

City of Medical Lake  
124 S. Lefevre Street – City Council Chambers  
**Planning Commission Meeting and Public Workshop**  
**February 23, 2023, Minutes**

**NOTE: This is not a verbatim transcript. Minutes contain only a summary of the discussion. A recording of the meeting is on file and available from City Hall.**

**1) CALL TO ORDER, PLEDGE OF ALLEGIANCE, AND ROLL CALL**

- a) Commissioner Hudson called the meeting to order at 5:02 pm, led the pledge of allegiance and conducted roll call. All members present.
- b) Approval of or Additions to Agenda
  - i) Motion to approve agenda made by commissioner Munson, seconded by commissioner Mayulianos, carried 5-0.
- c) Excused Absences - none

**2) INTERESTED CITIZENS: AUDIENCE REQUESTS AND COMMENTS**

- a) Tammy Roberson – commented and thanked commissioner Mayulianos for how she ran the last meeting. Shared commentary on goals and mission of a Planning Commission. See attached.

**3) APPROVAL OF MINUTES**

- a) **January 26, 2023**, Regular Meeting and Public Workshop minutes
  - i) Commissioner Munson suggested correction to Section 7(a), changing Mayo to Mayulianos.
  - ii) Commissioner Mark suggested change to Section 6(a)(iii), strike “our” and replace with “municipal code”.
  - iii) Motion to approve minutes as amended made by commissioner Munson, seconded by commissioner Mayulianos, carried 5-0.

**4) STAFF REPORTS**

- a) Elisa Rodriguez, City Planner
  - i) Shared regarding the first read of the Critical Areas Ordinance 1108 at the City Council meeting on February 21, 2023. City Council voted to approve the first read with minor punctuation and grammatical corrections.

**5) SCHEDULED ITEMS**

- a) Planning Commission Rules of Procedure
  - i) The following are suggested amendments that will be presented for a vote at the next Commission meeting:
    - (1) At this point in the meeting, a Zoom participant reported that there was no sound. The meeting was paused, and recording was stopped in order to restart the system and correct the issue. Once corrected, the meeting and recording resumed.
  - ii) Discussion was held and changes suggested by commission members. Legal counsel, Sean King, made the comment that at the previous meeting, each proposed amendment was introduced and voted on individually. He suggested to keep consistency, that the commission continue with the same process.
- b) Commissioner Mark motioned to introduce under section 1.3, change “excused members” to “member”. Seconded by commissioner Munson, carried 5-0.
- c) Commissioner Mark motioned to introduce under section 3.2, second line, change “his” to “his/her”. Seconded by commissioner Mayulianos, carried 5-0.
- d) Commissioner Mark motioned to introduce on page 7, Public Participation: Tips for Talking with the Commission, sixth bullet point, spell out the number then follow with number in parentheses i.e. “three (3)”. This keeps consistency with section 7.2, second paragraph, fourth and fifth lines which is addressing the same topic. Seconded by commissioner Jorgenson, carried 5-0.
- e) Commissioner Mark motioned to introduce on page 7, Public Participation: Tips for Talking with the Commission, second bullet point, sixth line, revise to add “Medical Lake” into address. Seconded by commissioner Mayulianos, carried 5-0.
- f) Commissioner Mayulianos motioned to introduce in section 2.1, changing time of meeting to 6 pm rather than 5 pm, seconded by commissioner Munson, carried 5-0.

