to the Council at the March 11 Council Meeting addressing the priority list of improvements - this cover the two sections below for City Hall and Post Office.	3/11/2024 - City Business	3/11/2024
	City Hall	10/9/23 - Regular Meeting  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.  Improvements per CIP/TIP: 2024: Repaint exterior, excluding trim 2025: Repaint interior 2026: Reroof building  Improvements expected per 2024 Capital Fund Preliminary Project List: City Hall Carpet Replacement	Council also requested that staff add a future agenda item to discuss City Hall and how we are currently using the building and how we see using the building in the future as a public resource.  7/8/2024 - Council directed staff to move to revisit the topic at the end of 2025.	9/8/2025 - City Business	
	Post Office	Improvements expected per CIP/TIP: 2024: Repaint exterior 2025: Repaint interior 2027: Reroof building  Improvements expected per 2024 Capital Fund Preliminary Project List: HVAC	Staff will present to the Council at the March 11 Council Meeting addressing the priority list of improvements - this cover the two sections below for City Hall and Post Office.	3/11/2024 - City Business	3/11/2024
TASK:	SUBPARTS:	Council Meeting Date and Notes/Direction:	Status:	Council Calendar:	Completion Date:
Park Memorials Policy	Park Memorial Policy	Expected request from Department of Parks & Public Works for simple policy to govern memorials in Medina Park (who can request, is there a limit on how many we want in park, how long staff will be expected to maintain plaques, etc.).  2/10/23 - City Council Retreat  Council referred to Park Board	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  Added to Park Board Work Plan. 10/14/2024 ACTION: Motion Reeves to approve the Park Board Work Plan as presented. This was seconded by Johnston and carried by a 5:1 (Gokul dissented) vote. ACTION: Motion Gokul to schedule joint visioning and planning session with the Park Board to determine prioritization and success metrics for the proposed plan. This was seconded by Reeves carried by a 5:1 (Johnston dissented) vote. Additionally, Council further directed staff that prior to setting up any joint meeting with the Park Board to return to Council in order to establish goals for the joint meeting.	10/14/2024 - City Business 1/27/2025 - City Business	
TASK:	SUBPARTS:	Council Meeting Date and Notes/Direction:	Status:	Council Calendar:	Completion Date:
Parks Management	Tennis Courts	7/10/23 - Regular Meeting  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.  REMOVE AS COMPLETED UPON CONFIRMATION that pickleball conversion is no longer in CIP/TIP/non-TIP, city budget, or other workplan	Will be removed for approval at the adoption of the updated 6-year CIP/TIP and Non-TIP in July.	6/10/2024 - CIP/TIP/Non-TIP 7/8/2024 - CIP/TIP/Non-TIP	6/10/2024

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

TASK:	SUBPARTS:	Council Meeting Date and Notes/Direction:	Status:	Council Calendar:	Completion Date:
Undergrounding Power Lines		4/24/23 - Regular Meeting  Council requested that staff create an informational page on the city's website with updated FAQs.  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.  Consider wrap-up report to confirm what action has been taken to comply with Council's direction	Completed in 2023 - see <a href="https://www.medina-wa.gov/publicworks/page/faq-utility-undergrounding-medina">https://www.medina-wa.gov/publicworks/page/faq-utility-undergrounding-medina</a>		12/1/2023

## CENTRAL SERVICES

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

## POLICE

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



## MEDINA CITY COUNCIL

2025 AGENDA/ACTION CALENDAR

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

JANUARY 13, City Council Regular Meeting, 5:00 pm					
Item Type	Topic	Staff Contact	Recommendation	Council Action	Legal Notice
Presentation	Police Officer Roman Scott - Professional Excellence Award - 15 Minutes	Sass	N/A		
Presentation	Introduction of Rob Kilmer as the City's Building Official. 10 Minutes	Wilcox	N/A		
Consent Agenda	December 2024, Check Register	Wagner	Approve.		
Consent Agenda	Approved PB Minutes	Nations	Receive and file.		
Consent Agenda	Approved PC Minutes	Bennett	Receive and file.		
Consent Agenda	Draft Meeting Minutes of: 11/25/2024 & 12/09/2024	Kellerman/Nations	Adopt.		
Legislative Hearing	None.				
Public Hearing	None.				
City Business	Middle Housing Update - 30 Minutes	Kesler	Discussion and Direction		
City Business	NE 12th Street Landscaping Update - 30 minutes	Osada	Discussion and Direction		
City Business	ROW Priorities - 30 Minutes	Burns/Robertson/Rossmann	Discussion and Direction		
City Business	Council Retreat Planning Discussion - 15 Minutes	Burns	Discussion and Direction		
City Business	Legislative Priorities Agenda Update	Burns	Discussion		
Executive Session	RCW 42.30.140 (4)(a) Collective Bargaining - 20 Minutes				
	RCW 42.30.110(1)(g) Employee Evaluation - 45 Minutes	Burns			
JANUARY 27, 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	Middle Housing - 60 minutes	Kesler			
City Business	City Council Work Plan Review and Update - 45 minutes	Burns/Kellerman			
City Business	Park Board Goal Setting for Joint Meeting - 30 minutes	Burns/Osada			
City Business	City Legislative Priorities Update - 20 minutes	Burns			
<b>FEBRUARY 10, City Council Regular Meeting, 5:00 pm</b>					
Item Type	Topic	Staff Contact	Recommendation	Council Action	Legal Notice
Presentation					
Presentation	Legislative Update and Check-in by Soundview Strategies - 30 Minutes	Burns	N/A		
Consent Agenda	January 2025, Check Register	Wagner	Approve.		
Consent Agenda	13th Month Check Register	Wagner	Approve.		
Consent Agenda	Approved 11/13/2024 PB Minutes	Kellerman	Receive and file.		
Consent Agenda	Approved 1/16/2025 PC Minutes	Bennett	Receive and file.		
Consent Agenda	Draft 1/13/2025 & 1/27/2025 CC Minutes	Kellerman	Adopt.		
Consent Agenda	Medina Council Legislative Priorities	Burns	Approve.		
Consent Agenda					
Legislative Hearing	None.				
Public Hearing	None.				
City Business	City Manager Recruitment	Robertson/Archer	Discussion and direction.		
City Business	Middle Housing Update	Kesler	Discussion item only.		
City Business	City Right of Way Policy Discussion	Osada	Discussion and direction.		
City Business	NE 12th Street Landscape Options	Osada	Discussion and direction.		
Executive Session	RCW 42.30.140(4)(a) - Collective Bargaining RCW 42.30.110(1)(b) - Real Estate	Burns/Wagner	N/A		
<b>FEBRUARY 24, City Council Regular Meeting, 5:00 pm</b>					
Item Type	Topic	Staff Contact	Recommendation	Council Action	Legal Notice

Study Session	Middle Housing Subdivisions - 2 Hours	Kesler			
Consent Agenda	None.				
Legislative Hearing	None.				
Public Hearing	None.				
City Business	City Manager Recruitment Update	Robertson			
City Business	SCJ Contract Funding Update	Kesler/Wilcox			
Executive Session	RCW 42.30.140(4)(a) - Collective Bargaining - 20 minutes	Burns			

**MARCH 10, City Council Regular Meeting, 5:00 pm**

Item Type	Topic	Staff Contact	Recommendation	Council Action	Legal Notice
Study Session	Retreat Facilitator Update	Burns			
Presentation					
Consent Agenda	February 2025, Check Register	Wagner			
Consent Agenda	PC 12/18/24 minutes				
Consent Agenda	DRAFT 02/10/2024 Minutes	Kellerman			
Consent Agenda	Medina/Teamsters CBA	Burns/Wagner			
Consent Agenda	Eastside Transportation Partnership Agreement	Burns			
Legislative Hearing	None.				
Public Hearing	None.				
City Business	City Manager Recruiting Update - 15 minutes	Wagner			
City Business	Middle Housing Update - 30 minutes	Kesler			
City Business	Business License Program Update - 30 minutes	Wagner			
City Business	Donation - Medina Park - 20 minutes	Osada	Discussion and direction		
Executive Session	RCW 42.30.110 (1)(i) Potential Litigation - 15 minutes	Robertson			
Executive Session	RCW 42.30.110(1)(b) Real Estate - 20 minutes	Osada			

**MARCH 24, City Council Regular Meeting, 5:00 pm**

Item Type	Topic	Staff Contact	Recommendation	Council Action	Legal Notice
Study Session	Middle Housing Ordinances - 60 minutes	Kesler/Robertson	Discussion		
Consent Agenda					
Consent Agenda					



Legislative Hearing					
Public Hearing					
City Business					
City Business	Middle Housing Ordinance and Subdivision Lot - 45 minutes	Robertson/Kesler	Discussion and direction		
Executive Session					

**APRIL 14, City Council Regular Meeting, 5:00 pm**

Item Type	Topic	Staff Contact	Recommendation	Council Action	Legal Notice
Presentation					
Consent Agenda	March 2025, Check Register	Wagner			
Consent Agenda	PB Minutes of 1/20/25	Nations			
Consent Agenda	PC Minutes of 3/25/25	Nations			
Consent Agenda	DRAFT 03/10/2025 & 02/24/2025 CC Minutes	Kellerman			
Consent Agenda	2025 Proclamation: Sexual Assault Awareness & Prevention Month	Burns			
Consent Agenda	56th Annual Professional Municipal Clerks Week May 4-May 10, 2025	Kellerman			
Legislative Hearing	None				
Public Hearing	None				
City Business	City Manager Hiring Update 10 min	Wagner	Update		
<del>City Business</del>	<del>Critical Area Ordinance 20 minutes</del>	<del>Wilcox</del>	<del>Discussion and direction.</del>	moving to a future meeting -TBD	
City Business	NE 12th Street Landscaping Update 20 minutes	Osada	Discussion and direction.		
City Business	Medina Park Donation Update 10 minutes	Osada	Discussion		
Executive Session	Potential Litigation 45 minutes	Osada/Fuller/Robertson			

**APRIL 28, City Council Regular Meeting, 5:00 pm**

Item Type	Topic	Staff Contact	Recommendation	Council Action	Legal Notice
Executive Session	City Manager Applications Review Tentative	Wagner			
Consent Agenda					
Consent Agenda					
Legislative Hearing					
Public Hearing					
City Business					
City Business					

MAY 12, City Council Regular Meeting, 5:00 pm					
Item Type	Topic	Staff Contact	Recommendation	Council Action	Legal Notice
Presentation					
Consent Agenda	April 2025, Check Register	Wagner			
Consent Agenda					
Consent Agenda					
Consent Agenda	DRAFT 04/14/2025 & 04/28/2025 CC Minutes	Kellerman			
Consent Agenda	ARCH Budget and Work Program	Burns			
Consent Agenda					
Consent Agenda					
Consent Agenda					
Consent Agenda					
Consent Agenda					
Legislative Hearing					
Public Hearing	Middle Housing and Unit Lot Subdivision Ordinances	Kesler			
City Business	Wireless Facilities Regulations Update	Burns/Wilcox			
City Business	Weekly Recycling and Compost Update	Burns			
City Business	Review outcome of Planning Commission hearing	Kesler			
City Business	View Point Parking Stalls Discussion 15 minutes	Sass	Discussion and direction.		
City Business					
Executive Session					
MAY 27 (TUESDAY), 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					
Executive Session	Exit Interview	Burns			
<b>JUNE 9, City Council Regular Meeting, 5:00 pm</b>					
<b>Item Type</b>	<b>Topic</b>	<b>Staff Contact</b>	<b>Recommendation</b>	<b>Council Action</b>	<b>Legal Notice</b>
Presentation					
Consent Agenda	May 2025, Check Register	Wagner			
Consent Agenda					
Consent Agenda					
Consent Agenda	DRAFT 05/12/2025 & 05/27/2025 CC Minutes	Kellerman			
Consent Agenda					
Consent Agenda					
Consent Agenda					
Consent Agenda					
Consent Agenda					
Consent Agenda					
Legislative Hearing					
Public Hearing	DRAFT Six-Year CIP/TIP/Non-TIP Plan	Osada	First Hearing		
City Business	Hedge Reimbursement Policy	Burns/Osada			
	St. Thomas School Traffic Flow (video) - 15 Minutes	Sass/Burns			
City Business					
City Business					
City Business					
City Business					
Executive Session					
<b>JUNE 23, City Council Regular Meeting, 5:00 pm</b>					
<b>Item Type</b>	<b>Topic</b>	<b>Staff Contact</b>	<b>Recommendation</b>	<b>Council Action</b>	<b>Legal Notice</b>
Presentation					
Consent Agenda					
Consent Agenda					
Legislative Hearing					
Public Hearing					
City Business	2026 Budget Retreat	Wagner			
City Business					
City Business					
<b>JULY 14, City Council Regular Meeting, 5:00 pm</b>					
<b>Item Type</b>	<b>Topic</b>	<b>Staff Contact</b>	<b>Recommendation</b>	<b>Council Action</b>	<b>Legal Notice</b>

Presentation					
Consent Agenda	June 2025, Check Register	Wagner			
Consent Agenda					
Consent Agenda					
Consent Agenda	DRAFT 06/09/2025 & 06/23/2025 CC Minutes	Nations/Kellerman			
Consent Agenda					
Consent Agenda					
Consent Agenda					
Consent Agenda					
Consent Agenda					
Consent Agenda					
Legislative Hearing					
Public Hearing	DRAFT Six-Year CIP/TIP/Non-TIP Plan	Osada	Adopt		
City Business					
City Business	Complete Streets Ordinance Discussion	Osada	Discussion and Direction		
City Business					
City Business					
City Business					
Executive Session					

**JULY 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					

**AUGUST 11, City Council DARK**

Item Type	Topic	Staff Contact	Recommendation	Council Action	Legal Notice
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**AUGUST 25, City Council DARK**

Item Type	Topic	Staff Contact	Recommendation	Council Action	Legal Notice
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SEPTEMBER 8, City Council Regular Meeting, 5:00 pm					
Item Type	Topic	Staff Contact	Recommendation	Council Action	Legal Notice
Presentation					
Consent Agenda	July/August 2025, Check Register	Wagner			
Consent Agenda					
Consent Agenda					
Consent Agenda	DRAFT 07/14/2025 & 07/28/2025 CC Minutes	Kellerman			
Consent Agenda					
Consent Agenda					
Consent Agenda					
Consent Agenda					
Consent Agenda					
Consent Agenda					
Legislative Hearing					
Public Hearing	2026 Preliminary Budget Hearing	Wagner			
City Business					
City Business					
City Business					
City Business					
City Business	City Hall Resource Usage Update	Burns/Osada			
Executive Session					
SEPTEMBER 22, 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	2026 Preliminary Budget - Deep Dive	Wagner			
City Business	Short-term Rentals - Tentative	Burns			
City Business	Vacant Houses - Tentative	Burns			
OCTOBER 13, City Council Regular Meeting, 5:00 pm					
Item Type	Topic	Staff Contact	Recommendation	Council Action	Legal Notice
Presentation					
Consent Agenda	September 2025, Check Register	Wagner			
Consent Agenda					

Consent Agenda					
Consent Agenda	DRAFT 09/08/2025 & 09/22/2025 CC Minutes	Kellerman			
Consent Agenda					
Consent Agenda					
Consent Agenda					
Consent Agenda					
Consent Agenda					
Consent Agenda					
Legislative Hearing					
Public Hearing	2026 Preliminary Budget Hearing	Wagner			
City Business					
City Business					
City Business					
City Business					
City Business					
Executive Session					

**OCTOBER 27, 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 10, City Council Regular Meeting, 5:00 pm**

Item Type	Topic	Staff Contact	Recommendation	Council Action	Legal Notice
Presentation					
Consent Agenda	October 2025, Check Register	Wagner			
Consent Agenda					
Consent Agenda					
Consent Agenda	DRAFT 10/13/2025 & 10/27/2025 CC Minutes	Kellerman			
Consent Agenda					
Consent Agenda					

Consent Agenda					
Consent Agenda					
Consent Agenda					
Consent Agenda					
Consent Agenda					
Legislative Hearing					
Public Hearing	2026 Final Budget and Salary Schedule	Wagner			
Public Hearing	2026 Property Tax Resolution	Wagner			
City Business					
City Business					
City Business					
City Business					
City Business					
Executive Session					

**NOVEMBER 24, 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 8, City Council Regular Meeting, 5:00 pm**

Item Type	Topic	Staff Contact	Recommendation	Council Action	Legal Notice
Presentation					
Consent Agenda	November 2025, Check Register	Wagner			
Consent Agenda					
Consent Agenda					
Consent Agenda	DRAFT 11/10/2025 CC Minutes	Kellerman			
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					
<b>DECEMBER 22, City Council Regular Meeting, 5:00 pm</b>					
<b>Item Type</b>	<b>Topic</b>	<b>Staff Contact</b>	<b>Recommendation</b>	<b>Council Action</b>	<b>Legal Notice</b>
Presentation					
Consent Agenda					
Consent Agenda					
Legislative Hearing					
Public Hearing					
City Business					
City Business					
City Business					



Contract City Incident Summary (Medina) Apr 7, 2025 10:50:28 AM

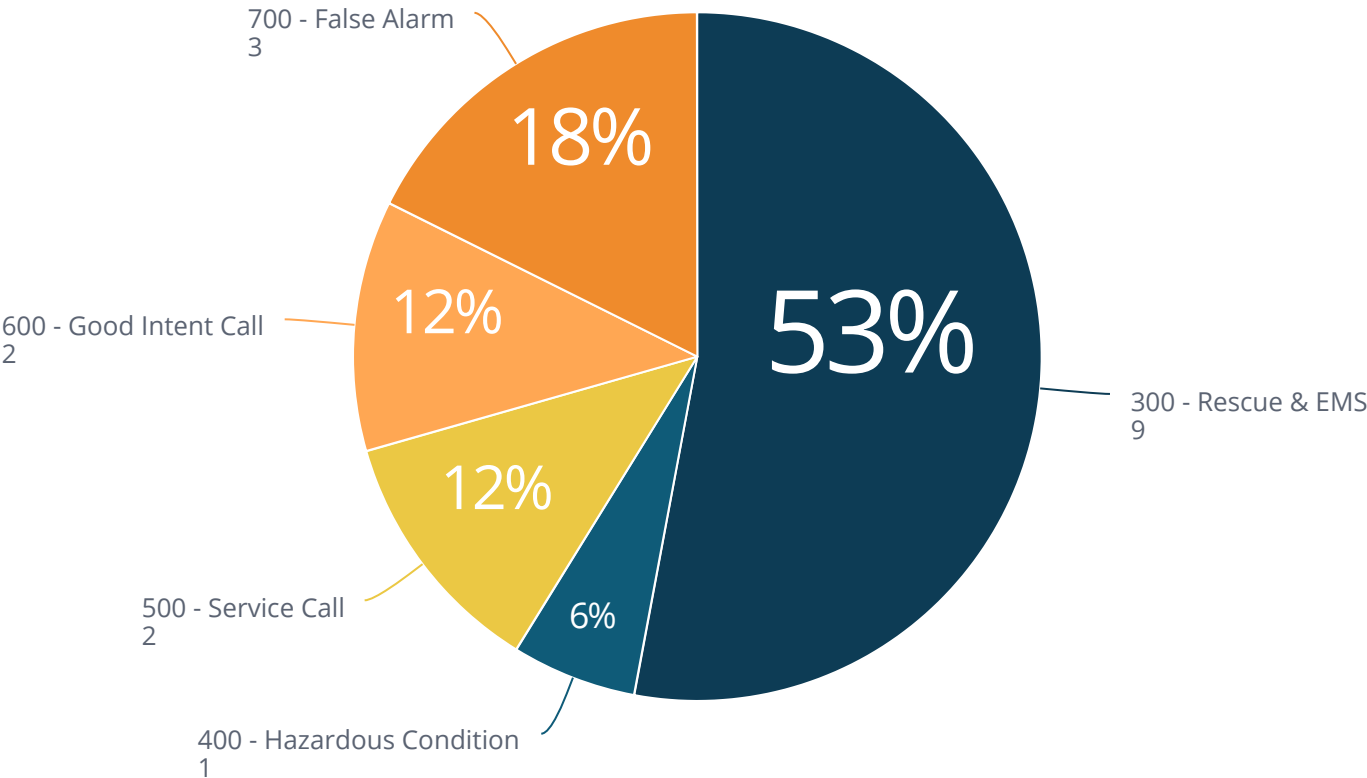
Filter statement

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

Fire and EMS  
Summary

Count of Total Incidents  
17

Percentage of Incident Type (with count)



Contract City Incident Summary (Medina)

Apr 7, 2025 10:50:28 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	Emergency medical service incident, other	320	1
	EMS Call, Cancelled at Scene	3117	1
	EMS Call, Medical	3211	6
	EMS Call, Other Accident/Trauma	3210	1
300 - Rescue & EMS Total			9
400 - Hazardous Condition	Gasoline or other flammable liquid spill	411	1
500 - Service Call	CARES 200 Series Units	5532	2
600 - Good Intent Call	Dispatched & canceled en route	611	2
700 - False Alarm	Alarm system sounded due to malfunction	735	1
	Smoke detector activation, no fire - unintentional	743	2
700 - False Alarm Total			3
Count			17



## MEDINA POLICE DEPARTMENT

**DATE:** April 14<sup>th</sup>, 2025  
**TO:** Stephen R. Burns, City Manager  
**FROM:** Jeffrey R. Sass, Chief of Police  
**RE:** Police Department Update – March, 2025

---

The following is a summary highlighting some of the Medina Police Department activity in March, 2025.

### Follow up:

Nothing to report.

### Washington Association of Sheriffs and Police Chiefs (WASPC) Reaccreditation:

The Medina Police Department successfully passed a rigorous audit of 146 standards set by the Washington Association of Sheriffs and Police Chiefs. The WASPC Accreditation program's purpose is to professionalize the law enforcement industry by setting standards of best practices as determined by law or a universal practice within the profession. WASPC Accreditation sets standards for department goals and objectives, role and authority, use of force, management/staffing/organization and utilization of personnel, records management, information technology, health and safety, fiscal management, recruitment, training, performance evaluation, code of conduct, internal affairs, patrol and investigative functions, and evidence and property control to name a few.

The Medina Police Department has successfully passed the WASPC Accreditation program since 2013.



### Marine Patrol:

Nothing to report.

### Upcoming Events:

The Shredder Day, Drug Takeback and Electronics Recycling event is on April 19<sup>th</sup>.



**MEDINA POLICE DEPARTMENT**  
*Jeffrey R. Sass, Chief of Police*  
**MONTHLY SUMMARY**  
**MARCH, 2025**



**FELONY CRIMES**

**Possession of Stolen Vehicle/Eluding      2025-00001276      03/01/2025**

The nightshift officer attempted to stop a vehicle for speeding when the vehicle attempted to elude him. The vehicle drove down a dead-end street, which allowed the officer to place spike strips on the roadway. The vehicle drove over the spike strips, continued onto westbound SR-520 and crashed into a barrier. After a short foot pursuit, the officer arrested the occupants and booked them into jail on multiple felony charges. The stolen vehicle was recovered as well and impounded pending the owner's retrieval.

**Fraud      2025-00001702      03/21/2025**

Officers were dispatched to the 8800 block of NE 2<sup>nd</sup> Place for a report of fraud. The victim stated they received text messages from someone claiming to be their employer asking the victim to purchase \$800 in gift cards and send them the card number and security codes. The text messages turned out to be a scam. No investigatory leads are available. Report taken.

**Theft      2025-00001834      03/28/2025**

Officers were dispatched to the 8400 block of NE 9<sup>th</sup> Street for a report of a theft. The homeowner stated several thousand dollars of currency from multiple countries was taken from their wallet. The homeowner recently moved into their residence in Medina and noticed the currency missing from the wallet that was inside one of the moving boxes. Further investigation to follow.

**Burglary      2025-00001895      03/31/2025**

Officers were dispatched to the 200 block of Overlake Drive East for a report of a burglary of a home under construction that had occurred overnight. Multiple construction tools were taken from the garage. No investigatory leads are available. Report taken.

**MISDEMEANOR CRIMES**

**OTHER**

**Missing Adult      2025-00001527      03/12/2025**

Officers were dispatched to the 8000 block of NE 28<sup>th</sup> Street for a report of a missing adult. The adult moved out of their parents' residence in August of 2024 and the parents of an adult had not heard from him since December of 2024. The missing adult is known to stay at shelters in Seattle. The shelter the individual was known to frequent was contacted but refused to provide information on whether the individual in question was staying there. Report taken.

**Warrant Arrest      2025-00001897      03/31/2025**

Officers were dispatched to the 1000 block of Evergreen Point Road for a report of a suspicious individual in the area. Officers contacted the individual and determined that he was in possession of a stolen e-bike from Bellevue and had a warrant for his arrest. The individual was taken into custody and booked into jail for their outstanding warrant.



# MEDINA POLICE DEPARTMENT

Jeffrey R. Sass, Chief of Police

## MONTHLY REPORT



AGENDA ITEM 5.1b

### MARCH, 2025

CRIMES	Current Month	YTD 2025	YTD 2024	Year-End 2024
Burglary	1	1	0	6
Vehicle Prowl	0	0	8	17
Vehicle Theft	0	0	0	1
Theft (mail & all other)	1	1	11	31
ID Theft/Fraud	1	1	1	14
Malicious Mischief (Vandalism)	0	1	6	9
Domestic Violence	0	0	1	15
Disturbance, Harassment & Non-DV Assault	0	1	4	15
<b>TOTAL</b>	<b>3</b>	<b>5</b>	<b>31</b>	<b>108</b>

COMMUNITY POLICING	Current Month	YTD 2025	YTD 2024	Year-End 2024
Drug Violations	0	0	0	1
Community Assists	78	241	90	474
Marine	1	2	0	10
House Watch Checks	83	251	189	955
School Zone	40	88	102	258
Behavioral Health	0	0	2	13
<b>TOTAL</b>	<b>202</b>	<b>582</b>	<b>383</b>	<b>1711</b>

TRAFFIC	Current Month	YTD 2025	YTD 2024	Year-End 2024
Collisions				
Injury	0	0	1	2
Non-Injury	0	0	0	5
Non-Reportable	0	0	0	3
<b>TOTAL</b>	<b>0</b>	<b>0</b>	<b>1</b>	<b>10</b>
Traffic Enforcement				
Criminal Citations	4	9	9	28
Infractions	21	55	74	418
Warnings	218	576	507	2175
<b>TOTAL</b>	<b>243</b>	<b>640</b>	<b>590</b>	<b>2621</b>

LICENSE PLATE READER EVENTS	Current Month	YTD 2025	YTD 2024	Year-End 2024
LPR alerts that were recovered	1	2	3	13
LPR alerts that were not located	3	22	12	77
LPR alerts that were located, not apprehended	0	0	2	4
<b>TOTAL</b>	<b>4</b>	<b>24</b>	<b>17</b>	<b>94</b>

CALLS FOR SERVICE	Current Month	YTD 2025	YTD 2024	Year-End 2024
Animal	5	8	6	29
Residential Alarms	16	50	53	221
Missing Person	1	2	0	3
Suspicious Activity/Area Checks	52	159	175	639
<b>TOTAL</b>	<b>74</b>	<b>219</b>	<b>234</b>	<b>892</b>

ADMINISTRATIVE	Current Month	YTD 2025	YTD 2024	Year-End 2024
Public Disclosure Requests Received	3	17	9	72
Concealed Pistol License Applications Processed	0	5	11	25
<b>TOTAL</b>	<b>3</b>	<b>22</b>	<b>20</b>	<b>97</b>

*\*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**

TOWN OF  
**HUNTS POINT**  
*Washington*

**MARCH, 2025**

**FELONY CRIMES**

**Fraud**

**2025-00001619**

**03/17/2025**

Officers were dispatched to the 4300 block of Hunts Point Road for a report of a check being fraudulently written in the amount of \$190. The check was written to an associate of the victim, but the associate is not suspected by the victim to be involved. Further investigation to follow.

**MISDEMEANOR CRIMES**

**OTHER**

**Marine Incident**

**2025-00001798**

**03/27/2025**

Officers were dispatched to the 3100 block of Fairweather Place for a report of an unoccupied jet ski seen floating in the water. Mercer Island Marine Patrol were notified of the incident and responded to retrieve the jet ski.



# MEDINA POLICE DEPARTMENT

Jeffrey R. Sass, Chief of Police

## MONTHLY REPORT

AGENDA ITEM 5.1b

TOW  
HUNTS POINT  
Washington

**MARCH, 2025**

CRIMES	Current Month	YTD 2025	YTD 2024	Year-End 2024
Burglary	0	0	0	0
Vehicle Prowl	0	0	1	2
Vehicle Theft	0	0	0	1
Theft (mail & all other)	0	0	0	2
ID Theft/Fraud	1	1	1	3
Malicious Mischief (Vandalism)	0	0	0	3
Domestic Violence	0	0	1	11
Disturbance, Harassment & Non-DV Assault	0	0	1	5
<b>TOTAL</b>	<b>1</b>	<b>1</b>	<b>4</b>	<b>27</b>

COMMUNITY POLICING	Current Month	YTD 2025	YTD 2024	Year-End 2024
Drug Violations	0	0	0	0
Community Assists	15	40	9	76
Marine	1	2	0	1
House Watch Checks	5	31	8	65
Behavioral Health	0	0	1	1
<b>TOTAL</b>	<b>21</b>	<b>73</b>	<b>18</b>	<b>143</b>

TRAFFIC	Current Month	YTD 2025	YTD 2024	Year-End 2024
Collisions				
Injury	0	0	0	0
Non-Injury	0	0	0	1
Non-Reportable	0	0	0	1
<b>TOTAL</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>2</b>
Traffic Enforcement				
Citations	0	0	4	9
Infractions	9	20	14	73
Warnings	41	112	128	467
<b>TOTAL</b>	<b>50</b>	<b>132</b>	<b>146</b>	<b>549</b>

LICENSE PLATE READER EVENTS	Current Month	YTD 2025	YTD 2024	Year-End 2024
LPR alerts that were recovered	0	0	0	1
LPR alerts that were not located	3	5	0	5
LPR alerts that were located, not apprehended	0	1	0	1
<b>TOTAL</b>	<b>3</b>	<b>6</b>	<b>0</b>	<b>7</b>

CALLS FOR SERVICE	Current Month	YTD 2025	YTD 2024	Year-End 2024
Animal	0	0	4	13
Residential Alarms	2	10	9	61
Missing Person	0	0	1	2
Suspicious Activity/Area Checks	7	19	23	82
<b>TOTAL</b>	<b>9</b>	<b>29</b>	<b>37</b>	<b>158</b>

\*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.

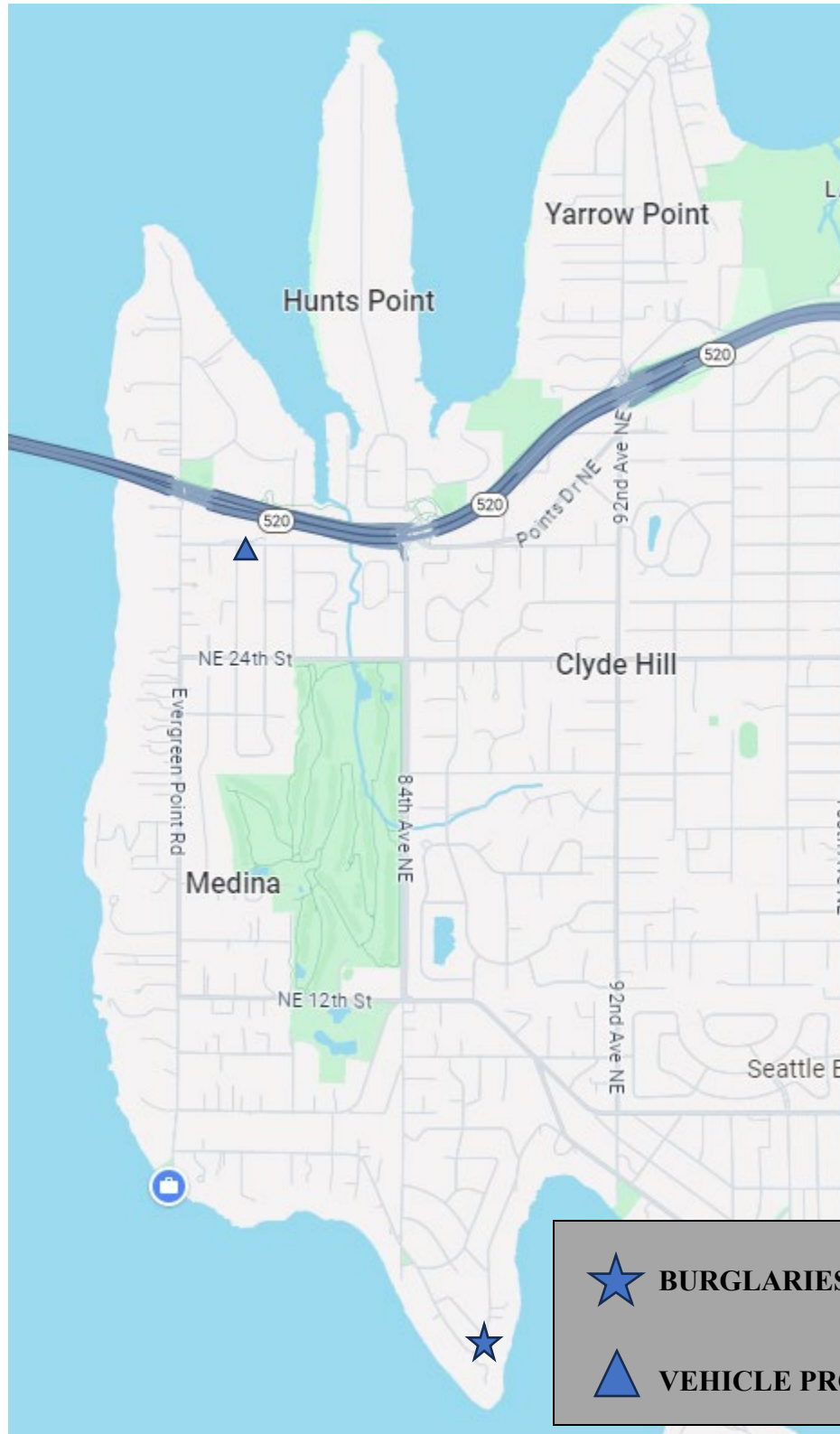


# MEDINA POLICE DEPARTMENT

## BURGLARY & MOTOR VEHICLE PROWL INCIDENT MAP



MARCH YEAR-TO-DATE







# MEDINA POLICE DEPARTMENT

## MONTHLY REPORTING STANDARDS



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

	<ul style="list-style-type: none"> <li>• Assisting the Fire Department/EMS</li> <li>• Found Child</li> <li>• Found Property</li> <li>• Special Events</li> </ul>
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"> <li>• 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.</li> <li>• 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.</li> <li>• Non-reportable collisions involve a collision under any of the following circumstances: <ul style="list-style-type: none"> <li>○ Collision on private property with no injuries.</li> <li>○ Collision on public right of way with no injuries and any property damage did not amount to at least \$1,000.</li> </ul> </li> </ul>
Traffic Enforcement	<p>Citations:</p> <ul style="list-style-type: none"> <li>• Any criminal traffic citation, to include Driving With Suspended License, Reckless Driving, DUI, etc.</li> </ul> <p>Infractions:</p> <ul style="list-style-type: none"> <li>• Any non-criminal traffic stop that resulted in the issuance of a civil infraction (ticket) to the driver.</li> </ul> <p>Warnings:</p> <ul style="list-style-type: none"> <li>• Any traffic stop that resulted in a verbal warning to the driver.</li> </ul>
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"> <li>• Found animal call for service</li> <li>• Lost animal call for service</li> <li>• Welfare check involving an animal</li> <li>• Noise complaints or nuisance calls for service involving an animal</li> </ul>
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.

