



MEDINA, WASHINGTON

PLANNING COMMISSION SPECIAL MEETING

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

AGENDA

COMMISSION CHAIR | Laura Bustamante

COMMISSION VICE-CHAIR | Shawn Schubring

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

PLANNING MANAGER | Jonathan Kesler

DEVELOPMENT SERVICES COORDINATOR | Rebecca Bennett

Hybrid Meeting Participation

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

Join Zoom Meeting

<https://medina-wa.zoom.us/j/86865822416?pwd=cThs7NiDkJZbcUSSRIFgJFoucLNaa.1>

Meeting ID: 868 6582 2416

Passcode: 385219

One tap mobile

+12532050468,,86865822416#,,,,*385219# US

+12532158782,,86865822416#,,,,*385219# US (Tacoma)

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

3. **APPROVAL OF MINUTES**

3.1 Planning Commission Meeting Minutes of December 5, 2024

Recommendation: Adopt minutes.

Staff Contact: Rebecca Bennett, Development Services Coordinator

4. **ANNOUNCEMENTS**

4.1 Staff/Commissioners

5. **PUBLIC COMMENT PERIOD**

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

6. **DISCUSSION**

6.1 Concerns of the Commission - Discussion of the January Joint Meeting

6.2 Middle Housing Review

Recommendation: Discussion

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

Time Estimate: 90 minutes

7. **ADJOURNMENT**

ADDITIONAL INFORMATION

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

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

UPCOMING MEETINGS

Tuesday, December 24, 2024 - Christmas Eve, **no meeting**

Wednesday, January 8, 2025 – Special Joint Meeting with City Council

Thursday, January 16, 2025 - Special Meeting

Tuesday, January 28, 2025 – Regular Meeting

RELATED

- First Community Forum on Middle Housing – Thursday, January 9, 2025; 6:00 pm to 8:00 pm, St. Thomas Episcopal Church.
- Second Community Forum on Middle Housing – Wednesday, January 15, 2025; 6:00 pm to 8:00 pm, Medina City Hall.



MEDINA, WASHINGTON

PLANNING COMMISSION SPECIAL MEETING

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

MINUTES

1. CALL TO ORDER / ROLL CALL

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

PRESENT

- Commission Chair Laura Bustamante
- Commission Vice-Chair Shawn Schubring
- Commissioner Li-Tan Hsu
- Commissioner Evonne Lai
- Commissioner Brian Pao
- Commissioner Mark Nelson (joined at 6:45pm, departed at 7:10pm)

ABSENT

- Commissioner Julie Barrett

STAFF

- Abdulsalam, Bennett, Burns, Kesler, Peterson, Reitan, Wilcox

2. APPROVAL OF MEETING AGENDA

Without objections, the meeting agenda was approved as presented.

3. APPROVAL OF MINUTES

3.1 Planning Commission Meeting Minutes of November 18, 2024

Recommendation: Adopt minutes.

Staff Contact: Rebecca Bennett, Development Services Coordinator

ACTION: Motion to approve minutes as presented. (Approved 5-0)

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

4. ANNOUNCEMENTS

4.1 Staff/Commissioners

Kesler reminded Commissioners to use their City emails on all Planning Commission correspondence. Kesler mentioned that we should discuss the parking study at the next Planning Commission Special meeting, Wednesday, December 18th, 2024. Chair Bustamante congratulated Jonathan and Commission on submitting the Comprehensive Plan.

5. PUBLIC COMMENT PERIOD

There was no public comment.

6. DISCUSSION

6.1 Concerns of the Commission

Chair Bustamante reminded Commissioners about the joint meeting with City Council on Wednesday, January 8th, 2025 and about the forum on Thursday, January 9th, 2025.

6.2 2025 Work Plan Re-Review

Recommendation: Discussion of changes and recommendation of approval

Staff Contacts: Jonathan Kesler, AICP, Planning Manager

Time Estimate: 30 minutes

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

ACTION: Motion to approved the 2025 Work Plan as amended. (Approved 5-0)

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

6.3 Middle Housing Review

Recommendation: Discussion

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

Time Estimate: 90 minutes

Abdulsalam gave PowerPoint presentation on Middle Housing Review. Commissioners discussed and asked questions.

7. ADJOURNMENT

Meeting adjourned at 7:19pm.

ACTION: Motion to adjourn. (Approved 5-0)

Motion made by Commissioner Pao, Seconded by Commissioner Lai. Voting Yea: Commission Chair Bustamante, Commission Vice-Chair Schubring,

Commissioner Hsu, Commissioner Lai, Commissioner Pao

DRAFT



CITY OF MEDINA

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

MEMORANDUM

DATE: December 18, 2024
TO: Medina Planning Commission
FROM: SCJ Alliance, Middle Housing Consultant
RE: Middle Housing Update and Discussion

Summary:

The work on the middle housing project continues to progress on schedule, with the most recent area of focus on the development of public engagement products and informational materials for the website.

Following the Planning Commission meeting of December 5, 2024, staff and SCJ met with City Council during their meeting of Monday, December 9, 2024, to discuss the upcoming public outreach efforts related to Middle Housing.

Following the recommendation of the Planning Commission, two community forums have been scheduled for January, with the time slots revised at Council's request.

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

In the timeframe since the City Council meeting, proposed updates for the website have been developed and provided to City Staff. The proposed language and graphics have been included as **Exhibits 1 and 5**. Additionally, a postcard invitation to the Public Forums was developed to share with the City Council during their meeting. At their request to simplify the messaging, two new postcard options were provided to City Staff who then selected an option for printing and distribution through the City's vendor. The final version has been attached as **Exhibit 3**.

The Public Engagement Plan memo was also updated for Council's consideration and is included as **Exhibit 4**. This revised version of the memo provides a bulleted summary of the various engagement methods, tools, and marketing techniques, followed by more in-depth description of each option. The memo also describes the POP for each methodology, with POP referring to the **Purpose, Outcome and Plan**.

Updated graphics have also been developed since the previous Council meeting, which depict the required parking spaces on the 16,000 sq ft lots. City Council also requested that additional exhibits be developed for two other lots sizes - 8,500 sq ft lots and 25,000 sq ft lots. Graphics for all three lots sizes have been finalized and are depicted in **Exhibit 5**. Selected graphics will also be included on the website.

Staff and SCJ are seeking guidance on the materials and language to be provided on the website. Additionally, Council requested that the website include an option for community members to participate in a survey with open-ended questions as a means of gauging community awareness and concerns. Potential survey questions will be shared with the Planning Commission at the upcoming meeting, but SCJ and staff will be requesting feedback and guidance from the Commission on this particular topic as well.

While the community engagement work continues to be developed, Staff and the consultants will also begin working on tying the middle housing project to the housing policies within the recently adopted Comprehensive Plan. The Commission will be discussing this item at a high level under the agenda item “Concerns of the Commission”. Staff and SCJ will be prepared to speak about this topic, and to receive feedback from the Commission in preparation for the Special Joint CC/PC meeting to be held on January 8, 2025.

Finally, for the Commission’s consideration, a Meeting Calendar has been included as **Exhibit 6**.

Exhibits:

- 1. Website text language
- 2. Website layout and graphics
- 3. Public Forum Postcard invitation
- 4. Updated Public Engagement Plan memo
- 5. Updated graphics for 3 lot sizes
- 6. Meeting schedule

Medina’s New Housing Laws: Middle Housing and ADU Legislation

What is Middle Housing?

The term "Middle Housing" includes various residential options ranging in scale between traditional single-family homes and large apartment complexes. It aims to enhance housing diversity while preserving the overall character and aesthetic of communities.

(graphic of housing scales range)

Why is Medina Incorporating Middle Housing into the Development Regulations?

Washington State has passed several housing bills that require communities, including Medina, to accommodate middle housing in their development regulations. The most substantial are:

| | |
|---|--|
| <p><u>HB 1110</u> Allow middle housing in areas traditionally dedicated to single-family detached housing</p> | <p><u>HB 1337</u> Allow up to two accessory dwelling units (ADUs) if regulations met</p> |
|---|--|

What Will Middle Housing Look Like for Medina?

Since Medina is a Tier 3 city, it is required under the Growth Management Act to provide up to two units per lot. These two units may take on several configurations:

1. A Single-Family House with up to Two Accessory Dwelling Units (Attached or Detached)
2. Duplex
3. Two-Unit Stacked Flats
4. Two-Unit Cottage Housing
5. Two-Unit Courtyard Apartments

All units must still comply with development standards set for individual lots, meaning that the total of all units on any lot must comply with the existing height, setbacks, and lot coverage requirements.

Other cities categorized as Tier 1 or Tier 2 must allow higher densities and more middle housing types per the requirements of [HB 1110](#).

Middle Housing Options for Medina

These graphics show an example of how the different options available under the new development regulations can be applied to a 16,000-SF lot in an R-16 Zone. For more information on regulating middle housing, refer to the FAQ section.

(5 graphics showing ADU and middle housing options)

FAQs

What is middle housing?

The term "Middle Housing" includes various residential options ranging in scale between traditional single-family homes and large apartment complexes. Middle housing types are often designed to look like single-family homes.

Why is Medina developing middle housing regulations?

Medina is required to allow middle housing under the state's [HB 1110](#), which aims to address the statewide housing shortage.

What is the deadline for the City to adopt the required middle housing policies into Medina's code?

Middle housing regulations must be adopted by June 30th, 2025, allowing certain middle housing options in residential neighborhoods.

Will the city build middle housing?

The City of Medina is not responsible for building middle housing. Property owners will be allowed to build middle housing on their private property.

How will middle housing regulations impact single-family homes?

Single-family homes will remain an allowable use in residential neighborhoods. Middle housing regulations are intended to offer additional housing options.

How will middle housing impact the character of neighborhoods in Medina?

While middle housing utilizes the same scale and aesthetic as single-family homes, middle housing development may increase the density of neighborhoods in Medina over time as more property owners choose to build two units per lot.

How will the city regulate middle housing development?

Middle housing must comply with development standards set for individual lots, meaning that it must comply with the existing heights, setbacks, and lot coverage requirements identical to those for single-family homes.

Is middle housing the same as affordable housing?

Middle housing does not necessarily imply a focus on affordability. Middle housing informs housing size and number of units, and not the cost to rent or own.

