



MEDINA CITY COUNCIL

Saturday, February 10, 2024

8:00 AM – SPECIAL MEETING

RETREAT

AGENDA

VISION STATEMENT

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

MISSION STATEMENT

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



MEDINA, WASHINGTON

MEDINA CITY COUNCIL SPECIAL MEETING - RETREAT

Saturday, February 10, 2024 – 8:00 AM

Board Room – Overlake Golf and Country Club
8000 NE 16th Street, Medina WA 98039

AGENDA

MAYOR | Jessica Rossman

DEPUTY MAYOR | Randy Reeves

COUNCIL MEMBERS | Joseph Brazen, Jennifer Garone, Harini Gokul, Mac Johnston, Michael Luis

CITY MANAGER | Stephen R. Burns

CITY ATTORNEY | Jennifer S. Robertson

CITY CLERK | Aimee Kellerman

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

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

2. **SPECIAL MEETING TOPICS**

2.1 Update on State Mandates by the city's lobbyist Jennifer Ziegler with Soundview Strategies.

Time estimate: 30 minutes

2.2 Comprehensive Plan Update/Discussion

Time estimate: 30 minutes

2.3 Review of 2022/2023 Goals and Priorities and Priorities with Results

Time estimate: 25 minutes

BREAK – 15 MINUTES

2.4 Council Goals and Priorities for 2024 and 2025

Time estimate: 120 minutes

2.5 Roundtable and Wrap Up

Time estimate: 15 minutes

3. **ADJOURNMENT**

Next Regular Meeting: Monday, February 12 at 5:00 PM.

UPCOMING MEETINGS

Monday, February 12, 2024 - City Council Meeting (5:00PM)
Monday, February 19, 2024 - Presidents' Day - City Hall Closed
Monday, February 26, 2024 - City Council Meeting (5:00PM)
Monday, March 11, 2024 - City Council Meeting (5:00PM)
Monday, March 25, 2024 - City Council Meeting (5:00PM)
Monday, April 8, 2024 - City Council Meeting (5:00PM)
Monday, April 22, 2024 - City Council Meeting (5:00PM)
Monday, May 13, 2024 - City Council Meeting (5:00PM)
Monday, May 27, 2024 - Memorial Day - City Hall ClosedTuesday, May 28, 2024 - City Council Meeting (5:00PM)
Monday, June 10, 2024 - City Council Meeting (5:00PM)
Wednesday, June 19, 2024 - Juneteenth - City Hall Closed
Monday, June 24, 2024 - City Council Meeting (5:00PM)
Thursday, July 4, 2024 - Independence Day - City Hall Closed
Monday, July 8, 2024 - City Council Meeting (5:00PM)
Monday, July 22, 2024 - City Council Meeting (5:00PM)
Monday, August 12, 2024 - City Council Meeting - Dark No Meeting Monday, August 26, 2024 - City Council Meeting - Dark No Meeting
Monday, September 2, 2024 - Labor Day - City Hall Closed
Monday, September 9, 2024 - City Council Meeting (5:00PM)
Monday, September 23, 2024 - City Council Meeting (5:00PM)
Monday, October 14, 2024 - City Council Meeting (5:00PM)
Monday, October 28, 2024 - City Council Meeting (5:00PM)
Monday, November 11, 2024 - Veterans Day - City Hall ClosedTuesday, November 12, 2024 - City Council Meeting (5:00PM)
Monday, November 25, 2024 - City Council Meeting (5:00PM)
Thursday, November 28, 2024 - Thanksgiving Holiday - City Hall Closed
Friday, November 29, 2024 - Day After Thanksgiving Holiday - City Hall Closed
Monday, December 9, 2024 - City Council Meeting (5:00PM)
Monday, December 23, 2024 - City Council Meeting (5:00PM)
Wednesday December 25, 2024 - Christmas Day - City Hall Closed

CERTIFICATION OF POSTING AGENDA

The agenda for the Saturday, February 10, 2024 Special Meeting of the Medina City Council was posted and available for review on Thursday, February 8, 2024 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.



