



MEDINA, WASHINGTON

MEDINA CITY COUNCIL / PLANNING
COMMISSION MEETING AGENDA
Medina City Hall, Council Chambers
501 Evergreen Point Road, Medina
Monday, February 25, 2019
5:30 PM

MAYOR
CYNTHIA F. ADKINS

DEPUTY MAYOR
JESSICA ROSSMAN

COUNCIL MEMBERS
ROGER FREY
JENNIFER GARONE
DAVID LEE
ALEX MORCOS
SHEREE WEN

CITY MANAGER
MICHAEL SAUERWEIN

CITY ATTORNEY
SCOTT MISSALL

CITY CLERK
AIMEE KELLERMAN

AGENDA

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1. STUDY SESSION - CALL TO ORDER / ROLL CALL

Council Members Adkins, Frey, Garone, Lee, Morcos, Rossman and Wen

Planning Commissioners, Langworthy, Nelson, Preston, Reeves, Schubring, Smith and Truitt

2. STUDY SESSION

- 3 - 15
- 2.1 Planning Commission Work Plan and Calendar
 - 2.2 Cell Tower Regulations Discussion
 - 2.3 Open Round Table Discussion:
 - City Council Meeting Start Time

3. ADJOURNMENT

Next regular meeting: Monday, March 11, 2019; 6:30 PM

ADDITIONAL INFORMATION

The study session is the forum used by Council to review forthcoming programs of the City, to receive progress reports on current issues, or to receive similar information from the City Manager and others. All discussions and conclusions held during a workshop are of an informal nature. Generally, final action is not taken while in a study session unless delayed action may result in adverse consequences. Additionally, there is no public comment at a study session.

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.

CERTIFICATION OF POSTING OF AGENDA

I, Aimee Kellerman, City Clerk for the City of Medina, declare that the foregoing agenda for the Monday, February 25, 2019 Special Joint Meeting of the Medina City Council and Planning Commission was posted and available for review on Thursday, February 21, 2019 at City Hall of the City of Medina, 501 Evergreen Point Road, Medina, WA 98039. The agenda is also available on the city website at www.medina-wa.gov.

Signed Thursday, February 21, 2019 at Medina, Washington.



Aimee Kellerman, CMC, City Clerk

TASK	ORIGIN/RANKING	% Complete	Start	End
POLICIES, PLANS & REGULATIONS				
Periodic review of Shoreline Master Program (WA law)	Staff/	1%	January	Due June 30, 2019
City-initiated Comprehensive Plan Update (WA law)	Staff/			Next update due 2023
MISC CODE AMENDMENTS / ANALYSIS				
Review/revise Wireless Communication Code (Fed law changes)	Staff, City attorney, Council/		January	Due July 14, 2019
Consider Deleting Verification Step of Original Grade	Staff/			
Consider expanding allowances for matching non-conforming height	Staff/			
Review Floor Area Ratio/minimum landscaping requirements	Staff/			
Review residential development policy re: "wedding cake" houses	PC, CC/			
Look at critical areas	PC, CC/			
Analysis and strategic review of commuter parking	PC, CC/			
Review Redmond's additional unit policy	PC, CC/			
UPDATE KEY DEVELOPMENT REGULATIONS				
Review/revise site plan review process	Staff/			
Update Construction Mitigation Plan Code	Staff, PC, CC/		February	
ENVIRONMENTAL STEWARDSHIP/SUSTAINABILITY				
Canopy Assessment/Tree Code Amendments	PC, CC/			
Sustainability Regulations	Staff, PC, CC/			

Notes:

- This gives an overview of the PC work program over the next two and a half years
- It gives the option to include percentage completed
- We can include an on-track indicator
- The "origin" column can be used to give the context i.e city council request and/or give the ranking
- The idea of the accompanying worksheets is to pick the top two highest ranking topics and identify subtasks and a timeline
- We need to give each topic a ranking and the length of time we think it should take