- g) Commissioner Mayulianos motioned to introduce in section 6.2 change to allow for commission members to vote to recuse a member with a possible conflict of interest (they present to the commission and they vote), rather than the commission member making that decision solely. Legal counsel determined that this subject needs to be reviewed and reported on at the next meeting, therefore no vote was taken.
  - h) Commissioner Mayulianos motioned to introduce in section 7.2 removing the requirement of community members to state their address and instead only provide whether or not they are residents of the city. Seconded by commissioner Mark, carried 5-0.
  - i) Commissioner Mayulianos motioned to introduce in section 7.2 (citizen comments) changing the speaking time limit from 3 to 5 minutes. Commissioner Munson asked Commissioner Mayulianos for her reason behind the additional minutes. She responded that she thought it was necessary to get the speakers point across. Seconded by commissioner Mark, carried 5-0.
  - j) Commissioner Mayulianos motioned to introduce in section 7.2 an addition to reflect that educational presentations are given fifteen minutes. Seconded by commissioner Jorgenson, carried 5-0.
  - k) Commissioner Mayulianos motioned to introduce in section 7.5 addition of language to include that any written communications must be submitted by 2pm the day of the meeting. Seconded by commissioner Mark, carried 5-0.
  - l) Commissioner Mayulianos motioned to introduce in section 8, making the last paragraph “Amendment of These Rules” subsection 8.2. Seconded by commissioner Mark, carried 5-0.
  - m) Commissioner Hudson motioned to introduce in section 4.1 a change to agenda format making Line 2 Additions to Agenda and moving the remaining line items down. Seconded by commissioner Mayulianos, carried 5-0.
  - n) Commissioner Hudson motioned to introduce in section 5.4 changing motions to reconsider to bring into line with Robert’s Rules of Order, seconded by commissioner Mark, carried 5-0.
  - o) Commissioner Mayulianos motioned to introduce in section 1.3 change to require members to attend in person when at all possible, with exception of illness or travel. Seconded by commissioner Jorgenson. Commission then discussed adding catch-all term “or good cause” for exceptions. Motion carried 5-0.
  - p) Commissioner Mayulianos motioned to postpone a vote on last month’s proposed changes and instead combine them with tonight’s. This will allow members to vote on all proposed changes at next month’s meeting. Seconded by commissioner Mark, carried 5-0.
- 6) **PUBLIC WORKSHOP** – Continued from December 15, 2022, and January 25, 2023, Meetings
- a) Application LU 2022-004 TA, Proposal to amend MLMC Section 17.42.030 to allow shipping containers under certain circumstances.
  - b) City Planner, Elisa Rodriguez gave a recap of discussion from last meeting and procedure thus far, explained purpose of the workshop. Explained the role of commission is to provide direction as how to proceed with the application process. Reminded commissioners any change to the ordinance will affect all businesses/citizens city-wide and the decision must be non-biased. All consensus building must be done within Planning Commission meetings. Gave examples of the types of decisions that could be made. Explained that this is not the final decision tonight, only providing guidance for prepping the staff report.
  - c) Mr. Stoker shared comments on why he is requesting the text amendment.
  - d) Brent Lucas, Senior Planner with the City of Cheney shared a presentation regarding shipping containers and how they have been allowed in Cheney.
    - i) Discussion held and commission members asked questions.
  - e) Mr. Stoker discussed other businesses that currently have shipping containers as well. Shared that they are much more cost-effective and enables them to not raise rates.
  - f) Commissioners discussed and shared their thoughts.
  - g) Commissioner Hudson asked the Commission how they would like to proceed. Commissioner Munson shared his experience appraising properties with shipping containers. He concluded by stating he does not consider them attractive and does not support changing the Municipal Code to allow them. Commissioner Mayulianos agreed. Commissioner Mark stated that she had visited the shipping container locations in town. She used the container at 1005 E Barker as an example of how a shipping container can be made to be attractive. She sympathizes with those who have used containers as an economical alternative for storage. However, she is in agreement with commissioners Munson and Mayulianos, and does not support changing the municipal code.
  - h) Commissioner Mayulianos motioned to direct the City Planner to deny the request to change the MLMC. Seconded by commissioner Jorgenson, carried 5-0.
  - i) Public Hearing will be held at the next meeting.

