City of Medical Lake 124 S. Lefevre Street – City Council Chambers

Planning Commission Meeting April 27, 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

Commissioner Hudson called the meeting to order at 5 pm, led the Pledge of Allegiance, and conducted roll call. Commissioners Jorgenson, Mayulianos, Hudson, and Mark all were present in person. Commissioner Munson was present via Zoom.

- a) Approval of or Additions to Agenda
 - i) Motion to approve agenda as is made by commissioner Hudson, seconded by commissioner Mark, carried 4-0, with commissioner Munson not voting due to technical issues with his audio.
- b) Excused Absences none

2) INTERESTED CITIZENS: AUDIENCE REQUESTS AND COMMENTS

a) None

3) APPROVAL OF MINUTES

- a) March 23, 2023, Regular Meeting minutes
 - i) Motion to approve made by commissioner Mayulianos, seconded by commissioner Mark, carried 4-0, with commissioner Munson not voting due to continued technical issues.

4) STAFF REPORTS

a) Mr. Weathers gave staff report due to Mrs. Rodriguez's absence; she is attending a Planning conference. Shared that there will be a Public Hearing regarding shipping containers at the May 02, 2023, City Council meeting. Community garden meetings are taking place proposing utilizing space at Pioneer Park. The next meeting will be held Monday, May 8, 2023, at 6 pm in the council chambers. There will also be a Law Enforcement Town Hall meeting on Monday, May 22, 2023, at 6 pm, in the council chambers. Opportunity to meet current deputies, new code enforcement officer, discuss neighborhood/block watch, scope volunteering, and ideas on how to purpose the Medical Lake Police Station. The state legislative session ended on April 28, 2023. The city worked with our state delegation to get police service funding and was approved for potentially approximately \$300,000 annual reimbursement. Spring clean-up day is Saturday, May 13, 2023, at Waterfront Park from 8 am until 12 pm. Free document shredding for city residents will also be available at the City Hall parking lot from 9 am until 12 pm.

5) SCHEDULED ITEMS

- a) Education Packet for New Commission Members
 - i) Commissioner Mayulianos reported that she was unable to work the packet due to health issues. Motion to table the topic until the May meeting made by commissioner Mayulianos, seconded by commissioner Mark, carried 5-0. (Commissioner Munson resolved his technical issues and participated in voting for the remainder of the meeting).
- b) Planning Commission Rules of Procedure reviewing proposed changes from previous meetings. Changes are in purple, and the document is attached for reference.
 - i) Section 1.3 Attendance, Excused Absences motion to adopt proposed changes made by commissioner Mayulianos, seconded by commissioner Mark, carried 5-0.
 - ii) Section 2.1 Commission Meetings motion to adopt proposed changes made by commissioner Mayulianos, seconded by commissioner Jorgenson, discussion held. Commissioner Mark agrees with the verbiage for the "4th Thursday" but prefers the 5 pm meeting start time. Commissioners discussed options. Commissioner Mayulianos amended the motion on the table to a 5:30 pm start time, seconded by commissioner Mark, carried 5-0.
 - iii) 3.2 Call to Order motion to adopt proposed changes made by commissioner Mark, seconded by commissioner Mayulianos, carried 5-0.