Item	Description	Requests to Staff	Outside experts/ consultants needed	Deliverable	Timing and budget notes:
Periodic review of Shoreline Master Program	This task involves updating the shoreline master program, which manages shoreline resources and development in Medina, to comply with the Shoreline Management Act, State shoreline master program guidelines, and best practices for shoreline protection. Update to ensure consistency between the shoreline master program and the rest of the Medina Code.	Staff: Please check on when next update required by law and apprise PC and CC. CC to discuss and provide feedback to PC re next steps.	Yes; The Watershed Co. will facilitate the review.	Update SMP to be compliant with changes in the laws, rules and applicable updated guidance that has been adopted between 2007 and 2017. PC to send recommendation to CC on adopting update beginning 2Q 2019 to meet deadline.	Update is due June 30, 2019; the City received a \$10,000 grant from DOE to hire a consultant to help facilitate the review.
City-initiated Comprehensive Plan Update (WA law)	This task involves undertaking a broad review of the Comprehensive Plan to determine if the goals and policies still reflect community values and to incorporate streetscape amendments developed in 2012.	Staff: Please check on when next update required by law and apprise PC and CC. CC to discuss and provide feedback to PC re next steps.	Yes	The initial deliverable would be a priority list of the goals and policies that should be updated. After delivery of the initial output, CC and PC would collaboratively agree on next steps, which may include community workshops.	Next mandated update will be due in 2023. Suggested anticipated start date will be in 2021.
Review/revise Wireless Communication Code	Working within the parameters of the new FCC rules governing the modification of existing wireless communication facilities, recommend revisions that allow Medina to reasonably regulate, to the extent permitted by Washington and federal law, the installation, operation, collocation, modification and removal of wireless facilities (including small cells) in Medina, in order to help protect the health, safety and welfare of community, including general design and aesthetic standards and requirements.	Staff: PC and CC to discuss at February 2019 work session	This will be completed with the City Attorney's assistance	The deliverable would be the legislative process for adopting land use amendments including holding public hearings, obtaining input from Dept. of Commerce, and providing for a SEPA review. The code will likely evolve from what was initially adopted January 14th.	The City has six months to go through the legislative process for the Code amendments with a deadline of July 2019
Consider Deleting Verification Step of Original Grade	This task involves the consideration of removing the second step for determining original grade and accepting assumption of original grade as the final original grade determination.	Staff: Please research matter, and staff memo to PC with recommendation at PC's _____ 2019 meeting.	No	Recommendation from PC to CC on whether to keep/delete original grade provisions.	
Consider expanding allowances for matching non-conforming height	This task involves the consideration of expanding allowances for matching nonconforming height. This can be achieved by either extending the availability of minor deviations to lots greater than 16,000 square feet, or allowing existing buildings to match existing rooflines regardless of their conforming/ nonconforming status.	Staff: Please collect and provide data to PC re whether this is still an issue (e.g., what's the problem we are trying to solve?), or whether the problems are different under current residential building environment. For example, would expanding allowances encourage remodel of existing homes, to help preserve existing housing stock. Staff to present data to PC.	No	Recommendation from PC to CC on whether to expand allowances, and, if so, recommended approach. CC can either instruct staff to prepare draft Code, or can request that PC work with staff on draft Code.	
Review Floor Area Ratio/minimum landscaping requirements	This task involves review of best practices in region regarding lot coverage, building bulk, etc. Consider whether to change from structural coverage standard to Floor Area Ratio standard. This would incorporate 2016 work item looking at structural coverage based on height. Also consider whether to change maximum impervious surface standard to a minimum landscaping standard.	On hold until Planner on-board at City	No	The initial deliverable from PC to CC would be high-level recommendations. CC, in consultation with PC, would then set next steps in developing detailed Code provisions.	

