



**AGENDA  
PLANNING COMMISSION  
REGULAR MEETING  
APRIL 18, 2024, 5:30 PM**

**COMMISSION ATTENDANCE IN PERSON  
PUBLIC MAY ATTEND IN PERSON OR  
REMOTELY VIA ZOOM**

Join Zoom Meeting:

<https://us06web.zoom.us/j/89881441893?pwd=ujTAhxaB5qICDVX18T8VbDeIT2ckgf.1>

Meeting ID: 898 8144 1893

Passcode: 111812

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One tap mobile

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+12532050468,,89881441893#,,,,\*111812# US

Find your local number: <https://us06web.zoom.us/u/kbfgXYBcG6>

**WRITTEN PUBLIC COMMENTS**

If you wish to provide written public comments for the Planning Commission meeting, please email your comments to [erodriguez@medical-lake.org](mailto:erodriguez@medical-lake.org) by 2:00 p.m. the day of the commission meeting and include all the following information with your comments:

1. The Meeting Date
2. Your First and Last Name
3. If you are a Medical Lake resident
4. The Agenda Item(s) which you are speaking about

\*Note – If providing written comments, the comments received will be acknowledged during the public meeting, but not read. All written comments received by 2:00 p.m. will be provided to the Planning Commission in advance of the meeting.

**Questions or Need Assistance? Please contact City Hall at 509-565-5000**



- 1) CALL TO ORDER, PLEDGE OF ALLEGIANCE, AND ROLL CALL**
  - a) Excused Absences
- 2) ADDITIONS TO AGENDA**
- 3) APPROVAL OF MINUTES**
  - a) March 28, 2024, Meeting minutes
- 4) INTERESTED CITIZENS: AUDIENCE REQUESTS AND COMMENTS**
- 5) STAFF REPORTS**
- 6) SCHEDULED ITEMS**
  - a) STA Connect 2035, 10-Year Strategic Plan Presentation
  - b) Lefevre Street Improvements presentation – Sonny Weathers
  - c) Comprehensive Plan Overview – Transportation
- 7) PUBLIC HEARING – None scheduled.**
- 8) COMMISSION MEMBERS’ COMMENTS OR CONCERNS**
- 9) INTERESTED CITIZENS: AUDIENCE REQUESTS AND COMMENTS**
- 10) CONCLUSION**

City of Medical Lake  
124 S. Lefevre Street – City Council Chambers  
**Planning Commission Meeting**  
**March 28, 2024, 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 5:31 pm.
  - i) Commissioner Mark was out sick. Notified Ms. Rodriguez via phone call. Motion to approve absence made by commissioner Munson, seconded by commissioner Hudson, carried 3-0.
  - ii) Commissioner Mayulianos submitted absence requests for both this meeting and the April meeting. Motion to approve made by commissioner Hudson, seconded by commissioner Jorgenson, carried 3-0.
  - iii) Commissioners Jorgenson, Hudson, and Munson were present in person.

**2) ADDITIONS TO AGENDA**

- a) No additions. Motion to approve agenda as written made by commissioner Munson, seconded by commissioner Hudson, carried 3-0.

**3) APPROVAL OF MINUTES**

- a) February 22, 2024, Minutes
  - i) Motion to approve made by commissioner Jorgenson, seconded by commissioner Hudson, carried 3-0.

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

- a) none

**5) STAFF REPORTS**

- a) Elisa Rodriguez, City Planner – today is the due date for the Hazard Mitigation Plan RFP. Three proposals have been received. No current applications. Commissioner Jorgenson asked about FEMA and how long they're here. Sonny Weathers responded that the deadline for applications is April 20<sup>th</sup> and FEMA should be here at least until then, possibly a little longer.

**6) SCHEDULED ITEMS**

- a) City Strategic Plan presentation by Sonny Weathers, City Administrator
  - i) Mr. Weathers explained what the strategic plan is and gave a presentation. Ms. Rodriguez asked Mr. Weathers to explain the relationship between a strategic plan and a comprehensive plan. Strategic is broader (ideas, not a lot of details), and comprehensive gets into the specifics and details of the strategic plan. Staff can use the comprehensive plan to direct policies and procedures. Discussion was held regarding the boundaries of the city and how the growth of the city is approached. Commissioner Munson complimented the city on the grants that have been awarded this past year.
- b) Comprehensive Plan Overview – Land Use
  - i) Elisa Rodriguez, City Planner – referred to the “homework” assignment that was given to commissioners from the letter in the agenda packet. Requested input from commissioners on current and proposed land use element. No decisions tonight, just discussion.