- iv) 4.1 Order of Business motion to adopt proposed changes made by commissioner Mayulianos, seconded by commissioner Mark. Commissioner Hudson inquired why approval of minutes is being moved to after citizen comments. Discussion held. Motion to amend original motion and leave citizen comments after approval of minutes made by commissioner Mayulianos, seconded by commissioner Mark, carried 5-0.
- v) 5.2 Motions move to 8.1 motion to adopt proposed changes made by commissioner Mayulianos, seconded by commissioner Mark, carried 5-0.
- vi) 5.3 Votes on Motions move to 8.1 motion to adopt proposed change made by commissioner Mark, seconded by commissioner Mayulianos. Commissioner Hudson pointed out that both are labeled 8.1 and will need to be adjusted. Some confusion about the proposed changes for 5.2 and 5.3.
 - (1) Motion to reconsider (v) above and table until get clarification made by commissioner Hudson, seconded by commissioner Mayulianos, carried 5-0.
 - (2) Motion to amend motion in (vi) above and table proposed change to 5.3 made by commissioner Mark, seconded by commissioner Mayulianos, carried 5-0.
- vii) 5.4 Motions to Reconsider Commissioner Hudson discussed and explained that this amendment aligns with Robert's Rules of Order. Motion to adopt proposed changes made by commissioner Hudson, seconded by commissioner Mayulianos, carried 5-0.
- viii) Add section 5.5 Motion to Rescind motion to introduce section 5.5 and language regarding motions to rescind at next meeting made by commissioner Hudson, seconded by commissioner Mark, carried 5-0.
- ix) 6.3 The Public Hearing Process (1) motion to introduce strikethrough "address" in section (1) and add to state whether they are a resident of Medical Lake made by commissioner Mark, seconded by commissioner Mayulianos, carried 5-0.
- x) 7.2 Public Comments motion to adopt proposed changes made by commissioner Mayulianos, seconded by commissioner Jorgenson, carried 5-0.
- xi) 7.2 Manner of Addressing the Commission change to reflect same language from 7.2 Public Comments. Motion to introduce the language change made by commissioner Hudson, seconded by commissioner Mark, carried 5-0.
- xii) 7.5 Written Communications motion to adopt proposed change made by commissioner Mark, seconded by commissioner Mayulianos, carried 5-0.
- xiii) 8.2 Amendment of These Rules (adding this section) motion to introduce addition made by commissioner Mark, seconded by commissioner Hudson, carried 5-0.
- xiv) Public Participation Tips document
 - (1) Box 1, motion to adopt proposed change made by commissioner Mark, seconded by commissioner Hudson, carried 5-0.
 - (2) Box 2, motion to adopt proposed changes made by commissioner Mayulianos, seconded by commissioner Mark, carried 5-0.
 - (3) Box 3, proposed to strike the word "address" and align language with 6.3 (1). Motion to introduce made by commissioner Mayulianos, seconded by commissioner Mark, carried 5-0.
 - (4) Box 5, same as above (3). Motion to introduce made by commissioner Mayulianos, seconded by commissioner Mark, carried 5-0.
 - (5) Box 6, proposed a change from three to five minutes for public comments. Motion to introduce made by commissioner Mayulianos, seconded by commissioner Mark, carried 5-0.
 - (6) Box 6, motion to adopt previously proposed change made by commissioner Mayulianos, seconded by commissioner Hudson, carried 5-0.
- xv) Public Hearings Page -
 - (1) Box 1, Proposed to remove the word "address" and align language with 6.3. Motion to introduce made by commissioner Mayulianos, seconded by commissioner Mark, carried 5-0.
 - (2) Box 3, motion to adopt proposed change made by commissioner Mayulianos, seconded by commissioner Mark, carried 5-0.
 - (3) Box 3, proposed a change to strike the words "before the meeting" and amend to read "by 2 pm on day of meeting". Motion to introduce made by commissioner Mayulianos, seconded by commissioner Mark, carried 5-0.

6) PUBLIC HEARING – None

7) <u>COMMISSION MEMBERS' COMMENTS OR CONCERNS</u>

a) Commissioner Munson addressed the document he distributed, see attached. Shared his thoughts on "branding" for Medical Lake. Commissioner Hudson agreed that having a brand is a good thing. Commission discussed.
 Motion to add to the agenda for the May meeting to discuss ideas for city branding/image made by commissioner Munson, seconded by commissioner Mayulianos, carried 5-0.

8) INTERESTED CITIZENS: AUDIENCE REQUESTS AND COMMENTS

a) Tammy Roberson citizen of Medical Lake – Commented on the decision to switch order of agenda and move audience comments after approval of minutes. The change was originally proposed to allow citizens the opportunity to point out any errors in the minutes. Commissioner Hudson assured Ms. Roberson that citizens will still have the opportunity to do so even if the commission votes to approve the minutes.

9) **CONCLUSION**

a)	Motion to conclude the meeting made by commissioner Mayulianos, seconded by commissioner Mark. Motion
	carried 5-0 and meeting concluded at 6:11 pm.