Review residential development policy re: "wedding cake" houses	This is a topic that came out of the May 2018 Joint Study Session with a suggestion to review the Mercer Island policy. This is a task that could be combined with reviewing the possibility of the city moving to a FAR standard. However, a change to the code like this would require multiple public participation sessions, including public hearings, open houses, and community roundtable discussions.	Staff:	No	Recommendation from PC to CC to adopt code changes.	
Look at critical areas	This is a topic that came out of the May 2018 Joint Study Session.	Staff:	Yes	TBD after CC/PC discussion	
Analysis and strategic review of commuter parking	This is a topic that came out of the May 2018 Joint Study Session.	Staff:	Yes	TBD after CC/PC discussion	
Review Redmond's additional unit policy	This is a topic that came out of the May 2018 Joint Study Session. This is possibly something that could be included as an update to the Housing portion of the Comp Plan update that I suggest the City begin in 2021.	Staff:		TBD after CC/PC discussion	
Review/revise site plan review process	Currently, the site plan review process is mandatory for construction, expansion, or alteration of large lots, lots that are larger than neighboring lots, or smaller lots seeking relief from setbacks to preserve significant trees. This task will involve a review of best practices and a consideration of whether to delete SPR process as mandatory requirement and instead offer this process as an alternative means for modifying dimensional standards where good design principles are applied	Staff: As a part of CMP discussion, convene joint CC/PC meeting in _____ for policy discussion and consideration of site plan and design reviews, ideas for maintaining current housing stock (vs. tear-down/new build), etc.	No	TBD after CC/PC discussion	
Update Construction Mitigation Plan Code	This task involves reviewing and updating the construction mitigation plan code provisions, including process, procedures and criteria, based on observations made and public input received, in order to better protect health, safety and welfare of community while providing more certainty and clarity for the development community and increasing effectiveness and enforceability. Focus on the why (what are the goal of CMPs?), as well as on simplification, efficiency, economical use of time and money, uniformity, and consistency. Ensure CMP requirements are being transferred to work site (perhaps using a one-page cover listing critical items in CMP, like Mercer Island)	Staff: Together with CC/PC, please convene joint CC/PC meeting in 3Q 2018 for policy discussion (goals of CMPs, etc.) Include broader policy discussion of residential development code, including purpose of CMP, consideration of site plan and design reviews, ideas for maintaining current housing stock (vs. tear-down/new build), etc. And, Steve Wilcox and City Planner to review best practices from sister cities (including Mercer Island) and, when ready, solicit input from and convene focus group(s), including City staff (and consultants), PC and CC members, residents, people from industry, for up to three (3) roundtable discussion(s) re what's not working, what is working, recommended changes, etc., to CMP. Begin work in 3Q and hold roundtable discussions in 3Q and 4Q 2018. Staff recommendation to PC in 1Q or 2Q 2019, which could include a list or outline of Code changes, new documents, new processes, etc.	No	The initial deliverable from PC to CC is a list or outline of recommendations. CC will review and possibly revise and revert to PC in ___Q 2019 with request.	Staff would like this update to happen as reasonably fast as possible in order to remove CMP's from PC

Canopy Assessment/Tree Code Amendments	The City's tree canopy continues to be a primary feature of Medina. This task will evaluate how the current tree code is working, and whether there are revisions that would be appropriate in order to better protect the City's tree canopy while increasing ease of use/calculation for residents and providing more certainty for the development community. This task probably requires a tree canopy assessment. Tree canopy assessments provide communities with a sense of the geographic shape and overall health of the tree canopy, and trends in tree canopies over time. The City has collected aerial imagery and analyzed the data at X-yr intervals (most recently in ___ and ___) to track tree canopy gain/loss and gauge the effectiveness of code requirements in protecting trees. This task may involve a review of best practices, and should consider whether Medina can leverage the recent tree-canopy data and work from Hunts Point. Also, include completion of urban forestry management manual (and consider leveraging Clyde Hill UFM manual).	Staff: Please ask Tom Early to present to PC in ___ his opinion on how the current tree code is working. City Manager to obtain estimates for tree-canopy assessment (and to check with Hunts Point re their vendor/pricing), and present data to CC by _____. If expense approved, assessment of tree canopy to be delivered to CC and PC (target date by ____). Planner to make recommendation to PC re urban forestry management manual.	Yes	Based on assessment of tree canopy, deliver to CC, in list or outline form, preliminary recommendations, which would be used by CC, in consultation with PC, to set next steps in developing detailed Code provisions. Also, make recommendation to CC re urban forestry management manual.	
Sustainability Regulations	This task involves a review of best practices across the region in establishing green building codes and other sustainability standards, and a recommendation on which would be appropriate for Medina, in order to ensure more environmentally-sound development in Medina and support local government climate and sustainability actions.	Staff: Identify experts who can give overview of universe of green-building codes and other sustainability standards, focusing on highest impact/best actions for Medina. (Randy Reeves and Jessica Rossman to pass along names of possible vendors to Mike/Steve.) 3Q or 4Q 20__ expert to present to PC with high-level recommendations that are appropriate for Medina.	Yes	The initial deliverable from PC to CC would be high-level recommendations that Medina should pursue. That list would be used by CC, in consultation with PC, to set next steps in developing detailed Code provisions.	

