



**CITY COUNCIL MEETING
TUESDAY, OCTOBER 1, 2024
HELD REMOTELY & IN PERSON AT CITY HALL
124 S. LEFEVRE ST.**

- Sign up to provide Public Comment at the meeting via calling in.
- Submit Written Public Comment Before 4 pm on (September 17, 2024) - *SEE NOTE*
- Join the Zoom Meeting –

<https://us06web.zoom.us/j/84296457752?pwd=H2V0uNX5giR1bJbMgDAdFaJQx1pxrO.1>

Meeting ID: 842 9645 7752

Passcode: 446645

One tap mobile

+12532050468,,84296457752#,,,,*446645# US

+12532158782,,84296457752#,,,,*446645# US (Tacoma)

Find your local number: <https://us06web.zoom.us/j/kcT5ZF7Qp4>

WRITTEN PUBLIC COMMENTS

If you wish to provide written public comments for the council meeting, please email your comments to sweathers@medical-lake.org by 4:00 p.m. the day of the council 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 4:00 p.m. will be provided to the mayor and city council members in advance of the meeting.

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

OCTOBER 1, 2024 - REGULAR SESSION – 6:30 PM

- 1. CALL TO ORDER, PLEDGE OF ALLEGIANCE, ROLL CALL**
- 2. AGENDA APPROVAL**
- 3. INTERESTED CITIZENS: AUDIENCE REQUESTS AND COMMENTS**
- 4. ANNOUNCEMENTS / PROCLAMATIONS / SPECIAL PRESENTATIONS**
- 5. REPORTS**
 - A. Council Comments
 - B. Mayor
 - C. City Administrator & City Staff
- 6. WORKSHOP DISCUSSION**
 - A. Broadlinc Wireless Methodology Revenue Approach
 - B. 2025 Legislative Priorities
 - C. Ballot Measure Process
 - D. Draft CCTV Camera Policy
 - E. Park Hours
- 7. ACTION ITEMS**
 - A. Consent Agenda
 - i. Approve **September 17, 2024**, minutes.
 - ii. Approve **October 1, 2024**, Claim Warrants numbered **51751** through **51789** in the amount of **\$572,915.23**.
 - B. Coney Island Dock Appeal
- 8. PUBLIC HEARING – None.**
- 9. RESOLUTIONS**
 - A. 24-707 Public Works Departmentalization – Job Descriptions
 - B. 24-709 Digital Imaging Solutions Maintenance Agreement
 - C. 24-710 Commerce Periodic Update Grant Agreement
- 10. ORDINANCES**
 - A. Second Read Ordinance 1128 Q2 Budget Amendments
- 11. EXECUTIVE SESSION – None.**
- 12. EMERGENCY ORDINANCES – None.**
- 13. UPCOMING AGENDA ITEMS**
- 14. INTERESTED CITIZENS**
- 15. CONCLUSION**



To: Mayor and City Council
From: Sonny Weathers, City Administrator
TOPIC: 2025 LEGISLATIVE PRIORITIES

Requested Action:

Staff direction. For workshop discussion and information.

Key Points:

The 2025 Washington State Legislative Session begins 1/6/2025 and ends 4/21/2025. The 105-day session is referred to as a “long” session and will set a Biennial Operating Budget for 2025-26. Defining legislative priorities is a way to craft convincing messages prepared with credible and objective data that increases knowledge or furthers understanding so our legislative champions will want to take action and deliver outcomes. It is always beneficial when a city’s legislative priorities reflect and align with state and national priorities.

Background Discussion:

City Council entered into a consulting agreement with Gordon Thomas Honeywell Government Relations (GTH) at their 8/6/2024 Council Meeting. Staff has worked closely with GTH to draft legislative priorities that address the City’s needs and align with the climate in Olympia for the upcoming legislative session.

Public Involvement:

None.

Next Steps:

A resolution will be prepared to officially adopt the City’s 2025 Legislative Priorities.



To: Mayor and City Council
From: Sonny Weathers, City Administrator
TOPIC: BALLOT MEASURE PROCESS

Requested Action:

Staff direction. For workshop discussion and information.

Key Points:

Ballot measures by local jurisdictions must be passed by resolution of the legislative authority before being submitting to the County Auditor at least 60 days prior to the election date. In addition to a ballot title and explanatory statement, “pro” and “con” committees must be appointed by the jurisdiction to prepare statements and rebuttals for the voters’ pamphlet. The cost of a ballot measure is billed to the local jurisdiction and varies based on how many districts are running measures. The November 2023 General Election cost about \$2,600 and with no other measures on the ballot our cost could be as much as \$25,000.

Background Discussion:

City Council held a workshop discussion on 7/16/2024 about the use and discharge of fireworks. Staff was directed to explore a local ballot measure for a nonbinding advisory vote concerning discharge of consumer fireworks in the City of Medical Lake.

Public Involvement:

Numerous citizens on both sides of the matter of use and discharge of fireworks have shared comments at City Hall and by email.

Next Steps:

Per Council discretion, staff can prepare a special election ballot measure for April 2025, the August 2025 Primary Election, or the November 2025 General Election.



To: Mayor and City Council
From: Sonny Weathers, City Administrator
TOPIC: DRAFT VIDEO SURVEILLANCE POLICY

Requested Action:

Staff direction. For workshop discussion and information.

Key Points:

Medical Lake has identified a strategic objective to optimize the use of data and technology to improve service, protect mission critical infrastructure, and enhance security effectiveness. The need exists to take a comprehensive look at how surveillance cameras can be utilized to monitor City properties and enhance the investigation efforts of law enforcement. Cameras can assist in providing public safety and security by preventing or deterring acts of theft, vandalism, harassment, and assault by assisting in identification of individuals involved in criminal activity on City owned or managed property. This draft policy language seeks to define the purpose, principles, and responsibilities, and procedures that relate to the use of video surveillance technology in the City of Medical Lake.

Background Discussion:

A rash of vandalism has repeatedly targeted our parks and highlighted a need for surveillance technology providing security and protecting City infrastructure and resources. City Council held a workshop discussion on Cameras for Public Safety on 7/16/2024.

Public Involvement:

Social media posts and citizen concerns have suggested the use of cameras.

Next Steps:

Add Council input to the draft video surveillance policy, have legal review the draft, and bring back a resolution for Council consideration. Staff will continue drafting a plan for surveillance camera use, explore pricing, and seek Council approval for installation of cameras at recommended locations.

CITY OF MEDICAL LAKE
VIDEO SURVEILLANCE POLICY

For Closed Circuit Television Monitoring and Recording of Public Areas for Safety and Security Purposes

PURPOSE

The purpose of this policy is to govern the use of the City's closed-circuit television (CCTV) cameras and overt electronic recording. This policy applies to all use of the City's CCTV monitoring and/or recording. This policy is established to set parameters restricting the non-court ordered use of CCTV in public places and to enhance public safety and security and protect the physical integrity of City infrastructure and resources in a manner consistent with accepted rights of privacy.

SCOPE/BACKGROUND

The City of Medical Lake recognizes that improvements and changes in technology can greatly enhance public safety and law enforcement efforts. The City is implementing this method of crime deterrence by strategic placement of closed-circuit television cameras (CCTV) in the City of Medical Lake. Past U.S. Supreme Court and lower court decisions strongly suggest that this type of monitoring is a valid exercise of a government's police powers. Under current interpretations of the First and Fourth Amendments, CCTV represents a valid use of the state's power to protect its citizens. It does not intrude upon an individual's sphere of privacy, but rather records events occurring in public space for which individuals do not have a reasonable expectation of privacy. This policy applies to systems that enable continuous or periodic routine video monitoring on a sustained basis. Legitimate uses of this technology are covered by this policy and applicable state and federal law.

GENERAL PRINCIPLES

The City is committed to enhancing the quality of life in Medical Lake by integrating professional police practices with available technology. A critical component of security and safety through technology is CCTV in public areas. The principle objectives of CCTV monitoring and/or recording in public areas include:

1. Promote a safe environment by preventing/deterring acts of theft, vandalism, harassment, and/or assault.
2. Assist in identification of individuals involved in criminal activity on City owned or managed property.
3. Assist in the safe daily operation of City parks and related facilities.
4. Assist law enforcement agencies in investigating criminal activity.

To assure there is no violation of a person's reasonable expectation of privacy, CCTV cameras shall be focused on public areas and the images shall not be used or disseminated improperly. Safeguards will ensure that the technology is not abused.

The City shall comply with all local, federal and state case law applicable to the use of surveillance cameras in public spaces.

CCTV monitoring and/or recording will be conducted in a professional, ethical, and legal manner. Personnel using the CCTV camera system will be appropriately trained and supervised in the responsible use of this system. Violations of this policy and procedures may result in disciplinary action and may subject those involved to criminal and/or civil liability under applicable state and federal law.

Information obtained through video monitoring and/or recording will be used exclusively for safety, security, and other legitimate purposes. Information obtained through monitoring and/or recording will only be released in accordance with this policy or as required by law. [See RCW 42.56 and RCW 10.97].

CCTV monitoring and/or recording of public areas will be conducted in a manner consistent with all City policies, including the Sexual Harassment Policy and other relevant policies. Except for police investigations involving person(s) whose description is known, this policy prohibits monitoring and/or recording based solely on characteristics and classifications (e.g., race, gender, sexual orientation, national origin, disability, etc.).

CCTV monitoring of public areas, dwellings, and businesses in the City of Medical Lake is limited to uses that do not violate the reasonable expectation of privacy as defined by law.

To maintain an informed community, the City will list on its web page information describing the purpose and location of CCTV cameras and the policy for its use. Additionally, any individual, civic groups, classes, etc. may contact the police department to schedule a tour/demonstration of the CCTV monitoring point located in City Hall.

All recording or monitoring of public areas for security and safety purposes by City authorized cameras is limited exclusively to practices that will not violate the standards of a reasonable expectation of privacy as defined by law.

RESPONSIBILITIES

The Mayor shall authorize and document which personnel are authorized to access the data for purposes of reviewing the data, either routinely or after notice of a potential incident.

The City Administrator is authorized and responsible to oversee and coordinate the use of public cameras in the City. The City Administrator has primary responsibility for ensuring adherence to this policy and for disseminating the policy to persons requesting information on the policy and procedures.

The City Administrator is responsible for following new developments in the relevant laws and in security industry practices to ensure that the surveillance technology in the City is consistent with current standards and protections.

INSTALLATION APPROVAL

Placement at other City facilities or buildings, such as City Hall, other City properties, public parks, open space areas, public streets or other public locations, requires approval by the City Council.

When seeking approval, Department Directors will address the following issues and concerns in supporting their request:

1. Objectives for implementing the system.
2. Use of equipment, including:
 - a. Location of cameras.
 - b. Location of equipment.
 - c. Personnel authorized to operate the system.
 - d. Times when monitoring will be in effect (and staffed, if applicable).
3. Other deterrence or detection measures that were considered, and why video monitoring is the best solution.
4. Any specific, verifiable reports of incidents of crime or significant safety concerns that have occurred in the location to be placed under video monitoring.
5. Possible effects of the proposed video monitoring system on personal privacy, if any, and how they will be mitigated.
6. Appropriate consultation with stakeholders, including the public or reasons why this is not necessary.
7. Signage strategy advising the public that video monitoring is occurring.
8. Approach to installing and maintaining the system.
9. Fiscal impact and availability of funding.

PROCEDURES

- A. Training/Oversight
 - a. Safeguards will be used to protect data from unauthorized access, including password protected access.
 - b. All personnel operating the CCTV system will be trained in the technical, legal, and ethical parameters of appropriate camera use.
 - i. Personnel will receive a copy of this policy and provide written acknowledgement that they have read and understood its contents.
 - ii. Personnel will receive update training on this policy as needed. In circumstances in which CCTV cameras are monitored, all personnel involved in monitoring and/or recording of public areas will perform their duties in accordance with the law and this policy.
 - c. Any incidents or potential incidents will be reviewed by authorized personnel within two (2) business days of the date of the report. Incidents/potential incidents shall be brought to the attention of the City Administrator (or designee) immediately.
- B. Operating Procedures
 - a. Deployment of Cameras and Anticipated Duration of Surveillance Activity
 - i. The surveillance technology has been deployed in a manner that will be easy to monitor by authorized staff and easy to preserve footage as needed.
 - ii. The technology will operate continuously 24 hours a day/7 days a week and record over itself after a 2-week period.
 - iii. The technology will be installed permanently.
- C. Location and Direction of Video Monitoring Equipment
 - a. Permanent, fixed-mounted cameras will not be placed in areas where a reasonable expectation of privacy is standard, such as inside restrooms.

- i. Cameras located internally will not be directed to look through windows to areas outside the building, unless necessary to protect external assets, provide for the personal safety of individuals, or deter criminal activity from occurring.
- ii. Cameras will not be directed to look into adjacent, non-City owned buildings.
- iii. Placement of cameras will also take into consideration physical limitations such as availability of power, cell reception, and reasonable mounting facilities.

D. Notification Procedures

- a. The technology may be mounted on buildings and/or poles and be plainly visible to the public.
- b. Signage will be posted advising the public that the area is under video surveillance.

E. Data Retention and Deletion

- a. Surveillance data will be retained in compliance with the Washington State Records Retention Schedule – Washington State Archives Local Government Common Records Retention Schedule (CORE) (30 days after last recording or until no security incident has occurred, whichever is sooner). Any system settings will be adjusted to ensure compliance, and saved footage will be stored in the security camera electronic file. If a public records request is made, the City will take action in order to retain the requested record(s) before any otherwise authorized deletion/destruction. If no public records request is made, the data shall be deleted/destroyed at the end of the retention period.
- b. If an incident is identified and data requested by a member of the public, immediate steps shall be taken to preserve any data available, even prior to receipt of a written public records request notification.
- c. During the retention period, surveillance data will be securely stored on the network.
- d. The City Clerk's office is responsible for ensuring compliance with data retention and deletion/destruction requirements.

CITY OF MEDICAL LAKE
City Council Regular Meeting

6:30 PM
September 17, 2024

Council Chambers
124 S. Lefevre Street

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.

COUNCIL AND ADMINISTRATIVE PERSONNEL PRESENT

Councilmembers

Chad Pritchard
Keli Shaffer
Lance Speirs
Don Kennedy
Bob Maxwell
Tony Harbolt

Administration/Staff

Terri Cooper, Mayor
Sonny Weathers, City Administrator
Scott Duncan, Public Works Director
Koss Ronholt, Finance Director
Roxanne Wright, Administrative Assistant

REGULAR SESSION – 6:30 PM

1. CALL TO ORDER, PLEDGE OF ALLEGIANCE, ROLL CALL

- A. Mayor Cooper called the meeting to order at 6:30 pm, led the Pledge of Allegiance, and conducted roll call.
 - i. Councilmember Olson submitted a request for absence from tonight’s meeting. Motion to approve made by Councilmember Kennedy, seconded by Councilmember Harbolt, carried 6-0.

2. AGENDA APPROVAL

- A. Add section 9A Resolution 24-708 Award for TIB Complete Streets to Liberty Concrete
 - i. Motion to approve addition made by Councilmember Kennedy, seconded by Councilmember Maxwell, carried 6-0.
 - ii. Motion to approve agenda as amended made by Councilmember Kennedy, seconded by Councilmember Shaffer, carried 6-0.

3. INTERESTED CITIZENS: AUDIENCE REQUESTS AND COMMENTS –

- A. Richard Paulic, resident of Medical Lake – voiced a complaint about apple tree branches that obstruct vision on Jefferson St. and 902. He requested that the City trim the branches.

4. ANNOUNCEMENTS / PROCLAMATIONS / SPECIAL PRESENTATIONS – none

5. REPORTS

- A. Public Safety
 - i. Undersheriff Kittilstved – reported a good start to the school year. No real issues to report. Noted the above citizen complaint.
- B. Council Comments
 - i. Councilmember Pritchard – shared that there is an HCDAC stakeholders meeting tonight.
 - ii. Councilmember Shaffer – Finance Committee reviewed warrants, no issues.
 - iii. Councilmember Speirs – no report.