Date:	te: May 25, 2023

Roxanne Wright, Administrative Assistant



CITY OF MEDICAL LAKE PLANNING COMMISSION RULES OF PROCEDURE

Adopted by Resolution 499 November 17, 2015

Proposed amendments introduced into record at 1/26/23 Planning Commission meeting

Proposed amendments introduced into record at 2/23/23 Planning Commission meeting

Planning Commission Rules of Procedure

1. General Rules

- 1.1 Meetings to be Public: All official meetings of the Commission shall be open to the public. The journal of proceedings shall be open to public inspection.
- **1.2 Quorum:** A majority of the appointed membership of the Commission shall constitute a quorum for the transaction of business. Any action taken by a majority of those present when those present constitute a quorum, at any regular or special meeting of the Commission, shall be deemed and taken as the action of the Commission.

1.3 Attendance, Excused Absences:

Members of the Commission may be so excused by complying with this section. Members are required to attend in-person when at all possible, with exception to illness or travel. The member shall contact the City Administrator, Planning Director, or designee, or another serving Commissioner prior to the meeting and state the reason for his/her inability to attend the meeting. The contacted individual shall convey the message to the Chair. The Chair shall inform the Commission of the member's absence, state the reason for such absence, and inquire if there is a motion to excuse the members. For good cause, the Commission may excuse the absent member upon passage of such motion by a majority of Commission present, the absent member shall be considered excused and the Recorder will make an appropriate notation in the minutes. If the motion is not passed, the Recorder will note in the minutes that the absence is unexcused.

- **1.4 Journal of Proceedings:** A journal of all proceedings of the Commission shall be kept by the staff and shall be entered into an appropriate medium constituting the official record of the Commission.
- **1.5 Right of Floor:** Any member desiring to speak shall be recognized by the Chair and shall confine his/her remarks to one subject under consideration or to be considered.
- **1.6 Rules of Order:** Robert's Rules of Order Newly Revised shall be the guideline for the proceedings of the Commission. If there is a conflict, these rules shall apply.

2. Types of Meetings

- 2.1 Commission Meetings: The Commission shall meet as needed on the <u>fourthfinal</u> Thursday of each month at 56:00 p.m., additional meetings may also be scheduled when necessary. The Commission may reschedule meetings to a different date or time by motion. The location of the meetings shall be the Council Chambers at City Hall, unless specified otherwise by a majority vote of the Commission. All meetings shall be public.
- **2.2** Attendance of Media at Commission Meetings: All official meetings of the Commission shall be open to the media, freely subject to recording by radio, television, and photographic services at any time, provided that such arrangements do not interfere with the orderly conduct of the meetings.
- **2.3 Meeting Cancellation:** The City may cancel a regularly scheduled Commission meeting provided that Commission meets at least once per month for not less than nine months in each year, as provided by RCW 35.63.040.

3. Chair and Duties

- **3.1 Chair:** A Chair shall be elected by a majority of Commissioners and shall preside as Chair at all meetings of the Commission. A Vice-Chair shall also be elected by a majority of Commissioners and shall preside in the absence of the Chair. In the absence of both the Chair and Vice-Chair, the Planning Director or designee shall preside.
- **3.2** Call to Order: The meetings of the Commission shall be called to order by the Chair or, in his/her absence, by the Vice-Chair. In the absence of both the Chair and Vice-Chair, the meeting shall be called to order by the Planning Director or designee for the election of a temporary Chair.
- **3.3** Preservation of Order: The Chair shall preserve order and decorum; prevent attacks on personalities or the impugning of members' motives, and confine members in debate to the question under discussion.
- **3.4 Points of Order:** The Chair shall determine all points of order, subject to the right of any member to appeal to the Commission. If any appeal is taken, the question shall be "Shall the decision of the Chair be sustained?"
- **3.5** Questions to be Stated: The Chair shall state all questions submitted for a vote and announce the result.