- ii) Gave a presentation on the land use element. See attached. Went through the ten summary goals and asked for input from commissioners. Commissioners discussed goals and provided input.
- c) Public Participation Plan vote
  - i) Motion to accept made by commissioner Hudson, seconded by commissioner Munson, carried 3-0.
- d) City Branding Discussion – Press Release
  - i) Commissioner Munson discussed the updated press release (see attached). Commissioner Jorgenson asked to make sure that it is clear that the commission is asking for community participation.

- 1. Motion to submit to the city administrator and city planner to approve and distribute made by commissioner Hudson, seconded by commissioner Munson, carried 3-0.

7) **PUBLIC HEARING** – None scheduled.

8) **COMMISSION MEMBERS' COMMENTS OR CONCERNS**

- a) Commissioner Hudson – Would like to address additional vehicle exits for Fox Hollow/Fox Ridge during the transportation discussion at next month's meeting.

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

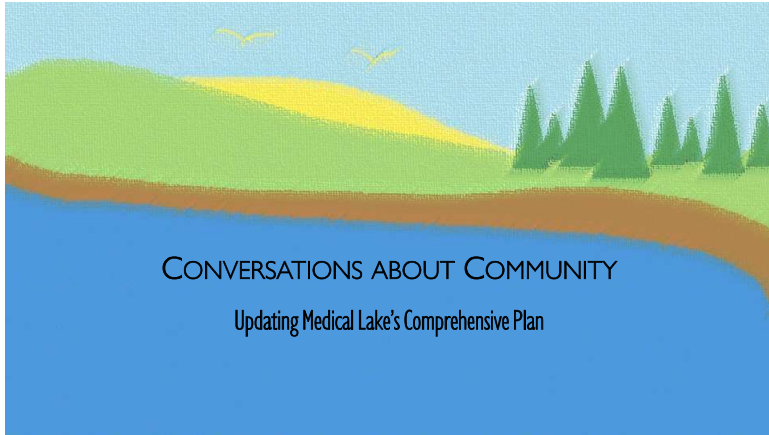
- a) Citizen in the audience commented on the proposed Silver Lake city sewer and water project that was discussed at the community meeting on March 27<sup>th</sup>.

10) **CONCLUSION**

- a) Motion to conclude at 6:58 pm made by commissioner Munson, seconded by commissioner Jorgenson, carried 3-0.

\_\_\_\_\_  
Roxanne Wright, Administrative Assistant

\_\_\_\_\_  
Date



LAND USE ELEMENT

**Purpose:**

**General Location and Distribution of Land Uses**

**Design and Quality of the Built Environment**

**Framework for the Other Elements**

LAND USE ELEMENT

**Current Comprehensive Plan**

**13 Goals**      **32 Policies**      **12 Actions**

LAND USE ELEMENT

**Create vibrant, well-maintained, pedestrian-oriented commercial areas with a mix of businesses to increase employment opportunities.**

LAND USE ELEMENT

**Ensure there are adequate services and facilities and enough buildable land to provide for needed jobs and housing and if land needs to be annexed to accomplish this, plans are in place for these provisions.**

LAND USE ELEMENT

**Provide the opportunity for a variety of housing types and densities in order to serve all levels of income, seniors, and special-needs housing.**

LAND USE ELEMENT

**Create a network of pedestrian and bicycle routes to link residents with parks, community services, and commercial areas.**

LAND USE ELEMENT

**Protect the environment, including shorelines, wetlands, and fish and wildlife habitat.**

LAND USE ELEMENT

**Provide an adequate amount of open spaces, parks, trails, and recreational opportunities for citizens and tourists.**

LAND USE ELEMENT

**Create community gateways.**

LAND USE ELEMENT

**Encourage citizen participation.**

LAND USE ELEMENT

**Prepare for the possibility of an essential public facility being located in Medical Lake.**

LAND USE ELEMENT

**Meet the social and health needs of the citizens, including keeping the city clean, safe, and affordable.**

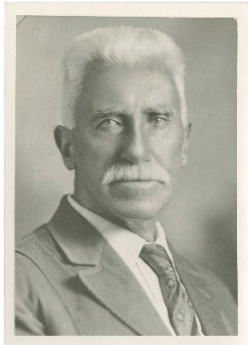


## Medical Lake, February 2024

Over the past year, the Medical Lake Planning Commission has been discussing the “brand” for the city based on historical, geological, and geographical features.

