



**AGENDA  
PLANNING COMMISSION  
REGULAR MEETING  
MARCH 28, 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/88445855811?pwd=kYpgS56pP5XXqqofU5ldiHzYS7sVpY.1>

Meeting ID: 884 4585 5811

Passcode: 678680

One tap mobile

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Find your local number: <https://us06web.zoom.us/u/kk9sns7jd>

**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) February 22, 2024, Meeting minutes
- 4) INTERESTED CITIZENS: AUDIENCE REQUESTS AND COMMENTS**
- 5) STAFF REPORTS**
- 6) SCHEDULED ITEMS**
  - a) City Strategic Plan presentation by Sonny Weathers, City Administrator
  - b) Comprehensive Plan Overview – Land Use
  - c) Public Participation Plan vote
  - d) City Branding Discussion – Press Release
- 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**  
**February 22, 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, led the Pledge of Allegiance, and conducted roll call. Commissioner Mark submitted a request for absence during the last meeting. Motion to approve commissioner Mark's absence made by commissioner Mayulianos, seconded by commissioner Jorgenson, carried 3-0. Commissioner Munson was not present. Will move forward with the meeting and address his absence if he does not make it. He joined the meeting on Zoom at 6 pm.

**2) ADDITIONS TO AGENDA**

- a) Add discussion for changing the date of the April meeting. Mrs. Rodriguez will be attending a conference during the regularly scheduled meeting on April 25<sup>th</sup>. Requested to move the meeting to April 18<sup>th</sup>. Motion to move the meeting to April 18, 2024, made by commissioner Mayulianos, seconded by commissioner Hudson, carried 3-0.
- b) Motion approve agenda as amended made by commissioner Mayulianos, seconded by commissioner Jorgenson, carried 3-0.

**3) APPROVAL OF MINUTES**

- a) January 25, 2024, Minutes
  - i) Motion to approve made by commissioner Mayulianos, seconded by commissioner Hudson, carried 3-0.

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

- i) none

**5) STAFF REPORTS**

- a) Elisa Rodriguez, City Planner – no new applications have been submitted. In the process of receiving a grant for the climate resilience element of the comprehensive plan. RFP for hazard mitigation plan consultant is open and will close at the end of March. Commissioner Jorgenson asked about the presidential approval of funds for wildfire assistance. Mrs. Rodriguez shared that the declaration of a national disaster allows FEMA to help. She spoke with a representative from the Small Business Administration. They can give low-interest loans to those who suffered losses in the fire. Up to \$500,000 for owners and \$100,000 for renters. Potential for other benefits. Another disaster relief location (FEMA arrived in the area today). Elisa shared that over two dozen homes have been permitted. The new energy code goes into effect on March 15, 2024.

**6) SCHEDULED ITEMS**

- a) Comprehensive Plan Overview – Public Participation Plan
  - i) Elisa Rodriguez shared a presentation. See attached. Explained this is a draft and she is looking for input from the commission and reviewed their role in the process. Discussed ways to engage community participation.
- b) City Branding Discussion – Community News Release

- i) Commissioner Munson spoke about the news release he drafted. Discussed gearing it more toward families and requesting the community's input. Commissioner Munson will revise based on what was discussed and bring it forward for the commission's approval.
- ii) Motion to table the topic to the next meeting made by commissioner Hudson, seconded by commissioner Mayulianos, carried 4-0.
- c) Education Packet for New Commission Members
  - i) Commissioner Mayulianos reported that the packet is almost complete. Because she won't be present at the next two meetings, she would like to table the topic until the May meeting.
  - ii) Motion to table made by commissioner Mayulianos, seconded by commissioner Jorgenson, carried 4-0.

