



MEDINA, WASHINGTON

PLANNING COMMISSION MEETING

Virtual/Online

Tuesday, January 25, 2022 – 4:00 PM

AGENDA

COMMISSION CHAIR |

COMMISSION VICE-CHAIR |

COMMISSIONERS | Laura Bustamante, David Langworthy, Mark Nelson, Laurel Preston, Mike Raskin, Shawn Schubring

PLANNING MANAGER | Stephanie Keyser

Virtual Meeting Participation

With the passage of the City's Proclamation of Local Emergency, City Hall is closed to the public. Planning Commission participation in this meeting will be by teleconference/online only. Members of the public may also participate by phone/online. Individuals wishing to speak live during the Virtual Planning Commission meeting will need to register their request with the Development Services Coordinator at 425.233.6414 or email rbennett@medina-wa.gov and leave a message before 12PM on the day of the January 25 Planning Commission meeting. Please reference Public Comments for January 25 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.

Join Zoom Meeting

<https://us06web.zoom.us/j/89675748314?pwd=Q280SzF2WGFnWXI6dU8yNE44S3ZWUT09>

Meeting ID: 896 7574 8314

Passcode: 229360

One tap mobile

+12532158782,,89675748314#,,, *229360# US (Tacoma)

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

2. **ELECTIONS**

[2.1](#) Election of the 2022 Chair and Vice Chair

3. **APPROVAL OF MEETING AGENDA**

4. **APPROVAL OF MINUTES**

[4.1](#) Planning Commission Minutes of December 14, 2021

Recommendation: Approve Minutes

Staff Contact: Rebecca Bennett, Development Services Coordinator

5. **ANNOUNCEMENTS**

5.1 Staff/Commissioners

6. **AUDIENCE PARTICIPATION**

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7. **DISCUSSION**

7.1 2022 Planning Commission Update

Recommendation: Discussion

Staff Contact(s): Stephanie Keyser, Planning Manager

Time Estimate: 30 minutes

8. **ADJOURNMENT**

ADDITIONAL INFORMATION

Planning Commission meetings are held on the 4th Tuesday of the month at 4 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, February 22, 2022 – Special Meeting at 4:00 PM

Tuesday, March 22, 2022 – Special Meeting at 4:00 PM

Tuesday, April 26, 2022 - Joint PC/CC Meeting at 4:00 PM

Tuesday, May 24, 2022 - Special Meeting at 4:00 PM

Tuesday, June 28, 2022 - Special Meeting at 4:00 PM

Tuesday, July 26, 2022 - Special Meeting at 4:00 PM

Tuesday, August 23, 2022 – No PC Meeting

Tuesday, September 27, 2022 - Special Meeting at 4:00 PM

Tuesday, October 25, 2022 - Special Meeting at 4:00 PM

Tuesday, November 22, 2022 - Regular Meeting Cancelled

November 2022 - ***Meeting Date TBD***

Tuesday, December 27, 2022 - Regular Meeting Cancelled

December 2022 - ***Meeting Date TBD***



CITY OF MEDINA

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

MEMORANDUM

DATE: January 25, 2022

TO: Medina Planning Commission

FROM: Stephanie Keyser, AICP, Planning Manager

RE: Opening the Meeting and Electing the 2022 Chair and Vice Chair

Every January, the Planning Commission elects a chair to preside over the meeting and a vice chair to preside over the meeting in the absence of the chair. Staff recommends using the process set forth below, which is based on parliamentary procedural rules.

Opening the Meeting

Development Services Coordinator, Rebecca Bennett, will call the Planning Commission meeting to order as the neutral party.

Roll Call and Call for Nominations

Ms. Bennett will follow with roll call and call for nominations for the Chair. Any Commissioner may nominate him or herself or a fellow Commissioner. No second is required. Commissioners may decline their nomination if desired. When all nominations have been received, the nomination period shall be closed.

If there is more than one nominee, nominees and nominators may make a brief statement in support of their nominations before the period is closed.

Nominees will be voted on in the order in which they were nominated. Once a nominee has received a majority vote, they will be declared the Chair.

Once elected, the new Chair will move into his/her new (*virtual*) seat.

