



MEDINA, WASHINGTON

PLANNING COMMISSION MEETING

Hybrid - Virtual/In-Person
Medina City Hall - Council Chambers
501 Evergreen Point Road, Medina, WA 98039
Tuesday, February 27, 2024 – 6:00 PM

AGENDA

COMMISSION CHAIR | Laura Bustamante
COMMISSION VICE-CHAIR | Shawn Schubring
COMMISSIONERS | Li-Tan Hsu, Evonne Lai, Mark Nelson, Brian Pao
PLANNING MANAGER | Jonathan G. Kesler, AICP
DEVELOPMENT SERVICES DIRECTOR | Steve Wilcox
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. In accordance with the direction from Governor Inslee, masking and social distancing will be optional for those participating in person. 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/87260209381?pwd=3snibRyQn4ih80rwb7Bv9uYmFB95uL.1>

Meeting ID: 872 6020 9381

Passcode: 513648

One tap mobile

+12532158782,,87260209381#,,,,*513648# US (Tacoma)

+12532050468,,87260209381#,,,,*513648# US

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

2. **APPROVAL OF MEETING AGENDA**

3. **APPROVAL OF MINUTES**

3.1 Planning Commission Special Meeting Minutes of February 15, 2024

Recommendation: Defer adoption to the Thursday, March 14th Special Meeting

Staff Contact: Rebecca Bennett, Development Services Coordinator

4. **ANNOUNCEMENTS**

4.1 Staff/Commissioners

5. **AUDIENCE PARTICIPATION**

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

[6.2](#) 2024 Comprehensive Plan Update, Results of Council Review of the Revised Flow Chart for Comp Plan

Recommendation: Discussion and update.

Staff Contact: Jonathan Kesler, AICP, Planning Manager, Kim Mahoney, Principal, LDC Consultants

Time Estimate: 30 minutes

[6.3](#) 2024 Comprehensive Plan Update, Continued Review of the Utilities Element

Recommendation: Discussion and direction.

Staff Contacts: Jonathan Kesler, AICP, Planning Manager; Ryan Osada, Public Works Director

Time Estimate: 60 minutes

7. **ADJOURNMENT**

Next meeting is the **Special** meeting of **Thursday, March 14, 2024**, at 6:00pm

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

Note: Bolded dates are the Special Meeting times approved by the Planning Commission at its Special Meeting of Thursday, February 15, 2024.

Tuesday, February 27, 2024 - Regular Meeting (6:00 PM)

Thursday, March 14, 2024 - Special Meeting (6:00 PM)

Tuesday, March 26, 2024 - Regular Meeting (6:00 PM)

Wednesday, April 3, 2024 - Special Meeting (6:00 PM)

Tuesday, April 23, 2024 - Regular Meeting (6:00 PM)

Thursday, May 16 2024 - Special Meeting (6:00 PM)

Wednesday, May 29, 2024 - Special Meeting (6:00 PM)

Thursday, June 13, 2024 - Special Meeting (6:00 PM)

Tuesday, June 25, 2024 - Regular Meeting (6:00 PM)

Tuesday, July 9, 2024 - Special Meeting (6:00 PM)

Tuesday, July 23, 2024 - Regular Meeting (6:00 PM)

August 2024 - Dark, no meeting

Tuesday, September 24, 2024 - Regular Meeting (6:00 PM)

Tuesday, October 22, 2024 - Regular Meeting (6:00 PM)

Tuesday, November 2024 - Regular Meeting cancelled - Special Meeting Date TBD

Tuesday, December 2024 - Regular Meeting cancelled - Special 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: February 27, 2024
TO: Medina Planning Commission
FROM: Jonathan Kesler, AICP, Planning Manager
RE: 2024 Comprehensive Plan – Revised Flow Chart for Comp Plan Review

Each city and county under the Washington State Growth Management Act (originally adopted in 1991) is required to periodically review and, if needed, revise its comprehensive plan to ensure compliance with the Act. The last time that Medina completed a Comprehensive Plan update was in 2015. The current comprehensive plan periodic update cycle requires that Medina complete its review and revision by December 31, 2024.