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

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

- a) Commissioner Mayulianos – asked Elisa Rodriguez about the letter from the Department of Ecology regarding the Martin St. wetland. Mrs. Rodriguez explained that the letter was to the property owner, not the city, therefore the city is not involved.
- b) Commissioner Jorgenson inquired on the status of the shipping containers discussion. Mrs. Rodriguez shared that the applicant is out of town until April.
- c) Commissioner Hudson inquired if there had been any new business licenses recently. Mrs. Rodriguez shared that she had received a few for home occupancy businesses (online).
- d) Commissioner Mayulianos asked about the Green Gate area subdivision. Mrs. Rodriguez shared that the original application was incomplete and is now considered abandoned.

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

- a) none

10) **CONCLUSION**

- a) Motion to conclude at 6:23 pm made by commissioner Mayulianos, seconded by commissioner Jorgenson, carried 4-0.

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Roxanne Wright, Administrative Assistant

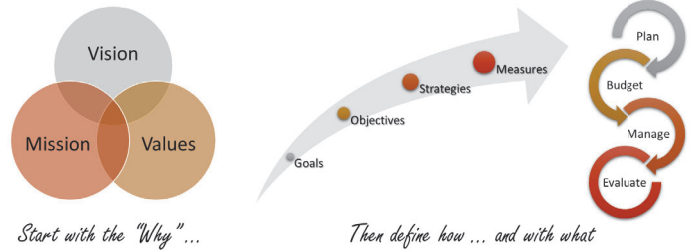
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Date



## ROADMAP TO IMPROVED COMMUNITY CONDITIONS AND INCREASED PUBLIC TRUST AND CONFIDENCE

2



## Medical Lake is ...

3

... A place of relaxation and enjoyment for all with its eclectic eateries, parks and playgrounds, boating and fishing, small business shopping, and history of healing.

... Ideally located as a haven for outdoor recreation with multiple lakes, ample trails, and a small-town spirit allowing one to enjoy comfortably scaled festivities with the beautiful backdrop of our lakes, forests, and farmland.



## OUR SERVICES

4



### PUBLIC SAFETY

Law Enforcement  
Fire Protection/EMS  
Municipal Court



### PUBLIC WORKS

Water/Sewer  
Solid Waste  
Engineering  
Streets



### BUILDING & PLANNING

Land Use Planning  
Development Regulations  
Permitting & Inspection  
Code Enforcement



### PARKS & RECREATION

Parks and Trails  
Community Events  
Recreation Programming



### ADMINISTRATION

Human Resources  
Budget  
Utility Billing  
Accounts Payable  
Legal Services  
Information Technology



## VISION AND MISSION

### CAST THE VISION

Medical Lake has a family friendly, small-town feel where people are engaged in community affairs and experience meaningful connections to our history of healing and military heritage within the beautiful backdrop of our lakes, forests, and farmland.

### ARTICULATE THE MISSION

Building community and enhancing quality of life so residents and businesses can flourish in quality neighborhoods with great schools and useful parks where responsive and accountable governance provides for appropriate infrastructure and fiscal responsibility.

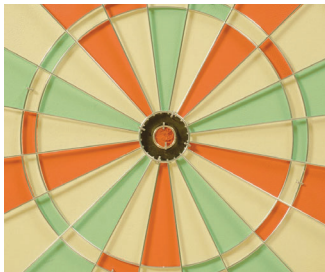
## DEFINE AND LIVE OUR VALUES

Values are the fundamental, unchanging rules of conduct that will govern all of our actions.

- Service  Meeting basic needs
- Stewardship  Responsible management
- Hospitality  Enhancing respect and belonging
- Teamwork  Quality communication and collaboration
- Excellence  Continuous improvement



## TARGETS OF OPPORTUNITY



- ⇒ Thriving local economy.
- ⇒ Healthy and sustainable environment.
- ⇒ Engaged and empowered citizens and stakeholders.
- ⇒ Multi-modal connections into and throughout the community.
- ⇒ Healthy living and recreation.
- ⇒ Community safety and security.