If my existing single-family home takes up most of the allowable structural coverage, can I build an ADU on my lot?

ADUs must still comply with and are subject to the normal development regulations that apply to single-family homes, such as lot coverage, setbacks, and maximum impervious surface area, etc., which may preclude ADUs on a lot.

Stay Engaged!

The city of Medina will be hosting two in-person informational events about the upcoming development regulations update. Please join us to share your thoughts and learn more about this important project, which will impact all communities in Medina.

| | |
|--|---|
| <p>January 9th, 2025 Thursday 6:00 – 8:00 pm St. Thomas Episcopal Church 8398 NE 12th St Medina, WA 98039</p> | <p>January 15th, 2025 Wednesday 6:00 – 8:00 pm Medina City Hall Council Chambers 501 Evergreen Point Rd Medina, WA 98039</p> |
|--|---|

You can fill out the community survey [here](#).

You can also submit your comments online [here](#).

Sign up for emails and updates on middle housing [here](#).

Project Timeline

(Graphic of timeline)

Medina’s New Housing Laws: Middle Housing and ADU Legislation

What is Middle Housing?

The term “Middle Housing” includes various residential options ranging in scale between traditional single-family homes and large apartment complexes. It aims to enhance housing diversity while preserving the overall character and aesthetic of communities.

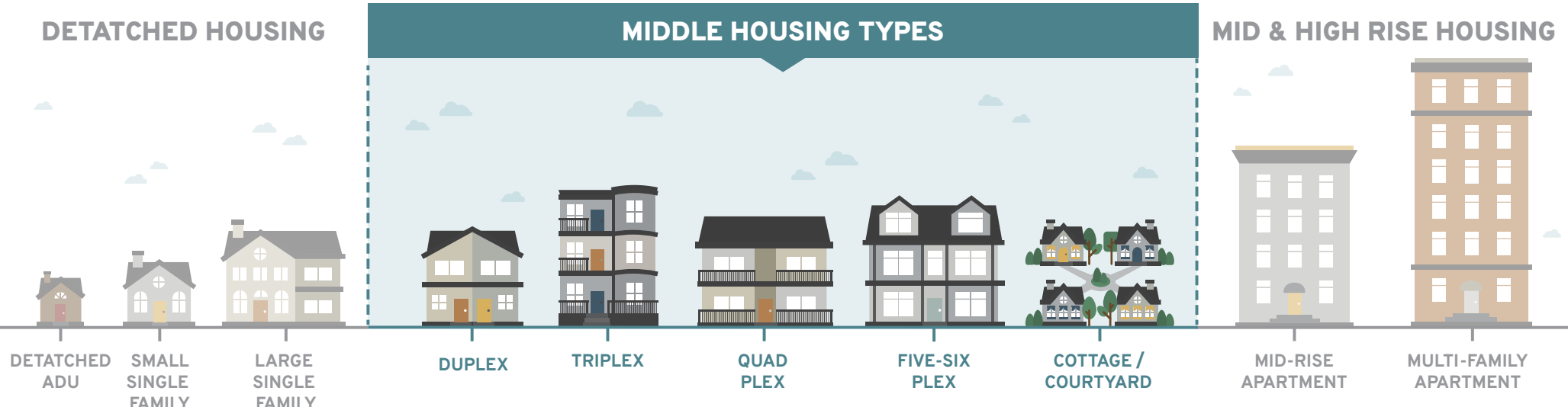


Image credit: SCJ Alliance.

Why is Medina Incorporating Middle Housing into the Development Regulations?

Washington State has passed several housing bills that require communities, including Medina, to accommodate middle housing in their development regulations. The most substantial are:

HB 1110

Allow middle housing in areas traditionally dedicated to single-family detached housing.

HB 1337

Allow up to two accessory dwelling units (ADUs) if regulations met.

What Will Middle Housing Look Like for Medina?

Since Medina is a Tier 3 city, it is required under the Growth Management Act to provide up to two units per lot. These two units may take on several configurations:

1. A Single-Family House with up to Two Accessory Dwelling Units (Attached or Detached)
2. Duplex
3. Two-Unit Stacked Flats
4. Two-Unit Cottage Housing
5. Two-Unit Courtyard Apartments

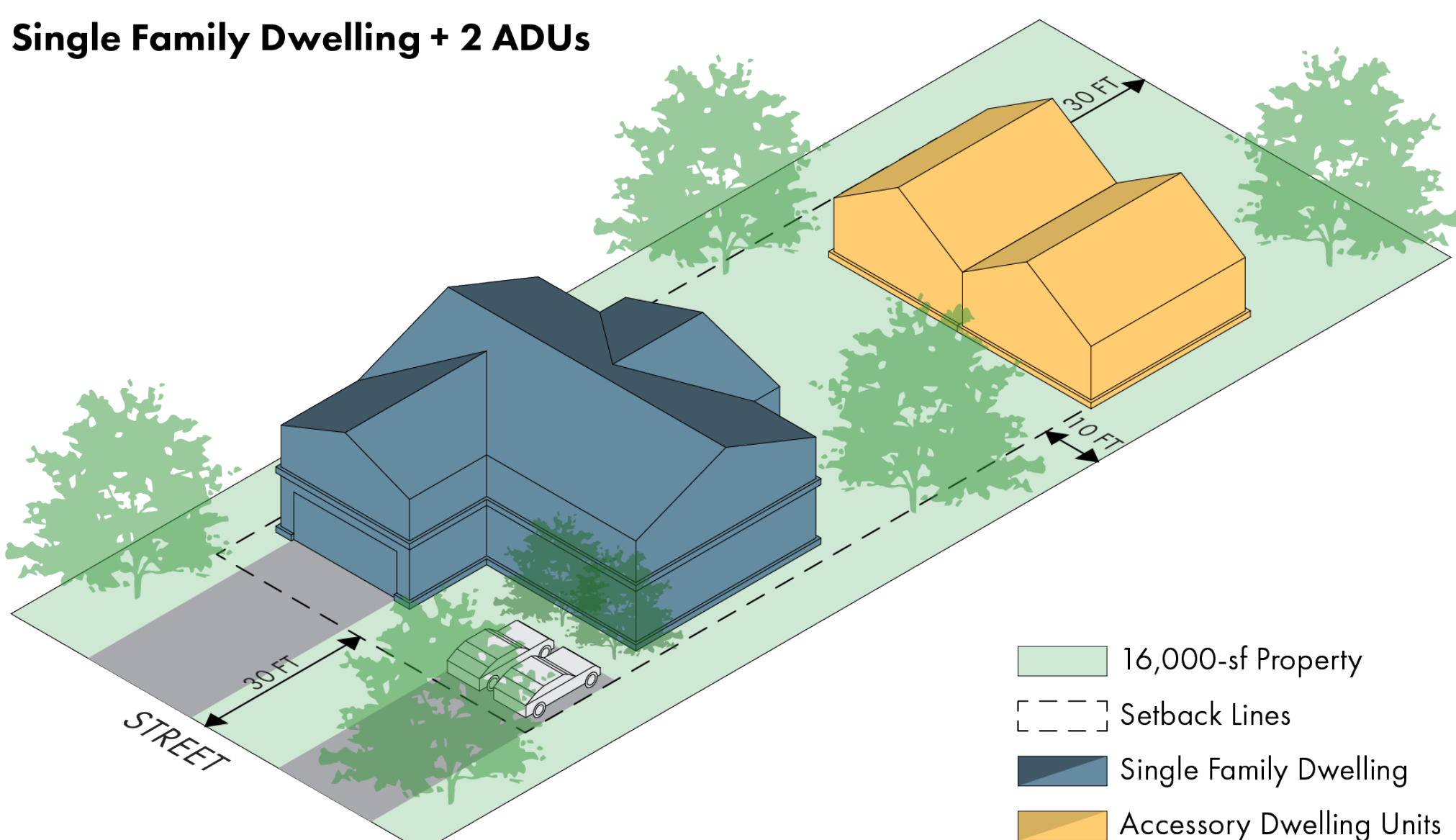
All units must still comply with development standards set for individual lots, meaning that the total of all units on any lot must comply with the existing height, setbacks, and lot coverage requirements.

Other cities categorized as Tier 1 or Tier 2 must allow higher densities and more middle housing types per the requirements of [HB 1110](#).