TASK	RANKING	START	END
SMP Update			Due June 30, 2019
Sub Tasks			
<ul style="list-style-type: none"> 1. Watershed to provide schedule of work 2. Public participation/hearing requirement 3. Draft changes 			
Wireless Code Update			Due July
Sub Tasks			
<ul style="list-style-type: none"> 1. PC and CC to discuss at February study session 			
CMP Update			As soon as reasonably possible
Sub Tasks			



PLANNING COMMISSION

2019 AGENDA/ACTION CALENDAR

Meetings scheduled for 6:00 pm, at City hall (unless noticed otherwise).

JANUARY 22, Planning Commission Regular Meeting; 6:00 pm

Item Type	Topic	Presenter	PC Action
Legislative			
Legislative			
Minutes	Draft Planning Commission Minutes		
Workplan	Discussion of Small Cell Deployment	Emily Miner	None Required
Workplan			
Sub-task			
Review Calendar			

FEBRUARY 26, Planning Commission Regular Meeting; 6:00 pm

Item Type	Topic	Presenter	PC Action
Legislative			
Legislative			
Minutes	Draft 1/22/19 PC Minutes		
Workplan			
Workplan			
Sub-task			
Review Calendar			

MARCH 26, Planning Commission Regular Meeting; 6:00 pm

Item Type	Topic	Presenter	PC Action
Legislative			
Legislative			
Minutes	Draft 2/26/19 PC Minutes		
Workplan			
Workplan			
Sub-task			

Review Calendar			
APRIL 23, Planning Commission Regular Meeting; 6:00 pm			
Item Type	Topic	Presenter	PC Action
Legislative			
Legislative			
Minutes	Draft 3/26/ PC Minutes		
Workplan			
Workplan			
Sub-task			
Review Calendar			
MAY 28, Planning Commission Regular Meeting; 6:00 pm			
Item Type	Topic	Presenter	PC Action
Legislative			
Legislative			
Minutes	Draft 4/23/19 PC Minutes		
Workplan	SMP Update		
Workplan			
Sub-task	Prepare report to City Council to meet June 30, 2019 adoption deadline	Keyser	Complete Task
Review Calendar			
JUNE 25, Planning Commission Regular Meeting; 6:00 pm			
Item Type	Topic	Presenter	PC Action
Legislative			
Legislative			
Minutes	Draft 5/28/19 PC Minutes		
Workplan	Wireless Code Update	Emily Miner	
Workplan			
Sub-task	Prepare report to City Council to meet July 14, 2019 deadline		Complete Task
Review Calendar			

JULY 23, Planning Commission Regular Meeting; 6:00 pm			
Item Type	Topic	Presenter	PC Action
Legislative			
Legislative			
Minutes	Draft 6/25/19 PC Minutes		
Workplan			
Workplan			
Sub-task			
Review Calendar			

AUGUST 27, Planning Commission Regular Meeting; 6:00 pm			
Item Type	Topic	Presenter	PC Action
Legislative			
Legislative			
Minutes	Draft 7/23/19 PC Minutes		
Workplan			
Workplan			
Sub-task			
Review Calendar			

