

**CITY OF MEDINA, WASHINGTON**

**Resolution No. 454**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF MEDINA, WASHINGTON, 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.**

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**WHEREAS**, on January 24, 2022, the City Council created the Development Service Committee which is a special purpose committee that was utilized for the purpose of providing input to staff regarding the 2024 Comprehensive Plan Update; and

**WHEREAS**, 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; and

**WHEREAS**, the Director has found this Committee to be helpful for other planning initiatives beyond just the 2024 Comprehensive Plan; and

**WHEREAS**, the City Council finds it in the City's best interests to renew and update the scope and duties of the Development Services Committee; **NOW, THEREFORE**,

**THE CITY COUNCIL OF THE CITY OF MEDINA, WASHINGTON, RESOLVES AS FOLLOWS:**

**Section 1. Findings.** The recitals above are hereby adopted as findings of the City Council in support of this resolution.

**Section 2. Development Services Committee.** The Development Services Committee ("Committee") is a special purpose committee that provides input to staff on large planning initiatives that are being processed by the Planning Commission and City Council as described herein.

**A. Purpose of the Committee.**

1. Benefit the City Council by providing additional feedback and guidance to staff in preparing for City Council meetings on Planning Commission recommendations. The Committee will be advisory to the Development Services Director ("Director") and will have no involvement or authority in matters of discussion by the Planning Commission.
2. Provide advisory guidance, as requested by the Director, regarding various matters of administrative management associated with the on-going work of the Planning Commission and, if needed, other work of the Director that may require presentation or approval before City Council.
3. Create efficiency in the City Council review, processing, and adoption of Planning Commission proposals.

**B. Duties, Authority, and Operations of the Committee.**

1. The Committee will be advisory to the Director and will have no authority or involvement in Workplan matters under discussion by the Planning Commission.
2. The Director has the authority to convene the Committee meeting on an as-needed basis.
3. Prior to Council view, the Committee will convene to preview staff presentations of Planning Commission recommendations and other matter as determined by the Director. The Committee will advise on staff presentation form and content.

**C. Members of the Committee.**

1. The Committee shall be made up of the following individuals:
  - a. Three members of the City Council, as appointed by the Mayor;
  - b. Three members of the Planning Commission, as appointed by the Mayor in consultation with the Planning Commission Chair; and
  - c. The Director, who shall serve as Committee Chair.
2. Alternates. The Mayor may appoint City Council and Planning Commission alternates who may serve in the absence of the appointed City Council or Planning Commission members of the Committee. A Council alternate may only serve in the absence of a Council member and the Planning

Commission alternate may only serve in the absence of a Planning Commission member.

3. Term Length:

- a. The City Council members and Planning Commission members of the Committee shall be appointed at the beginning of each even-numbered year and shall serve for two-year terms. Any vacancy shall be filled by appointment as needed.
- b. The Development Services Director position shall be automatically filled by the individual holding that position and may be filled from time to time by his/her designee.

4. Quorum. At least two members of the City Council and two members of the Planning Commission are needed to constitute a quorum.
5. Other participants. The Director shall be authorized to invite any needed personnel or consultants to the Committee meetings as needed to support the work of the Committee.

**D. Member responsibilities.**

The Committee members shall be responsible for the following duties:

1. Keeping the Director informed as to meeting availability and attendance;
2. Attending meetings in person or via videoconference;
3. If the Committee member is routinely unable to attend meetings, the Committee should inform the Director and the Mayor of the need to appoint a new member to his/her position on the Committee;
4. Providing input on the subject matter(s) presented, including:
  - a. Asking questions that the Committee member thinks will be asked by the City Council or the public;
  - b. Providing feedback on staff presentations in order to improve meeting process and quality of information presented; and
  - c. Providing feedback on proposed process and outreach, including timing, stakeholders, etc.

**Section 3. Effective Date.** This Resolution shall take effect immediately upon passage by the Council and signature of the Mayor.

**PASSED BY THE CITY COUNCIL OF THE CITY OF MEDINA ON THE 10TH DAY OF NOVEMBER, 2025 BY A VOTE OF \_\_\_\_ FOR, \_\_\_\_ AGAINST, AND \_\_\_\_ ABSTAINING, AND SIGNED IN AUTHENTICATION THEREOF ON THE 10TH DAY OF NOVEMBER, 2025.**

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Jessica Rossman, Mayor

APPROVED AS TO FORM:  
Inslee, Best, Doezie & Ryder, P.S.

ATTEST:

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Jennifer S. Robertson, City Attorney

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Dawn Nations, Acting City Clerk

FILED WITH THE CITY CLERK:  
PASSED BY THE CITY COUNCIL:  
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