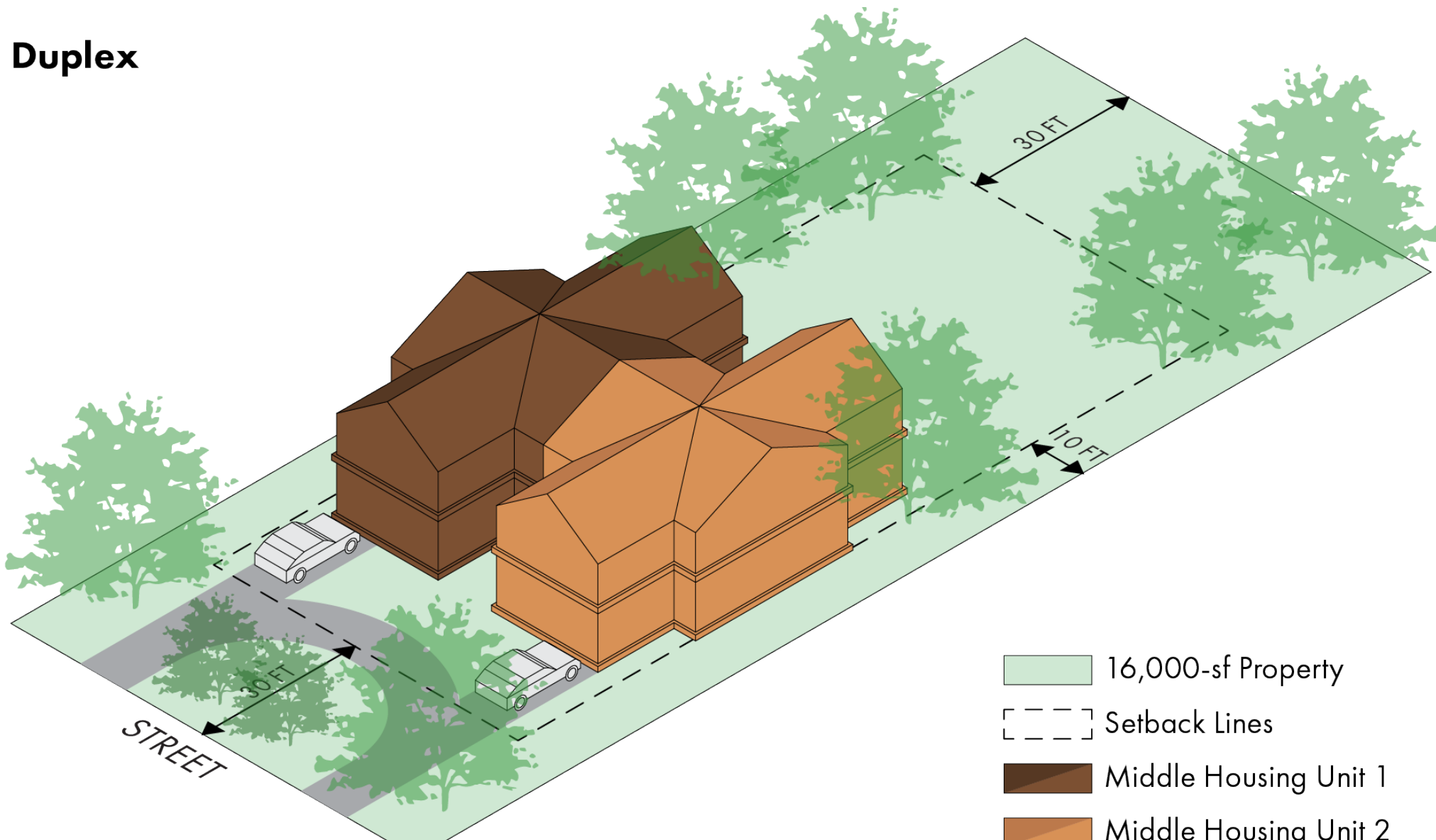
Middle Housing Options for Medina

These graphics show an example of how the different options available under the new development regulations can be applied to a 16,000-SF lot in an R-16 Zone. For more information on regulating middle housing, refer to the FAQ section.