- iv. Councilmember Kennedy – reported on last week’s Spokane Regional Transportation Council meeting.
 - v. Councilmember Maxwell – General Government Committee met and provided updates on street project projects.
 - vi. Councilmember Harbolt – no report.
- C. Mayor Cooper – Reported on last week’s Hazard Mitigation Group meeting with stakeholders.
- D. City Administrator & City Staff
- i. Sonny Weathers, City Administrator – spoke about plans for the Hazard Mitigation Group. The Hazard Mitigation Plan is in draft form. Will have a workshop on Legislative priorities at the next council meeting.

6. WORKSHOPS

- A. Park Hours Workshop
 - i. Glen Horton, Parks and Recreation Director gave a presentation. See attached. Discussion held. Will bring back more information to the next meeting based on council questions.
- B. Vacant Property Ordinance Registration Update
 - i. Mr. Weathers gave a presentation. See attached. Discussion held.
- C. Comprehensive Plan Periodic Update – Grant Agreement from Commerce Q2 Budget Amendments
 - i. Mr. Weathers gave an update. Discussion held.

7. ACTION ITEMS

- A. Consent Agenda
 - i. Approve **September 3, 2024**, minutes.
 - 1. Motion to approve made by Councilmember Kennedy, seconded by Councilmember Speirs, carried 6-0.
 - ii. Approve **September 17, 2024**, Payroll Claim Warrants numbered **51702** through **51709** and Payroll Payable Warrants numbered **30158** through **30170** in the amount of **\$174,948.64** and Claim Warrants numbered **51710** through **51750** in the amount of **\$230,871.12**.
 - 1. Motion to approve made by Councilmember Shaffer, seconded by Councilmember Kennedy, carried 6-0.

8. PUBLIC HEARING - none

9. RESOLUTIONS

- A. 24-708 Bid Award for TIB Complete Streets to Liberty Concrete
 - i. Mayor Cooper would like the Resolution to reflect that funding is pending TIB approval. In Section 1 Award of Contract – add “contingent upon funding awarded by TIB”. Motion to approve change made by Councilmember Kennedy, seconded by Councilmember Shaffer, carried 6-0.
 - ii. Motion to approve Resolution as amended made by Councilmember Kennedy, seconded by Councilmember Maxwell, carried 6-0.

10. ORDINANCES

- A. First Read Ordinance 1128 Q2 Budget Amendments
 - i. Legal Counsel read onto the record.
 - ii. Mayor Cooper gave a review of the amendments.
 - iii. Motion to approve first read made by Councilmember Shaffer, seconded by Councilmember Kennedy, carried 6-0.

11. EXECUTIVE SESSION - none

12. EMERGENCY ORDINANCES - none

13. UPCOMING AGENDA ITEMS

- A. Legislative Agenda and Broadline Partnership workshops

14. INTERESTED CITIZENS: AUDIENCE REQUESTS AND COMMENTS

- A. Joel Obannon, resident of Medical Lake – commented on park hours. Requested further clarification.
- B. Jennifer Speirs, resident of Medical Lake – commented on park hours. Static opening time requested.

15. CONCLUSION

- A. Motion to conclude at 7:34 pm made by Councilmember Pritchard, seconded by Councilmember Kennedy, carried 6-0.

Terri Cooper, Mayor

Koss Ronholt, Finance Director/City Clerk

Date



1

WHAT GOT US HERE

- Community Input
- Sheriff Response at Parks
- City Resources

The slide features three images of graffiti on the right side. The top image shows a concrete wall with pink graffiti including hearts and the letters "LLK". The middle image shows a brown door with pink graffiti of a crown and the letters "NIP". The bottom image shows a wall with dense black graffiti, including the word "Blood" repeated.

2

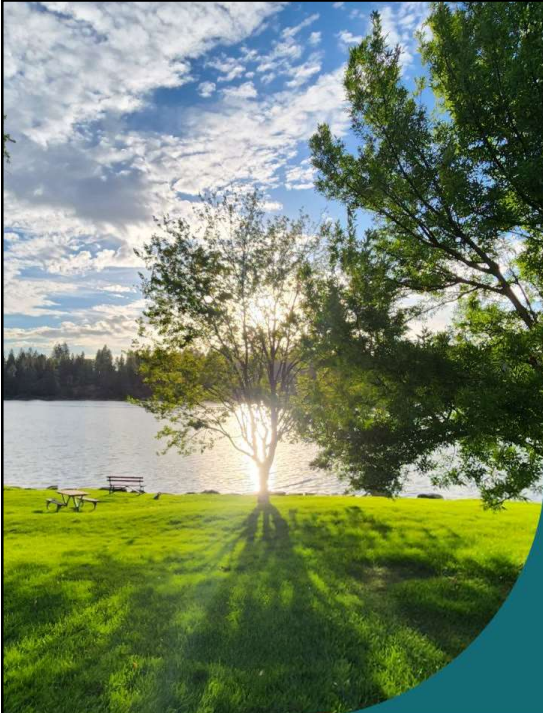
What the Ordinance is now

9.11.081 - Hours of use.

The public parks of the city shall be open for use by the public from seven a.m. until ten p.m. daily, local time, and shall be closed from ten p.m. to seven a.m. of the next following day; provided, that Waterfront Park shall close at eleven p.m.; and further provided, that the designated RV parking area of Waterfront Park shall be open and available to registered guests at all times. No person shall enter or remain in the closed areas of any public park of the city during hours of enclosure, except city employees engaged in their assigned duties



3



PROPOSED LANGUAGE

9.11.081 Park Hours

Parks within the city shall be open to the public from dawn to dusk each day. All activities, events, and access to park facilities must occur within these hours, unless otherwise authorized by special permit or city authorization.

&

Other Sections of Code reference the current park hours specifically in their language and recommend changing them to reference MLC 9.11.081.

Definitions:

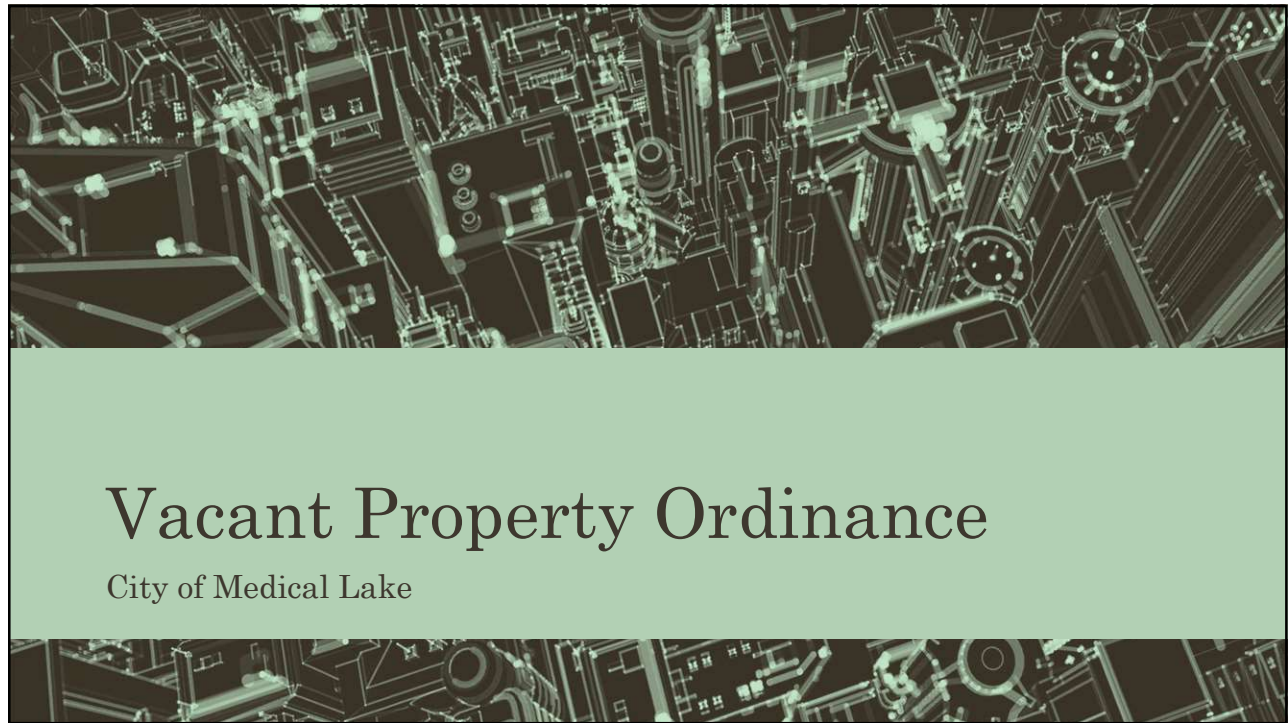
- Dawn – 30 minutes before sunrise
- Dusk – 30 minutes after sunset

4



4




5

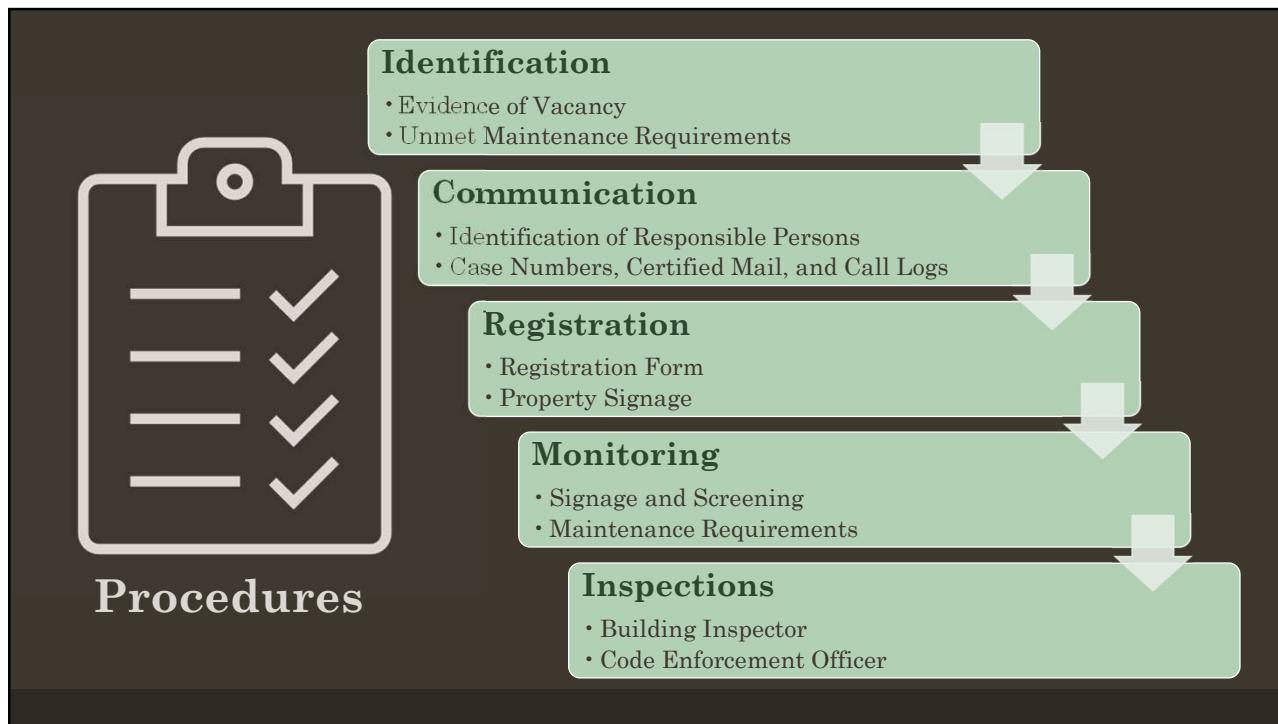


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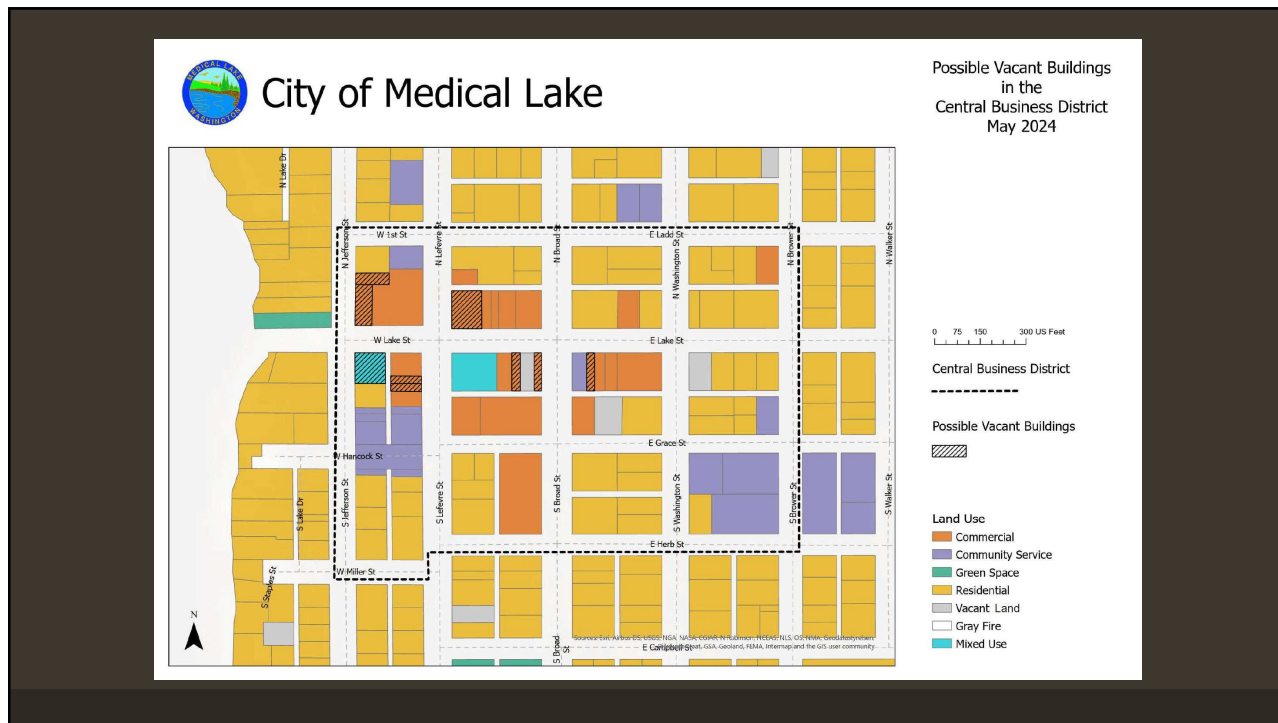
-  Establish minimum maintenance requirements
-  Vacant commercial space registration
-  Window screening for commercial spaces not occupied for thirty days
-  Fees for vacant commercial space registration
-  Inspections



2



3



4



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

10/1/24 City Council Meeting

To: Mayor and City Council
From: Elisa Rodriguez, City Planner
TOPIC: Appeal of the Planning Commission decision for a Shoreline Substantial Development Review (LU 2024-010 SD)

Requested Action:

Consider a citizen appeal of the Planning Commission approval of a dock at Coney Island Park. Specifically, Condition F of the decision, which limits the maximum width of the dock.

Key Points:

On 8/22/2024, the Planning Commission approved a shoreline substantial development review for a fixed pier, floating dock, and replacement of a shoreline stabilization system. This approval included six (6) conditions. One of these is, “The maximum width of the pier and dock shall be 5 feet.” On 9/5/2024, Brian Papiez submitted a letter of appeal of this decision. To summarize, Mr. Papiez is opposed to the limit on the size of the dock because it does not allow for two or more disabled people to fish comfortably, it does not allow for more than one person to launch a watercraft at a time, and as a community resource it should not be limited in size because the neighbors fear it will be a “party dock”. Mr. Papiez goes on to say that multiple uses can coexist peacefully and the City should not try to restrict how people use the dock.