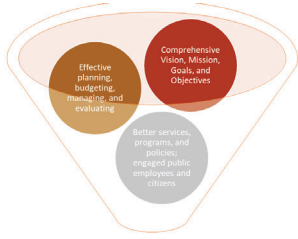


## COMMUNICATION AND ACCOUNTABILITY

The Healing Waters Strategic Plan will provide a necessary baseline for a self-assessment program designed to:

1. Clearly identify and define the ultimate goal for each of our lines of effort
2. Decide on how we objectively measure the impact of those efforts
3. Take stock in how we are currently doing
4. Articulate what it is we are working on to improve conditions

## SUCCESS ON PURPOSE AND IN HARMONY 9



Improved Community Conditions and Increased Public Trust and Confidence





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

March 21, 2024

Dear Commissioners,

Our March 28<sup>th</sup> meeting will start our chapter by chapter discussion and evaluation of the existing Medical Lake Comprehensive Plan (Comp Plan). The first chapter we will discuss is Chapter 3, Land Use. Please read the chapter to prepare.

The current Comp Plan has a “laundry” list of goals, policies, and actions. Each of these, in the left-hand column, refers to one or more of the elements (or chapters). To help you prepare, I have attached a list of all those goals, policies, and actions that are labeled as “Land Use”. However, because there are so many and there are some repetitive themes, I have tried to summarize them below. Please take the time to read both the original list and my summary.

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

I realize that I am requesting you to do a lot of “homework”, however, I believe in our effort to better understand the current Comp Plan and the requirements of the GMA, we will have a better Comp Plan in the future.

This will not be the only chance to discuss this topic. All of 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 Land Use related Goals and Policies of the Comp Plan

1. Create vibrant, well-maintained, pedestrian-oriented commercial areas with a mix of businesses to increase employment opportunities.
2. 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.
3. Create a network of pedestrian and bicycle routes to link residents with parks, community services, and commercial areas.
4. Provide the opportunity for a variety of housing types and densities in order to serve all levels of income, seniors, and special-needs housing.
5. Protect the environment, including shorelines, wetlands, and fish and wildlife habitats.
6. Provide and adequate amount of open spaces, parks, trails, and recreational opportunities for citizens and tourists.
7. Encourage citizen participation.
8. Create community gateways.
9. Prepare for the possibility of an essential public facility being located in Medical Lake.
10. Meet the social and health needs of the citizens, including keeping the city clean, safe, and affordable.

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

**The land use element shall include the following items:**

- A. General distribution and general location and extent of the uses of land, where appropriate, for:
  - 1. housing,
  - 2. commerce,
  - 3. industry,
  - 4. recreation,
  - 5. open spaces and green spaces,
  - 6. urban and community forests within the urban growth area,
  - 7. public utilities, and
  - 8. public facilities.
- B. Population densities.
- C. Building intensities.
- D. Estimates of future population growth.
- E. Protection of the quality and quantity of groundwater used for public water supplies.
- F. Environmental justice, including efforts to avoid creating or worsening environmental health disparities.
- G. Promote physical activity and reduce per capita vehicle miles traveled within the jurisdiction.
- H. Drainage, flooding, and stormwater runoff in the area and nearby jurisdictions and provide guidance for corrective actions to mitigate or cleanse those discharges that pollute waters of the state.
- I. Reduce and mitigate the risk to lives and property posed by wildfires.

**2019 Comprehensive Plan**  
**Goals, Policies, and Actions**  
**Related to Land Use**

Goals

1. Maintain an attractive and balanced mix of land uses, ensuring the future character of the community.
2. Maintain an adequate supply of buildable land helping ensure new development can be accommodated in the manner envisioned by the city.
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.
4. Have a pedestrian-oriented and prosperous downtown serving residents and tourists while protecting its historical and cultural character and attracting new business.
5. Widen employment opportunities and provide jobs to city residents, while still providing jobs for non-community residents.
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.
17. Promote the detached single-family housing form through a variety of approaches and techniques.
18. Preserve, protect and strengthen the vitality and stability of existing neighborhoods.
19. Provide a variety of densities and housing types to promote greater choices and opportunities.
20. Meet a variety of needs including a broad range of health, social and affordable housing issues paying particular attention to senior citizens, low-income families, persons with disabilities and other special need populations.
23. Establish a balance between jobs and housing to attract new employment and living opportunities.
29. Limit development activities within critical areas or adjacent to resource lands to minimize impacts to the natural environment, as well as protect the public health, safety and general welfare of the community.
30. Manage the shorelines of the city within the intent of the Washington State Shorelines management Act and the city's Shoreline Master Program, and subsequently maintain compatibility between this comprehensive plan and the Shoreline Master Plan.

