

**CITY OF MEDINA**  
**Planning Commission Meeting**

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*February 24, 2015  
6:00 p.m.*

*Medina City Hall Council Chambers  
501 Evergreen Point Road*

**CALL TO ORDER**

The Planning Commission meeting of February 24, 2015, was called to order at 6:00 PM by Chair Reeves.

**ROLL CALL**

Present: Chair Randy Reeves, Jeanne Carlson, Peter May, Mark Nelson, Peter Papano.

Absent: Vice-Chair Shawn Schubring (excused)

Staff Present: Robert Grumbach, Development Services Director  
Kristin McKenna, Development Services Coordinator  
Michael Sauerwein, City Manager  
Tom Early, City Tree Consultant

**ANNOUNCEMENTS (6:01 PM)**

Grumbach made the following announcements:

- The Comprehensive Plan open house is March 11<sup>th</sup> from 5:30 pm to 7:00 pm at City Hall. A post card mailing has been sent out to residents.
- Council took action on the Boarding House Ordinance.
- Recruitment has begun to fill Planning Commission opening.

**APPROVAL OF MINUTES (6:04 PM)**

Commissioner May noted that a motion was inadvertently omitted from the January 27, 2015 meeting minutes. The January 27<sup>th</sup> minutes were pulled and staff stated corrected minutes will be submitted to the Commission at the next scheduled regular meeting.

There was a spelling error that it will be corrected in the final copy of the February 10, 2015 minutes.

MOTION MAY / SECOND CARLSON TO APPROVE THE MINUTES OF THE FEBRUARY 10, 2015, PLANNING COMMISSION SPECIAL MEETING WITH SPELLING CORRECTION AS NOTED. APPROVED 6 – 0. (6:05 PM)
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## **AUDIENCE PARTICIPATION (6:06 PM)**

- Doug Dicharry thanked the Commission and staff for all their time and effort working on the tree code. He expressed his support for the direction the code is going. He commented on the establishment of performance standards, the focus on preserving the tree canopy and the flexibility the code gives the home owner in managing their property while preserving the central elements of Medina's character.
- Kay Koelemay commended the Commission and staff on the progress made on the tree code. She commented on the preservation of the sylvan character of the community and the shared responsibilities among the citizens. She stated that the code may seem complicated, but when looked at closely it is fairly simple. Koelemay suggested creating a one page 'do it yourself' tree inventory/ratio diagram to help people better understand the code.
- Cynthia Atkins commended the Commission and staff for the hard work being done on the tree code. She suggested holding an open meeting to help explain the code to individuals. Atkins also stated she had emailed staff comments on the comprehensive code specifically addressing environmental concerns. She urged the Commission to pay special attention to sections of comprehensive plan that address parks and wireless.
- Sheree Wen thanked the Commission for their time and effort on the tree code and stated she felt the code seems too complicated and restrictive.

## **PUBLIC HEARINGS**

None

## **OTHER BUSINESS (6:19 PM)**

### **1) Phase Two Tree Code Update Continued Discussion**

Grumbach handed out a draft update to the Medina Suitable Tree Species List. He also handed out a copy of written comments submitted by David Yee.

Grumbach and Early presented new examples of how the draft tree code would be applied to properties that were under development.

Chair Reeves allowed public comment after the presentation. (6:50PM)

- Steve Burnstead commented on the draft tree code and any correlation with the Shoreline Master Program (SMP).
- Shere Wen commented on the tree code and use of retaining walls to prevent mud slides.

Following public comment, the Commission's discussion continued on the tree code.  
(6:58 PM)

The Commissioners agreed that the examples assisted them in better understanding the proposed code. A very lengthy discussion transpired pertaining to the following sections:

20.52.110 – Tree retention requirements.

20.52.120 – Trees granted special attention.

20.52.130 – Minimum performance standards for land under development.

During the discussion Grumbach and Early responded to several questions from the Commissioners including questions on tree retention, tree density ratios, canopies, tree heights and tree caliber.

Early commented that individuals having a large tree on their lot usually have two reactions; one is fear and the other is reverence.

The Commission reviewed the draft code through section 20.52.130.

They proposed some minor revisions to the draft for the next meeting.

Chair Reeves indicated that at the next meeting, the Commission will commence its discussion with the next section of the draft.

2) 2015 Mandatory Review and Update to the Comprehensive Plan Discussion

- Draft of Amendments to the Comprehensive Plan
- Draft Amendments to Critical Areas Ordinance/Development Regulations

Grumbach summarized the Growth Management Act (GMA) updates with the Commission.

Amy Summe, city consultant from The Watershed Company, gave an overview of the changes that were made to the Critical Area Ordinance. She explained that the changes were necessary in order to meet the minimum requirements imposed by state regulators. These changes were also outlined in a memo that had been presented to the Commission.

Grumbach and Summe responded to questions from the Commissioners. The Commissioners expressed overall satisfaction with the drafted proposals.

Grumbach indicated there would be an open house in March on the Comprehensive Plan update and a hearing in April.

3) Discussion on schedule

The Commission agreed to hold another special meeting to discuss the tree code. A tentative date of March 12, 2015 at 6:00 pm was agreed upon with a backup date of March 17, 2015.


**ADJOURNMENT**

MOTION CARLSON / SECOND MAY TO ADJOURN THE FEBRUARY 24, 2015, PLANNING COMMISSION MEETING. APPROVED 6 - 0. (8:30 PM)

A special Planning Commission meeting is tentatively scheduled for Thursday March 12, 2015 at 6:00 PM.

The next regular Planning Commission meeting is scheduled for Tuesday, March 24, 2015 at 6:00 PM.

Minutes taken by:



Kristin McKenna  
Development Services Coordinator