Background Discussion:

The City applied for 700 square feet of pier and dock at the shoreline of Coney Island Park. The 700 square feet is composed of a 20’ x 25’ fixed pier, a 20’ x 5’ floating walkway, and a 20’ x 5’ fishing dock. The shoreline will also be stabilized by removing the existing boulders, grading a 3:1 slope, installing geo fabric, adding basalt rock, replacing the boulders, and filling with topsoil. The Planning Commission held a public hearing wherein five (5) residents of Medical Lake submitted written and/or oral comments. To summarize, the comments included concerns about the size of the dock, parking, speed on Jefferson Street, vandalism, safety of swimmers, noise, goose poop, and trespassing. The Planning Commission considered the staff report and citizen comment, and after three meetings, voted unanimously to approve the application with six (6) conditions. The conditions concern no trespassing signs for the park’s perimeter fences, a sign stating that the dock is for public use, that all state and federal permits have to be in place, no parking on trail signs, security cameras, and limiting the dock to a five-foot width.

Public Involvement:

A notice of application was sent to all property owners within 300 feet of Coney Island Park, plus a notice was placed in the park and published in the newspaper. Residents could submit written comments before or during the public hearing and had an opportunity to speak during a public hearing. The Planning Commission received six (6) letters from five residents and six (6) residents spoke at the public hearing. Some of these were the same individuals.



City of Medical Lake Planning Department
124 S. Lefevre St.
Medical Lake, WA 99022
509-565-5000
www.medical-lake.org

NOTICE OF DECISION

File: LU 2024-010 SD Shoreline

Date of Notice: September 3, 2024

Date of Decision: August 22, 2024

Planning Commission Decision: Approval of a Shoreline Substantial Development Review for the construction of a fixed pier and floating dock, and replacement of a shoreline stabilization system. This decision is final unless appealed.

SEPA: A Determination of Non-Significance was issued on June 12, 2024. This determination is being retained.

Staff Planner: Elisa Rodriguez 509-565-5019 or erodriguez@medical-lake.org

Applicant: Glen Horton, Director of Parks and Recreation, City of Medical Lake, 509-565-5012, ghorton@medical-lake.org

Owner: City of Medical Lake

APPEAL PROCESS:

Per the Shoreline Master Program Section III(T), any decision by the Planning Commission may be appealed to the City Council as set forth in the Medical Lake Municipal Code, Chapter 17.48. An appeal must be submitted in writing (and signed) to the City Hall by 4:00 p.m. Friday, September 6, 2024.

PROCEDURAL HISTORY

Application Submitted – May 31, 2024

Application Deemed Complete – June 5, 2024

SEPA Determination Issued – June 12, 2024

Notice of Application Mailed and Posted – June 12, 2024

Notice of Application/Public Hearing Published in the Cheney Free Press – June 13, 2024

Public Hearing at Planning Commission (continued) – June 27, 2024

Notice of Hearing Mailed and Posted – July 11, 2024
Notice of Public Hearing Published in Cheney Free Press – July 18, 2024
Public Hearing at Planning Commission – July 25, 2024

ANALYSIS

Site and Vicinity: The subject site is a public park at the intersection of Lake Street and Jefferson Street. The park abuts the shoreline of Medical Lake and is approximately 24,000 square feet. It consists of parking along Jefferson Street, a public restroom, and a grassy slope down to the shoreline. The shoreline is lined with large boulders and there are three deciduous trees and one pine tree in the park. There is a chain-link fence along the north and south property lines of the park.

Coney Island Park was upgraded to its current form a little over 20 years ago. This included the existing shoreline stabilization system of geo fabric, boulders, and gravel. This system has worked to some extent, but the gravel is routinely washed into the lake.

The park is abutted by single family homes to the north and south. Jefferson Street marks the edge of the Central Business District. Across Jefferson Street is a one-story commercial building to the north of Lake Street and a two-story residential building to the south.

Medical Lake is approximately 160 acres in size with a three-mile shoreline. Originally lined with granite, the lake had high levels of salt and minerals. Much of the granite was harvested, reducing these levels. As time went on, cesspool and septic tank seepage contaminated the lake, leading to the water's "death" in the 1960's. Hydrogen and ammonia existed in lethal concentrations and the oxygen supply was too depleted to support fish. The slow road to recovery started with the construction of the wastewater treatment plant. Five aerators are still present to ensure oxygen levels. Currently, the lake supports brown and rainbow trout (no salmon). The City of Medical Lake controls the level of the lake by pumping water out and has for several decades. The water level varies about 10 inches throughout the year. The shoreline of Medical Lake is composed of approximately one-third residential development, one-third active public park space, and one-third natural.

Shoreline Designation: The park is in the Shoreline Residential Environment designation. The purpose of this designation is to accommodate residential development and provide appropriate public access and recreational uses.

Shoreline Master Program Goals: Medical Lake's Shoreline Master Program has 16 goals. The following are the most relevant to this proposal:

I.B. Assure that shoreline uses are either water-dependent or water-related and are compatible with adjacent uses.

III.A. Provide reasonable and adequate public access, both physical and visual, to the publicly owned shorelines while providing for the protection of the natural environment and private property rights.

IV.A. Preserve, increase, and diversify recreational opportunities on the shorelines of the city.

VII.A. Identify, protect, preserve, acquire, and restore shoreline resources that have cultural, historic, educational, and/or scientific value.

IX.A. Rehabilitate those shorelines where ecological functions have been degraded.

IX.B. Ensure “No Net Loss” of ecological functions will result from the development and use of the shoreline.

Comprehensive Plan: Medical Lake’s Comprehensive Plan has 30 goals. The following are the most relevant to this proposal:

11. Ensure adequate park, recreation, and open spaces are provided for and maintained for the continued enjoyment of the community.

15. Emphasize the enhancements and maintenance of existing parks while creatively seeking ways to acquire and develop future recreational facilities.

16. Promote multi-uses of the city’s parks for the various interests of its residents.

Public Comment: Several citizens attended the public hearing held by the Planning Commission on June 27, 2024. Three people spoke, expressing concerns about the size of the pier, parking, speed on Jefferson Street, vandalism, safety of swimmers, goose poop, noise, and trespassing. In addition, three letters were submitted. These expressed some of the same concerns along with some procedural questions/concerns. To summarize, citizens were concerned that the size of the fixed pier would lead to parties that would contribute to noise, trespassing, and vandalism issues. There were several suggestions made, including the addition of traffic calming devices along Jefferson Street to reduce the speed of traffic, signage to direct people to public parking, cameras to reduce vandalism, and alternative configurations for the pier and dock.

SHORELINE MASTER PROGRAM APPROVAL CRITERIA

Shoreline Development Reviews are subject to the regulations of the Shoreline Master Program.

A. Favorable consideration shall be given to developments which provide public recreational uses and facilitate public access to shorelines.

Findings: Coney Island Park, abutting Medical Lake and adjacent to the central business district, has approximately 130 linear feet of shoreline. The grassy slope of the park abruptly stops at the water line where large boulders have been placed. Until recently, there was a fence separating the park from the lake. Although the lake is accessible from this park, the design is not particularly inviting. The applicant proposes to build a fixed pier and floating fishing dock. This will expand the opportunities for recreation at the site. In addition to fishing, kayaks and paddleboards will be more easily launched, there will be swimming access, and community events will be better served.

B. Recreational facilities shall make adequate provisions, such as screening, buffer strips, fences, and signs to prevent overflow and to protect the value and enjoyment of and enjoyment of adjacent or nearby private properties.

Findings: Coney Island Park is flanked by residences. Both the north and south sides of the park have chain-link fences. Due to these fences, the distinction between public and private property is clear. However, these fences have not always deterred people from entering private yards. Having more people in the park could very well lessen the occurrence of trespassing, because they are less likely to break the law if they are being watched. However, in an effort to help the residents, it is appropriate to add signage discouraging trespassing on neighboring properties. (Condition A)

Coney Island Park has eight on-site parking spaces. Neighbors have stated that people park illegally in front of their homes and are concerned that additional users will increase illegal parking. For this reason, it is appropriate to add “no parking” signage along the west side of Jefferson Street to discourage parking on the trail. (Condition D) The west side of Jefferson Street is a multi-use trail and parking is prohibited. Citizens are encouraged to call Crime Check to report illegally parked vehicles. In addition to the eight on-site parking spaces, there are approximately 105 public parking spaces on the streets within 500 feet of the park. Considering the size of the park, and the intention that it should be a community park, not a regional park, 113 spaces should be able to serve both the park and the businesses and residences.

Several nearby residents spoke at the public hearing and/or submitted written comment with concerns about illegal behavior in the park. These residents spoke about vandalism which has been more frequent in all of the parks recently. For this reason, it is appropriate to require security cameras in the park to help discourage illegal behavior and provide a more timely response when illegal behavior occurs. (Condition E)

C. In approving shoreline recreational development, the city shall ensure development will maintain, enhance, or restore desirable shoreline features, including unique and fragile areas, wetlands, scenic views, and aesthetic values.

Findings: The current shoreline of the park was altered in the early 2000’s to provide bank stabilization. Boulders were placed in a line parallel to the shore, on a layer of fabric and gravel was added landward to fill in the gaps. With the manicured lawn and the strip of boulders, the shoreline has limited ecological value. The lake water has been slowly eroding the soil and gravel between and landward of the boulders. The new stabilization system will look very similar to the current configuration. The pier and dock are relatively small in comparison to the length of shoreline. Measuring 25 feet wide, the pier is only 20 percent of the total length of the 130-foot shoreline. The shoreline stabilization and the pier/dock will not degrade the shoreline features, nor take away from scenic views.

D. Signs indicating the public right of access to shoreline areas shall be installed and maintained in conspicuous occasions at the point of access and the entrance thereto.

Findings: A sign indicating the public right of access will be installed at the entrance to the park (Condition B)

E. Proposals for recreational development shall include a landscape plan. Native, self-sustaining vegetation is preferred but non-invasive exotic species may be suitable.

Findings: The landscaping of Coney Island Park consists of a manicured lawn that extends from the parking area at the top of the slope to the water. There are three deciduous trees and one pine tree, all of which are about 20 feet in height. There are also some decorative shrubs in the parking area and around the perimeter of the park. The construction and bank stabilization will only affect the turf, and this will be replaced as needed.

F. All applicable federal and state permits shall be obtained and complied with in construction and operation of shoreline stabilization and flood protection activities.

Findings: This project is required to obtain a Hydraulic Project Approval from the Washington State Department of Fish and Wildlife, an Aquatic Use Authorization from the Washington State Department of Natural Resources, and a permit for discharge of fill material into water from the United States Army Corps of Engineers. Water quality certification from the Washington State Department of Ecology will also be required during the construction process. These permits/authorizations are required prior to the commencement of any construction activity at the site. (Condition C)

G. The public's need for docks is clearly demonstrated, and the proposal is consistent with protection of the public trust, as embodied in RCW 90.58.020.

Findings: Coney Island Park in one form or another has been present since the founding of the City of Medical Lake. Until a little over 20 years ago, there was a dock at this location. At this time, there is no public access dock on Medical Lake. RCW 90.58.020 states in the seven priorities of the policy, that public access to publicly owned areas and recreation opportunities of the shoreline should be increased.

H. The project, including any required mitigation, will result in no net loss of ecological functions.

Findings: The current shoreline of the park was altered in the early 2000's to provide bank stabilization. Boulders were placed in a line parallel to the shore, on a layer of fabric, and gravel was added landward to fill in the gaps. With the manicured lawn and the strip of boulders, the shoreline has limited ecological value. The lake water has been slowly eroding the soil and gravel between and landward of the boulders. The proposal is to replace this stabilization system by temporarily removing the boulders, creating a 3:1 slope in a seven-foot swath for the length of the park shoreline, installing geofabric, then replacing the boulders, and finally filling in the landward side with basalt quarry spalls and covering it with topsoil. The proposal disturbs the minimum amount of shoreline in order to replace the shore stabilization system, to minimize and loss of ecological function.

Medical Lake, although it was initially sought out for its medicinal values found in the minerals of the waters, suffered severe degradation, with its lowest ecological function in the 1960's when it had lethal concentrations of ammonia and hydrogen leeching into the water and an oxygen supply too low to support fish. After decades of work and continuing aeration, the lake now supports rainbow and brown trout.

Piers and docks create shade that reduces the survival of aquatic plants that are necessary to provide food, breeding areas, and protective nurseries for juvenile fish and other aquatic life. Medical Lake with 160 acres of water and three miles of shoreline, currently has 27 residential docks. These docks generally range from 150 to 200 square feet in area. The proposed pier and dock total 700 square feet in area. Although larger than the private residential docks, the public dock will be serving the majority of the community which do not live on the lake. Considering this, 700 square feet is relatively small. In addition, the proposed pier and dock will be constructed of Snap Deck, a glass filled polypropylene+ material, providing 40 percent light penetration. However, to minimize the amount of shading it is appropriate to limit the width of the pier and dock. (Condition F)

Building materials may leach harmful chemicals into the water. The proposed fixed pier has a subframe of galvanized dipped steel. The floating dock will be constructed of structural aluminum and have Ace polymer foam filled floats. The gangways will be made of aluminum. The proposal includes twelve 10-inch schedule 40 steel pylons. All of these materials are free of harmful chemicals and are safe for the lake.

The pylons supporting the proposed pier are the minimum diameter necessary and will be evenly spaced to not restrict the flow of water and aquatic life. Driving the pylons will cause temporary turbidity, however the project is small and the work will be done quickly to minimize the impact.

This proposal minimizing and mitigating it's impacts on the ecological functions by limiting the size of the pier and dock, using light-penetrating decking, using safe building materials, and limiting the area of disturbance for the replacement of the shoreline stabilization system.

COMPREHENSIVE PLAN COMPLIANCE

The Medical Lake Comprehensive Plan has multiple goals emphasizing the provision, enhancement, and maintenance of parks and recreational opportunities in order to promote the lake and address citizen interests. The Coney Island dock will add a pier and fishing dock, providing direct access to Medical Lake from the heart of the Central Business District. The Parks and Recreation chapter of the Comprehensive Plan mentions how, "Parks, natural areas, and recreation are a vital part of the Medical Lake Community and together serve to improve the overall quality of life." Describing Coney Island Park, it is specifically stated that, "The park acts as a link, providing access to lake-based recreation and downtown activities, and is linked to the city's trail system." Additionally, public access to the downtown lakefront is identified as a major goal of the city.

CONCLUSION

The proposal to build a fixed pier and floating fishing dock increases accessibility to Medical Lake and recreational opportunities for the community. The design of the pier and dock and the proposed improvements for bank stabilization ensure no net loss of ecological function to the lake. This proposal advances the goals and policies of the City's Shoreline Master Program and Comprehensive Plan. For the reasons stated above, the approval criteria have been met and the proposal should be approved.

