



MEDINA, WASHINGTON

JOINT CITY COUNCIL AND PLANNING COMMISSION MEETING

Hybrid - Virtual/In-Person
Medina City Hall – Council Chambers 501 Evergreen
Point Road, Medina, WA 98039
Tuesday, February 24, 2026 – 6:00 PM

AGENDA

MAYOR | Jessica Rossman

DEPUTY MAYOR | Randy Reeves

COUNCIL MEMBERS | Joseph Brazen, Laura Bustamante, Harini Gokul, Michael Luis, Heija Nunn

CITY MANAGER | Jeff Swanson

CITY ATTORNEY | Jennifer S. Robertson

COMMISSION CHAIR | Shawn Schubring

COMMISSION VICE-CHAIR | Brian Pao

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

DEVELOPMENT SERVICES DIRECTOR | Steve Wilcox

DEVELOPMENT SERVICES COORDINATOR | Rebecca Bennett

Join Zoom Meeting

<https://medina-wa.zoom.us/j/88571595614?pwd=sAI9FhBahuNTnQX5a4qALAXAAwrbK4.1>

Meeting ID: 885 7159 5614

Passcode: 437383

One tap mobile

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1. **SPECIAL MEETING - CALL TO ORDER / ROLL CALL**

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

Planning Commissioners Members Barrett, Hsu, Lai, Nelson, Pao, Schubring

2. **SPECIAL MEETING TOPIC**

2.1 City Council/Planning Commission Work Plan
Recommendation: Discussion and direction.
Staff Contact: Jeff Swanson, City Manager

3. **ADJOURNMENT**

CERTIFICATION OF POSTING AGENDA

The agenda for the Tuesday, February 24, 2026, Special Meeting of the Joint City Council and Planning Commission was posted and available for review on Friday, February 20, 2026, 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.



MEDINA, WASHINGTON

AGENDA BILL

Monday, February 23rd 2026

<p>Subject/Topic: Planning Commission DRAFT Work Plan</p> <p>Dept. Origin: City Council</p> <p>Category: City Business</p> <p>Prepared by: Jeff Swanson, City Manager</p> <p>Attachments: DRAFT Planning Commission Work Plan</p>	<p>Proposed Council Action/Motion:</p> <p><input type="checkbox"/> Information Only</p> <p><input type="checkbox"/> Receive and File</p> <p><input checked="" type="checkbox"/> Discuss</p> <p><input type="checkbox"/> Provide Direction</p> <p><input type="checkbox"/> Public Hearing</p> <p><input type="checkbox"/> Adopt/Approve</p> <p><input type="checkbox"/> Other:</p>
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Proposed Council Action

Information/Discussion: orient City Council for the joint City Council/Planning Commission meeting on February 24, 2026.

Summary

The City Council and Planning Commission are meeting together February 24, 2026 in a workshop-style meeting to discuss current and future work plan items for the Planning Commission. Provided is a staff-prepared matrix of items for use in setting priorities and direction.

Attachments: DRAFT Planning Commission Work Plan

Council Priorities

This proposal furthers Council Priorities 2, 3, and 5.

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

Budget/Fiscal Impact: None.

Recommendation: Information/Discussion only.

City Manager Approval:

Proposed Council Motions: None.

