



# MEDINA, WASHINGTON

## PLANNING COMMISSION SPECIAL MEETING

Hybrid - Virtual/In-Person  
Medina City Hall - Council Chambers  
501 Evergreen Point Road, Medina, WA 98039  
Thursday, February 15, 2024 – 6:00 PM

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### MINUTES

#### 1. CALL TO ORDER / ROLL CALL

Planning Commission Chair Laura Bustamante called the Planning Commission Special Meeting to order in the Medina Council Chambers at 6:00 p.m.

##### PRESENT

Chair Laura Bustamante  
Vice Chair Shawn Schubring  
Commissioner Li-Tan Hsu (online 6:04 p.m. to 6:33 p.m.)  
Commissioner Evonne Lai (online at 6:08 p.m.)  
Commissioner Mark Nelson  
Commissioner Brian Pao

##### ABSENT

None

##### STAFF

Kesler, Wilcox, and Kellerman

#### 2. APPROVAL OF MEETING AGENDA

Planning Manager requested to move Agenda Item 6.3 2024 Comprehensive Plan Update, Land Use Element up as Agenda Item 6.2 and Agenda Item 6.2 2024 Comprehensive Plan Update, Overview and Current Status as Agenda Item 6.3.

**ACTION:** Without objections, the meeting agenda was approved as amended.

#### 3. APPROVAL OF MINUTES

**ACTION:** Motion Nelson second Schubring and carried by a 4:0 (Hsu and Lai absent) vote; the Planning Commission adopted the meeting Minutes of January 23, 2024.

##### 3.1 Planning Commission Meeting Minutes of January 23, 2024

**Recommendation:** Adopt minutes.

**Staff Contact:** Rebecca Bennett, Development Services Coordinator

## 4. **ANNOUNCEMENTS**

### 4.1 Staff/Commissioners

Planning Manager Jonathan Kesler introduced the city's new planning consultants Thomas Carter, Associate Planner and Kim Mahoney, Principal (not in attendance) with LDC who will be helping and guiding the city through the adoption of the updated Comprehensive Plan.

Thomas Carter gave a quick self-introduction and reported that they just helped the City of Snoqualmie complete their Comprehensive Plan. They are also currently working with Kitsap County and University Place on updating their Comprehensive Plan.

Chair Bustamante reminded the Commission that they still have a vacancy on the Commission and requested that they encourage neighbor and friends to apply if interested.

## 5. **PUBLIC COMMENT PERIOD**

Planning Commission Chair Laura Bustamante opened the public comment period. There were no speakers. Subsequently, public comments was closed.

## 6. **DISCUSSION**

### 6.1 Concerns of the Commission

Commissioner Pao asked about the housing bills in the state legislator. Kesler responded that the bills are still in flux and it's a wait and see until the session ends. Bustamante also commented that we have reached a cut-off point in the legislature. Any proposal that didn't make it out of the committee is considered dead and will not move forward.

### 6.2 2024 Comprehensive Plan Update, Land Use Element

**Recommendation:** Discussion and direction.

**Staff Contact:** Jonathan Kesler, AICP, Planning Manager

**Consultant Contact:** Thomas Carter, Planner, LDC Consultants

Planning consultant Thomas Carter gave an overview of how they will approach each element of the Comprehensive Plan going forward. After reviewing the work and notes from the city's former Planning Manager, LDC decided to start from scratch and drafted a Gap Table. Using the Multi-County Countywide Planning Policies (MPPs) and Countywide Planning Policies (CPPs) they go through Medina's code, goals and policies to see where each of the goals and policies fits within the requirements listed. From there they do an analysis of how strong our policies are in matching the current requirements from PSRC and the Countywide Policy updates. Following the analysis, LDC will go through the Comprehensive Plan and make updates as needed and identify where new policies are needed. Commissioners asked questions and staff responded.

**ACTION:** No action taken; introduction and discussion only. Commissioners will email their comments re: Land Use individually to the Planning Manager.

6.3 2024 Comprehensive Plan Update, Overview and Current Status

**Recommendation:** Discussion and update.

**Staff Contact:** Jonathan Kesler, AICP, Planning Manager

Planning Manager Jonathan Kesler gave an update on the Comprehensive Plan Update. The update included Medina receiving a PUG (Periodic Update Grant) which requires the city's Comprehensive Plan to be completed by December 31, 2024.

Kesler walked the Commission through his presentation which has a flowchart showing the path to adoption, draft deliverables with current status, draft element timelines, and project timelines. The Commission asked questions and staff responded.

**ACTION:** The Commission directed staff to add additional information to the Draft Deliverables and Current Status table to include dates of when Planning Commission and/or Council has reviewed specific Elements, planned dates of when specific Elements will be on the agenda for Council review and discussion as well as when they will be on Planning Commission's agenda, change due dates to "Draft Completion Date" and a column that shows City Attorney's review. Lastly, on the Project Review Timeline, the Commission directed staff to include the review of the revised Comprehensive Plan by City Council after the city receives the Commerce review comments and include a review date of the revisions after the public hearing by the City Council.

**ACTION:** The Commission added additional meeting dates through July 2024 to work through the Comprehensive Plan Elements.

7. **ADJOURNMENT**

Motion Nelson second Lai, the Planning Commission adjourned the special meeting at 7:27 p.m.