7) **COMMISSION MEMBERS’ COMMENTS OR CONCERNS**

- a) Commissioner Mayulianos asked if the commission has a mission statement. Would like to develop an education packet for new commission members (to include a mission statement).
  - i) Commissioner Mayulianos motioned to add to the next agenda a discussion about developing a welcome packet, list of goals, and mission statement. Seconded by commissioner Jorgenson. Commissioner Mark shared that she and commissioner Munson both received a welcome packet, so there already is one. Commissioners Mayulianos and Jorgenson both indicated that they never received a packet. Motion carried 4-1, with commissioner Mark abstaining.
- b) Mrs. Rodriguez suggested that the commissioners look at the City of Medical Lake’s Comprehensive Plan which includes a vision statement and the MLMC section on the Planning Commission before the next meeting to help with this discussion.

**8) INTERESTED CITIZENS: AUDIENCE REQUESTS AND COMMENTS**

- a) Tammy Roberson – asked for clarification on the proposed change to the “motion to reconsider” section of the Planning Commission Rules of Procedure (see section 5(n) above). Commissioner Hudson offered an explanation for the proposed change.

**9) CONCLUSION**

- a) Motion to conclude the meeting made by commissioner Mayulianos, seconded by commissioner Mark. Motion carried 5-0 and meeting concluded at 7:16 pm.

Date: February 23, 2023

*Roxanne Wright*  
Roxanne Wright, Administrative Assistant

# Effective ML Planning Commission Goals

(Compiled by Tammy Roberson, ML City Resident—Feb 2023)

City of Medical Lake (ML) Planning Commission's purpose and objective is to provide **citizen review and recommendations** on planning-related matters to City Officials and City Council.

- ◆ **Recognize the right of citizens to influence decisions.**
- ◆ Encourage citizens involvement and promote the public's interest in the planning process and ensure coordination to reconcile conflicts. Serve as a sounding board for new ideas – outreach to educate.
- ◆ Involve broad and diverse segments of the community in planning efforts to assure the final plan fully addresses community needs -- provides the public with a sense of ownership over the plan.
- ◆ **Be thorough and diligent.**
- ◆ Recognize the dedication, time, and work commitment truly needed to be properly prepared to discuss issues intelligently.
- ◆ Take personal obligation seriously. City Council members are counting on your responsibility and assurance to do an excellent job in doing the necessary homework to stay current.
- ◆ Vote on only those proposed code ordinances which are fully understood and easy to apply. If standards are subjective in nature, they are difficult to enforce.
- ◆ Stay informed -- several days in advance, review the portions of the comprehensive plan, SMP, and the zoning ordinances that are relevant to each agenda item.
- ◆ Read/comprehend the agenda packet ahead of time -- come prepared to participate totally in the meeting for the business to be discussed.
- ◆ Educate yourselves in the details of the items at issue so you are able to fully understand public concerns.
- ◆ Attend meetings regularly, communicate openly, listen, be objective, ask questions, give citizens a meaningful opportunity to participate and seek solutions.
- ◆ Share responsibility for free flow of ideas and discussions among everyone present at a meeting including applicants, staff, members of the public and the commissioners themselves – open communications.
- ◆ Disclose upfront any perception of conceivable personal interests - avoid conflicts of interest. NOTE: Conflict of interest situations come up not only when there may be an actual conflict, but also when there may be a perception by others that there is a conflict.
- ◆ Be sensitive to the community's "level of tolerance" in cases where the conflict of interest is not clear cut.
- ◆ Remember just because an action is legal doesn't mean that it is ethical -- being ethical means doing the right thing for the community regardless of personal costs.
- ◆ Serve the public interest by sharing information and being fair, transparent, and unbiased – not tainted with prejudice regarding matters that come before them. The law says your actions must appear fair as well as be fair in fact. A proposed code ordinance must be clearly understood by the Commission.
- ◆ Be mindful of the relevant criteria or considerations affecting the issues when listening to testimony.
- ◆ Provide recommendations based on thoughtful deliberation, community values, and professional advice.
- ◆ Support your findings/recommendations in writing with detailed reasons.
- ◆ Act in total dedication to your community by stepping aside in a timely way when you know in your heart that it's time for you to do something else (perhaps due to personal, family, or business obligations demanding more time).

- ◆ Take responsibility by holding yourself to the highest ethical standards since the Commission holds considerable power in how our community grows and develops.

