



MEDINA, WASHINGTON

PLANNING COMMISSION MEETING

Hybrid - Virtual/In-Person
Medina City Hall - Council Chambers
501 Evergreen Point Road, Medina, WA 98039
Tuesday, January 27, 2026 – 6:00 PM

AGENDA

COMMISSION CHAIR |

COMMISSION VICE-CHAIR |

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

STAFF LIASON | Steven Wilcox, Development Services Director

DEVELOPMENT SERVICES COORDINATOR | Rebecca Bennett

Online Meeting Participation

The Medina Planning Commission offers both in-person and online meeting participation. If you will be participating online and wish to speak to the Commission at the meeting, please register with Medina's Development Services Coordinator prior to 2:00pm on the day of the Planning Commission meeting at 425.233.6414, or email rbennett@medina-wa.gov. You will be called 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 the time limit is reached. The Commission will also accept your written comments. Written comments must be submitted by 2:00pm on the day of the Planning Commission meeting to the Development Services Coordinator.

Join Zoom Meeting

<https://medina-wa.zoom.us/j/85868549418?pwd=LqHKGvDhSOGF2aocoTbRCmaJs04txb.1>

Meeting ID: 858 6854 9418

Passcode: 250977

One tap mobile

+12532050468,,85868549418#,,, *250977# US

+12532158782,,85868549418#,,, *250977# US (Tacoma)

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

2. **ELECTIONS**

[2.1](#) Elect Chairperson and Vice Chairperson for 2026

3. **APPROVAL OF MEETING AGENDA**

4. **APPROVAL OF MINUTES**

[4.1](#) Planning Commission Meeting Minutes of November 18, 2025

Recommendation: Adopt Minutes.

Staff Contact: Rebecca Bennett, Development Services Coordinator

5. **ANNOUNCEMENTS**

5.1 Staff/Commissioners

6. **PUBLIC COMMENT PERIOD**

Please see "Online Meeting Participation" above.

7. **DISCUSSION**

[7.1](#) Outdoor Lighting Ordinance

Recommendation: Discussion only

Staff Contact: City consultant Kim Gunderson from Mahoney Planning

Time Estimate: 1 hour and 15 minutes

8. **ADJOURNMENT**

Next Planning Commission Meeting: February, 24, 2026 at 6:00 PM.

ADDITIONAL INFORMATION

Planning Commission meetings are normally conducted on the 4th Tuesday of the month at 6:00pm, unless otherwise scheduled. Please see the City of Medina website Meetings | Medina Washington for a current meeting schedule.

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

UPCOMING MEETINGS

Tuesday, February 24, 2026

Tuesday, March 24, 2026

Tuesday, April 28, 2026

Wednesday, May 27, 2026 (Special Meeting)

Tuesday, June 23, 2026

Tuesday, July 28, 2026

August - DARK - No Meeting
Tuesday, September 22, 2026
Tuesday, October 27, 2026
November TBD
December 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 27, 2026

TO: Medina Planning Commission

FROM: Rebecca Bennett, Development Services Coordinator

RE: Opening the Meeting and Electing the 2026 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 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 seat.



MEDINA, WASHINGTON

PLANNING COMMISSION SPECIAL MEETING

Hybrid - Virtual/In-Person
Medina City Hall - Council Chambers
501 Evergreen Point Road, Medina, WA 98039
Tuesday, November 18, 2025 – 6:00 PM

MINUTES

1. CALL TO ORDER / ROLL CALL

Planning Commission Vice Chair Shawn Schubring called the Planning Commission meeting to order in the Medina Council Chambers at 6:01pm.

PRESENT

Commission Chair Laura Bustamante
Commission Vice-Chair Shawn Schubring
Commissioner Julie Barrett
Commissioner Evonne Lai
Commissioner Mark Nelson
Commissioner Brian Pao

ABSENT

Commissioner Li-Tan Hsu

STAFF

Bennett, Findlay-Reitan, Nickle, Swanson, Wilcox, Yormick

2. APPROVAL OF MEETING AGENDA

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

3. APPROVAL OF MINUTES

3.1 Planning Commission Meeting Minutes of October 28, 2025

Recommendation: Adopt Minutes.

