



# MEDINA, WASHINGTON

**MEDINA CITY COUNCIL  
SPECIAL MEETING MINUTES**  
Medina City Hall, Council Chambers  
501 Evergreen Point Road, Medina  
Monday, March 23, 2015  
6:30 PM

**MAYOR**  
PATRICK BOYD

**DEPUTY MAYOR**  
DAVID LEE

**COUNCIL MEMBERS**  
JAY DECKER  
MICHAEL LUIS  
JOHN MAFFEI  
ALEX MORCOS  
CURT PRYDE

**CITY MANAGER**  
MICHAEL SAUERWEIN

**CITY ATTORNEY**  
KARI SAND

**DEPUTY CITY CLERK**  
JEN NEWTON

## MINUTES

### 1. STUDY SESSION - CALL TO ORDER / ROLL CALL

Mayor Boyd called the special meeting to order in the Medina Council Chambers at 6:31 p.m.

Council Members Present: Decker, Lee, Luis, Pryde, Maffei, Morcos, and Mayor Boyd

Council Members Absent: None

Staff Present: Sauerwein, Grumbach, Wilcox, Crickmore, Adams, Newton

### 2. STUDY SESSION ITEMS

2.1 **Subject:** How to Obtain a Permit in Medina

**Staff Contact:** Robert Grumbach, Director of Development Services; Steve Wilcox, Building official

Director of Development Services, Robert Grumbach and Building official Steve Wilcox explained the process for obtaining a permit in Medina. They described the three types of decision types, noticing requirements, department structure, permit review process and went through the steps in how to apply for a permit. The permit steps information included discussion on in-take and pre-application meetings, submittals, planning/CMP review, building and grading review, tree review, and finally

issuing a permit. Some discussion on fees was conducted; however, each project is unique and fees can vary greatly.

Questions and discussion from City Council Members included: how many days does it take for a permit, what types of situations slow the permit process down, how can permits get processed faster, what happens when a code change occurs, and the CMP program.

Architect Mark Nelson, spoke to the City Council Members on the permit process from an applicant's perspective. He spoke about how great it is to work with City Staff and his frustrations with some of the requirements.

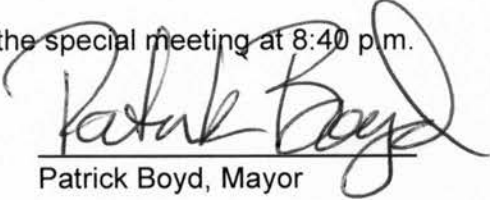
2.2 **Subject:** Medina Park Ponds Discussion  
**Staff Contact:** Michael Sauerwein, City Manager

Josh Jensen and Matt Woltman from Anchor QEA were available for questions from City Council Members regarding Medina Park Ponds. The Medina Park Ponds dredging project originally discussed by City Council and Staff may not be the best practice to resolve the issues occurring in the ponds. City Council Members will revisit this and discuss this project further at a future City Council Meeting.

### 3. ADJOURNMENT

Next regular meeting: Monday, April 13, 2015; 6:30 PM.

Motion Decker second by Pryde; Council adjourned the special meeting at 8:40 p.m.



Patrick Boyd, Mayor

Attest:



Jen Newton, Deputy City Clerk