



## MEDINA, WASHINGTON

MEDINA CITY COUNCIL  
SPECIAL MEETING MINUTES  
Medina City Hall, Council Chambers  
501 Evergreen Point Road, Medina  
Monday, May 21, 2018  
5:30 PM

**MAYOR**  
CYNTHIA F. ADKINS

**DEPUTY MAYOR**  
JESSICA ROSSMAN

**COUNCIL MEMBERS**  
ROGER FREY  
JESSICA GARONE  
DAVID LEE  
ALEX MORCOS  
SHEREE WEN

**CITY MANAGER**  
MICHAEL SAUERWEIN

**CITY ATTORNEY**  
SCOTT MISSALL

**DEPUTY CITY CLERK**  
SUNITA HALL

## MINUTES

### 1. SPECIAL MEETING – CALL TO ORDER / ROLL CALL

Mayor Adkins called the special meeting of the Medina City Council to order in the Council Chambers at 5:30 p.m.

Council Members Present: Frey, Lee, Morcos, Rossman, Wen and Mayor Adkins

Council Members Absent: Garone (Excused)

Planning Commission Members Present: Carlson, Nelson, Preston, Truitt, Reeves and Chair Schubring; Langworthy joined at 6:30 p.m.

Staff Present: Sauerwein, Missall, Wilcox, Osada and Hall

**ACTION:** By consensus Council Member Garone was excused.

### 2. APPROVAL OF MEETING AGENDA

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

### 3. STUDY SESSION

#### 3.1 Working Together, Moving Forwards

Mayor Adkins introduced the study session outlining the reasons for convening the joint meeting and desired outcomes from the study session. After an initial discussion, the group began the session with the Planning Commission workplan (Attachment 2)

**ACTIONS/  
SUMMARY** Mayor Adkins summarized actions from the Planning Commission Workplan discussion:

- Quarterly leadership meetings – *review as necessary*
- More detailed planning commission updates at the council monthly meetings
- Timed planning commission agendas
- Reformat planning commission workplan – *add definition around topics and deliverables; staff to work with Planning Commission representatives*
- City Manager to convene a leadership meeting in June - *workplan will be reviewed*

Big Idea Friendly Challenge (Attachment 1)

Mayor Adkins introduced the next study session and group members each took it in turn to offer their ideas and wishes for the Planning Commission workplan.

Discussion on communication-flow and task-flow between City Council and Planning Commission (Attachment 2)

The group discussed ideas on improving the flow of communication and tasks between CC and PC.

**ACTIONS/  
SUMMARY** Mayor Adkins summarized actions from the discussion:

1. Two- way communication with City Council consisting of a more detailed wrap up to Council and opportunity to put forward questions
2. At least one Councilmember to attend PC meeting – acting as “liaison”
3. Discuss further City Council input in review of workplan and setting of priorities

The group discussed priorities from the workplan

**ACTIONS/  
SUMMARY**

Mayor Adkins summarized follow up actions:

1. Reformat of Planning Commission workplan should separate those that are required by law, and should also list any applicable legal/regulatory deadlines.
2. Each group to relook at Planning Commission workplan and take a majority group view on priorities – and then exchange priorities
3. Focus on next year's workplan
4. Include percentage completed
5. Include date task entered on workplan

**4. ADJOURNMENT**

By consensus the meeting was adjourned at 7:45 p.m.

  
Cynthia Adkins, Mayor

Attest:

  
\_\_\_\_\_  
Sunita Hall, Deputy City Clerk

## Joint Study Session – City Council and Planning Commission

### Supporting Notes

#### 1. PC Workplan

Discussion focused on the following: Organization and prioritization of work tasks, weighting and percentage completed of tasks; definition and clarity around tasks and deliverables; process and criteria for placing items on the workplan and ranking; contextual background on work items; tracking progress; identifying sub tasks; short term and long term goals; old business and new or emergent business; regular check-ins; prompt sharing of information; stability and process for changing priorities; essential (legal) tasks vs nice to have tasks; evolution of tasks; assigned council member to PC meetings; formalize communication between PC and CC; quasi-judicial items; estimate working hours to be spent on tasks; date work items placed on program;

#### Actions

1. Quarterly leadership meetings – *review as necessary*
2. More detailed planning commission updates at the council monthly meetings
3. Timed PC agendas
4. Reformat PC workplan – *add definition around topics and deliverables; staff to work in collaboration with PC representatives*
5. City Manager to convene a leadership meeting in June – *reformatted work plan will be reviewed*

#### 2. Big Ideas Friendly Challenge

*If you there is one thing that you could add to the workplan what would it be?*

Themes included:

- PC role in housing crisis/ utilization of empty dwellings / tenancy terms/ ghost houses
- Impact of code changes on wider zoning/supplemental units/residents; a mechanism to review all the different factors/entire code
- Redmond additional unit policy
- Greater enforcement on overgrown hedges over sidewalks
- Analysis and strategic review of commuter parking
- Review of tree code - is it working as intended and consistent with the character of Medina/comprehensive plan
- Impact of 5G wireless on tower code
- Long term property uses and explore options of land trusts, open spaces and pedestrian connectivity, well planned community
- Take advantage of Medina's lake front e.g. in building parks like Bellevue
- Invite architect and contractor to meetings to give their view on efficiency of permit process and fees
- Review of fees – are they appropriate
- Review of code enforcement
- Schedule separate CMP hearings to free up PC regular meetings
- Finding more open space to create parks, kid friendly spaces

- Undergrounding of poles and utilities
- Renewal energy and sustainability provisions e.g. apply to City Hall
- More strategic PC workplan with reference to the comprehensive plan
- Update storm-water system and plans
- Traffic calming
- Look at critical areas
- Mercer Island – revised residential policy / wedding cake houses

### **3. Communication and Task Flow between CC and PC**

The group discussed ideas on improving the flow of communication and tasks between CC and PC. Discussion included: having field trips, group site visits and use of drones for CMPs. Other suggestions included: more detailed PC wrap up to council and obtaining feedback on questions from CC; value of Council member to attend PC meetings – biased or representative of entire council? Potential quorum and quasi- judicial concerns;

#### **Actions**

1. Two- way communication with CC consisting of a more detailed wrap up to CC and opportunity to put forward questions
2. At least 1 x Councilmember to attend PC meeting – acting as “liaison”
3. Discuss further CC input in review of workplan/setting of priorities

*What one thing would you want to complete from the workplan?*

- Is tree code working?
- Does PC plan capture community priorities? Role of CC in setting those priorities.
- Storm-water permitting amendment issues
- Area wide amendments
- Sustainability regs
- Methods of enforcement
- Feedback mechanism – to capture resident views and share with CC and PC

#### **Actions:**

1. Reformat of PC workplan should separate those that are required by law, and should also list any applicable legal/regulatory deadlines
2. Each group to take a majority group view and relook at PC workplan and exchange priorities
3. Focus on next year’s workplan
4. Include percentage completed of tasks
5. Include date task entered on workplan