Draft Work Plan

Priority Ranking	Reference	Item Title	Motivation	Deadline (if any)	Review Process	Project Status	Description	Q1 2026	Q2 2026	Q3 2026	Q4 2026	Q1 2027	Q2 2027	Q3 2027	Q4 2027
N/A	1	Comprehensive Plan Update	Compliance	12/31/2024	Planning Commission, DOC, SEPA. Council Approval	Complete	Ordinance 1035								
N/A	2	Middle Housing	Compliance	6/30/2025	Planning Commission, DOC, SEPA. Council Approval	Complete	Ordinance 1040								
N/A	3	Zero Lot Line Subdivision Update	Compliance	6/30/2025	Planning Commission, DOC, SEPA. Council Approval	Complete	Ordinance 1041								
N/A	4	Business Licensing	Community Interest		Council, DOC	Complete	Ordinance 1046								
	5	Ezee Fiber Franchise Agreement	Staff Work Process			In Process. Application received and fees paid.									
	6	Telecommunications Update	Code Update	2026	Council	In process. Appropriation for 2026 in budget.	MMC Telecommunications/Wireless code Chapters 15 and 16 require review to assure consistency with changing laws and to assure process is accurate. Budgeted \$50,000 in 2026 for telecom specialist consultant and/or City Attorney.								
	7	Tree Management Code Updates	Community Interest	2026	Planning Commission, DOC, SEPA. Council Approval	In Process. Concepts from arborists received. Council directed action toward code amendments. Development Services Director will develop the concepts with the City Arborist for the City Attorney to draft the MMC amendments.	MMC Chapter 16.52 updates according to previous direction by the Council. A review of the Tree Management Code and potential conversion to an "Urban Forest" code. Addressing enforcement process, including protocol for weekend tree removal activity oversight.								
	8	Gas Powered Leaf Blowers	Community Interest	TBD	Council	In Process. Discussions with City Council about policy and implementation occurred Q3 and Q4 2025.	Code changes. Implementation								
	9	Interim Official Control (IOC) Bulk	Community Interest	7/18/1905	Council	In Process. Draft Ordinance prepared by City Attorney under review.	On the Council agenda for 2/23/26 with recommendation to adopt.								
	10	Outdoor Lighting	Community Interest	2026	Planning Commission, DOC, SEPA. Council Approval	In Process. Planning Commission work is on-going with topic introduction 1/24/26. PC will continue review on 3/24/26.	New ordinance. "Dark Sky". Uses Outdoor Lighting IOC as basis. Review and approval process anticipated to be complete mid-summer 2026. A second extension of the Outdoor Lighting IOC will be required.								
	11	Critical Areas Code Update	Compliance	12/31/2025	Planning Commission, DOC, SEPA. Council Approval	In Process. Planning, DOC, SEPA completed. Two Public Hearings were conducted. Set for adoption Feb. 23rd.	Council review and request for adoption 3/9/26. Dept of Natural Resources commented, but nothing required to add/change in the CAO Update draft seen by the Council on 12/8/25.								
	12	Green Store Concomitant Agreement	Community Interest			In Process. Preliminary discussions with applicant regarding process have occurred.									
	13	Planing Services RFQ Process	Staff Work Process			In Process. RFQ under development.									
	14	Right of Way Vision	Aspirational	TBD	TBD	In Process: scoping discussions with City Council, Planning Commission, and Park Board have occurred.	(1) Develop and pursue a strategy to update the comprehensive plan and municipal code to globally address challenges with City rights-of-way through community-supported improvements to design elements, standards for sidewalks and vegetation, and preservation of neighborhood and community character. (2) Increase code compliance in rights-of-way. (3) Review street design standards and address traffic safety/mobility and reducing impact of vertical curves. (4) Pedestrian mobility plan city-wide; capital project priorities; Points Loop Trail								