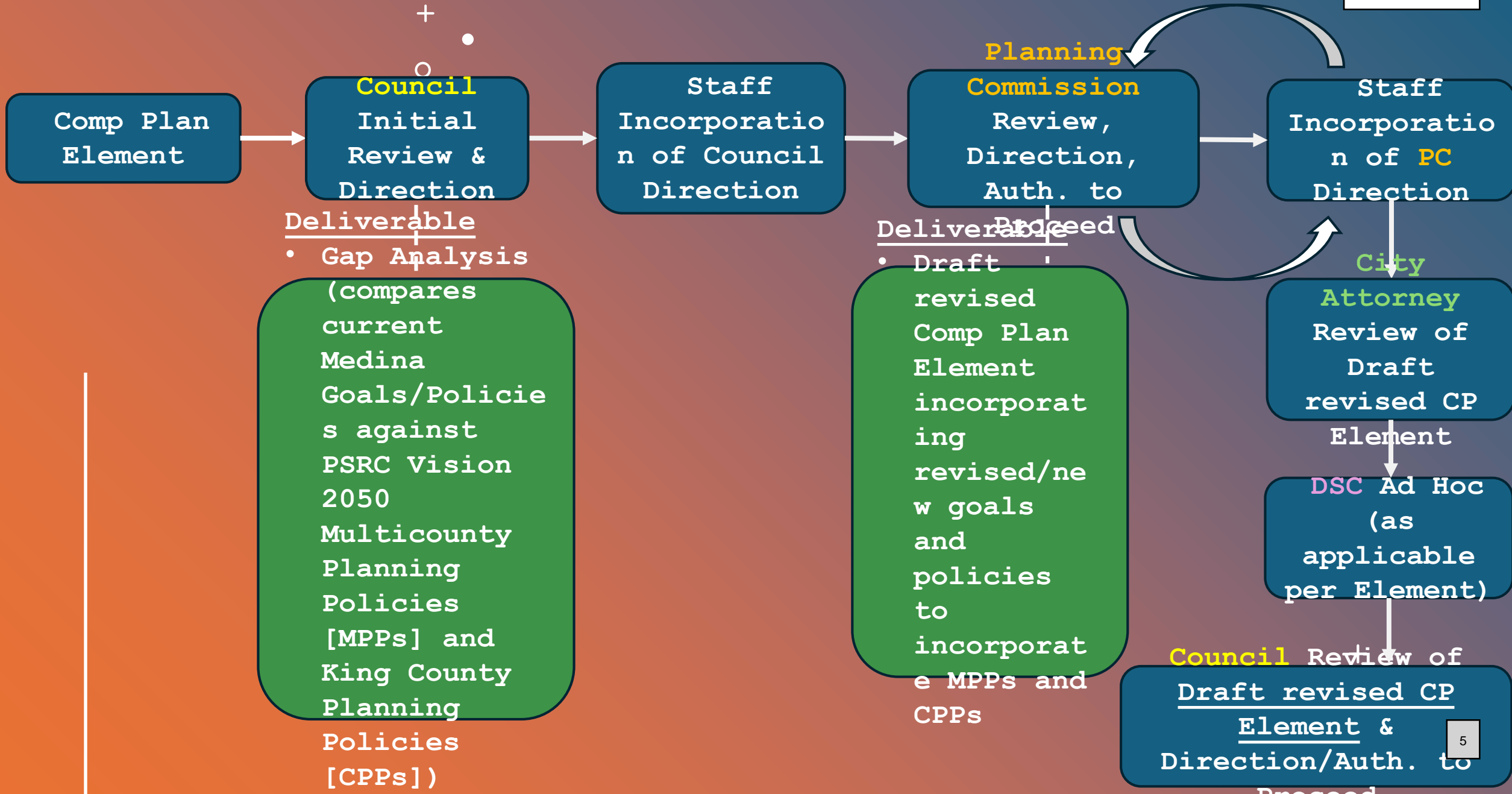
A timeline to accomplish this was presented to City Council at its Monday, February 15, 2024, meeting. However, feedback suggested some modifications should be made to the proposed timeline. Namely, that the DSC and or the full City Council should review elements after the Planning Commission has reviewed them and **before** they go to PSRC and the Dept. of Commerce. These proposed revisions to the flow chart were discussed at a DSC Meeting held on February 20, 2024.