**NOTE 1:** Above statements taken from the following online sources:

- ❑ *MRSC Planning Commissions overview.*
- ❑ *The Planning Commissioner's Role, Westport Municipal Code.*
- ❑ *What is the Plan Commission & How Does It Work?*
- ❑ *RCW 36.70A.020 Planning Goals.*
- ❑ *What is the Plan Commission & How Does It Work?*
- ❑ *A ShortCourse on Local Planning for Washington State Communities. \*\**
- ❑ *New to the Planning Commission? FAQs. \*\**
- ❑ *Effective Meetings for Appointed and Elected Officials. \*\**
- ❑ *Ethics & Planning Commission Conflicts of Interest – A First Look.*
- ❑ *Conflicts of Interest in Land Use Decision-Making (July 25, 2019 by Community-Planning Zoning).*

**NOTE 2:** \*\* taken from the WA State Department of Commerce Short Course on Local Planning.

May the force be with our wetlands and the future of Medical Lake.

**Comments – February 23, 2023 Planning Commission Meeting (Interested Citizens)**  
(As Of: 23 Feb 2023)

Tammy Roberson and I am a City resident...

If needed only: Chair Hudson would you please state your local residence address. I do not expect an answer... My point is that in today's world, it is not a safe thing to give out your address to folks you do not really know or to those in the audience... This needs to be changed please in ML's Planning Commission Rules and Procedures. No personal information for security reasons.

Good evening, Planning Commissioners and City Officials,

I would like to thank the Planning Commissioners but especially, Commissioner Mayo (acting as Chair) for leading a friendly, informative, and very decisive meeting by taking immediate actions on agenda items. I felt no so-called tensions in the air – again, the meeting was very pleasant to attend for a change.

I also saw a major improvement whereby; the Commission had actually started to become an effective Planning Commission under Commissioner Mayo's leadership ability by recognizing the right of citizens to influence decisions by encouraging citizen participation.

I am hoping that this continues. I have compiled some effective Planning Commission goals gained from numerous online sources. These goals should be what Medical Lake's Planning Commission is striving for. Every organization should have goals, not to mention a mission statement.

Please remember, the Planning Commission's purpose and objective is to provide citizen review and recommendations on planning related matters to City Officials and City Council.

May the force be with our wetlands and the future of Medical Lake.

Tammy M. Roberson, 424 W Brooks

**Comments – February 21, 2023 City Council Meeting (2<sup>nd</sup> Interested Citizens)**  
(As Of: 21 Feb 2023)

Good evening, Mayor, City Council members and City Officials.

On a side note from wetlands: There are other types of critical areas found in Medical Lake which are in the City's 2019 Comprehensive Plan but missing from the Critical Areas Ordinance (CAO).

The proposed CAO only deals with a fraction of them from the Comp Plan.

1st example from the Comprehensive Plan, "The city's critical areas ordinance addresses development occurring over the aquifer and within the aquifer recharge area" (page 103) but the CAO does not address protection of this critical area.

2<sup>nd</sup> example, "the City has some wind erosion of exposed soils" (page 105) but the CAO does not mention Geologically Hazardous Areas.

3<sup>rd</sup> example, according to the Dept of Natural Resources, Medical Lake has forestlands but again this is not mentioned in the CAO nor for that matter in the Comprehensive Plan.

The City Council should work diligently to ensure that the draft CAO is just the beginning of Medical Lake's efforts to protect the environment.

Once the CAO is properly amended and approved, the City will need to pass amendments to make sure that it fulfills its remaining environmental duties.

Not sure why you all did not go over the proposed eight amendments and let us know why these were not added (communicating with us verbally or in writing). These eight amendments were not even discussed among the members. Instead, you all went over the small grammatical errors which will not help the wetlands out. BTW – these small errors should have been caught by the Planning Commission... The City Council's job is to review the "meat" of the CAO...

May the force be with our wetlands and the future of Medical Lake.

Thank you for your attention and time.

Tammy M. Roberson, 424 W Brooks