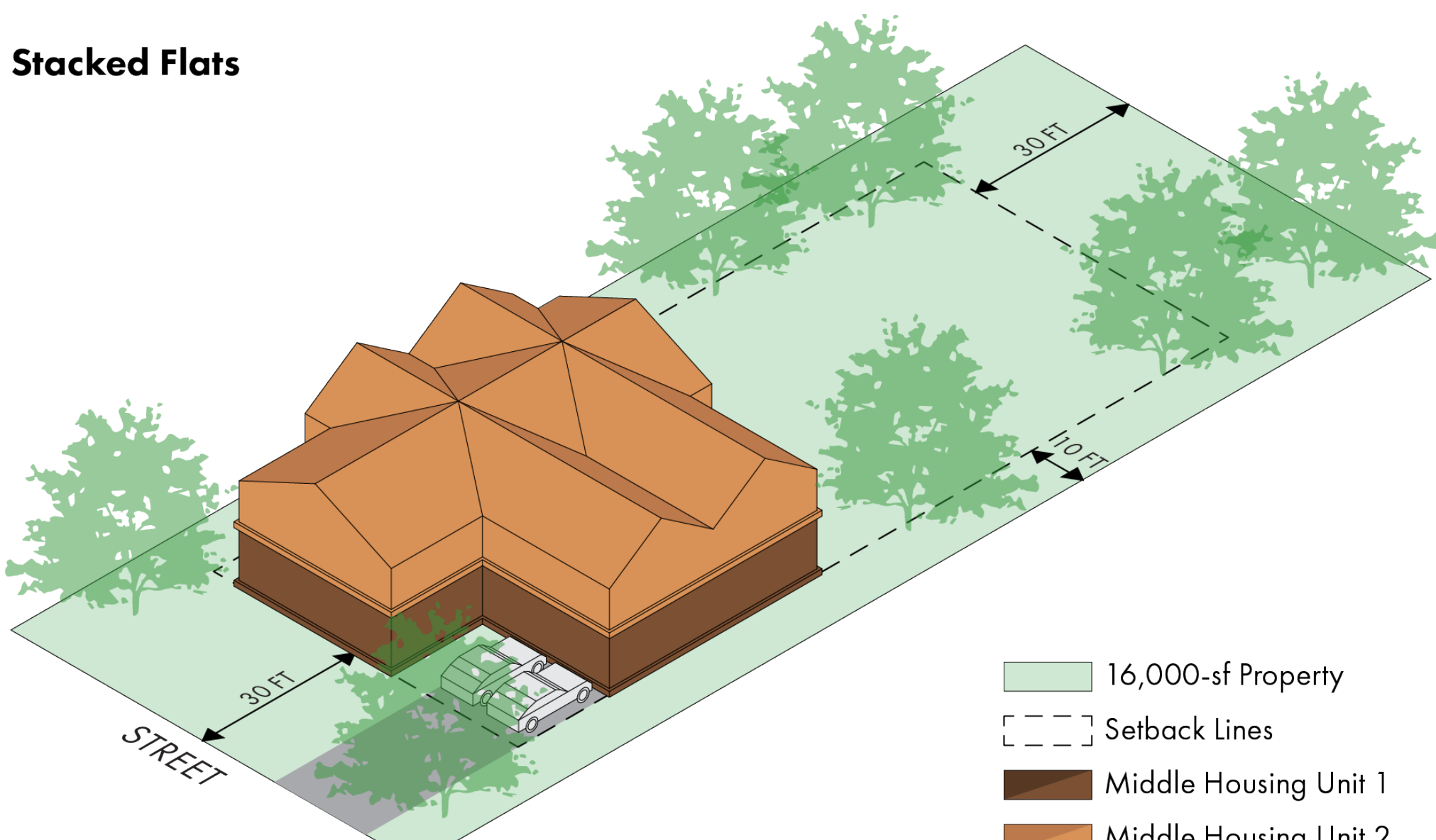
Single Family Dwelling + 2 ADUs



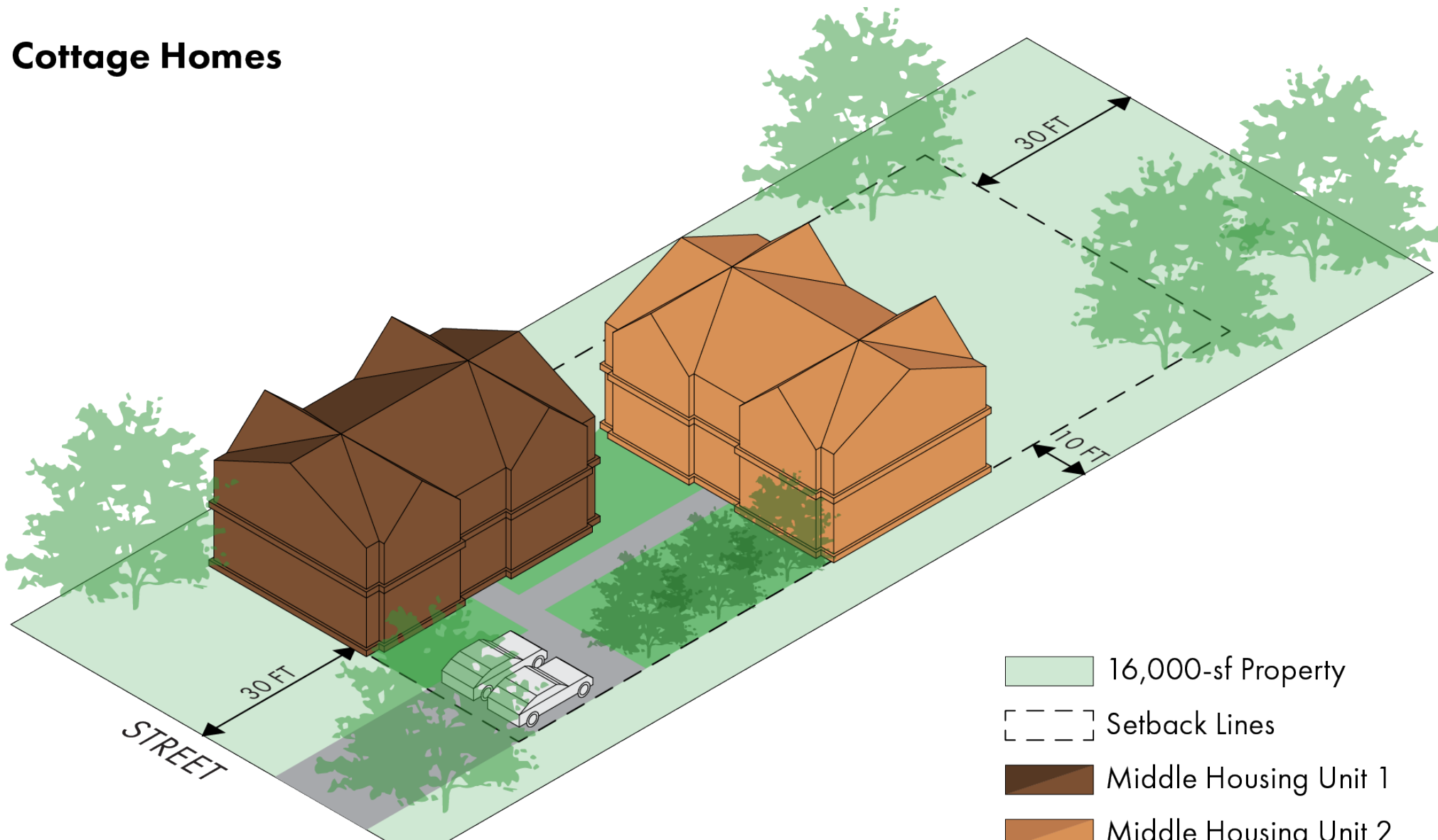
Duplex



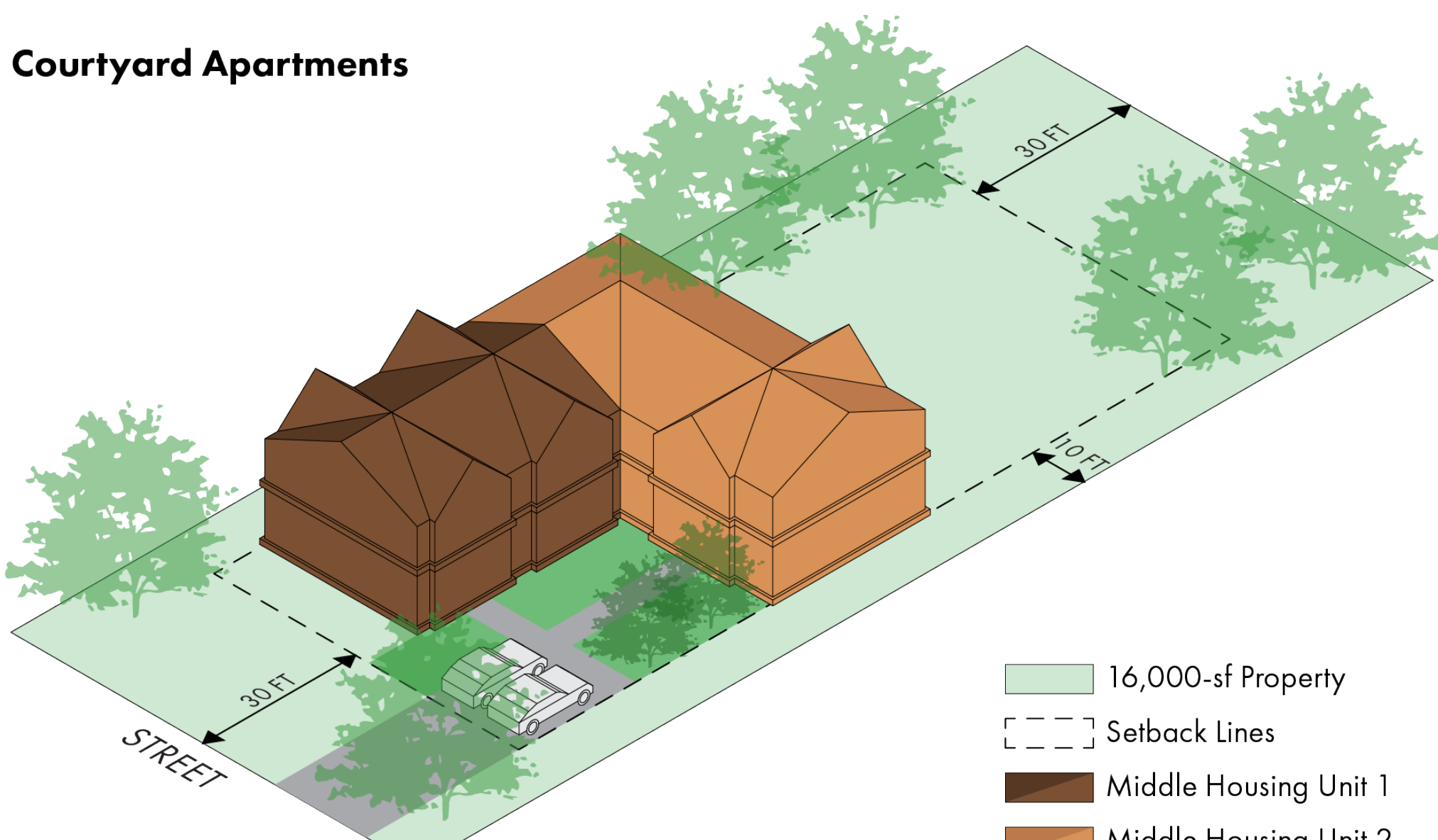
Stacked Flats



Cottage Homes



Courtyard Apartments



FAQs

What is middle housing?

The term “Middle Housing” includes various residential options ranging in scale between traditional single-family homes and large apartment complexes. Middle housing types are often designed to look like single-family homes.

Why is Medina developing middle housing regulations?

Medina is required to allow middle housing under the state’s HB 1110, which aims to address the statewide housing shortage.

What is the deadline for the City to adopt the required middle housing policies into Medina’s code?

Middle housing regulations must be adopted by June 30th, 2025, allowing certain middle housing options in residential neighborhoods.

Will the city build middle housing?

The City of Medina is not responsible for building middle housing. Property owners will be allowed to build middle housing on their private property.

How will middle housing regulations impact single-family homes?

Single-family homes will remain an allowable use in residential neighborhoods. Middle housing regulations are intended to offer additional housing options.

How will middle housing impact the character of neighborhoods in Medina?

While middle housing utilizes the same scale and aesthetic as single-family homes, middle housing development may increase the density of neighborhoods in Medina over time as more property owners choose to build two units per lot.

How will the city regulate middle housing development?

Middle housing must comply with development standards set for individual lots, meaning that it must comply with the existing heights, setbacks, and lot coverage requirements identical to those for single-family homes.

Is middle housing the same as affordable housing?

Middle housing does not necessarily imply a focus on affordability. Middle housing informs housing size and number of units, and not the cost to rent or own.

If my existing single-family home takes up most of the allowable structural coverage, can I build an ADU on my lot?


ADUs must still comply with and are subject to the normal development regulations that apply to single-family homes, such as lot coverage, setbacks, and maximum impervious surface area, etc., which may preclude ADUs on a lot.

Stay Engaged!

The city of Medina will be hosting two in-person informational events about the upcoming development regulations update. Please join us to share your thoughts and learn more about this important project, which will impact all communities in Medina.


Upcoming Events

Thurs., January 9TH, 2025



Thursday, January 9TH, 2025, from 6:00–8:00^{PM}
 St. Thomas Episcopal Church
 8398 NE 12th St
 Medina, WA 98039

Wed., January 15TH, 2025



Wednesday, January 15TH, 2025, from 6:00–8:00^{PM}
 Medina City Hall Council Chambers
 501 Evergreen Point Rd
 Medina, WA 98039

Links

You can fill out the community survey [here](#).
 You can also submit your comments online [here](#).
 Sign up for emails and updates on middle housing [here](#).

Project Timeline



Community Forums – Postcard Mailers (Out This Week)



(front)



(back)



Public Engagement Plan Memo

Medina Middle Housing Ordinance

To City of Medina

From: Kirsten Peterson, Senior Project Manager

Date: December 6, 2024

Project: Medina Middle Housing Ordinance

Subject Updated Public Engagement Plan Memo

Background

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

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

Engagement Opportunities

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

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

Online engagement

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

In-person engagement opportunities

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

Outreach Tools

- Direct outreach from the City:
 - Postcard mailer
 - Flyers
 - Medina Facebook page
 - City text messaging
- Online survey(s) requesting feedback
- Email updates to receive updates on middle housing

Marketing Techniques

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

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

City of Medina Website Updates

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

This web page will remain active throughout the project and be the central resource for publicly available information. As part of this engagement plan, SCJ is proposing to provide more up-to-date information regarding middle housing, with further enhanced graphic support.

Website POP

Purpose: provide materials for the public to learn more about middle housing and the status of the updates.

Outcome: Medina residents know what is happening with Middle Housing, feel informed about the process, and understand where they can get more information and ask questions.

Plan: Update the website with the following:

- Updated language on middle housing legislation (HB 1110 and HB 2321) and accessory dwelling unit legislation (HB 1337) and how the two pieces of legislation intersect
- Graphics of housing types and configurations
- Graphics showing comparison of before & after
- Link to the eventual survey
- Mix graphics with text for more visually appealing formatting without compromising context
- Provide an FAQ section
- Timeline and status update section
- Signup form for email updates on middle housing

Important Links

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

Washington Department of Commerce Planning for Middle Housing page:

<https://www.commerce.wa.gov/growth-management/housing-planning/middle-housing/>

Department of Commerce Middle Housing FAQ:

<https://deptofcommerce.app.box.com/s/fp3e2qb0cuq2lh0yclz8ls71m9e87wp3>

Online Survey

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

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

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

Middle Housing Community Forum(s)

The City will schedule, coordinate, and invite the public to engage in the development of the Middle Housing ordinance at in-person public events. The initial community forum(s) will provide a way for the public to learn about the planning project and the State requirements, and to provide input on the vision for Medina’s future with middle housing before the January 31, 2025, submittal of a DRAFT ordinance to the Department of Commerce.

Community Forum POP

Purpose: provide an opportunity for Medina residents to learn more about the Middle Housing Project and requirements from the state, talk directly to City staff and consultants, and ask questions they have about the changes.

Outcome: Medina residents know what is happening with Middle Housing, feel informed about the process, and understand where they can get more information and ask questions.

Plan: Start with a presentation on Middle Housing, then open the floor for questions. Remain on-site for more individual questions.

Two community forums have been scheduled as follows:

Date: Thursday, January 9, 2025

Time: 6 – 8 pm

Location: St Thomas Episcopal Church

Date: Wednesday, January 15, 2025

Time: 6 – 8 pm

Location: Medina City Hall Council Chambers

Notification Methods:

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

Activities at the community forums will include:

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

Additional community forums could be held after the draft ordinance is submitted to the Department of Commerce on January 31, 2025. Those would allow for continued feedback prior to the city council's adoption of the final ordinance.

Peer-To-Peer Community Group Engagement

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

The engagement toolkit would include the following informational materials:

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

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

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

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

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

Peer-to-peer Engagement POP

Purpose: Provide materials for the planning commission and community members to be able to speak with friends, neighbors, and community members not often represented or heard from in public engagement opportunities.

Outcome: Medina residents know what is happening with Middle Housing, feel informed about the process, and understand where they can get more information and ask questions.