After a lengthy discussion with the DSC at that meeting, Comp Plan Consultant LDC prepared a revised flowchart reflecting the requested changes. This **revised** option specifies the deliverable that would be considered at each phase of the process, as well. The number of instances where Council will need to be involved in the review of each element is in the attached flowchart, also. City staff and the consultants seek to have transparency, inclusion and clear communication in the Comp Plan Update review process and this proposal reflects that.

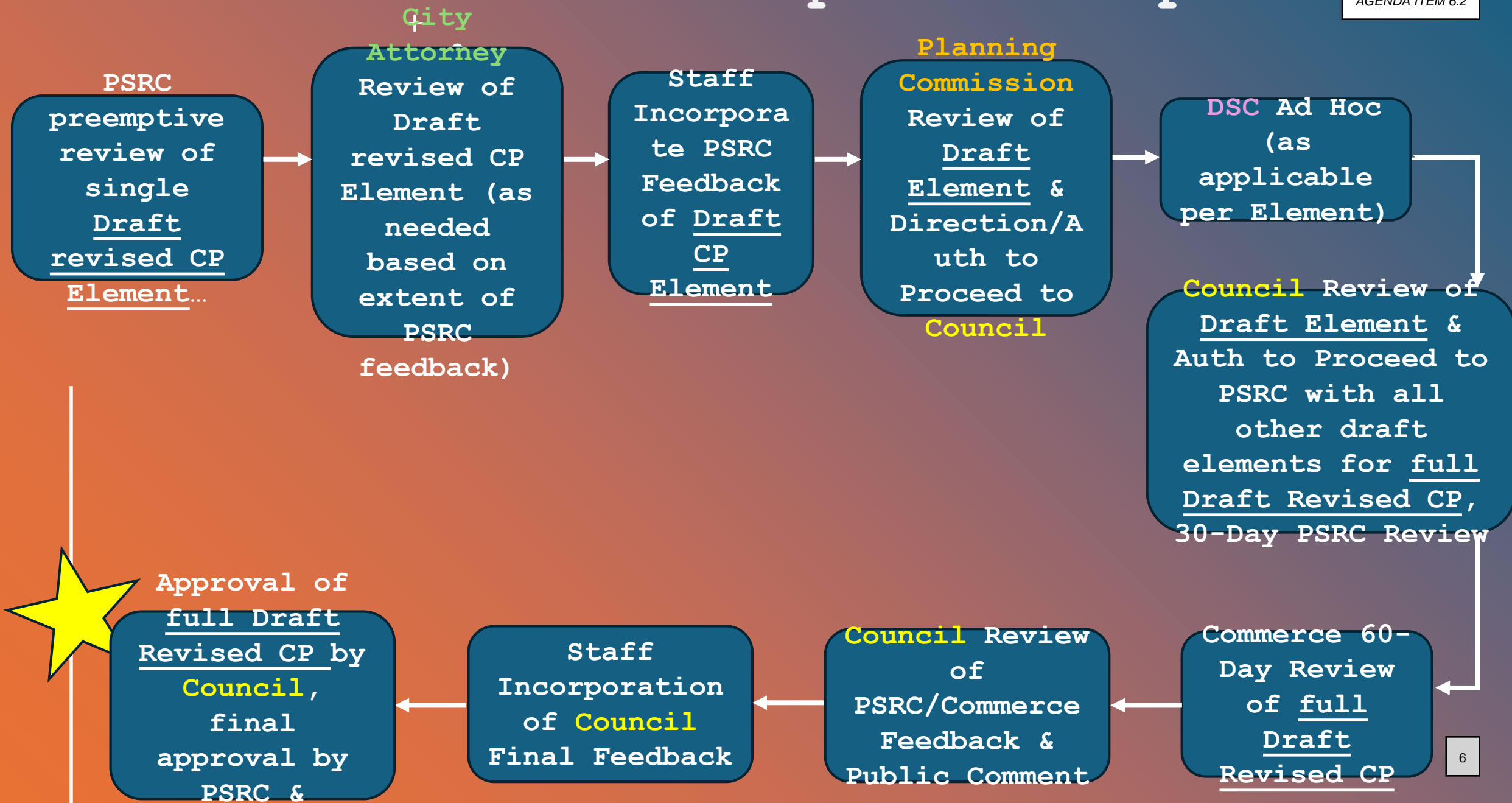
The City Council will review this revised flow chart (attached) at its Monday, February 26th regular meeting. Staff has requested approval of it, if the changes are satisfactory, to enable the Planning Commission to proceed with continued review of new (unreviewed) Comp Plan Elements at future meetings.

