



# MEDINA, WASHINGTON

## PLANNING COMMISSION MEETING

Hybrid - Virtual/In-Person  
Medina City Hall - Council Chambers  
501 Evergreen Point Road, Medina, WA 98039  
**Tuesday, April 22, 2025 – 6:00 PM**

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### 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 (in at 6:03 p.m.)  
Commissioner Julie Barrett (in at 6:04 p.m.)  
Commissioner Li-Tan Hsu  
Commissioner Evonne Lai (online 6:00 p.m. to 7:04 p.m.)  
Commissioner Mark Nelson  
Commissioner Brian Pao

##### STAFF

Swanson, Reitan, Kesler, Wilcox, Kilmer (online), Peterson (Consultant) and Kellerman

#### 2. APPROVAL OF MEETING AGENDA

**ACTION:** By consensus, the meeting agenda was approved as presented.

#### 3. APPROVAL OF MINUTES

##### 3.1 Planning Commission Meeting Minutes of March 25, 2025

**Recommendation:** Adopt minutes.

**Staff Contact:** Dawn Nations, Deputy City Clerk

**ACTION:** Motion to approve the meeting minutes. Motion passed 5-0.

Motion made by Commissioner Hsu, Seconded by Commissioner Pao.

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

Absent: Commission Vice-Chair Schubring, Commissioner Barrett

#### 4. **ANNOUNCEMENTS**

##### 4.1 Staff/Commissioners

Planning Commission Chair Bustamante welcomed Interim City Manager Jeff Swanson and invited him to introduce himself. Mr. Swanson shared a brief overview of his background, noting that he is currently serving in an interim capacity while the city conducts its recruitment process for a permanent City Manager. He brings extensive experience in local government, having previously served as a City Manager, City Administrator, and Director of Community and Economic Development.

#### 5. **PUBLIC COMMENT PERIOD**

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

#### 6. **PUBLIC HEARING**

##### 6.1 Middle Housing Ordinance

Hold a public hearing to take public testimony on the Middle Housing Ordinance.

**Recommendation:** Review and recommend approval to the City Council.

**Staff Contacts:** Jonathan Kesler, AICP, Planning Manager; Kirsten S. Petersen, Senior Project Manager, SCJ Alliance, consultants

Planning Manager Jonathan Kesler and SCJ Alliance Consultant Kirsten Peterson gave a presentation on the draft Middle Housing ordinance, highlighting key updates to the ordinance and summarizing community outreach efforts and public feedback received. The Commissioners asked questions and staff responded.

Chair Bustamante opened the public hearing for comments from the public. There were no speakers. Subsequently, the public hearing was closed.

**ACTION:** Motion to approve the Middle Housing ordinance revisions for submission to the City Council. Motion passed 7-0.

Motion made by Commissioner Pao, Seconded by Commissioner Barrett.

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

##### 6.2 Subdivision Ordinance

Hold a public hearing to take public testimony on the Subdivision Ordinance.

**Recommendation:** Review and recommend approval to the City Council

**Staff Contacts:** Jonathan Kesler, AICP, Planning Manager; Kirsten S. Petersen, Senior Project Manager, SCJ Alliance, consultants

Planning Manager Jonathan Kesler gave a presentation on the proposed subdivision ordinance and what is required by the middle housing laws.

Chair Bustamante opened the public hearing for comments from the public. There were no speakers. Subsequently, the public hearing was closed.

**ACTION:** Motion to approve Subdivision ordinance to include a standard for the minimum abutment to the common wall in zero-lot-line subdivisions for submission to the City Council. Motion passed 7-0.

Motion made by Commissioner Nelson, Seconded by Vice Chair Schubring.

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

## **7. DISCUSSION**

### **7.1 Concerns of the Commission**

Vice Chair Schubring inquired about parking arrangements for scheduled meetings. City Clerk Aimee Kellerman responded that designated parking spaces would be reserved for elected officials and volunteers attending public meetings.

Chair Bustamante asked for an update on upcoming vacancies on the Planning Commission. City Clerk Kellerman reported that, at the close of the open filing period, the only applicants that applied were the two current incumbents.

Commissioner Pao asked about undergrounding utilities, mentioning a friend's input on high cost. Vice Chair Schubring explained the historical attempts to underground distribution lines and the cost implications.

### **7.2 Critical Areas Ordinance Update**

**Recommendation:** Update item only.

**Staff Contact:** Jonathan Kesler, AICP, Planning Manager

Director of Development Services reported that the city will conducting a tree canopy study in early June, which will take approximately two months to complete. The study will compare the current tree canopy to a previous evaluation done 10 years ago.

He also gave a brief update on the Critical Areas ordinance that will be going to Council in early May. The critical areas ordinance update is expected to be completed by the end of the year.

**ACTION:** Discussion and update only; no action taken.

## **8. ADJOURNMENT**

Motion by Nelson, seconded by Barrett, to adjourn the regular meeting. The Commission adjourned at 7:18 p.m.

Meeting Minutes taken by Aimee Kellerman, City Clerk