Election of Vice Chair

The newly elected Chair will take over the call for nominations for Vice Chair. Any Commissioner may nominate him or herself or a fellow Commissioner. No second is required. Commissioners may decline their nomination if desired. When all nominations have been received, the Chair shall close the nomination period.

If there is more than one nominee, nominees and nominators may make a brief statement in support of their nominations before the period is closed.

The Chair will call for a vote beginning with the first nominee. Once a nominee has received a majority vote, they will be declared the Vice Chair.

Once elected, the new Vice Chair will move into his/her new (*virtual*) seat.



MEDINA, WASHINGTON

PLANNING COMMISSION SPECIAL MEETING

Virtual/Online

Tuesday, December 14, 2021 – 4:00 PM

MINUTES

COMMISSION CHAIR | Laurel Preston

COMMISSION VICE-CHAIR | Shawn Schubring

COMMISSIONERS | Laura Bustamante, David Langworthy, Mark Nelson, Mike Raskin, Randy Reeves

PLANNING MANAGER | Stephanie Keyser

1. CALL TO ORDER / ROLL CALL

Chair Laurel Preston called the meeting to order at 4:05pm

PRESENT

Chair Laurel Preston

Vice Chair Shawn Schubring

Commissioner Laura Bustamante

Commissioner David Langworthy

Commissioner Mark Nelson

Commissioner Mike Raskin

Commissioner Randy Reeves

STAFF

Bennett, Keyser, Minor, Wilcox

2. APPROVAL OF MEETING AGENDA

Action: By consensus, Planning Commission approved the meeting agenda as presented.

3. APPROVAL OF MINUTES

3.1 Planning Commission Minutes of November 16, 2021

Recommendation: Approve Minutes

Staff Contact: Rebecca Bennett, Development Services Coordinator

Action: Motion to approve minutes. (Approved 7-0)

Motion made by Commissioner Nelson, Seconded by Commissioner Bustamante.
Voting Yea: Chair Preston, Vice Chair Schubring, Commissioner Bustamante,
Commissioner Langworthy, Commissioner Nelson, Commissioner Raskin,
Commissioner Reeves

4. ANNOUNCEMENTS

4.1 Staff/Commissioners

Keyser announced City Manager Mike Sauerwein's last day is January 3rd – Chief Steve Burns has been appointed by Council to be the Interim City Manager. Tom Early has left to go work for King County – Ben Schneider of Otak is a landscape architect who is going to review the tree permit applications; the city has put out an RFP for an arborist. Jackets are available to be picked up at City Hall. The second tree code public hearing has been pushed to next year.

Chair Preston thanked commissioner Reeves for his time as a commissioner.

Commissioner Nelson announced Mason from Gray & Osborne is no longer with us.

5. AUDIENCE PARTICIPATION

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No public was in attendance to speak during the audience participation.

6. PUBLIC HEARING

6.1 Permanent Supportive and Transitional Housing

Recommendation: Approve

Staff Contact(s): Stephanie Keyser, Planning Manager

Time Estimate: 30 minutes

Keyser presented PowerPoint presentation.

Action: Motion to amend proposed code 16.31.040 subsection B to limit to a maximum residents to 8 instead of 10 (Approved 7-0)

Motion made by Vice Chair Schubring, Seconded by Commissioner Raskin.
Voting Yea: Chair Preston, Vice Chair Schubring, Commissioner Bustamante,

Commissioner Langworthy, Commissioner Nelson, Commissioner Raskin,
Commissioner Reeves

Action: Motion to amend 16.31.040 to add a subsection that creates a minimum length of stay of 72 hours. (Approved 6-1)

Motion made by Vice Chair Schubring, Seconded by Commissioner Langworthy.
Voting Yea: Chair Preston, Vice Chair Schubring, Commissioner Bustamante,
Commissioner Langworthy, Commissioner Raskin, Commissioner Reeves
Voting Nay: Commissioner Nelson

Action: Motion to adopt proposed code as commissioners amended it in prior motions
(Approved 7-0)

Motion made by Commissioner Nelson, Seconded by Commissioner Langworthy.
Voting Yea: Chair Preston, Vice Chair Schubring, Commissioner Bustamante,
Commissioner Langworthy, Commissioner Nelson, Commissioner Raskin,
Commissioner Reeves

7. DISCUSSION

None.