4. Orders of Business and Agenda

- **4.1 Order of Business:** The order of business for all regular meetings shall be transacted as follows unless the Commission, by a majority vote of the members present, suspends the rules and changes the order:
 - 1. Call to Order, Pledge of Allegiance and Roll Call
 - A. Additions to the Agenda
 - A. Excused Absences
 - B.2. Additions to the Agenda
 - 2.3. Interested Citizens: Audience Requests and Comments Approval of Minutes
 - 3.4. Approval of Minutes Interested Citizen Comments
 - 4.5. Staff ReportsScheduled Items
 - 5.6. Scheduled ItemsCommission Members Comments or Concerns
 - 7. Public WorkshopsAdjournment
 - 8. Commission Members' Comments or Concerns
 - 9. Interested Citizens: Audience Requests and Comments
 - 10. Conclusion
 - 6___
- **4.2** Commission Agenda: Staff shall prepare the agenda for Commission meetings. Subject to the Commission's right to amend the agenda, no legislative item shall be voted upon which is not on the Commission agenda.
- **4.3** Commission Members Comments and Concerns: The agenda shall provide a time when any Commissioner ("Commissioner Comments") may bring before the Commission any business that he/she feels should be deliberated upon by the Commission. These matters

need not be specifically listed on the agenda, but formal action on such matters may be deferred until a subsequent Commission meeting, except that immediate action may be taken upon a vote of a majority of all members of the Commission. There shall be no lectures, speeches, or grandstanding.

5. Consensus and Motions

- **5.1** Consensus Votes: When a formal motion is not required on a Commission action or opinion, a consensus voice vote will be taken. The Chair will state the action or opinion and each Commissioner will vote by saying "aye" or "nay"
- **8.1 5.2 Motions:** No motion shall be entertained or debated until duly seconded and announced by the Chair. The motion shall be recorded and, if desired by any Commissioner, the Recorder shall read it before it is debated and, by the consent of the Commission, may be withdrawn at any time before action is taken on the motion.
- 8.1 5.3 Votes on Motions: Unless abstaining, each member present shall vote on all questions put to the Commission except on matters in which he/she has been disqualified for a conflict of interest or under the appearance of fairness doctrine. Such member shall disqualify himself/herself prior to any discussion of the matter. When disqualification of a member or members results or would result in the inability of the Commission at a subsequent meeting to act on a matter on which it is required by law to take action, any member who was absent or who had been disqualified under the appearance of fairness doctrine may subsequently participate, provided such member first shall have reviewed all materials and listened to all tapes of the proceedings in which the member did not participate.
 - 5.4 Motions to Reconsider: A motion to reconsider must be made by a person who voted with the majority on the principal question and must be made at the same meeting unless the Planning Commission is in session and then the motion can be made on the next succeeding day within the session on which a business meeting is held. A motion to reconsider must be made by a person who voted with the majority on the principal question and must be made at the same or succeeding meeting.

6. Public Hearing Procedures

- 6.1 Speaker Sign-In: Prior to the start of a public hearing, the Chair may request that all persons wishing to be heard sign in, giving their name and whether they wish to speak as a proponent, opponent, or from a neutral position. Any person who fails to sign in shall not be permitted to speak until all those who signed in have given their testimony. The Chair, subject to the concurrence of a majority of the Commission, may establish time limits and otherwise control presentations. (Suggested time limit is three minutes per speaker or five minutes when presenting the official position of an organization or group.) The Chair may change the order of speakers so that testimony is heard in the most logical groupings (i.e. proponents, opponents, adjacent owners, etc.).
- **6.2** Conflict of Interest/Appearance of Fairness: Prior to the start of a public hearing, any Commission member who has a conflict of interest, or an Appearance of Fairness Doctrine

concern, which could prohibit the Commission member from participating in the public hearing process shall step down. The Commission member who has stepped down shall not participate in the Commission decision nor vote on the matter. Nothing herein shall be interpreted to prohibit a Commission member from stepping down in order to participate in a hearing in which the Commission member has a direct financial or other personal interest.

- **6.3** The Public Hearing Process: The Chair introduces the agenda item, opens the public hearing, and announces the following Rules of Order:
 - (8) (1)——All comments by proponents, opponents, or other members of the public shall be made from the podium; any individuals making comments shall first give their name and address.
 - (2) No comments shall be made from any other location. Anyone making "out of order" comments shall be subject to removal from the meeting.
 - (3) There will be no demonstrations during or at the conclusion of anyone's presentation.
 - (4) These rules are intended to promote an orderly system of holding a public hearing, to give every person an opportunity to be heard, and to ensure that no individual is embarrassed by exercising his/her right of free speech.
 - * The Chair calls upon city staff to describe the matter under consideration.
 - * The Chair calls upon proponents, opponents, and all other individuals who wish to speak regarding the matter under consideration.
 - * The Chair inquires as to whether any Commission member has questions to ask the proponents, opponents, speakers, or staff. If any Commission member has questions, the appropriate individual will be recalled to the podium.
 - * The Chair continues the public hearing to a time specific or closes the public hearing.