Suspicious Activity/Area Checks	<p>Includes:</p> <ul style="list-style-type: none"><li>• Noise complaints</li><li>• Suspicious person/activity reports</li><li>• Field contacts made by officers on patrol</li><li>• Loud party calls, juveniles</li><li>• Reports of dangerous driving</li><li>• Weapons Complaints</li><li>• Soliciting</li><li>• Welfare Check</li><li>• Prowler</li></ul>
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*\*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](http://www.medina-wa.gov)

**Date:** April 14, 2025  
**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

With our Development Services Coordinator Rebecca Bennett on maternity leave we continue to have trouble getting reports from our permit tracking system. I do not have reports for you this month, but I will try to get the issues we are having resolved by May's reporting.

## Planning Manager Report

Jonathan G. Kesler, AICP, Planning Manager

The Middle Housing Ordinances were sent to Commerce for its mandatory 60-day review on March 25<sup>th</sup>. The SEPA Determination of Non-Significance (DNS) was issued the same day. With a Council-directed 30-day review period, **the deadline to comment is Thursday, April 24<sup>th</sup>**. The Planning Commission (PC) Public Hearing for the Ordinances will be held on Tuesday, April 22<sup>nd</sup>. They will then return to Council for hearings at the meetings of May 12<sup>th</sup> and 27<sup>th</sup>.

I met with other King Co. Planning Managers/Planning Directors in person at Kirkland City Hall on March 27<sup>th</sup>. We heard from Prof. Joe Tovar of WWU, who is tracking the progress of all the housing-related bills for the American Planning Assoc. – Washington Chapter (APA-WA). He gave us in-depth info on each and noted that **all are still active and could pass**. We will have a clear idea about the fate of these bills in the next two weeks, since the legislature must wrap up its session by April 27<sup>th</sup>. We will update Council once we know what has passed and is set to become law.

## Permits of Interest

Here is an update on three projects which Council has been advised about.

### American Tower Company (ATC)

We have an application from ATC that we have been processing. The application is for an upgrade to ten existing poles and involves a proposal to add electric meters on new posts in the right of way. We worked with our telecommunications consultant Telecom on the matter of the proposed meters and got back with ATC. Currently, we are waiting for ATC

to provide us with additional documentation from PSE who is apparently requiring the electric meter locations.

Provided for additional background is Exhibit 1 which shows an elevation, or side view of one of the existing poles ("nodes"). Exhibit 1 shows the proposed location of the electric meter on post.

Exhibit 2 is a small-scale map showing the locations of the existing 10-nodes. The pages following the cover sheet are photos of each node in order as listed on the provided table. There are no addresses for the nodes.

#### T-Mobile Tower with Monopine proposal

Exhibit 3 is provided in the staff report for the T-Mobile proposal hearing. The hearing is scheduled for Wednesday April 16, 2025, at 10:00 am via Zoom with an in-person at City Hall option. The City Hall option is for anyone who may not have access to a computer and would like to participate using facilities in the Council Chambers. The staff report reflects opposition to the monopine concealment proposal and leaves the decision of either stealth or non-stealth antenna concealment to the hearing examiner. The staff report explains the position, but I am happy to answer your questions on this.

A copy of the hearing examiner packet is on our Medina website at <https://www.medina-wa.gov/bc-he/page/hearing-examiner-23>

#### Overlake Golf and Country Club 50' Driving Range Protection Fence Proposal

The staff report for the OGCC 50' fence proposal is nearly complete. The staff report is anticipated to be released on Tuesday April 15th. The hearing is scheduled for May 15, 2025.

### **Adult Family Home**

The Adult Family Home at 1899 77<sup>th</sup> Ave NE I previously mentioned starting last Fall has now been inspected and approved. The state had required that Medina inspect the premises based on a specific checklist we were given. Our first inspection found that there were upgrades needed to make the building compliant with the state checklist. The applicant made the needed changes for state compliance, and we were then able to approve. With Medina's inspection approval the owner can complete their license with the state.

### **Tree Canopy study**

A study of Medina's tree canopy is now underway. This project was approved under our 2025 budget. Facet is a company in Kirkland formerly known as Watershed. Facet is performing the study as a direct comparison to the same study they did for us in 2014.

I expect a preliminary report in June and at that time we will decide, with your input, when the finalized study should be presented to Council. Facet will be presenting the study results.

## **Tree Inventory**

The public tree inventory approved under 2025 budget is now underway. Our arborist and his assistant are inventorying parks trees first. The next step will be other city trees not within the right of way.

Next year I anticipate asking Council to fund the second half of this inventory which would involve all trees along our city streets in the public right of way.

These inventories are for public trees only and do not involve any private trees. Following the adoption of state mandates we have been working on I expect there will be ideas on how to amend our tree management code based on private trees.

The second page of this month's arborist report has additional information.

## **Critical Area Ordinance Update**

The State of Washington has required that jurisdictions update their Critical Area's ordinances. Medina has until the end of 2025 to complete the update.

The CAO update will result in the need to amend our CAO map which will be a 2026 budget request item. In case you may be interested, I am including a copy of the current 2014 version of our CAP map. I can email you this map as well if you would like because that format will be more clear.

The state has required that our CAO be updated every 8 years, but that recently changed to every 10 years. The last CAO update that Medina completed was in 2015 and was performed by our planner/Director and the Watershed company which is now Facet.

Last year prior to budgeting we had a decision that our internal staff would perform the CAO update as that was a task that our Planning Manager wanted and said he is experienced with. I did not add a budget request to do the CAO update in 2025. The workload and complexities of 2025 have caused some reconsideration of the approach to the CAO update causing me to ask Facet for their estimate to do the work with our staff as administrative support and with our attorney's legal oversight of document drafts. The cost of Facet to do the work is about \$100,000.

At this moment our City Manager and I are considering options. Planning costs overall and comprehensively for 2025 appear they may become considerably over budget. I have not yet made an estimate of where the planning costs will be this year. Adding another \$100,000 of unbudgeted money is not something we want to ask Council to do. It is possible that our Planning Manager will need to do the entire CAO update and that there will be limited, or no consultant support other than legal reviews.

## **Affordable Housing**

Our Planning Manager Jonathan Kesler has been assigned to lead our efforts in conforming to state mandates regarding affordable housing legislation.

At this time, I do not have detailed information for you, but Jonathan will be preparing a comprehensive presentation for Council on the approach to this project.

### **Legislation**

Our Building Official Rob Kilmer participates in the Washington State Building Officials Government Relations Committee meetings where their lobbyist provides updates. It appears that SHB 1935 could clarify recently enacted rules regarding permit process timing. Medina followed state mandate last year and revised our permit timing through Council approved ordinance amendments.

Clarification may mean that the reduced permit process timing only applies to planning project timing, not building permits. The effect on Medina would be some degree of relief in the administration required to track building permits under the tight state rules.

We will watch and see where this goes.



## March 2025 Code Enforcement Report

Case Number	Case Type	Assigned To	Address	Case Text	Fine Amount
CC-2025-030	SIGN VIOLATION	Rob Kilmer	1201 EVERGREEN POINT RD	<p>Description: Observed commercial advertising sign (Tree Removal) displayed along right-of-way.</p> <p>Action Taken: Removed sign and spoke with business owner to educate them regarding sign rules in Medina.</p>	N/A
CC-2025-020	STOP WORK ORDER	Rob Kilmer	2409 EVERGREEN POINT ROAD	<p>Description: Bellevue Fire Permit for the driveway replacement project at this location is being re-reviewed.</p> <p>Action Taken: Pending re-approval of the Bellevue Fire permit, the City of Medina project permits have been placed on hold and this Stop Work Order is being issued.</p>	N/A
CC-2025-021	GENERAL	Rob Kilmer	8426 OVERLAKE DR W	<p>Description: Observed worker vehicle parked on paved shoulder.</p> <p>Action Taken: Spoke with occupant of vehicle and determined that they were not in violation. Directed them to turn on flashers while they were waiting.</p>	N/A
CC-2025-022	GENERAL	Rob Kilmer	8000 NE 12th St	<p>Description: Received concern regarding work vehicles parked west of allowed construction parking signed area.</p> <p>Action Taken: Spent time in the morning speaking with workers parking along 12th to ensure they understood where the signs marked out the allowed parking limits.</p>	N/A
CC-2025-023	GENERAL	Rob Kilmer	7816 NE 12TH ST	<p>Description: Observed two pickup trucks parked along right-of-way outside jobsite</p> <p>Action Taken: Investigated and determined both belonged to property owners in the area. No further action taken.</p>	N/A
CC-2025-024	GENERAL	Rob Kilmer	3309 Evergreen Point Road	<p>Description: Construction visibility barrier screening and site identification sign not in place at construction site.</p> <p>Action Taken: Spoke with project manager and directed them to get the screen and sign put back in place by end of following day.</p>	N/A
CC-2025-025	TREE INVESTIGATION	Rob Kilmer	3444 EVERGREEN POINT RD	<p>Description: Received concern regarding possibly hazardous tree.</p> <p>Action Taken: Spoken with City Arborist and provided property owner's contact information.</p>	N/A
CC-2025-026	GENERAL	Rob Kilmer	611 EVERGREEN POINT RD	<p>Description: Observed work vehicle parked along right-of-way.</p> <p>Action Taken: Checked back after 15 minutes and observed that vehicle was gone. No further action taken.</p>	N/A



CC-2025-027	INITIAL WARNING	Rob Kilmer	610 EVERGREEN POINT RD	Description: Observed work vehicle parked across street from work site.  Action Taken: Spoke with project Agent and provided initial warning.	N/A
CC-2025-028	GENERAL	Rob Kilmer	3339 EVERGREEN POINT RD	Description: Received concern regarding traffic control signs left along shoulder of right-of-way.  Action Taken: Investigated to determine owner of the signs. Provided this information to the Public Works Department. —	N/A
CC-2025-029	SIGN VIOLATION	Rob Kilmer	8398 NE 12TH ST	Description: Observed commercial advertising sign (Driveway Pressure Washing Medina) displayed along right-of-way.  Action Taken: Removed sign and spoke with business owner to educate them regarding the sign rules in the City.	N/A
CC-2025-031	GENERAL	Rob Kilmer	7816 NE 12TH ST	Description: Observed truck parked along right-of-way near worksite.  Action Taken: Investigated and determined that the vehicle belonged to the property owner. No further action taken.	N/A

Past Code Enforcement Cases Still Open					
Case Number(s)	Case Type	Assigned To	Address	Case Text	Fine Amount
CC-2023-152	NOTICE OF VIOLATION	Rob Kilmer	7838 NE 8TH ST	Description: During an inspection at a neighboring property, a structure was observed to have been built within the rear-yard setbacks of 7838 NE 8th Street. The structure appears to require both an approved variance and building permit.  Action Taken: Issued a Notice of Violation  Estimated Penalty: Structure must be removed or approved variance and building permit(s) must be obtained. Financial penalties will apply if required actions are not initiated by 11/2/23.  Status: Working through variance process	To be determined based upon compliance
CC-2023-152	NOTICE OF VIOLATION	Rob Kilmer	7838 NE 8TH ST	Description: During an inspection at a neighboring property, a structure was observed to have been built within the rear-yard setbacks of 7838 NE 8th Street. The structure appears to require both an approved variance and building permit.  Action Taken: Issued a Notice of Violation  Estimated Penalty: Structure must be removed or approved variance and building permit(s) must be obtained. Financial penalties will apply if required actions are not initiated by 11/2/23.  Status: Working through variance process	To be determined based upon compliance

CC-2024-067	STOP WORK ORDER	Rob Kilmer	1636 73rd Ave NE	Description: Clearing, grading, and construction occurring on site within a steep slope critical area.	To be determined based upon compliance
CC-2024-075	NOTICE OF VIOLATION			Action Taken: Stop Work Order issued and project owner instructed to set up an application meeting. Work can only resume once required permits are approved and issued.	
				Estimated Penalty: Doubling of building permit fees per 16.40.070. - Work commencing before permit issuance. To be reviewed for Notice of Violation penalty per MMC 1.15.200. - Notice of violation.  Status: Working through permitting process.	
CC-2024-070	STOP WORK ORDER	Rob Kilmer	8711 Ridge Road	Description: Observed stairway structure being erected on roof of garage up to roof of second story.	To be determined based upon compliance
CC-2024-072	NOTICE OF VIOLATION			Action Taken: Issued Stop Work Order and required a permit pre-application meeting to be scheduled.	
CC-2024-080	NOTICE OF FINAL ORDER			Estimated Penalty: Doubling of permit fees per MMC 16.40.070. - Work commencing before permit issuance. To be reviewed for Notice of Violation penalty per MMC 1.15.200. - Notice of violation.  Status: Pending Resolution	
CC-2024-101	GENERAL	Rob Kilmer	7664 NE 14TH ST	Description: Met onsite with homeowner to discuss a sport court that had been installed.	To be determined based upon compliance
CC-2024-114	NOTICE OF VIOLATION			Action Taken: Directed homeowner that permits are required for a sport court.	
				Status: Working through zoning process	
CC-2024-128	STOP WORK ORDER	Rob Kilmer	7620 NE 24th Street	Description: Observed construction work occurring without required permits.	Doubling of Permit Fees
CC-2024-129	NOTICE OF VIOLATION			Action Taken: Issued Stop Work Order.	
				Status: Working through permitting process	

**Tree Permit Activity Report**  
**March 2025**  
**By Andy Crossett**

Issued Non-Development Tree Permit Activity Table						
Picture #	Permit Type	Address	# Trees Removed	Removed Tree (Size)	Supplemental Required	Description
1	TREE-PERFORMANCE TREE-25-011	7808 NE 10th Street	1 Deodar cedar, 1 Spruce	37", 12"	6	Not a legacy or landmark species.
2	TREE-PERFORMANCE TREE-25-019	8005 NE 28th St	1 Douglas fir	24"	N/A	The site exceeds minimum TU requirements.
3	TREE-PERFORMANCE TREE-25-012	3316 76TH AVE NE	1 Douglas fir, 1 Pine	15", 20"	N/A	The site exceeds minimum TU requirements.

New Non-Development Tree Permit Activity Table						
Picture #	Permit Type	Address	# Trees Proposed to be Removed	Removed Tree (Size)	Supplemental Required	Description
N/A	TREE-RESTORATION TREE-25-016	7800 NE 28TH ST	4 Black cottonwood	40", 13", 63", 20"	4	Hazard trees. Not yet fully reviewed.
N/A	TREE-RESTORATION TREE-25-018	3438 EVERGREEN POINT RD	1 Western redcedar	58"	1	Hazard tree. Not yet fully reviewed.
N/A	TREE-PERFORMANCE TREE-25-020	609 Evergreen Point Rd	1 Cottonwood, 1 Pine	22", 16"	N/A	Not yet fully reviewed.
N/A	TREE-PERFORMANCE TREE-25-021	2795 EPR	1 Silver Maple	35"	N/A	Not yet fully reviewed.

**Issued Development Tree Permit Activity Table**

Picture #	Permit Type	Address	# Trees Removed	Removed Tree (Size)	Supplemental Required	Description
N/A	REVISION - TREE-WITH BUILDING/DEVELOPMENT TREE-23-006	2438 78th Ave NE	1 Flowering cherry	6"	4	Revised permit to remove 1 additional tree.
N/A	TREE-WITH BUILDING/DEVELOPMENT TREE-25-013	1829 EVERGREEN POINT RD	3 Birch, 1 Flowering cherry	9", 8", 6", 9"	7	

**New Development Tree Permit Activity Table**

Picture #	Permit Type	Address	# Trees Proposed to be Removed	Removed Tree (Size)	Supplemental Required	Description
N/A	TREE-WITH BUILDING/DEVELOPMENT TREE-25-014	2227 EVERGREEN POINT RD	1 Hawthorn, 1 Cherry, 1 Dawn redwood, 1 Bigleaf Maple	13", 12", 14", 30"	Unknown	Not yet reviewed.
N/A	TREE-WITH BUILDING/DEVELOPMENT TREE-25-015	7838 NE 14th ST	2 'Deciduous'	6", 6"	Unknown	Not yet reviewed.
N/A	TREE-WITH BUILDING/DEVELOPMENT TREE-25-017	2431 76TH AVE NE	1 crabapple, 1 Douglas fir, 1 Austrian Pine, 3 WRC	9", 18", 24", 36", 34", 31"	Unknown	Lots of corrections for this one. Not yet fully reviewed.

**Tree Inventory Update:**

We are currently working our way through Medina Park and expect to have the park itself completed this week. After that, we will begin work on the City of Medina–owned green space parcels located south of the park.



Picture 1. 7808 NE 10th Street – Deodar cedar





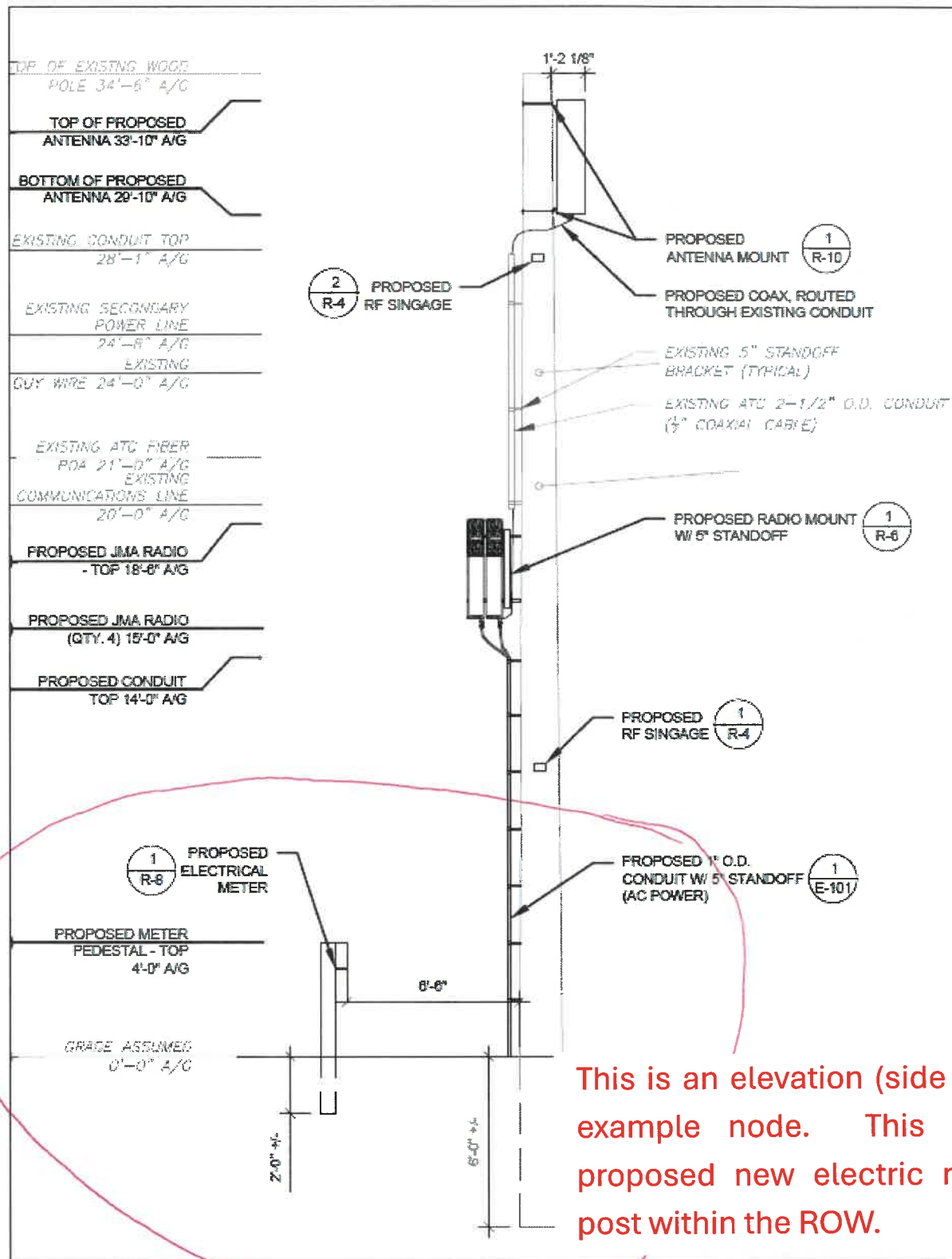
Picture 2. 8005 NE 28th St – Douglas fir



Picture 2. 3316 76TH AVE NE – Pine & Douglas fir



# EXHIBIT 1



This is an elevation (side view) of an example node. This shows the proposed new electric meter on a post within the ROW.

**Figure 4-2:** Proposed modifications for Node 2 on the pole in elevation view (Source: Plans, Page C-402, panel 2).





# EXHIBIT 2

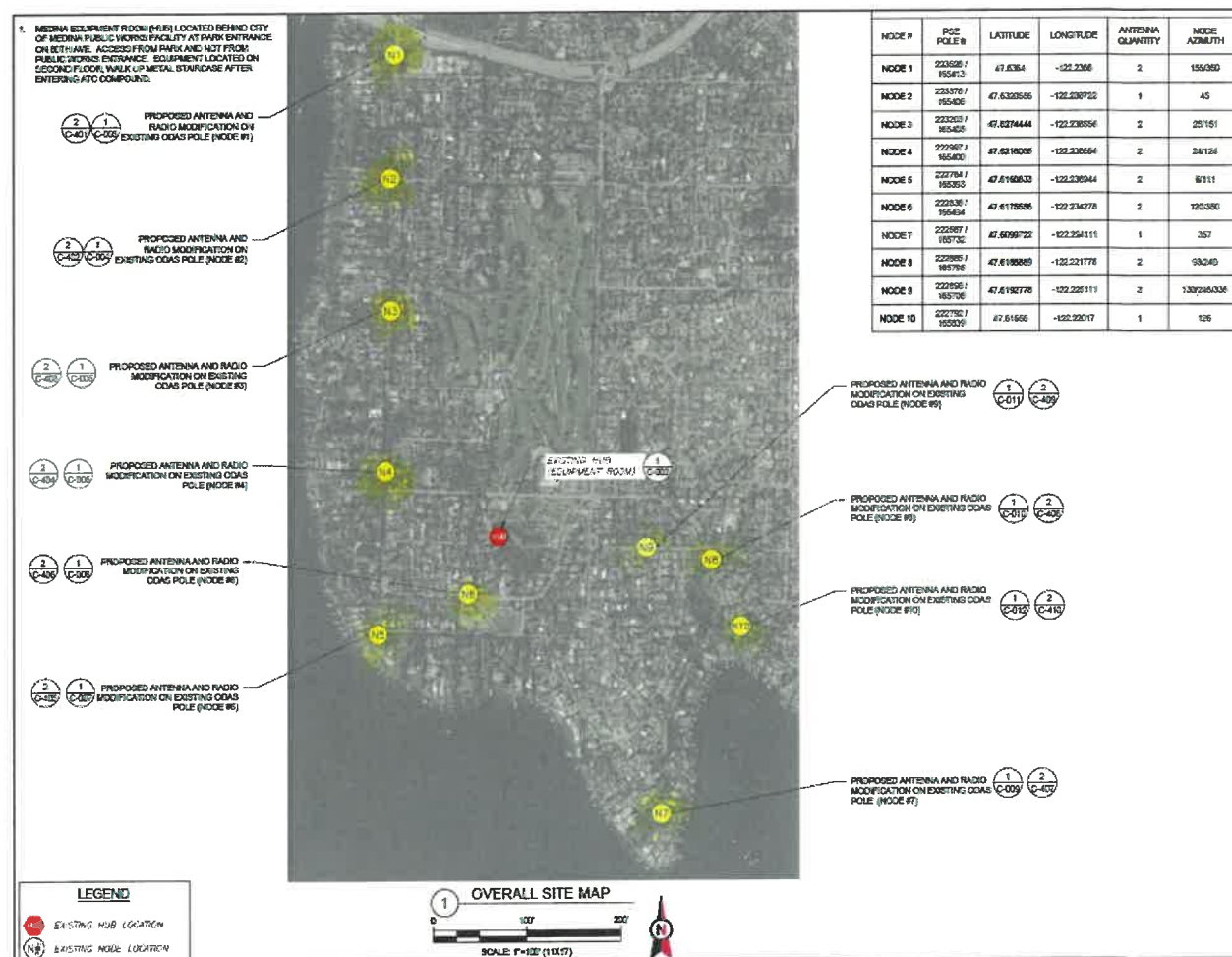
There are ten existing ~~ATC nodes~~ (“nodes”) shown with yellow highlight. The one red dot is the existing ATC/T-Mobile facility within the second floor of our Medina Public Works building.

Photos of each node are shown in order and follow this page.

Node #	LAT/LONG
Node 1	47.6364/ -122.2386
Node 2	47.6320556/ -122.238722
Node 3	47.6274444/ -122.238556
Node 4	47.6218056/-122.238694
Node 5	47.6160833/-122.238944
Node 6	47.6175556/-122.234278
Node 7	47.6099722/-122.224111
Node 8	4.6188889/-122.221778
Node 9	47.6192778/-122.225111
Node 10	47.61656/-122.22017

**Chart 1:** Location of each of the 10 nodes to be modified (Source: Plans)

An overview of the Node locations is depicted in Figure 1.



**Figure 1:** Overview site map (Source: Plans, Title Page C-003).



**Figure 3-1:** View of existing Node 1 (Source: Google Streetview).





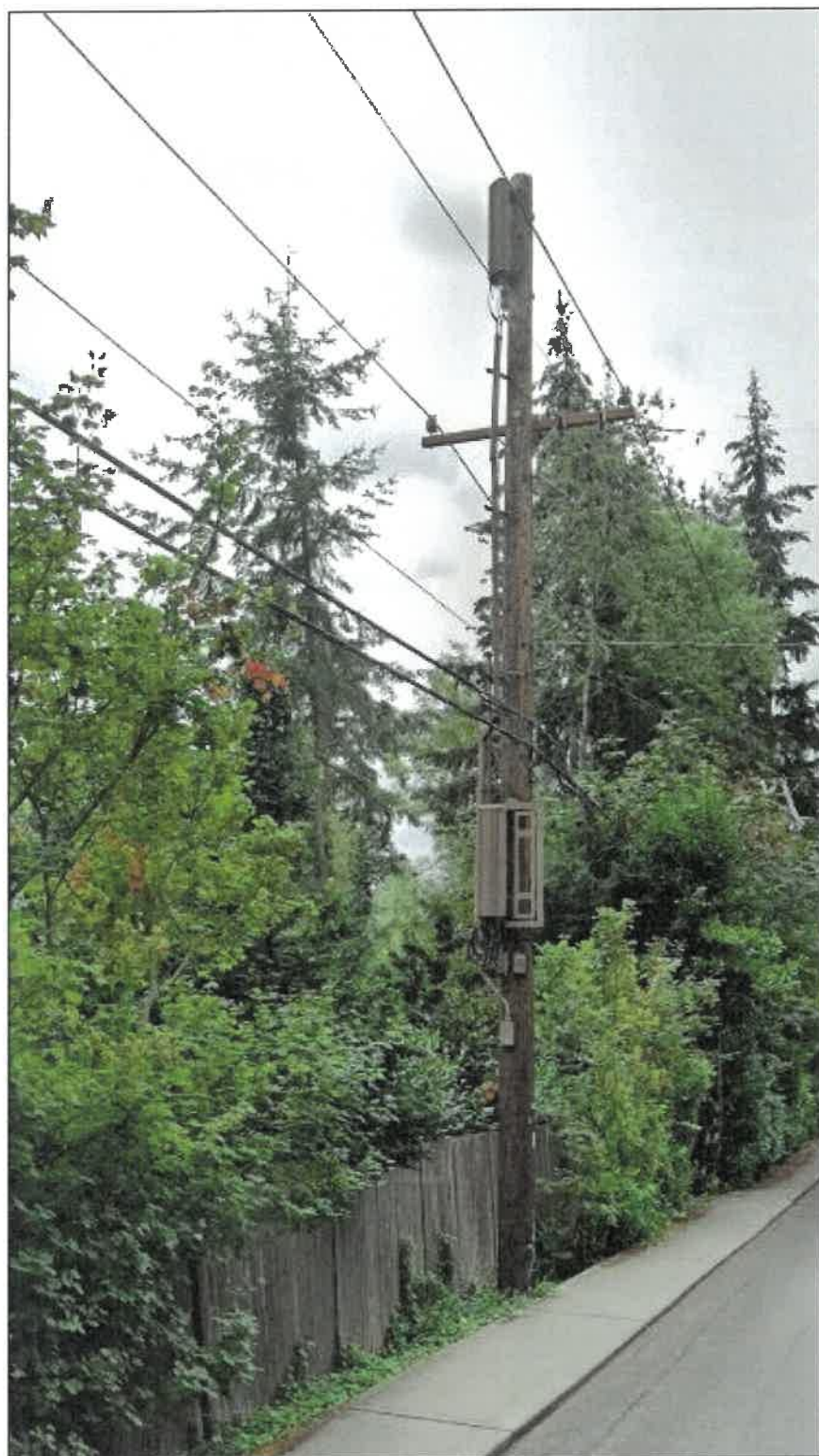
**Figure 3-2:** View of existing Node 2 (Source: Google Streetview).





**Figure 3-3:** View of existing Node 3 (Source: Google Streetview).





**Figure 3-4:** View of existing Node 4 (Source: Google Streetview).





**Figure 3-5:** View of existing Node 5 (Source: Google Streetview).



**Figure 3-6:** View of existing Node 6 (Source: Google Streetview).







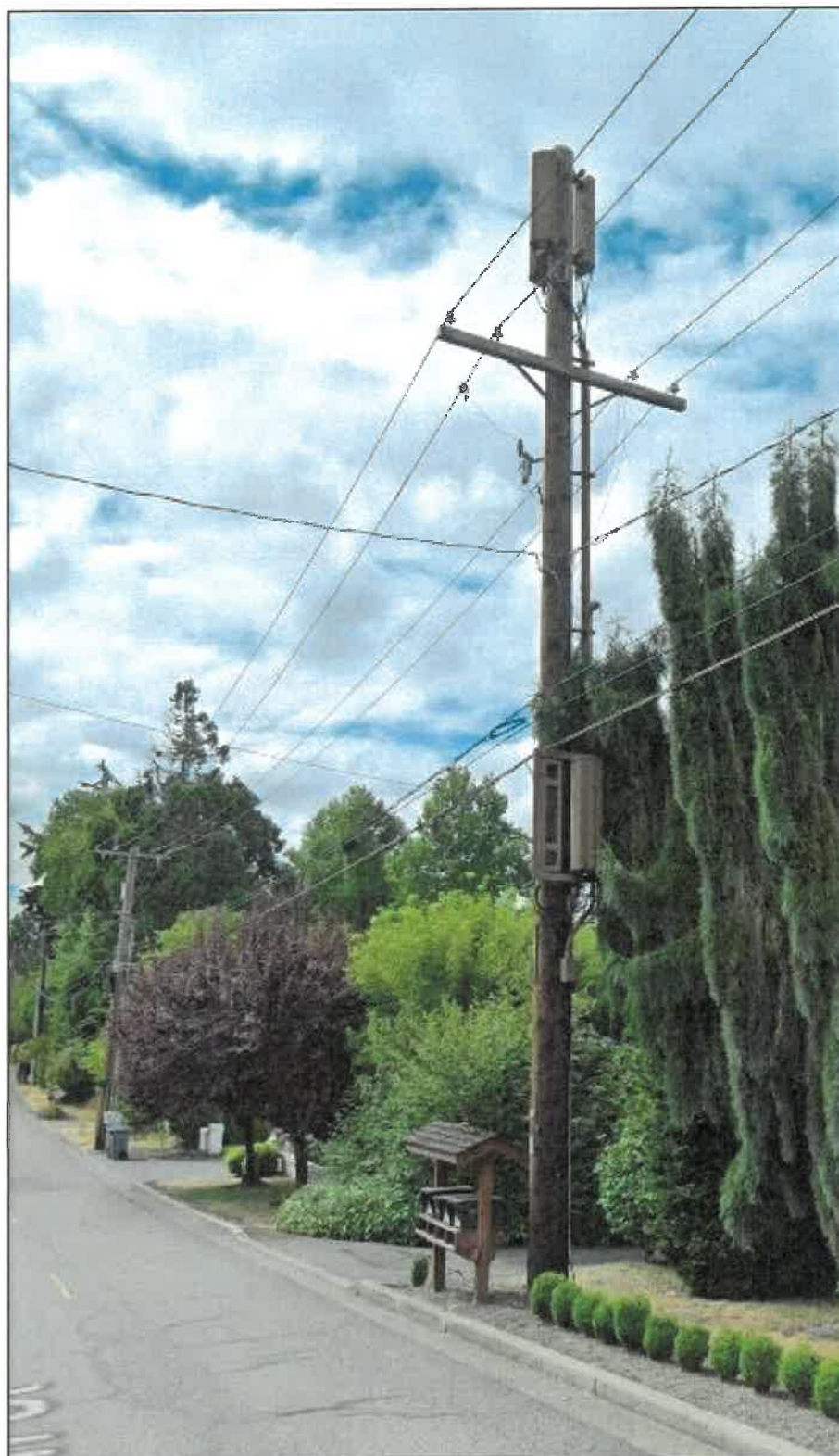
**Figure 3-7:** View of existing Node 7 (Source: Google Streetview).





**Figure 3-8:** View of existing Node 8 (Source: Google Streetview).





**Figure 3-9:** View of existing Node 9 (Source: Google Streetview).





**Figure 3-10:** View of existing Node 10 (Source: Google Streetview).

The antennas and associated equipment are mounted at varying heights for each Node. Figure 4 shows the Applicant's proposal with details in elevation view for each Node. The group of figures in Figure 4, below, show the proposed elevations of the Nodes on the PSE wood utility poles in the PROW. For ease of identification, the group of figures in Figure 4 have the node numbers appended. For example, Figure 4-1 is specific to Node 1, where Figure 4-6 is specific to Node 6, etc.



# MEDINA, WASHINGTON

## HEARING EXAMINER

A Remote Public Hearing

Wednesday, April 16, 2025 – 10:00 AM

### AGENDA

#### Virtual Hearing Participation

The scheduled public hearing will be held using remote meeting technology. Please either log in or call in a few minutes prior to the start of the meeting to participate. If a person does not have access to or is unable to attend the virtual hearing online, then please contact the staff contact below by Friday, April 11, 2025 by 4:00 p.m. to allow sufficient time for the City to set up access to the virtual public hearing at City Hall. Written comments may still be submitted prior to the hearing by emailing Jonathan Kesler, AICP, Planning Manager, at [jkesler@medina-wa.gov](mailto:jkesler@medina-wa.gov). Written comments are given the same weight as verbal public testimony.

#### Join Zoom Meeting:

<https://medina-wa.zoom.us/j/84156817656?pwd=AaiSlyPxCvLiKCWXFdbD7GYFXFXLB.1>

Meeting ID: 841 5681 7656

Passcode: 150912

Dial by your location:

• +1 253 215 8782 US (Tacoma)

#### Public Hearings:

**NOTE:** The Hearing Examiner has the discretion to limit testimony to relevant non-repetitive comments and to set time limits to ensure an equal opportunity is available for all people to testify.