APPROVAL

Approval of a Shoreline Substantial Development Review for a 700 square foot pier and dock, and replacement of shoreline stabilization measures per Exhibits A.2 & A.3 with the following conditions of approval:

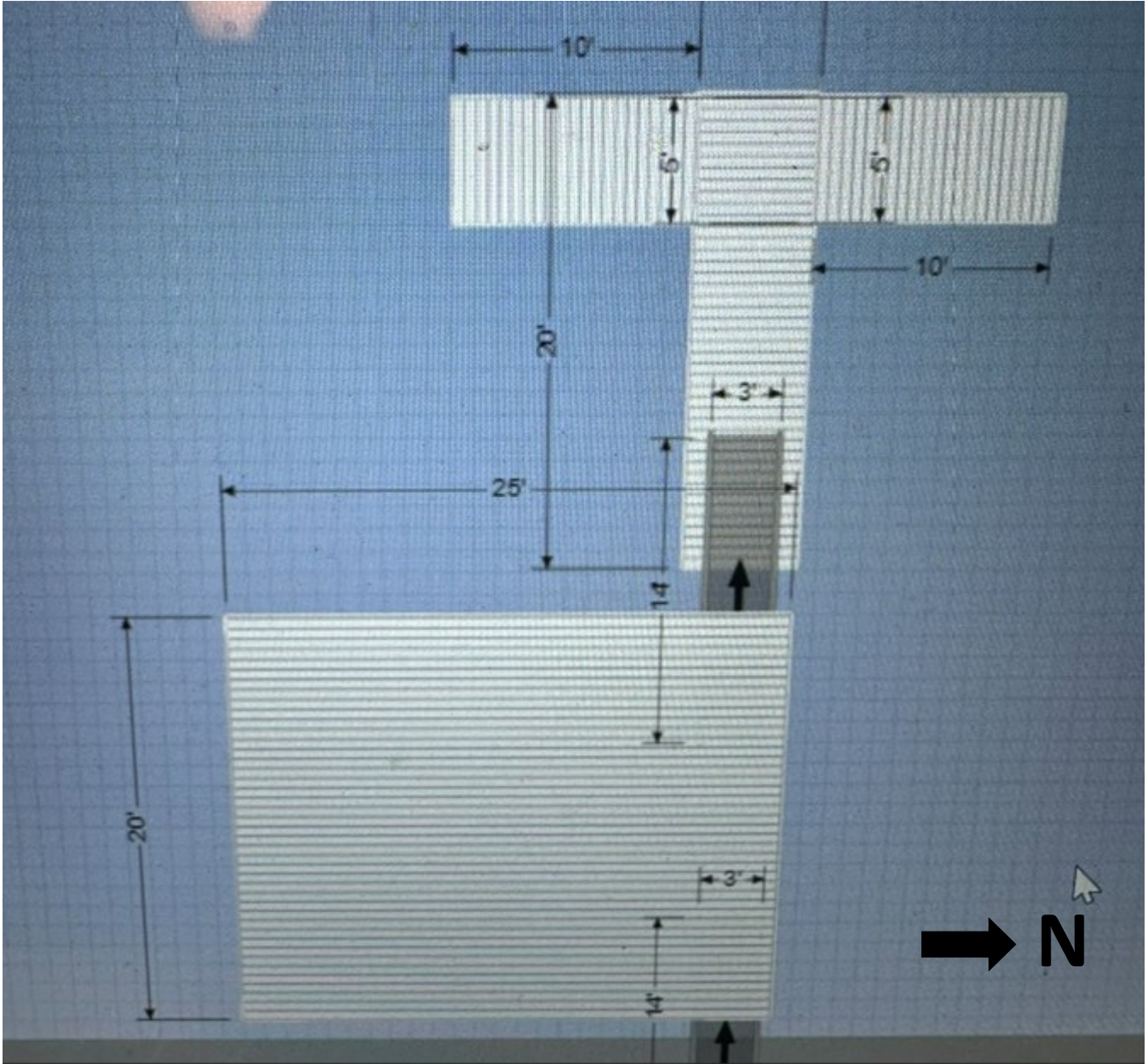
- A. Prior to receiving a final building inspection, the applicant shall install signage on or near the fences shared with the neighboring properties to discourage trespassing.
- B. The current sign that indicates the rules of the park shall be replaced and a statement that the pier and dock are for public access shall be added.
- C. Prior to any construction activity, all permits and authorizations from state and federal agencies must be in place.
- D. Prior to receiving a final building inspection, the applicant shall install "no parking on trail" signage in the immediate vicinity of the park.
- E. Prior to receiving a final building inspection, the applicant shall install a security camera at the park.
- F. The maximum width of the pier and dock shall be 5 feet.

EXHIBITS (NOT ATTACHED UNLESS STATED)

- A. Application Materials
 - 1. Dock Diagrams
 - 2. Site Plan, July 10, 2024 (attached)
 - 3. Site/Section Plan, July 10, 2024 (attached)
- B. Public Notifications
 - 1. Notice of Application, June 12, 2024
 - 2. Notice of Application Mailing List
 - 3. Legal Public Notice Published in Cheney Free Press, June 13, 2024
 - 4. Notice of Public Hearing, July 11, 2024
 - 5. Notice of Public Hearing Mailing List
 - 6. Legal Public Notice Published in Cheney Free Press, July 18, 2024
- C. SEPA
 - 1. SEPA Checklist submitted by contractor, June 5, 2024
 - 2. SEPA Checklist submitted by applicant, June 5, 2024

3. SEPA Determination of Non-significance, June 12, 2024
- D. Staff Reports
1. Staff Report to the Planning Commission, June 20, 2024
 2. Staff Report to the Planning Commission, July 18, 2024
- E. Agency Comments
1. Department of Ecology, June 26, 2024
 2. Department of Archeology and Historic Preservation, July 2, 2024
- F. Written Comments
1. Effie Dean, June 20, 2024
 2. Steve Morrow, June 27, 2024
 3. Tammy Roberson, June 27, 2024
 4. Amanda Berquist, July 20, 2024
 5. Effie Dean, July 22, 2024
 6. John Nuess, July 26, 2024

Coney Island Dock

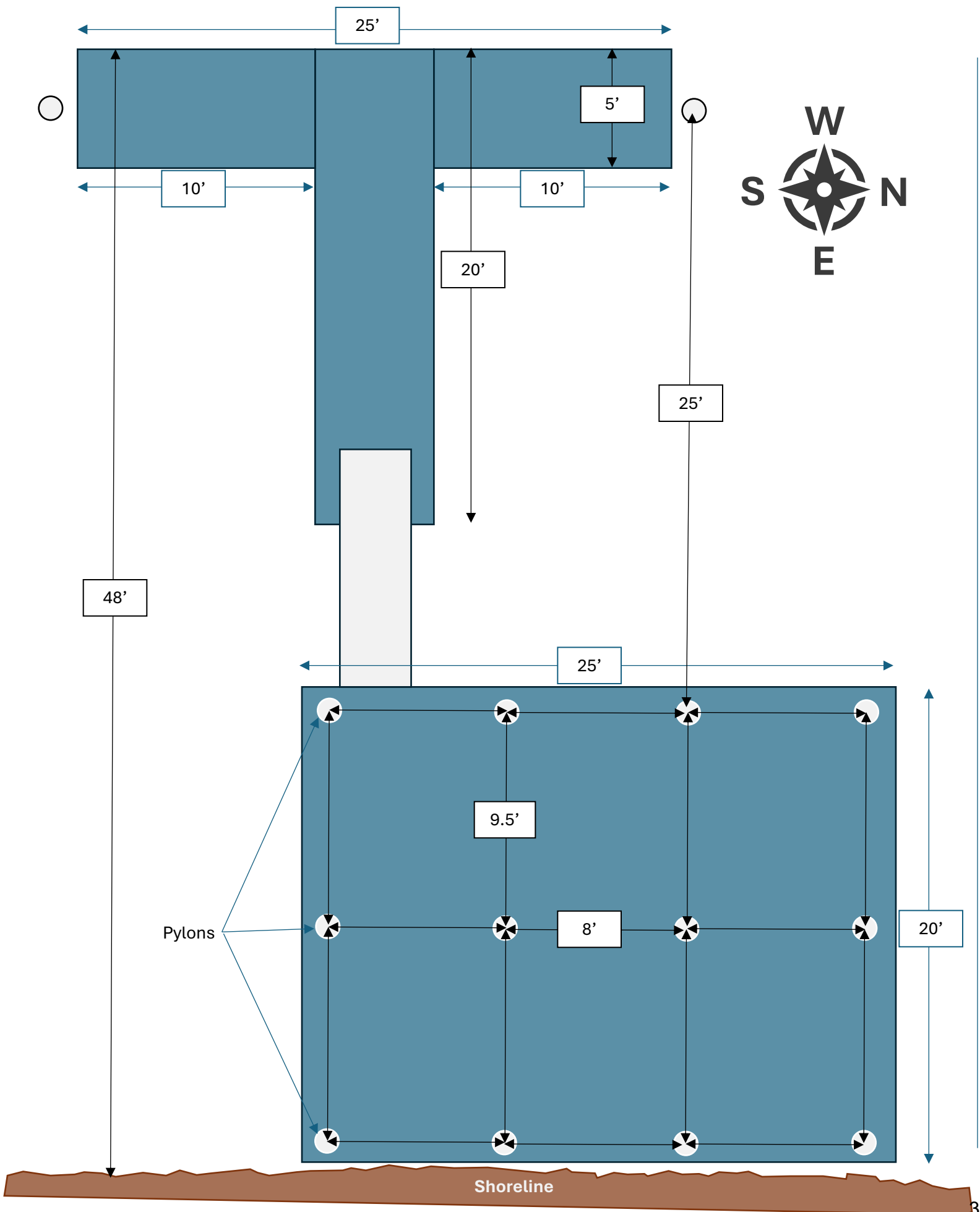


Coney Island Park

CONEY ISLAND PARK DOCK PROJECT

City of Medical Lake, Washington





CONEY ISLAND PARK PROJECT

City of Medical Lake, Washington

A – Snap Decking

Glass filled Polypropylene + material providing 40% light penetrating and non-slip texture while being ADA compliant. Top of dock will be 18" above ordinary high-water mark.

B – 10" Schedule 40 Steel Pylons

12 Pylons evenly spaced throughout the fixed pier dock, providing the required structural support with the least amount of disturbance.

2 Pylons providing anchor points for the floating fishing dock, built with structural Aluminum and Ace polymer foam filled floats (48"x120"x16").

C – Existing Large Basalt Boulders

Basalt boulders measuring between 30-48" tall and 24-36" wide will be removed and replaced.

D – Small P1 Spalls

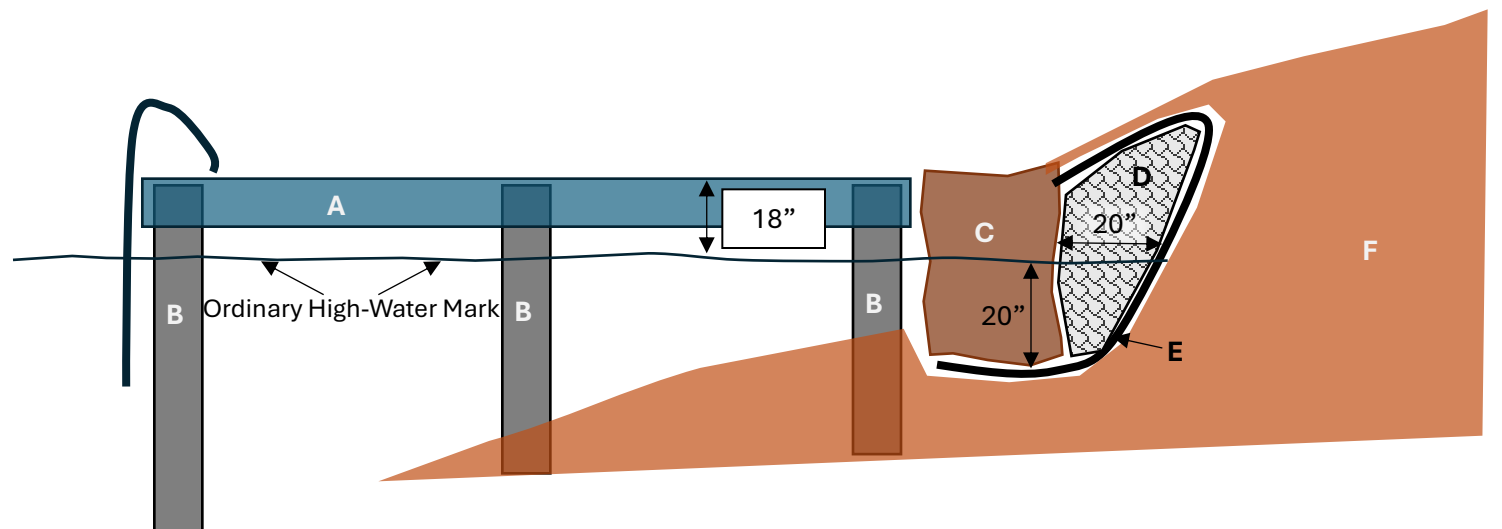
DOT compliant #2 basalt quarry spalls will be used for replacement stabilization of the existing shoreline.

E – Geo Fabric

Geo fabric will allow water penetration to the spalls while minimizing erosion of the native soils.

F – Existing Native Soils

A minimum amount of existing native soils will be removed and substituted with spalls and native soils will be replaced to restore vegetation to existing conditions.






LU 2024-010 SD

NOTICE OF APPLICATION

The City of Medical Lake invites you to comment on this application!

<p>Date of Application: May 31, 2024</p> <p>Date Application was Determined Complete: June 5, 2024</p> <p>Date of this Notice: June 12, 2024</p> <p>Comment Due Date: June 27, 2024, 2:00pm</p> <p>Public Hearing: June 27, 2024, 5:30pm</p>	<p>PROPOSAL DESCRIPTION: The applicant proposes to restore the shoreline and construct a pier and floating fishing dock at Coney Island Park. The shoreline restoration will entail removing boulders, installing geofabric, and placing the boulders back in their original location. The proposed dock is 700 square feet. This includes a 20' x 25' fixed pier, a 20' x 5' floating walkway, and a 20' x 5' fishing dock. The complete file may be reviewed in the Planning Department.</p> <p>PROPOSAL LOCATION: 200 W Lake Street. Parcel #14182.2348</p> <p>PROPOSAL APPLICANT: City of Medical Lake</p> <p>REQUIRED REVIEWS/PERMITS: Shoreline Substantial Development Review (Decision made by Planning Commission) Environmental Review (SEPA) Hydraulic Project Approval (Washington Department of Fish and Wildlife) Aquatic Use Authorization (Washington Department of Natural Resources) Discharge of Dredge or Fill Material into Water (US Army Corps of Engineers) 401 Water Quality Certification</p>
<p>Environmental Review: The City of Medical Lake has reviewed the proposal for probable adverse environmental impacts and is issuing a mitigated determination of non-significance (MDNS) for this project. The optional DNS process in WAC 197-11-350 (4) is being used. This may be your only opportunity to comment on the environmental impacts of the proposed project.</p>	<p>PUBLIC HEARING: The Medical Lake Planning Commission will hold a public hearing on Thursday, June 27th, 2024 at 5:30 p.m. in person at the Medical Lake City Hall and virtually via Zoom to consider application LU 2024-010 SD (Shoreline Substantial Development Review). A web link to the Zoom Meeting will be posted on the City's website www.medical-lake.org with the meeting agenda. The public is encouraged to attend. For individuals that require special assistance please contact City Hall at 509-565-5000.</p> <p>PUBLIC COMMENT: The public may submit comments in writing to the City Planner from the time of this notice until 2:00 p.m. on June 27, 2024. In addition, the public may speak and/or submit written comments at the Public Hearing.</p>
<p>Date of MDNS: June 12, 2024</p>	<p>PROPOSAL LOCATION:</p> 
<p>Direct Comments to: Elisa Rodriguez City Planner erodriguez@medical-lake.org Planning Department 124 S Lefevre Street Medical Lake, WA 99022 509-565-5019 8:00-4:00 Monday - Friday</p>	

LU 2024-010 SD Coney Island Park Dock

The following properties are within 300 feet of Coney Island Park.

The notice of application was mailed to these property owners on June 12, 2024.