7. Duties and Privileges of Citizens

- 7.1 Meeting Participation: Citizens are welcome at all Commission meetings and are encouraged to attend and participate prior to the deliberations of the Commission. Recognition of a speaker by the Chair is a prerequisite and necessary for an orderly and effective meeting, be the speaker a citizen, Commission member, or staff member. Further, it will be expected that all speakers will deliver their comments in a courteous and efficient manner and will speak only to the specific subject under consideration. Anyone making out-of-order comments or acting in an unruly manner shall be subject to removal from the meeting.
- 7.2 Under agenda item "Public Comments" citizens may address any City item they wish to discuss with the Commission. They shall first obtain recognition by the Chair, state their name, address if they are a resident of Medical Lake, and subject of their comments. The Chair shall then allow the comments, subject to a three (3) five (5) minute limitation per speaker or other limitations as the Chair or Commission may deem necessary. A citizen wanting to provide an educational presentation shall be subject to a fifteen (15) minute limitation. Following such comments, if action is required or has been requested, the Chair may place the matter on the current agenda or a future agenda or refer the matter to staff or City Council for action or investigation and report at a future meeting.

Manner of Addressing the Commission – Time Limit: Each person addressing the Commission shall step up to the podium, give his/her name and address in an audible tone of voice for the record and, unless further time is granted by the Commission, shall limit his/her remarks to three (3) minutes. Agenda item "Public Comments" shall be limited to a total of thirty (30) minutes unless additional time or less time is agreed upon by the Commission (dependent upon the length of the Commission agenda). All remarks shall be addressed to the Commission as a body and not to any member thereof. No person, other than the Chair, members of the Commission, and the person having the floor, shall be permitted to enter into any discussion, either directly or through the members of the Commission. No questions shall be asked of the Commission members or staff except through the Chair. The Commission will then determine the disposition of the issue (information only, place on present agenda, workshop, a future agenda, assign to staff, assign to Council, or do not consider).

- **7.3 Personal and Slanderous Remarks:** Any person making personal, impertinent, or slanderous remarks or who shall become boisterous while addressing the Commission may be requested to leave the meeting and may be barred from further audience before the Commission during that Commission meeting by the Chair or Presiding Officer.
- **7.4** "Out of Order" Comments: Any person whose comments have been ruled out of order by the Chair shall immediately cease and refrain from further improper comments. The refusal of an individual to desist from inappropriate, slanderous, or otherwise disruptive remarks after being ruled out of order by the Chair may subject the individual to removal from the meeting.
- 7.5 Written Communications: Interested parties, or their authorized representatives, may address the Commission by written communication in regard to any matter concerning the city's business or over which the Commission had control at any time. The written communication may be submitted by direct mail, electronic mail by 2:00 p.m. on the day of the meeting or by addressing the communication to the staff who will distribute copies to the Commission members. The communication will be entered into the record without the necessity for reading as long as sufficient copies are distributed to members of the Commission.

These rules are intended to promote an orderly system of holding a public meeting and to give every person an opportunity to be heard.

8. Suspension and Amendment of These Rules

- **8.1 Suspension of These Rules:** Any provision of these rules not governed by the city may be temporarily suspended by a vote of a majority of the Commission.
- **8.2 Amendment of These Rules:** These rules may be amended or new rules adopted by a majority vote of all members of the Commission, provided that the proposed amendments or new rules shall have been introduced into the record at a prior Commission meeting.

Public Participation: Tips for Talking with the Commission

Public Comments

The following guidelines are intended to promote an orderly system of holding a public meeting and to give every person an opportunity to be heard.