#### PRE-DECISION HEARING:

**File Nos.:** P-24-034 Non-Administrative Special Use; P-24-035 Non-Administrative Variance; P-24-036 SEPA Threshold Determination

#### **Applicant or**

**Agent:** VB BTS II, LLC (Vertical Bridge) and T-Mobile West LLC (T-Mobile), collectively Applicants

**Property Owner:** Bellevue School District, #405

**Representative:** Chris DeVoist, Technology Associates, EC Inc., representing Applicants

T-Mobile Non-Administrative SUP, P-24-034; Non-Administrative Variance, P-24-057, SEPA Threshold Determination, P-24-036  
Staff Analysis and Recommendation  
371096\0011\11018553.v1

**Proposal:** Request for SEPA Threshold Determination (P-24-036) in conjunction with a Non-Administrative Special Use to allow modification of an existing wireless facility with a pole replacement (P-24-034). The Applicant also seeks a Non-Administrative Variance (P-24-035) to the 35-foot height limitation to remove the originally approved 65' tall stealth canister pole and replace it with a new 70' tall "monopine" faux tree pole.

**Site address:** 7800 NE 28<sup>th</sup> St., Medina, WA 98039; Parcel # 242504-9104

**Descript./Tax Lot:** GPS Coordinates: 47.636558, -122.238294; Tax Parcel # 242504-9104

**Prepared by:** Dawn Reitan, Asst. City Attorney and Jonathan G. Kessler, AICP, Planning Manager for the City of Medina

## **PART 1 – GENERAL INFORMATION**

**Zoning:** Parks and Public Places (Public)<sup>1</sup>

**Comprehensive Plan Designation:** School/Institution

**Shoreline Environment Designation:** N/A

**Critical Areas:** Geologically Hazardous Area (landslide hazard area)

**Environmental (SEPA) Review:** The Responsible Official issued a Revised Determination of Nonsignificance (Revised DNS) on March 12, 2025. No comment was received by the City, and the Revised DNS was not appealed

### **Exhibits:**

1. Staff Report, dated April 9, 2025
2. Legal Notices:
  - a. Notice of Complete Application, dated October 14, 2024
  - b. Notice of Application ("NOA"), dated October 24, 2024; Declaration of Mailing, dated 10/24/24; Declaration of Posting; Declaration of Publication 10/24/24
  - c. Notice of Revised NOA, March 12, 2025; Declaration of Mailing, dated 3/12/25 Declaration of Posting; Declaration of Publication 3/12/25
  - d. Notice of Determination of Significance ("DNS"), dated March 3, 2025; Declaration of Mailing, dated 3/25/25; Declaration of Posting; Declaration of Publication 3/3/25
  - e. Notice of Revised DNS, issued and published on March 12, 2025 (with withdrawal of original DNS on March 12, 2025); Declaration of Mailing, dated 3/12/25; Declaration of Posting; Declaration of Publication 3/12/25
  - f. Notice of Virtual Public Hearing, dated March 17, 2024; Declaration of Mailing, dated 3/17/25; Declaration of Posting; Declaration of Publication

<sup>1</sup> Medina Municipal Code ("MMC") Table 16.20.010 Comprehensive Plan and Zoning).

3. City of Medina Revised Determination of Nonsignificance, issued March 12, 2025
4. Project Narrative Non-Administrative Variance Application, US-WA-7001 Evergreen Point – School Dist. (T-Mobile SE2481B)
5. Project Narrative Non-Administrative Special Use Permit Application US-WA-7001 Evergreen Point – School Dist. (T-Mobile SE02481B)
6. SEPA Submittal Statement – Supplemental SEPA Checklist Submittal – US-WA-7001 Evergreen Point – School Dist. (T-Mobile SE02481B)
7. SEPA Environmental Checklist
8. Statement of Code Compliance – WCF Non-Administrative Variance Permit Application – US-WA-7001 Evergreen Point – School Dist. (T-Mobile SE02481B)
9. Statement of Code Compliance – WCF Non-Administrative Special Use Application - US-WA-7001 Evergreen Point – School Dist. (T-Mobile SE02481B)
10. Non-Administrative Special Use Permit Checklist & Application
11. Non-Administrative Variance Checklist & Application
12. Site Plan
13. Plan Set
14. Signed property owner declaration of agency
15. Historic Reference Documentation (Original Determination of Nonsignificance (DNS), dated December 20, 2016
16. Proof of ownership deed, dated August 31, 1960
17. Photograph simulation Location Map, Evergreen PT SE02481B
18. Mailing label maps, provided by Applicants
19. Mailing labels in word format
20. Non-Ionizing Electromagnetic Exposure Analysis Engineering & Certification Report (NEIR), dated August 3, 2021
21. T-Mobile FCC licenses (to be used at this facility)
22. Radio Frequency (RF) engineering analysis need letter for replacement of an existing canister pole with a replacement monopine, dated June 25, 2024
23. Map of all T-Mobile facilities in and within 1 mile of Medina
24. City of Medina pre-application correspondence (emails dated September 25, 2025 and September 13, 2023)
25. City of Medina Hearing Examiner Findings, Conclusions, and Decision (T-Mobile No. PI-16-034, PL 16-036), dated January 1, 2017
26. Letter from T-Mobile to Medina Mayor and City Council, dated June 28, 2024
27. Revised SEPA Checklist, date submitted June 27, 2024; revised January 13, 2025
28. Revisions Corrections Needed for P-24-035, dated November 14, 2024
29. Revisions Corrections Needed for P-24-036, dated November 4, 2024
30. Signing authority for Jack McLeod, dated September 27, 2024
31. Supp. information – Cover Letter – Request for Monopine Examples and Design Alternatives, dated January 31, 2025
32. Supp. information - Requested Monopine Examples, dated January 31, 2025
33. Supp. Information – Photo-simulation Stealth Cannister
34. Supp. Information – Photo-simulation Non-Stealth Structure
35. T-Mobile comment, Emails dated January 14, 2025 and January 14, 2025

36. Statement of Code Compliance – WCF Non-Administrative Variance Permit Application, US-WA-7001 Evergreen Point – School Dist. (T-Mobile SE02481B)
37. Response Memo – Non-Administrative Variance Application – First Review Comment Letter (Nov. 2024), dated January 31, 2025
38. Letter from T-Mobile – Proposed replacement of canister pole with monopole – Supp. RF Analysis – Height Justification for Replacement Structure, dated January 31, 2025
39. Revised Non-administrative Variance Checklist and Application, dated January 3, 2025

## **PART 2 – SITE CHARACTERISTICS**

### **Existing Conditions:**

The primary use of the subject property is the Bellevue Christian Elementary School (a private school). The property also contains an existing wireless communications facility (WCF) approved by the City under special use permit (PL-16-034) and variance (PL-16-036) (hereinafter, 2016 WCF) (Ex. 25). The property is zoned Parks and Public Places, and is owned by the Bellevue School District 405.

### **Surrounding Zoning:**

Direction	Zoning	Present Use
North	P-Public	Fairweather Nature Preserve
South	R-16, Residential	Residential
East	Town of Hunts Point	Residential
West	R-20, Residential	Residential

### **Access:**

Ingress and egress to the WCF site is via an existing gravel driveway connected to Evergreen Point Road. (Ex. 5)

## **PART 3 – REVIEW PROCEDURE & AGENCY/PUBLIC COMMENTS**

**Applications:** The applications were received on July 10, 2024, and were determined complete on October 14, 2024, pursuant to MMC 16.80.100. The NOA was issued on October 24, 2025, with a mailing to property owners pursuant to MMC 16.80.140(B)(2); posting on-site; and posting at other public notices locations (City Hall, Medina Post Office, Park Board, and City of Medina website). A 14-day comment period was provided pursuant to MMC 16.80.110(B)(7).

A Revised NOA was issued on March 12, 2025, with a mailing to property owners pursuant to MMC 16.80.140(B)(2); posting on-site; and posting at other public notices locations (City Hall, Medina Post Office, Park Board and City of Medina website). A 14-day comment period was provided pursuant to MMC 16.80.110(B)(7).

A Notice of Virtual Hearing was issued on March 17, 2025, consistent with MMC 16.80.120. The notice was mailed to property owners pursuant to MMC 16.80.140(B)(2), published in *The Seattle Times* newspaper, and posted on the site and other public notice locations (City Hall, Medina Post Office, the Posting Board in Medina Park and the City of Medina website).

**Agency Comments:** No agency comments were received.

**General Public Comments:** As of the date of the staff report, the City received the following public comment(s) regarding the proposed project.

1. Ex. 35. Email from Mac Johnston to Steve Wilcox, dated January 13, 2025; Stating he was fine with monopine and thought it would look better than just a pole.

#### **PART 4 – COMPREHENSIVE PLAN**

The following Comprehensive Plan elements, policies, and goals apply to the Proposal:

##### **Land Use Element:**

###### **Non-Residential Uses: (p. 10)**

Most of the non-residential land uses that exist in Medina have been in place since before or around the time of the City's incorporation and have become an accepted and integral part of the community. These non-residential uses are subject to the City's special use provisions under the Municipal Code. Since Medina is fully developed, there are few vacant tracts of land currently available for further development. In addition, property currently used or designated for residential use is discouraged from being utilized for additional churches, clubs, fraternal societies, schools, museums, historic sites, conference centers, or other additional non-residential facilities; these larger scale facilities create additional traffic and disrupt residential traffic patterns, which increase greenhouse gas emissions.

LU-G1 To maintain Medina's high-quality residential setting and character, while considering creative housing solutions to accommodate community members of all socioeconomic groups.

LU-P5 Existing non-residential uses are encouraged to be maintained. Existing non-residential uses include:

\* \* \*

- Three Points Elementary School (now Bellevue Christian Elementary)

\* \* \*

- Utilities

LU-P9 The City should encourage input from all stakeholders prior to any land use decision, including consideration of the potential physical, economic, and cultural displacement risk to residents, particularly to communities that have historically faced greater risk of displacement.

##### **Community Design Element:**

###### **Community Spaces (p. 47)**

The City's parks, natural spaces and green spaces, its small town businesses, schools, church, and other amenities are defining elements of Medina's community character.



CD-G2 Maintain the informal, natural appearance and safety of the Medina's street rights-of-way and public areas. (p. 48)

### **Parks and Open Space Element:**

#### Other Recreation Facilities (p. 83):

Three Points Elementary School Playground (Private School on Public Property)  
Located at 7800 NE 28<sup>th</sup> Street, the school has approximately four acres of land. The playfield is in the westerly portion of the elementary school property that is leased from the Bellevue School District by Bellevue Christian School. The playground has a grass sport field, play structure, and covered play area for the students.

### **Capital Facilities Element:**

#### Schools (p. 87)

The Bellevue School District maintains two facilities in Medina. Medina Elementary School is located on NE 8<sup>th</sup> Street between Evergreen Point Road and 82<sup>nd</sup> Avenue NE. The school is an approximately 67,000 square foot facility. Current enrollment is 550 students, which is near capacity. The second Bellevue School District facility is the former Three Points School, which is now leased by Bellevue Christian Schools, a private school, for their elementary school campus. It is located on NE 28<sup>th</sup> Street adjacent to Evergreen Point Road and SR 520.

(Private schools are mentioned only because they may contribute to, or reduce the demand on public facilities.)

### **Utilities Element:**

#### Existing Conditions (p. 95):

Numerous companies provide cell phone, land-line telephone and internet service to Medina. Small wireless facilities, as regulated by Section 16.38 of the Medina Municipal Code, provide cell coverage throughout the City. Comcast/Xfinity provides traditional cable TV service, in addition to high-speed internet connections to local residential customers. Fiber optic cable is not available in Medina to residential users.

#### Utilities Plan (p. 95-96)

Given the recent trends in emerging technologies, opportunities to work from home, and the potential for land to be used more densely in the next ten years, the utility demand, particularly for electrical power, is likely to grow. The trend of replacing small homes with larger homes or developing multiple dwelling units on residential lots, and new technologies like residential EV charging stations and remote work opportunities, will spur this increased demand. Upgrades to the existing system, and exploration of providing additional utilities (such as fiber optic cable) will be necessary to maintain and/or improve efficiency, reliability and/or capacity. Additional gas, internet, telephone, and electrical hook-ups will be made on an individual, as-needed basis. Providers will need to review their plans and may need to locate major/minor new facilities in the City, based on their future projections.

UT-G1 To maintain and upgrade utility services sufficient to serve the City's projected housing-size growth and other needs, and to provide utility access to all communities, especially underserved ones, over the next ten years.

UT-P1 The City should coordinate with applicable electric, gas, landline telephone, cell telephone, internet service, and fiber optic cable providers, and with counties, cities, tribes, and special purpose districts to seek repairs and upgrades to existing utility facilities as necessary to maintain and/or improve efficiency, reliability, and/or capacity. Coordination should support the Regional Growth Strategy, including addressing long-term needs, supply, and the use of conservation and demand management.

## **PART 5 – STAFF ANALYSIS**

### **General:**

1. Applicants, VB BTS, LLC (Vertical Bridge), and T-Mobile West LLC (T-Mobile), as represented by Technologies Associates, EC Inc., (collectively, Applicants) are requesting to modify an existing WCF located at 7800 NE 28<sup>th</sup> Street in the City of Medina (Property). The Property is owned by Bellevue School District 405.
2. The existing WCF is located on the northwest corner of the Property, in an existing 35' x 25' leased area on the Property, which was approved by the City under the Non-Administrative Special Use Permit (PL-16-034), and Non-Administrative Variance (PL-16-036) (collectively, 2016 WCF).
3. Applicants request to remove the existing 65-foot stealth monopole and replace it with a 70-foot "monopine faux tree pole," which will continue to be an "unmanned wireless facility." (Ex. 5 at 5) (the Proposal).
4. The leased area is surrounded by a 6-foot tall fence with non-reflective black privacy slats (Ex. 5 at 4). There is no expansion proposed for the existing lease area. (Ex. 5 at 4) The leased area is accessed via an existing locked 10' wide double swing gate that matches the fence. The existing fence and gate approved under the 2016 WCF are not proposed to be modified. (Ex. 5 at 5)
5. There is an existing 12' wide gravel driveway/easement which provides ingress/egress and access/parking to the leased area. The driveway is not proposed to be modified. (Ex. 5 at 5)
6. An existing 12' x 8' equipment building approved under the 2016 WCF houses the base station equipment. All ground equipment is proposed to be located in the existing equipment building. No modifications are proposed to the existing equipment building. (Ex. 5 at 6). There are no outdoor cabinets associated with the existing WCF or requested under the Proposal.
7. The landscaping for the leased area was approved under the 2016 WCF, and is not proposed to be modified by the Proposal. (Ex 5 at 6)
8. There is no existing or proposed lighting associated with the leased area or Proposal. (Ex. 5 at 6)
9. An existing previously identified geohazard area is shown in the plans that were approved under the 2016 WCF and addressed in the associated SEPA review. The Proposal does not propose any activities within the geohazard buffer area. (Ex. 5 of 7)
10. The existing conditions and Proposal are depicted in the Overall Site Plan (Ex. 12), and Plan Set (Ex. 13)

11. Applicants represent that the current facility is out of date and needs to be upgraded to allow all the current T-Mobile licensed frequencies and technologies, including 5-G, to provide the “best coverage”. (Ex. 5 at 5). As such, “the current standard for T-Mobile technologies requires a significantly larger footprint of antennas and remote equipment to provide those additional technologies”. (Ex. 5 at 5). Applicants also state:

To accommodate T-Mobile’s needed upgrade, Applicants are proposing to replace the existing canister pole with a new monopine faux tree pole. This design will successfully maintain the code requirement for being concealed while allowing the currently proposed, and any future upgrades to the Facility, to be made without the need for continuous replacement of the support structure and its visual profile. (Ex. 5 at 5)

#### **Environmental (SEPA) Review:**

12. The Applicants submitted a SEPA Environmental Checklist (Ex. 7) and a supplemental SEPA Checklist (Ex. 27).<sup>2</sup> The Responsible Official issued a Revised Determination of Nonsignificance (“Revised DNS”) on March 12, 2025, pursuant to WAC 197-11-340(2). The City did not receive any comments, and the Revised DNS was not appealed.

#### **Zoning Analysis - General WCF Requirements (Chap. 16.37 MMC):**

WCF that are proposed to be located outside of the City’s rights-of-way (ROW) are subject to the site requirements of Chap. 16.37 MMC. The code sections which apply to the Proposal are discussed below:

13. MMC 16.37.030 – Applicability: MMC 16.37.030 identifies that the chapter applies to “all new and expansion and/or alteration of wireless communications facilities located within the boundaries of the city”. Thus, the requirements of Chap. 16.37 MMC apply to the Proposal.<sup>3</sup>
14. MMC 16.37.050 – Permitted locations: MMC 16.37.050 provides that WCF may be permitted in the following zones: Properties zoned parks and public places, subject to the limitations set forth in MMC 16.37.060.<sup>4</sup> The Proposal would be located on property zoned parks and public places, which is permitted in the zone.
15. MMC 16.37.070 – Site requirements – outside of city ROW: MMC 16.37.070 identifies site requirements that shall apply to WCF that are located pursuant to MMC 16.37.050(C)(properties zoned parks and public places). Thus, the following site requirements of MMC 16.37.070.B(1), (2), (4), (5) and (6) apply to the Proposal:<sup>5</sup>

#### **MMC 16.37.070.B.1.a-c:**

<sup>2</sup> The Supp. Checklist was provided in response to Staff Comments relating to additional information. See Ex. 29.

<sup>3</sup> The exemptions noted in MMC 16.37.030.A(1)-(9) do not apply.

<sup>4</sup> The limitations of MMC 16.37.060 apply to city parks, and do not apply to the proposed Project.

<sup>5</sup> MMC 16.37.070.A does not apply to the Project (WCF on nonresidential building). MMC 16.37.070.B.3(a)-(d), does not apply to the Project (height limit of 80 feet without a variance).

**B. An antenna may be mounted to a support structure such as a lattice tower, monopole and similar freestanding structures; provided, that:**

**1. The support structure shall be designed and placed on the site in a manner that uses existing trees, mature vegetation, and existing structures to:**

- a. Screen as much of the total facility from prevalent views;**
- b. Provide background in a manner that the total facility blends to the maximum extent feasible into the background with increased sight distances; and**
- c. Integrates the existing trees and mature vegetation to the maximum extent feasible with concealment requirements.**

**APPLICANTS' RESPONSE:** See Applicants' submittals:

- Ex. 5. Project Narrative Non-Administrative Special Use Permit Application
- Ex. 9. Statement of Code Compliance WCF Non-Administrative Special Use Permit Application
- Ex. 26. Letter from T-Mobile to Medina Mayor and City Council, dated June 28, 2024
- Ex. 32. Requested Monopine Examples, dated January 31, 2025
- Ex. 33. Photo-simulation Stealth Cannister
- Ex. 34. Photo-simulation Non-Stealth Structure

**STAFF'S RESPONSE:** Proposed installations of monopoles with antennas, or similar free-standing structures must incorporate concealment techniques. The Proposal includes locating the new pole further to the north of the existing pole within an existing fenced security enclosure. Applicants are proposing to modify the existing facility by removing the existing 65-foot stealth monopole (see Exs. 33 and 34) and replacing it with a 70-foot "monopine faux tree pole." (Ex. 5 at 5A) A monopine is an imitation tree likely constructed of metals and plastics. Examples of monopines are provided in Ex. 32. Photo-simulations of the existing WCF and additional concealment technique options such as stealth cannister and nonstealthed structure are provided in Exs. 33 and 34.

The site plan (Ex. 12, sheet A-1.1) illustrates that the existing 2016 WCF monopole is much smaller in area than the proposed monopine faux tree (Ex. 12, sheet A.1.2), with an approximation that the Proposal exceeds the area and dimensions of the existing 2016 WCF by as much as two to three times although the gross diameter of the monopine was not provided. The photo-simulations of the existing, stealth cannister, nonstealthed structure emphasize the increased bulk of the monopine as opposed to the existing conditions, and to the other concealment options provided. (Exs. 34, 25). The requirement of increased sight distance if it relates to traffic is not relevant at this location, but if the intent is aesthetics, then the proposed monopine does not increase sight distance to blend to the maximum extent feasible into the background. The options of a stealthed cannister (Ex. 33) or unstealthed structure (Ex. 34) are the preferred concealment options because

while obtrusive, both of these are visually expected while a monopine faux tree could become an undesired feature along Evergreen Point Road.

**MMC 16.37.070.B.2:**

**2. The maximum height of the wireless communication facility, including the height of the antenna, shall not exceed 35 feet above original or finished grade, whichever is lower.**

APPLICANTS' RESPONSE: Applicants are proposing a 70-foot monopine structure, which exceeds the 35-foot height maximum set forth in MMC 16.37.070.B.2. Applicants have requested a Non-Administrative Variance to the height requirement. See Applicants' submittals:

- Ex. 4. Project Narrative Non-Administrative Variance Application
- Ex. 8. Statement of Code Compliance WCF Non-Administrative Variance Permit Application
- Ex. 11. Non-administrative Variance Checklist & Application
- Ex. 36. Statement of Code Compliance WCF Non-Administrative Variance Permit Application

STAFF'S RESPONSE: See Staff Response to request for Non-Administrative Variance at 16-17.

**MMC 16.37.070.B.4-5:**

**4. Wireless communication facilities, except for security barriers, shall be set back a distance of at least 500 feet from the property line of all residential properties.**

**5. Ancillary facilities may be located on or off site and shall be placed within the interior of an existing nonresidential building or an equipment housing structure. This provision shall not apply to conduit or cabling for power and/or data.**

APPLICANTS' RESPONSE: See Applicants' Project submittals:

- Ex. 5. Project Narrative Non-Administrative Special Use Permit Application
- Ex. 9. Statement of Code Compliance WCF Non-Administrative Special Use Permit Application

STAFF'S RESPONSE: (MMC 16.37.070.B.4). The existing monopole was granted under the 2016 WCF approval, which included an approved 98-foot setback, as measured from the equipment shelter. Applicants have represented that the "distance from residential properties will not be decreased" by the Proposal (Ex. 9 - response to MMC 16.37.070B.4). If the Proposal does not decrease the 2016 WCF approved setback of 98 feet, then staff believes the criteria has been met.

**MMC 16.37.070.B.5:** Applicants have represented that new/replacement ancillary facilities will be located within an existing equipment shed/structure, and that “no outdoor equipment is proposed” (Ex. 9 - response to MMC 16.37.070.B.5). If the Proposal does not add outdoor equipment or modify/alter the existing equipment structure, then staff believes the criteria has been met.

**MMC 16.37.070.B.6:**

**6. Concealment consistent with MMC 16.37.100 is incorporated to minimize visual impacts and provide appropriate screening.**

**APPLICANTS' RESPONSE:** See Applicants' Project submittals:

- Ex. 5. Project Narrative Non-Administrative Special Use Permit Application
- Ex. 9. Statement of Code Compliance WCF Non-Administrative Special Use Permit Application

**STAFF'S RESPONSE:** See staff's comments to MMC 16.37.100 Concealment at 12-13.

16. **MMC 16.37.090 Security barrier:** MMC 16.37.090 identifies requirements for security barriers, if installed as a fence, and landscaping. The existing lease area is surrounded by a 6-foot chain link fence with non-reflective black privacy slats. An approved landscape plan under PL-16-034 and PL-16-036, as approved in building permit B-17-024, relied on existing vegetative screening around the fence and proposed trees to be located within the fence compound. Applicants represent that they “do not propose to change the existing security barrier” (Ex. 9 – response to MMC 16.37.090). If the prior security barriers and landscaping are not altered, then Staff finds the Proposal consistent with the code criteria.
17. **MMC 16.37.100 - Concealment:** The concealment techniques applicable to the Proposal are set forth below:

**MMC 16.37.100 – Concealment. All wireless communication facilities must incorporate concealment techniques consistent with this section that screen, hide, or disguise facilities in a manner that makes them visually inconspicuous to the extent technically feasible to surrounding properties and city streets.**

\* \* \*

**B. For support structure mounted installations, such as a lattice tower, monopole and similar freestanding structures, the following concealment techniques must be applied:**

- 1. All components associated with the wireless communication facility mounted on the exterior side of the structure shall be painted to match the predominant color of the support structure;**
- 2. The support structure shall be painted in a nonreflective color that matches the predominate visual background and/or adjacent architecture so as to visually blend in with the surrounding development;**

**3. In certain conditions, such as locations that are readily visible from a large number of residential properties or public spaces, the city may require additional concealment such as disguising the support structure to appear as an attractive architectural or natural feature;**

APPLICANTS' RESPONSE: See Applicants' submittals:

- Ex. 5. Project Narrative Non-Administrative Special Use Permit Application
- Ex. 9. Statement of Code Compliance WCF Non-Administrative Special Use Permit Application

STAFF'S RESPONSE: MMC 16.37.100.B.1-.3: Staff does not support the use of pole and antenna concealment through the use of a monopine faux tree. While an 80" stealth canister or large nonstealth structure are not ideal for the residents of Medina, these two options are preferred over the installation of a monopine faux tree. The Proposal requires concealment techniques that screen, hide or disguise facilities to make them visually inconspicuous to the extent feasible. Applicants are proposing to remove the existing 65-foot stealth monopole (see Exs. 33 and 34) and replace it with a 70-foot pole with antennas concealed by a "monopine faux tree". (Ex. 5 at 5). The top 5-feet of the monopine are above the pole structure and are needed for branches which have no other apparent technical function. A monopine is an imitation tree presumably made of metals and plastics. Examples of monopines are provided in Ex. 32. Photo-simulations of the existing WCF and additional concealment technique options such as stealth cannister and nonstealthed structure are provided in Exs. 33 and 34. Either the stealth cannister or nonstealthed structure options would be less conspicuous than a monopine due to having less overall bulk. The site plan provided shows the pole is to be moved north from its existing location and away from existing natural trees which will further expose it to users of Evergreen Point Road and others which makes it more visually conspicuous than the existing location. A monopine faux tree in of itself combined with the location proposed, may become an obvious feature of attention which is not the intent of the Medina Municipal Code to screen, hide, or disguise the facility.

The site plan (Ex. 12, sheet A-1.1) illustrates that the existing 2016 WCF monopole is much smaller in area than the proposed monopine faux tree (Ex. 12, sheet A.1.2), with an approximation that the Proposal exceeds the existing 2016 WCF in area by as much as two to three times, although the numerical diameter of the monopine has not been disclosed in the plans. The photo-simulations of the existing, stealth cannister, non-stealthed structure (Exs. 33, 34) depict much smaller facilities. This is emphasized when comparing the site plan depiction of the much larger of the monopine (Exs. 12 and 13), compared to the smaller non-stealthed structure. (Exs. 34, 25). The submitted photo simulations and the plans conflict with plan sheet A-1.2 graphically showing and labeling in text the extent of the monopine branches extending beyond the existing fenced site area. Plan sheet E-1 graphically confirms sheet A-1.2 branch extension outside of the T-Mobile fenced site. A side (elevation) photo simulation of the monopine shows the faux tree branches within the T-Mobile fenced site which conflicts with the plans and associated notes. Photo simulations which separately depict each of the monopine, stealth, and nonstealth concealment options do not reflect the relocation of the existing pole further to the north which is away from existing natural tree concealment and into a more visually

conspicuous location. Adding a monopine concealment to the new northerly pole location causes the facility to be more visually dominating of its surrounding area. The options of a stealthed cannister (Ex. 33) or unstealthed structure (Ex. 34) have less bulk than a monopine faux tree and can be painted in a color approved by the City to match the natural background. The monopine proposed is made by a company in southern California (Solar Communications International) which raises concerns about the ability to provide timely repair and maintenance. Metal and plastic structure and parts for appearance can fail and color can fade. There has been no mention by Applicants about insurance specific to monopines, replacement schedule, and maintenance, repair or timeliness of those.

**4. Ancillary facilities, except for conduits or cabling for power and/or data, must be concealed by locating the equipment inside an existing nonresidential building, or in an equipment housing structure, meeting the requirements set forth in subsection (D) of this section;**

**5. Other techniques that prevent the facility from visually dominating the surrounding area.**

APPLICANTS' RESPONSE: See Applicants' submittals:

- Ex. 5. Project Narrative Non-Administrative Special Use Permit Application
- Ex. 9. Statement of Code Compliance WCF Non-Administrative Special Use Permit Application

STAFF'S RESPONSE: MMC 16.37.100.B.4: See General Analysis discussion of equipment structure at 7 and Staff's Response to MMC 16.37.100.B.1-.3 at 12-13. The City requires the approved WCF to be painted in a non-reflective color that matches the predominant visual background so as to ensure visually blending with the surroundings.

**D. Equipment housing structures shall employ the following concealment techniques:**

**1. Except as provided for in subsection (D)(2) of this section, equipment housing structures shall be placed underground and subject to the following:**

- a. Up to five inches may be located above the finished or original grade, whichever is lower;
- b. All visible portions of the structure shall be screened from the view of neighboring properties and public places by dense vegetation approved by the city; and
- c. The location of the facility must not interfere with existing uses of public land.

**2. Up to two small equipment housing structures containing ancillary facilities may be mounted to the outside of a support structure provided:**



- a. It is not technically or economically feasible to locate ancillary facilities within the interior of the support structure;
- b. Each equipment housing structure shall not exceed 4.5 cubic feet in volume, nor protrude more 18 inches as measured perpendicular from the tangent point or surface where the equipment housing structure attaches to the support structure; and
- c. A minimum clearance of ten feet is maintained between the bottom of the equipment housing structure and the ground or sidewalk below.<sup>6</sup>

APPLICANTS' RESPONSE: See Applicants' submittals:

- Ex. 5. Project Narrative Non-Administrative Special Use Permit Application
- Ex. 9. Statement of Code Compliance WCF Non-Administrative Special Use Permit Application

STAFF'S RESPONSE: MMC 16.37.100.B.4: See General Analysis discussion of 2016 WCF and equipment structure at 7.

18. MMC 16.37.110 – Co-location. An applicant for WCF must meet co-location requirements:

**MMC 16.37.110:**

- A. An applicant shall, to the extent commercially reasonable, cooperate with owners of existing wireless communication facilities in co-locating additional antennas on support structures.**
- B. Applicants shall demonstrate that they have made a good-faith effort to co-locate with other support structures currently used for wireless communication facilities, and that no commercially reasonable co-location opportunities that meet the requirements of this Code are available.**
- C. An applicant shall be considered to have demonstrated a good-faith effort when they can demonstrate that:**
  - 1. No existing or approved (but not built) support structures are available within the service area meeting the applicant's engineering requirements;**
  - 2. No existing support structures are available which provide or may be practically modified to provide sufficient height to meet the applicant's engineering requirements;**
  - 3. No existing support structures are available which provide or may be practically modified to provide sufficient structural strength to support the applicant's proposed antenna and related equipment;**

<sup>6</sup> MMC 16.37.100.C does not apply to the Proposal.

4. The applicant's proposed antenna would cause electromagnetic interference with existing antennas on the support structure, or the existing antennas would cause electromagnetic interference with the applicant's antenna if it is located on the support structure when properly maintained and operated according to applicable law and manufacturer's guidelines; and

5. Other limiting factors are present that render existing support structures unsuitable.

D. In the event a dispute arises as to whether an applicant has exercised good faith in determining co-location opportunities, the city may at its discretion require an engineering and technical review, at the applicant's sole cost and expense, as part of a process for approval of the height increase pursuant to MMC 16.37.080(B)(4).

E. Failure to comply with the co-location requirements of this section may result in the denial of an application or revocation of an existing permit.

F. The city may require new support structures to be constructed so as to accommodate future co-location, based on expected demand for support structures in the service area, provided this requirement would not cause the application to be rejected by the city.

APPLICANTS' RESPONSE: See Applicants' submittals:

- Ex. 5. Project Narrative Non-Administrative Special Use Permit Application
- Ex. 9. Statement of Code Compliance WCF Non-Administrative Special Use Permit Application
- Ex. 20. Non-Ionizing Electromagnetic Exposure Analysis Engineering & Certification Report (NEIR), dated August 3, 2021
- Ex. 21. T-Mobile FCC licenses (to be used at this facility)
- Ex. 22. Radio Frequency (RF) engineering analysis need letter for replacement of an existing canister pole with a replacement monopine, dated June 25, 2024
- Ex. 23. Map of all T-Mobile facilities in and within 1 mile of Medina
- Ex. 36. Statement of Code Compliance – WCF Non-Administrative Variance Permit Application, US-WA-7001 Evergreen Point – School Dist. (T-Mobile SE02481B)
- Ex. 38. Letter from T-Mobile – Proposed replacement of canister pole with monopole – Supp. RF Analysis – Height Justification for Replacement Structure, dated January 31, 2025

STAFF'S RESPONSE: MMC 16.37.110. This is a modification to the approved 2016 WCF, which determined that a minimum height of 65-feet was necessary for service needs. (Ex. 25). Applicants submitted an analysis from Nathan Rausch to support the Proposal at this site. (Ex. 38). In Ex. 38, Mr. Rausch states that modeling

and analysis show that “the antenna tip height of 65 feet continues to be the minimum necessary to continue to fill what would otherwise be a significant gap in coverage”. (Ex. 38). The Applicants state the monopine will help with co-location (Ex. 9 at 13), and that the additional 5-feet (to reach a total of 70-feet) is necessary “for the additional stealth features” (Ex. 8 at 1), namely for “the decorative branches needed for the monopine faux tree structure to taper at the ‘treetop’ for aesthetic reasons.” (Ex. 8). Thus, it appears that a minimum of 65-feet is necessary to meet “a significant gap in coverage,” which Applicants state include future co-location opportunities.

### **Zoning Analysis - Non-Administrative Special Use Permit (Chap. 16.72 MMC):**

19. MMC 16.37.120 requires the approval of a non-administrative special use permit for all wireless facilities pursuant to MMC 16.72.010.
20. Non-administrative special use permits are processed as a Type 3 decision. A Type 3 decision is a quasi-judicial action that requires public notice and predecision hearing. MMC 16.80.040.A.3. The City’s Hearing Examiner holds the predecision hearing and makes the final decision on the matter. (See MMC Table 16.80.050.C – Type 3 Decisions)
21. Pursuant to MMC 16.72.010, a non-administrative special use permit may be approved only if the following criteria are satisfied:

#### **1. The use complies with the adopted goals and policies set forth in the comprehensive plan;**

APPLICANTS’ RESPONSE: See Applicants’ submittals:

- Ex. 5. Project Narrative Non-Administrative Special Use Permit Application
- Ex. 9. Statement of Code Compliance WCF Non-Administrative Special Use Permit Application

STAFF’S RESPONSE: MMC 16.37.100.B.4: See General Analysis discussion of applicable Comprehensive Plan at 5-7. The Proposal is consistent with UG-P1 to coordinate with providers to seek “repairs and upgrades to existing utility facilities as necessary to maintain and/or improve efficiency, reliability, and/or capacity.” With sufficient conditions for aesthetics, the Proposal could meet the goals and objectives of the Comprehensive Plan, including CD-G2 “Maintain the informal, natural appearance and safety of the Medina’s street rights-of-way and public areas.”

#### **2. The use is designed to minimize detrimental effects on neighboring properties;**

APPLICANTS’ RESPONSE: See Applicants’ submittals:

- Ex. 5. Project Narrative Non-Administrative Special Use Permit Application
- Ex. 9. Statement of Code Compliance WCF Non-Administrative Special Use Permit Application

**STAFF'S RESPONSE:** See Staff Response to Non-Administrative Special Use at 16-17.

- 3. The use satisfies all requirements specified for the use;**
- 4. The use complies with all applicable zoning and development standards and requirements; and**

**APPLICANTS' RESPONSE:** See Applicants' submittals:

- Ex. 5. Project Narrative Non-Administrative Special Use Permit Application
- Ex. 9. Statement of Code Compliance WCF Non-Administrative Special Use Permit Application

**STAFF'S RESPONSE:** The Proposal meets the permitted uses for the applicable zoning. See also Parts 1 (General Information), 3 (Comprehensive Plan), and Parts 4 Staff Analysis (Response to Non-Administrative Special Use at 16-17.