Revised Path to Comp Plan Adoption

AGENDA ITEM 6.2



Revised Path to Comp Plan Adoption





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MEMORANDUM

DATE: February 27, 2024
TO: Medina Planning Commission
FROM: Jonathan Kesler, AICP, Planning Manager
RE: Comprehensive Plan Update – Continued Review of the Utilities Element

As a reminder, each city and county under the Washington State Growth Management Act (originally adopted in 1991) is required to periodically review and, if needed, revise its comprehensive plan to ensure compliance with the Act. The last time that Medina completed a Comprehensive Plan update was in 2015. In 2022, the eight-year comprehensive plan periodic cycle was extended to a 10-year cycle which will begin after this current cycle. The current comprehensive plan periodic update cycle requires that Medina complete its review and revision by December 31, 2024.

On January 23, 2024, this Commission did an extensive review of the Utilities Element of the Comp Plan Update. This element returns to Council to receive direction on Monday, February 26, since the Planning Commission (PC) will be reviewing it again at its February 27th Meeting. **Any direction given by Council on February 26th will be conveyed to the Planning Commission at the February 27th meeting.** In the meantime, that document is attached with strikeouts for deletions and underlines for additions **in red**. The changes are based on the previous PC discussion. The DSC has seen this revised document.

Staff has invited Public Works Director Ryan Osada to this PC Meeting to give additional input on this element. LDC Consultants will be in attendance with the Planning Manager, as well.

Medina Comprehensive Plan Proposed 2024 Updates

Section 8 - UTILITIES ELEMENT

INTRODUCTION

The Growth Management Act (GMA) requires the utility element of the comprehensive plan to consist of “the general location, proposed location, and capacity of all existing and proposed utilities, including, but not limited to, electrical lines, telecommunication lines, and natural gas lines.”

EXISTING CONDITIONS

~~There are four utilities that provide services to Medina: electricity, natural gas, telecommunications, and garbage and recyclables collection. The majority of electrical, gas and telephone lines are located along or within public rights-of-way.~~

~~Medina receives utility service from several providers. Electrical and natural gas services are both supplied power is supplied by Puget Sound Energy, Inc (PSE). It is estimated that the average residential customer uses 11,539 kilowatt hours per year. Puget Sound Energy, Inc. PSE maintains two sub-stations in Medina: one adjacent to Wells-Medina Nursery on 84th Avenue NE and the other at the corner of NE 10th Street and 80th Avenue NE adjacent to Medina Park. As much larger homes have replaced demolished smaller ones on numerous parcel in Medica since the beginning of the century, electric line capacity has been maxed-out in certain parts of the City.~~

~~Natural gas is provided by Puget Sound Energy. And cable television is provided under a franchise agreement with Comcast.~~

~~Numerous companies provide cell phone, land-line telephone and Internet service to Medina. Small wireless facilities, as regulated by Section 16.38 of the Medina City Code (MCC) provide cell coverage throughout the City. Comcast/Infinity provides traditional cable TV service, in addition to high-speed Internet connections to local residential customers. Fiber optic cable is not available in Medina.~~