## Policies

1. Encourage and facilitate acquisition and development of open space in new residential subdivisions and neighborhoods.
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.
4. Design new development in compliance with critical areas ordinance.
5. Allow accessory dwelling units.
6. Locate commercial development convenient to residential areas.
7. Locate senior and special needs housing and other community buildings near services and/or the Central Business District.
8. Encourage a clean and well-maintained central business district.
9. Encourage a mixture of businesses.
10. Promote business relocation and/or new business starts.
22. Use land use decisions and other strategies to manage or reduce demand on public services and facilities.
23. Phase development to be compatible with availability of services and facilities.
24. Master plan utilities proposed to serve annexation areas.
25. Supply adequate parkland and manage facilities to keep pace with changes in demand.
26. Require development impact fees and land dedication.
28. Coordinate with Spokane County and other county jurisdictions to ensure fair-share distribution of essential public facilities without necessarily precluding them from locating in Medical Lake.
29. Coordinate with Spokane County and other county jurisdictions to ensure that impacts from essential public facilities surrounding development are identified/mitigated.
30. Coordinate with Spokane County and other county jurisdictions to ensure that impacts from essential public facilities to local budgets, services and facilities are identified and mitigated.
39. Encourage private entities offering specialized recreational opportunities.
40. Encourage single-family home ownership for low- and moderate-income households.

41. Promote Medical Lake as a single-family town offering less expensive housing in a small-town setting.
42. Review development proposals for impact to surrounding neighborhoods.
43. Strengthen linkages within and between neighborhoods.
45. Encourage citizen participation in civic activities and community planning efforts.
46. Encourage flexibility in residential housing types and project design, including manufactured homes and affordable housing.
48. Offer specialty retail establishments and recreational opportunities.
50. Encourage a mix of retail, office, civic, cultural, social and residential uses in downtown.
54. Establish residential neighborhoods as safe, clean and healthy places to live.
55. Encourage appropriate development at community gateways and support community efforts to design, install, and maintain entry markers.
57. Use natural areas to preserve habitat and to maintain function of ecologically sensitive areas.
69. Limit development in or adjacent to fish and wildlife habitat areas that diminished indicator species.
71. Avoid building on slopes greater than 40% because of high risk to property.

### Actions

3. Amend zoning to require “build-to” or zero setback placement of buildings in the central business district.
6. Require land dedication or payment in-lieu fees in all subdivisions and multi-family residential projects.
8. Revise zoning to allow variety in commercial development by allowing commercial development on smaller parcels and encouraging entrepreneurial home occupations, while ensuring compatibility with surrounding residential uses.
9. Revise zoning regulations to accommodate special needs housing and senior housing near commercial and institutional land uses.
11. Revise development regulations to allow a wide variety of uses.
15. Revise development regulations to require pre-development meetings for subdivisions, detached housing and commercial development.
20. Revise standards to discourage cul-de-sac street layouts.

21. Revise zoning and subdivision regulations to require trail connections in residential subdivisions and encourage development of parks and/or trails in lieu of assessing impact fees.
47. Update residential development guidelines to permit small-lot single-family housing that is compatible with surroundings.
50. Revise zoning and subdivision standards as necessary to encourage a variety of housing options including residential located above street-level commercial, accessory dwelling units, and cluster housing.
63. Revise development regulation to allow clustering and the transfer of development rights.
65. Re-evaluate land use regulations to include provisions for setting aside natural areas, open space and critical areas.