



MEDINA, WASHINGTON

MEDINA CITY COUNCIL REGULAR MEETING

Hybrid - Virtual/In-Person
Monday, October 23, 2023 – 5:00 PM

MINUTES

1. REGULAR MEETING - CALL TO ORDER / ROLL CALL

Mayor Rossman called the regular meeting to order in the Medina Council Chambers at 5:00 p.m.

PRESENT

Mayor Jessica Rossman
Deputy Mayor Randy Reeves
Councilmember Cynthia Adkins (online)
Councilmember Mac Johnston
Councilmember Bob Zook

ABSENT

Councilmember Jennifer Garone
Councilmember Harini Gokul

STAFF

Burns, Missall, Gidlof, Osada, Sass, Wilcox, and Nations

2. APPROVAL OF MEETING AGENDA

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

3. PUBLIC COMMENT PERIOD

Mayor Rossman opened the public comment period. The following individual was granted five minutes to give a brief presentation to Council:

David Yee gave a brief presentation on unoccupied homes in Vancouver, BC, for Council's discussion and consideration for Council's discussion on Short-term rentals and ghost homes.

With no further comments, Mayor Rossman closed the public comment period.

4. **PRESENTATIONS**

None.

5. **CITY MANAGER'S REPORT**

None.

6. **CONSENT AGENDA**

ACTION: Motion Zook second Reeves and carried by a 5:0 (Garone and Gokul absent) vote; Council approved the Consent Agenda.

6.1 Emergency Street Vacation Moratorium

Recommendation: Adopt Resolution No. 438.

Staff Contacts: Steve Burns, City Manager and Scott Missall, City Attorney

7. **LEGISLATIVE HEARING**

None.

8. **PUBLIC HEARING**

None.

9. **CITY BUSINESS**

9.1 Planning Manager and Comprehensive Plan Update

Recommendation: Discussion and direction.

Staff Contacts: Stephen R. Burns, City Manager and Steven R. Wilcox, Director of Public Works

City Manager Steve Burns and Director of Development Services gave a status update on the vacant Planning Manager position. City staff is working on updating the Planning Manager job posting and will be pushing the ad out later this week.

Wilcox reported that he's currently identifying what work was left behind and incomplete from the Planning Manager's departure. He noted that the city has consultants that we have been utilizing for the last couple of years, Atwell (formerly Blue Line) that will help with the day to day work such as zoning, building reviews and variances.

Burns also reported the Comp Plan will tentatively be put on hold until we get a new Planning Manager in place. Council asked questions and staff responded.

ACTION: Update only; no action taken.

9.2 Short Term Rentals and Ghost Homes

Recommendation: Discussion and initial directions.

Staff Contacts: Steve Burns, City Manager and Scott Missall, City Attorney

City Attorney Scott Missall gave a briefing on his research of short-term rentals and ghost homes. Short-term rentals are homes or dwelling units that are rented accommodations for less than 30 days and ghost homes are dwelling units that are abandoned, vacant, or otherwise unoccupied.

Council and staff discussed issues that have come up within the community with both short-term rentals and ghost homes and potential solutions or ideas for adopting local regulations which can include local licensing and operational rules, tax payment and collection procedures, or other appropriate local regulations.

ACTION: Council requested that the City Attorney and staff look at current code, specifically right-of-way cost recovery and the city's existing nuisance code, and business licenses for short-term rentals. Council will continue their independent research including in more detail the city of Leavenworth code as it pertains to short-term rentals.

10. **REQUESTS FOR FUTURE AGENDA ITEMS AND COUNCIL ROUND TABLE**

City Attorney Scott Missall announced that he will be retiring from Ogden Murphy Wallace and his position as the City Attorney with his last day being December 31, 2023.

Council and city staff will be hosting a reception on Thursday, November 16 from 5:00 p.m. to 7:30 p.m. at Overlake Golf and Country Club, honoring outgoing Councilmembers Cynthia Adkins and Bob Zook and retiring City Attorney, Scott Missall.

11. **PUBLIC COMMENT**

Mayor Rossman opened the public comment period. The following individual addressed the Council:

Mark Nelson commented that some residents leave and go south for six or seven months and requested that those homes don't get included in the vacant houses or if they do, they're distinguished some how. He also supported the idea of if residents do leave for an extended period of time that they're registered in Medina's Housewatch program with contact information if something were to happen in their homes while away for an extended period of time.

With no further comments, Mayor Rossman closed the public comment period.

12. **EXECUTIVE SESSION**

Council moved into Executive Session for an estimated time of 20 minutes at 6:42 p.m. to discuss the following:

RCW 42.30.110 (1)(g)

To evaluate the qualifications of an applicant for public employment or to review the performance of a public employee. However, subject to **RCW 42.30.140(4)**, discussion by a governing body of salaries, wages, and other conditions of employment to be generally applied within the agency shall occur in a meeting open to the public, and when a governing body elects to take final action hiring, setting the salary of an individual employee or class of employees, or discharging or disciplining an employee, that action shall be taken in a meeting open to the public.

Council extended the Executive Session for an additional 20 minutes at 7:02 p.m.

Council moved back into the regular meeting at 7:22 p.m.

ACTION: No action was taken following the Executive Session.

13. **ADJOURNMENT**

By consensus, Council adjourned the regular meeting at 7:22 p.m.