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	15	2024 State Building Code Update	Compliance	2027	Council		Requires the inclusion of an evaluation of Bellevue Fire Department codes and affect on Medina.								
	16	Shoreline Master Program (SMP) Update	Compliance	2029	Planning Commission, DOC, SEPA. Council Approval		Per RCW 90.58.080, Medina is required to update its SMP in 2029. Ecology intends to release grant funding for SMP updates in 2027 - Medina should expect to prepare a grant application at that time. It will also be a good time to reflect on the adopted SMA changes and the level of effort (LOE that will be needed to reflect the SMA changes into Medina's SMP update. Presently, Ecology has drafted sea-level rise content in their SMA revision that, if adopted, would require a considerable LOE from a highly specialized professional. Start in 2027 with (potential) grant application, Planning Commission calendar, budget. 2029 deadline. Budget required for Planner and City Attorney.								
	17	Affordable Housing	Compliance	12/31/2024	TBD		The GMA requires that development regulations be adopted that implement the Comprehensive Plan. While Medina timely adopted its periodic update to its Comprehensive Plan in 2024, development regulations related to affordable housing should be adopted by ordinance. HB 1220. RCW 36.70A.020								
	18	Conversion of nonresidential construction to residential	Compliance	6/30/2026			Creates circumstances where conversions of existing buildings into residential construction do not need to comply with energy code requirements. Prohibits cities from requiring a change of use permit for conversions to residential use. Limited applicability to Medina, but code updates required. HB 1757. RCW 35A.24.440. RCW 35.21.990.								
	19	Unit lot subdivisions	Compliance	7/27/2027			Cities are required to allow unit lot subdivisions, which is a system of land division that allows a more creative use of "children" and "parent" lots to meet the development and public use requirements for the subdivision. Note: although cities have until July 2027 to adopt ordinances implementing this statute, the statute is still applicable and if Medina received an application for a unit lot subdivision, it would have to be reviewed as per RCW 58.17.020 and RCW 58.17.060. SB 5559.								
	20	Residential lot splitting	Compliance	7/27/2027			Requires cities to allow for the division of a residential lot into 2 lots by administrative decision. This does not apply to lots that are "unbuildable" due to critical areas or shorelines. HB 1096. RCW 36.70A.635								
	21	Siting of childcare centers	Compliance	7/27/2027			Cities must allow childcare centers as an outright permitted use in all zones other than industrial zones and open space zones. This use has to be allowed outright. Consider ways to manage traffic associated with the use. SB 5509. RCW 35A.21								
	22	Climate change resiliency sub-element	Compliance	6/30/2029			Medina is required to adopt a sub-element in its Comprehensive Plan for Climate Change Resiliency by June 30, 2029. All counties in the state other than Pierce, King, Snohomish, and Kitsap will be adding Climate Change elements to their Comprehensive Plans at the time of their plan adoption in the coming years - there may be helpful content created in these counties for Medina to base its subelement efforts on, reducing the level of effort toward compliance with this requirement.								

Draft Work Plan

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	23	Residential Parking	Compliance	None			Limits cities abilities to require garages or carports for residential parking, and imposes other parking design standards, like dimensional limitations of 8' x 20' parking stall sizes. There is no deadline for incorporating the standards set forth in this law into MMC, but land use regulations still have to comply with these provisions. SB 6015. RCW 36.70A.622								
	24	Code reform for energy-efficient and affordable housing	Compliance				Cities must allow buildings retrofitted into residential uses to exceed setbacks and height limitations by 8 inches for insulation (nonconformities can also expand another 8 inches). Gross floor area must be measured using floor space interior to drywall. These standards also extend to "passive houses," an energy efficient type of housing design. Roof-mounted solar panels must be allowed to exceed height limitation by 48 inches. Note: although cities have until 6 months after their 2029 Implementation Report to adopt ordinances codifying these changes, the statute is still in effect as of July 2025 and supersedes any conflicting local ordinance. HB 1183. RCW 36.70A.								
	25	SEPA Code Updates	Compliance				Code review/updates								
	26	PROS Plan Updates	Aspirational				Parks Maintenance: (1) Review Comprehensive Plan policies related to specific Parks assets (amenities and ecological functions), (2) Identify gaps between present state and intended use/condition, (3) Determine plan for ongoing maintenance and capital improvements, (4) Plan and phase budgeting								
	27	Capital Facilities Planning	Aspirational				Capital Planning: (1) Update and maintain capital facilities plans for public infrastructure systems (streets, parks, public facilities, stormwater), (2) Develop impact fee and system development charge structures to account for impacts of growth and development, (3) Identify strategies to address funding gaps, (4) Develop and align frontage improvement and other site specific development impact mitigation requirements								
	28	Low Impact Development Standards	Aspirational				Code review/updates								
	29	Climate Action Plan	Aspirational				Climate Action Plan/reducing hydrocarbon usage in City operations								
	30	General Approach	Aspirational				Review MMC and Comp Plan and resolve areas of misalignment								
	31	Comprehensive Plan Amendments	Aspirational				Land Use Element: adopt mixed use, commercial/neighborhood commercial, residential zoning codes and related development standards. Amend map and rezone areas of the City where code will apply.								
	32	Undergrounding Utilities	Aspirational												
	33	Original Grade Process	Code Update		Council		Evaluate the MMC Original Grade process vs. other jurisdictions. Previous Planning Commission topic.								
	34	Separation of structures	Code Update		Planning Commission, DOC, SEPA. Council Approval		Buildings and structures under the MMC that are 6'-0 and less apart are considered one for building height calculation. This can skew the allowed combined height. This should be evaluated for potential amendment. Budget required for Planner and City Attorney.								
	35	Review maximum number of uses at a pier	Code Update		Planning Commission, DOC, SEPA. Council Approval		Recently permitted a joint use pier with 9-separate lifts. Budget required for Planner and City Attorney.								

