

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

*June 24, 2014*  
*6:00 p.m.*

*Medina City Hall Council Chambers*  
*501 Evergreen Point Road*

**CALL TO ORDER**

The Planning Commission meeting of June 24, 2014, was called to order at 6:02 PM by Chair Nunn.

**ROLL CALL**

Present: Chair Heija Nunn, Vice-Chair Jennifer Garone (arrived 6:08), Jeanne Carlson, Peter May, Peter Papano and Randy Reeves

Absent: Shawn Schubring

Staff Present: Robert Grumbach, Development Services Director  
Donna Goodman, Development Services Coordinator  
Jenny Ngo, Planning Consultant

**ANNOUNCEMENTS (6:03 PM)**

Grumbach made the following announcements:

- The City Council adopted the public participation program for the comprehensive plan update.
- The phase one tree code amendments were adopted.
- The City Council approved a sidewalk project on Evergreen Point Road north of Overlake Drive to begin in the near future as well as asphalt overlay projects in the city.
- The re-channelization on 84<sup>th</sup> Avenue NE has not occurred yet and staff is working on this issue.

Commissioners made the following announcements:

- Commissioner Papano commended Grumbach on the post card that was mailed to residents regarding the Comprehensive Plan update.
- Chair Nunn stated that Medina Days is coming up and it is not too soon to submit donations.

**AUDIENCE PARTICIPATION (6:06 PM)**

Sheree Wen addressed the commission on the dangers of tree fungus, showing photos of infected trees and requesting that the mitigation requirements for removing trees be more reasonable.

## **APPROVAL OF MINUTES (6:14 PM)**

Commissioner May clarified his comments on page three of the May 27 minutes, explaining his point was that it would be an interesting exercise for the council to speculate about the survey outcome before dispersing it and then compare their speculation with the actual outcome.

**MOTION MAY / SECOND REEVES TO APPROVE THE MINUTES FOR THE MAY 27, 2014, PLANNING COMMISSION MEETING AS WRITTEN. APPROVED 5 – 0, PAPANO ABSTAINING. (6:16 PM)**

## **PUBLIC HEARING (6:16 PM)**

### **QUASI-JUDICIAL:**

1. Level 2 Tailored Construction Mitigation Plan. File No. CMP-14-004.  
3616 Evergreen Point Road.  
Proposal: Redevelop a residential lot including demolishing the existing home and constructing a new single-family dwelling.

Chair Nunn asked commission members about disclosures related to the Appearance of Fairness Doctrine. Commissioner Reeves disclosed that he knew the builder for the project. Commissioner May disclosed that he lives nearby and was notified of the hearing. Chair Nunn asked if there were any challenges to Planning Commission members participating in the hearing. There were no challenges.

Chair Nunn explained the hearing procedures. Grumbach administered the oath to Jenny Ngo, Planning Consultant, who presented the staff report.

Ngo presented a site plan and explained the challenges of the site. She noted that the curve at the top of the lane would be reinforced with rocks to temporarily widen the turn and that a barge may also be utilized to bring in some materials. She relayed some of the recommended conditions of approval including coordination with the neighbors about private lane blockages, the requirement for flaggers, and the applicants' plan should an emergency occur during the time the private lane was blocked.

Ngo shared a public comment from a neighbor with concerns regarding possible damage to their driveway should trucks use it for a turnaround. Ngo stated that the contractor will be required to repair any damage that occurs and that using the neighbor's driveway for turnaround is not authorized. She summarized that staff recommends approval of the Construction Mitigation Plan subject to the conditions proposed in the staff report.

Ngo responded to questions from commissioners regarding how concrete would be delivered to the site and how emergencies would be handled if concrete trucks were blocking the lane while pumping.

Steve Kern, project architect with Stillwell Hanson Architects, and Jeff Peterson, project manager for the contractor, were administered the oath by Grumbach. Kern explained that a shoring wall was recently constructed to create more space on the site for parking and turnaround. Peterson addressed how construction waste would be handled and said the duration of construction is expected to be ten months.

Peterson addressed commissioners' questions regarding screening, trees, proposed fencing for neighbors and the size of trucks that would be used. He explained that the barge and crane will be on site only one or two days in order to bring in material such as long beams that would be unable to negotiate the driveway.