8. ADJOURNMENT

Motion made by Commissioner Langworthy, Seconded by Commissioner Nelson.
Voting Yea: Chair Preston, Vice Chair Schubring, Commissioner Bustamante,
Commissioner Langworthy, Commissioner Nelson, Commissioner Raskin,
Commissioner Reeves



MEDINA, WASHINGTON

AGENDA BILL

Tuesday, January 25, 2022

Subject: 2022 Planning Commission Update

Category: Discussion

Staff Contact(s): Stephanie Keyser, Planning Manager

Summary

2022 Planning Commission Update.

Attachment(s) 2022 Update Memo
 2022-2023 Work Plan (updated with completed actions removed)

Budget/Fiscal Impact: N/A

Recommendation: Discussion

Proposed Commission Motion: N/A

Time Estimate: 30 minutes



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MEMORANDUM

DATE: January 25, 2022
TO: Medina Planning Commission
FROM: Stephanie Keyser, AICP, Planning Manager
RE: 2022 Planning Commission Update

This year we will begin the Comprehensive Plan update. For cities located within King County, the updates must be adopted no later than June 30, 2024. Whenever there's a state mandated update (Comp Plan, Shoreline Master Program, Critical Areas, etc.), the Department of Commerce issues a checklist that: 1) identifies the elements that must be updated and 2) highlights the new required/mandatory pieces. Commerce will not be releasing the checklists until this summer, but that does not put us at a disadvantage or behind schedule. In 2022, we will focus on analyzing the existing plan, the visioning process, and public outreach. In 2023, we will focus on drafting the elements and in 2024 we will focus on finalizing the document and getting it adopted.

The general work for the next 2 ½ years will be broken out as follows:

2022	Prep-work year: Analysis, Visioning, & Public Outreach	% Accomplished
	1. Review relevant plans and regulations	35
	2. Begin public outreach (outreach will continue throughout)	
	3. Review strengths and weakness of 2015 plan	
	4. Identify opportunities and constraints for 2024 plan	
	5. Community identity and visioning	
	6. Housing Action Plan	
2023	Drafting year: Draft Plan and Update Development Code	50
	1. Update Land Use and Housing Elements	
	2. Draft remaining elements	
	3. Review and update development regulations affected by code	
	4. Continue public outreach	15
2024	Finalizing year: Updates, Adoptions, and Certifications	
	1. Finnish updates to all elements and chapters	
	2. Finalize review and update of development code	
	3. Provide notice to Dept. of Commerce	
	4. SEPA	
	5. Plan Certification by Puget Sound Regional Council	
	6. Initiate Implementation	

As of the writing of this staff report, the City has not yet chosen a consultant to assist with the update. Once this decision is made and the contract has been approved by Council, a detailed schedule will be provided.

Tree Code Enforcement Update

The enforcement piece of the tree code update is currently on hold until a Joint Planning Commission/City Council meeting can be scheduled. Due to scheduling conflicts and Council's retreat in March, Staff has tentatively scheduled a joint meeting during our April 26th regular meeting.

Work Plan

In October 2021, Council adopted the 2021-2023 Planning Commission work plan (updated plan is attached). With the tree code enforcement piece being on hold and permanent supportive and transitional housing being completed, the next task to consider is alternatives to original grade. This is a topic that was discussed as part of the bulk conversations in 2020. In February, staff will bring back proposed code and site examples.

TASK	ORIGIN/RANKING	% Complete	Start	Due/End Date
FUTURE POLICIES, PLANS & REGULATIONS				
<i>Shoreline Master Program (SMP) periodic review - Mandatory</i>	<i>Staff/Begin 2026</i>		<i>2026</i>	<i>Next update due 2028</i>
ENVIRONMENTAL/SUSTAINABILITY				
Tree Code Enforcement - re: survival of supplemental trees	PC, CC/1	On Hold	Summer 2021	Dec-21
POLICIES, PLANS & REGULATIONS				
Comprehensive Plan Periodic Review - Mandatory	Staff, CC/2		2022	June 30 2024
BULK REGULATIONS				
Alternatives to Original Grade	Staff, PC/3		Early 2022	2022
Analysis and strategic review of commuter parking	Staff, CC/4		2023	2023