- 5. The use will have no materially detrimental effects on neighboring properties due to excessive noise, lighting, off-site traffic generation, or other interferences with the peaceful use and possession of said neighboring properties.**

**APPLICANTS' RESPONSE:** See Applicants' submittals:

- Ex. 5. Project Narrative Non-Administrative Special Use Permit Application
- Ex. 9. Statement of Code Compliance WCF Non-Administrative Special Use Permit Application

**STAFF'S RESPONSE:** The Proposal will remove the existing generator from the leased space, which should reduce noise on the site.

#### **Zoning Analysis – Non-Administrative Variance (Chap. 16.72 MMC):**

22. Applicants submitted an application for Non-Administrative Variance (Ex. 11) seeking relief from the maximum 35-foot height limits of MMC 16.37.070.B.2.
23. MMC 16.72.030 provides that a Non-Administrative Variance is a Type 3 decision, reviewed under the procedures of Chap. 16.80 MMC. A Type 3 decision is a quasi-judicial action that requires public notice and predecision hearing. MMC 16.80.040.A.3. The City's Hearing Examiner holds the predecision hearing and makes the final decision on the matter. (See MMC Table 16.80.050.C – Type 3 Decisions)
24. MMC 16.72.030.E identifies the following applicable limitations to a variance request:<sup>7</sup>

#### **E. Limitations.**

<sup>7</sup> MMC 16.72.030.E.3 does not apply.

**1. Nonadministrative variances may be granted where the application of a dimensional standard would result in an unusual or unreasonable hardship due to physical characteristics of the site;**

**APPLICANTS' RESPONSE:** See Applicants' submittals:

- Ex. 4. Project Narrative Variance Application
- Ex. 8. Statement of Code Compliance WCF Variance Permit Application
- Ex. 32. Request for Monopine Examples
- Ex. 33. Photo-simulations – Stealth Cannister
- Ex. 34. Photo-simulations – Non-Stealth Structure
- Ex. 36 Statement of Code Compliance WCF Variance Permit Application
- Ex. 37 Response Memo – Non-Administrative Variance Application – First Review Comment letter (Nov. 2024)
- Ex. 38. Letter from T-Mobile – Proposed replacement of canister pole with monopole – Supp. RF Analysis – Height Justification for Replacement Structure, dated January 31, 2025
- Ex. 39. Revised Non-administrative Variance Checklist and Application, dated January 3, 2025

**STAFF'S RESPONSE:** Applicants request to modify the approved 2016 WCF (Ex. 25). For the existing variance application, Applicants submitted an analysis from a Nathan Rausch to support the Proposal at this site. (Ex. 38). In Ex. 38, Mr. Rausch states that modeling and analysis show that “the antenna tip height of 65 feet continues to be the minimum necessary to continue to fill what would otherwise be a significant gap in coverage”. (Ex. 38). The record appears to show that the physical characteristics of the property and service requirements support the minimum 65-feet to meet “a significant gap in coverage”. (Ex. 25)

**2. Evidence of other variances granted under similar circumstances shall not be considered in the granting of a nonadministrative variance; and**

**APPLICANTS' RESPONSE:** See Applicants' Project submittals:

- Ex. 37 Response Memo – Non-Administrative Variance Application – First Review Comment letter (Nov. 2024)
- Ex. 38. Letter from T-Mobile – Proposed replacement of canister pole with monopole – Supp. RF Analysis – Height Justification for Replacement Structure, dated January 31, 2025
- Ex. 39. Revised Non-administrative Variance Checklist and Application, dated January 3, 2025

**STAFF'S RESPONSE:** In response to Staff's request for information to support the variance application (Ex. 28), other than the 2016 WCF variance, Applicants submitted Exs. 37-39.

25. Pursuant to MMC 16.72.030.F.1, a Non-Administrative Variance may be approved only if the following criteria are satisfied:

- 1. The Variance does not constitute a granting of special privilege inconsistent with the limitations upon uses of other properties in the vicinity and zone in which the subject property is located.**

APPLICANTS RESPONSE: See Applicants' submittals:

- Ex. 4. Project Narrative Variance Application
- Ex. 8. Statement of Code Compliance WCF Variance Permit Application
- Ex. 32. Request for Monopine Examples
- Ex. 33. Photo-simulations – Stealth Cannister
- Ex. 34. Photo-simulations – Non-Stealth Structure
- Ex. 36 Statement of Code Compliance WCF Variance Permit Application
- Ex. 37 Response Memo – Non-Administrative Variance Application – First Review Comment letter (Nov. 2024)
- Ex. 38. Letter from T-Mobile – Proposed replacement of canister pole with monopole – Supp. RF Analysis – Height Justification for Replacement Structure, dated January 31, 2025
- Ex. 39. Revised Non-administrative Variance Checklist and Application, dated January 3, 2025

STAFF RESPONSE: Wireless communications facilities are allowed on the site under applicable zoning (Parks and Public Places).<sup>8</sup> Applicants request to address service coverage gaps and to utilize all FCC licenses does not constitute a grant of special privilege inconsistent with the vicinity and zone in which the property is located. Applicants submitted an analysis from Mr. Rausch, which states that modeling and analysis show that “the antenna tip height of 65 feet continues to be the minimum necessary to continue to fill what would otherwise be a significant gap in coverage”. (Ex. 38) The record appears to show that the physical characteristics of the property and service requirements support the minimum 65-feet to meet “a significant gap in coverage”. (Ex. 25)

- 2. The Variance is necessary, because of special circumstances relating to the size, shape, topography, location or surroundings of the subject property, to provide it with use rights and privileges permitted to other properties in the vicinity and in the zone in which the subject property is located.**

APPLICANTS RESPONSE: See Applicants' response to MMC 16.72.030.F.1.

STAFF RESPONSE: WCF are allowed on the site under the site's zoning (Parks and Public Places).<sup>9</sup> Applicants request a variance to a dimensional standard which would allow Applicants to provide service coverage to identified service gaps and utilize FCC licenses which cannot be utilized with the current 2016 WCF.

<sup>8</sup> MMC Table 16.20.010 Comprehensive Plan and Zoning.

<sup>9</sup> MMC Table 16.20.010 Comprehensive Plan and Zoning.

- 3. *The Variance is necessary to relieve a material hardship that cannot be relieved by any other means such that the material hardship must relate to the land itself and not to problems personal to the applicant.***

APPLICANTS RESPONSE: See Applicants' response to MMC 16.72.030.F.1.

STAFF RESPONSE: See Staff Responses to MMC 16.72.030.F.1-.2 at 20. Applicants submitted an analysis which identifies that the minimum 65-feet for 2016 WCF was based on topography, vegetation and other physical characteristics of the site location. (Ex. 38). It also identifies that "the antenna tip height of 65 feet continues to be the minimum necessary to continue to fill what would otherwise be a significant gap in coverage," (Ex. 38) which supports that the variance relates to the land and not to problems personal to Applicants.

- 4. *The granting of such Variance will not be materially detrimental to the public welfare or injurious to the property or improvements in the vicinity and zone in which the subject property is situated.***

APPLICANTS RESPONSE: See Applicants' response to MMC 16.72.030.F.1.

STAFF RESPONSE: WCF are allowed on the site under applicable zoning (Parks and Public Places). The Proposal to expand service to cover existing gaps will not be materially detrimental to the public or injurious to the property or improvements in the property vicinity and zone. The Proposal is for an "unmanned facility" which should not cause an increase in noise, traffic generation or lighting in the vicinity of the Property.

- 5. *The Variance is the minimum necessary to provide reasonable relief.***

APPLICANTS RESPONSE: See Applicants' response to MMC 16.72.030.F.1.

STAFF RESPONSE: The variance request to allow a 70-foot monopine faux tree is not the minimum necessary to achieve service objectives. As Ex. 38 identifies, "the antenna tip height of 65 feet continues to be the minimum necessary to continue to fill what would otherwise be a significant gap in coverage".

The only reason for the additional 5-feet beyond the minimum 65-foot needed for coverage is to install a 70-foot "monopine faux tree pole" (Ex. 5 at 5), which is an imitation tree. Examples of monopines are provided in Ex. 32.

In contrast, photo-simulations of the existing WCF and additional concealment technique options such as stealth cannister and nonstealthed structure are provided in Exs. 33 and 34 and only require a 65-foot variance. The site plan (Ex. 12, sheet A-1.1) also illustrates that the existing 2016 WCF monopole is much smaller in area than the proposed monopine faux tree (Ex. 12, sheets A.1.1 and A.1.2), with an approximation that the monopine exceeds the existing 2016 WCF in area by as much as two to three times in



volume and dimension. The monopine option has the potential to provide screening to blend in with the visual background, but there is a significant concern that the “imitation tree” coloring will not blend with the forested background, and that the color will fade to a noticeable degree and not blend with the natural surroundings. The options of a stealthed cannister (Ex. 33) or unstealthed structure (Ex. 34) provide screening that would visually match the predominant visual background and visually blend with surrounding development, as they take up less space visually and can be painted in a color approved by the City to match the forested background. For these reasons, the criteria that the “variance is the minimum necessary to provide reasonable relief is not met.

## **PART 6 – CONCLUSIONS:**

1. Pursuant to MMC 16.72.030.C, MMC 16.72.010.C, and MMC 16.80.050.C (Table 16.80.050.C Type 3 Decisions), the Hearing Examiner has the authority to hold a public hearing and make decisions on the requested applications. The purpose of the requested Non-Administrative Special Use Permit and Non-Administrative Variance is to authorize the removal of an existing 65-foot WCF monopole and replace it with a 70 foot monopine faux tree on the Property.
2. Proper notice for this public hearing has been provided. See discussion at 4.
3. Pursuant to MMC 16.37.070.B, the following general WCF requirements apply:

**B. An antenna may be mounted to a support structure such as a lattice tower, monopole and similar freestanding structures; provided, that:**

**1. The support structure shall be designed and placed on the site in a manner that uses existing trees, mature vegetation, and existing structures to:**

- a. Screen as much of the total facility from prevalent views;**
- b. Provide background in a manner that the total facility blends to the maximum extent feasible into the background with increased sight distances; and**
- c. Integrates the existing trees and mature vegetation to the maximum extent feasible with concealment requirements.**

**2. The maximum height of the wireless communication facility, including the height of the antenna, shall not exceed 35 feet above original or finished grade, whichever is lower.**

\* \* \*

**4. Wireless communication facilities, except for security barriers, shall be set back a distance of at least 500 feet from the property line of all residential properties.**

**5. Ancillary facilities may be located on or off site and shall be placed within the interior of an existing nonresidential building or an equipment housing structure. This provision shall not apply to conduit or cabling for power and/or data.**

**6. Concealment consistent with MMC 16.37.100 is incorporated to minimize visual impacts and provide appropriate screening.**

**CONCLUSION:** See Staff Analysis at 8-10.

4. Pursuant to MMC 16.37.090, the following general WCF requirements apply:

**16.37.090. - Security barrier.**

**If a security barrier is installed that includes a fence, wall or similar freestanding structure, the following shall apply:**

**A. The height of the structure shall not exceed six feet measured from the point of existing or finished grade, whichever is lower at the exterior side of the structure to the highest point of the structure.**

**B. A sight-obscuring vegetated landscaped barrier shall be installed and maintained to screen the structure and facilities from adjoining properties and city rights-of-way.**

**1. Placement of landscape vegetation shall include areas outside of the barrier and shall obscure the site within 12 months.**

**2. Landscaping and the design of the barrier shall be compatible with other nearby landscaping, fencing and freestanding walls.**

**C. If a chain-linked fence is used, it shall be painted or coated with a nonreflective color.**

**D. The limitations set forth for walls and fences in MMC 16.30.010 shall apply. The limitation for a chain-link fence shall not apply if the wireless communication facility is located in the city rights-of-way.**

**CONCLUSION:** See Staff Analysis at 10-11, 13.

5. Pursuant to MMC 16.37.100, the general WCF provisions apply:

**16.37.100. - Concealment.**

**All wireless communication facilities must incorporate concealment techniques consistent with this section that screen, hide, or disguise facilities in a manner that makes them visually**

inconspicuous to the extent technically feasible to surrounding properties and city streets.

**A. For building mounted installations the following concealment techniques must be applied:**

- 1. Screening materials matching color, size, proportion, style, and quality with the exterior design and architectural character of the structure and the surrounding visual environment;**
- 2. Antennas must be mounted inside of the building or behind screening whenever possible;**
- 3. Ancillary facilities, except conduits or cabling for power and/or data, must be concealed by locating the equipment inside an existing nonresidential building, or in an equipment housing structure, meeting the requirements set forth in subsection (D) of this section;**
- 4. Other techniques that prevent the facility from visually dominating the surrounding area.**

**B. For support structure mounted installations, such as a lattice tower, monopole and similar freestanding structures, the following concealment techniques must be applied:**

- 1. All components associated with the wireless communication facility mounted on the exterior side of the structure shall be painted to match the predominant color of the support structure;**
- 2. The support structure shall be painted in a nonreflective color that matches the predominate visual background and/or adjacent architecture so as to visually blend in with the surrounding development;**
- 3. In certain conditions, such as locations that are readily visible from a large number of residential properties or public spaces, the city may require additional concealment such as disguising the support structure to appear as an attractive architectural or natural feature;**
- 4. Ancillary facilities, except for conduits or cabling for power and/or data, must be concealed by locating the equipment inside an existing nonresidential building, or in an equipment housing structure, meeting the requirements set forth in subsection (D) of this section;**

**5. Other techniques that prevent the facility from visually dominating the surrounding area.**

**C. For utility support structure installations the following concealment techniques must be applied:**

**1. Except for antennas mounted on top of a pole, all components associated with the wireless communication facility mounted on the exterior of the pole shall be painted to match the predominant color of the pole or utility attachments to the pole;**

**2. Antennas mounted on top of the pole may be painted to match the pole, or may be painted to blend into the background;**

**3. Ancillary facilities, except conduits or cabling for power and/or voice, video, or data lines, must be concealed by locating the equipment inside an existing nonresidential building, or in an equipment housing structure, meeting the requirements set forth in subsection (D) of this section; and**

**4. Other techniques that prevent the facility from visually dominating the surrounding area.**

**D. Equipment housing structures shall employ the following concealment techniques:**

**1. Except as provided for in subsection (D)(2) of this section, equipment housing structures shall be placed underground and subject to the following:**

**a. Up to five inches may be located above the finished or original grade, whichever is lower;**

**b. All visible portions of the structure shall be screened from the view of neighboring properties and public places by dense vegetation approved by the city; and**

**c. The location of the facility must not interfere with existing uses of public land.**

**2. Up to two small equipment housing structures containing ancillary facilities may be mounted to the outside of a support structure provided:**

**a. It is not technically or economically feasible to locate ancillary facilities within the interior of the support structure;**

**b. Each equipment housing structure shall not exceed 4.5 cubic feet in volume, nor protrude more 18 inches as measured perpendicular from the tangent point or surface where the equipment housing structure attaches to the support structure; and**

**c. A minimum clearance of ten feet is maintained between the bottom of the equipment housing structure and the ground or sidewalk below.**

**CONCLUSION:** See Staff Analysis at 11-13.

6. Pursuant to MMC 16.72.010.E.1-5, a Non-Administrative Special Use may only be approved if the following criteria are met:

***E. Criteria for approval.*** The decision authority may approve a nonadministrative special use permit or nonadministrative conditional use permit only if the following criteria are satisfied:

- 1. The use complies with the adopted goals and policies set forth in the comprehensive plan;**
- 2. The use is designed to minimize detrimental effects on neighboring properties;**
- 3. The use satisfies all requirements specified for the use;**
- 4. The use complies with all applicable zoning and development standards and requirements; and**
- 5. The use will have no materially detrimental effects on neighboring properties due to excessive noise, lighting, off-site traffic generation, or other interferences with the peaceful use and possession of said neighboring properties.**

**CONCLUSION:** See Staff Analysis at 16-17.

7. Pursuant to MMC 16.72.030.F.5.1-.5, a Non-Administrative Variance may only be approved if the following criteria are met:

- 1. The Variance does not constitute a granting of special privilege inconsistent with the limitations upon uses of other properties in the vicinity and zone in which the subject property is located.***
- 2. The Variance is necessary, because of special circumstances relating to the size, shape, topography, location or surroundings of the subject property, to provide it with use rights and privileges permitted to other properties in the vicinity and in the zone in which the subject property is located.***
- 3. The Variance is necessary to relieve a material hardship that***

*cannot be relieved by any other means such that the material hardship must relate to the land itself and not to problems personal to the applicant.*

4. *The granting of such Variance will not be materially detrimental to the public welfare or injurious to the property or improvements in the vicinity and zone in which the subject property is situated.*

**CONCLUSION:** See Staff Analysis at 17-21.

5. *The Variance is the minimum necessary to provide reasonable relief.*

**CONCLUSION:** See Staff Analysis at 19-20.

#### **PART 6 – STAFF RECOMMENDATION & CONDITIONS:**

Staff recommends the Hearing Examiner **deny** the Non-Administrative Variance for a 70-foot monopine faux tree, as it has not been demonstrated to be the minimum necessary to provide reasonable relieve. Instead, Staff recommends **approval** of a maximum 65-foot monopole/structure using concealment techniques consistent with the stealth cannister or un-stealth structure depicted on Exhibits 33 and 34.

If the Hearing Examiner decides approve Staff's recommendation, then Staff requests the approval be subject to the following conditions:

1. Pertinent building construction, right of way use, tree protection, and construction mitigation permits shall be obtained before starting construction activity.
2. All other zoning and development regulations applicable to the Proposal shall be followed and confirmed during the building permit review.
3. No existing landscaping or trees shall be removed, altered, or modified.
4. The 98-foot setback to residential properties approved by 2016 WCF shall not be decreased/reduced in any way.
5. The existing generator shall be removed from the site. Addition of a new generator would be under permits issued by the City of Medina.
6. All replacement and/or ancillary facilities shall be placed within the interior of the existing equipment structure. The existing equipment structure shall not be relocated, expanded, or modified. No equipment or facilities shall be located outside of the existing equipment structure.
7. The existing fence and gate security barriers shall not be modified or altered.



8. No activities shall occur in, and there shall be no impact to, the geohazard area located on the Property.
9. Plans for concealment techniques for a Stealth Cannister or Non-stealthed Structure shall be submitted to the City as part of a complete building permit application and screen, hide, or disguise the facilities to make them visually inconspicuous to the extent technically feasible to surrounding properties and city streets. No building permit shall be issued until the City approves the proposed concealment techniques.
10. The maximum height of the replacement WCF on the Property shall be 65-feet above the finished adjacent grade which will require verification by a Washington State licensed professional surveyor prior to final building inspection approval
11. All components of the WCF on the Property shall be painted in a nonreflective green color that matches the predominate visual background so as to visually blend with the natural surroundings. The City has the discretion to approve or reject the proposed color. This condition shall also be a condition of building permit issuance. Continued maintenance of the approved color shall be a condition of building permit issuance. The proposed color will be submitted by product name and manufacturers identification.
12. A Non-Administrative Special Use permit may not be transferred, nor subleased, unless the provisions of MMC 16.37.150 are met.
13. Maintenance of the WCF, consistent with MMC 16.37.160, shall be required and made a condition of building permit issuance. Applicants shall provide a re-paint schedule consistent with maintenance of the approved color.
14. Abandoned WCF, as defined by MMC 16.37.170, shall be removed no later than 90 days from date of abandonment.
15. The approved Non-Administrative Variance shall expire after one year from the later date of the decision being issued or an appeal becoming final unless a complete building permit application is submitted. A six-month extension may be granted pursuant to MMC 16.72.030(H)(3), if Applicants makes such a request in writing prior to the expiration date and can show good cause for granting the extension.

In the alternative, if the Hearing Examiner determines to approve Applicants' request to install a 70-foot monopile faux tree, then in addition to the proposed conditions 1-15 above, Staff requests the approval be subject to the following conditions:

16. The monopine faux tree shall be a maximum height of 70-feet above the adjacent finished grade as confirmed by a Washington State licensed professional surveyor
17. WCF facilities shall not be located higher than 65-feet on the monopine faux tree.

18. Only decorative branches may be located between 65-feet and 70-feet on the monopine faux tree structure, which shall allow a taper at the treetop for aesthetic reasons.
19. All components of monopine faux tree shall be painted in a nonreflective green color that matches the predominate visual background so as to visually blend with the natural surroundings. The City has the discretion to approve or reject the proposed color. This condition shall also be a condition of building permit issuance. Continued maintenance of the approved color shall be a condition of building permit issuance.
20. A detailed maintenance and repair plan shall be provided as part of a complete permit application.
21. A description of any monopine specific insurance that covers property damages and injury.

Respectfully submitted this April 9, 2025.

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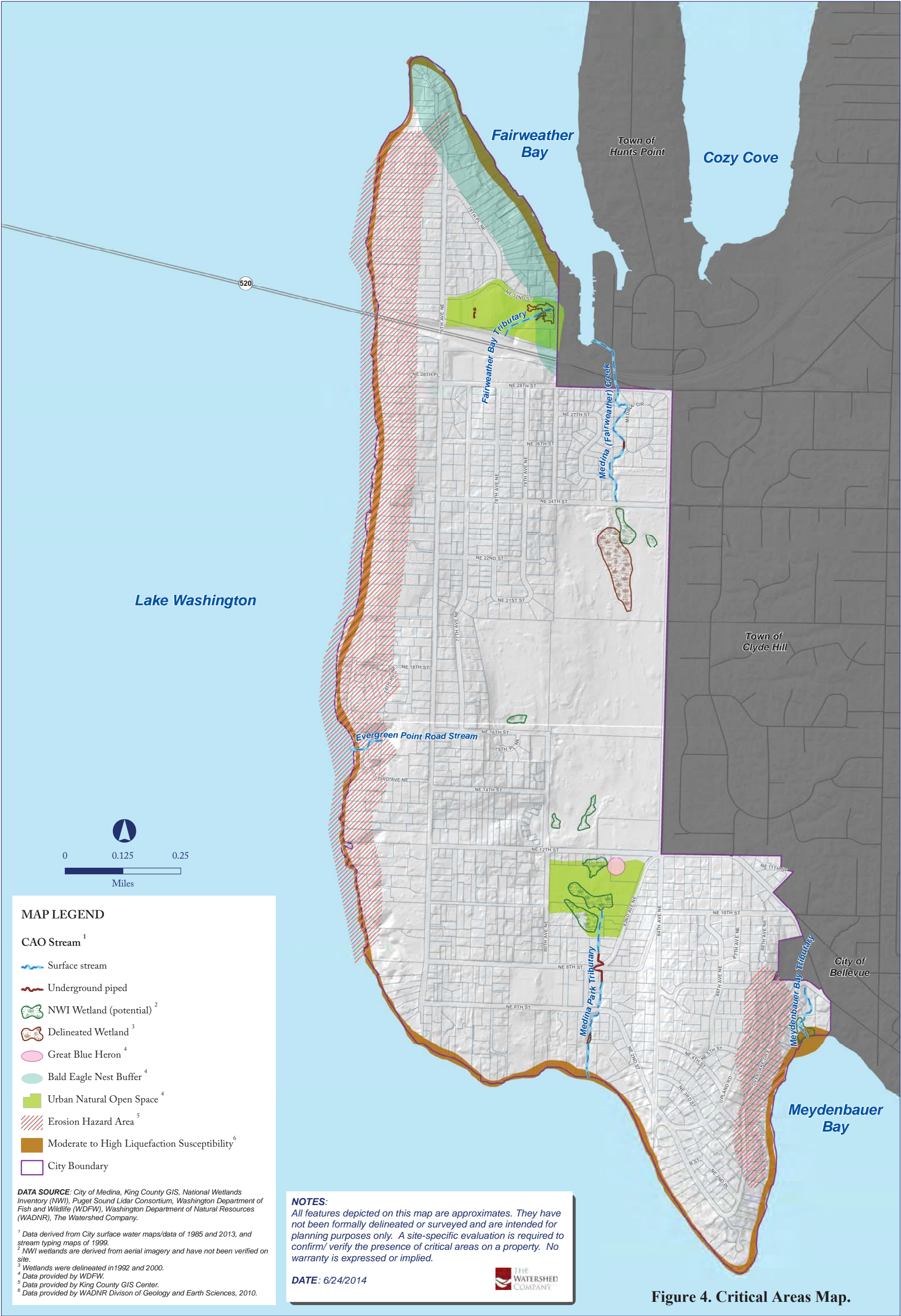
Dawn Reitan, Assistant City Attorney,  
on behalf of the City of Medina

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Jonathan G. Kesler, AICP, Planning Manager  
on behalf of the City of Medina



# CITY OF MEDINA CRITICAL AREAS MAP





## CITY OF MEDINA

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

**Date:** April 14th, 2025  
**To:** Honorable Mayor and City Council  
**Via:** Stephen R. Burns, City Manager  
**From:** Ryan Wagner, Finance & HR Director  
**Subject:** 2025 March Financial Report

The 2025 report includes:

- March Key Revenue and Expenditures:
- Potential 2025 Budget Amendment Items
- March Cash Statement
- March Financial Summary
- March 2025 AP Check Register Activity Detail

### March Key Revenue

- \$319K Property Taxes
- \$154K Local Sales and Use Tax
- \$51K REET – Retail Excise Tax (February Sales)
- \$40K Investment Earnings
- \$28K Building Permit Revenue
- \$15K Utility and Franchise Fees/Taxes

### March Key Expenditures

- \$28K Inslee Best – February Attorney Services
- \$25K SCJ Alliance – February Middle Housing Consulting
- \$21K TIG – February IT Services and Projects
- \$17K Gray Osborne – February Invoices
- \$7K GMP Consultants – Cit Manager Recruitment



## 2025 Potential Budget Amendment Items

### 1) City Manager Recruitment - \$25K Estimate

In January of this year, City Manager Burns announced his retirement after over 10 years working for the City of Medina. The City has signed a contract with the recruiting firm GMP Consultants, totaling \$19,500. With assumed additional costs associated with the recruiting/hiring process, the estimate has been increased by \$5,500.

### 2) City Manager Cashout - \$45K Estimate

Per Medina policy, found within the Employee Handbook, the City Manager is eligible for a cashout of all unused vacation time upon departure. After 10 years of service with the City, the City Manager is also eligible for a cashout of 25% of all accrued sick time up to 180 hours as well.

### 3) Teamsters CBA Contract - \$25K Estimate

The Teamsters collective bargaining agreements for the Clerical and Public Works Unions are on consent for the March 10<sup>th</sup> meeting. The estimated cost increase over the 2025 budget is \$25K. While the negotiated increase to salary and longevity are set, the “estimate” comes from potential budget impacts to overtime and on call rates.

### 4) Critical Area Review - \$100K Estimate

Will be discussed in Agenda Item 9.3, Staff Contact Steve Wilcox.

## 2025 Cash Position and Investment Summary

<u>2025 Cash Balance, 2/28/2025</u>		<u>2025 Cash Balance, 3/31/2025</u>	
<u>TOTAL CASH &amp; INVESTMENTS</u>		<u>TOTAL CASH &amp; INVESTMENTS</u>	
Period Ending: 2/28/2025		Period Ending: 3/31/2025	
WA ST INV POOL	\$ 10,509,145	WA ST INV POOL	\$ 10,719,464
OTHER INVESTMENTS*	4,813,371	OTHER INVESTMENTS*	4,312,403
CHECKING	237,160	CHECKING	588,004
	\$ 15,559,676		\$ 15,619,871
		Outstanding Checks	\$312,774
			<u>\$ 15,307,098</u>

	<u>\$1M bond (Dec 2024)</u>
	5/15/2028
	<u>\$500K bond (June 2022)</u>
	12/31/2025
	<u>\$1.15M bond (Jan 2023)</u>
	6/30/2026
	<u>\$1M bond (Aug 2024)</u>
	7/8/2027
	<u>\$1M bond (Nov 2022)</u>
	11/15/2027

## March 2025 Financial Summary

REVENUES:	MAR ACTUAL	YTD ACTUAL	2025 ANNUAL BUDGET	% of Budget Total	REMAINING BUDGET
<b>General Fund</b>					
Property Tax	\$318,558	\$420,199	\$4,608,359	9.12%	\$4,188,160
Sales Tax	\$153,523	\$466,787	\$1,964,450	23.76%	\$1,497,663
Affordable & Sup. Housing	\$0	\$91	\$0	—	(\$91)
Criminal Justice	\$7,994	\$26,400	\$111,099	23.76%	\$84,699
B & O Tax: Utility & Franchise Fee	\$14,927	\$331,438	\$978,219	33.88%	\$646,781
Leasehold Excise Tax	\$0	\$0	\$2,000	0.00%	\$2,000
General Government (includes Hunts Point)	\$5,442	\$109,507	\$406,868	26.91%	\$297,361
Passports, General Licenses & Permits	\$35	\$237	\$5,900	4.02%	\$5,663
Fines, Penalties, Traffic Infr.	\$2,165	\$8,707	\$18,000	48.37%	\$9,293
Misc. Invest. Facility Leases	\$28,758	\$138,092	\$262,166	52.67%	\$124,074
Disposition of Capital Assets	\$0	\$0	\$0	—	\$0
<b>General Fund Total</b>	<b>\$531,402</b>	<b>\$1,501,458</b>	<b>\$8,357,061</b>	<b>17.97%</b>	<b>\$6,855,603</b>
<b>Development Services Fund Total</b>	<b>\$39,961</b>	<b>\$162,031</b>	<b>\$915,500</b>	<b>17.70%</b>	<b>\$753,469.42</b>
Development Services Fund Transfers In from GF	\$0	\$0	\$0	—	\$0.00
<b>Street Fund Total</b>	<b>\$3,641</b>	<b>\$11,365</b>	<b>\$118,085</b>	<b>9.62%</b>	<b>\$90,446</b>
Street Fund Transfers In	\$45,000	\$135,000	\$540,000	25.00%	\$200,764
<b>Tree Fund Total</b>	<b>\$0</b>	<b>\$0</b>	<b>\$3,075</b>	<b>0.00%</b>	<b>\$3,075</b>
<b>Contingency Fund Total</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>0.00%</b>	<b>\$0</b>
<b>Capital Fund Total</b>	<b>\$71,417</b>	<b>\$299,251</b>	<b>\$1,535,000</b>	<b>19.50%</b>	<b>\$1,235,749</b>
<b>Levy Stabilization Fund Total</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>—</b>	<b>\$0</b>
Levy Fund Transfers In GF	\$23,750	\$71,250	\$285,000	25.00%	\$213,750
<b>NonRevenue Trust Funds Total</b>	<b>\$3,802</b>	<b>\$8,783</b>	<b>\$0</b>	<b>—</b>	<b>(\$8,783)</b>
<b>Master Investments Total</b>	<b>\$500,000</b>	<b>\$1,500,000</b>	<b>\$0</b>	<b>—</b>	<b>(\$1,500,000)</b>
<b>Total (All Funds)</b>	<b>\$650,223</b>	<b>\$1,982,887</b>	<b>\$10,928,721</b>	<b>18.14%</b>	<b>\$8,945,834</b>
Total (All Funds) Transfers In	\$68,750	\$206,250	\$825,000	25.00%	\$618,750

EXPENDITURES:	MAR ACTUAL	YTD ACTUAL	2025 ANNUAL BUDGET	% of Budget Total	REMAINING BUDGET
<b>General Fund</b>					
Legislative	(\$41)	\$10,833	\$83,000	13.05%	\$72,167
Municipal Court	\$2,968	\$4,532	\$15,000	30.22%	\$10,468
Executive	\$32,073	\$79,886	\$308,736	25.88%	\$228,850
Finance	\$28,037	\$317,983	\$614,051	51.78%	\$296,068
Legal	\$36,476	\$69,246	\$468,000	14.80%	\$398,754
Central Services	\$108,772	\$327,975	\$1,186,277	27.65%	\$858,302
Police Operations	\$194,730	\$740,273	\$2,931,655	25.25%	\$2,191,382
Fire & Medical Aid	\$0	\$0	\$950,544	0.00%	\$950,544
Public Housing, Environmental & Mental Health	\$0	\$13,736	\$55,966	24.54%	\$42,230
<b>Fees</b>					
Recreational Services	\$0	\$0	\$48,500	0.00%	\$48,500
Development Services	\$12,050	\$49,805	\$315,222	22.28%	\$489,928
Parks	\$48,047	\$140,427	\$630,355	22.28%	\$489,928
<b>General Fund Subtotal</b>	<b>\$463,111</b>	<b>\$1,754,697</b>	<b>\$7,607,306</b>	<b>23.07%</b>	<b>\$5,852,609</b>
General Fund Transfers Out	\$60,417	\$181,250	\$725,000	25.00%	\$543,750
<b>General Fund Total</b>	<b>\$523,527</b>	<b>\$1,935,947</b>	<b>\$8,332,306</b>	<b>23.23%</b>	<b>\$6,396,359</b>
<b>Development Services Fund Total</b>	<b>\$64,037</b>	<b>\$281,197</b>	<b>\$1,208,063</b>	<b>23.28%</b>	<b>\$926,866</b>
<b>City Street Fund Total</b>	<b>\$46,786</b>	<b>\$123,306</b>	<b>\$647,696</b>	<b>19.04%</b>	<b>\$524,390</b>
<b>Tree Fund Total</b>	<b>\$0</b>	<b>\$0</b>	<b>\$30,000</b>	<b>0.00%</b>	<b>\$30,000</b>
<b>Capital Fund Total</b>	<b>\$23,176</b>	<b>\$100,175</b>	<b>\$750,000</b>	<b>13.36%</b>	<b>\$649,825</b>
Capital Fund Transfers Out	\$8,333	\$25,000	\$100,000	25.00%	\$75,000
<b>NonRevenue Trust Funds Total</b>	<b>\$30</b>	<b>\$122</b>	<b>\$0</b>	<b>0.00%</b>	<b>(\$122)</b>
<b>Master Investments Total</b>	<b>\$0</b>	<b>\$1,000,000</b>	<b>\$0</b>	<b>0.00%</b>	<b>(\$1,000,000)</b>
<b>Total (All Funds)</b>	<b>\$597,140</b>	<b>\$3,259,498</b>	<b>\$10,243,065</b>	<b>31.82%</b>	<b>\$6,983,567</b>
Total (All Funds) Transfers Out	\$68,750	\$206,250	\$825,000	25.00%	\$618,750





# CITY OF MEDINA

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

**Date:** April 14, 2025  
**To:** Honorable Mayor and City Council  
**Via:** Stephen R. Burns, City Manager  
**From:** Aimee Kellerman, City Clerk  
**Subject:** Central Services Department Monthly Report

## APRIL AND MAY PUBLIC MEETINGS AND EVENTS

Event	Date	Time	Location
Spring Shredder/E-cycling and Drug Take Back Day	Apr 19	9:00 am – 12:00 pm	Medina Park – 8301 NE 12 <sup>th</sup> St.
Planning Commission Meeting	Apr 22	6:00 pm	In-Person/Online
City Council Meeting	Apr 28	5:00 pm	In-Person/Online
City Council Meeting	May 12	5:00 pm	In-Person/Online
Park Board Meeting	May 19	5:00 pm	In-Person/Online
Memorial Day – <b>City Hall Closed</b>			
City Council Meeting – <b>Tuesday</b>	May 27	5:00 pm	In-Person/Online
Planning Commission Meeting	May 28	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 March, the City issued 19 bulletins amounting to a total of 108,177 bulletins delivered to subscribers; approximately 14.8% were opened. See **Attachment 1**.

As of March 31, the city had 20,693 subscribers (change in total subscribers **-58**), with a combined total of 188,126 subscriptions (change in total subscriptions **+124**).

## RECORDS REQUESTS

During the month of March, 9 public records requests were received by Central Services. See **Attachment 2**.