CITY OF MEDINA

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

MEMORANDUM

DATE: February 10, 2024

TO: Medina City Council

FROM: Jonathan Kesler, AICP, Planning Manager

RE: Periodic Update to the Comprehensive Plan Overview

The Medina City Council, Planning Commission, Park Board, Staff and Consultants will work toward having a complete draft of the updated Comprehensive Plan available for public comment by the beginning of June 2024. The process will proceed in a streamlined way, due to the limited window of time left to complete this mandatory update of the Comp Plan. After initial review by the Planning Manager and the consultants, the Council will be informed at its meeting that a draft element will be reviewed by the Planning Commission (PC) at its next meeting. The Council may give direction at that time. Once an element has been reviewed by the PC at its meeting, recommended changes will be made and it will be sent to PSRC and the Department of Commerce for review for consistency with the required Comprehensive Plan Update guidelines.

This streamlined process should provide enough time, in Summer 2024, for the mandatory regulatory reviews (PSRC review, SEPA, 60-day notice to the Department of Commerce) to occur. This will ensure that the public will have ample opportunity to view and comment on the entire document, as well.

These efforts should result in the City reaching its goal of adopting the Comp Plan at the October 14, 2024, Medina City Council Meeting. This plan to adopt it prior to the December 31st, 2024, deadline will build in a nearly 2-month buffer that we can utilize and remain compliant.

Please see below for timelines and deliverables for each element:

Draft Deliverables and Status:

Element	Status	Start	Due Dates
Land Use	Not Started.	Estimated start in February	March 15, 2024
Housing	Element has been drafted by City	Ready to send to PSRC and Commerce.	
Natural Environment (with Shoreline Sub-Element)	Notes for Sub Element are pending.	Estimated start in March	April 19, 2024

Community Design	Element has been drafted by City.	Ready to send to PSRC and Commerce.	
Transportation & Circulation	Not Started.	Estimated to start in April.	May 7th, 2024
Parks and Open Spaces	Not Started.	Estimated to start in April.	May 7th, 2024
Capital Facilities	Not Started.	Estimated to start in April.	May 7th, 2024
Utilities	Element has been drafted by City.	Ready to send to PSRC and Commerce.	

Draft Element Timelines:

FEBRUARY 2024:

- Element update estimated to start in **February**.
- A draft of the Land Use Element is due to the Planning Manager by **March 15th**.

MARCH 2024:

- Element update estimated to start in **March**.
- A draft of the Natural Environment Element is due to the Planning Manager by **April 19th**.

APRIL 2024:

- Element update estimated to start in **April**.
- A draft of the Capital Facilities Element is due to the Planning Manager by **May 7th**.
- A draft of the Parks and Open Space Element is due to the Planning Manager by **May 7th**.
- A draft of the Transportation Element is due to the Planning Manager by **May 7th**.
- SEPA needs to be turned into City for Review by **April 26th**.

JUNE 2024:

- **Full draft** of revised Comprehensive Plan released for public comment.
- Sending full draft of Comprehensive Plan and Commerce Checklist to Department of Commerce for **60 Day review by June 28th, 2024. (Needs to happen at least 60 days prior to adoption.)**