Medical Lake is a small residential community. The Planning Commission wants it to remain so. At the same time, Medical Lake has been described as a “diamond in the rough,” that is, a raw, uncut diamond, existing well below its potential. After one hundred and thirty-four years, an effort should be made to realize that potential.

Many Planning Commission ideas are far-reaching and, realistically, may not be realized until after present Commissioners have passed away. The overriding responsibility of the Commission, however, is to begin the process leading to the maximization of Medical Lake potential. When Lord Stanley Hallett, the first Medical Lake mayor, built his three-story home at the corner of the Lake Street and Stanley Street, he expected others would follow suit. Although geological and geographical characteristics have not changed, and while Medical Lake has some interesting history, Medical Lake residential and commercial districts have seen nothing of enduring significance since Hallett built his home in 1890, one hundred and thirty-four years ago.



The greater Medical Lake area uniquely has six lakes and dozens of ponds. Those features are the greater Medical Lake area’s basis of attraction and cannot be compromised.

The Planning Commission has several visions. An example is an eventual tie with Fairchild AFB. Fayetteville, NC, for example, tied into Ft. Bragg (renamed Ft. Liberty in 2023) with the Airborne and Special Ops Museum. Fredericksburg, TX tied into the WWII Pacific theater, from Pearl Harbor to Japan’s surrender aboard the USS Missouri, with the expansive National Museum of the Pacific War (Admiral Chester Nimitz was born in Fredericksburg). Fairchild and the tanker fleet have a history given little attention. The Planning Commission believes that history should be brought to light.

Realizing our ideas will require considerable perseverance. In all actual cases, development at times will seem at an impasse. Over years in other municipalities such as those mentioned above, indomitable citizen support and participation, however, ultimately won the day. The Medical Lake Planning Commission members consequently encourage citizen attendance at meetings in City Hall, upstairs, every fourth Thursday at 5:30 p.m.

Cutting and polishing the Medical Lake diamond will require careful planning and patience. While obstacles will be prominent, the finished product will justify the effort. Again, Commissioners may not be around to see some of their visions realized. To Hallett and those who went before, however, we owe the effort, and for posterity, we should make the effort.



City of Medical Lake  
124 S Lefevre Street  
PO Box 369  
Medical Lake, WA 99022-0369  
509-565-5000

April 11, 2024

Dear Commissioners,

During our April 18<sup>th</sup> meeting we will be discussing Chapter 4, Transportation. Please read the chapter to prepare.

Once again, I have put together all the goals, policies, and actions that the current Comp Plan notes as transportation related. There is also a summarized list of the goals and policies below.

I have attached an outline of the Transportation Element information that the Growth Management Act (GMA) requires the City to have in the Comp Plan.

I know it is a lot of work, but I really appreciate it when you read through the materials so we can have an informed discussion.

As stated previously, this will not be the only chance to discuss this topic. All the elements of the comprehensive plan are intertwined, and we will return to each one throughout the process.

Please feel free to contact me with any questions and I look forward to hearing your thoughts on this topic. Also, please invite friends and family to attend the meeting. We will give them time to speak if they choose to.

Sincerely,

Elisa Rodriguez

City Planner

### Summary of current Transportation related Goals and Policies of the Comp Plan

1. Create a network of pedestrian and bicycle routes to link residents with parks, community services, and commercial areas.
2. Effectively use and maintain a multimodal transportation system within the City and connect to neighboring communities.
3. Improve multimodal safety along city streets, especially along SR-902.
4. Ensure adequate access for public safety vehicles and neighborhood evacuation.
5. Beautify the transportation system.
6. Encourage physical activity.
7. Encourage citizen participation.

**2019 Comprehensive Plan  
Goals, Policies, and Actions  
Related to Transportation**

Goals

3. Have convenient, attractive, and visible pedestrian and bicycle access to community facilities and neighborhoods, making the trail system one of the State’s best.
6. Use and maintain the transportation system effectively for all types of motorized and non-motorized transportation modes within the city and between Medical Lake and neighboring communities.
7. Improve pedestrian and vehicular safety along city streets, especially SR-902 and to enhance SR-902’s ability to serve commercial land uses.
14. Maximize physical and visual linkages of parks and recreation facilities to residential areas, public facilities (school, library, etc.) and commercial areas within the city and adjacent to the city, making them accessible to residents.
22. Establish the city as a “drive to” not “drive thru” city experience without compromising the overall integrity of the community.