The Planning Commission welcomes participation in all publ language interpreter, hearing assistance, and other assistance ca 565-5000(360) 835-8501.				
When you feel strongly about a public issue or local concern, the Commission encourages you to share your information and thoughts with them. If you are unable to attend a meeting or would rather not give testimony at the meeting, you are encouraged to send/fax a letter or e-mail that would be made a part of the official record. Mail your letter to the Planning Commission c/o Planning DepartmentCommunity Development Director at 124 S Lefevre Street, Medical Lake1701 C Street Washougal, WA 9902298671. The fax number is (509) 565-5008(360) 835-8808. E-mails may be sent to city@medical-lake.orgmitch.kneipp@cityofwashougal.gov				
To speak during the Commission meeting under Public Comments you should sign up in advance. You will be asked to speak from the podium and to state your name, address, and topic for the record. You may speak on any City item and/or concern not scheduled for a public hearing.				
If you want to speak on the topic at a public hearing scheduled for that evening, you must comment during the public hearing portion of the meeting.		gested Presentation Model for ecise, Well Organized Proposals Point. What is the idea you wish to present? Begin with an "I		
When you speak with the Commission, step up to the podium and identify yourself by stating your name, address, and topic. Be sure to speak into the microphone clearly and address your comments to the Chair.		statement" outlining your idea, such as, "I am here to (support/oppose)" Reason. Why you are making this point. This is an important step so the listener does not make		
During the Public Comment portion of the Commission meeting, your individual comments are limited to three (3) minutes and the total time for all public comments is limited to thirty (30) minutes. These are guidelines to help Commission members hear as many different viewpoints as possible in the limited time available. If you are speaking for a group, you must tell the Commission how the group developed the position you are presenting.		assumptions about your motives. Example. Brief and relevant example to clarify and make your point concrete. Summary. What condition will be changed or improved if your point is adopted?		
If previous speakers have already made the comments you wish to make, feel free simply to identify yourself and indicate your agreement with what has already been said.		Action. (If appropriate, depending on the situation.) What needs to be done and who will do it.		

Public Hearings

public hearing offers you a formal opportunity to give your views to the Commission on the subject of chearing.
To give testimony, step up to the podium and identify yourself by stating your name and address for the record. When you talk to the Commission during a public hearing, Commission members, staff, and the audience will remain silent. After the last person has spoken, the hearing will be closed. The Commission will then discuss and will often make a decision on the issue.
The audience may not comment during the Commission's deliberations unless a Commission member requests more information from a citizen.
Again, you are also encouraged to submit your written communications on the subject to the Planning Commission care of the <u>Planning DepartmentCommunity Development Director</u> before the meeting so they can be included in the record and distributed to the Commission.

To: Medical Lake Planning Commissioners

From: Commissioner Carl Munson

Date: March 23, 2023

Re: Medical Lake Makeover

Ref.: 13 ways to Kill Your Community by Doug Griffiths

Medical Lake has three picturesque buildings: the Hallett home, the Community Church, and the primary Lakeland Village building, the latter obviously less than visible. All were built quite a while ago. Stanley Hallett believed others would follow suit when he built his three-story brick home in 1890. No one has followed suit; quite the opposite. Too many Medical Lake buildings, residential and commercial, newer and older, range from unremarkable to sad.

In proximity to six lakes and a substantial number of ponds, the city of Medical Lake should have design standards reflecting a level of community pride complementing surrounding natural beauty. In other words, high. I'm told, however, not only do we not have minimal design standards, we have <u>no</u> design standards. Driving around town, it's obvious.

To stimulate economic activity and enhance community pride, Medical Lake needs to create an impressive community image, brand, whatever we want to call it, with correlative conceptual design standards for new construction, and reasonable maintenance standards for existing buildings.

In 13 Ways to Kill Your Community, Doug Griffiths introduces quite a few do's and don't's recommendations. Two germane, summary statements are:

"Attitude determines whether or not your community is going to be successful."

"First impressions are truly the beginning of everything."

I recently read a lengthy tourism article discussing the most attractive small towns, e.g., Kirkland, Bainbridge Island, Friday Harbor, in the state. The Planning Commissioners should have discussions leading to Medical Lake, in the future, automatically being included in similar articles.

I'm sure you all have solid ideas. Next meeting, let's consider a few.

Thanks,

Carl