



MEDINA, WASHINGTON

AGENDA BILL

Monday, November 10, 2025

Subject: Development Services Committee

Category: Consent Agenda

Staff Contact(s): Jennifer S. Robertson, City Attorney, Steve Wilcox, Development Services Director

Summary:

On January 24, 2022, by motion the City Council created the Development Service Committee as a special purpose committee for the purpose of providing input to staff regarding the 2024 Comprehensive Plan Update. The Director has found this Committee to be helpful for other planning initiatives beyond just the 2024 Comprehensive Plan. Since that time, the staff and committee members have found the Development Services Committee to provide value to the City in helping staff streamline large planning initiative processes, preparing presentations, and preparing for City Council meetings, such as middle housing and critical areas. The authority of the Committee has now expired. The Director is requesting that the Development Services Committee be re-authorized as an on-going special purpose committee to be utilized to provide input to the Director on major planning issues and other development services matters.

The attached Resolution creates the Committee and spells out the purpose, the duties, authority and operations, the members, and the member responsibilities. If approved, the Committee appointments would occur each even-numbered year after a new mayor is selected by the Council. The appointment of Committee members would be by the Mayor and the Planning Commission chair will weigh in on the Planning Commission members who are to be appointed to the Committee.

This proposed Resolution meets and supports Council's priorities 3 and 5.

Council Priorities:

1. Financial Stability and Accountability
2. Quality Infrastructure
3. **Efficient and Effective Government**
4. Public Safety and Health
5. **Neighborhood Character and Community Building**

Attachment(s)

Exhibit 1: Resolution No. 454.

Budget/Fiscal Impact: N/A

Recommendation: Adopt Resolution creating the Development Services Committee as an on-going special purpose committee.


City Manager Approval:

Proposed Council Motions:

MOTION: "I move approval of Resolution No. 454 regarding the Development Services Committee, modifying the scope and purpose of the Committee, re-authorizing the Committee, identifying who will serve on the Committee, the duties of the Committee, and the appointment procedures."

Time Estimate: 5 minutes