Kern explained that no significant trees will be impacted.

MOTION GARONE / SECOND PAPANO TO APPROVE TAILORED CONSTRUCTION MITIGATION PLAN, CMP-14-004, WITH THE CONDITIONS PROPOSED IN THE STAFF REPORT. APPROVED 6-0. (6:44 PM).

Chair Nunn tabled the approval and asked for public testimony. There were no comments from the audience.

Chair Nunn announced that the Planning Commission's action on the proposal would stand approved.

## **OTHER BUSINESS**

### **1) 2015 Periodic Review and Update of the Medina Comprehensive Plan (6:44 PM)**

Grumbach distributed up-to-date comprehensive plan binders to the commissioners. He also distributed a draft Critical Area Map. He noted that the binders provided the commissioners with all of the recent changes in the comprehensive plan.

Grumbach discussed the critical areas gap analysis prepared by The Watershed Company and the need to update the regulations using best available science. He noted that they would be using the shoreline critical areas regulations as a guide. The key issues, he explained, were addressed in the memo and there are additional details in the analysis.

Grumbach explained the critical areas map and that the known critical areas found in Medina include environmentally sensitive land and water, geological hazards, wetlands, and fish and wildlife habitat areas. Discussion followed regarding the bald eagle habitat shown on the map and possibly removing it since bald eagles are no longer on the endangered species list. Grumbach explained that the map is a

planning document and the habitat area is there whether it is shown on the map or not.

Grumbach spoke about the streams on the map and that the stream-type definitions would be updated to be consistent with state definitions.

Grumbach explained that further discussion will take place at the next meeting.

## 2) Briefing on Phase Two Tree Code Update (7:08 PM)

Grumbach announced that the council approved phase one of the tree code and it is now in effect. They also authorized the beginning of the phase two outreach program.

Grumbach shared that a post card notice will be mailed and a questionnaire will be created. He also noted a July 15 public workshop is scheduled and efforts are being made to provide as many types of opportunities as possible for residents to comment. He added that a booth will also be set up for Medina Days.

Grumbach briefed the commissioners that currently the main goal is to look at the policy behind the tree code and determine if it is still relevant or if it should be changed. After the policy is decided, any new regulations would come from this. He noted that the council proposed a joint meeting with the Planning Commission on the tree code in September, the exact date to be determined.

Next, Grumbach briefed the commissioners on the council's decision to inventory the current tree canopy using an approach that employs aeriels and ground verification. Older aeriels will also be reviewed to compare how the tree canopy might have changed since the last major tree code changes.

Discussion followed and Grumbach addressed questions from the commissioners regarding studies performed in other nearby cities, the expectations for the consultants that will be hired to perform the inventory, other options for study, and the timeline for making the code changes.

Commissioner Carlson expressed that there seems to be a low level of understanding in the community regarding the tree code and Grumbach explained that the purpose of the outreach that will occur, including the open house and the website, is to inform residents about the current code and obtain input regarding their desires. He added that the city will obtain assistance from a communications consultant who will be helping with dissemination of information to the public.

City Manager, Michael Sauerwein, added that the consultant the city will be using is Kathy Allen, who has expertise in public communications.

Discussion followed on the date of the September meeting and potential dates for the joint study session with the council and whether there would be one or two meetings in September.

Garone suggested that the commission consider initiating a rotating schedule for commissioners to attend council meetings and provide input on commission activity.

Discussion followed on whether to hold a meeting in August. The consensus was to cancel the August meeting unless there is a construction mitigation plan hearing.

Grumbach provided copies of a comment letter to the commissioners that had been received that day. Chair Nunn stated her appreciation that the resident had taken the time and thought to write the letter.

Further discussion on the tree code update was continued to the next meeting.

### **ADJOURNMENT**

MOTION GARONE / SECOND MAY TO ADJOURN THE JUNE 24, 2014, PLANNING COMMISSION MEETING. APPROVED 6 - 0. (7:23 PM)

The next Planning Commission meeting is scheduled for Tuesday, July 22, 2014, at 6:00 PM.

Minutes taken by:



Donna Goodman  
Development Services Coordinator