Plan: Develop the following materials:

- Middle housing FAQ sheet
 - What is happening
 - How it is happening
 - What to do if they have concerns

- Flyer to post around the community
 - General information with visuals
 - Dates of Forums
 - Link to website and survey
 - Post at parks and popular locations

- A one-page summary of the project to share with friends and family

Regularly Scheduled City Meetings

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

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

City Council Meeting Schedule

- ◆ **Mon., Oct. 14th**
- ◆ **Mon., Oct. 28th**
- ◆ **Tue., Nov. 12th**

- ◆ Mon., Nov. 25th
- ◆ Mon., Dec. 9th
- ◆ Wed., Jan 8th *Special Joint Meeting*
- ◆ Mon., Jan. 13th
- ◆ Mon., Jan. 27th

Planning Commission Schedule

- ◆ Tue., Sep. 24th
- ◆ Wed., Nov. 6th
- ◆ Mon., Nov. 18th
- ◆ Thu., Dec. 5th
- ◆ Wed., Dec. 18th
- ◆ Wed., Jan 8th *Special Joint Meeting*
- ◆ Wed. Jan. 15th
- ◆ Tue., Jan. 28th

Development Services Committee Schedule

- ◆ Wed., Oct. 30th
- ◆ Wed., Nov. 20th
- ◆ Tue., Dec. 10th

Outreach Tools

Flyers and **postcard mailers** will be created for each of the community forums. The flyer will be posted in collaboration with Planning Commission members throughout the City in places residents are known to frequent. This includes City Hall, St. Thomas Episcopal Church, the Post Office, the golf course, Chevron, Kitchen and Market, and other places identified by the City. A digital version will be posted on the City's website.

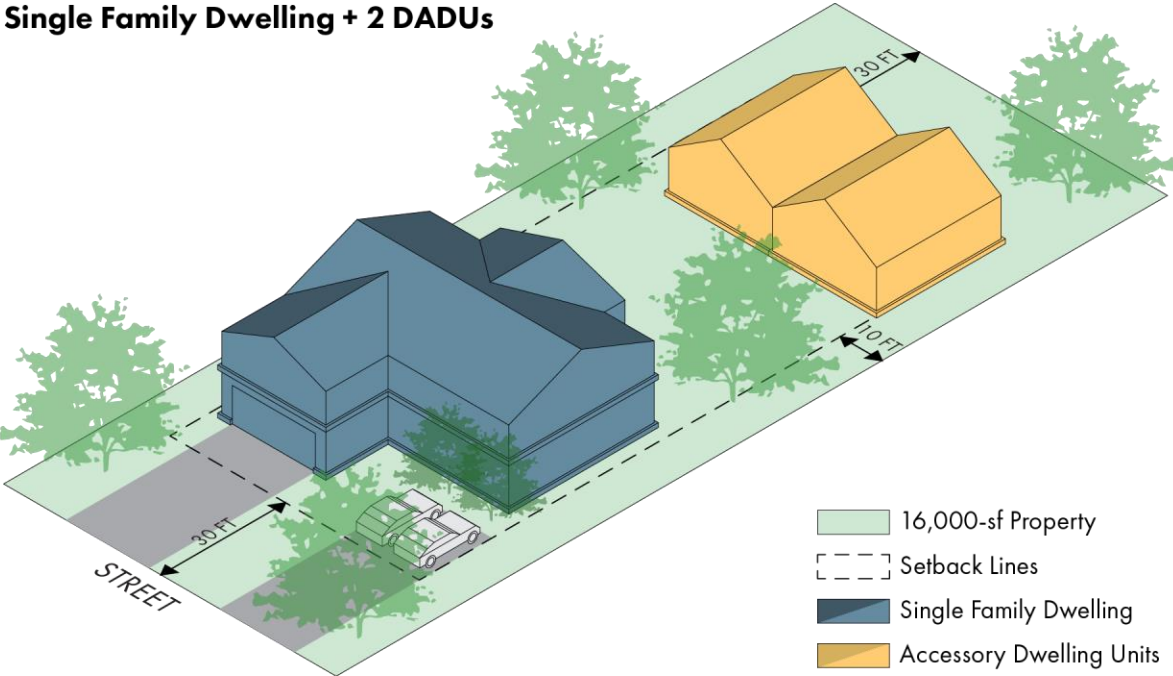
This flyer will be designed to describe the Medina Middle Housing Land Use Code Update process, outline opportunities for public involvement, and provide contact information, including the website and email for public inquiry and comment. Detailed information and progress reports may be available upon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

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

Middle Housing Graphics – Required Types (16,000 SF)

Example: 16,000-SF lot in R-16 zone (25% Maximum Total Structural Coverage)

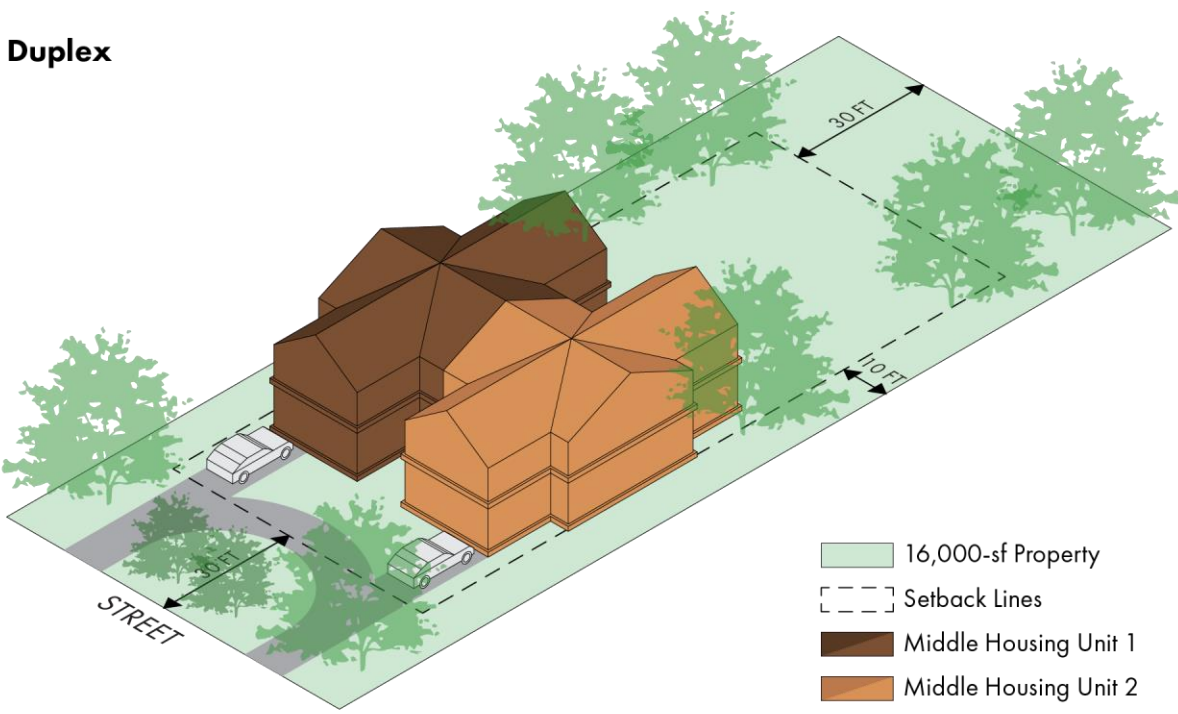
Single Family Dwelling + 2 DADUs



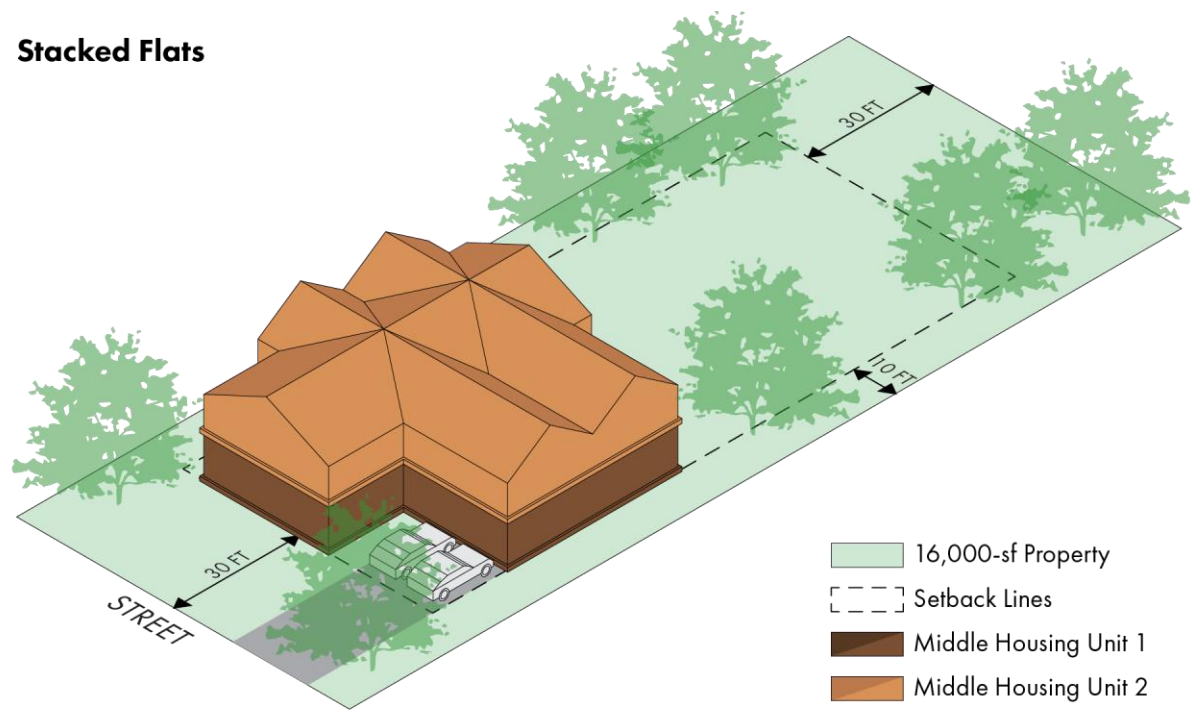
Middle Housing Graphics – Required Types (16,000 SF)

Example: 16,000-SF lot in R-16 zone (25% Maximum Total Structural Coverage)