## ATTACHMENT 1

	Bulletins Developed	Total Recipients	Total Delivered	Unique Email Opens	Unique Email Open Rate	Wireless Recipients
Comparisons:						
March, 2025	19	122,516	108,177	11,151	14.80%	40,332
February, 2025	20	257,214	228,450	21,848	15.00%	99,834
January, 2025	25	242,268	214,852	20,893	14.90%	90,903
December, 2024	32	350,956	311,634	29,373	14.70%	134,905
November, 2024	24	187,537	167,321	16,364	14.50%	65,730
October, 2024	30	282,844	252,380	24,188	14.50%	102,850
September, 2024	21	188,362	167,673	15,322	13.80%	68,343
August, 2024	25	212,439	189,942	18,274	14.30%	59,517
July, 2024	13	94,658	84,329	8,360	14.50%	32,234
June, 2024	13	114,839	102,709	9,751	14.20%	40,902
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
Date Sent	Top 10 Most Read Bulletins During March			Emails Opened	Email Open Rate	
03/03/2025 04:13 PM PDT	Determination of Non-Significance - 7800 NE 28th Street P-24-036			493	16%	
03/13/2025 11:31 AM PDT	REVISED - Determination of Non-Significance - 7800 NE 28th Street P-24-036			476	16%	
03/13/2025 12:29 PM PDT	REVISED - Notice of Application - 7800 NE 28th Street P-24-036, P-24-035, P-24-034			470	15%	
03/17/2025 04:40 PM PDT	Notice of Virtual Hearing - 7800 NE 28th Street P-24-036, P-24-035, P-24-034			476	16%	
03/19/2025 06:29 PM PDT	Community Bulletin - Unpaid Toll Bill Text Scams			2,576	16%	
03/20/2025 08:00 AM PDT	Community Bulletin - SR-520 Overnight Closure			2,326	16%	
03/26/2025 02:02 PM PDT	Adverse Weather Advisory - March 26, 2025			2,071	16%	
03/26/2025 04:11 PM PDT	Community Bulletin - Adverse Weather Warning - 03/26/2025			1,180	26%	
03/31/2025 10:00 AM PDT	Community Bulletin - Rules Regarding the Medina Park			1,929	15%	
03/31/2025 01:20 PM PDT	Potential Quorum Notice - Medina Park Board Weeding Event April 1, 2025			1,273	12%	

**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](http://www.medina-wa.gov)

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DATE: April 14, 2025

TO: Mayor and City Council

From: Aimee Kellerman, City Clerk

Subject: March 2025, Public Records Request Tracking

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In March 2025, Central Services staff received **9** new public records requests. These requests required approximately **7 hours** of Central Services staff time and **.3 hour** of consulting time with the City Attorney. The overall March cost, which includes staff hourly rate plus benefits and City Attorney fees, is approximately **\$600**.

In addition, the police department receives public records requests specific to police business that require records research and information distribution. In March 2025, the Police Department received **3** new records requests. These requests required approximately **1 hours** of staff time and **.3 hour** of consulting time with the City Attorney. The overall March cost, which includes staff hourly rate plus benefits, is approximately **\$170**. The requests are from outside law enforcement agencies, insurance carriers, the public and persons involved in the incidents.

## ATTACHMENT 2

## March 2025 Monthly PRR Report

Ref. #	Public Records Request	Requester Name	Request Date	Dept.	Assigned Staff
25-57	<p>Hello, The Architectural Set approved 1/18/2024 for 2213 Evergreen Point Road, Medina Wa. lists 4 mechanical sheets on the cover page: M1Crawl Space Mechanical Plan M2 Main Floor West M3 Main Floor East Mechanical Plan M4 Upper Floor Mechanical Plan Are these sheets available?</p>	Chelsea Molnar	3/25/2025	Development Services	Dawn Nations
25-56	<p>Good morning, I am requesting the fire department's file on project 24-129080 FK. Steven Schiro at 2409 Evergreen Point Road (assessor has his address as 76th Avenue NE) is asking to the City to modify his driveway. I represent one of the negatively affected neighbors. p.s. I made a similar request to the building department. Thank you kindly!</p> <p>Robert M. Zoffel</p>	Robert M. Zoffel	3/23/2025		Dawn Nations
25-55	<p>Hello, I would like the City's file on the driveway project at 2409 Evergreen Pt. Road. The house is also listed by the county assessor at 2403 76th Avenue NE 98039. The name of the applicant who applied for the permit to modify his driveway is Steven Schiro. For what it is worth, I represent one of his neighbors who is negatively affected by his project. p.s. I am making a second request to the fire department on a separate form. Best, Robert Zoffel</p>	Robert M. Zoffel	3/23/2025	Development Services	Dawn Nations
25-54	<p>Hello, Please provide mechanical drawings related to 2213 Evergreen Point Road, Medina Wa.</p>	Chelsea Molnar	3/21/2025	Development Services	Dawn Nations
25-53	<p>To whom it may concern: I'd like to request copies of all comments and/or correspondence received by and/or sent by City councilmembers, employees, and/or staff in connection with the Overlake Golf &amp; Country Club's Nonadministrative Variance Application (P-24-079) after the close of the public comment period.</p>	R Charles Beckett	3/20/2025	Development Services	Dawn Nations

## ATTACHMENT 2

25-52	<p>What I am requesting for prompt disclosure are records in your possession detailing your discussions about [1] Women's History Month as an event that (i) was first nationally celebrated in 1981 when <i>Congress passed Pub. L. 97 – 28, which authorized and requested the President to proclaim the week beginning March 07th 1982 as 'Women's History Week;'</i> (ii) that celebrates the contributions and achievements women have made over the course of American history in a variety of fields; [2] the manner in which your local/state government has commemorated Women's History Month in the past; [3] CBS as a news media outlet, which has on (or around) November 12th 2023 published a sexist article wherein it argued that America is in the midst of a "<i>masculinity crisis</i>" because (i) women are doing academically better than men in high-school; (ii) women are attending American colleges and universities at a higher-rate than men after having done better than men in high-school; (iii) women are graduating with Bachelor Degrees from American colleges and universities at a higher-rate than men; [4] the decision of Internet Search Engines (ISE) such as AOL, Bing/MSN, Google and Yahoo not to filter and distort the sexist November 12th 2023 article published by CBS, which explicitly argued that the enactment of Title IX of the Education Amendments Act of 1972 has led to "America's masculinity crisis;" [5] Michael A. Ayele (a.k.a) W as a Black Bachelor of Arts (B.A) Degree graduate of Westminster College (Fulton, Missouri) who is thoroughly convinced that (i) America doesn't have a "masculinity crisis" problem, but rather a very huge sexism problem; (ii) America has declared an unofficial war against meritocracy even though the Department of Homeland Security (DHS) recognized in the month March 2022 that America does not have a "masculinity crisis" problem, but rather a very huge sexism problem that needs to be addressed urgently; (iii) there are double standards in</p>	Michael A. Ayele (a.k.a) W	3/17/2025	Human Resources	Dawn Nations
25-51	<p>Requesting a report of all issued and pending building permits for residential &amp; commercial properties from 2/1/2025 to 2/28/2025. Report to include if possible: permit number, issue date, site addresses, valuation of project, description of work, contractor information and owner name. If a report is unavailable, then copies of the original permits would be more than adequate.</p>	Braden Mineer	3/11/2025		Dawn Nations

**ATTACHMENT 2**

25-50	Hi, I'm looking for Building Permit plans for 8447 Ridge Road.	MATT DRISCOLL	3/6/2025	Dawn Nations
25-49	Please provide all documents, including any transcripts or recordings related to the proceedings at the Medina City Council meeting of September 11, 2006.	Stephen Hornbuckle	3/4/2025	Dawn Nations





## CITY OF MEDINA

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

**Date:** April 14, 2025  
**To:** Honorable Mayor and City Council  
**Via:** Stephen R. Burns, City Manager  
**From:** Ryan Osada, Public Works Director  
**Subject:** Public Works Monthly Report

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- 1. BELLEVUE WATER AC MAIN REPLACEMENT** – The City of Bellevue Water Department has planned watermain replacements scheduled throughout Medina. View Point Park had been scheduled for 2024, however due to delays Bellevue postponed the project to 2025. The park was closed to vehicular traffic with limited pedestrian access for the last few weeks. Bellevue has completed the watermain replacement and is planning to overlay the roadway April 11<sup>th</sup> and 14<sup>th</sup>.





- 2. STORMWATER IMPROVEMENTS** – Late last year, the stormwater improvements on NE 25<sup>th</sup> Street stalled due to a gas service line conflict. Public Works has been working closely with PSE to relocate the two gas lines, so the contractor is able to complete the storm connections. On March 24<sup>th</sup>, PSE's field crew mobilized and adjusted the gas service lines to accommodate the city's request per the franchise agreement. Currently Kamins is scheduled to complete the stormwater project at the end of April.




3. **CITY HALL BEACH PARK RESTROOMS** – The restrooms at Medina Beach Park have been closed since the end of summer due to major plumbing issues. Apparently both bathroom facilities were leaking for several years causing damage to the interior walls. Public Works is working with a plumbing contractor to correct the defects from the original remodel. Due to the non-standard nature of the installation, custom accommodations are being made to mount new washroom fixtures. Public Works is planning to have both restrooms operational by May.





4. **PUBLIC WORKS MAINTENANCE** – Last month, Public Works employee David Stifler announced his retirement. He has been an integral part of the department for an astonishing 32 years. His service and dedication to maintaining our beautiful parks has been apparent. We will miss him and wish him the best in the next phase of his life. Last month the department also listed the open Maintenance Worker position and have received nearly 40 applications. We will be narrowing down the field in the coming weeks.



**THE CITY OF MEDINA IS ANNOUNCING THE RETIREMENT OF DAVE STIFLER.**

Dave started with the city in April 1993 and after 32 years of service with our Public Works Department he is retiring.

You are invited to join us at Medina City Hall for his retirement celebration to congratulate him on this milestone and wish him well in his next chapter.

**Date:** Wednesday, April 9, 2025  
**Time:** 12:00 PM  
**Location:** Medina City Hall, 501 Evergreen Point Road

Light refreshments will be served.


A potential quorum of  
 City Council, Boards and Commissions may be present.



THE CITY OF MEDINA IS NOW RECRUITING FOR A

**Maintenance Worker**





MEDINA HAS 30 ACRES OF PUBLIC LAND, PARKS & NATURAL AREAS WITHIN ITS BORDERS!

GREAT TEAM! INTERESTING PROJECTS! BEAUTIFUL LOCATION!

GREAT COMPENSATION & BENEFITS PACKAGE!

## 5. PROJECT UPDATES -

**Medina Beach Park Tree Replanting** – Phase III tree planting

**2024 Localized Stormwater Imp\_NE 2<sup>nd</sup> Pl, 78<sup>th</sup> Pl NE, 82<sup>nd</sup> Ave NE, PO – 82<sup>nd</sup>** Gas lines have been relocated and storm is scheduled to complete this month. 78<sup>th</sup> Pl NE is still waiting for gas relocation.

**SROF\_Medina Park Stormwater Pond Imp.** – permitting

**Citywide Stormwater System Mapping & Evaluation** – Drainage easements analysis

**City Hall Deck Repair** – rail painting needs to be completed

**City Hall & Post Office Exterior Painting** – reviewing bids

**2025 Hazardous Tree Removal** – as needed

**Points Loop Trail Signs** – in progress

**87<sup>th</sup> Ave NE\_86<sup>th</sup> Ave NE to NE 10<sup>th</sup> St Overlay** – design

**Evergreen Point Rd Sidewalk Improvements\_NE 12<sup>th</sup> to NE 16<sup>th</sup> St** – postponed

**Tennis Court Resurfacing** – reviewing bids

**Fairweather Nature Preserve Goats** – scheduled August 17<sup>th</sup> – 31st

**2025 Stormwater Improvements** – design

**City Hall Interior Painting** – reviewing bids

**Public Works Carport Canopy** – design

2025 PROPOSED PROJECT LIST	START DATE	DURATION	GRANT FUNDS	TOTAL COST	CITY COST
<b>STREETS:</b>					
87th Ave NE - 86th Ave NE to NE 10th ST	May-25	1 week	\$ -	\$ 100,000.00	\$ 100,000.00
<b>SIDEWALK:</b>					
Resurface Gravel Sidewalk OLDr & Points Loop Trail	May-25	2 weeks	\$ -	\$ 50,000.00	\$ 50,000.00
<b>PARKS:</b>					
Medina Park & Fairweather Tennis Court Resurfacing	May-25	2 weeks	\$ 50,000.00	\$ 50,000.00	\$ 50,000.00
Fairweather Invasive Species Removal - Goats	Aug-25	3 weeks		\$ 15,000.00	\$ 15,000.00
Medina Beach Park Tree Planting	Apr-23	2 days	\$ -	\$ 5,000.00	\$ 5,000.00
<b>STORMWATER:</b>					
2025 Localized Improvements	Apr-25	3 weeks	\$ -	\$ 250,000.00	\$ 250,000.00
2025 Medina Park North Pond Vegetation Removal	Sep-25	4 weeks	\$ 200,000.00	\$ 200,000.00	\$ -
Citywide Stormwater System Mapping & Evaluation	2025	TBD	\$ 50,000.00	\$ 50,000.00	\$ 50,000.00
<b>BUILDING:</b>					
City Hall Interior Painting	May-25	2 weeks	\$ -	\$ 50,000.00	\$ 50,000.00
Public Works Canopy / Carport	Apr-25	2 weeks	\$ -	\$ 50,000.00	\$ 50,000.00
City Hall & Post Office Exterior Painting	May-25	3 weeks	\$ -	\$ 50,000.00	\$ 50,000.00
<b>OTHER:</b>					
Points Loop Trail Sign	2024	NA	\$ -	\$ 10,000.00	\$ 10,000.00
2025 Hazardous Tree Removal Program	2025	NA	\$ -	\$ 25,000.00	\$ 25,000.00

\*UPDATED 4/8/2025

**TOTALS**

\$ 300,000.00	\$ 905,000.00	\$ 705,000.00
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March 2025 Register

Vendor	Invoice Number	Expense Notes	Invoice Amount	Check Number	Check Date	Account Number	Account Description	Fiscal Description
8X8, Inc.	4878576	CH Phones	\$923.12	66573	3/24/2025	001-000-000-518-80-41-50	Technical Services, Software Services	2025 - March - Second Run
			<b>\$923.12</b>					
911 Supply Inc	INV-2-46088	Uniform-Robles	\$157.91	66539	3/5/2025	001-000-000-521-20-22-00	Uniforms	2025 - March - First Run
911 Supply Inc	INV-2-45944	Vest-McKenney	\$1,960.46	66539	3/5/2025	001-000-000-521-20-22-01	DOJ Bullet Proof Vest Program	2025 - March - First Run
			<b>\$2,118.37</b>					
ADP, Inc.	JE# 2251 ADP Fees March 2025	JE# 2251 ADP Fees March 2025	\$2,445.09	20101059	3/31/2025	001-000-000-514-20-41-01	Professional Services	2025 - March - Manual Run
			<b>\$2,445.09</b>					
Alexander Gow Fire Equipment Co.	12661795	PD Fire Extinguisher Inspection	\$752.55	66540	3/5/2025	001-000-000-518-30-48-00	Repairs/maint-City Hall Bldg	2025 - March - First Run
			<b>\$752.55</b>					
Amazon Capital Services	1G3Y-MFXJ-Y1JV	PD Office Supplies	\$16.35	66541	3/5/2025	001-000-000-521-20-31-00	Office Supplies	2025 - March - First Run
Amazon Capital Services	1NUH-QWGD-DRDR	PD Office Supplies	\$41.84	66541	3/5/2025	001-000-000-521-20-31-00	Office Supplies	2025 - March - First Run
Amazon Capital Services	1KNR-WPG1-3MFX	PD Office Supplies	\$16.97	66541	3/5/2025	001-000-000-521-20-31-40	Police Operating Supplies	2025 - March - First Run
Amazon Capital Services	13TK-TQMN-LLMT	PD Office Supplies	\$42.94	66574	3/24/2025	001-000-000-521-20-31-00	Office Supplies	2025 - March - Second Run
Amazon Capital Services	1F9G-NN6T-K3JX	Property Room Vise Clamps	\$29.73	66574	3/24/2025	001-000-000-521-20-31-00	Office Supplies	2025 - March - Second Run
Amazon Capital Services	149Y-JW3X-FWHG	Outside Property Room Fridge Thermometer	\$44.65	66574	3/24/2025	001-000-000-521-20-31-00	Office Supplies	2025 - March - Second Run
Amazon Capital Services	14QQ-6CVC-JYKG	PD Office Supplies	\$113.12	66574	3/24/2025	001-000-000-521-20-31-00	Office Supplies	2025 - March - Second Run
Amazon Capital Services	11NL-XH3V-K14R	PD Supplies- Property Room	\$11.01	66574	3/24/2025	001-000-000-521-20-31-00	Office Supplies	2025 - March - Second Run
Amazon Capital Services	1PJR-7Y76-TNLV	Training Supplies	\$131.68	66574	3/24/2025	001-000-000-521-20-31-00	Office Supplies	2025 - March - Second Run
Amazon Capital Services	16MV-XWKC-9Y1H	Property Room Fridge Thermometer	\$44.65	66574	3/24/2025	001-000-000-521-20-31-00	Office Supplies	2025 - March - Second Run
Amazon Capital Services	1HPQ-XFT6-CF3N	PD Ear Phone Connection	\$50.34	66574	3/24/2025	001-000-000-521-20-31-40	Police Operating Supplies	2025 - March - Second Run
Amazon Capital Services	1T7Y-1FPT-4Y1D	Taser Trainers	\$190.07	66574	3/24/2025	001-000-000-521-20-31-40	Police Operating Supplies	2025 - March - Second Run
Amazon Capital Services	11RY-J87F-LXMJ	Flammable Cabinet	\$331.70	66574	3/24/2025	001-000-000-521-20-31-40	Police Operating Supplies	2025 - March - Second Run
Amazon Capital Services	1V3T-G7DG-9K1K	Training Supplies	\$72.67	66574	3/24/2025	001-000-000-521-20-43-00	Travel & Training	2025 - March - Second Run
Amazon Capital Services	1PNC-9377-9FDK	Training gloves-Martin/Scott	\$171.84	66574	3/24/2025	001-000-000-521-20-43-00	Travel & Training	2025 - March - Second Run
			<b>\$1,309.56</b>					
Asphalt Patch Systems Inc	55064 & 55140	Asphalt Patch Retention Payout	\$1,788.50	66542	3/5/2025	307-000-000-582-20-00-00	Refund of Retainage Deposits	2025 - March - First Run
			<b>\$1,788.50</b>					
AT&T Mobility	287287975246X02272025	PD Patrol Cars	\$990.33	66543	3/5/2025	001-000-000-521-20-42-00	Communications (phone,Pager)	2025 - March - First Run
AT&T MOBILITY	287290584494X02132025	PW Cell Phones	\$358.16	66544	3/5/2025	001-000-000-576-80-42-00	Telephone/postage	2025 - March - First Run
			<b>\$1,348.49</b>					
Bellevue City Treasurer - Water	Services from 11/15/24-1/14/25 1078 Lake Washington Blvd	Street Irrigation	\$77.62	66545	3/5/2025	101-000-000-542-70-40-00	Street Irrigation Utilities	2025 - March - First Run
Bellevue City Treasurer - Water	Service from 11/27/24-1/26/25 501 Evergreen Point Rd	CH Utilities/Water	\$731.70	66575	3/24/2025	001-000-000-518-10-47-00	Utility Serv-Elec,Water,Waste	2025 - March - Second Run
Bellevue City Treasurer - Water	Services from 10/24/24- 2/11/25 8401 Overlake Dr W	View Point Park Irrigation	\$157.20	66575	3/24/2025	001-000-000-576-80-47-00	Utilities	2025 - March - Second Run
			<b>\$966.52</b>					
Buenavista Services, Inc	12326	Janitorial Services @ CH and Post Office	\$1,852.50	66546	3/5/2025	001-000-000-518-30-48-00	Repairs/maint-City Hall Bldg	2025 - March - First Run
Buenavista Services, Inc	12325	Janitorial Services @ Parks	\$1,053.29	66546	3/5/2025	001-000-000-518-30-48-00	Repairs/maint-City Hall Bldg	2025 - March - First Run
			<b>\$2,905.79</b>					
Car Wash Enterprises	Jan25-59	PD Car Washes	\$18.00	66547	3/5/2025	001-000-000-521-20-32-00	Vehicle Expenses-Gas, Car Wash	2025 - March - First Run
			<b>\$18.00</b>					
Centurylink	Services from 2/18/25-3/17/25 425-637-3933	PD/CH Emergency Lines	\$210.26	66548	3/5/2025	001-000-000-521-20-42-00	Communications (phone,Pager)	2025 - March - First Run
Centurylink	Services from 3/6/25-4/7/25 425-451-7838	CC Terminal	\$198.26	66576	3/24/2025	001-000-000-518-10-42-00	Postage/Telephone	2025 - March - Second Run
			<b>\$408.52</b>					
CivicPlus, LLC	329855	Mass Communications Software	\$6,003.80	66577	3/24/2025	001-000-000-518-80-41-60	Software Services	2025 - March - Second Run
			<b>\$6,003.80</b>					
Comcast	Services from 2/25-3/24/25	PW Internet	\$146.37	66549	3/5/2025	001-000-000-576-80-42-00	Telephone/postage	2025 - March - First Run
			<b>\$146.37</b>					
Department of Licensing	JE#2251 Gun Permit Fees	JE#2251 Gun Permit Fees	\$18.00	20101060	3/31/2025	631-000-000-589-30-01-00	Dept Of Lic-Gun Permit	2025 - March - Manual Run
			<b>\$18.00</b>					
Esri Inc	94924792	GIS Annual License Renewal	\$2,686.68	66578	3/24/2025	001-000-000-518-80-41-50	Technical Services, Software Services	2025 - March - Second Run
			<b>\$2,686.68</b>					
Farallon Consulting	55563	Critical Area Review	\$2,048.40	66579	3/24/2025	401-000-000-558-50-41-55	Shoreline Consultant	2025 - March - Second Run
			<b>\$2,048.40</b>					
FCI - Custom Police Vehicles	16476	Lease MPD Car 29	\$1,141.63	66580	3/24/2025	001-000-000-594-21-70-00	Police Lease Repayment, Principal Cost	2025 - March - Second Run
FCI - Custom Police Vehicles	16477	Lease MPD Cars 30 & 31	\$2,070.72	66580	3/24/2025	001-000-000-594-21-70-00	Police Lease Repayment, Principal Cost	2025 - March - Second Run
FCI - Custom Police Vehicles	16475	Lease MPD Car 28	\$946.13	66580	3/24/2025	001-000-000-594-21-70-00	Police Lease Repayment, Principal Cost	2025 - March - Second Run
FCI - Custom Police Vehicles	16478	Lease MPD Car 32	\$665.44	66580	3/24/2025	001-000-000-594-21-70-00	Police Lease Repayment, Principal Cost	2025 - March - Second Run
FCI - Custom Police Vehicles	16479	Lease MPD Car 33	\$807.45	66580	3/24/2025	001-000-000-594-21-70-00	Police Lease Repayment, Principal Cost	2025 - March - Second Run
FCI - Custom Police Vehicles	16479	Interest PD Veh	\$555.68	66580	3/24/2025	001-000-000-594-21-80-00	Police Lease Repayment, Interest Cost	2025 - March - Second Run
FCI - Custom Police Vehicles	16478	Interest PD Veh	\$396.19	66580	3/24/2025	001-000-000-594-21-80-00	Police Lease Repayment, Interest Cost	2025 - March - Second Run
FCI - Custom Police Vehicles	16475	Interest PD Veh	\$134.95	66580	3/24/2025	001-000-000-594-21-80-00	Police Lease Repayment, Interest Cost	2025 - March - Second Run
FCI - Custom Police Vehicles	16477	Interest PD Veh	\$634.08	66580	3/24/2025	001-000-000-594-21-80-00	Police Lease Repayment, Interest Cost	2025 - March - Second Run
FCI - Custom Police Vehicles	16476	Interest PD Veh	\$227.28	66580	3/24/2025	001-000-000-594-21-80-00	Police Lease Repayment, Interest Cost	2025 - March - Second Run
			<b>\$7,479.55</b>					
Federal Licensing, Inc.	Renewal	Federal Licensing Fee-Radio Emergency Preparedness	\$135.00	66581	3/24/2025	001-000-000-521-20-31-00	Office Supplies	2025 - March - Second Run
			<b>\$135.00</b>					
GMP Consultants LLC	25-063	CM Recruitment	\$6,666.66	66550	3/5/2025	001-000-000-513-10-41-00	Professional Services	2025 - March - First Run
			<b>\$6,666.66</b>					
Gray & Osborne, Inc.	Project No: 25439.00 Invoice No: 1	Check updated storm base map/prep of updated curb comp map	\$2,122.10	66551	3/5/2025	101-000-000-542-30-41-00	Professional Services	2025 - March - First Run



Gray & Osborne, Inc.	Project No: 25421.00 Invoice No: 1	NPDES Assistance	\$995.63	66551	3/5/2025	101-000-000-542-30-41-03	NPDES Grant	2025 - March - First Run
Gray & Osborne, Inc.	Project No: 20487.00 Invoice No: 21	Storm system insection & mapping	\$9,176.95	66551	3/5/2025	307-000-000-595-30-63-02	Storm Sewer Improvements	2025 - March - First Run
Gray & Osborne, Inc.	Project No: 21441.00 Invoice No: 44	NE 12th St Ped Improvements	\$1,421.28	66551	3/5/2025	307-000-000-595-30-63-10	Sidewalk Improvements	2025 - March - First Run
Gray & Osborne, Inc.	Project No: 24541.00 Invoice No: 3	Medina Park n Pond Dredging	\$62.92	66551	3/5/2025	307-000-000-595-30-63-18	Medina Park Ponds	2025 - March - First Run
Gray & Osborne, Inc.	Project No: 22427.29 Invoice No: 12	Project No: 22427.29 Invoice No: 12	\$78.96	66582	3/24/2025	401-000-000-558-50-41-07	Engineering Consultant	2025 - March - Second Run
Gray & Osborne, Inc.	Project No: 24427.08 Invoice No: 4	Project No: 24427.08 Invoice No: 4	\$204.86	66582	3/24/2025	401-000-000-558-50-41-07	Engineering Consultant	2025 - March - Second Run
Gray & Osborne, Inc.	Project No: 24427.12 Invoice No: 3	Project No: 24427.12 Invoice No: 3	\$332.64	66582	3/24/2025	401-000-000-558-50-41-07	Engineering Consultant	2025 - March - Second Run
Gray & Osborne, Inc.	Project No: 22427.30 Invoice No: 6	Project No: 22427.30 Invoice No: 6	\$332.64	66582	3/24/2025	401-000-000-558-50-41-07	Engineering Consultant	2025 - March - Second Run
Gray & Osborne, Inc.	Project No: 20425.23 Invoice No: 15	Project No: 20425.23 Invoice No: 15	\$251.68	66582	3/24/2025	401-000-000-558-50-41-07	Engineering Consultant	2025 - March - Second Run
Gray & Osborne, Inc.	Project No: 25427.04 Invoice No: 1	Project No: 25427.04 Invoice No: 1	\$236.88	66582	3/24/2025	401-000-000-558-50-41-07	Engineering Consultant	2025 - March - Second Run
Gray & Osborne, Inc.	Project No: 25427.00 Invoice No: 2	Project No: 25427.00 Invoice No: 2	\$1,054.84	66582	3/24/2025	401-000-000-558-50-41-07	Engineering Consultant	2025 - March - Second Run
Gray & Osborne, Inc.	Project No: 20425.10 Invoice No: 21	Project No: 20425.10 Invoice No: 21	\$253.68	66582	3/24/2025	401-000-000-558-50-41-07	Engineering Consultant	2025 - March - Second Run
			<b>\$16,525.06</b>					
Home Depot Credit Services	2/24/25 Bleach & sprayer for CH Bathrooms	Bleach and sprayer for CH Bathrooms	\$19.77	EFT Payment 3/24/2025 12:25:48	3/24/2025	001-000-000-518-30-48-00	Repairs/maint-City Hall Bldg	2025 - March - Second Run
Home Depot Credit Services	2/24/25 Shop Supplies	Shop Supplies	\$134.55	EFT Payment 3/24/2025 12:25:48	3/24/2025	101-000-000-542-30-31-00	Operating & Maintenance Supplies	2025 - March - Second Run
Home Depot Credit Services	Order # WM98683067	Electric Chainsaw & Hedger	\$638.06	EFT Payment 3/24/2025 12:25:48	3/24/2025	101-000-000-542-30-35-00	Small Tools/minor Equipment	2025 - March - Second Run
Home Depot Credit Services	2/24/25 Laser Level	2/24/25 Laser Level	\$110.17	EFT Payment 3/24/2025 12:25:48	3/24/2025	101-000-000-542-30-35-00	Small Tools/minor Equipment	2025 - March - Second Run
			<b>\$902.55</b>					
Horticultural Elements, Inc.	9627	84/24th & 84th Median Maintenance	\$4,490.00	66552	3/5/2025	101-000-000-542-30-41-00	Professional Services	2025 - March - First Run
			<b>\$4,490.00</b>					
Inslee Best Doezie & Ryder, P.S.	433632	City Attorney	\$28,116.70	66583	3/24/2025	001-000-000-515-41-40-00	City Attorney	2025 - March - Second Run
			<b>\$28,116.70</b>					
Kamins Construction Inc	8479	Excavate Ditch for Storm Flow	\$5,510.00	66553	3/5/2025	307-000-000-595-30-63-02	Storm Sewer Improvements	2025 - March - First Run
			<b>\$5,510.00</b>					
KC Office of Finance	11015611	KC Inet	\$375.00	66585	3/24/2025	001-000-000-518-80-41-50	Technical Services, Software Services	2025 - March - Second Run
KC Office of Finance	140170-140170	Upland Rd Overlay	\$5,215.93	66584	3/24/2025	307-000-000-595-30-63-01	Street Improvements, Overlays	2025 - March - Second Run
			<b>\$5,590.93</b>					
Kirkland Municipal Court	FEB25MED	Filing Fees	\$2,967.50	66554	3/5/2025	001-000-000-512-52-40-10	Municipal Court-Traffic/NonTrf	2025 - March - First Run
			<b>\$2,967.50</b>					
Kirkland, City of	KPD2025-015	Inmate Housing	\$858.00	66586	3/24/2025	001-000-000-521-20-41-55	Jail Service-Prisoner Board	2025 - March - Second Run
			<b>\$858.00</b>					
Konica Minolta Premier Finance	589618450	PD Copier	\$79.87	EFT Payment 3/24/2025 12:17:52	3/24/2025	001-000-000-521-20-45-00	Equipment-Lease & Rentals	2025 - March - Second Run
Konica Minolta Premier Finance	589618450	PD Copier	\$161.29	EFT Payment 3/24/2025 12:17:52	3/24/2025	001-000-000-594-21-70-00	Police Lease Repayment, Principal Cost	2025 - March - Second Run
			<b>\$241.16</b>					
LexisNexis Risk Management -	1100084867	Investigative Tool	\$127.75	66555	3/5/2025	001-000-000-521-20-41-00	Professional Services	2025 - March - First Run
			<b>\$127.75</b>					
MG Consulting Services LLC	25013	LF/RM Consulting	\$1,350.00	66556	3/5/2025	001-000-000-518-10-41-00	Professional Services	2025 - March - First Run
			<b>\$1,350.00</b>					
Michael's Fine Dry Cleaning	291	PD Dry Cleaning	\$278.44	66587	3/24/2025	001-000-000-521-20-22-00	Uniforms	2025 - March - Second Run
			<b>\$278.44</b>					
Moberly & Roberts, PLLC	1227	Prosecuting Attorney	\$4,000.00	66557	3/5/2025	001-000-000-515-93-40-10	Prosecuting Attorney	2025 - March - First Run
			<b>\$4,000.00</b>					
Navia Benefit Solutions	10938998	Navia Fees	\$200.00	66558	3/5/2025	001-000-000-514-20-49-10	Miscellaneous	2025 - March - First Run
			<b>\$200.00</b>					
Ogden Murphy Wallace	903967	City Attorney	\$1,713.00	66588	3/24/2025	001-000-000-515-41-40-00	City Attorney	2025 - March - Second Run
			<b>\$1,713.00</b>					
Olbrechts and Associates, PLLC	Feb 2025 Hearing Examiner Services	Hearing Examiner	\$2,881.38	66589	3/24/2025	401-000-000-558-60-41-02	Hearing Examiner	2025 - March - Second Run
			<b>\$2,881.38</b>					
PlanIT Geo, Inc.	QB INV-24176	Row tree inventory & website	\$5,000.00	66559	3/5/2025	001-000-000-558-60-41-02	Hearing Examiner	2025 - March - First Run
			<b>\$5,000.00</b>					
Pro-shred	82815	CH Shredding Services	\$58.10	66560	3/5/2025	001-000-000-518-10-41-00	Professional Services	2025 - March - First Run
Pro-shred	83282	CH Shredding Services	\$58.10	66590	3/24/2025	001-000-000-518-10-41-00	Professional Services	2025 - March - Second Run
			<b>\$116.20</b>					
Pro-Vac LLC	221427931	Hydro Excavate 77th & 24th Pts Loop Trail Ditch	\$5,344.71	66561	3/5/2025	101-000-000-542-30-41-00	Professional Services	2025 - March - First Run
			<b>\$5,344.71</b>					
Puget Sound Energy	Services from 1/22/25-2/19/25 1000 80th Ave NE	Medina Park Power	\$1,085.74	66562	3/5/2025	001-000-000-576-80-47-00	Utilities	2025 - March - First Run
Puget Sound Energy	Services from 1/23/25-2/20/25 84th Ave NE	View Point Park	\$17.87	66562	3/5/2025	001-000-000-576-80-47-00	Utilities	2025 - March - First Run
Puget Sound Energy	Invoice - 3/5/2025 10:18:21 AM		\$0.00	66562	3/5/2025	001-000-000-576-80-47-00	Utilities	2025 - March - First Run
Puget Sound Energy	Services from 1/22/25-2/19/25 1050 82nd Ave NE	Street Lights 10th/82nd	\$38.34	66562	3/5/2025	101-000-000-542-63-41-00	Street Light Utilities	2025 - March - First Run
Puget Sound Energy	Invoice - 3/5/2025 10:18:21 AM		\$0.00	66562	3/5/2025	101-000-000-542-63-41-00	Street Light Utilities	2025 - March - First Run
Puget Sound Energy	Services from 1/22/25-2/19/25 501 Evergreen Point Rd	CH Utilities	\$2,274.86	EFT Payment 3/24/2025 12:17:44	3/24/2025	001-000-000-518-10-47-00	Utility Serv-Elec,Water,Waste	2025 - March - Second Run
Puget Sound Energy	Services from 1/31/25-2/28/25 TIB LED Conversion	Street light power	\$1,386.84	66606	3/24/2025	101-000-000-542-63-41-00	Street Light Utilities	2025 - March - Second Run
Puget Sound Energy	Services from 12/1/25-3/3/25 77th Ave NE & 79th Ave NE	Street light power 77th & 79th	\$163.34	66606	3/24/2025	101-000-000-542-63-41-00	Street Light Utilities	2025 - March - Second Run
Puget Sound Energy	Services from 2/1/25-3/3/25 88th Ave NE & Lk Wa Blvd	Street light power	\$37.48	66606	3/24/2025	101-000-000-542-63-41-00	Street Light Utilities	2025 - March - Second Run
Puget Sound Energy	Services from 2/1/25-3/3/25 515 Evergreen Point Rd	Street lights- 525 EPR	\$41.39	66606	3/24/2025	101-000-000-542-63-41-00	Street Light Utilities	2025 - March - Second Run
Puget Sound Energy	Services from 2/1/25-3/3/25 80th Ave NE & NE 10th St	Street light power 80th & 10th	\$12.15	66606	3/24/2025	101-000-000-542-63-41-00	Street Light Utilities	2025 - March - Second Run
			<b>\$5,058.01</b>					
Ramp	Mar 2025 Ramp Credit Card	Mar 2025 Ramp Credit Card	\$82.65	20101062	3/31/2025	001-000-000-521-20-22-00	Uniforms	2025 - March - Manual Run
Ramp	Mar 2025 Ramp Credit Card	Mar 2025 Ramp Credit Card	\$915.28	20101062	3/31/2025	001-000-000-521-20-31-00	Office Supplies	2025 - March - Manual Run
Ramp	Mar 2025 Ramp Credit Card	Mar 2025 Ramp Credit Card	\$829.08	20101062	3/31/2025	001-000-000-521-20-32-00	Vehicle Expenses-Gas, Car Wash	2025 - March - Manual Run
Ramp	Mar 2025 Ramp Credit Card	Mar 2025 Ramp Credit Card	\$1,355.42	20101062	3/31/2025	001-000-000-521-20-43-00	Travel & Training	2025 - March - Manual Run
Ramp	Mar 2025 Ramp Credit Card	Mar 2025 Ramp Credit Card	\$275.49	20101062	3/31/2025	001-000-000-594-18-64-00	City Hall Capital >\$5K	2025 - March - Manual Run