Staff Contact: Rebecca Bennett, Development Services Coordinator

ACTION: Motion to approve the meeting minutes as amended. Motion passed 6-0.

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

4. ANNOUNCEMENTS

4.1 Staff/Commissioners

None were heard.

5. PUBLIC COMMENT PERIOD

None were heard.

6. PUBLIC HEARING

- 6.1 Public Hearing - Proposed Amendments to the Critical Areas Ordinance
Hold a public hearing, to take public testimony on the Critical Areas Ordinance
Staff Contact: Steven Wilcox, Development Services Director

Facet gave PowerPoint presentation on the Critical Areas Ordinance. Planning Commission Vice Chair Schubring opened the public comment period. Public comment was made by Medina resident Margaret Maxwell. Vice Chair Schubring closed the public comment period.

7. EXECUTIVE SESSION

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.

Planning Commission adjourned to executive session at 6:50pm for 30 minutes for discussion under RCW 42.30.110(1)(i).

8. PLANNING COMMISSION BUSINESS

- 8.1 Concerns of the Commission

None were heard.

- 8.2 Critical Areas Ordinance Update
Recommendation: Approval of the Draft CAO Update Ordinance as Recommendation to the Council
Staff Contact: Steven Wilcox, Development Services Director with Staff from our consultant Dan Nickel and Douglas Yormick

Commissioners discussed and asked questions.

ACTION: Motion to recommend approval of the Critical Areas Ordinance update and to direct staff to forward the Planning Commission's recommendation to the City Council with MMC 16.72.060 and MMC 16.50.050 having consistency. Approved 6-0.

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

9. ADJOURNMENT

Meeting adjourned at 7:46pm.

ACTION: Motion to adjourn. Approved 6-0.

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

DRAFT



MEDINA, WASHINGTON

Planning Commission

Tuesday January 27, 2026

Subject: Outdoor Lighting Ordinance

Planning Commission Action: Discussion item only. No action.

Staff Contact: Steve Wilcox, Development Services Director

Summary

At its meeting on June 23, 2025 the City Council passed new outdoor lighting regulations. The need for this new Medina Municipal Code Chapter 16.25 comes from Council priorities established as a result of the recent adoption of the Middle Housing ordinance. Increased density which can result from Middle Housing will have adverse impacts on the Medina community. Impacts associated with outdoor lighting is seen as a high priority to address because we have already had lighting complaints even prior to the new density rules.

MMC 16.25 is adopted as an Interim Official Control which is a process having some similarities to a moratorium. An Interim Official Control is a process that adopts temporary (6-month) regulations and allows those temporary regulations to be extended by Council for additional 6-month periods following a public hearing with each extension. The benefit of an Interim Official Control is that it allows a City to immediately apply important changes to its Municipal Code while it studies the particulars that are appropriate of its permanent ordinance.

Amending Medina's Development Code Title 16 requires Planning Commission involvement. Planning Commission is required to review, approve, and forward to the Council with recommendation any new development ordinances. Because the outdoor lighting matter was considered a community priority, Council accepted an Interim Official Control proposal which does not require Planning Commission involvement. Council has given direction at its June 23, 2025 meeting for Planning Commission to study and process permanent outdoor lighting regulations to be brought to Council before the expiration of the interim official control on outdoor lighting. However, due to essentials of code amendment timing, an extension approval by Council of the Interim Official Control (Ordinance 1050) was necessary and occurred on December 8, 2025, extending the validity of the Interim Official Control until June 13, 2026.

Mahoney Planning, LLC is under contract with the City of Medina to provide on-call current and long-range planning support services, and has been tasked with preparing the permanent Outdoor Lighting Ordinance that will be recommended for adoption to City Council. Kim Gunderson of Mahoney Planning has prepared and attached a PowerPoint slide deck that will be presented to Planning Commission at its January 27, 2026 meeting; the slide deck details the scope of the project, the project's goals, outstanding items to consider with Planning Commission, and a project schedule that prioritizes the fastest possible adoption of Medina's Outdoor Lighting Ordinance. Importantly, this project has been designed with the intention of efficiently building off of Medina's Interim Official Control as a template, a work product that has already been thoughtfully crafted to reflect feedback from City Council and now only needs refinement to capture remnant direction from City Council. The new ordinance will apply to new construction and is not retroactive to existing conditions.