Duplex



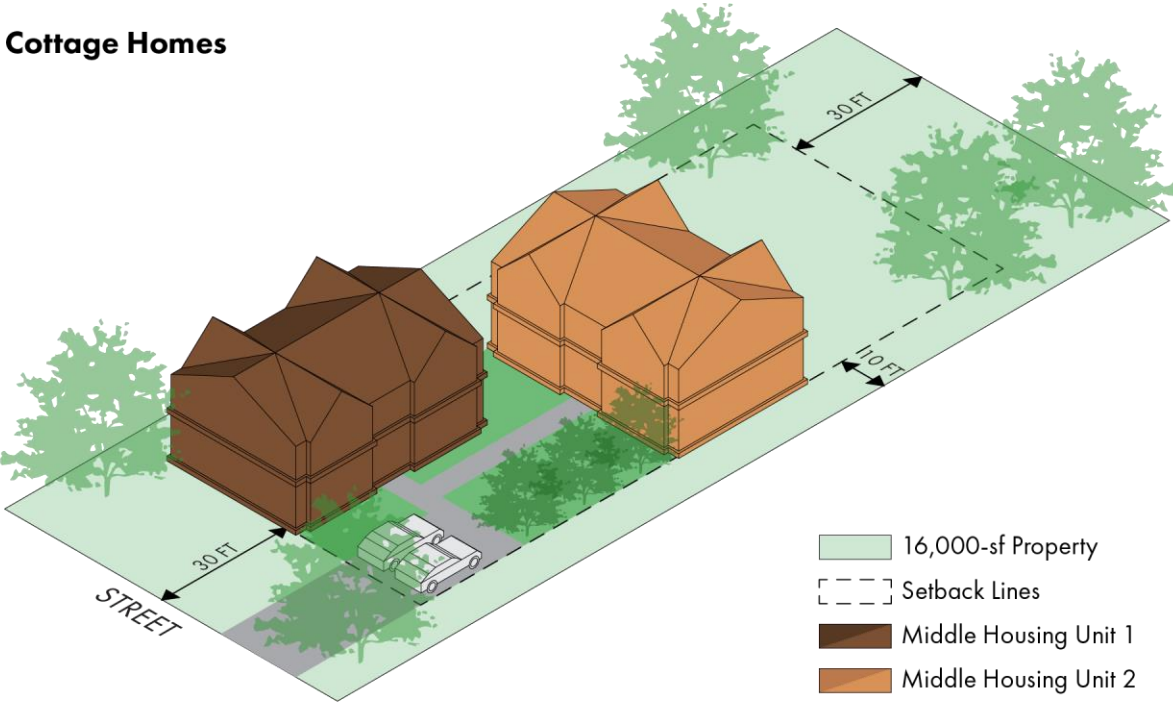
Stacked Flats



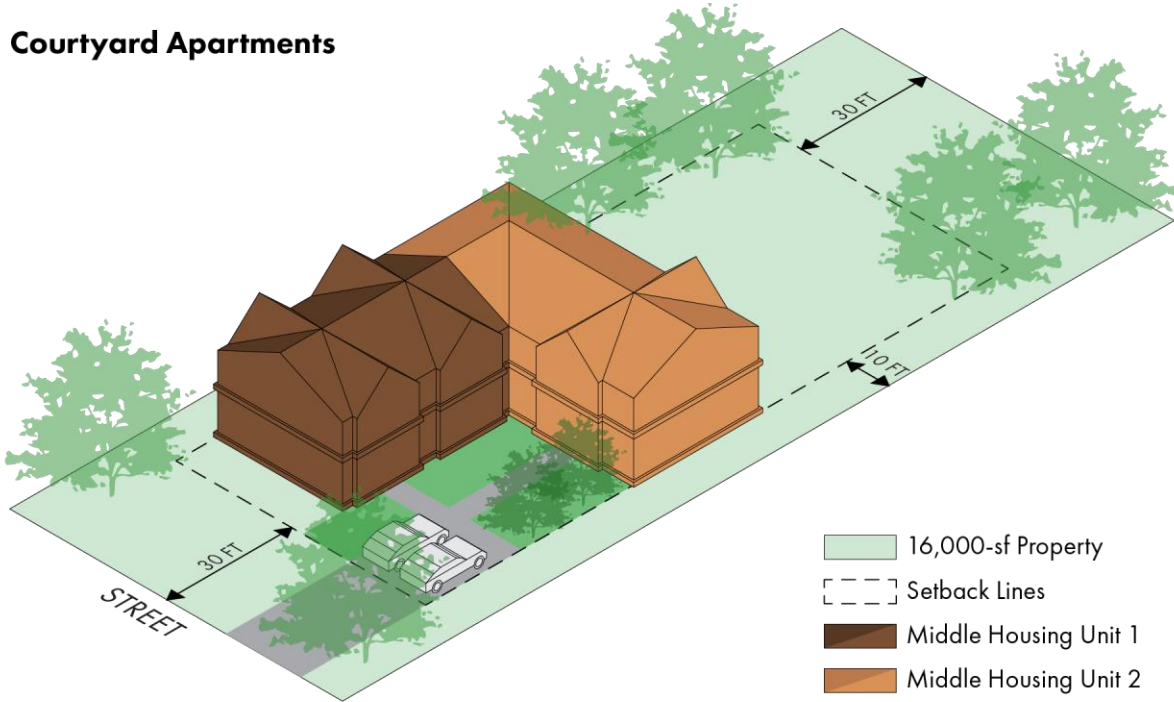
Middle Housing Graphics – Required Types (16,000 SF)

Example: 16,000-SF lot in R-16 zone (25% Maximum Total Structural Coverage)

Cottage Homes



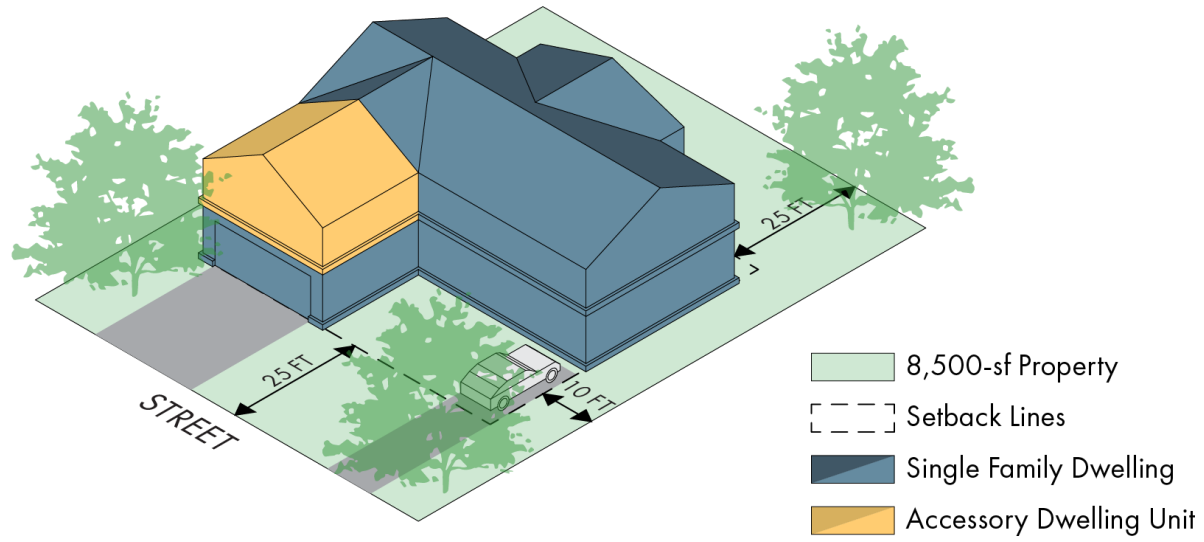
Courtyard Apartments



Middle Housing Graphics – Required Types (8,500 SF)

Example: 8,500-SF lot in R-16 zone (30% Maximum Total Structural Coverage)

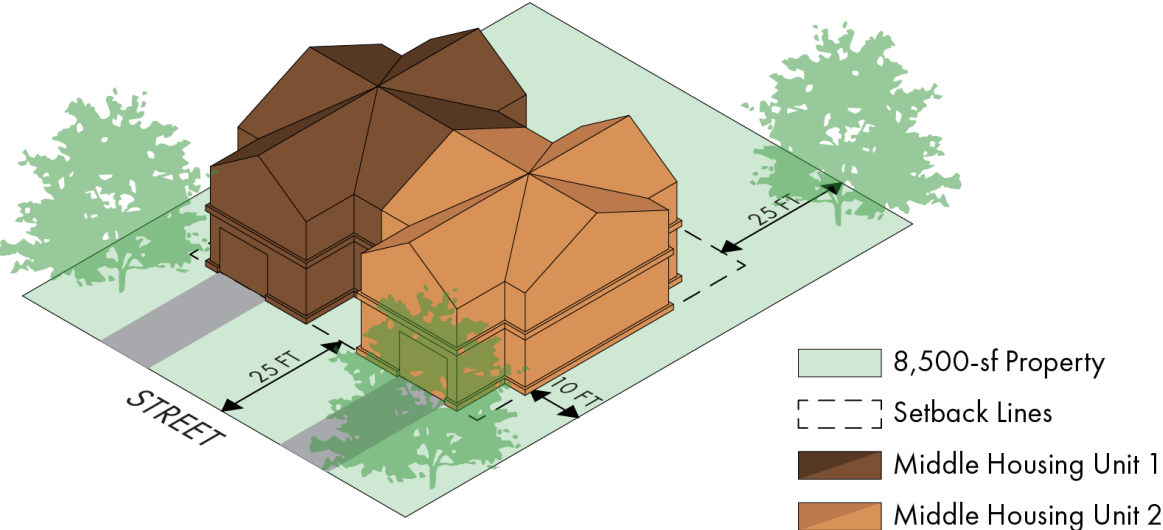
Single Family Dwelling + Attached ADU



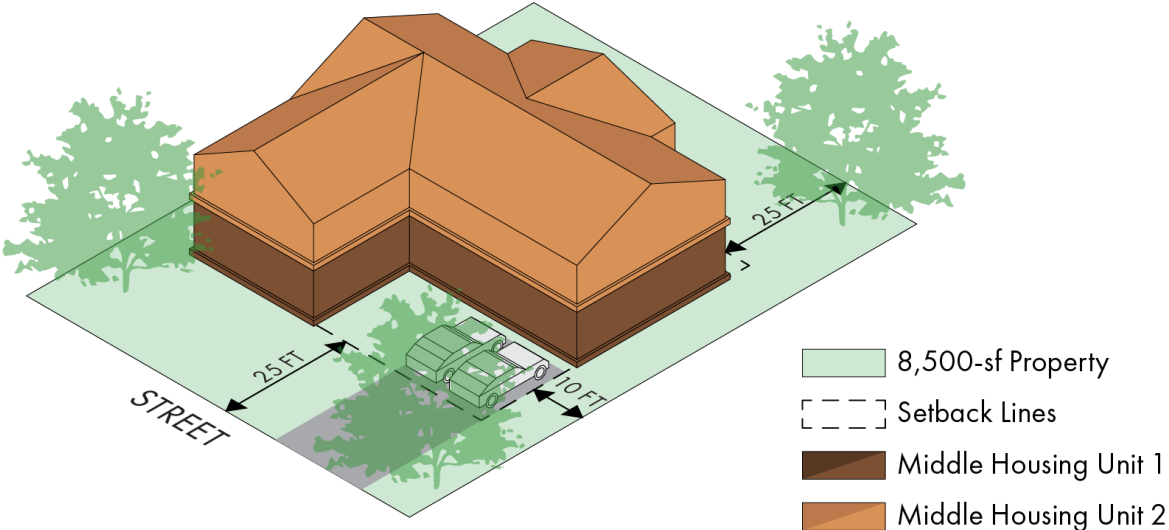
Middle Housing Graphics – Required Types (8,500 SF)