Republic Services, Inc. dba Rabanco,	0172-009883353	PW Debris Removal	<b>\$3,457.92</b>	66592	3/24/2025	001-000-000-576-80-41-04	Professional Services-Misc	2025 - March - Second Run
			\$15.96					
			<b>\$15.96</b>					
Ricoh USA, Inc.	1102736407	Repair to main floor printer	\$214.83	66563	3/5/2025	001-000-000-518-10-48-00	Repairs & Maint-Equipment	2025 - March - First Run
			<b>\$214.83</b>					
Robert Half International Inc. dba	64688684	Temp Staff	\$1,595.00	66564	3/5/2025	401-000-000-558-60-11-00	Salaries & Wages	2025 - March - First Run
Robert Half International Inc. dba	64714272	Temp Staff	\$2,158.75	66564	3/5/2025	401-000-000-558-60-11-00	Salaries & Wages	2025 - March - First Run
Robert Half International Inc. dba	64741049	Temp Staff	\$1,732.50	66593	3/24/2025	401-000-000-558-60-11-00	Salaries & Wages	2025 - March - Second Run
			<b>\$5,486.25</b>					
SCJ Alliance Consulting Services	80161	Middle Housing Consultant	\$25,265.10	66565	3/5/2025	001-000-000-518-10-41-00	Professional Services	2025 - March - First Run
			<b>\$25,265.10</b>					
SCORE	8473	Inmate Housing	\$1,145.85	66594	3/24/2025	001-000-000-521-20-41-55	Jail Service-Prisoner Board	2025 - March - Second Run
			<b>\$1,145.85</b>					
Seattle Times, The	68133	Legal Notices	\$366.30	66595	3/24/2025	401-000-000-558-60-42-00	Communications	2025 - March - Second Run
			<b>\$366.30</b>					
Sound Uniform Solutions	41-3 balance	Uniform-Halverson	\$49.59	66567	3/5/2025	001-000-000-521-20-22-00	Uniforms	2025 - March - First Run
			<b>\$49.59</b>					
Sound View Strategies, LLC	3463	Lobbyist	\$3,000.00	66596	3/24/2025	001-000-000-513-10-41-00	Professional Services	2025 - March - Second Run
			<b>\$3,000.00</b>					
Spot-On Print & Design	61364	Business Cards-Gidlof	\$81.11	66597	3/24/2025	001-000-000-521-20-41-00	Professional Services	2025 - March - Second Run
			<b>\$81.11</b>					
Staples Business Advantage	6024436246	PD Office Supplies	\$16.07	66568	3/5/2025	001-000-000-521-20-31-00	Office Supplies	2025 - March - First Run
Staples Business Advantage	6024436245	PD Office Supplies	\$114.08	66568	3/5/2025	001-000-000-521-20-31-00	Office Supplies	2025 - March - First Run
Staples Business Advantage	6025955761	CH Office Supplies	\$20.05	66598	3/24/2025	001-000-000-518-10-31-00	Office And Operating Supplies	2025 - March - Second Run
Staples Business Advantage	6026840747	PD Office Supplies	\$150.78	66598	3/24/2025	001-000-000-521-20-31-00	Office Supplies	2025 - March - Second Run
Staples Business Advantage	6026840748	PD Office Supplies	\$55.29	66598	3/24/2025	001-000-000-521-20-31-00	Office Supplies	2025 - March - Second Run
			<b>\$356.27</b>					
Statewide Security	220425	Backup communication for fire alarm	\$435.27	66605	3/24/2025	001-000-000-518-30-48-00	Repairs/maint-City Hall Bldg	2025 - March - Second Run
			<b>\$435.27</b>					
Summit Law Group	161245	Labor attorney	\$4,446.00	66569	3/5/2025	001-000-000-515-45-40-00	Special Counsel	2025 - March - First Run
			<b>\$4,446.00</b>					
Supply Source Inc., The	2500680	Janitorial Supplies	\$321.95	66599	3/24/2025	001-000-000-518-30-48-00	Repairs/maint-City Hall Bldg	2025 - March - Second Run
			<b>\$321.95</b>					
TIG Technology Integration Group	5592525	Dell Server Replacement Project	\$3,866.64	66570	3/5/2025	001-000-000-518-80-41-50	Technical Services, Software Services	2025 - March - First Run
TIG Technology Integration Group	5592188	Meraki Renewal	\$1,155.47	66570	3/5/2025	001-000-000-518-80-41-60	Software Services	2025 - March - First Run
TIG Technology Integration Group	5593662		\$920.17	66570	3/5/2025	001-000-000-518-80-41-60	Software Services	2025 - March - First Run
TIG Technology Integration Group	68694	IT Services	\$12,922.62	66600	3/24/2025	001-000-000-518-80-41-50	Technical Services, Software Services	2025 - March - Second Run
TIG Technology Integration Group	5594591	Duo Subscription- Feb 2025	\$72.73	66600	3/24/2025	001-000-000-518-80-41-60	Software Services	2025 - March - Second Run
TIG Technology Integration Group	68694	IT Services	\$2,381.29	66600	3/24/2025	401-000-000-558-50-05-00	Technical Services, Software Services	2025 - March - Second Run
			<b>\$21,318.92</b>					
Tiki Car Wash	2336	PD Car Washes	\$166.42	66601	3/24/2025	001-000-000-521-20-32-00	Vehicle Expenses-Gas, Car Wash	2025 - March - Second Run
			<b>\$166.42</b>					
Tree Frog LLC	2051	Arborist Services	\$3,787.50	66602	3/24/2025	401-000-000-558-50-41-50	Arborist	2025 - March - Second Run
			<b>\$3,787.50</b>					
US Bank	JE# 2251 US Bank Fees	JE# 2251 US Bank Fees	\$164.43	20101061	3/31/2025	001-000-000-514-20-49-10	Miscellaneous	2025 - March - Manual Run
US Bank	JE# 2251 US Bank Fees	JE# 2251 US Bank Fees	\$1,238.93	20101061	3/31/2025	401-000-000-558-60-49-10	Miscellaneous	2025 - March - Manual Run
US Bank	Mar 2025 Nations Credit Card	Office supplies-dish towels for CH kitchen	\$36.17	EFT Payment 4/1/2025 10:03:24	3/31/2025	001-000-000-518-10-31-00	Office And Operating Supplies	2025 - March - Manual Run
US Bank	Mar 2025 Nations Credit Card	Office supplies-coffee storage unit, mat for	\$220.99	EFT Payment 4/1/2025 10:03:24	3/31/2025	001-000-000-518-10-31-00	Office And Operating Supplies	2025 - March - Manual Run
US Bank	Mar 2025 Nations Credit Card	Office supplies-new coffee maker	\$165.74	EFT Payment 4/1/2025 10:03:24	3/31/2025	001-000-000-518-10-31-00	Office And Operating Supplies	2025 - March - Manual Run
US Bank	Mar 2025 Nations Credit Card	Amazon credit	(\$44.14)	EFT Payment 4/1/2025 10:03:24	3/31/2025	001-000-000-518-10-31-00	Office And Operating Supplies	2025 - March - Manual Run
US Bank	Mar 2025 Nations Credit Card	Office supplies-headset, Fiscer pens-Kellerman	\$75.42	EFT Payment 4/1/2025 10:03:24	3/31/2025	001-000-000-518-10-31-00	Office And Operating Supplies	2025 - March - Manual Run
US Bank	Mar 2025 Nations Credit Card	Office supplies-coffee grinder for kitchen	\$57.76	EFT Payment 4/1/2025 10:03:24	3/31/2025	001-000-000-518-10-31-00	Office And Operating Supplies	2025 - March - Manual Run
US Bank	Mar 2025 Nations Credit Card	Office supplies-new coffee maker	\$96.64	EFT Payment 4/1/2025 10:03:24	3/31/2025	001-000-000-518-10-31-00	Office And Operating Supplies	2025 - March - Manual Run
US Bank	Mar 2025 Nations Credit Card	Postage for DS Certified Mailing	\$23.48	EFT Payment 4/1/2025 10:03:24	3/31/2025	001-000-000-518-10-42-00	Postage/Telephone	2025 - March - Manual Run
US Bank	Mar 2025 Nations Credit Card	WAPRO-membership Nations	\$25.00	EFT Payment 4/1/2025 10:03:24	3/31/2025	001-000-000-518-10-49-20	Dues, Subscriptions	2025 - March - Manual Run
US Bank	Mar 2025 Kellerman Credit Card	Public Storage	\$413.00	EFT Payment 4/1/2025 10:03:24	3/31/2025	001-000-000-518-30-45-00	Facility Rental	2025 - March - Manual Run
US Bank	Mar 2025 Kellerman Credit Card	Zoom US	\$78.34	EFT Payment 4/1/2025 10:03:24	3/31/2025	001-000-000-518-80-41-50	Technical Services, Software Services	2025 - March - Manual Run
US Bank	Mar 2025 Kellerman Credit Card	Zoom US	\$40.00	EFT Payment 4/1/2025 10:03:24	3/31/2025	001-000-000-518-80-41-50	Technical Services, Software Services	2025 - March - Manual Run
US Bank	Mar 2025 Anderson Credit Card	Remarkable	\$3.29	EFT Payment 4/1/2025 10:03:24	3/31/2025	001-000-000-521-20-31-40	Police Operating Supplies	2025 - March - Manual Run
US Bank	Mar 2025 Gidlof Credit Card	Police Operating Supplies	\$549.90	EFT Payment 4/1/2025 10:03:24	3/31/2025	001-000-000-521-20-49-40	Dues,Subscriptions,Memberships	2025 - March - Manual Run
US Bank	Mar 2025 Crickmore Credit Card	Equipment Supplies & parts	\$243.39	EFT Payment 4/1/2025 10:03:24	3/31/2025	001-000-000-576-80-31-00	Operating Supplies	2025 - March - Manual Run
US Bank	Mar 2025 Crickmore Credit Card	Leaf shredder/vacuum & brush blade attachment	\$490.93	EFT Payment 4/1/2025 10:03:24	3/31/2025	101-000-000-542-30-31-00	Operating & Maintenance Supplies	2025 - March - Manual Run
US Bank	Mar 2025 Wilcox Credit Card	USPS Code Enforcement Notice Mailing	\$5.58	EFT Payment 4/1/2025 10:03:24	3/31/2025	401-000-000-558-60-42-00	Communications	2025 - March - Manual Run
US Bank	Mar 2025 Wilcox Credit Card	WABO Plan Examiner Training	\$424.00	EFT Payment 4/1/2025 10:03:24	3/31/2025	401-000-000-558-60-43-00	Travel & Training	2025 - March - Manual Run
			<b>\$4,308.85</b>					
Utilities Underground Location Ctr	5010183	Utility Locate Services	\$82.35	66571	3/5/2025	101-000-000-542-30-47-00	Utility Services	2025 - March - First Run
			<b>\$82.35</b>					
Viva Capital Funding, LLC F/B/O Cascade Engineering Services, Inc.	ML-25031524403	PD Vehicle Calibrations	\$900.00	66603	3/24/2025	001-000-000-521-20-48-10	Repairs & Maint-Automobiles	2025 - March - Second Run
			<b>\$900.00</b>					
Voyager Systems	8693624262510	PD Fuel	\$1,464.52	EFT Payment 3/24/2025 12:13:48	3/24/2025	001-000-000-521-20-32-00	Vehicle Expenses-Gas, Car Wash	2025 - March - Second Run
			<b>\$1,464.52</b>					

WA ST Dept of Transportation	RE *FB91017008251	PW Fuel	\$91.02	66604	3/24/2025	001-000-000-576-80-32-00	Vehicle Fuel & Lube	2025 - March - Second Run
WA ST Dept of Transportation	RE *FB91017008251	Inspection Vehicle Fuel	\$39.24	66604	3/24/2025	401-000-000-558-60-32-00	Vehicle Expenses - Gas, Oil, Maint.	2025 - March - Second Run
			<b>\$130.26</b>					
Washington State Patrol	I254526	CPL Background	\$12.00	66572	3/5/2025	631-000-000-589-30-02-00	WA ST Patrol-Gun-Fbi	2025 - March - First Run
			<b>\$12.00</b>					
			<b>\$208,253.58</b>	<b>AP Total</b>				
Payroll	Mar 2025 Payroll	Payroll	\$22,406.49		3/31/2025	001-000-000-513-10-11-00	Salaries, Wages & Benefits	
Payroll	Mar 2025 Payroll	Payroll	\$25,227.35		3/31/2025	001-000-000-514-20-11-00	Salaries, Wages & Benefits	
Payroll	Mar 2025 Payroll	Payroll	\$43,775.58		3/31/2025	001-000-000-518-10-11-00	Salaries, Wages & Benefits	
Payroll	Mar 2025 Payroll	Payroll	\$173,514.20		3/31/2025	001-000-000-521-20-11-00	Salaries, Wages & Benefits	
Payroll	Mar 2025 Payroll	Payroll	\$7,049.55		3/31/2025	001-000-000-558-60-11-00	Salaries, Wages & Benefits	
Payroll	Mar 2025 Payroll	Payroll	\$45,931.02		3/31/2025	001-000-000-576-80-11-00	Salaries, Wages & Benefits	
Payroll	Mar 2025 Payroll	Payroll	\$30,620.66		3/31/2025	101-000-000-542-30-11-00	Salaries, Wages & Benefits	
Payroll	Mar 2025 Payroll	Payroll	\$42,632.11		3/31/2025	401-000-000-558-60-11-00	Salaries, Wages & Benefits	
			<b>\$391,156.96</b>	<b>Payroll Total</b>				
			<b>\$599,410.54</b>	<b>Grand Total</b>				



# MEDINA, WASHINGTON

## PARK BOARD MEETING

Hybrid - Virtual/In-Person  
 Medina City Hall - Council Chambers  
 501 Evergreen Point Road, Medina, WA 98039  
**Tuesday, January 21, 2025 – 5:00 PM**

### MINUTES

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

The Park Board meeting was called to order by Dawn Nations, Deputy City Clerk at 5:01pm.

##### PRESENT

Board Member Barbara Moe  
 Board Member Katie Surbeck  
 Board Member Collette McMullen  
 Board Member Gretchen Stengel (on-line)  
 Board Alternate Mary Nelson  
 Emeritus Member Penny Martin

##### ABSENT

Board Member Dana Brekke  
 Board Member India Fitting-Koh  
 Board Member Michelle Lei

##### STAFF

Osada, Crickmore, Nations, Burns, Sass

Deputy City Clerk, Nations briefly went over a few housekeeping items to assist the board with efficient and productive meetings.

The board members were asked to arrive at least 10 minutes early to confirm a quorum and assign the alternate board member to a voting position if voting members are absent.

Reminder to follow Roberts Rules and one person speaking at a time, no sidebar conversations.

#### 2. **ELECTIONS**

- 2.1 Elections of Officers:  
 a) Chair  
 b) Vice Chair

The Deputy City Clerk Nations opened the nominations for the Chair position.

**ACTION:** Board member Moe nominated Collette McMullen, Second Surbeck. Collette McMullen spoke to her nomination and is excited to lead the Park Board. There

were no other nominations for the position of chair. Deputy City Clerk Nations called for the vote. Vote carried 5-0 to elect Collette McMullen as the Chair.

Nations congratulated McMullen and turned the meeting over to her.

Chair McMullen opened the nominations for the Vice Chair position.

**ACTION:** Board member Surbeck nominated Barbara Moe, Second Stengel. Barbara Moe spoke to her nomination and is excited to continue with on the leadership team. There were no other nominations for the vice-chair position. Chair McMullen called for the vote. Vote carried 5-0 to elect Barbara Moe as the Vice-Chair.

Chair McMullen congratulated Moe on her position.

### 3. **ANNOUNCEMENTS**

Steve Burns, City Manager addressed the board and announced his retirement this June. He thanked the board for their service and expressed his enjoyment of working with them.

### 4. **APPROVAL OF PARK BOARD MINUTES**

#### 4.1 Adopt Minutes of November 18, 2024

**Recommendation:** Adopt minutes.

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

**ACTION:** Motion Surbeck second Moe and carried by a 5:0 (Brekke, Koh, Lei absent) vote; the Board adopted the November 18, 2024, meeting Minutes.

### 5. **PUBLIC COMMENT**

None.

### 6. **PARK BOARD BUSINESS**

#### 6.1 Christmas Ships Event Recap by Barbara Moe

Vice-Chair Moe gave a brief recap of the Christmas Ships event. She reported attendance was good and the weather held out. She thanked public works for their assistance. She reported Medina Kitchen and Market participated with a nice treat and everyone appreciated it. It was decided the music playing was a nice added feature. She has already contacted Argosy Cruises to put in the request to have a Saturday date for 2025.

#### 6.2 2025 Meeting Calendar and Event Planning Discussion

- 1) Easter Egg Hunt Event
  - a) Saturday, April 12, 2025; or
  - b) Saturday, April 19, 2025.
- 2) Egg Stuffing Event - Date TBD
- 3) Friday, April 25, 2025 (10 AM)
- 4) Spring Clean-up Event - Date TBD
- 5) Medina Days Event - Pet Parade - Date TBD
- 6) Fall Bulb Planting Event - Date TBD
- 7) Christmas Ships Event - December Date TBD

The board decided on Saturday, April 12, 2025 for the annual Easter Egg Hunt and April 8, 2025 for the egg stuffing event at 10am at City Hall. Noticing about this event will be done differently and will focus on informing Medina residents. The board decided on sending postcards to Medina residents only.

Arbor Day event will be on Friday, April 25, 2025, at 10 AM. Location TBD

The other event dates will be discussed at future meetings.

### 6.3 Park Projects Update by Ryan Osada, Public Works Director

Ryan Osada, Public Works Director, gave a brief overview of the upcoming Park Projects for 2025. He reported that the goats will return to Fairweather Park in July 2025, the tennis courts will be resurfaced with the same design, the pond improvements at Medina Park are still being vetted out with permits with different required agencies.

### 6.4 Park Report Assignments

<u>Park</u>	<u>Board Member</u>
Fairweather & Lid	Collette McMullen and Gretchen Stengel
Points Loop Trail	Katie Surbeck and Barbara Moe
Lake Lane	Gretchen Stengel and India Fitting-Koh
Medina Beach Park	Michelle Lei and India Fitting-Koh
Medina Park	Mary Nelson and Barbara Moe
Viewpoint Park	Dana Brekke and Michelle Lei

## 7. PARK BOARD ROUNDTABLE

### 7.1 Questions or Concerns of the Board

Emeritus Member Martin asked about the timeline for the ponds at Medina Park. Public Works Director gave an update. Chief Sass gave a brief update on happenings in the police department. He invited the board to the Community Forum on February 5 at 6pm and Coffee with the Chief on February 19<sup>th</sup> at 7am.

## 8. PARK REPORTS

Fairweather & Lid- McMullen reported the ivy removal by the goats was a great success. PW reported trees were removed.

Points Loop Trail – Moe reported looks great. PW works reported the new trail signage is being completed.

Lake Lane- Moe reported part of the dock is missing and showed PW a picture. PW reported they will repair it.

Medina Beach Park- McMullen reported looks good. PW reported that the grass is torn up due to animals digging for grubs, but it will be in better shape come spring.

Medina Park- Nelson reported looks great.

Viewpoint Park- Reported the path has some damage.

## 9. ADJOURNMENT

The meeting was adjourned at 6:06 PM.

Meeting minutes taken by Dawn Nations, Deputy City Clerk



# MEDINA, WASHINGTON

## PLANNING COMMISSION MEETING

Hybrid-Virtual/In Person

Tuesday, January 28, 2025 – 6:00 PM

### MINUTES

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

Planning Commission Chair Laura Bustamante called to order the meeting of the Medina Planning Commission in the Council Chambers at 6:00pm

##### PRESENT

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

##### ABSENT

Commissioner Brian Pao

##### STAFF

Abdulsalam, Bennett, Kesler, Peterson, Robertson, Wilcox

#### **2. APPROVAL OF MEETING AGENDA**

Without objections, the meeting agenda was approved as presented.

#### **3. APPROVAL OF MINUTES**

##### 3.1 Planning Commission Special Meeting Minutes of January 16, 2025

**Recommendation:** Adopt minutes.

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

**ACTION:** Motion to approve minutes. (Approved 6-0)

Motion made by Commissioner Nelson, Seconded by Commissioner Barrett.

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

#### **4. ANNOUNCEMENTS**

##### 4.1 Staff/Commissioners

Chair Bustamante announcement that this will be Bennett's last Planning Commission Meeting until she returns from maternity leave. Commissioner Nelson spoke about the City Council meeting from the previous night and mentioned the changes that they made to the Middle Housing Review code change draft. Chair Bustamante announced that City



Council approved the submission of the code change draft to the Department of Commerce.

## **5. PUBLIC COMMENT PERIOD**

There was no public comment.

## **6. DISCUSSION**

### **6.1 Concerns of the Commission**

Discussion about council meeting from night before. Jonathan spoke, Peterson spoke, Robertson spoke

### **6.2 Middle Housing Review**

**Recommendation:** Discussion

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

**Time Estimate:** 30 minutes

Peterson spoke about the Middle Housing Review. Commissioners discussed and asked questions.

### **6.3 Proposed Unit Lot Subdivision/Zero Lot Line Ordinance**

**Recommendation:** Discussion

**Staff Contacts:** Jennifer S. Robertson, Esq., Inslee Best, Attorneys at Law

**Time Estimate:** 30 minutes

Robertson spoke about the Proposed Unit Lot Subdivision/Zero Lot Line Ordinance. Commissioners discussed and asked questions.

### **6.4 Upcoming Topics in 2025**

**Recommendation:** Discussion

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

**Time Estimate:** 30 minutes

Kesler gave a PowerPoint presentation on Upcoming Topics in 2025. Commissioners discussed and asked questions.

## **7. ADJOURNMENT**

**The next meeting is the Regular Meeting on Tuesday, February 25, 2025, at 6:00 pm.**

Meeting adjourned at 7:57pm.

**ACTION:** Motion to adjourn. (Approved 6-0)

Motion made by Commissioner Hsu, Seconded by Commissioner Barrett.

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

Meeting Minutes taken by Rebecca Bennett, Development Services Coordinator



# MEDINA, WASHINGTON

## MEDINA CITY COUNCIL REGULAR MEETING

Hybrid – Virtual/In-Person  
Medina City Hall – Council Chambers  
501 Evergreen Point Road, Medina, WA 98039  
**Monday, February 24, 2025 – 5:00 PM**

### MINUTES

Mayor Rossman called the study session to order in the Medina Council Chambers at 5:00 p.m.

#### PRESENT

Mayor Jessica Rossman  
Deputy Mayor Randy Reeves  
Councilmember Joseph Brazen  
Councilmember Mac Johnston (online 5:00 p.m. to 6:07 p.m.)  
Councilmember Michael Luis  
Councilmember Heija Nunn  
Councilmember Harini Gokul

#### ABSENT

None

#### STAFF

Burns, Robertson, Osada, Wilcox, Wagner, and Kellerman

#### 1. **STUDY SESSION**

Mayor Rossman introduced the study session topics. Council asked questions and staff responded.

##### 1.1 Proposed Unit Lot Subdivision/Zero Lot Line Ordinance

**Recommendation:** Discussion and direction.

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

##### 1.2 Middle Housing Summary

**Recommendation:** Discussion.

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

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

## 2. **REGULAR MEETING - CALL TO ORDER / ROLL CALL**

Mayor Rossman called the regular meeting to order in the Medina Council Chambers at 7:11 p.m.

### PRESENT

Mayor Jessica Rossman  
Deputy Mayor Randy Reeves  
Councilmember Joseph Brazen  
Councilmember Michael Luis  
Councilmember Heija Nunn  
Councilmember Harini Gokul

### ABSENT

Councilmember Mac Johnston

### STAFF

Burns, Robertson, Osada, Wilcox, Wagner, Kesler, Peterson (Planning Consultant), and Kellerman

## 3. **APPROVAL OF MEETING AGENDA**

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

## 4. **PRESENTATIONS**

None.

## 5. **PUBLIC COMMENT PERIOD**

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

## 6. **CITY MANAGER'S REPORT**

None.

## 7. **CONSENT AGENDA**

None.

## 8. **LEGISLATIVE HEARING**

None.

## 9. **PUBLIC HEARING**

None.

## 10. CITY BUSINESS

### 10.1 Middle Housing Update

**Recommendation:** Discussion only; no action needed.

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

Planning Manager Jonathan Kesler introduced Kirsten Peterson, Senior Project Manager with SCJ Alliance, who presented a summary of the recent middle housing survey results to Council. Peterson highlighted key community concerns, including traffic congestion, infrastructure capacity, and housing affordability.

Specific areas identified for potential traffic improvements included Evergreen Point Road, NE 24th Street, 84th Avenue NE, and NE 12th Street.

Council discussed the feasibility of incorporating additional topics into the middle housing ordinance ahead of the June 30 deadline. Councilmembers asked questions and staff responded.

**ACTION:** Council directed staff to continue progressing with the draft model ordinance and to establish a "parking lot" of additional issues for further exploration, including:

- Cottage housing
- Affordable housing and added density
- Dark sky considerations
- Impact fees
- Stormwater management incentives

### 10.2 City Manager Recruitment

**Recommendation:** Discussion and direction.

**Staff Contacts:** Ryan Wagner, Finance/HR Director and Charlotte Archer, Assistant City Attorney

Director of Finance and HR Ryan Wagner introduced Debbie Tarry of GMP Consultants, who is leading the City Manager recruitment process on behalf of the City.

Tarry provided a brief introduction and outlined the recruitment timeline, which includes stakeholder meetings, the development of a candidate profile, and the interview process. The goal is to finalize the selection by the week of May 12. Councilmembers asked questions, and Tarry responded.

**ACTION:** Deputy Mayor Reeves moved to direct the Personnel Committee to facilitate the preparation and approval of the advertisement material. The motion was seconded by Councilmember Gokul and passed with a 6-0 vote (Councilmember Johnston absent).

## 11. REQUESTS FOR FUTURE AGENDA ITEMS AND COUNCIL ROUND TABLE

Council agreed to hold a one-hour study session at the March 10 City Council meeting and push the regular meeting to begin at 6:00 p.m.

## 12. **PUBLIC COMMENT**

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

Mark Nelson suggested that the Council consider utilizing the Development Services Committee to address several of the issues discussed earlier in the meeting. He also reminded the Council that Mercer Island refers to its middle housing regulations as an "interim code," which provides greater flexibility during implementation.

With no further comments, public comments was closed.

## 13. **EXECUTIVE SESSION**

Council moved into Executive Session for an estimated time of 20 minutes at 8:54 p.m. to discuss the following:

RCW 42.30.140(4)(a)

Collective bargaining sessions with employee organizations, including contract negotiations, grievance meetings, and discussions relating to the interpretation or application of a labor agreement; or (b) that portion of a meeting during which the governing body is planning or adopting the strategy or position to be taken by the governing body during the course of any collective bargaining, professional negotiations, or grievance or mediation proceedings, or reviewing the proposals made in the negotiations or proceedings while in progress.

**ACTION:** No action was taken following the executive session.

Council moved back into the regular meeting and announced they would be moving into a second executive session under the following RCW for an estimated time of 15 minutes.

RCW 42.30.110(1)(b)

To consider the selection of a site or the acquisition of real estate by lease or purchase when public knowledge regarding such consideration would cause a likelihood of increased price.

**ACTION:** No action was taken following the executive session.

## 14. **ADJOURNMENT**

Without objections, Council adjourned the regular meeting at 9:32 p.m.



# MEDINA, WASHINGTON

## MEDINA CITY COUNCIL REGULAR MEETING

Hybrid – Virtual/In-Person  
Medina City Hall – Council Chambers  
501 Evergreen Point Road, Medina, WA 98039  
**Monday, March 10, 2025 – 5:00 PM**

### MINUTES

#### 1. **STUDY SESSION**

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

#### PRESENT

Mayor Jessica Rossman  
Deputy Mayor Randy Reeves  
Councilmember Harini Gokul  
Councilmember Mac Johnston  
Councilmember Michael Luis  
Councilmember Heija Nunn

#### ABSENT

Councilmember Joseph Brazen

#### STAFF

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

#### 1.1 City Council Retreat Planning

**Contacts:** Mayor Jessica Rossman, Councilmembers Joseph Brazen, Councilmember Heija Nunn, City Manager Steve Burns and City Clerk Aimee Kellerman

Councilmember Nunn provided a summary of the three retreat facilitators interviewed and shared her recommendation for the facilitator she believed would be the best fit for the City Council's upcoming retreat. The Council then discussed her recommendations.

**ACTION:** Council directed staff to engage the third facilitator for services starting at \$0 and to present service options. The Council intends to facilitate its own retreat but requires a neutral party to meet individually with Councilmembers. This facilitator will help align perspectives and establish a foundation for a productive group discussion. Additionally, once staff receives a new proposal, it will be distributed to Council for review and feedback before the next Council meeting for discussion.



## 2. **REGULAR MEETING - CALL TO ORDER / ROLL CALL**

Mayor Rossman called the regular meeting to order in the Medina Council Chambers at 6:00 PM.

### PRESENT

Mayor Jessica Rossman  
Deputy Mayor Randy Reeves  
Councilmember Harini Gokul  
Councilmember Mac Johnston  
Councilmember Michael Luis  
Councilmember Heija Nunn

### ABSENT

Councilmember Joseph Brazen

### STAFF

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

## 3. **APPROVAL OF MEETING AGENDA**

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

## 4. **PUBLIC COMMENT PERIOD**

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

1. Alex Tsimertman commented on the City of Bellevue's trespass policy.
2. Cindy Spengler voiced concerns about the NE 12th Street landscaping project, citing issues with communication, lack of community input, and irrigation costs.
3. Jeff Spengler raised concerns about the contractor selection process, the disappearance of a contractor, Blackfish, and questioned the cost of a grant related to middle housing.
4. Wady Milner expressed concerns about a private road construction project and the city's public records request process, which she felt caused delays in accessing permit applications.

With no further comments, public comments was closed.

## 5. **PRESENTATIONS**

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

Park Board Chair Collette McMullen shared updates on upcoming events, including the Easter Egg Hunt and Arbor Day celebration.

Planning Commission Chair Laura Bustamante reported that the Medina Planning Commission's February meeting was canceled due to power outages from the storm. She also emphasized the need for a clear strategy on affordable housing.

Emergency Preparedness Chair Rosalie Gann shared the committee's insights on the February storm, highlighting key lessons learned and best practices for future preparedness. To ensure residents without internet access received updates, the Police Chief arranged for E-lets to be printed and posted at Medina Park. Gann noted that during her visit to the park, she observed someone reading and photographing the posted notices, reinforcing the effectiveness of this approach as a key lesson learned for future emergency communication efforts.

Mayor Jessica Rossman reported that Eastside Transportation is updating its agreement, which is included on the Consent Agenda for Council's consideration and approval.

## 6. **CITY MANAGER'S REPORT**

Given the heavy agenda, department directors submitted written reports for Council review. Councilmembers had the opportunity to ask questions which staff addressed.

**ACTION:** Councilmember Nunn moved to direct the staff to create a clearly marked and easy to find section on the website for public notices, first prioritizing hearing examiner activity. The motion was seconded by Councilmember Johnston and carried by a vote of 6-0.

## 7. **CONSENT AGENDA**

**ACTION:** Councilmember Johnston moved to approve the Consent Agenda. The motion was seconded by Councilmember Nunn and carried by a vote of 6-0.

### 7.1 February 2025, Check Register

**Recommendation:** Approve.

**Staff Contact:** Ryan Wagner, Finance/HR Director

### 7.2 Draft City Council Meeting Minutes of February 10, 2025

**Recommendation:** Adopt minutes.

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

### 7.3 Collective Bargaining Agreement – City of Medina and Teamsters

**Recommendation:** Approve.

**Staff Contacts:** Stephen R. Burns, City Manager and Finance/HR Director Ryan Wagner

7.4 Updated Eastside Transportation Partnership Agreement

**Recommendation:** Approve.

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

7.5 City Manager Recruitment

**Recommendation:** Approve.

**Staff Contacts:** Ryan Wagner, Finance/HR Director and Charlotte Archer, Assistant City Attorney

8. **LEGISLATIVE HEARING**

None.

9. **PUBLIC HEARING**

None.

10. **CITY BUSINESS**

10.1 Middle Housing Update

**Recommendation:** Discussion only; no action needed.

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

Planning Manager Jonathan Kesler gave an update on the Middle Housing project proposed timeline. Council asked questions and staff responded.

**ACTION:** Discussion only; no action taken. Council directed staff to move public hearing from the May 27 City Council meeting to the May 12 City Council meeting.

10.2 Business License Discussion

**Recommendation:** Discussion and approval.

**Staff Contact:** Ryan Wagner, Finance & HR Director

Director of Finance and HR, Ryan Wagner, provided an introduction and a brief overview of the business license initiative. He outlined two potential “go live” dates for implementation: either in the fourth quarter of 2025 or in March 2026. Council discussed, asked questions, and staff responded.

**ACTION:** Deputy Mayor Reeves moved that the city officially launch businesses at some point in the fourth quarter of 2025 and secondly, that the Finance Committee collaborate with city staff and the Department of Revenue to draft and finalize the business requirements necessary for implementing business licenses in Medina. Councilmember Gokul seconded the motion and carried by a vote of 6-0.

10.3 Proposed Donation for Medina Park – Timber Framed Pavilion

**Recommendation:** Discussion and direction.

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

Director of Public Works Ryan Osada gave a presentation on a proposed timber-framed pavilion, a generous donation offered by a Medina resident in memory of a recently passed loved one, to be placed in Medina Park. Council discussed, asked questions, and staff responded.

**ACTION:** Council directed the Medina Parks and Recreation Board to consider this donation and also to consider it as part of the parks process going forward, and then come back to Council with recommendations.

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

None.

12. **PUBLIC COMMENT**

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

Mark Nelson commented on Council's discussion regarding the second public hearing for Middle Housing and encouraged Councilmembers to attend the first public hearing at the Planning Commission. He suggested that doing so could help generate ideas that may inform potential changes or additions to the code.

