



MEDINA, WASHINGTON

PLANNING COMMISSION SPECIAL MEETING

Hybrid - Virtual/In-Person
Medina City Hall - Council Chambers
501 Evergreen Point Road, Medina, WA 98039
Wednesday, March 06, 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 Kesler
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/85311633811?pwd=eer5NaFRIEuuCUVIXU7tAQRtbThtAK.1>

Meeting ID: 853 1163 3811

Passcode: 004254

One tap mobile

+12532158782,,85311633811#,,,,*004254# US (Tacoma)

+12532050468,,85311633811#,,,,*004254# 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 27, 2024

Recommendation: Adopt minutes.

Staff Contact: Rebecca Bennett, Development Services Coordinator

4. **ANNOUNCEMENTS**

4.1 Staff/Commissioners

5. **PUBLIC COMMENT PERIOD**

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, Final Review and Authorization to proceed with the Utilities Element to the City Attorney, then City Council on March 11, 2024.

Recommendation: Discussion and approval.

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

Time Estimate: 45 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** dates approved by the Planning Commission at its **Special Meeting** of Thursday, February 15, 2024. **Additional Special Meetings** may be added to the schedule, as needed.

Thursday, March 14, 2024 - Special Meeting

Tuesday, March 26, 2024 - Regular Meeting

Wednesday, April 3, 2024 - Special Meeting

Tuesday, April 23, 2024 - Regular Meeting

Thursday, May 16 2024 - Special Meeting

Wednesday, May 29, 2024 - Special Meeting

Thursday, June 13, 2024 - Special Meeting

Tuesday, June 25, 2024 - Regular Meeting

Tuesday, July 9, 2024 - Special Meeting

Tuesday, July 23, 2024 - Regular Meeting

August 2024 - Dark, no meeting

Tuesday, September 24, 2024 - Regular Meeting

Tuesday, October 22, 2024 - Regular Meeting

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

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



MEDINA, WASHINGTON

PLANNING COMMISSION MEETING

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

MINUTES

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

1. CALL TO ORDER / ROLL CALL

Chair Bustamante called the meeting to order at 6:02pm.

PRESENT

Chair Laura Bustamante
Commissioner Li-Tan Hsu
Commissioner Evonne Lai
Commissioner Mark Nelson
Commissioner Brian Pao

ABSENT

Vice Chair Shawn Schubring

STAFF

Bennett, Burns, Mahoney, Wilcox

2. APPROVAL OF MEETING AGENDA

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

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

ACTION: Motion to approve minutes. (Approved 5-0)

Motion made by Commissioner Nelson, Seconded by Commissioner Hsu.
Voting Yea: Chair Bustamante, Commissioner Hsu, Commissioner Lai, Commissioner Nelson, Commissioner Pao

4. ANNOUNCEMENTS

4.1 Staff/Commissioners

None were heard.

5. AUDIENCE PARTICIPATION

There was no audience participation.

6. DISCUSSION

6.1 Concerns of the Commission

Laura spoke on behalf of the 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

Mahoney gave a power point presentation on the Flow Chart for the Comp Plan. Commissioners discussed and asked questions.

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

Mahoney gave a power point presentation on the Utilities Element. Commissioners discussed and asked questions.

7. ADJOURNMENT

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

Meeting adjourned at 7:20pm.

ACTION: Motion to adjourn. (Approved 5-0)

Motion made by Commissioner Pao, Seconded by Commissioner Nelson.
Voting Yea: Chair Bustamante, Commissioner Hsu, Commissioner Lai, Commissioner

Nelson, Commissioner Pao



CITY OF MEDINA

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

MEMORANDUM

DATE: March 6, 2024
TO: Medina Planning Commission
FROM: Jonathan Kesler, AICP, Planning Manager
RE: Comprehensive Plan Update – Final Review of the Utilities Element and Authorization to Proceed

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. The current comprehensive plan periodic update cycle requires that Medina complete its review and revision by **December 31, 2024**.

On January 23 and February 27, 2024, this Commission did an extensive review of the Utilities Element of the Comp Plan Update. The DSC gave its feedback on Tuesday, February 20th then the Council's input was received on Monday, February 26, 2024. The attached document features all these changes with the redlines reflecting the changes requested by this Commission last week (February 26th).

Staff is requesting final review of this element, along with authorization to proceed with it to the City Attorney, then on to City Council final review on Monday, March 11, 2024.

LDC Consultant, Kim Mahoney will be in attendance along with City staff.

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-power lines, telecommunication lines, and natural gas lines.”

EXISTING CONDITIONS

Medina receives utility service from several providers. Electrical and natural gas services are both supplied by Puget Sound Energy, Inc (PSE). PSE maintains two substations 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. In the face of emerging technology, growing trends in professionals working from home, increasing installation of residential electric vehicle (EV) charging stations, anticipated increases in land use density, and siting of larger homes on lots previously developed with smaller homes, the electrical utility service needs in Medina are evolving. While PSE’s substations in Medina offer sufficient electrical capacity, nearby availability to connect to service provider lines is not always available in certain parts of the City.

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

Solid waste and recycling for Medina is handled under a ~~UTP-Wahington Utilities and Transportation Commission agreement~~ with Republic Services. There are currently no household hazardous waste transfer stations 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 electrical substations, two cell phone towers and numerous small-cell antenna systems, there are no other major facilities operated by these providers within the City limits.

UTILITIES PLAN

Given the recent trends in emerging technologies, opportunities to work from home, and the potential for land to be used more densely in the next ten years, the utility demand, particularly for electrical power, is likely to grow. The trend of replacing small homes with larger homes or developing multiple dwelling units on ~~single-family~~ residential lots, and new technologies like residential ~~electric vehicle (EV)~~ charging stations and remote work opportunities, will spur this increased demand. Upgrades to the existing system, and exploration of providing additional utilities (such as fiber optic cable) will be necessary to maintain and/or improve efficiency, reliability and/or capacity. Additional gas, ~~i~~Internet, telephone and electrical hook-ups will be made on an individual, as needed basis. 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 are recognized by the City. Alternative sources of electrical power, such as solar, will be encouraged, while protecting Medina’s tree canopy as well.

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, and to provide utility access to all communities, especially underserved ones, 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 power lines, along with any other applicable remediation, where feasible, and to consider climate change, economic, social, and health impacts when locating utility services.

POLICIES

UT-P1 The City should coordinate with applicable electric, gas, landline telephone, cell telephone, ~~i~~Internet service, and fiber optic cable providers, and with counties, cities, tribes, and special purpose districts to seek repairs and upgrades to existing utility facilities as necessary to maintain and/or improve efficiency, reliability, and/or capacity. Coordination should support the Regional Growth Strategy, including addressing long-term needs, supply, and the use of conservation and demand management.

UT-P2 Seek to provide leadership and support development of a plan to underground remaining above-ground service and distribution power lines.

UT-P3 Continue to encourage household waste reduction and recycling of waste materials and maintain a working relationship with Bellevue to jointly fund the current special and hazardous waste programs.

UT-P4 Consider the potential impacts of climate change on public facilities and consider supporting the necessary investments to move to low-carbon energy sources.