Example: 8,500-SF lot in R-16 zone (30% Maximum Total Structural Coverage)

Duplex



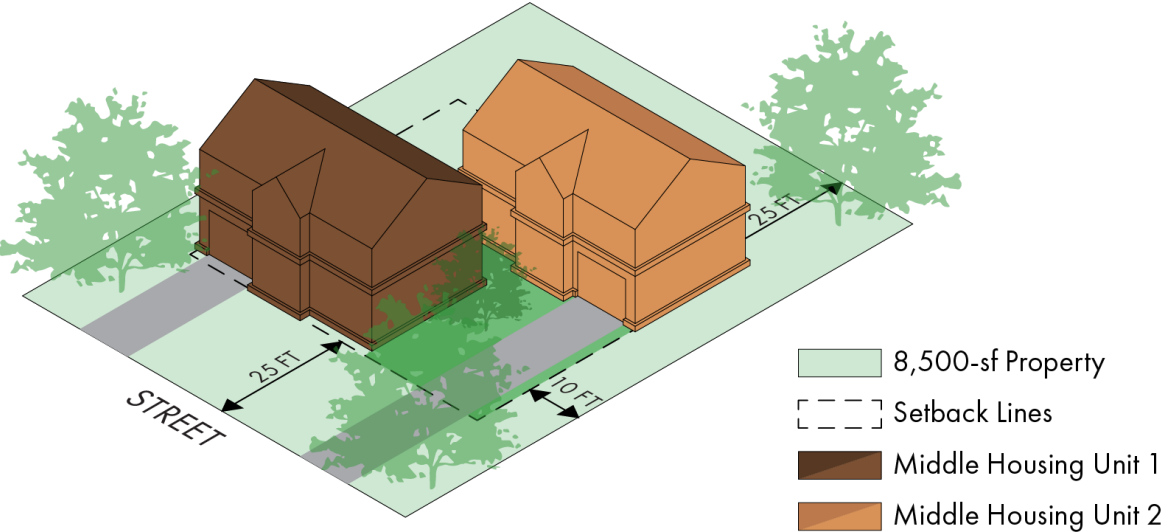
Stacked Flats



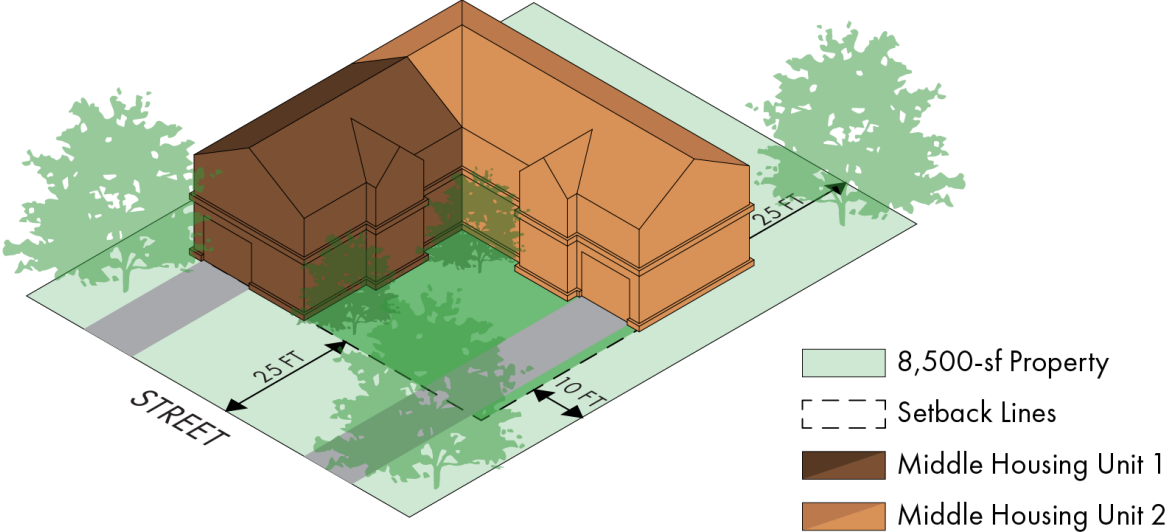
Middle Housing Graphics – Required Types (8,500 SF)

Example: 8,500-SF lot in R-16 zone (30% Maximum Total Structural Coverage)

Cottage Homes



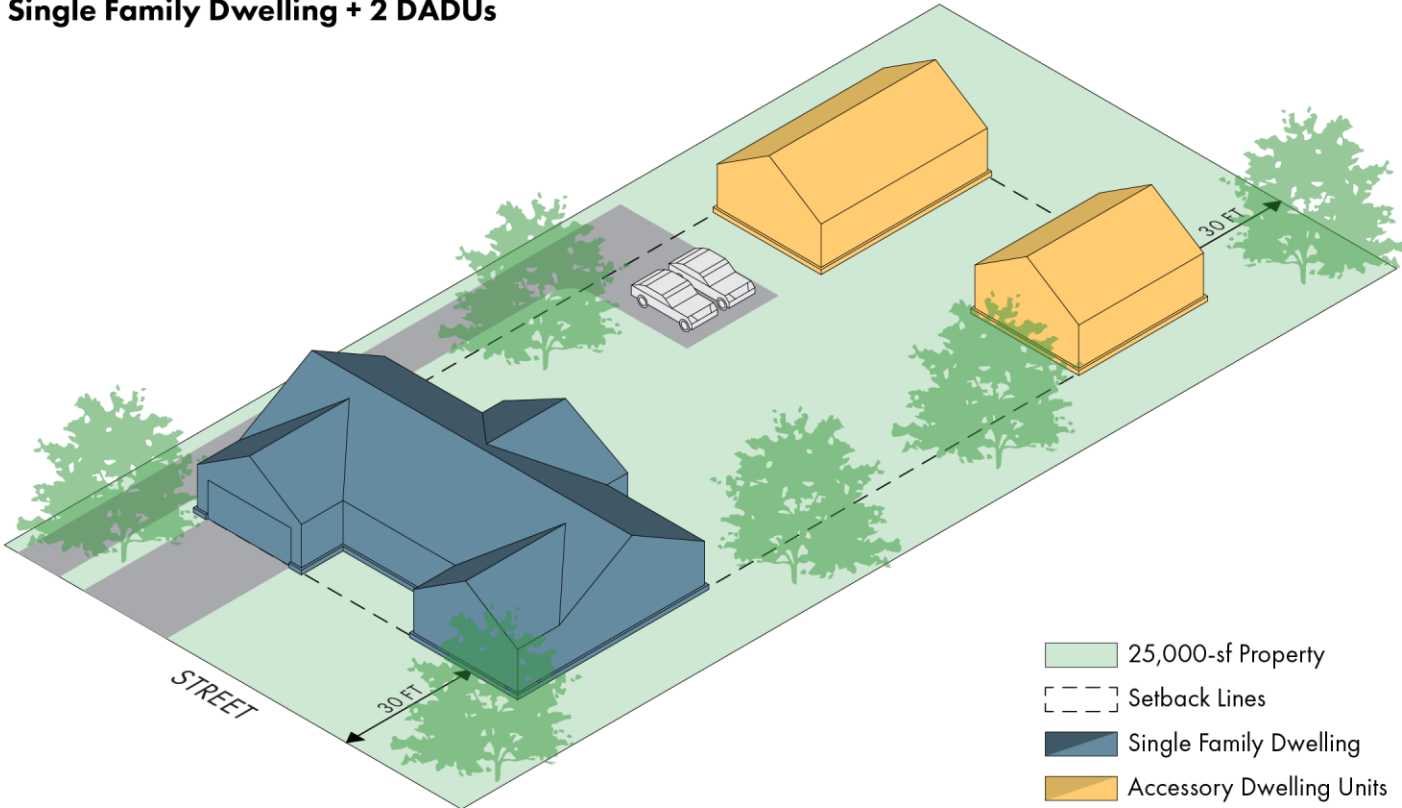
Courtyard Apartments



Middle Housing Graphics – Required Types (25,000 SF)

Example: 25,000-SF lot in R-16 zone (21% Maximum Total Structural Coverage)