Item	Description	Requests to Staff	Outside experts/ consultants needed	Deliverable	Timing and budget notes
Future Tasks - Mandatory Deadline					
Shoreline Master Program Period Review	This task involves updating the Shoreline Master Program (SMP), which manages shoreline resources and development in Medina, to comply with the Shoreline Management Act, State Shoreline Master Program Guidelines and best practices for shoreline protection. Update to ensure consistency between the SMP and the rest of Medina's Code.	Anticipated start should be no later than 2026 to meet 2028 deadline.	Yes	Update SMP to be compliant with changes in the laws, rules and applicable updated guidance that has been adopted since 2019.	Next mandated update is due in 2028. Suggested start <u>no later</u> than 2026.
Current Working Tasks					
ENVIRONMENT					
Tree Code Regulations					
1. Review the enforcement part of the tree code, specifically as it relates to the survival of supplemental trees	Although the tree code requires supplemental trees to survive for five years after planting, there is currently not a process that oversees this. Coupled with homeowner turnover, supplemental trees are often unknowingly cut down (due to their small size) or left to die. This task would consider ways to ensure the survival and/or tracking of supplemental trees by examining what other cities do and ensuring that whatever is proposed can be funded (if applicable) and enforced.	Staff: The first step will be to examine how surrounding cities utilize tree code enforcement.	We will be utilizing our existing consultants to help with this	The initial deliverable from PC to CC would be a high-level recommendation regarding implementing tree code enforcement for supplemental trees.	On hold pending joint PC/CC meeting
WA LAW / MANDATORY					
Periodic Review (Mandatory)					
2. Comprehensive Plan 2024 Periodic Review	This will be a total update of the existing Comprehensive Plan and will require coordination between Council, Planning Commission, Park Board, and residents. The process will include on-going public participation opportunities and outreach with the goal of hearing from as many stakeholders as possible. Comp Plan updates are a lengthy process which is why we will be starting early.	Staff: This will involve broad reaching public participation that includes Medina's residential and non-residential stakeholders as well as coordination between Council, Planning Commission, and Park Board.	Yes	The deliverable will be a user-friendly document that will include a community vision statement and serve as a roadmap for development in the city over the next twenty years (there are periodic updates mandated to the Comp Plan every 8 years).	Comp Plan grants are anticipated to open up in the summer of 2022. In the meantime, the city has applied for a Housing Action Plan which will cover a portion of the requirements of the Comp Plan Housing Element. The Comp Plan is due by June 30, 2024
MISCELLANEOUS					

3. Alternatives to Original Grade	Medina measures height from original grade. This is an imperfect process that requires a Geotech to take samples of the earth and analyze them to determine where on the lot original grade is. Because this is an imperfect science, different experts can reach different determinations of original grade. Over the years the conversation of finding an alternative to original grade has been discussed, most recently while Planning Commission was discussing bulk. This work plan item would be a study of the methods surrounding cities use to measure height by taking previously submitted applications from lots of varying topographies throughout the city and determining what the maximum height would be.	Staff: This would be a study of the methods surrounding cities use to measure height. The analysis will include taking previously submitted applications from lots of varying topographies throughout the city and determining what the maximum height would be under these alternative methods.	We will utilize our existing consultants to help with this	The deliverable will be a suggested update to the method for measuring height.	Begin early 2022
4. Analysis and strategic review of commuter parking	This would be a review of the impacts that commuter parking (both to utilize the 520 park-n-ride and to park-and-bike) has on surrounding neighborhoods; specifically going block-by-block to analyze the impacts the increased vehicle traffic is having on the neighborhoods.	Staff: This analysis would involve establishing an impacted buffer and conducting the analysis inside of that buffer over multiple days/weeks and multiple times of day	The study itself would be 100% consultant driven; proposed amendments to the code once the study was finished would be done by Planning Commission	The initial deliverable would be a study/report outlining the impacts that commuter parking has on the surrounding neighborhoods.	Begin 2023 pending available funding