It is intended that over the coming months, Planning Commission will be asked to workshop a final Outdoor Lighting Ordinance with the Development Services team that frames the City's expectation for appropriate outdoor lighting exemptions, applicability of the new ordinance, a harmony between the built and natural environments, and particulars related to height, color, shielding, and use for security and protection of property.

Attachment(s)

PowerPoint Slide Deck prepared by Mahoney Planning for presentation at January 27, 2026 Planning Commission meeting

Ordinance No. 1043 Outdoor Lighting

Proposed Planning Commission Motion:

Discussion item only. No action



Medina Outdoor Lighting

Mahoney Planning, LLC
Kimberly Gunderson, Principal

Agenda



01 Background

02 Council Direction

03 Scope of Project

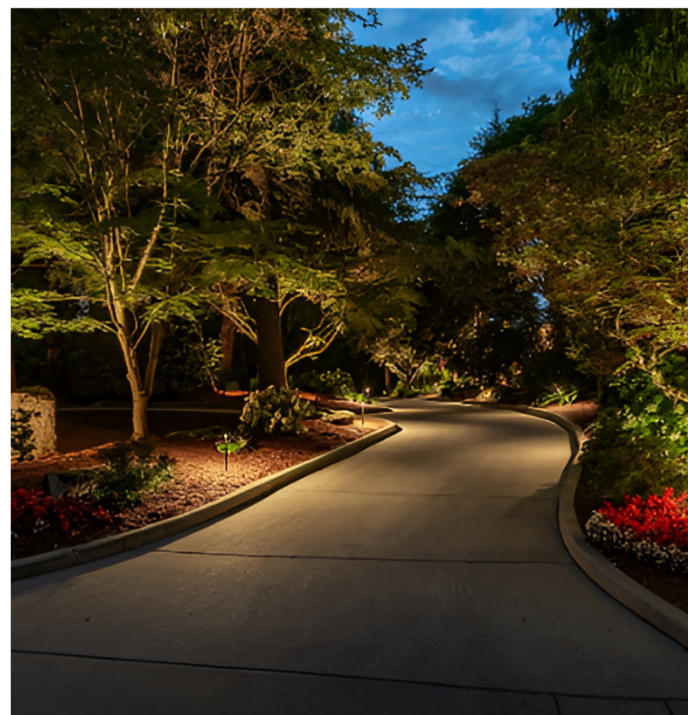
04 Project Schedule

05 Open Dialogue

Background

Project Goals – What are we trying to achieve?

- Ensure future growth protects Medina's sylvan nature
- Support "dark skies"
- Harmonize the built and natural environments
- Mitigate anthropologic impacts to Medina's natural setting
- Create an enforceable ordinance
- Ensure Medina can properly light public facilities for safety (pathways, signs, flag poles)



Background (Cont.)

- **June 23** – City Attorney presented Council with Interim Ordinance Control (IOC). Council Passed Ord. 1043
 - **Motion:** “Direct the Planning Commission to study and process permanent outdoor lighting regulations to be brought to Council before the expiration of the interim official control on outdoor lighting.”
 - Created MMC Chapter 16.25
- **July 28** – Council held Public Hearing on IOC
- **December 8** – Extend IOC for 6 months

Council Direction

Exceptions or Exemptions

- Lighting flag poles on City property
- Lighting at public facilities, where lighting is necessary for safety purposes
 - Otherwise, upgrade lighting at City-owned facilities to comply with Ord. Lead by example.
- Illuminate park signs, entrance signs
- Allow motion sensor lights for property security
- Do not limit how broadly light can emanate on property
- Limit the height of outdoor lighting
- School fields, with shielding/restrictions

Things to Consider

- Pool lights should be allowed
- Preferred Kelvin color (5,000 or less)