Owner	Parcel #	Address	Dir	Street	City	State	Zip
MCNUTT, ROBERT S & LAURA R	14182.2353	8012 S		Spotted Road	Cheney	WA	99004
MCNUTT, ROBERT S & LAURA R	14182.2327						
City of Medical Lake	14182.2328						
BERGQUIST, MICHAEL W & AMANDA F	14182.2341	113 N		Jefferson Street	Medical Lake	WA	99022
BERGQUIST, MICHAEL W	14182.2346						
DEAN, EFFIE J	14182.2347			PO Box 132	Medical Lake	WA	99022
SCHOONOVER, MARILYN	14183.3501	104 S		Jefferson Street	Medical Lake	WA	99022
SCHOONOVER, MARILYN	14183.0007						
SCHNEIDER, VICTOR M	14183.3503	901 W		Steamboat Drive	COEUR D'ALENE	ID	83814
VERCIC, ROBERT E & MARY ANNE	14183.3506			PO BOX 759	Medical Lake	WA	99022
PAWLACYK, KRISTI A & RICHARD A	14183.3505			PO BOX 457	Medical Lake	WA	99022
RAIL, PEGGY L	14182.2015	120 N		Jefferson Street	Medical Lake	WA	99022
BACHMAN, DENNIS R	14182.2016	4912 N		Lee Street	SPOKANE	WA	99207
SCHMELZER, ALLEN D & JERIANN	14182.2009	6310 S		Dorset Road	SPOKANE	WA	99224
SCHMELZER, ALLEN D & JERIANN	14182.2006						
SCHMELZER, ALLEN D & JERIANN	14182.2014						
MEDICAL LAKE VIEW APARTMENTS, LLC	14183.3408			PO BOX 1676	Medical Lake	WA	99022
RODRIGUEZ, SILVIA	14183.3409			PO BOX 1566	Medical Lake	WA	99022
JMC PROPERTIES LLC	14183.3414	5916 S		Brooks Road	Medical Lake	WA	99022
LOUIE, ANDY W	14183.3403	162 E		Fairview Avenue	SPOKANE	WA	99207
JENMAX DESIGNS LLC	14183.3405	510 E		Jim Darby Drive	Medical Lake	WA	99022
ARTUROS, LLC	14183.3412	1810		2nd Street	Cheney	WA	99004



City of Medical Lake
124 S. Lefevre St.
P.O. Box 369
Medical Lake, WA 99022-0369

PUBLIC NOTICE

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The applicant proposes to build a pier and floating dock at Coney Island Park, 200 W Lake Street. The site is subject to the Shoreline Master Program. The SEPA environmental checklist has been reviewed and the City expects to issue a mitigated determination of non-significance.

The public comment period (written comments) is open through 2:00 p.m. on June 27th, 2024. Direct comments to Elisa Rodriguez, Planning Department, City of Medical Lake, 124 S Lefevre St, Medical Lake, WA. Phone: 509-565-5019. E-mail: erodriguez@medical-lake.org. For more information, please contact the person above.



LU 2024-010 SD

NOTICE OF A PUBLIC HEARING

The City of Medical Lake invites you to comment on this application!

<p>Date of Application: May 31, 2024</p> <p>Date Application was Determined Complete: June 5, 2024</p> <p>Date of this Notice: July 11, 2024</p> <p>Comment Due Date: July 25, 2024, 2:00pm</p> <p>Public Hearing: July 25, 2024, 5:30pm</p>	<p>PROPOSAL DESCRIPTION: The applicant proposes to restore the shoreline and construct a pier and floating fishing dock at Coney Island Park. The shoreline restoration will entail removing boulders, installing geofabric, and placing the boulders back in their original location. The proposed dock is 700 square feet. This includes a 20' x 25' fixed pier, a 20' x 5' floating walkway, and a 20' x 5' fishing dock. The complete file may be reviewed in the Planning Department.</p> <p>PROPOSAL LOCATION: 200 W Lake Street. Parcel #14182.2348</p> <p>PROPOSAL APPLICANT: City of Medical Lake</p> <p>REQUIRED REVIEWS/PERMITS: Shoreline Substantial Development Review (Decision made by Planning Commission) Environmental Review (SEPA) Hydraulic Project Approval (Washington Department of Fish and Wildlife) Aquatic Use Authorization (Washington Department of Natural Resources) Discharge of Dredge or Fill Material into Water (US Army Corps of Engineers) 401 Water Quality Certification</p>
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Purpose of checklist

Governmental agencies use this checklist to help determine whether the environmental impacts of your proposal are significant. This information is also helpful to determine if available avoidance, minimization, or compensatory mitigation measures will address the probable significant impacts or if an environmental impact statement will be prepared to further analyze the proposal.

Instructions for applicants

This environmental checklist asks you to describe some basic information about your proposal. Please answer each question accurately and carefully, to the best of your knowledge. You may need to consult with an agency specialist or private consultant for some questions. **You may use “not applicable” or “does not apply” only when you can explain why it does not apply and not when the answer is unknown.** You may also attach or incorporate by reference additional studies reports. Complete and accurate answers to these questions often avoid delays with the SEPA process as well as later in the decision-making process.

The checklist questions apply to **all parts of your proposal**, even if you plan to do them over a period of time or on different parcels of land. Attach any additional information that will help describe your proposal or its environmental effects. The agency to which you submit this checklist may ask you to explain your answers or provide additional information reasonably related to determining if there may be significant adverse impact.

Instructions for lead agencies

Please adjust the format of this template as needed. Additional information may be necessary to evaluate the existing environment, all interrelated aspects of the proposal and an analysis of adverse impacts. The checklist is considered the first but not necessarily the only source of information needed to make an adequate threshold determination. Once a threshold determination is made, the lead agency is responsible for the completeness and accuracy of the checklist and other supporting documents.

Use of checklist for nonproject proposals

For nonproject proposals (such as ordinances, regulations, plans and programs), complete the applicable parts of sections A and B, plus the Supplemental Sheet for Nonproject Actions (Part D). Please completely answer all questions that apply and note that the words "project," "applicant," and "property or site" should be read as "proposal," "proponent," and "affected geographic area," respectively. The lead agency may exclude (for non-projects) questions in “Part B: Environmental Elements” that do not contribute meaningfully to the analysis of the proposal.

¹ <https://ecology.wa.gov/Regulations-Permits/SEPA/Environmental-review/SEPA-guidance/Checklist-guidance>

A. Background

[Find help answering background questions²](#)

1. Name of proposed project, if applicable:
2. Name of applicant:
3. Address and phone number of applicant and contact person:
4. Date checklist prepared:
5. Agency requesting checklist:
6. Proposed timing of schedule (including phasing, if applicable):
7. Do you have any plans for future additions, expansion, or further activity related to or connected with this proposal? If yes, explain.
8. List any environmental information you know about that has been prepared, or will be prepared, directly related to this proposal.
9. Do you know whether applications are pending for governmental approvals of other proposals directly affecting the property covered by your proposal? If yes, explain.
10. List any government approvals or permits that will be needed for your proposal, if known.
11. Give brief, complete description of your proposal, including the proposed uses and the size of the project and site. There are several questions later in this checklist that ask you to describe certain aspects of your proposal. You do not need to repeat those answers on this page. (Lead agencies may modify this form to include additional specific information on project description.)
12. Location of the proposal. Give sufficient information for a person to understand the precise location of your proposed project, including a street address, if any, and section,

² <https://ecology.wa.gov/Regulations-Permits/SEPA/Environmental-review/SEPA-guidance/SEPA-checklist-guidance/SEPA-Checklist-Section-A-Background>

township, and range, if known. If a proposal would occur over a range of area, provide the range or boundaries of the site(s). Provide a legal description, site plan, vicinity map, and topographic map, if reasonably available. While you should submit any plans required by the agency, you are not required to duplicate maps or detailed plans submitted with any permit applications related to this checklist.

B. Environmental Elements

1. Earth

[Find help answering earth questions³](#)

a. General description of the site:

Coney Island Park, N Jefferson St, Medical Lake, WA
99022

Circle or highlight one: Flat, rolling, hilly, steep slopes, mountainous, other:

See Map

b. What is the steepest slope on the site (approximate percent slope)?

8%

c. What general types of soils are found on the site (for example, clay, sand, gravel, peat, muck)? If you know the classification of agricultural soils, specify them, and note any agricultural land of long-term commercial significance and whether the proposal results in removing any of these soils.

Natural Vegetation, Basalt rock, top soil.

d. Are there surface indications or history of unstable soils in the immediate vicinity? If so, describe.

No

e. Describe the purpose, type, total area, and approximate quantities and total affected area of any filling, excavation, and grading proposed. Indicate source of fill.

Reclaim / Reinforce shoreline w/ geogrid, 2'-4" spalls, 4-6 man rock

f. Could erosion occur because of clearing, construction, or use? If so, generally describe.

No

g. About what percent of the site will be covered with impervious surfaces after project construction (for example, asphalt or buildings)?

0%

³ <https://ecology.wa.gov/regulations-permits/sepa/environmental-review/sepa-guidance/sepa-checklist-guidance/sepa-checklist-section-b-environmental-elements/environmental-elements-earth>

- h. Proposed measures to reduce or control erosion, or other impacts to the earth, if any.

No measures needed

2. Air

[Find help answering air questions⁴](#)

- a. What types of emissions to the air would result from the proposal during construction, operation, and maintenance when the project is completed? If any, generally describe and give approximate quantities if known.

None

- b. Are there any off-site sources of emissions or odor that may affect your proposal? If so, generally describe.

None

- c. Proposed measures to reduce or control emissions or other impacts to air, if any:

N/A

3. Water

[Find help answering water questions⁵](#)

- a. Surface:

[Find help answering surface water questions⁶](#)

1. Is there any surface water body on or in the immediate vicinity of the site (including year-round and seasonal streams, saltwater, lakes, ponds, wetlands)? If yes, describe type and provide names. If appropriate, state what stream or river it flows into.

Year-round lake (Medical Lake)

2. Will the project require any work over, in, or adjacent to (within 200 feet) the described waters? If yes, please describe and attach available plans.

Yes

3. Estimate the amount of fill and dredge material that would be placed in or removed from surface water or wetlands and indicate the area of the site that would be affected. Indicate the source of fill material.

Approx. 30 yds of fill.

⁴ <https://ecology.wa.gov/Regulations-Permits/SEPA/Environmental-review/SEPA-guidance/SEPA-checklist-guidance/SEPA-Checklist-Section-B-Environmental-elements/Environmental-elements-Air>

⁵ <https://ecology.wa.gov/Regulations-Permits/SEPA/Environmental-review/SEPA-guidance/SEPA-checklist-guidance/SEPA-Checklist-Section-B-Environmental-elements/Environmental-elements-3-Water>

⁶ <https://ecology.wa.gov/Regulations-Permits/SEPA/Environmental-review/SEPA-guidance/SEPA-checklist-guidance/SEPA-Checklist-Section-B-Environmental-elements/Environmental-elements-3-Water/Environmental-elements-Surface-water>

4. Will the proposal require surface water withdrawals or diversions? Give a general description, purpose, and approximate quantities if known.

N/A

5. Does the proposal lie within a 100-year floodplain? If so, note location on the site plan.

No

6. Does the proposal involve any discharges of waste materials to surface waters? If so, describe the type of waste and anticipated volume of discharge.

No

b. Ground:

[Find help answering ground water questions](#)⁷

1. Will groundwater be withdrawn from a well for drinking water or other purposes? If so, give a general description of the well, proposed uses and approximate quantities withdrawn from the well. Will water be discharged to groundwater? Give a general description, purpose, and approximate quantities if known.

No

2. Describe waste material that will be discharged into the ground from septic tanks or other sources, if any (domestic sewage; industrial, containing the following chemicals...; agricultural; etc.). Describe the general size of the system, the number of such systems, the number of houses to be served (if applicable), or the number of animals or humans the system(s) are expected to serve.

None

c. Water Runoff (including stormwater):

1. Describe the source of runoff (including storm water) and method of collection and disposal, if any (include quantities, if known). Where will this water flow? Will this water flow into other waters? If so, describe.

No runoff produced

2. Could waste materials enter ground or surface waters? If so, generally describe.

No

3. Does the proposal alter or otherwise affect drainage patterns in the vicinity of the site? If so, describe.

No

⁷ <https://ecology.wa.gov/Regulations-Permits/SEPA/Environmental-review/SEPA-guidance/SEPA-checklist-guidance/SEPA-Checklist-Section-B-Environmental-elements/Environmental-elements-3-Water/Environmental-elements-Groundwater>

- d. Proposed measures to reduce or control surface, ground, and runoff water, and drainage pattern impacts, if any:

All work will be conducted during fair weather conditions.

4. Plants

[Find help answering plants questions](#)

- a. Check the types of vegetation found on the site:

- deciduous tree: alder, maple, aspen, other
- evergreen tree: fir, cedar, pine, other
- shrubs
- grass
- pasture
- crop or grain
- orchards, vineyards, or other permanent crops.
- wet soil plants: cattail, buttercup, bullrush, skunk cabbage, other
- water plants: water lily, eelgrass, milfoil, other
- other types of vegetation

- b. What kind and amount of vegetation will be removed or altered?

None

- c. List threatened and endangered species known to be on or near the site.

None

- d. Proposed landscaping, use of native plants, or other measures to preserve or enhance vegetation on the site, if any.

None

- e. List all noxious weeds and invasive species known to be on or near the site.

None

5. Animals

[Find help answering animal questions](#)⁸

- a. List any birds and other animals that have been observed on or near the site or are known to be on or near the site.

Examples include:

geese, deer

⁸ <https://ecology.wa.gov/Regulations-Permits/SEPA/Environmental-review/SEPA-guidance/SEPA-checklist-guidance/SEPA-Checklist-Section-B-Environmental-elements/Environmental-elements-5-Animals>

- Birds: hawk, heron, eagle, songbirds, other:
- Mammals: deer, bear, elk, beaver, other:
- Fish: bass, salmon, trout, herring, shellfish, other:

b. List any threatened and endangered species known to be on or near the site.

None

c. Is the site part of a migration route? If so, explain.

No

d. Proposed measures to preserve or enhance wildlife, if any.

N/A

e. List any invasive animal species known to be on or near the site.

N/A

6. Energy and natural resources

[Find help answering energy and natural resource questions⁹](#)

a. What kinds of energy (electric, natural gas, oil, wood stove, solar) will be used to meet the completed project's energy needs? Describe whether it will be used for heating, manufacturing, etc.

N/A

b. Would your project affect the potential use of solar energy by adjacent properties? If so, generally describe.

No

c. What kinds of energy conservation features are included in the plans of this proposal? List other proposed measures to reduce or control energy impacts, if any.

N/A

7. Environmental health

[Health Find help with answering environmental health questions¹⁰](#)

a. Are there any environmental health hazards, including exposure to toxic chemicals, risk of fire and explosion, spill, or hazardous waste, that could occur because of this proposal? If so, describe.

None

⁹ <https://ecology.wa.gov/Regulations-Permits/SEPA/Environmental-review/SEPA-guidance/SEPA-checklist-guidance/SEPA-Checklist-Section-B-Environmental-elements/Environmental-elements-6-Energy-natural-resou>

¹⁰ <https://ecology.wa.gov/Regulations-Permits/SEPA/Environmental-review/SEPA-guidance/SEPA-checklist-guidance/SEPA-Checklist-Section-B-Environmental-elements/Environmental-elements-7-Environmental-health>

1. Describe any known or possible contamination at the site from present or past uses.

none known

2. Describe existing hazardous chemicals/conditions that might affect project development and design. This includes underground hazardous liquid and gas transmission pipelines located within the project area and in the vicinity.

None

3. Describe any toxic or hazardous chemicals that might be stored, used, or produced during the project's development or construction, or at any time during the operating life of the project.

None

4. Describe special emergency services that might be required.

N/A

5. Proposed measures to reduce or control environmental health hazards, if any.

N/A

b. Noise

1. What types of noise exist in the area which may affect your project (for example: traffic, equipment, operation, other)?

Traffic from side street, very light.

2. What types and levels of noise would be created by or associated with the project on a short-term or a long-term basis (for example: traffic, construction, operation, other)? Indicate what hours noise would come from the site)?

Excavation equipment, excavator, dump trucks, generator ect.

3. Proposed measures to reduce or control noise impacts, if any:

N/A

8. Land and shoreline use

[Find help answering land and shoreline use questions](https://ecology.wa.gov/Regulations-Permits/SEPA/Environmental-review/SEPA-guidance/SEPA-checklist-guidance/SEPA-Checklist-Section-B-Environmental-elements/Environmental-elements-8-Land-shoreline-use)¹¹

- a. What is the current use of the site and adjacent properties? Will the proposal affect current land uses on nearby or adjacent properties? If so, describe.

Homeowners are adjacent.

- b. Has the project site been used as working farmlands or working forest lands? If so, describe. How much agricultural or forest land of long-term commercial significance will be converted to other uses because of the proposal, if any? If resource lands have

No

¹¹ <https://ecology.wa.gov/Regulations-Permits/SEPA/Environmental-review/SEPA-guidance/SEPA-checklist-guidance/SEPA-Checklist-Section-B-Environmental-elements/Environmental-elements-8-Land-shoreline-use>

not been designated, how many acres in farmland or forest land tax status will be converted to nonfarm or nonforest use?