In addition, he expressed support for Council's recommendation to refer the proposed timber-framed pavilion donation to the Park Board for review and input. He also recommended inviting the City's arborist to that meeting, noting that their expertise could provide insight into how the pavilion's placement might impact nearby trees.

With no further comments, the public comment period was closed.

13. **EXECUTIVE SESSION**

**ACTION:** Mayor Rossman amended the agenda to reorder the Executive Session items. By consensus, the amended agenda was approved.

The Council entered Executive Session for an estimated duration of 15 minutes pursuant to RCW 42.30.110(1)(b).

**ACTION:** No action was taken following the Executive Session.

The Council reconvened the regular meeting and announced they would enter a second Executive Session, estimated to last 25 minutes, pursuant to RCW 42.30.110(1)(i). No action will be taken, and the meeting will adjourn directly from Executive Session.

**14. ADJOURNMENT**

Council adjourned from the Executive Session at 9:15 p.m.

DRAFT



**City of Medina, Washington**  
**PROCLAMATION**

**SEXUAL ASSAULT AWARENESS & PREVENTION MONTH 2025**

*Together We Act, United We Change*

**Whereas:** Sexual assault is pervasive: Every 68 seconds, someone is sexually assaulted in the United States; and

**Whereas:** Sexual violence impacts everyone. Anyone can be a victim of sexual violence, and people who commit sexual abuse, assault, and harassment exist in all of our communities. This underscores why it's important for all of us to care about sexual violence and take steps to promote the safety and well-being of others; and

**Whereas:** Black, Indigenous and other people of color, people living in poverty, LGBTQ+ people, elders, people with disabilities and others who have been historically oppressed are disproportionately affected by sexual violence in significant and complex ways; and

**Whereas:** Sexual assault is among the most underreported crimes for many reasons, but survivors who are already most marginalized face additional barriers to reporting, such as language, immigration status or disability; and

**Whereas:** Ending sexual violence requires us to address racism, sexism, and all forms of oppression that contribute to the perpetration of sexual assault; and

**Whereas:** Sexual violence exists on a continuum of behavior that includes racist, sexist, transphobic, homophobic, ableist or other hate speech. This ranges from rape jokes to verbal harassment to physical assaults; and

**Whereas:** Survivors of sexual assault may never forget their victimization, but they can heal with support from family, friends and their communities. Sexual assault programs across King County and Washington state offer free and confidential support, advocacy, information and resources to survivors; and

**Whereas:** By working together as a community, we can alleviate the trauma of sexual violence by ensuring supportive resources are available to all survivors, while standing up to and actively disrupting harmful attitudes and behaviors that contribute to sexual violence.

**Now, therefore,** I/WE, City of Medina join advocates and communities throughout King County in taking action to prevent sexual violence by standing with survivors and proclaiming April 2025 SEXUAL ASSAULT AWARENESS & PREVENTION MONTH.

Together, we commit to a safer future for all children, young people, adults, and families in our community.

---

Jessica Rossman, Mayor





**City of Medina, Washington  
PROCLAMATION**

**56th ANNUAL PROFESSIONAL MUNICIPAL CLERKS WEEK  
May 4 - May 10, 2025**

- WHEREAS,** The Office of the Professional Municipal Clerk, a time honored and vital part of local government exists throughout the world; and
- WHEREAS,** The Office of the Professional Municipal Clerk is the oldest among public servants; and
- WHEREAS,** The Office of the Professional Municipal Clerk provides the professional link between the citizens, the local governing bodies and agencies of government at other levels; and
- WHEREAS,** Professional Municipal Clerks have pledged to be ever mindful of their neutrality and impartiality, rendering equal service to all; and
- WHEREAS,** The Professional Municipal Clerk serves as the information center on functions of local government and community; and
- WHEREAS,** Professional Municipal Clerks continually strive to improve the administration of the affairs of the Office of the Professional Municipal Clerk through participation in education programs, seminars, workshops and the annual meetings of their state, provincial, county and international professional organizations; and
- WHEREAS,** It is most appropriate that we recognize the accomplishments of the Office of the Professional Municipal Clerk.

**NOW, THEREFORE,** I, Jessica Rossman, Mayor of City of Medina, Washington, and on behalf of the City Council, do recognize the week of May 4 through May 10, 2025, as **Professional Municipal Clerks Week**, and further extend appreciation to our

**Professional Municipal Clerks, Aimee Kellerman, CMC and Dawn Nations**

and to all Professional Municipal Clerks for the vital services they perform and their exemplary dedication to the communities they represent.

---

Jessica Rossman, Mayor



# MEDINA, WASHINGTON

## AGENDA BILL

Monday, April 14th, 2025

**Subject:** City Manager Recruitment

**Category:** City Council Business

**Staff Contacts:** Ryan Wagner, Finance/HR Director and Charlotte Archer, Assistant City Attorney

### **Summary**

In Medina, the City Council selects a City Manager to serve as the chief executive officer of the City to implement policies and serve as the City's professional administrator. Due to the City Manager's impending retirement, the City Council is spearheading the recruitment process for a new City Manager. The Personnel Committee, aided by the HR Director and Legal, has been tasked with identifying a recruitment firm from the roster of qualified consultants through MRSC, reviewing and updating the City Manager job description for the recruitment effort, and reporting to the Council on progress.

The Personnel Committee is working with GMP Consultants for this recruitment process. The job was posted on the 17<sup>th</sup> of March, and the first review will be on the 13<sup>th</sup> of April. GMP Consultants will interview the first round of candidates during the week of the 14<sup>th</sup> of April.

As of April 7<sup>th</sup>, the city has received 18 applications for the open position.

The City Manager Recruitment meets and supports Council's priority 1.

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:** N/A

**Budget/Fiscal Impact:** Both the Finance Committee and Personnel Committee are evaluating the compensation range for this position to ensure the city is competitive for candidates.

**Recommendation:** Discussion and direction.

**City Manager Approval:**

**Proposed Council Motion** "I propose to approve the updated job description for the City Manager position".

Time Estimate: 15 minutes



# MEDINA, WASHINGTON

## AGENDA BILL

April 14, 2025

**Subject:** NE 12<sup>th</sup> Street Landscape Update

**Category:** City Business

**Staff Contact(s):** Ryan Osada, Public Works Director

### **Summary**

At the March 10<sup>th</sup> meeting, City Council directed staff to bring back updated costs for irrigation and option #2 landscape plantings. The irrigation costs would include an option for connection to private supply lines for the adjacent planter strip. In addition, City Council directed staff to present costs to maintain NE 12<sup>th</sup> ST and NE 24<sup>th</sup> ST along with outsourcing watering during the summer.

This project meets and supports Council's priorities 1, 2 & 5:

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

### **Attachment(s)**

Irrigation Plans and Cost  
 Landscape Plans and Cost  
 NE 12<sup>th</sup> ST Maintenance Cost  
 NE 24<sup>th</sup> ST Maintenance Cost

**Budget/Fiscal Impact:** see attached estimates

**Recommendation:** Discussion and direction.

**City Manager Approval:**

**Proposed Council Motion:** N/A

Time Estimate: 20 minutes

GENERAL NOTES:

1. CONTRACTOR AND/OR OWNER RESPONSIBLE FOR OBTAINING ALL NECESSARY PERMITS AND SCHEDULING ALL REQUIRED INSPECTIONS.
2. ALL WORK INCLUDING BUT NOT LIMITED TO ITEMS SUCH AS TRENCH EXCAVATION AND BACKFILL, PIPE BENDING, PIPE INSTALLATION, CLEANING AND TESTING, ROADWAY REPAIR, ETC. SHALL CONFORM TO MUNICIPAL REQUIREMENTS AND STANDARD SPECIFICATIONS. A COPY OF THESE DOCUMENTS SHALL BE ON SITE DURING CONSTRUCTION.
3. A COPY OF THE APPROVED PLAN MUST BE ON SITE WHENEVER CONSTRUCTION IS IN PROCESS.
4. PRIOR TO CONSTRUCTION ACTIVITY, THE CONTRACTOR SHALL SCHEDULE AND ATTEND A PRECONSTRUCTION CONFERENCE WITH THE MUNICIPALITY, ARCHITECT, AND OWNER WITH NOTIFICATION OF TIME AND LOCATION.
5. THE CONTRACTOR SHALL NOTIFY MUNICIPALITY, ARCHITECT, AND OWNER TWENTY-FOUR (24) HOURS IN ADVANCE OF ALL WATER SERVICE INTERRUPTIONS, HYDRANT SHUT-OFFS, AND STREET CLOSURES OR OTHER ACCESS BLOCKAGE.
6. ALL LOCATIONS OF EXISTING UTILITIES SHOWN HEREIN HAVE BEEN ESTABLISHED BY FIELD SURVEY OR OBTAINED FROM AVAILABLE RECORDS AND SHOULD THEREFORE BE CONSIDERED APPROXIMATE ONLY AND NOT NECESSARILY COMPLETE. IT IS THE SOLE RESPONSIBILITY OF THE CONTRACTOR TO INDEPENDENTLY VERIFY THE ACCURACY OF ALL UTILITY LOCATIONS SHOWN, AND TO FURTHER DISCOVER AND AVOID ANY OTHER UTILITIES NOT SHOWN HEREIN WHICH MAY BE EFFECTED BY THE IMPLEMENTATION OF THIS PLAN.
7. CONTRACTOR SHALL CONTACT AN UNDERGROUND LOCATING SERVICE AT LEAST FORTY-EIGHT (48) HOURS PRIOR TO CONSTRUCTION (800-424-5555) AND LOCATE AND PROTECT ALL CASTINGS AND UTILITIES DURING CONSTRUCTION.
8. UTILITY SERVICE CONNECTIONS ARE TO BE MAINTAINED PRIVATELY, NOT BY THE MUNICIPALITY. THE CONTRACTOR SHALL PROVIDE FOR ALL TESTS REQUIRED BY THE STREET USE INSPECTOR.
9. THE CONTRACTOR SHALL PROVIDE AND MAINTAIN TEMPORARY SEDIMENTATION COLLECTION FACILITIES TO INSURE THAT SEDIMENT-LADEN WATER DOES NOT ENTER THE NATURAL OR PUBLIC DRAINAGE SYSTEM. AS CONSTRUCTION PROGRESSES AND UNEXPECTED (SEASONAL) CONDITIONS DICTATE, MORE SILTATION CONTROL FACILITIES MAY BE REQUIRED TO INSURE COMPLETE SILTATION CONTROL OF THE PROJECT. THEREFORE, IT IS THE RESPONSIBILITY OF THE CONTRACTOR TO ADDRESS ANY NEW CONDITIONS THAT MAY BE CREATED BY HIS OR HER ACTIVITIES AND TO PROVIDE ADDITIONAL FACILITIES THAT MAY BE NEEDED TO PROTECT ADJACENT PROPERTIES.
10. THE CONTRACTOR SHALL KEEP OFF-SITE STREETS CLEAN AT ALL TIMES BY SWEEPING. WASHING OF THESE STREETS WITH WATER WILL NOT BE ALLOWED WITHOUT PRIOR APPROVAL OF THE MUNICIPALITY WITH JURISDICTION.
11. ALL WORK REQUIRED TO BE PERFORMED AS A MUNICIPAL SERVICE CONCERNING THE REMOVAL OR RELOCATION OF UTILITIES SHALL BE DONE AT THE CONTRACTORS EXPENSE.
12. CONTRACTOR TO MAKE SURE DRAIN LINES AND INFILTRATION TRENCHES DO NOT CONFLICT WITH THE FOOTINGS FOR STRUCTURES. ALL FOOTINGS SHALL BE MARKED AND STAKED FOR APPROVAL PRIOR TO CONSTRUCTION.
13. CONTRACTOR SHALL TAKE EXTRA CARE NOT TO DISTURB OR INCONVENIENCE SURROUNDING NEIGHBORHOOD DURING CONSTRUCTION.

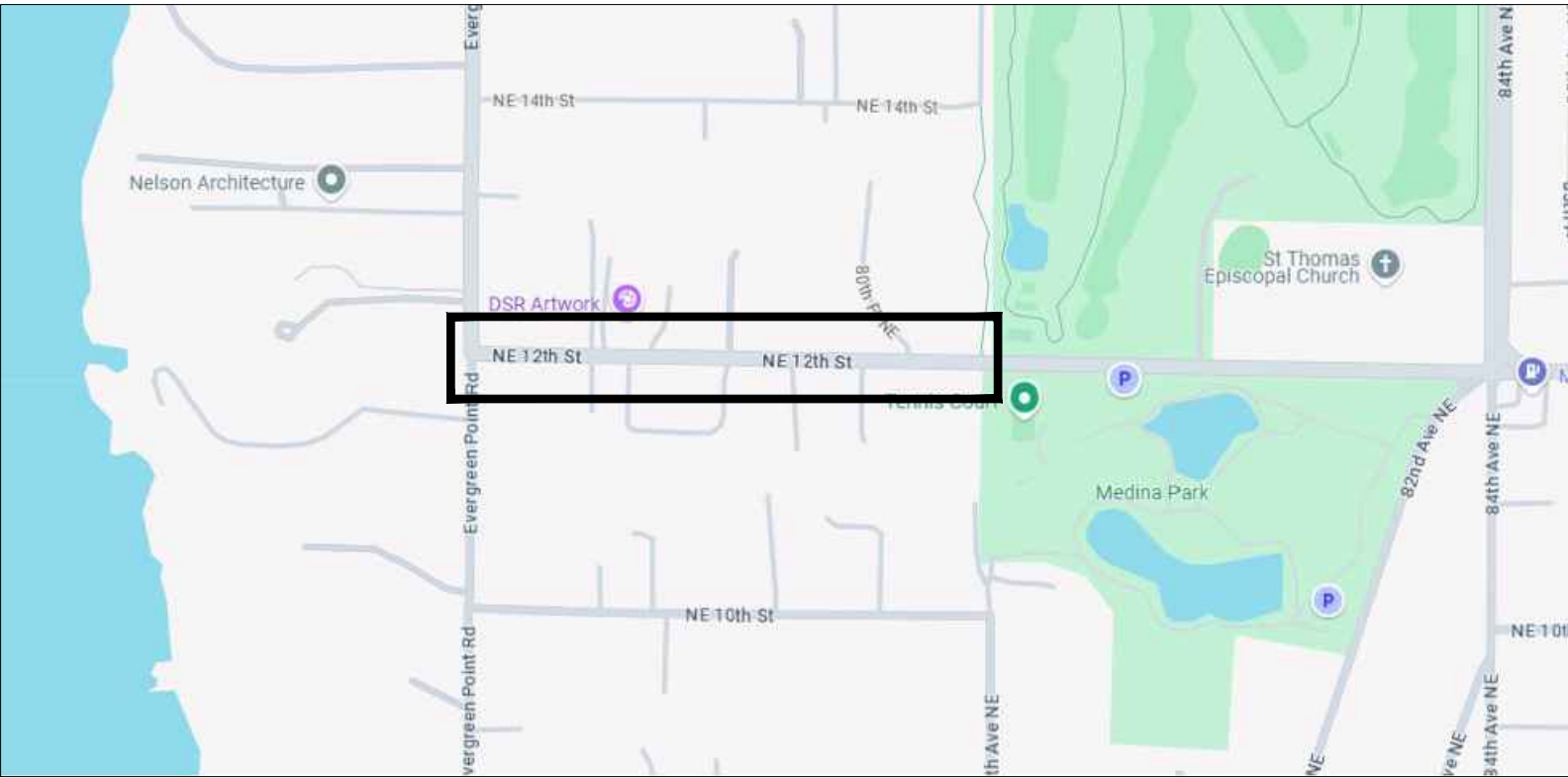
SURVEY NOTE:

ALL SITE INFORMATION IS BASED ON SURVEY INFORMATION PROVIDED BY OWNER OR ARCHITECT. ALL EXISTING CONDITIONS AND LAYOUT ARE TO BE VERIFIED IN FIELD PRIOR TO THE COMMENCEMENT OF CONSTRUCTION. ANY DISCREPANCIES FOUND ARE TO BE BROUGHT TO THE IMMEDIATE ATTENTION OF THE PROJECT LANDSCAPE ARCHITECT BEFORE PROCEEDING WITH WORK.

LEGAL NOTE:

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SITE MAP



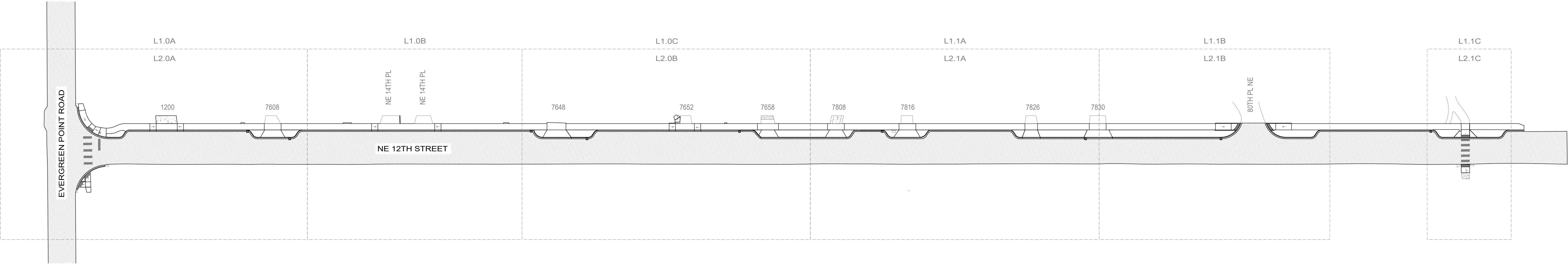
INDEX

- L0.0 - COVER SHEET
- L1.0 - IRRIGATION PLAN, NOTES, & SCHEDULE
- L1.1 - IRRIGATION PLAN
- L2.0 - PLANTING PLAN
- L2.1 - PLANTING PLAN
- L2.2 - PLANT SCHEDULE, NOTES, & DETAILS

CITY OF MEDINA

NE 12TH STREET  
MEDINA, WA 98039

CALL 2 DAYS  
BEFORE YOU DIG  
1-800-424-5555



Issue Title  
BID SET

Issue Date  
04.10.2025

DESIGNED BY: KP, SR  
DRAWN BY: DJ, EH

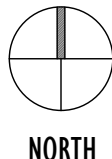
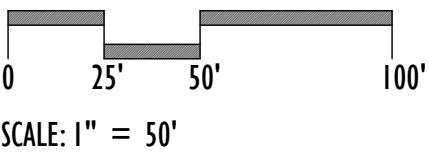
Rev	Date	Description

Sheet Title

COVER SHEET

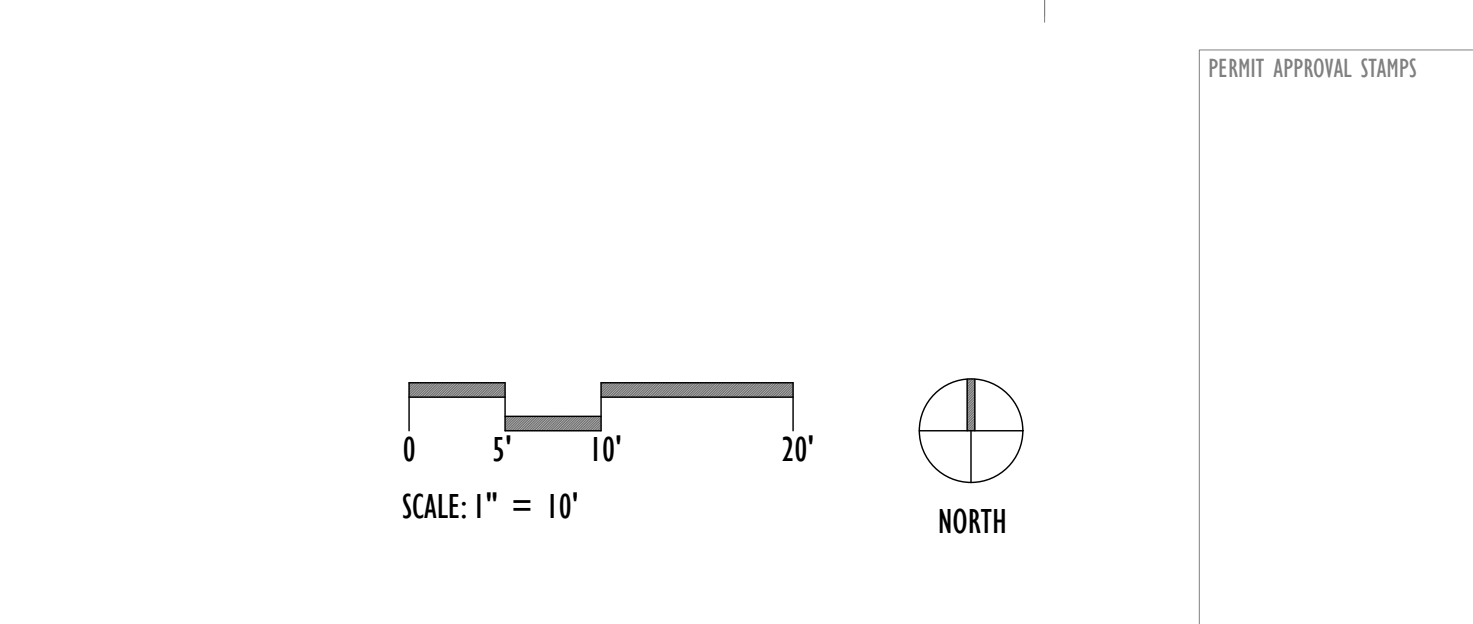
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PERMIT APPROVAL STAMPS





# IRRIGATION PLAN, NOTES & SCHEDULE

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Sheet Number

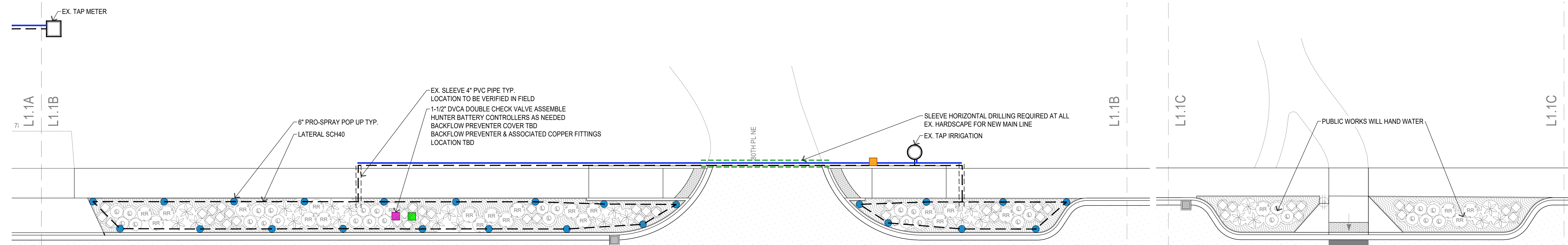
## LI.0

- EXACT NUMBER OF HEADS, PLACEMENT, AND ZONE BACKFLOW PREVENTER COVER, CONFIGURATION T.B.D. IN THE FIELD BY LICENSED IRRIGATION CONTRACTOR.
- ALL LATERAL AND MAIN LINES TO BE SCH40
- ESTIMATED 8 ZONES FOR PGV-151 VALVE, PLACE IN CENTER OF PLANTER AS APPROPRIATE
- BACK FLOW PREVENTER PER THE CITY OF MEDINA CODE

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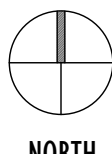
Key	Date	Description
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L.I.I

0 5' 10' 20'

SCALE: 1" = 10'



NORTH

## L1.1C

NE 12TH STREET

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## Rough Order of Magnitude Pricing

Project: City of Medina 12th St Irrigation

Date: 4/10/2025

Phase: Irrigation

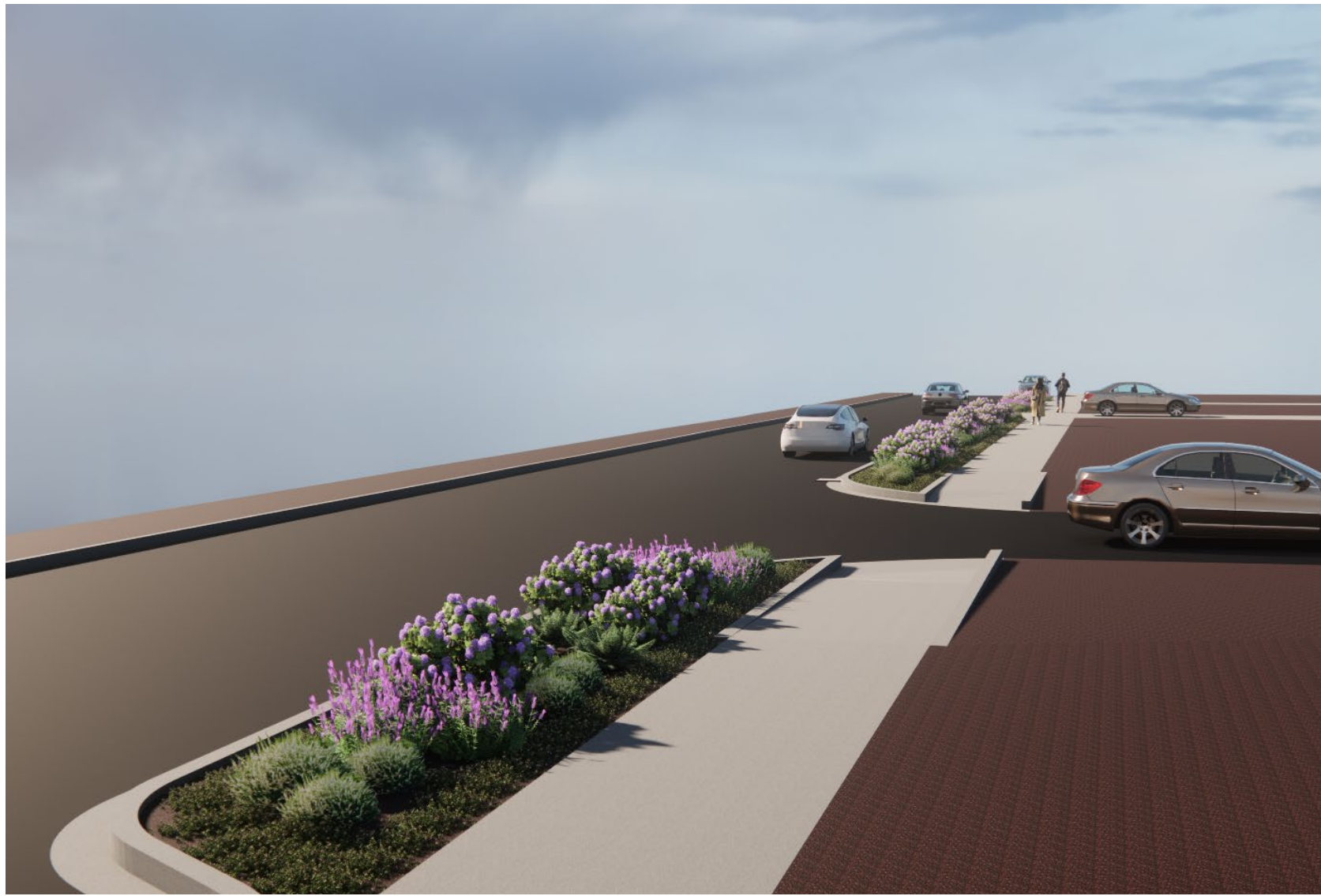
We submit the following Rough Order of Magnitude for landscape construction for the City of Medina, per provided KPLA Schematic Design drawing sheets and documents dated 3-12-25.

### RANGE

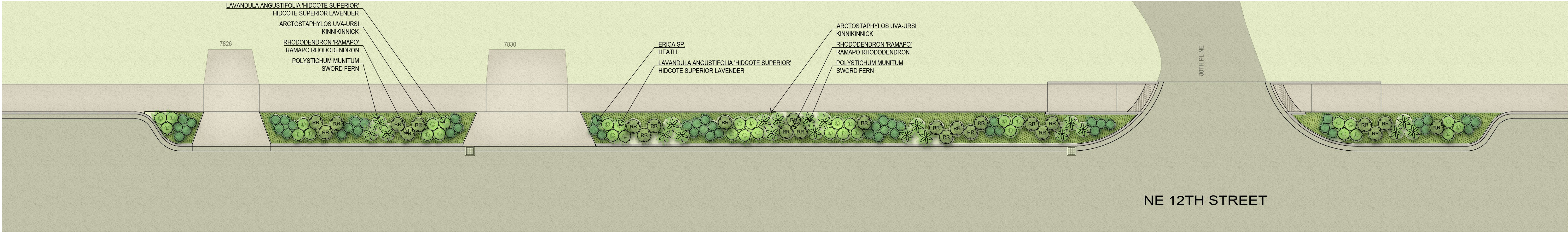
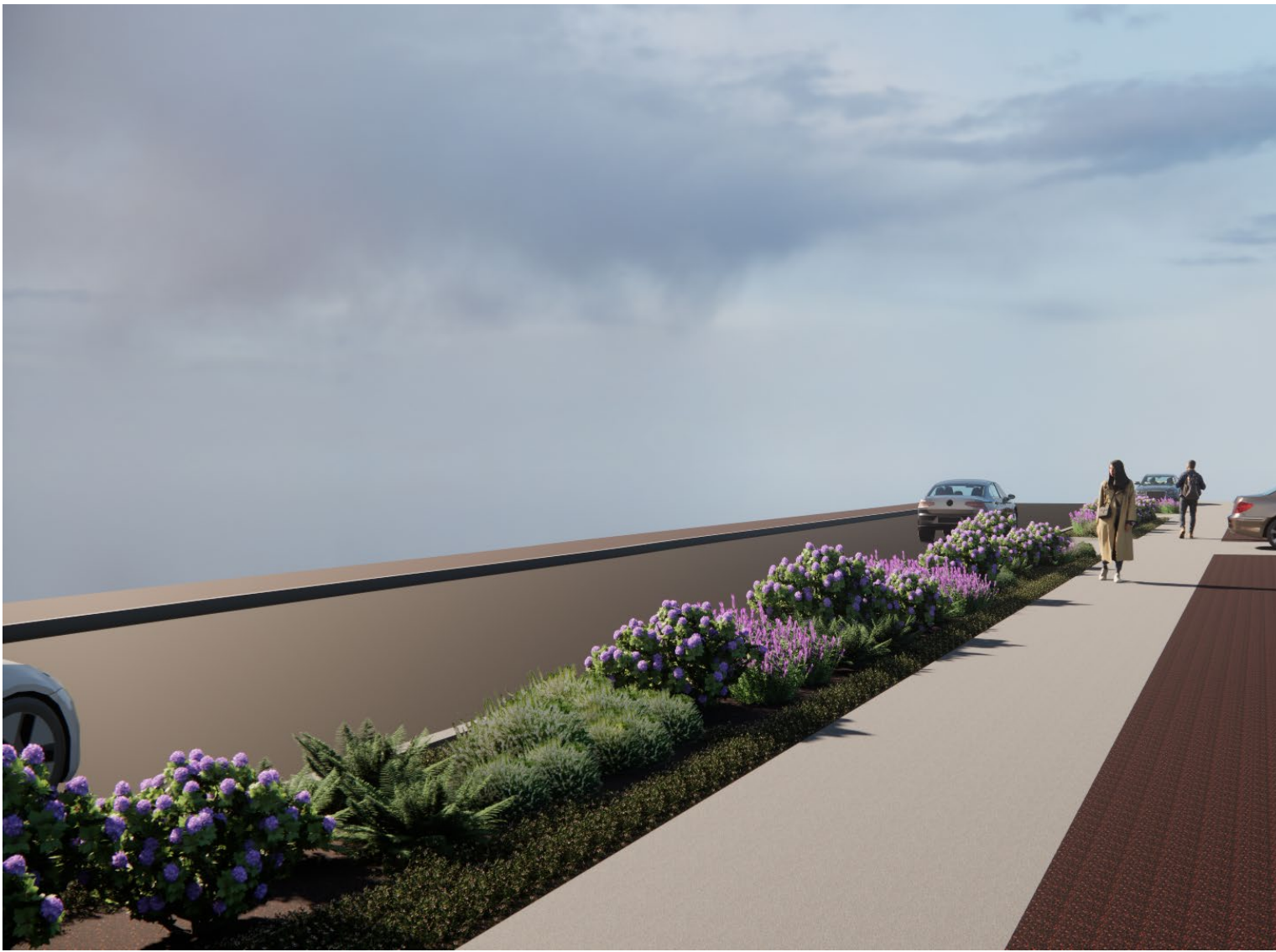
1 Irrigation System	\$ 100,000.00	\$ 110,000.00
<p>Included in this item:</p> <p>A. Providing and installing design/build, in-ground, fully automated, 24-volt irrigation system to provide complete coverage to all new planting and planter areas. Basis of design assumes (11) separate irrigation zones.</p> <p>B. Installing Hunter battery operated irrigation controller, account set-up, and owner training.</p> <p>C. Providing and installing (11) 1" Febco 850 DCVA backflow preventer and brass quick-coupling valve at domestic water source for irrigation.</p> <p>D. Digital as-built plans and one-year warranty.</p> <p>E. Horizontal direction drilling under driveways, including utility locates.</p> <p>F. First year winterization.</p>		

*ROM does not include sales tax, which is additional*





MODEL PERSPECTIVES



SITE PLAN



RHODODENDRON 'RAMAPO'



CALLUNA VULGARIS 'SPRING CREAM'



ARCTOSTAPHYLOS UVA-URSI



LAVANDULA 'HIDCOTE SUPERIOR'



POLYSTICHUM MUNITUM



GENERAL NOTES:

1. CONTRACTOR AND/OR OWNER RESPONSIBLE FOR OBTAINING ALL NECESSARY PERMITS AND SCHEDULING ALL REQUIRED INSPECTIONS.
2. ALL WORK INCLUDING BUT NOT LIMITED TO ITEMS SUCH AS TRENCH EXCAVATION AND BACKFILL, PIPE BENDING, PIPE INSTALLATION, CLEANING AND TESTING, ROADWAY REPAIR, ETC. SHALL CONFORM TO MUNICIPAL REQUIREMENTS AND STANDARD SPECIFICATIONS. A COPY OF THESE DOCUMENTS SHALL BE ON SITE DURING CONSTRUCTION.
3. A COPY OF THE APPROVED PLAN MUST BE ON SITE WHENEVER CONSTRUCTION IS IN PROCESS.
4. PRIOR TO CONSTRUCTION ACTIVITY, THE CONTRACTOR SHALL SCHEDULE AND ATTEND A PRECONSTRUCTION CONFERENCE WITH THE MUNICIPALITY, ARCHITECT, AND OWNER WITH NOTIFICATION OF TIME AND LOCATION.
5. THE CONTRACTOR SHALL NOTIFY MUNICIPALITY, ARCHITECT, AND OWNER TWENTY-FOUR (24) HOURS IN ADVANCE OF ALL WATER SERVICE INTERRUPTIONS, HYDRANT SHUT-OFFS, AND STREET CLOSURES OR OTHER ACCESS BLOCKAGE.
6. ALL LOCATIONS OF EXISTING UTILITIES SHOWN HEREIN HAVE BEEN ESTABLISHED BY FIELD SURVEY OR OBTAINED FROM AVAILABLE RECORDS AND SHOULD THEREFORE BE CONSIDERED APPROXIMATE ONLY AND NOT NECESSARILY COMPLETE. IT IS THE SOLE RESPONSIBILITY OF THE CONTRACTOR TO INDEPENDENTLY VERIFY THE ACCURACY OF ALL UTILITY LOCATIONS SHOWN, AND TO FURTHER DISCOVER AND AVOID ANY OTHER UTILITIES NOT SHOWN HEREIN WHICH MAY BE EFFECTED BY THE IMPLEMENTATION OF THIS PLAN.
7. CONTRACTOR SHALL CONTACT AN UNDERGROUND LOCATING SERVICE AT LEAST FORTY-EIGHT (48) HOURS PRIOR TO CONSTRUCTION (800-424-5555) AND LOCATE AND PROTECT ALL CASTINGS AND UTILITIES DURING CONSTRUCTION.
8. UTILITY SERVICE CONNECTIONS ARE TO BE MAINTAINED PRIVATELY, NOT BY THE MUNICIPALITY. THE CONTRACTOR SHALL PROVIDE FOR ALL TESTS REQUIRED BY THE STREET USE INSPECTOR.
9. THE CONTRACTOR SHALL PROVIDE AND MAINTAIN TEMPORARY SEDIMENTATION COLLECTION FACILITIES TO INSURE THAT SEDIMENT-LADEN WATER DOES NOT ENTER THE NATURAL OR PUBLIC DRAINAGE SYSTEM. AS CONSTRUCTION PROGRESSES AND UNEXPECTED (SEASONAL) CONDITIONS DICTATE, MORE SILTATION CONTROL FACILITIES MAY BE REQUIRED TO INSURE COMPLETE SILTATION CONTROL OF THE PROJECT. THEREFORE, IT IS THE RESPONSIBILITY OF THE CONTRACTOR TO ADDRESS ANY NEW CONDITIONS THAT MAY BE CREATED BY HIS OR HER ACTIVITIES AND TO PROVIDE ADDITIONAL FACILITIES THAT MAY BE NEEDED TO PROTECT ADJACENT PROPERTIES.
10. THE CONTRACTOR SHALL KEEP OFF-SITE STREETS CLEAN AT ALL TIMES BY SWEEPING. WASHING OF THESE STREETS WITH WATER WILL NOT BE ALLOWED WITHOUT PRIOR APPROVAL OF THE MUNICIPALITY WITH JURISDICTION.
11. ALL WORK REQUIRED TO BE PERFORMED AS A MUNICIPAL SERVICE CONCERNING THE REMOVAL OR RELOCATION OF UTILITIES SHALL BE DONE AT THE CONTRACTORS EXPENSE.
12. CONTRACTOR TO MAKE SURE DRAIN LINES AND INFILTRATION TRENCHES DO NOT CONFLICT WITH THE FOOTINGS FOR STRUCTURES. ALL FOOTINGS SHALL BE MARKED AND STAKED FOR APPROVAL PRIOR TO CONSTRUCTION.
13. CONTRACTOR SHALL TAKE EXTRA CARE NOT TO DISTURB OR INCONVENIENCE SURROUNDING NEIGHBORHOOD DURING CONSTRUCTION.