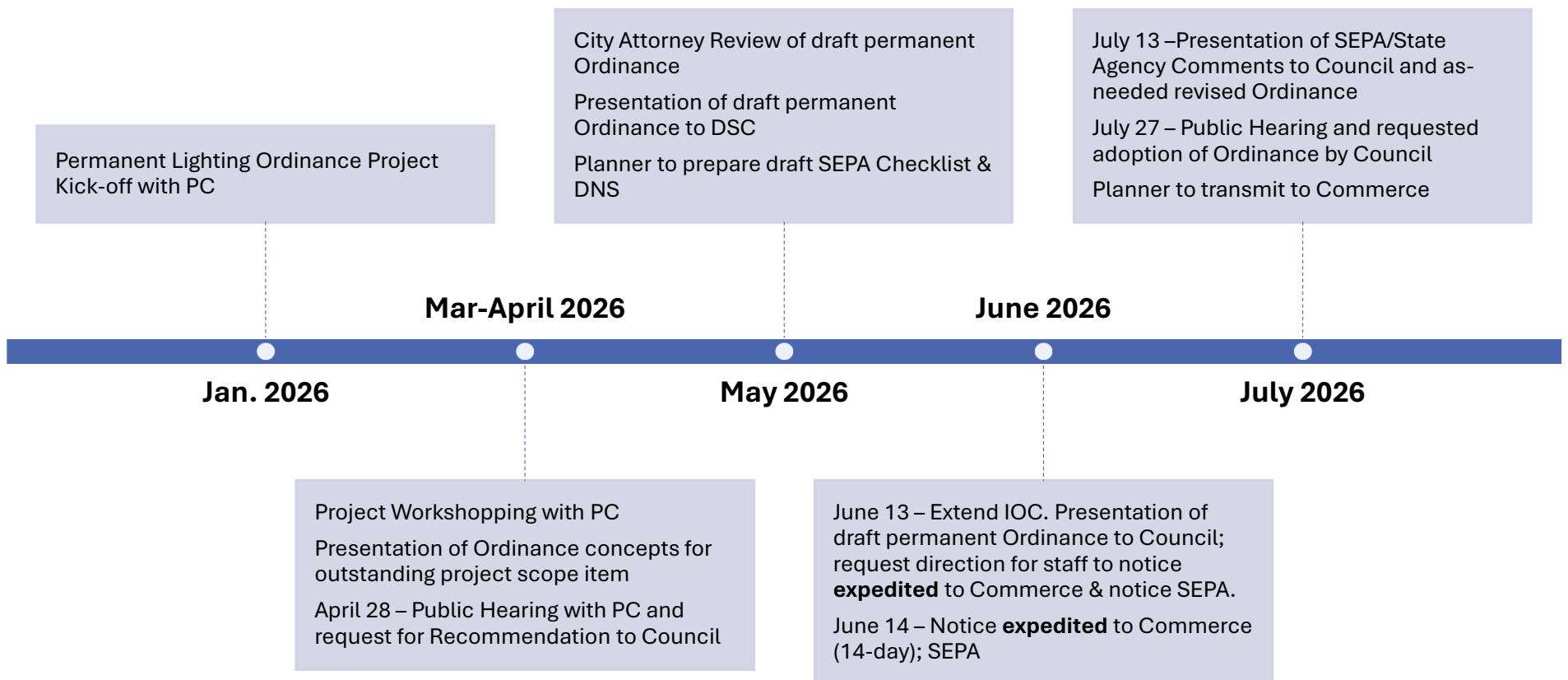
Scope of Project

Final Ordinance to
build off base IOC

Outstanding Items for Incorporation PC Items for Recommendation to Council

- Exemptions for
 - Flag poles on City-owned property
 - Signs, wayfinding
 - Pool lighting
 - School fields, with shielding/restrictions
- New/Remodeled Development to Comply
 - Applies to all new/remodel projects, public and private, unless specifically exempted
- Harmonize the built and natural environments
 - Mitigate anthropologic impacts to natural environment
- Private property security
 - Allow motion sensor lights for property security
 - Do not limit how broadly light can emanate on property
- Limit height of outdoor lighting
- Explore restriction on Kelvin color (5,000 or less)

Project Schedule



Open Dialogue with Planning Commission

Please offer any reactions or perspectives on:

- Exemptions for
 - Flag poles on City-owned property; Signs, wayfinding; Street lights, public improvements for safety
 - Pool lighting
 - School fields, with shielding/restrictions
 - Security lighting, motion detectors, timed sensors
- Should height of outdoor lighting be regulated?
- Should Kelvin color temperature be restricted? (5,000 or less, 3,000 or less?)
- Should City retrofit existing buildings? (Lead by example)
- Other general ideas