None

1. Will the proposal affect or be affected by surrounding working farm or forest land normal business operations, such as oversize equipment access, the application of pesticides, tilling, and harvesting? If so, how?

No

c. Describe any structures on the site.

Small Public restroom

d. Will any structures be demolished? If so, what?

No

e. What is the current zoning classification of the site?

City Park

f. What is the current comprehensive plan designation of the site?

g. If applicable, what is the current shoreline master program designation of the site?

h. Has any part of the site been classified as a critical area by the city or county? If so, specify.

i. Approximately how many people would reside or work in the completed project?

None

j. Approximately how many people would the completed project displace?

None

k. Proposed measures to avoid or reduce displacement impacts, if any.

N/A

l. Proposed measures to ensure the proposal is compatible with existing and projected land uses and plans, if any.

N/A

m. Proposed measures to reduce or control impacts to agricultural and forest lands of long-term commercial significance, if any:

N/A

9. Housing

[Find help answering housing questions](#)¹²

- a. Approximately how many units would be provided, if any? Indicate whether high, middle, or low-income housing. N/A
- b. Approximately how many units, if any, would be eliminated? Indicate whether high, middle, or low-income housing. N/A
- c. Proposed measures to reduce or control housing impacts, if any:

N/A

10. Aesthetics

[Find help answering aesthetics questions](#)¹³

- a. What is the tallest height of any proposed structure(s), not including antennas; what is the principal exterior building material(s) proposed? N/A
- b. What views in the immediate vicinity would be altered or obstructed? None
- c. Proposed measures to reduce or control aesthetic impacts, if any:

none

11. Light and glare

[Find help answering light and glare questions](#)¹⁴

- a. What type of light or glare will the proposal produce? What time of day would it mainly occur? None
- b. Could light or glare from the finished project be a safety hazard or interfere with views? No
- c. What existing off-site sources of light or glare may affect your proposal? N/A
- d. Proposed measures to reduce or control light and glare impacts, if any:

N/A

¹² <https://ecology.wa.gov/Regulations-Permits/SEPA/Environmental-review/SEPA-guidance/SEPA-checklist-guidance/SEPA-Checklist-Section-B-Environmental-elements/Environmental-elements-9-Housing>

¹³ <https://ecology.wa.gov/Regulations-Permits/SEPA/Environmental-review/SEPA-guidance/SEPA-checklist-guidance/SEPA-Checklist-Section-B-Environmental-elements/Environmental-elements-10-Aesthetics>

¹⁴ <https://ecology.wa.gov/Regulations-Permits/SEPA/Environmental-review/SEPA-guidance/SEPA-checklist-guidance/SEPA-Checklist-Section-B-Environmental-elements/Environmental-elements-11-Light-glare>

12. Recreation

[Find help answering recreation questions](#)

- a. What designated and informal recreational opportunities are in the immediate vicinity?
Park access
- b. Would the proposed project displace any existing recreational uses? If so, describe.
No, it will improve it.
- c. Proposed measures to reduce or control impacts on recreation, including recreation opportunities to be provided by the project or applicant, if any:

N/A

13. Historic and cultural preservation

[Find help answering historic and cultural preservation questions](#)¹⁵

- a. Are there any buildings, structures, or sites, located on or near the site that are over 45 years old listed in or eligible for listing in national, state, or local preservation registers? If so, specifically describe.
No
- b. Are there any landmarks, features, or other evidence of Indian or historic use or occupation? This may include human burials or old cemeteries. Are there any material evidence, artifacts, or areas of cultural importance on or near the site? Please list any professional studies conducted at the site to identify such resources.
None
- c. Describe the methods used to assess the potential impacts to cultural and historic resources on or near the project site. Examples include consultation with tribes and the department of archeology and historic preservation, archaeological surveys, historic maps, GIS data, etc.
N/A
- d. Proposed measures to avoid, minimize, or compensate for loss, changes to, and disturbance to resources. Please include plans for the above and any permits that may be required.
N/A

¹⁵ <https://ecology.wa.gov/Regulations-Permits/SEPA/Environmental-review/SEPA-guidance/SEPA-checklist-guidance/SEPA-Checklist-Section-B-Environmental-elements/Environmental-elements-13-Historic-cultural-p>

14. Transportation

[Find help with answering transportation questions](#)¹⁶

- a. Identify public streets and highways serving the site or affected geographic area and describe proposed access to the existing street system. Show on site plans, if any.

N Jefferson St.

- b. Is the site or affected geographic area currently served by public transit? If so, generally describe. If not, what is the approximate distance to the nearest transit stop?

No

- c. Will the proposal require any new or improvements to existing roads, streets, pedestrian, bicycle, or state transportation facilities, not including driveways? If so, generally describe (indicate whether public or private).

No

- d. Will the project or proposal use (or occur in the immediate vicinity of) water, rail, or air transportation? If so, generally describe.

No

- e. How many vehicular trips per day would be generated by the completed project or proposal? If known, indicate when peak volumes would occur and what percentage of the volume would be trucks (such as commercial and nonpassenger vehicles). What data or transportation models were used to make these estimates?

N/A

- f. Will the proposal interfere with, affect, or be affected by the movement of agricultural and forest products on roads or streets in the area? If so, generally describe.

No

- g. Proposed measures to reduce or control transportation impacts, if any:

N/A

15. Public services

[Find help answering public service questions](#)¹⁷

- a. Would the project result in an increased need for public services (for example: fire protection, police protection, public transit, health care, schools, other)? If so, generally describe.

No

- b. Proposed measures to reduce or control direct impacts on public services, if any.

N/A

¹⁶ <https://ecology.wa.gov/Regulations-Permits/SEPA/Environmental-review/SEPA-guidance/SEPA-checklist-guidance/SEPA-Checklist-Section-B-Environmental-elements/Environmental-elements-14-Transportation>

¹⁷ <https://ecology.wa.gov/regulations-permits/sepa/environmental-review/sepa-guidance/sepa-checklist-guidance/sepa-checklist-section-b-environmental-elements/environmental-elements-15-public-services>

16. Utilities

[Find help answering utilities questions](#)¹⁸

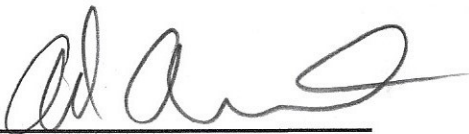
- a. Circle utilities currently available at the site: electricity, natural gas, water, refuse service, telephone, sanitary sewer, septic system, other: Public Restroom
- b. Describe the utilities that are proposed for the project, the utility providing the service, and the general construction activities on the site or in the immediate vicinity which might be needed.

N/A

C. Signature

[Find help about who should sign](#)¹⁹

The above answers are true and complete to the best of my knowledge. I understand that the lead agency is relying on them to make its decision.

X 

Type name of signee: Adam Archambault

Position and agency/organization:

Date submitted:

¹⁸ <https://ecology.wa.gov/regulations-permits/sepa/environmental-review/sepa-guidance/sepa-checklist-guidance/sepa-checklist-section-b-environmental-elements/environmental-elements-16-utilities>

¹⁹ <https://ecology.wa.gov/Regulations-Permits/SEPA/Environmental-review/SEPA-guidance/SEPA-checklist-guidance/SEPA-Checklist-Section-C-Signature>

SEPA¹ Environmental Checklist

Purpose of checklist

Governmental agencies use this checklist to help determine whether the environmental impacts of your proposal are significant. This information is also helpful to determine if available avoidance, minimization, or compensatory mitigation measures will address the probable significant impacts or if an environmental impact statement will be prepared to further analyze the proposal.

Instructions for applicants

This environmental checklist asks you to describe some basic information about your proposal. Please answer each question accurately and carefully, to the best of your knowledge. You may need to consult with an agency specialist or private consultant for some questions. **You may use “not applicable” or “does not apply” only when you can explain why it does not apply and not when the answer is unknown.** You may also attach or incorporate by reference additional studies reports. Complete and accurate answers to these questions often avoid delays with the SEPA process as well as later in the decision-making process.

The checklist questions apply to **all parts of your proposal**, even if you plan to do them over a period of time or on different parcels of land. Attach any additional information that will help describe your proposal or its environmental effects. The agency to which you submit this checklist may ask you to explain your answers or provide additional information reasonably related to determining if there may be significant adverse impact.

Instructions for lead agencies

Please adjust the format of this template as needed. Additional information may be necessary to evaluate the existing environment, all interrelated aspects of the proposal and an analysis of adverse impacts. The checklist is considered the first but not necessarily the only source of information needed to make an adequate threshold determination. Once a threshold determination is made, the lead agency is responsible for the completeness and accuracy of the checklist and other supporting documents.

Use of checklist for nonproject proposals

For nonproject proposals (such as ordinances, regulations, plans and programs), complete the applicable parts of sections A and B, plus the Supplemental Sheet for Nonproject Actions (Part D). Please completely answer all questions that apply and note that the words "project," "applicant," and "property or site" should be read as "proposal," "proponent," and "affected geographic area," respectively. The lead agency may exclude (for non-projects) questions in “Part B: Environmental Elements” that do not contribute meaningfully to the analysis of the proposal.

¹ <https://ecology.wa.gov/Regulations-Permits/SEPA/Environmental-review/SEPA-guidance/Checklist-guidance>

A. Background

[Find help answering background questions²](https://ecology.wa.gov/Regulations-Permits/SEPA/Environmental-review/SEPA-guidance/SEPA-checklist-guidance/SEPA-Checklist-Section-A-Background)

1. Name of proposed project, if applicable:

Coney Island Park Pier and Fishing Dock

2. Name of applicant:

City of Medical Lake

3. Address and phone number of applicant and contact person:

Glen Horton, Parks and Recreation Director, 509-565-5012

4. Date checklist prepared:

June 5, 2024

5. Agency requesting checklist:

City of Medical Lake

6. Proposed timing of schedule (including phasing, if applicable):

Project will take two weeks from start date. Hoping to start August 1, 2024

7. Do you have any plans for future additions, expansion, or further activity related to or connected with this proposal? If yes, explain.

No

8. List any environmental information you know about that has been prepared, or will be prepared, directly related to this proposal.

None known

9. Do you know whether applications are pending for governmental approvals of other proposals directly affecting the property covered by your proposal? If yes, explain.

JARPA being submitted.

10. List any government approvals or permits that will be needed for your proposal, if known.

Shoreline Substantial Development Review (Decision made by Planning Commission)

Hydraulic Project Approval (Washington Department of Fish and Wildlife)

Aquatic Use Authorization (Washington Department of Natural Resources)

Discharge of Dredge or Fill Material into Water (US Army Corps of Engineers)

401 Water Quality Certification

11. Give brief, complete description of your proposal, including the proposed uses and the size of the project and site. There are several questions later in this checklist that ask you to describe certain aspects of your proposal. You do not need to repeat those answers on

² <https://ecology.wa.gov/Regulations-Permits/SEPA/Environmental-review/SEPA-guidance/SEPA-checklist-guidance/SEPA-Checklist-Section-A-Background>

this page. (Lead agencies may modify this form to include additional specific information on project description.)

The applicant proposes to restore the shoreline and construct a pier and floating fishing dock at Coney Island Park. The shoreline restoration will entail removing boulders, installing geofabric, and placing the boulders back in their original location. The proposed dock is 700 square feet. This includes a 20' x 25' fixed pier, a 20' x 5' floating walkway, and a 20' x 5' fishing dock. The complete file may be reviewed in the Planning Department.

- 12. Location of the proposal. Give sufficient information for a person to understand the precise location of your proposed project, including a street address, if any, and section, township, and range, if known. If a proposal would occur over a range of area, provide the range or boundaries of the site(s). Provide a legal description, site plan, vicinity map, and topographic map, if reasonably available. While you should submit any plans required by the agency, you are not required to duplicate maps or detailed plans submitted with any permit applications related to this checklist.**

The project is located on the shoreline of Medical Lake at Coney Island Park. The park is located at the intersection of Jefferson and Lake Street. The address is 200 W Lake Street.

B.Environmental Elements

1. Earth

[Find help answering earth questions³](https://ecology.wa.gov/regulations-permits/sepa/environmental-review/sepa-guidance/sepa-checklist-guidance/sepa-checklist-section-b-environmental-elements/environmental-elements-earth)

- a. General description of the site:**

The site is a public park owned by the City of Medical Lake. It is composed of 8 parking spots at the street, a public restroom, and a lawn that slopes down from the street to the water.

Circle or highlight one: Flat, rolling, hilly, steep slopes, mountainous, other:

- b. What is the steepest slope on the site (approximate percent slope)?**

8%

- c. What general types of soils are found on the site (for example, clay, sand, gravel, peat, muck)? If you know the classification of agricultural soils, specify them, and note any agricultural land of long-term commercial significance and whether the proposal results in removing any of these soils.**

Clay

³ <https://ecology.wa.gov/regulations-permits/sepa/environmental-review/sepa-guidance/sepa-checklist-guidance/sepa-checklist-section-b-environmental-elements/environmental-elements-earth>

- d. Are there surface indications or history of unstable soils in the immediate vicinity? If so, describe.**

No

- e. Describe the purpose, type, total area, and approximate quantities and total affected area of any filling, excavation, and grading proposed. Indicate source of fill.**

The shoreline of the park is approximately 145 linear feet. This area will be graded, covered with geo fabric, 2"-4" basalt, large boulders, and top soil.

- f. Could erosion occur because of clearing, construction, or use? If so, generally describe.**

The work along the shoreline will be done quickly to minimize the possibility of erosion.

- g. About what percent of the site will be covered with impervious surfaces after project construction (for example, asphalt or buildings)?**

Approximately 5 percent of the site is covered by the parking lot and restroom. No additional impervious area is proposed.

- h. Proposed measures to reduce or control erosion, or other impacts to the earth, if any.**

The work will be done quickly and in the dry season to minimize erosion.

2. Air

[Find help answering air questions](#)⁴

- a. What types of emissions to the air would result from the proposal during construction, operation, and maintenance when the project is completed? If any, generally describe and give approximate quantities if known.**

There will be minimal emissions resulting from the equipment being used for construction.

- b. Are there any off-site sources of emissions or odor that may affect your proposal? If so, generally describe.**

No

- c. Proposed measures to reduce or control emissions or other impacts to air, if any:**

None

⁴ <https://ecology.wa.gov/Regulations-Permits/SEPA/Environmental-review/SEPA-guidance/SEPA-checklist-guidance/SEPA-Checklist-Section-B-Environmental-elements/Environmental-elements-Air>

3. Water

[Find help answering water questions](#)⁵

a. Surface:

[Find help answering surface water questions](#)⁶

- 1. Is there any surface water body on or in the immediate vicinity of the site (including year-round and seasonal streams, saltwater, lakes, ponds, wetlands)? If yes, describe type and provide names. If appropriate, state what stream or river it flows into.**

The work is being done in the waters of Medical Lake.

- 2. Will the project require any work over, in, or adjacent to (within 200 feet) the described waters? If yes, please describe and attach available plans.**

The proposal is for bank stabilization and the construction of a pier and fishing dock, all in the waters of Medical Lake.

- 3. Estimate the amount of fill and dredge material that would be placed in or removed from surface water or wetlands and indicate the area of the site that would be affected. Indicate the source of fill material.**

There will be approximately 50 yards of basalt and topsoil added to the shoreline. Any excess materials will be removed, resulting in no net change to the quantity of material at the site.

- 4. Will the proposal require surface water withdrawals or diversions? Give a general description, purpose, and approximate quantities if known.**

No

- 5. Does the proposal lie within a 100-year floodplain? If so, note location on the site plan.**

No, unless the lake itself is considered a floodplain.