~~Telephone service is provided to Medina by CenturyLink. The telecommunications industry is in the midst of significant advances in technology. Cellular and optical fiber technologies are transforming the way service is delivered, and the physical barriers that separate voice, data and video communications are rapidly disappearing. New technologies relating to wireless communications have increased the community's demand for wireless communication services. In order to better meet this demand, in 2010 the City revised its telecommunications regulations. The updated regulations are intended to encourage improved delivery of wireless technologies throughout the City.~~

~~In 2010, the City entered into a nonexclusive telecommunications franchise agreement with ATC Outdoor DAS, LLC (ATC) to upgrade existing wireless communication facilities in Medina. The distributed antenna system subsequently installed by ATC conforms to the City's updated telecommunication regulations, and is designed to meet projected capacity needs for at least five years.~~

Solid waste and recycling for Medina is handled under a UTP franchise agreement with Republic Services. There is currently no household hazardous waste transfer stations repository in the City, though Medina is proportionately funding Bellevue's recycling activities to allow its residents the opportunity to utilize hazardous waste programs there.

All of the above services are provided to Medina customers on an individual basis, and it is the providers' responsibility to maintain equipment and handle service problems and inquiries. With the exception of the two PSE Puget Sound Energy, Inc. electrical substations, two cell phone towers and numerous small-cell ~~and the distributed antenna systems~~, there are no other major facilities operated by these providers within the City limits.

UTILITIES PLAN

~~Utilities services will likely continue to be provided by the companies previously indicated. Given the minimal population growth, growth related impacts on system capacities are not likely to occur very rapidly. Presently, there do not appear to be any problems related to system capacity.~~ While Medina's population is not expected to grow rapidly in the next ten years, the utility demand, particularly for electrical power, will. The trend of buying properties to tear down existing dwellings and build new homes that are two, three, four and more times larger than the demolished homes will spur this increased demand, along with accompanying new technologies, like residential electric vehicle (EV) charging stations. ~~Yet, while existing utility lines should be sufficient to meet the City's present needs, overtime repairs and~~ Upgrades to the existing system may will be necessary to maintain and/or improve efficiency, reliability and/or capacity. Additional gas, Internet, telephone and electrical hook-ups will be made on an individual, as needed basis. ~~There are no plans by any of the~~ Providers will need to review their plans and may need to locate major/minor new facilities in the City, based on their future projections.

The City actively encourages future undergrounding of remaining above ground service utility lines, as well as distribution lines, where feasible. The financial constraints of the prohibitive costs of any additional undergrounding of utilities is recognized by the City. Alternative sources of electrical power, such as solar, will be encouraged, while protecting Medina's tree canopy as well. ~~in conjunction with street projects. Although undergrounding has been required for new construction for some time, there are a number of areas of the City that are still served by aerial lines. Above-ground installations are aesthetically problematic and subject to weather-related damage. The replacement of aerial wiring has been and should remain the primary responsibility of homeowners. However, the City can provide leadership to encourage progress on undergrounding.~~

Household waste reduction and recycling of waste materials will continue to be encouraged. In addition, the City will continue to work with Bellevue to provide special and hazardous waste programs.

GOALS

UT-G1 To maintain and upgrade utility services sufficient to serve the City's projected housing-size growth and other needs over the next ten years.

UT-G2 To minimize the negative aesthetic and environmental impacts caused by utility services by undergrounding service and distribution type electric lines, along with any other applicable remediation, where feasible.

~~**UT-G3** To underground all remaining overhead utilities.~~

POLICIES

UT-P1 The City shall coordinate with applicable electric, gas, landline telephone, cell telephone and Internet service providers to seek repairs and upgrades to existing utility facilities as necessary to maintain and/or improve efficiency, reliability, and/or capacity.

UT-P2 The City shall provide leadership and seek to develop a plan to underground remaining above-ground service and distribution power utility lines.

UT-P3 The City shall continue to encourage household waste reduction and recycling of waste materials ~~continue work and maintain a working relationship~~ with Bellevue to jointly fund the current encourage special and hazardous waste programs.