



MEDINA, WASHINGTON

PLANNING COMMISSION  
SPECIAL MEETING MINUTES  
ZOOM  
Tuesday, April 27, 2021  
2:00 PM

**MINUTES**

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

The Planning Commission Special Meeting of April 27, 2021 was called to order at 2:01 p.m. by Chair Preston.

Commissioners Present: Nelson, Raskin, Reeves, Schubring and Preston.

Commissioners Absent: Langworthy

Staff Present: Kellerman, Keyser, Minor, Wilcox, and Sauerwein

**2. EXECUTIVE SESSION**

Planning Commission moved into Executive Session at 4:02 PM for an estimated time of thirty minutes.

**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.

**ACTION:** No action was taken following Executive Session.

**3. ANNOUNCEMENTS**

Keyser made the following announcements:

1. Council confirmed new Planning Commissioner Laura Bustamante who will start in May.
2. Development Services Coordinator, Amber Taylor, is out on maternity leave for the next few months.

**4. APPROVAL OF MINUTES**

Minutes from March 23, 2021 Special Planning Commission Meeting.

**ACTION:** Motion Nelson Second Schubring Approved: 5-0

## 5. AUDIENCE PARTICIPATION

None.

## 6. PRESENTATIONS

### 1. Public Hearing Process – Planning Commission roles and responsibilities

Assistant City Attorney Emily Minor discussed the role of the Planning Commissioners during public hearings.

The Commissioners asked questions.

Minor responded.

## 7. DISCUSSION

### 1. **Subject: Tree Code Retention and Replacement Requirements**

Keyser discussed staff report.

Commissioners discussed and asked questions.

Staff responded.

Nelson calls to motion to reduce legacy trees from 50 inches to 36 inches.

**ACTION:** Motion Nelson Second Reeves

Commissioners discussed adjusting legacy tree mitigation to index for lot size and native tree species.

Nelson withdraws motion to reduce legacy trees from 50 inches to 36 inches.

**ACTION:** Motion Nelson Second Schubring

Approved 4-1 (Reeves)

Nelson calls to motion to instruct staff to analyze legacy tree size and mitigation requirements.

**ACTION:** Motion Nelson Second Schubring

Approved: 5-0

Nelson calls to motion to approve fee-in-lieu section as presented in the staff report.

**ACTION:** Motion Nelson Second Reeves

Approved: 3-2 (Raskin, Schubring)

2. **Subject: Minor Code Amendments**

Keyser discussed Minor Code Amendments.  
Commissioners asked questions.

Keyser responded.

**ACTION:** Planning Commission will hold a public hearing on minor code amendments at the May 25<sup>th</sup> meeting.

**8. ADJOURNMENT**

Motion Nelson Second Raskin; The Special Planning Commission Meeting adjourned at 4:00 PM

Minutes taken by:



Stephanie Keyser