- 6. Does the proposal involve any discharges of waste materials to surface waters? If so, describe the type of waste and anticipated volume of discharge.**

No

b. Ground:

[Find help answering ground water questions](#)⁷

⁵ <https://ecology.wa.gov/Regulations-Permits/SEPA/Environmental-review/SEPA-guidance/SEPA-checklist-guidance/SEPA-Checklist-Section-B-Environmental-elements/Environmental-elements-3-Water>

⁶ <https://ecology.wa.gov/Regulations-Permits/SEPA/Environmental-review/SEPA-guidance/SEPA-checklist-guidance/SEPA-Checklist-Section-B-Environmental-elements/Environmental-elements-3-Water/Environmental-elements-Surface-water>

⁷ <https://ecology.wa.gov/Regulations-Permits/SEPA/Environmental-review/SEPA-guidance/SEPA-checklist-guidance/SEPA-Checklist-Section-B-Environmental-elements/Environmental-elements-3-Water/Environmental-elements-Groundwater>

1. Will groundwater be withdrawn from a well for drinking water or other purposes? If so, give a general description of the well, proposed uses and approximate quantities withdrawn from the well. Will water be discharged to groundwater? Give a general description, purpose, and approximate quantities if known.

No

2. Describe waste material that will be discharged into the ground from septic tanks or other sources, if any (domestic sewage; industrial, containing the following chemicals...; agricultural; etc.). Describe the general size of the system, the number of such systems, the number of houses to be served (if applicable), or the number of animals or humans the system(s) are expected to serve.

None

c. Water Runoff (including stormwater):

1. Describe the source of runoff (including storm water) and method of collection and disposal, if any (include quantities, if known). Where will this water flow? Will this water flow into other waters? If so, describe.

Stormwater runoff will not be changed.

2. Could waste materials enter ground or surface waters? If so, generally describe.

This proposal will not cause waste materials to enter the water.

3. Does the proposal alter or otherwise affect drainage patterns in the vicinity of the site? If so, describe.

No

- d. Proposed measures to reduce or control surface, ground, and runoff water, and drainage pattern impacts, if any:

None

4. Plants

[Find help answering plants questions](#)

- a. Check the types of vegetation found on the site:

deciduous tree: alder, maple, aspen, other

evergreen tree: fir, cedar, pine, other

shrubs

grass

pasture

crop or grain

orchards, vineyards, or other permanent crops.

wet soil plants: cattail, buttercup, bullrush, skunk cabbage, other

water plants: water lily, eelgrass, milfoil, other

other types of vegetation

b. What kind and amount of vegetation will be removed or altered?

No vegetation will be removed or altered for this proposal.

c. List threatened and endangered species known to be on or near the site.

None known.

d. Proposed landscaping, use of native plants, or other measures to preserve or enhance vegetation on the site, if any.

None

e. List all noxious weeds and invasive species known to be on or near the site.

None known.

5. Animals

[Find help answering animal questions](#)⁸

a. List any birds and other animals that have been observed on or near the site or are known to be on or near the site.

Examples include:

- **Birds: hawk, heron, eagle, songbirds, other:**
- **Mammals: deer, bear, elk, beaver, other:**
- **Fish: bass, salmon, trout, herring, shellfish, other:**

Geese, ducks, deer, marmots, trout

b. List any threatened and endangered species known to be on or near the site.

None known.

c. Is the site part of a migration route? If so, explain.

Lake is sometimes used for migratory heron, but they are not known to be near this park.

d. Proposed measures to preserve or enhance wildlife, if any.

None

e. List any invasive animal species known to be on or near the site.

None known.

⁸ <https://ecology.wa.gov/Regulations-Permits/SEPA/Environmental-review/SEPA-guidance/SEPA-checklist-guidance/SEPA-Checklist-Section-B-Environmental-elements/Environmental-elements-5-Animals>

6. Energy and natural resources

[Find help answering energy and natural resource questions](#)⁹

- a. **What kinds of energy (electric, natural gas, oil, wood stove, solar) will be used to meet the completed project's energy needs? Describe whether it will be used for heating, manufacturing, etc.**

None needed.

- b. **Would your project affect the potential use of solar energy by adjacent properties? If so, generally describe.**

No.

- c. **What kinds of energy conservation features are included in the plans of this proposal? List other proposed measures to reduce or control energy impacts, if any.**

None

7. Environmental health

[Health Find help with answering environmental health questions](#)¹⁰

- a. **Are there any environmental health hazards, including exposure to toxic chemicals, risk of fire and explosion, spill, or hazardous waste, that could occur because of this proposal? If so, describe.**

None known.

1. **Describe any known or possible contamination at the site from present or past uses.**

None known.

2. **Describe existing hazardous chemicals/conditions that might affect project development and design. This includes underground hazardous liquid and gas transmission pipelines located within the project area and in the vicinity.**

None known.

3. **Describe any toxic or hazardous chemicals that might be stored, used, or produced during the project's development or construction, or at any time during the operating life of the project.**

No toxic or hazardous chemicals will be present for this project.

4. **Describe special emergency services that might be required.**

None known.

5. **Proposed measures to reduce or control environmental health hazards, if any.**

⁹ <https://ecology.wa.gov/Regulations-Permits/SEPA/Environmental-review/SEPA-guidance/SEPA-checklist-guidance/SEPA-Checklist-Section-B-Environmental-elements/Environmental-elements-6-Energy-natural-resou>

¹⁰ <https://ecology.wa.gov/Regulations-Permits/SEPA/Environmental-review/SEPA-guidance/SEPA-checklist-guidance/SEPA-Checklist-Section-B-Environmental-elements/Environmental-elements-7-Environmental-health>

None

b. Noise

- 1. What types of noise exist in the area which may affect your project (for example: traffic, equipment, operation, other)?**

None.

- 2. What types and levels of noise would be created by or associated with the project on a short-term or a long-term basis (for example: traffic, construction, operation, other)? Indicate what hours noise would come from the site)?**

Typical construction noise will be present during working ours of the project.

- 3. Proposed measures to reduce or control noise impacts, if any:**

None proposed.

8. Land and shoreline use

[Find help answering land and shoreline use questions](#)¹¹

- a. What is the current use of the site and adjacent properties? Will the proposal affect current land uses on nearby or adjacent properties? If so, describe.**

The subject site is a public park and it is adjacent to residential properties. The project has the potential for bringing more users to the park.

- b. Has the project site been used as working farmlands or working forest lands? If so, describe. How much agricultural or forest land of long-term commercial significance will be converted to other uses because of the proposal, if any? If resource lands have not been designated, how many acres in farmland or forest land tax status will be converted to nonfarm or nonforest use?**

No

- 1. Will the proposal affect or be affected by surrounding working farm or forest land normal business operations, such as oversize equipment access, the application of pesticides, tilling, and harvesting? If so, how?**

No

- c. Describe any structures on the site.**

The only structure on the site is a public restroom.

- d. Will any structures be demolished? If so, what?**

No

- e. What is the current zoning classification of the site?**

¹¹ <https://ecology.wa.gov/Regulations-Permits/SEPA/Environmental-review/SEPA-guidance/SEPA-checklist-guidance/SEPA-Checklist-Section-B-Environmental-elements/Environmental-elements-8-Land-shoreline-use>

R-1, Single-Family Residential

f. What is the current comprehensive plan designation of the site?

R-1, Single-Family Residential

g. If applicable, what is the current shoreline master program designation of the site?

Residential

h. Has any part of the site been classified as a critical area by the city or county? If so, specify.

No

i. Approximately how many people would reside or work in the completed project?

Zero

j. Approximately how many people would the completed project displace?

Zero

k. Proposed measures to avoid or reduce displacement impacts, if any.

None

l. Proposed measures to ensure the proposal is compatible with existing and projected land uses and plans, if any.

The subject has been a park for several decades and the proposal is not changing the use.

m. Proposed measures to reduce or control impacts to agricultural and forest lands of long-term commercial significance, if any:

None

9. Housing

[Find help answering housing questions](#)¹²

a. Approximately how many units would be provided, if any? Indicate whether high, middle, or low-income housing.

Zero

b. Approximately how many units, if any, would be eliminated? Indicate whether high, middle, or low-income housing.

Zero

c. Proposed measures to reduce or control housing impacts, if any:

None

¹² <https://ecology.wa.gov/Regulations-Permits/SEPA/Environmental-review/SEPA-guidance/SEPA-checklist-guidance/SEPA-Checklist-Section-B-Environmental-elements/Environmental-elements-9-Housing>

10. Aesthetics

[Find help answering aesthetics questions](#)¹³

- a. **What is the tallest height of any proposed structure(s), not including antennas; what is the principal exterior building material(s) proposed?**

Water level

- b. **What views in the immediate vicinity would be altered or obstructed?**

No views will be obstructed.

- c. **Proposed measures to reduce or control aesthetic impacts, if any:**

None

11. Light and glare

[Find help answering light and glare questions](#)¹⁴

- a. **What type of light or glare will the proposal produce? What time of day would it mainly occur?**

None expected.

- b. **Could light or glare from the finished project be a safety hazard or interfere with views?**

Not expected.

- c. **What existing off-site sources of light or glare may affect your proposal?**

None known.

- d. **Proposed measures to reduce or control light and glare impacts, if any:**

None

12. Recreation

[Find help answering recreation questions](#)

- a. **What designated and informal recreational opportunities are in the immediate vicinity?**

The subject site is a public park. The lake is accessible from the park, but the pier and fishing dock will allow more people to use and enjoy the park.

- b. **Would the proposed project displace any existing recreational uses? If so, describe.**

No

- c. **Proposed measures to reduce or control impacts on recreation, including recreation opportunities to be provided by the project or applicant, if any:**

¹³ <https://ecology.wa.gov/Regulations-Permits/SEPA/Environmental-review/SEPA-guidance/SEPA-checklist-guidance/SEPA-Checklist-Section-B-Environmental-elements/Environmental-elements-10-Aesthetics>

¹⁴ <https://ecology.wa.gov/Regulations-Permits/SEPA/Environmental-review/SEPA-guidance/SEPA-checklist-guidance/SEPA-Checklist-Section-B-Environmental-elements/Environmental-elements-11-Light-glare>

None

13. Historic and cultural preservation

[Find help answering historic and cultural preservation questions](#)¹⁵

- a. **Are there any buildings, structures, or sites, located on or near the site that are over 45 years old listed in or eligible for listing in national, state, or local preservation registers? If so, specifically describe.**

No

- b. **Are there any landmarks, features, or other evidence of Indian or historic use or occupation? This may include human burials or old cemeteries. Are there any material evidence, artifacts, or areas of cultural importance on or near the site? Please list any professional studies conducted at the site to identify such resources.**

No

- c. **Describe the methods used to assess the potential impacts to cultural and historic resources on or near the project site. Examples include consultation with tribes and the department of archeology and historic preservation, archaeological surveys, historic maps, GIS data, etc.**

None

- d. **Proposed measures to avoid, minimize, or compensate for loss, changes to, and disturbance to resources. Please include plans for the above and any permits that may be required.**

None

14. Transportation

[Find help with answering transportation questions](#)¹⁶

- a. **Identify public streets and highways serving the site or affected geographic area and describe proposed access to the existing street system. Show on site plans, if any.**

Coney Island Park is located on Jefferson Street, a local street. There is an existing parking lot for 8 cars. There are no changes proposed to the transportation system.

- b. **Is the site or affected geographic area currently served by public transit? If so, generally describe. If not, what is the approximate distance to the nearest transit stop?**

Public transit is available two blocks east of the park.

- c. **Will the proposal require any new or improvements to existing roads, streets, pedestrian, bicycle, or state transportation facilities, not including driveways? If so, generally describe (indicate whether public or private).**

¹⁵ <https://ecology.wa.gov/Regulations-Permits/SEPA/Environmental-review/SEPA-guidance/SEPA-checklist-guidance/SEPA-Checklist-Section-B-Environmental-elements/Environmental-elements-13-Historic-cultural-p>

¹⁶ <https://ecology.wa.gov/Regulations-Permits/SEPA/Environmental-review/SEPA-guidance/SEPA-checklist-guidance/SEPA-Checklist-Section-B-Environmental-elements/Environmental-elements-14-Transportation>

No

- d. Will the project or proposal use (or occur in the immediate vicinity of) water, rail, or air transportation? If so, generally describe.

No

- e. How many vehicular trips per day would be generated by the completed project or proposal? If known, indicate when peak volumes would occur and what percentage of the volume would be trucks (such as commercial and nonpassenger vehicles). What data or transportation models were used to make these estimates?

Unknown.

- f. Will the proposal interfere with, affect, or be affected by the movement of agricultural and forest products on roads or streets in the area? If so, generally describe.

No

- g. Proposed measures to reduce or control transportation impacts, if any:

None

15. Public services

[Find help answering public service questions¹⁷](#)

- a. Would the project result in an increased need for public services (for example: fire protection, police protection, public transit, health care, schools, other)? If so, generally describe.

No

- b. Proposed measures to reduce or control direct impacts on public services, if any.

None

16. Utilities

[Find help answering utilities questions¹⁸](#)

- a. Circle utilities currently available at the site: electricity, natural gas, water, refuse service, telephone, sanitary sewer, septic system, other:

- b. Describe the utilities that are proposed for the project, the utility providing the service, and the general construction activities on the site or in the immediate vicinity which might be needed.

None

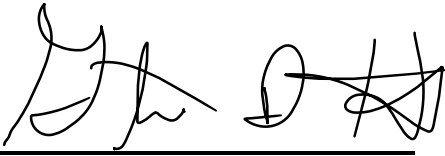
¹⁷ <https://ecology.wa.gov/regulations-permits/sepa/environmental-review/sepa-guidance/sepa-checklist-guidance/sepa-checklist-section-b-environmental-elements/environmental-elements-15-public-services>

¹⁸ <https://ecology.wa.gov/regulations-permits/sepa/environmental-review/sepa-guidance/sepa-checklist-guidance/sepa-checklist-section-b-environmental-elements/environmental-elements-16-utilities>

C. Signature

[Find help about who should sign](#)¹⁹

The above answers are true and complete to the best of my knowledge. I understand that the lead agency is relying on them to make its decision.

X 

Type name of signee: Glen Horton

Position and agency/organization: Director of Parks and Recreation

Date submitted: June 5, 2024

None: This Checklist contains information that was provided by a SEPA prepared the contractor, Adam Archambault. His SEPA Checklist is on file.

¹⁹ <https://ecology.wa.gov/Regulations-Permits/SEPA/Environmental-review/SEPA-guidance/SEPA-checklist-guidance/SEPA-Checklist-Section-C-Signature>



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

STATE ENVIRONMENTAL POLICY ACT

Determination of Non-Significance

Date of Issuance: June 12, 2024

Lead agency: City of Medical Lake

Agency Contact: Elisa Rodriguez, 509-565-5019, erodriguez@medical-lake.org

Agency File Number: LU 2024-010 SD

Description of Proposal: The applicant is proposing a shoreline restoration project and the construction of a pier and dock. The shoreline restoration will entail removing boulders, installing geofabric, adding basalt quarry spalls, placing the boulders back in their original location, and covering with topsoil. The proposed dock is 700 square feet. This includes a 20' x 25' fixed pier, a 20' x 5' floating walkway, and a 20' x 5' fishing dock.

Location of Proposal: 200 W Lake Street. Parcel #14182.2348

Applicant: Glen Horton, Parks Director, City of Medical Lake, 509-565-5012, ghorton@medical-lake.org

The City of Medical Lake has determined that this proposal will not have a probable significant adverse impact on the environment. An environmental impact statement (EIS) is not required under RCW 43.21C.030. We have reviewed the attached Environmental Checklist and the construction plans. This information is available at www.medical-lake.org

This determination is based on the following findings and conclusions:

This proposal will have a minimal impact on Medical Lake and neighboring properties. The shoreline is already developed and contains no native or natural features. The bank stabilization will mitigate the erosion of the shoreline. The proposed pier and dock are small in area and are designed to minimize the impact on aquatic life. Therefore, the impacts of this proposal are minimal and are being addressed through the five required City, State, and Federal reviews.

This DNS is issued under WAC 197-11-340(2) and the comment period will end on June 27, 2024.

Responsible Official: Sonny Weathers, City Administrator

Signature  _____ Date June 12, 2024

Appeal Process: Appeals of this environmental determination may be made per the procedures outlined in MLMC 16.10.420.



