



MEDINA, WASHINGTON

PLANNING COMMISSION SPECIAL MEETING

Hybrid - Virtual/In-Person
Medina City Hall - Council Chambers
501 Evergreen Point Road, Medina, WA 98039
Wednesday, May 28, 2025 – 6:00 PM

MINUTES

1. CALL TO ORDER / ROLL CALL

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

PRESENT

Commission Chair Laura Bustamante
Commission Vice-Chair Shawn Schubring
Commissioner Julie Barrett
Commissioner Li-Tan Hsu
Commissioner Evonne Lai (online) (offline at 6:35 p.m.)
Commissioner Mark Nelson
Commissioner Brian Pao (in at 6:11 p.m.)

STAFF

Swanson, Kesler, Wilcox, Peterson (Consultant) and Kellerman

2. APPROVAL OF MEETING AGENDA

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

3. APPROVAL OF MINUTES

3.1 Planning Commission Meeting Minutes of April 22, 2025

Recommendation: Adopt minutes.

Staff Contact: Aimee Kellerman, CMC, City Clerk

Commissioner Nelson requested clarification regarding the absence of Commission Vice Chair Schubring and Commissioner Barrett during the vote on the Minutes at the April 22, 2025, Planning Commission meeting. Although the attendance record showed them as late, Commissioner Nelson inquired whether the Minutes should explicitly note that they were absent for the vote.

City Clerk Aimee Kellerman confirmed that both individuals were indeed absent for the vote. However, she explained that the Minutes accurately reflected their late arrival and correctly noted that they did not participate in the vote. As a result, no changes will be made to the Minutes.

ACTION: Motion to approve the meeting minutes, with the understanding that Vice Chair Schubring and Commissioner Barrett were absent for the vote on the Minutes at the April 22, 2025, Planning Commission meeting. Motion passed 6-0.

Motion made by Commission Vice Chair Schubring, Seconded by Commissioner Hsu.

Voting Yea: Commission Chair Bustamante, Commissioner Barrett, Commissioner Hsu, Commissioner Lai, Commissioner Nelson.

Absent: Commissioner Pao

4. ANNOUNCEMENTS

4.1 Staff/Commissioners

Chair Bustamante noted the upcoming City Manager candidate reception and wanted to ensure the Commission was aware of the details. The event was initially scheduled at St. Thomas School on June 5, 2025, from 6:00 PM to 7:30 PM; however, City Clerk Aimee Kellerman and Commissioner Mark Nelson clarified that the correct location is St. Thomas Church.

5. PUBLIC COMMENT PERIOD

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

6. DISCUSSION

6.1 Concerns of the Commission

Chair Bustamante asked about the progress of Affordable Housing and next steps. Planning Manager Jonathan Kesler responded that Affordable Housing will be covered under Agenda Item 6.2.

6.2 Middle Housing Update and Next Steps for Medina

Recommendation: Discussion.

Staff Contacts: Jonathan Kesler, AICP, Planning Manager and Kirsten Peterson, Senior Project Manager, SCJ Alliance

Planning Manager Jonathan Kesler provided a presentation on the Middle Housing update and next steps. He reported that the City Council gave final approval to the Middle Housing Ordinance and Zero Lot-Line Subdivision, with a vote of 6-1-0.

Kesler also gave a brief overview of comments received from the Department of Commerce.

Finally, he noted that staff will bring a proposal on affordable housing issues to the City Council at its June 9, 2025 meeting.

Commissioners asked questions, and Kesler responded.

ACTION: Discussion only; no action taken.

6.3 Critical Areas Ordinance (CAO) Update

Recommendation: Discussion.

Staff Contact: Jonathan Kesler, AICP, Planning Manager

Planning Manager Jonathan Kesler gave a presentation on the upcoming update to the Critical Areas Ordinance (CAO). He explained that the Director of Development Services is leading the project and has retained the consulting firm Facet (formerly DSG/Watershed) to carry out the work.

Following an initial kickoff meeting between staff and Facet, the consultant will provide the City with a detailed project management plan. The Planning Manager will oversee the project and will develop a project calendar to track key milestones and deliverables.

The Commission asked questions and Kesler responded.

ACTION: Discussion only; no action taken.

7. **ADJOURNMENT**

Motion Hsu second Nelson, the Commission adjourned the regular meeting at 6:55 p.m.

Meeting minutes taken by Aimee Kellerman, City Clerk