Draft Work Plan

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	36	Construction Activity Permit Updates	Community Interest	2026	Council		Update CAP noticing as required by the Council. Potential to enhance the CAP requirements, process, and use following experience using this ordinance. Development Services Director would like until late Summer 2026 to complete a full draft of CAP proposed changes.								
	37	Sign Code Update with CAP	Community Interest	2026	Council		New noticing of development projects requires that the Medina sign code be updated to conform.								
	38	Private Sport Court Noise	Community Interest		Council		Evaluate common noise mitigations for potential MMC amendment.								
	39	Street Vacation Code	Community Interest				Code review/updates								
	40	Nuisance Noise Regulations	Community Interest				Construction hours, garbage pickup hours, GPLB use. Code review/updates								
	41	Viewshed Maintenance	Community Interest				Review Comp Plan and applicable code/enforcement activities.								
	42	Short Term Rentals	Community Interest				Consider policy and any necessary MMC updates								
	43	Review Golf Course Code	Community Interest												
	44	Review Parks Code - Wine Garden Allowance for City Events	Community Interest												
	45	SEATAC Flight Path Noise Impacts	Community Interest												
	46	Permit Fees and Use of Advanced Deposit	Staff Work Process		Council		Use of AD is increasing as permit fees fall behind. This can be a staff project broken into parts, or this can be a consultant project in part or whole. Budget required if consultant is involved. At least some work is needed in 2026.								
	47	Annual Tree Trimming Permits	Staff Work Process		Council		Utilities such as PSE trim Medina right of way trees annually and must go through a non-administrative process.								
	48	Annual Permits for Certain Private Property Tree Maintenance and Grading and Drainage	Staff Work Process		Council		Private property with arborist and tree management plans could have annual permits for certain work to save time and City Administration.								
	49	Development Code Definition Additions	Staff Work Process				"Secretary" of Planning Commission. "Green Roof". "Impervious/Pervious Surface". "Right of Way Tree". "Cabana". "Noxious Weed". "Proof of Ownership". "Substructure". "Contiguous". Possibly others.								
	50	Update Fee Resolution 400. Combine Res. 417	Staff Work Process		Council		Development fees need review and updating.								
	51	Update Complete Permit Application Requirements Checklist	Staff Work Process		Council		Updates to conform to changing processes.								
	52	Construction Parking Permits	Staff Work Process		Council		Remove permitting authorization by Police. This conflicts with the CAP.								
	53	Property Entrance Wiring Code Update	Staff Work Process		Council		Evaluate MMC 16.41.020 for clarification regarding development project electrical wiring undergrounding.								
	54	Code Enforcement Chapter 1.15 MMC Update	Staff Work Process		Council		MMC 1.15 should be evaluated for updating throughout. Enforcement process needs better definition. Fine table out of date.								
	55	Construction Truck Fee	Staff Work Process		Council		Evaluate "Heavy Truck Fee" used by neighboring jurisdictions. Applies a fee to development projects from use of Medina public roads.								
	56	Development Agreement Code	Staff Work Process				Code review/updates								
	57	Require Site Plan Approvals	Staff Work Process												
	58	Vacant Homes Code Enforcement	Staff Work Process												
	59	Non-administrative Variance Policy/Code	Staff Work Process												