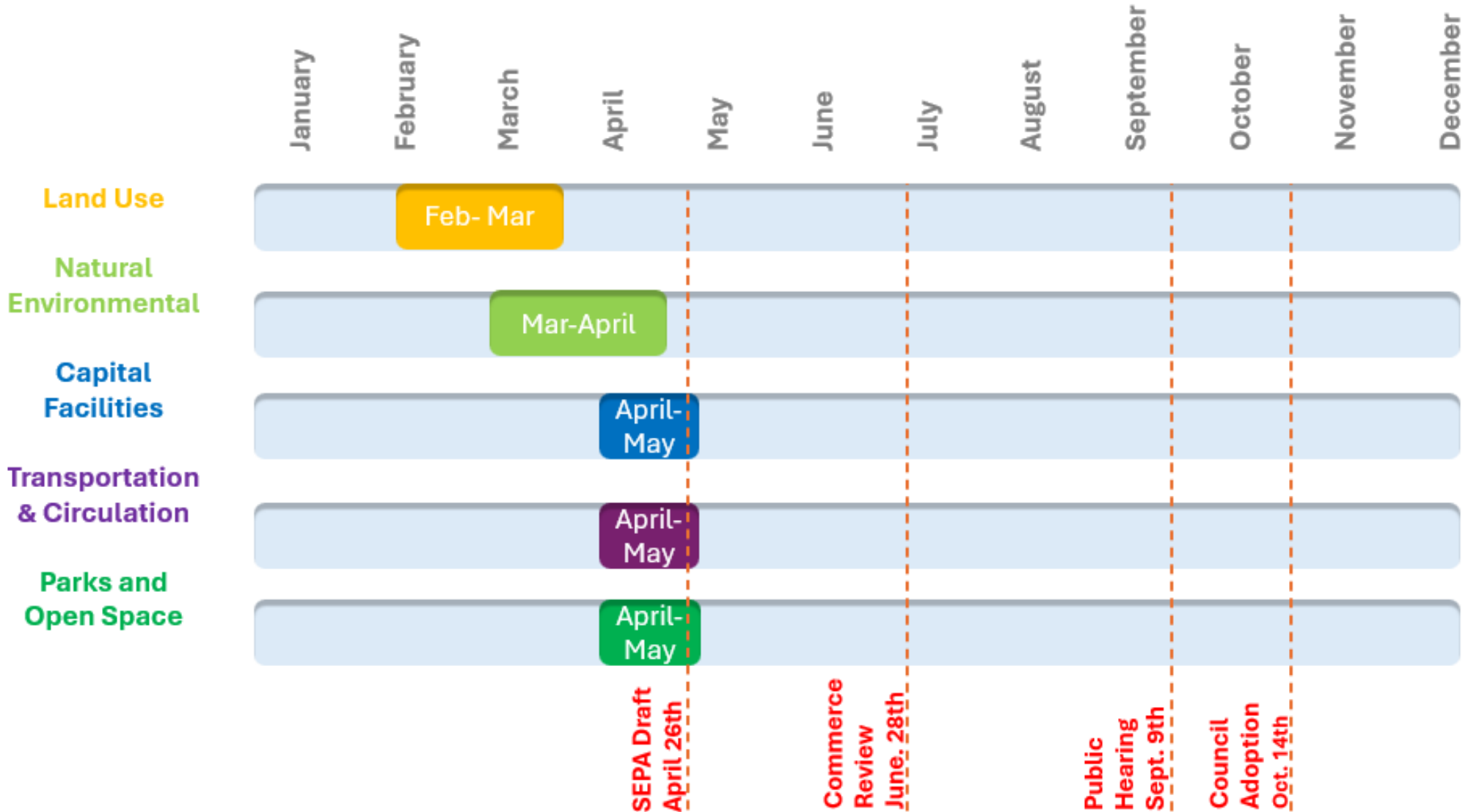
SEPTEMBER 2024:

- **September 9, 2024** – Public Hearing on Comprehensive Plan.

October 2024:

- **October 14th, 2024** – Special Council Meeting for Council Adoption

Project Time Line - Comprehensive Plan 2024 Update





CITY OF MEDINA

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

Date: February 10, 2024

To: Honorable Mayor and City Council

From: Stephen R. Burns, City Manager

Subject: Review of 2023 Goals and Priorities and Priorities with Results

On Monday, October 24th, 2022, the Medina City Council held a retreat to discuss 2022/2023 Goals and Priorities.

Council identified six City priorities:

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

The City Council identified six goals for staff to work on in 2023. Below are the goals with results.

- Create a clear timeline and protocols for Council projects to include no new code without an enforcement plan.
 - *The Medina Council approved the final draft at the December 11, 2023, Medina Council Meeting.*
- Strategy for creative revenue sources, relook at fine structure and compare or calibrate with other cities.
 - *Development Services Director Steve Wilcox provided an update to the City Council on February 27, 2023 covering short-term and long-term budget outlook and stabilization for Development Services.*
- Implement a full HR system that covers employee lifecycle.
 - *Finance/HR Director Ryan Wagner is working with vendor ADP on the draft Human Resource Manual. The manual will ensure the City is meeting all HR requirements. City staff is reviewing the initial draft and will be bringing the manual to Council in the beginning of 2024.*
- Add each department's business lines and service levels on the website.

- *In the first week of June, Central Services Director Aimee Kellerman, working with staff, has included business lines and service levels on the city website – under “Know Your Government” - [Check Out Your Local Government and the Services We Provide | Medina Washington \(medina-wa.gov\)](https://www.medinawa.gov/services-we-provide).*
- Research and develop a plan for undergrounding utilities; and
 - *Public Works Director Ryan Osada provided an update to the Council at the April 24, 2023 City Council Meeting.*
- Research available options for reducing ghost homes.
 - *Former City Attorney Scott Missall presented a report to the Council at the October 23, 2023, Council Meeting. Medina City Council members will continue to individually research ways to address this issue.*



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Date: February 10, 2024

To: Honorable Mayor and City Council

From: Stephen R. Burns, City Manager

Subject: Council Retreat Items

To assist in Council's discussion for the 2024 and 2025 goals and objectives, staff is providing a list of department projects being worked on in 2024 along with Council's requested agenda items and potential legislative items.

