



CITY OF MEDINA

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

Date: January 24, 2022
To: Honorable Mayor and City Council
Cc: Steve Burns, Interim City Manager
From: Steven R. Wilcox, Development Services Department Director
Subject: **Agenda Item 8.2: Request for the Creation of a Special Purpose Committee**

As the Development Services Director("Director") has oversight responsibility for the operations of the Department including the work of staff, the Director has requested the creation of a special purpose advisory committee to operate as needed during a period of intensified work by the Planning Commission.

Committee Form

This is a proposed special purpose committee with a term ending with the completion of the Comprehensive Plan update which is currently scheduled for June 30, 2024. This Committee would be established now through the end of 2023 when the next Council Committee assignments are discussed.

The Committee will consist of 2 or 3 members each from Council and from Planning Commission. The Development Services Director will act as liaison. This balance of members will assure that Planning Commission proposals are presented to Council in a format which is efficient and does not alter the content or context of the proposals.

A balanced Council and Planning Commission Committee will provide a broad base of perspective and expertise when giving advice to the Director regarding administrative management matters.

Purposes of this Committee

1. Provide advisory guidance, as requested to the Development Services Director regarding various matters of administrative management associated with the on-going work of the Planning Commission and, if needed, other work of the Director that may require presentation or approval before Council.
2. Create efficiency in Council review and adoption of Planning Commission proposals.

Duties, Responsibility, Authority and Operations of the Committee

- The Committee is advisory to the Development Services Department Director.
- The Director and Committee will not have any influence on the content of the topics of the Planning Commission as performed under the Workplan.
- As requested by the Director, the Committee will provide advice regarding matters of administrative management of activities associated with the Planning Commission.
- The Committee will preview and approve of all draft presentations of Planning Commission proposals for completeness, without altering proposal context, prior to full Council view. The Committee will consider a presentation form which will allow for Council Members to feel comfortable that they are receiving complete description of topics, and accuracy of the context of those proposals.
- The Committee has authority to return draft presentations of Planning Commission proposals to staff with comments for changes.
- The Committee will convene on an as-needed basis as called by the Director.
- Committee members have responsibility to keep informed and understand the status of the Planning Commission Workplan including scheduling of work considering timelines.
- Committee members have the responsibility of staying current on the evolving management tasks necessary to achieve the Workplan goals.