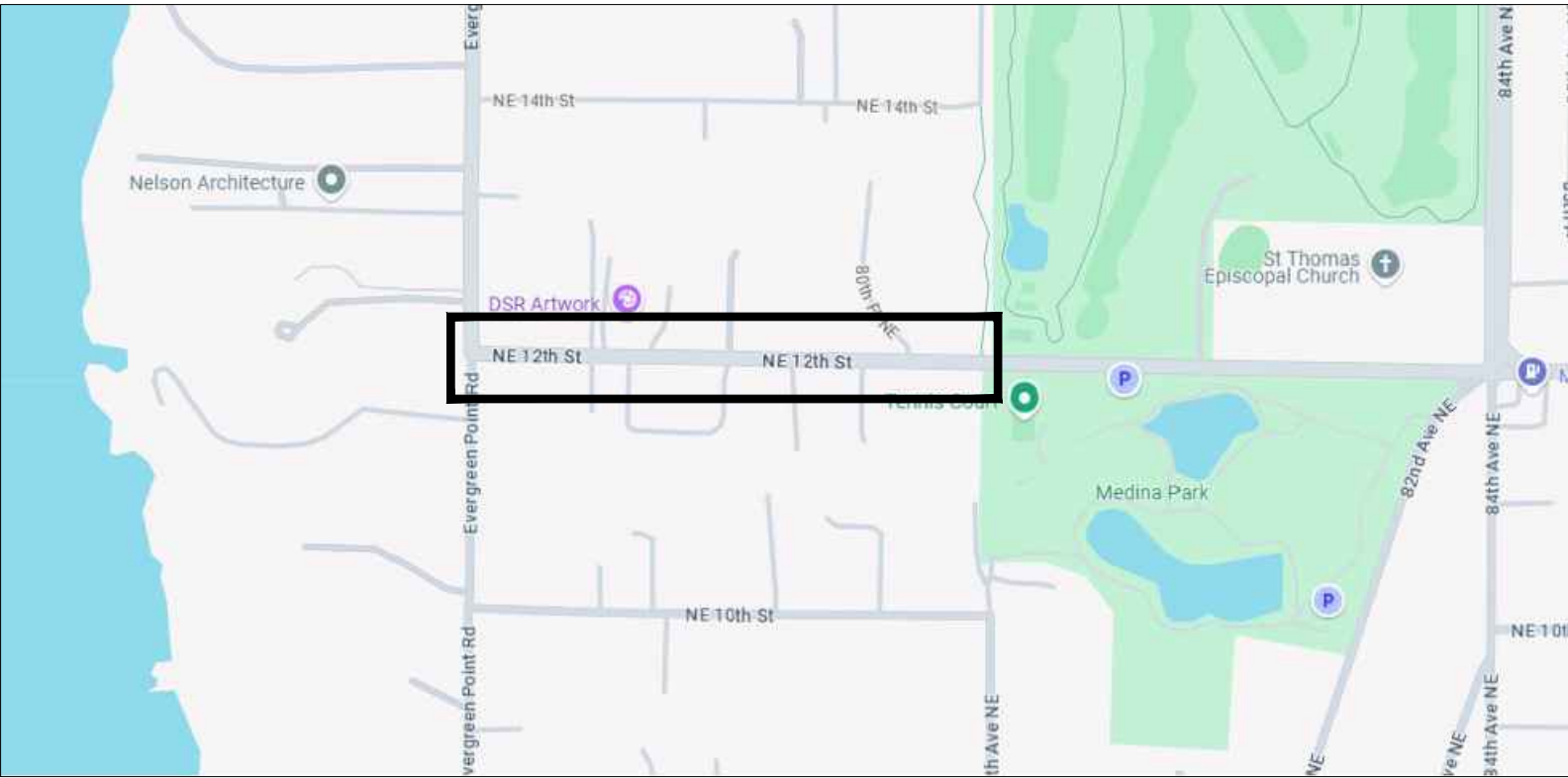
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SITE MAP



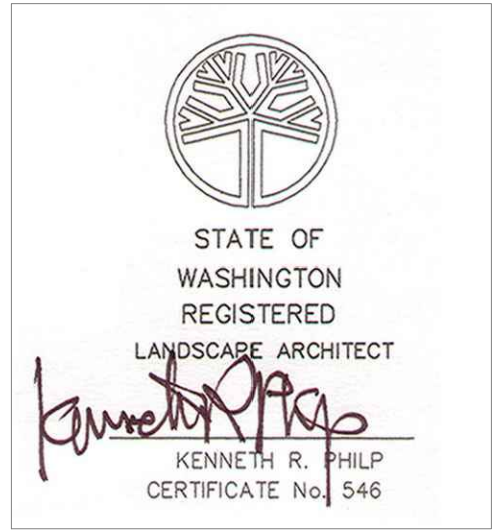
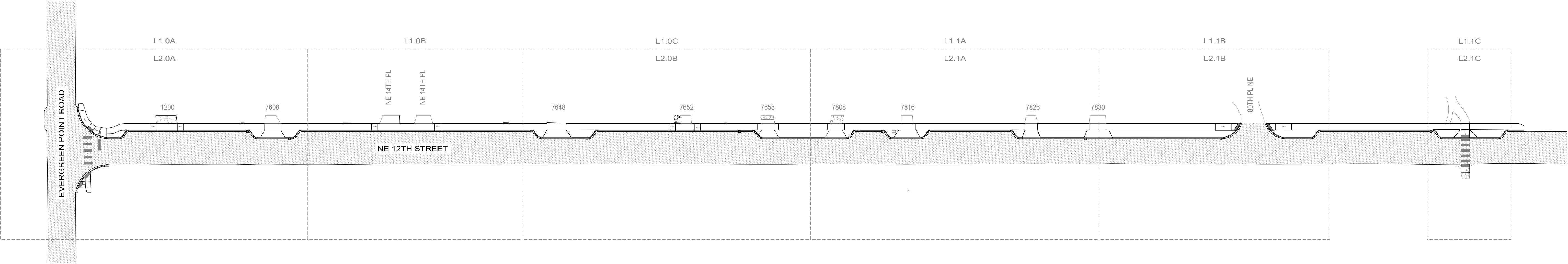
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CITY OF MEDINA

NE 12TH STREET  
MEDINA, WA 98039

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1-800-424-5555



Issue Title  
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Issue Date  
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DESIGNED BY: KP, SR  
DRAWN BY: DJ, EH

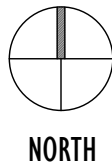
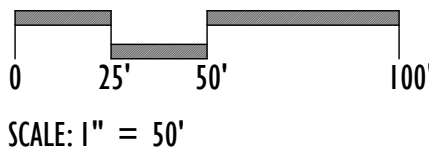
Rev	Date	Description

Sheet Title

COVER SHEET

Sheet Number

L0.0



PERMIT APPROVAL STAMPS



KP KENNETH PHILP  
L A LANDSCAPE ARCHITECTS PS  
2288 W COMMODORE WAY STE 105 tel: 206-763-5840  
SEATTLE, WA 98199  
www.kennethphilp.com

CITY OF MEDINA  
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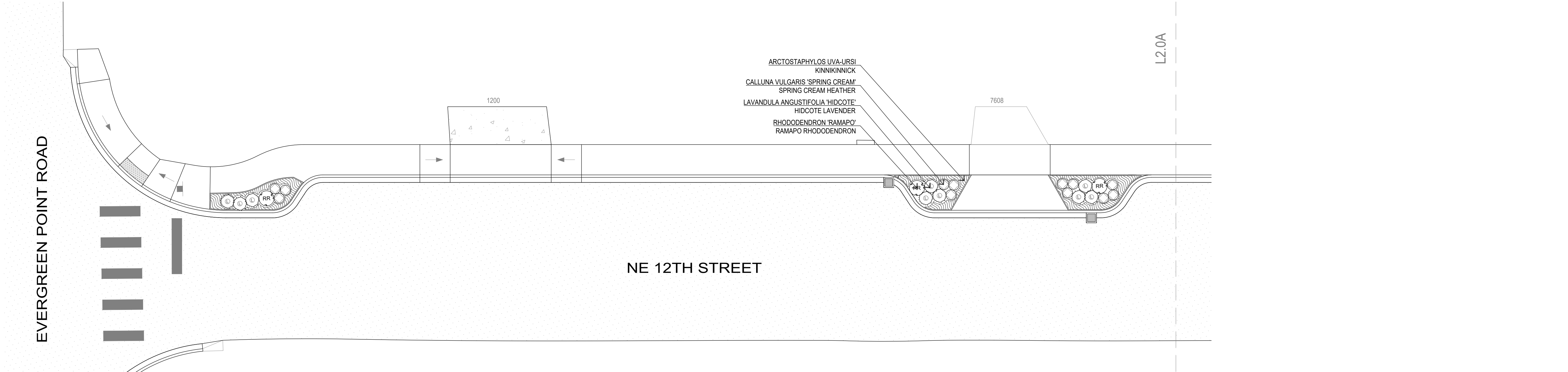
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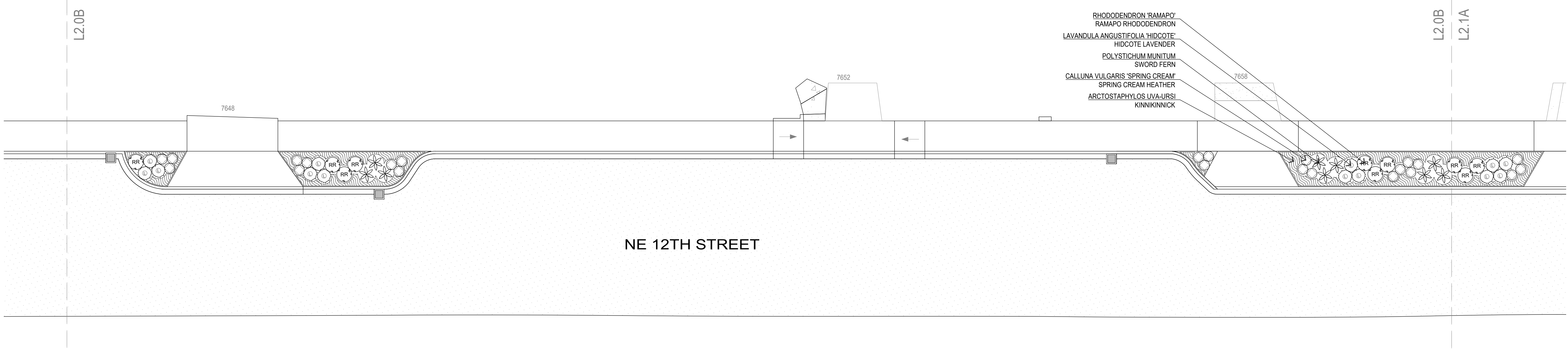
PLANTING PLAN

Sheet Number

L2.0



L2.0A

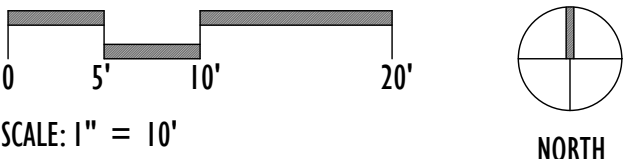


L2.0B

NOTE:  
ALL NEW LANDSCAPE HAVE BEEN PREPPED WITH 3-WAY TOPSOIL AND MULCH. INSTALLATION OF PLANTS MAY REQUIRE SHIFTING AND REMOVAL OF EXISTING TOPSOIL AND MULCH.  
INSTALL NEW MULCH AROUND DISTURBED AREAS.

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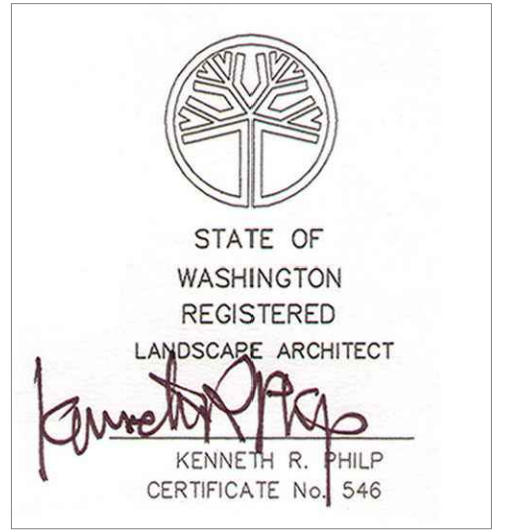
PERMIT APPROVAL STAMPS



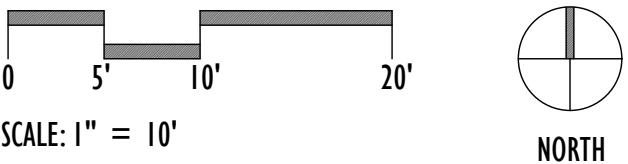
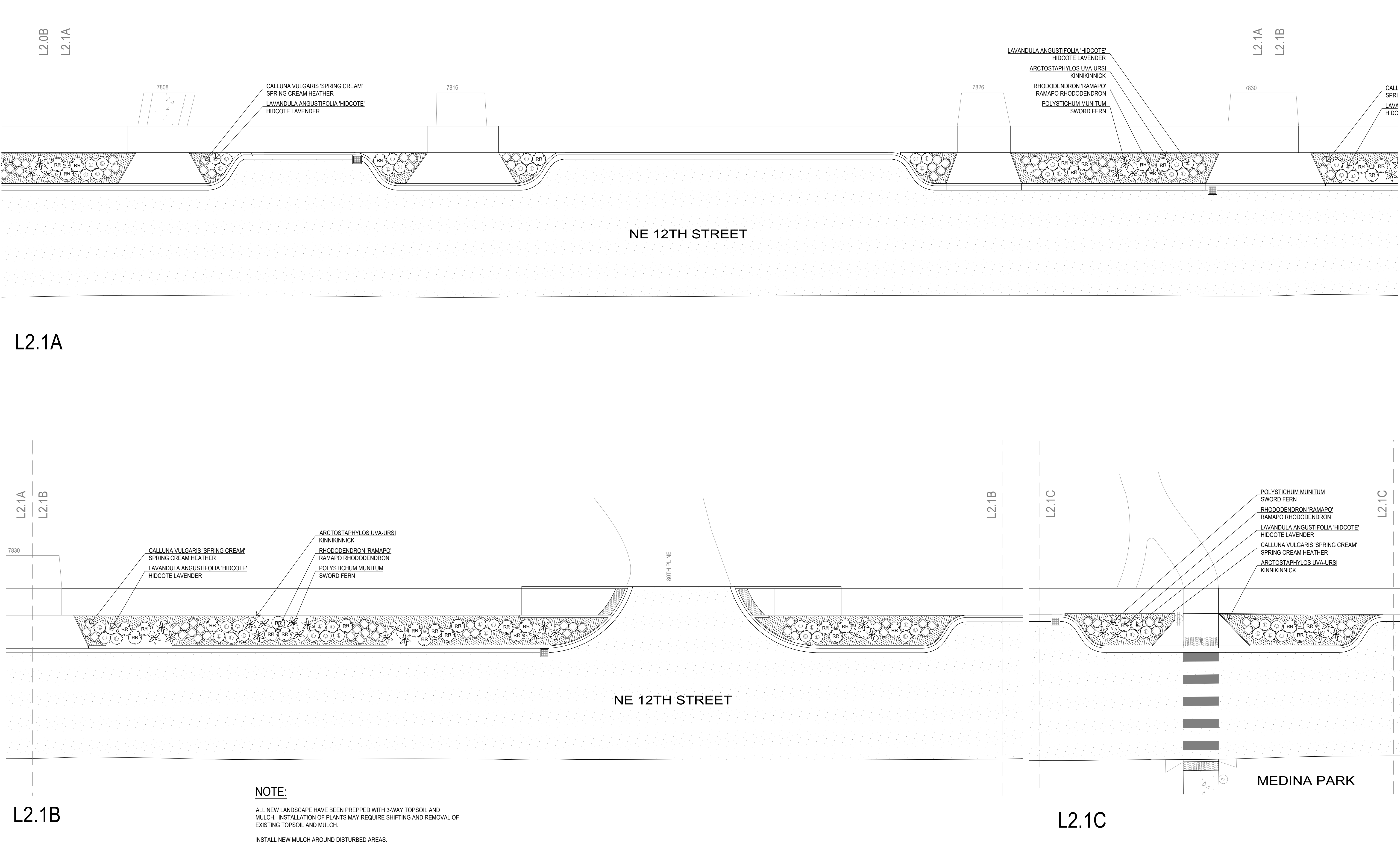
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Issue Title		
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04.10.2025		
DESIGNED BY: KP, SR		
DRAWN BY: DJ, EH		
Rev	Date	Description
Sheet Title		
PLANTING PLAN		
Sheet Number		
L2.1		



PERMIT APPROVAL STAMPS

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NE 12TH STREET  
MEDINA, WA 98039

  
 STATE OF  
 WASHINGTON  
 REGISTERED  
 LANDSCAPE ARCHITECT  
  
 KENNETH R. PHILP  
 CERTIFICATE No. 546

[illegible]

## L2.2

BY PERMITS AND SCHEDULE ALL NECESSARY INSPECTIONS.

VERIFIED IN THE FIELD PRIOR TO THE COMMENCEMENT OF CONSTRUCTION. PERMITS AND STANDARD SPECIFICATIONS.

AL FROM OWNER / LANDSCAPE ARCHITECT CONCERNING ANY CHANGES OR TYPE STANDARDS PRIOR TO CONSTRUCTION.

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## Rough Order of Magnitude Pricing

Project: City of Medina 12th St Planting

Date: 4/10/2025

Phase: Planting

We submit the following Rough Order of Magnitude for landscape planting to be completed for the City of Medina, per provided KPLA Design drawing dated 3-12-2025.

### RANGE

<b>1 Planting</b>	<b>\$ 38,000.00</b>	<b>\$ 43,000.00</b>
-------------------	---------------------	---------------------

Included in this item:

A. Providing and installing all new plant material as shown on L 0.0, L-2.0, L-2.1, L2.2 planting plan dated 3-12, 2025.

*ROM does not include sales tax, which is additional*





## Horticultural Elements Inc.

• CARBON • NITROGEN • OXYGEN • HYDROGEN •  
 701 John St. Seattle, WA 98109 • 206.604.7969 • horticulturalelements.com

### City Of Medina NE 12<sup>th</sup> St Landscape Maintenance Agreement April 8, 2025

**1) Services:** The Contractor shall perform landscape management services according to the following documents hereby incorporated into this agreement:

**Client:** City of Medina

**Contact name and title:** Ryan Osada / Public Works Director

**Office:** 425.233.6439

**Mobile:** 206.423.3278

**Fax:** 425.451.8197

**Email:** rosada@medina-wa.gov

**Site names:** City of Medina NE 12<sup>th</sup> St.

**Site Location(s):** NE 12<sup>th</sup> St from 84<sup>th</sup> Ave NE to Evergreen Points Rd

**2) Start Date:** This Agreement commences on **TBD**

**3) Consideration/Payment:** In consideration for the contractor's performance described herein, Owner agrees to pay contractor annual sum of approved selected services.

• **Annual Maintenance \$4,200.00 yr. / \$350.00 mo.**

\* This will be billed in (12) Twelve equal monthly installments

\* WA Sales Tax to be added to each invoice

**4) Agreement Exhibit(s):**

- \* Exhibit 1 / Services & Frequency Calendar
- \* Exhibit 2 / Specifications

**5) Additional Services:** Services preformed and/or materials delivered, which are not specifically mentioned herein, but requested and authorized by the Owner shall be deemed 'additional services'. Additional services shall be proposed and billed separately from the amounts due in this agreement with payments due net 30 days upon receipt. The performance of and the payments for additional services are subject to the terms and conditions of this agreement.

**6) Materials, Supplies, and Equipment:** Contractors shall furnish materials, labor supplies, and equipment necessary to perform the services specified.

**7) Payments:** Contract Maintenance invoices shall be sent on or about the 1st day of each month for current month's services and payments shall be due upon issue. Extra one-time services will be invoices at completion. A late charge of 15% per month shall be charged on amounts 30 days past due. WA Sales Tax will be added to all invoices.

**8) Contract Terms:** This Agreement shall remain in effect for 12 months. This agreement will automatically renew each year on the first day of each thirteenth month following the start date with a 3.5% annual increase applied monthly.

**9) Notices:** Notice to Contractor shall be sufficient if made or addressed to contractors address and to Owner at the principal place of business stated herein.

**10) Law:** The laws of Washington State shall govern this Agreement.

**11) Attorney's Fees:** In the event of suit or action commenced to enforce the terms of the Agreement, the prevailing party shall be entitled to attorney's fees and costs, including appeal.

**12) Subcontractor:** Horticultural Elements INC. may subcontract any portion of this agreement to a qualified third party, which shall be bound by the terms and conditions of this agreement.

**13) Termination:** A written notification of termination to this contract by either party must be performed to take effect. Termination will take effect 30 days from the start of next billing cycle (1<sup>st</sup> of each month). Contractor may immediately suspend services without termination notice if Owner refuses or fails to pay Contractor according to the terms of this Agreement. Horticultural Elements shall be compensated "In Full" for its work performed through the date of cancellation, including any past due invoices for regular monthly maintenance and/or Additional Service work completed.

**14) Liability:** Contractor is an independent contractor. The Owner assumes no liability for injury to the Contractor or the Contractor's agents or employees, unless the Owner, the Owner's agents, servants, or employees cause such injury to negligence or

intentional acts. The Contractor is liable only for the damage that is caused by the negligence of the Contractor, its agents, or employees. Neither party shall be liable to the other for any incidental or consequential damages arising from this agreement.

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Contractor will name the Owner and/or Management Co. as additional insured as required

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  - \$4,000,000.00 Products – Comp/Op aggregate
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HEDGE TRIMMING						1			1				2
HYDRANGEA CUT BACKS											1		1
PERENNIAL CUTBACKS												1	1
FERTILIZE SHRUB			1										1
LEAF REMOVAL	1									3	2	1	7

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**BED SERVICES****Litter Patrol / Removal / Hard-surface Blowing:**

- All litter and reasonable landscape debris is to be picked up from the bed areas as shown on Exhibit 1 (Service Frequency Calendar).
- A general clean up program will be performed that shall include a policing of all maintained areas for the removal of paper, cans, bottles, sticks, trash and other debris
- All debris shall be removed and disposed of off site.
- Debris shall not be blown into or remain in fountains, ponds, patios, entryways or doorways.
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- Hard surface blowing to be performed with energy efficient equipment, either gas, electric or propane powered.

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- Weeding will be performed to control weed population.
- Weed control will be performed as necessary to eliminate weeds in open beds, ornamental plants, and joints in walks, decks, curbs, drives, and drainage areas.
- Weed control will be performed using the appropriate manual and or chemical control methods; including, but not limited to applying a pre-emergent to bed areas prior to mulching.

**TRIMMING AND PRUNING:**

- Hedges & shrubs shall be performed as shown on Exhibit 1 (Service Frequency Calendar)
- Hedging shall be performed with energy efficient equipment, either gas, electric or propane powered
- Hedges and shrubs with heights less than twelve (12) feet are to be pruned to prevent growth from spreading over walkways, curbs, patios, air conditioning units and parking areas.
- All shrubs shall be hand pruned to remove dead and damaged wood to allow for natural development of plant material, and to create the natural effect.
- Hedges, Shrubs & Ground covers will be pruned, trimmed, or sheared as



- necessary to maintain the desired character and design
- The trimming shall be performed by persons sufficiently knowledgeable of the correct method of pruning according to particular plant culture.
  - Hedges and shrubs are to be maintained at least eighteen (18) inches away from buildings, fences, and other structures. (Woody ornamentals previously planted within 24" of structures are omitted)
  - All required ordinances or preferences regarding height of plants by windows, doors, lights, etc. must be provided by property management / owner
  - Shrubs shall be maintained (up to 12') in a natural shape and condition unless directed other wise by the managing agent / owner
  - Deep hand pruning and/or structural pruning should be performed once (1X) a year during the dormant months on suitable plant material.
  - Structure pruning shall be defined as using hand pruners, handsaws, and/or loppers to prune old wood and prune behind multiple breaks to maintain proper proportions, promote interior growth, and an aesthetically pleasing appearance. Removal of up to 50% of the height and foliage of plants may take place during this type of pruning.
  - All trimmings and clippings will be collected and removed from the site.

### **TREE MAINTENANCE**

- Pruning of any required trees to be performed as shown on Exhibit 1 (Service Frequency Calendar)
- Contractor shall be responsible for maintaining all trees such that no branches/limbs overhang on sidewalks, patios, walkways, parking areas, drives, fences, pools and recreation areas lower than eight feet (8') from the ground. Lower branching on trees shall be pruned as needed to keep them elevated to a uniform height. Maximum height for this pruning shall be no more than fifteen feet (15')
- Trees located in natural areas shall be pruned only when their growth habit affects formal maintenance areas.
- All fallen limbs and branches are to be removed from formal landscaped areas
- All sucker growth from trunk and base of trees shall be removed weekly or as required up to fifteen feet (15') from the ground to maintain a clean appearance.
- Trees will NOT be sheared
- Trees over fifteen feet (15') in height will not require cutting back from the top
- Contractor shall check any existing staking ties and wires to ensure they are secure, and remove any ties and wires that are girdling the tree
- Trees that need to be re-staked after original tree stakes have been removed shall be done at a mutually agreed upon price, submitted in writing for review and approval.

### **PERENNIAL / ORNIMENTAL GRASS CARE:**

- All perennial beds are to be serviced as shown on Exhibit 1 (Service Frequency Calendar)
- Service shall include the removal of spent blooms, flower stalks, and dying foliage
- Fall perennial cutbacks are to be performed once the plants have declined for the season
- Cutting back of ornamental grasses will occur in early spring before any new growth begins

- Any separation / dividing / transplanting is not included in the base contract and will be billed separately

#### **SHRUB FERTILIZATION:**

- Contractor shall fertilize as shown Exhibit 1 (Service Frequency Calendar)
- Planted trees that are still staked and guyed, planted trees with a caliper of 9" or less, ornamental trees, shrubs, perennials, and ground covers will be fertilized (Existing mature trees do not apply)
- Soil samples are to be taken and apply any minor nutrients that might be necessary
- Contractor will notify Agent / Owner and make recommendations that trees may need supplemental fertilization.

#### **SHRUB INSECT AND DISEASE CONTROL (IPM):**

Insect and disease problems will be on an IPM (Integrated Pest Management) program and is **not** included in the base contract and proposed as additional billable services as needed.

- Contractor shall be responsible for weekly inspections of the entire property and identify and potential issues.
- Effective control of leaf spot on Photinia is expressly excluded from this contract.
- This contract does not include reasonable preventive measures for insect and disease control on items where it has been established that there is no effective control.

#### **FALL LEAF REMOVAL**

- Leaf removal will occur as shown on Exhibit 1 (Service Frequency Calendar)
- Services will occur during normal scheduled visits
- Contractor will disburse leaves from focal areas, bed, and turf areas to prevent heavy build-up and damage to plant material by smothering
- Accumulated leaves will be raked and/or blown from turf, plants, and high maintenance bed areas
- All debris shall be removed and disposed of off site unless otherwise directed

#### **IRRIGATION SPRING START-UP:**

- A qualified irrigation technician shall open the main valve(s), inspect and adjust all sprinkler heads, re-program and check battery back up in controller, and troubleshoot the entire system as show on Exhibit 1 (Service Frequency Calendar)
- Location of any needed repairs shall be made clear on written reports and by flagging all repair sites along with pricing
- Any required repairs will be submitted for approval prior to performing

#### **IRRIGATION CHECKS:**

- Once per month, as shown on Exhibit 1 (Service Frequency Calendar) a qualified irrigation technician shall inspect entire irrigation system.
- Irrigation inspections shall include the following:
  - \* Activation of each zone to inspect for valve function, lateral breaks, damaged heads, coverage or anything else that would indicate any malfunction of the irrigation system
  - \* Adjust irrigation heads for proper coverage

- \* Adjust automatic controller to establish frequency and length of watering periods for seasonal requirements and water restrictions

**IRRIGATION WINTERIZATION:**

- A qualified irrigation technician shall completely drain the sprinkler system (Blow-Out) to prevent freeze damage to underground pipes and sprinkler heads as shown on Exhibit 1 (Service Frequency Calendar)
- Close all valves and shut down the controller(s) for the winter

**16) Acceptance:** This Agreement incorporates the terms and conditions included herein and are hereby mutually agreed to be a fully integrated Agreement. By signing and returning one copy within 30 days.

**Horticultural Elements INC.**

701 John Street  
Seattle, WA 98109

**City Of Medina NE 12<sup>th</sup> St:**

Representative: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_



## Horticultural Elements Inc.

• CARBON • NITROGEN • OXYGEN • HYDROGEN •  
 701 John St. Seattle, WA 98109 • 206.604.7969 • horticulturalelements.com

### City Of Medina NE 24<sup>th</sup> St Landscape Maintenance Agreement April 8, 2025

**1) Services:** The Contractor shall perform landscape management services according to the following documents hereby incorporated into this agreement:

**Client:** City of Medina

**Contact name and title:** Ryan Osada / Public Works Director

**Office:** 425.233.6439

**Mobile:** 206.423.3278

**Fax:** 425.451.8197

**Email:** rosada@medina-wa.gov

**Site names:** City of Medina NE 24<sup>th</sup> St.

**Site Location(s):** NE 24<sup>th</sup> St from 84<sup>th</sup> Ave NE to Evergreen Points Rd

**2) Start Date:** This Agreement commences on **January 1, 2022**

**3) Consideration/Payment:** In consideration for the contractor's performance described herein, Owner agrees to pay contractor annual sum of approved selected services.

• **Annual Maintenance \$4,800.00 yr. / \$400.00 mo.**

\* This will be billed in (12) Twelve equal monthly installments

\* WA Sales Tax to be added to each invoice

**4) Agreement Exhibit(s):**

- \* Exhibit 1 / Services & Frequency Calendar
- \* Exhibit 2 / Specifications

**5) Additional Services:** Services preformed and/or materials delivered, which are not specifically mentioned herein, but requested and authorized by the Owner shall be deemed 'additional services'. Additional services shall be proposed and billed separately from the amounts due in this agreement with payments due net 30 days upon receipt. The performance of and the payments for additional services are subject to the terms and conditions of this agreement.

**6) Materials, Supplies, and Equipment:** Contractors shall furnish materials, labor supplies, and equipment necessary to perform the services specified.

**7) Payments:** Contract Maintenance invoices shall be sent on or about the 1st day of each month for current month's services and payments shall be due upon issue. Extra one-time services will be invoices at completion. A late charge of 15% per month shall be charged on amounts 30 days past due. WA Sales Tax will be added to all invoices.

**8) Contract Terms:** This Agreement shall remain in effect for 12 months. This agreement will automatically renew each year on the first day of each thirteenth month following the start date with a 3.5% annual increase applied monthly.

**9) Notices:** Notice to Contractor shall be sufficient if made or addressed to contractors address and to Owner at the principal place of business stated herein.

**10) Law:** The laws of Washington State shall govern this Agreement.

**11) Attorney's Fees:** In the event of suit or action commenced to enforce the terms of the Agreement, the prevailing party shall be entitled to attorney's fees and costs, including appeal.

**12) Subcontractor:** Horticultural Elements INC. may subcontract any portion of this agreement to a qualified third party, which shall be bound by the terms and conditions of this agreement.

**13) Termination:** A written notification of termination to this contract by either party must be performed to take effect. Termination will take effect 30 days from the start of next billing cycle (1<sup>st</sup> of each month). Contractor may immediately suspend services without termination notice if Owner refuses or fails to pay Contractor according to the terms of this Agreement. Horticultural Elements shall be compensated "In Full" for its work performed through the date of cancellation, including any past due invoices for regular monthly maintenance and/or Additional Service work completed.

**14) Liability:** Contractor is an independent contractor. The Owner assumes no liability for injury to the Contractor or the Contractor's agents or employees, unless the Owner, the Owner's agents, servants, or employees cause such injury to negligence or intentional acts. The Contractor is liable only for the damage that is caused by the negligence of the Contractor, its agents, or employees. Neither party shall be liable to the other for any incidental or consequential damages arising from this agreement.



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Seattle, WA 98109

**City Of Medina NE 24<sup>th</sup> St:**

Representative: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_



# MEDINA, WASHINGTON

## AGENDA BILL

April 14, 2025

**Subject:** Medina Park Donation Update

**Category:** City Council Business – Discussion

**Staff Contacts:** Ryan Osada, Public Works Director

### **Summary**

City Council directed staff to discuss the proposed donation with the Park Board and receive feedback. After discussing the donation with the Park Board, they felt this was a sensitive topic and agreed with City Council that a detailed policy would need to be in place prior to accepting future donations. Placing a pause on all park-related donations seems prudent and reasonable to allow staff, with Park Board input, to draft a Park Donation Policy.

“Medina Park Donation Update” meets and supports Council’s priority 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**

None.

**Budget/Fiscal Impact:** TBD

**Recommendation:** Discussion and direction.

**City Manager Approval:** 

**Proposed Council Motion:** N/A

Time Estimate: 10 minutes