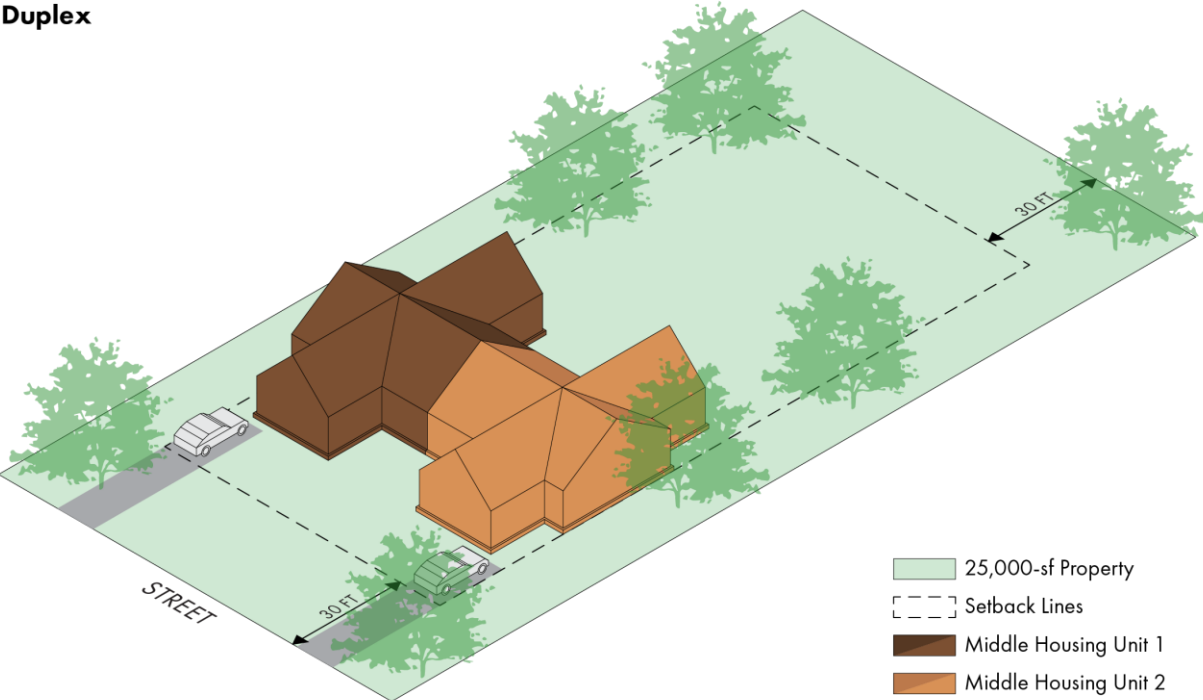
Single Family Dwelling + 2 DADUs



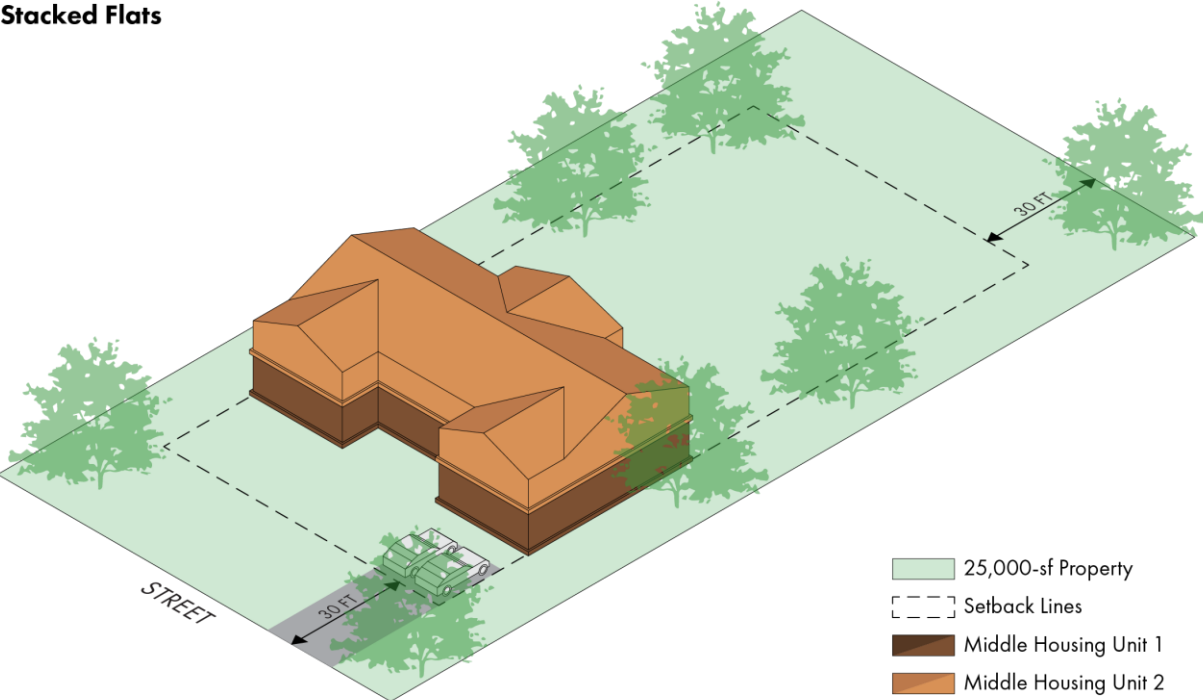
Middle Housing Graphics – Required Types (25,000 SF)

Example: 25,000-SF lot in R-16 zone (21% Maximum Total Structural Coverage)

Duplex



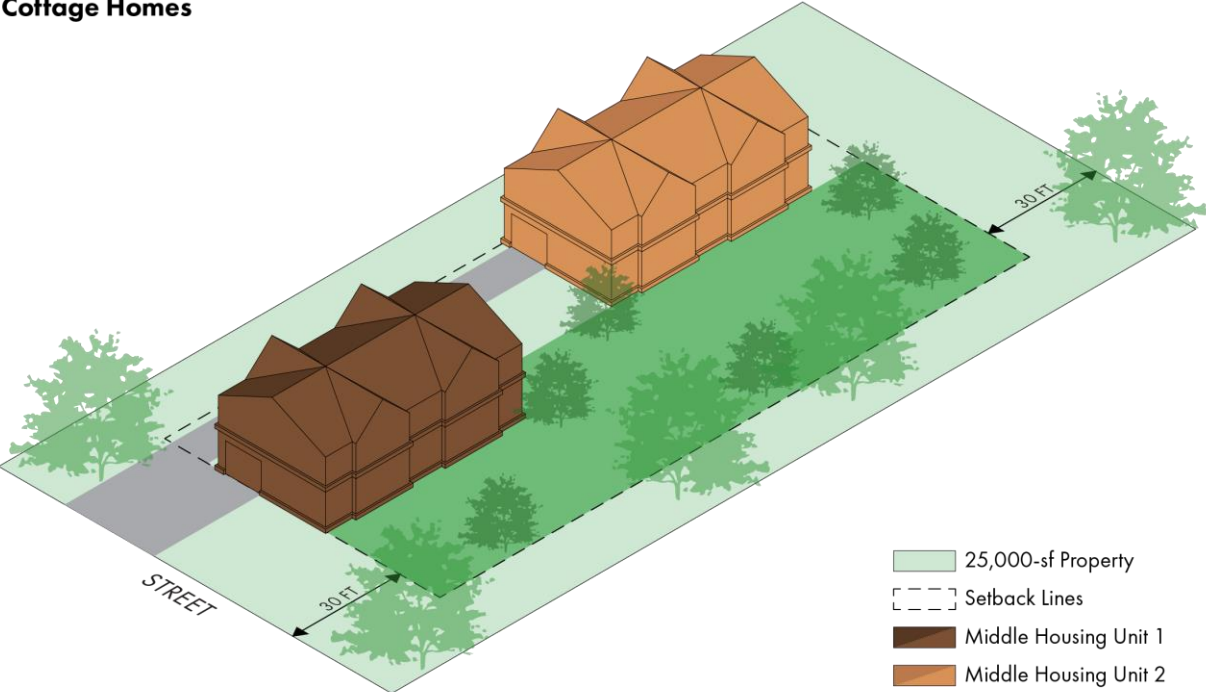
Stacked Flats



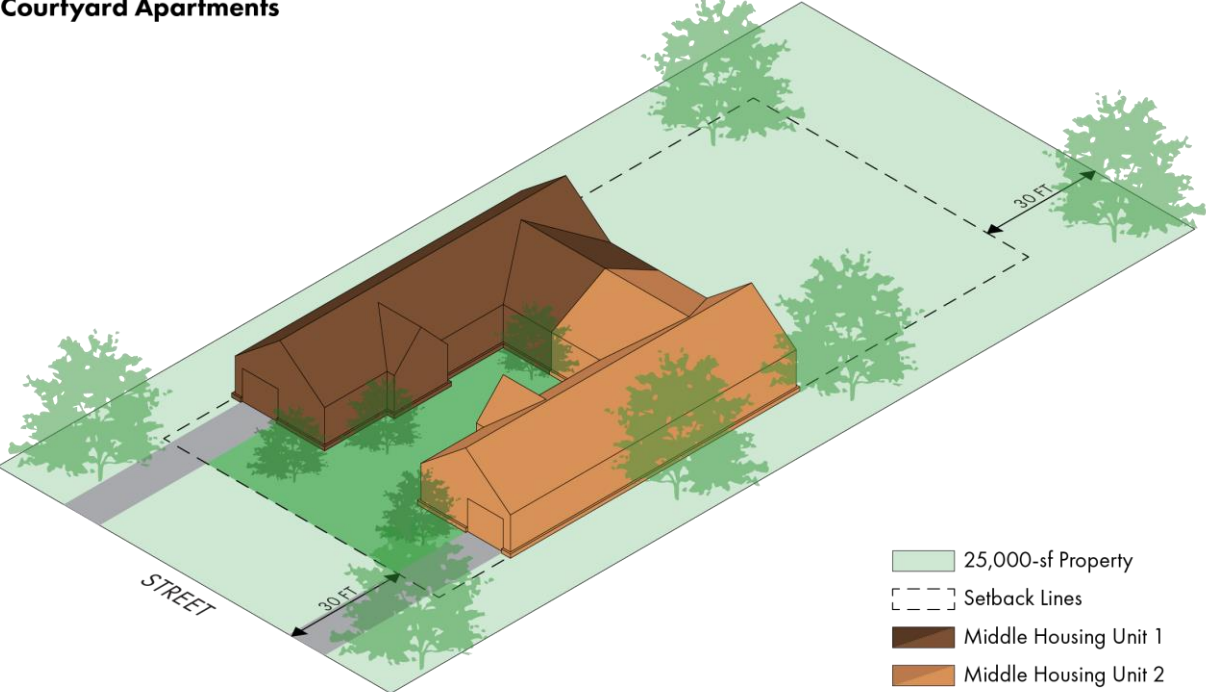
Middle Housing Graphics – Required Types (25,000 SF)

Example: 25,000-SF lot in R-16 zone (21% Maximum Total Structural Coverage)

Cottage Homes



Courtyard Apartments



Meeting Schedule

- Planning Commission
- City Council
- Special Joint PC and City Council Meeting
- DSC
- Community Forum
- Draft Due to Commerce

AGENDA ITEM 6.2

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

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

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

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