Policies

2. Develop trails to link neighborhoods, commercial and industrial uses, natural areas, and parks, negotiating trail connections in project design, and increasing public awareness of the trail, bike, and sidewalk system.
3. Maintain the “retail front” along SR-902 to encourage pedestrian travel.
11. Make walking and bike riding an attractive transportation alternative.
12. Keep the transportation system safe for all users.
13. Ensure adequate access for public safety vehicles and neighborhood evacuation.
14. Upgrade the pedestrian environment along streets to increase the sense of separation from traffic.
15. Prioritize street network improvements ensuring the most important projects are completed first.
16. Encourage efficient and appropriate use of rights of way.
17. Work to increase bus service.

18. Pursue beautification strategies in the community's transportation system, business districts, and neighborhoods.
19. Implement creative and interesting traffic management techniques.
20. Find opportunities to cooperate with private development interests.
45. Encourage citizen participation in civic activities and community planning efforts.
56. Make trails accessible to all residents and businesses to encourage physical activity.
59. Encourage corridor development for pedestrian and wildlife routes.
76. Require new subdivisions to have sidewalks on both sides of the street.

#### Actions

1. Revise public works standards to regularly inventory and ensure the safety and adequacy of the trails network.
2. Investigate ways to fund the writing of a bike way master plan.
4. Develop design and safety standards along SR-902 and Brooks Road, even in areas outside the central business district, by using landscaping, walls, and lighting to enhance the appearance and reduce traffic speed.
13. Develop a comprehensive trails master plan that reflects the community's vision for the future of the trail system.
16. Promote a "trails awareness week" or other programs to advertise the extent and quality of the community's trails.
18. Identify ways to make pedestrian and public transport systems more compatible by creating Transportation Demand Management (TDM).
19. Enforce on-street parking regulations, especially where snow removal or narrow lane widths restrict vehicle movement.
20. Revise standards to discourage cul-de-sac street layouts.
22. Revise street standards to provide for narrower curb-to-curb pedestrian crossing distances on arterials.
23. Maintain a 6-year street improvement program (TIP) and apply criteria to rank importance of individual projects.
24. Investigate prohibiting studded snow tires.
25. Create a crack sealing program.
26. Study feasibility of, identify a site for, and develop a park and ride facility for public transit.

27. Improve access to the public transit system by enhancing and maintaining the appearance and safety of bus stops.
28. Develop and adopt a street tree plan that includes suggested tree types and planting specifications.
29. Develop a program that inventories roadside signs to ensure effectiveness, consistency, and compatibility.
30. Review level of service standards as part of the annual budgeting process, ensuring that impacts from development are mitigated sufficiently to maintain the adopted levels of service.
31. Develop a concurrency ordinance and maintain a map of public facilities to ensure facilities are in place to serve the forecast demand and proposed development at the appropriate levels of service.
32. Assess transportation network design for its ability to defer capacity-based improvements to SR-902 and Brooks Road by offering alternative routing or by encouraging use of alternative modes.
35. Periodically review impact fees to ensure new development pays for the demand that it generates.
38. Develop enhancement and maintenance plans for all parks and recreation, including trails, bicycle, and pedestrian networks.
56. Amend the city parking standards to allow for flexibility in the parking requirement, ensuring efficient use of space for the Central Business District.
58. Develop maintenance and design standards to ensure that neighborhood centers maintain intimate scale, provide for a variety of uses, and minimize reliance on automobiles for transportation.

**Per RCW 36.70A.070 (Growth Management Act)**

**The transportation element shall include the following items:**

- A. Must implement and be consistent with the land use element.
- B. Must include the following:
  - 1. Land use assumptions used in estimating travel
  - 2. Estimate of the level of service impact from all modes of transportation. The multimodal level of service standards for SR-902 are prescribed in RCW 47.06 and 47.80.
  - 3. Specific actions and requirements for bringing into compliance transportation facilities or services that are below an established multimodal level of service standard.
  - 4. Local system should reflect the regional system.
  - 5. A transition plan for transportation as required in Title II of the Americans with disabilities act of 1990 (ADA).
  - 6. An analysis of funding capability to judge needs against probable funding resources.
  - 7. Active transportation component to promote healthy lifestyles.
- C. After adoption of the comprehensive plan, concurrency must be enforced.
- D. Must maintain a 6-year Transportation Improvement Plan (TIP)