The list of "2023 Council Parking Lot" items to be discussed and prioritized:

- Development Services
 - Floatplane Moorage Code Update – Development Services
 - Airbnb Code Review - Development Services
 - Code Enforcement Discussion - Development Services
 - Cost vs Service Analysis and Advance Deposit - Development Services
- Public Works
 - City Reimbursement for ROW Hedge – Public Works/City Attorney
 - City ROW Policy - Public Works
 - Stormwater Management - Public Works

Council Future Agenda Item Requests:

- City Manager
 - Republic Services – Weekly Solid Waste Change – City Manager
 - Buildings/Facilities Management - City Manager
 - SR-520 Joints Noise Update – City Manager
 - Gas-Powered Leaf Blowers – City Manager
 - Holiday Hours for Medina Kitchen and Market - City Manager
- Public Works
 - Flashing Crosswalk Signs for NE 24th Street and NE 12th Street – Public Works
 - 77th Ave Sidewalk/Landscaping Project – Public Works
- Development Services
 - Location on where Permit Signs are posted, especially when it's a private lane – Development Services

2023 Council Direction:

- City Manager
 - Street Vacation Code Update – City Manager/City Attorney

- Development Services
 - Tree Management Code Amendments: Short-term Solutions as recommended by city arborist (Development Services):
 - Remove – “Supplemental trees in excess of those needed to meet the minimum required tree units shall not be required.”
 - Require species that can attain similar canopy size to trees being removed.
 - Expand “List of Suitable Trees” to allow select deciduous non-native species.
 - Tree preservation plan shall include a report by a qualified professional that identifies compliance with code objectives.
 - Increase minimum replacement trees to account for attrition.
 - Legacy and Landmark trees: Removes “the risk of the tree declining or becoming a nuisance is unenhanced by any proposed development.”

Department Work Projects for 2024:

- Public Works –
 - NE 12th Street Pedestrian Improvements – 3-month project with utility and resident coordination – anticipated start date in March and concluding by July.
 - Medina Park Pond Dredging – 3-month project with major park & community impact. Permitting and contractor coordination – anticipated to start in July and end by October.
 - Stormwater Permit Compliance – all year, private storm inspection, CB inspections, sweeping, line jetting, IDDE, & reporting – this is an ongoing requirement.

- Police Department –
 - The Comprehensive Emergency Management Plan (CEMP) update – updated every five years and provides a framework for how the City of Medina would coordinate with other local, county, and state agencies in the event of an emergency. The Police Department will be updating the CEMP throughout 2024 and will submit the updated plan to the Emergency Management Division of the Washington State Military Department once completed. Expected to be completed by the end of the year.

- Development Services
 - Comprehensive Plan Update - significant project led by our Planning Manager and city volunteers.
 - Middle Housing Legislation - significant project led by our Planning Manager and city volunteers.
 - Balancing Professional Services Costs - in 2024 a review of the methods of ensuring consultants’ costs are fully reimbursed as a policy

- decision enacted by a potential code amendment and administrative process is needed. Building and planning permit fees will be reviewed for possible discussion in 2025.
- Development Code Text Amendments - several code amendments in 2024. A few examples of potential revisions for 2024 and into 2025:
 - Revised code enforcement chapter which will include new processes and new fines.
 - Construction Activity Permit
 - Exterior lighting as a nuisance.
 - Building code inconsistencies.
 - Tree Management Code. Update the 'tree code' as possible now for improvements known to be needed. This is the beginning of an eventual review of the tree code by the Planning Commission.
- Central Services
 - Laserfiche/Records Management Project
 - In process of testing Central Services folder structure and moving documents into Laserfiche repository – anticipated completion of CS records and testing – end of March 2024
 - Build public portal for city records – end of April 2024
 - Test and import records in Finance folder structure – end of April 2024
 - Build folder structure for PD, PW, and DS – by 4th quarter 2024
 - Public Storage
 - CS staff is currently reviewing records retention of paper records and dispositioning records as required by State Archives Retention Schedule. We are looking to store records onsite and get rid of or reduce Public Storage again to a small unit.