SEPTEMBER 24, Planning Commission Regular Meeting; 6:00 pm			
Item Type	Topic	Presenter	PC Action
Legislative			
Legislative			
Minutes	Draft 8/27/19 PC Minutes		
Workplan			
Workplan			
Sub-task			
Review Calendar			

OCTOBER 22, Planning Commission Regular Meeting; 6:00 pm

Item Type	Topic	Presenter	PC Action
Legislative			
Legislative			
Minutes	Draft 9/24/19 PC Minutes		
Workplan			
Workplan			
Sub-task			
Review Calendar			

NOVEMBER 26, Planning Commission Regular Meeting; 6:00 pm

Item Type	Topic	Presenter	PC Action
Legislative			
Legislative			
Minutes	Draft 10/22/19 PC Minutes		
Workplan			
Workplan			
Sub-task			
Review Calendar			

DECEMBER 24, Planning Commission Regular Meeting; 6:00 pm

Item Type	Topic	Presenter	PC Action
Legislative			
Legislative			
Minutes	Draft 11/26/19 PC Minutes		
Workplan			
Workplan			
Sub-task			
Review Calendar			



PLANNING COMMISSION

2020 AGENDA/ACTION CALENDAR

Meetings scheduled for 6:00 pm, at City hall (unless noticed otherwise).

JANUARY 28, Planning Commission Regular Meeting; 6:00 pm

Item Type	Topic	Presenter	PC Action
Legislative			
Legislative			
Minutes	Draft Planning Commission Minutes		
Workplan			
Workplan			
Sub-task			
Review Calendar			

FEBRUARY 25, Planning Commission Regular Meeting; 6:00 pm

Item Type	Topic	Presenter	PC Action
Legislative			
Legislative			
Minutes			
Workplan			
Workplan			
Sub-task			
Review Calendar			

MARCH 24, Planning Commission Regular Meeting; 6:00 pm

Item Type	Topic	Presenter	PC Action
Legislative			
Legislative			
Minutes			
Workplan			
Workplan			
Sub-task			

Review Calendar			
APRIL 28, Planning Commission Regular Meeting; 6:00 pm			
Item Type	Topic	Presenter	PC Action
Legislative			
Legislative			
Minutes			
Workplan			
Workplan			
Sub-task			
Review Calendar			
MAY 26, Planning Commission Regular Meeting; 6:00 pm			
Item Type	Topic	Presenter	PC Action
Legislative			
Legislative			
Minutes			
Workplan			
Workplan			
Sub-task			
Review Calendar			
JUNE 23, Planning Commission Regular Meeting; 6:00 pm			
Item Type	Topic	Presenter	PC Action
Legislative			
Legislative			
Minutes			
Workplan			
Workplan			
Sub-task			
Review Calendar			

JULY 28, Planning Commission Regular Meeting; 6:00 pm

Item Type	Topic	Presenter	PC Action
Legislative			
Legislative			
Minutes			
Workplan			
Workplan			
Sub-task			
Review Calendar			

AUGUST 25, Planning Commission Regular Meeting; 6:00 pm

Item Type	Topic	Presenter	PC Action
Legislative			
Legislative			
Minutes			
Workplan			
Workplan			
Sub-task			
Review Calendar			

SEPTEMBER 22, Planning Commission Regular Meeting; 6:00 pm

Item Type	Topic	Presenter	PC Action
Legislative			
Legislative			
Minutes			
Workplan			
Workplan			
Sub-task			
Review Calendar			

OCTOBER 27, Planning Commission Regular Meeting; 6:00 pm

Item Type	Topic	Presenter	PC Action
Legislative			
Legislative			
Minutes			
Workplan			
Workplan			
Sub-task			
Review Calendar			

NOVEMBER 24, Planning Commission Regular Meeting; 6:00 pm

Item Type	Topic	Presenter	PC Action
Legislative			
Legislative			
Minutes			
Workplan			
Workplan			
Sub-task			
Review Calendar			

DECEMBER 22, Planning Commission Regular Meeting; 6:00 pm

Item Type	Topic	Presenter	PC Action
Legislative			
Legislative			
Minutes			
Workplan			
Workplan			
Sub-task			
Review Calendar			