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

STAFF REPORT TO THE PLANNING COMMISSION

File: LU 2024-010 SD (Shoreline Substantial Development Review)

Date of Staff Report: June 20, 2024

Date of Hearing: June 27, 2024

Staff Planner: Elisa Rodriguez 509-565-5019 or erodriguez@medical-lake.org

SEPA: A Determination of Non-Significance was issued on June 12, 2024.

Procedure: This request requires a quasi-judicial review, therefore, the Planning Commission will hold a public hearing, then make a final decision. Appeals are heard by the City Council. The complete process can be found in the Medical Lake Shoreline Master Program Section III, Shoreline Development Review.

Applicant:, Glen Horton, Director of Parks and Recreation, City of Medical Lake, 509-565-5012, ghorton@medical-lake.org

Owner: City of Medical Lake

Proposal Location: Coney Island Park, 200 W Lake Street

Spokane County Parcels: 14182.2348

Zoning Designation: Single-Family Residential Zone (R-1)

Proposal Summary: The applicant is proposing to construct a fixed pier, a floating fishing dock, and stabilize the shoreline.

PROPOSAL

The applicant is proposing 700 square feet of pier and dock at the shoreline of Coney Island Park. The 700 square feet is composed of a 20' x 25' fixed pier, a 20' x 5' floating walkway, and a 20' x 5' fishing dock. The shoreline will also be stabilized by removing the existing boulders, grading a 1:3 slope, installing geo fabric, adding basalt rock, replacing the boulders, and filling with top soil.

RELEVANT APPROVAL CRITERIA

In order to be approved, the proposal must comply with the Shoreline Master Program, the Comprehensive Plan, and the Municipal Code.

PROCEDURAL HISTORY

Application Submitted – May 31, 2024

Application Deemed Complete – June 5, 2024

SEPA Determination Issued – June 12, 2024

Notice of Application Mailed and Posted – June 12, 2024

Notice of Public Hearing Published in the Cheney Free Press – June 13, 2024

ANALYSIS

Site and Vicinity: The subject site is a public park at the intersection of Lake Street and Jefferson Street. The park abuts the shoreline of Medical Lake and is approximately 24,000 square feet. It consists of parking along Jefferson Street, a public restroom, and a grassy slope down to the shoreline. The shoreline is lined with large boulders and there are three deciduous trees and one pine tree in the park. There is a chain-link fence along the north and south property lines of the park.

The park is abutted by single family homes to the north and south. Jefferson Street marks the edge of the Central Business District. Across Jefferson Street is a one-story commercial building to the north of Lake Street and a two-story residential building to the south.

Medical Lake is approximately 160 acres in size with a three-mile shoreline. The shoreline of Medical Lake is composed of approximately one-third residential development, one-third active public park space, and one-third natural.

Shoreline Designation: The park is located in Shoreline Residential Environment. The purpose of this designation is to accommodate residential development, provide appropriate public access and recreational uses.

Shoreline Master Program Goals: Medical Lake's Shoreline Master Program has 16 goals. The following are the most relevant to this proposal:

I.B. Assure that shoreline uses are either water-dependent or water-related and are compatible with adjacent uses.

III.A. Provide reasonable and adequate public access, both physical and visual, to the publicly owned shorelines while providing for the protection of the natural environment and private property rights.

IV.A. Preserve, increase, and diversify recreational opportunities on the shorelines of the city.

VII.A. Identify, protect, preserve, acquire, and restore shoreline resources that have cultural, historic, educational, and/or scientific value.

IX.A. Rehabilitate those shorelines where ecological functions have been degraded.

IX.B. Ensure “No Net Loss” of ecological functions will result from the development and use of the shoreline.

Comprehensive Plan: Medical Lake’s Comprehensive Plan has 30 goals. The following are the most relevant to this proposal:

11. Ensure adequate park, recreation, and open spaces are provided for and maintained for the continued enjoyment of the community.

15. Emphasize the enhancements and maintenance of existing parks while creatively seeking ways to acquire and develop future recreational facilities.

16. Promote multi-uses of the city’s parks for the various interests of its residents.

SHORELINE MASTER PROGRAM APPROVAL CRITERIA

Shoreline Development Reviews are subject to the regulations of the Shoreline Master Program.

A. Favorable consideration shall be given to developments which provide public recreational uses and facilitate public access to shorelines.

Findings: Coney Island Park, adjacent to Medical Lake, has approximately 130 linear feet of shoreline. The grassy slope of the park abruptly stops at the water line where large boulders have been placed. Until recently, there was a fence separating the park from the lake. Although the lake is accessible, from this park, the design is not particularly inviting. The applicant proposes to build a pier and floating fishing dock. This will expand the opportunities for recreation at the site. In addition to fishing, kayaks and paddleboards will be more easily launched, there will be swimming access, and community events such as concerts will be possible.

B. Recreational facilities shall make adequate provisions, such as screening, buffer strips, fences, and signs to prevent overflow and to protect the value and enjoyment of and enjoyment of adjacent or nearby private properties.

Findings: Coney Island Park is flanked by residences. Both the north and south sides of the park have chain-link fences. Due to these fences, the distinction between public and private property is clear. It is unlikely that people using the park would venture onto private property.

C. In approving shoreline recreational development, the city shall ensure development will maintain, enhance, or restore desirable shoreline features, including unique and fragile areas, wetlands, scenic views, and aesthetic values.

Findings: The current shoreline, with the manicured lawn and strip of boulders, has limited value as habitat. The lake water has been slowly eroding the soil between and landward of the boulders. Part of this proposal is to stabilize the shoreline by grading the bank to a gradual slope and adding geo fabric and basalt rock under the boulders. The shoreline stabilization and the pier/dock will not detract from the shoreline features, nor take away from scenic views.

D. Signs indicating the public right of access to shoreline areas shall be installed and maintained in conspicuous occasions at the point of access and the entrance thereto.

Findings: A sign indicating the public right of access will be installed at the entrance to the park (Condition B)

E. Proposals for recreational development shall include a landscape plan. Native, self-sustaining vegetation is preferred but non-invasive exotic species may be suitable.

Findings: The landscaping of Coney Island Park consists of a manicured lawn that extends from the parking area at the top of the slope to the water. There are three deciduous trees and one pine tree, all of which are about 20 feet in height. There are also some decorative shrubs in the parking area. The construction and bank stabilization will only affect the turf and this will be replaced as needed.

F. All applicable federal and state permits shall be obtained and complied with in construction and operation of shoreline stabilization and flood protection activities.

Findings: This project is required to obtain a Hydraulic Project Approval from the Washington State Department of Fish and Wildlife, an Aquatic Use Authorization from the Washington State Department of Natural Resources, and a permit for discharge of fill material into water from the United States Army Corps of Engineers. Water quality certification from the Washington State Department of Ecology will also be required during the construction process. These permits/authorizations are required prior to the commencement of any construction activity at the site. (Condition A)

G. The public's need for docks is clearly demonstrated, and the proposal is consistent with protection of the public trust, as embodied in RCW 90.58.020.

Findings: Coney Island Park in one form or another has been present since the founding of the City of Medical Lake. Until about 20 years ago, there was a dock at this location. At this time, there is no public access dock on Medical Lake. RCW 90.58.020 states in the seven priorities of the policy, that public access to publicly owned areas and recreation opportunities of the shoreline should be increased.

H. The project, including any required mitigation, will result in no net loss of ecological functions.

Findings: The shoreline of Coney Island Park, although it has no stabilization structure, is highly developed, therefore has limited ecological function. With the proposed use of active recreation, there is no goal to increase the ecological function. That being said, the proposed pier/dock and shoreline stabilization will not result in any loss of function.

COMPREHENSIVE PLAN COMPLIANCE

The Medical Lake Comprehensive Plan has multiple goals emphasizing the provision, enhancement, and maintenance of parks and recreational opportunities in order to promote the lake and address citizen interests. The Coney Island dock will add a pier and fishing dock, providing direct access to Medical Lake from the heart of the Central Business District. The Parks and Recreation chapter of the Comprehensive Plan mentions how, “Parks, natural areas, and recreation are a vital part of the Medical Lake Community and together serve to improve the overall quality of life.” Describing Coney Island Park, it is specifically stated that, “The park acts as a link, providing access to lake-based recreation and downtown activities, and is linked to the city’s trail system.” Additionally, public access to the downtown lakefront is identified as a major goal of the city.

CONCLUSION

The proposal to build a fixed pier and floating fishing dock increases the accessibility to Medical Lake and recreational opportunities for the community. The design of the pier and dock and the proposed improvements for bank stabilization ensure no net loss of ecological function to the lake. This proposal advances the the goals and policies of the City’s Shoreline Master Program and Comprehensive Plan. For the reasons stated above, the approval criteria have been met and the proposal should be approved.

RECOMMENDATION

The approval criteria have been met, therefore the planning official recommends that the Planning Commission approves the Shoreline Substantial Development Review for a 700 square foot pier and dock, along with the shoreline stabilization measures with the following conditions of approval:

A. Prior to any construction activity, all permits and authorizations from state and federal agencies must be in place.

B. The current sign that indicates the rules of the park shall be replaced and a statement that the pier and dock are for public access shall be added.

THE PLANNING COMMISSION MAY CHOOSE TO DO ONE OF THE FOLLOWING:

Option 1: Approve, with conditions, of the shoreline substantial development review as presented in the staff report.

Option 2: Approve, amending the conditions, of the shoreline substantial development review as presented in the staff report (requires a statement of why the conditions are being amended).

Option 3: Deny the shoreline substantial development review (requires a statement of how the approval criteria are not met).

EXHIBITS

A. Application Materials

1. Dock Diagrams

B. Public Notifications

1. Notice of Application, June 12, 2024
2. Notice of Application Mailing List (not attached)
3. Legal Public Notice Published in Cheney Free Press, June 13, 2024 (not attached)

C. SEPA

1. SEPA Checklist submitted by contractor, June 5, 2024 (not attached)
2. SEPA Checklist submitted by applicant, June 5, 2024
3. SEPA Determination of Non-significance, June 12, 2024



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

STAFF REPORT TO THE PLANNING COMMISSION

File: LU 2024-010 SD (Shoreline Substantial Development Review)

Date of Staff Report: July 18, 2024

Date of Hearing: July 25, 2024

Staff Planner: Elisa Rodriguez 509-565-5019 or erodriguez@medical-lake.org

SEPA: A Determination of Non-Significance was issued on June 12, 2024.

Procedure: This request requires a quasi-judicial review, therefore, the Planning Commission will hold a public hearing, then make a final decision. A public hearing was continued at the June 27, 2024 meeting. Appeals are heard by the City Council. The complete process can be found in the Medical Lake Shoreline Master Program Section III, Shoreline Development Review.

Applicant: Glen Horton, Director of Parks and Recreation, City of Medical Lake, 509-565-5012, ghorton@medical-lake.org

Owner: City of Medical Lake

Proposal Location: Coney Island Park, 200 W Lake Street

Spokane County Parcels: 14182.2348

Zoning Designation: Single-Family Residential Zone (R-1)

Proposal Summary: The applicant is proposing to construct a fixed pier, install a floating fishing dock, and replace a shore stabilization system on the shoreline.

PROPOSAL

The applicant is proposing 700 square feet of pier and dock at the shoreline of Coney Island Park. The 700 square feet is composed of a 20' x 25' fixed pier, a 20' x 5' floating walkway, and a 20' x 5' fishing dock. The shoreline will also be stabilized by removing the existing boulders, grading a 3:1 slope, installing geo fabric, adding basalt rock, replacing the boulders, and filling with topsoil.

RELEVANT APPROVAL CRITERIA

In order to be approved, the proposal must comply with the Shoreline Master Program, the Comprehensive Plan, and the Municipal Code.

PROCEDURAL HISTORY

Application Submitted – May 31, 2024

Application Deemed Complete – June 5, 2024

SEPA Determination Issued – June 12, 2024

Notice of Application Mailed and Posted – June 12, 2024

Notice of Application/Public Hearing Published in the Cheney Free Press – June 13, 2024

Public Hearing at Planning Commission (continued) – June 27, 2024

Notice of Hearing Mailed and Posted – June 11, 2024

Notice of Public Hearing Published in Cheney Free Press – June 18, 2024

ANALYSIS

Site and Vicinity: The subject site is a public park at the intersection of Lake Street and Jefferson Street. The park abuts the shoreline of Medical Lake and is approximately 24,000 square feet. It consists of parking along Jefferson Street, a public restroom, and a grassy slope down to the shoreline. The shoreline is lined with large boulders and there are three deciduous trees and one pine tree in the park. There is a chain-link fence along the north and south property lines of the park.

Coney Island Park was upgraded to its current form a little over 20 years ago. This included the existing shoreline stabilization system of geo fabric, boulders, and gravel. This system has worked to some extent, but the gravel is routinely washed into the lake.

The park is abutted by single family homes to the north and south. Jefferson Street marks the edge of the Central Business District. Across Jefferson Street is a one-story commercial building to the north of Lake Street and a two-story residential building to the south.

Medical Lake is approximately 160 acres in size with a three-mile shoreline. Originally lined with granite, the lake had high levels of salt and minerals. Much of the granite was harvested, reducing these levels. As time went on, cesspool and septic tank seepage contaminated the lake,

leading to the water's "death" in the 1960's. Hydrogen and ammonia existed in lethal concentrations and the oxygen supply was too depleted to support fish. The slow road to recovery started with the construction of the wastewater treatment plant. Five aerators are still present to ensure oxygen levels. Currently, the lake supports brown and rainbow trout (no salmon). The City of Medical Lake controls the level of the lake by pumping water out and has for several decades. The water level varies about 10 inches throughout the year. The shoreline of Medical Lake is composed of approximately one-third residential development, one-third active public park space, and one-third natural.

Shoreline Designation: The park is in the Shoreline Residential Environment designation. The purpose of this designation is to accommodate residential development and provide appropriate public access and recreational uses.

Shoreline Master Program Goals: Medical Lake's Shoreline Master Program has 16 goals. The following are the most relevant to this proposal:

I.B. Assure that shoreline uses are either water-dependent or water-related and are compatible with adjacent uses.

III.A. Provide reasonable and adequate public access, both physical and visual, to the publicly owned shorelines while providing for the protection of the natural environment and private property rights.

IV.A. Preserve, increase, and diversify recreational opportunities on the shorelines of the city.

VII.A. Identify, protect, preserve, acquire, and restore shoreline resources that have cultural, historic, educational, and/or scientific value.

IX.A. Rehabilitate those shorelines where ecological functions have been degraded.

IX.B. Ensure "No Net Loss" of ecological functions will result from the development and use of the shoreline.

Comprehensive Plan: Medical Lake's Comprehensive Plan has 30 goals. The following are the most relevant to this proposal:

11. Ensure adequate park, recreation, and open spaces are provided for and maintained for the continued enjoyment of the community.

15. Emphasize the enhancements and maintenance of existing parks while creatively seeking ways to acquire and develop future recreational facilities.

16. Promote multi-uses of the city's parks for the various interests of its residents.

Public Comment: Several citizens attended the public hearing held by the Planning Commission on June 27, 2024. Three people spoke, expressing concerns about the size of the pier, parking, speed on Jefferson Street, vandalism, safety of swimmers, goose poop, noise, and trespassing. In addition, three letters were submitted. These expressed some of the same concerns along with some procedural questions/concerns. To summarize, citizens were concerned that the size of the

fixed pier would lead to parties that would contribute to noise, trespassing, and vandalism issues. There were several suggestions made, including the addition of traffic calming devices along Jefferson Street to reduce the speed of traffic, signage to direct people to public parking, cameras to reduce vandalism, and alternative configurations for the pier and dock.

SHORELINE MASTER PROGRAM APPROVAL CRITERIA

Shoreline Development Reviews are subject to the regulations of the Shoreline Master Program.

A. Favorable consideration shall be given to developments which provide public recreational uses and facilitate public access to shorelines.

Findings: Coney Island Park, abutting Medical Lake and adjacent to the central business district, has approximately 130 linear feet of shoreline. The grassy slope of the park abruptly stops at the water line where large boulders have been placed. Until recently, there was a fence separating the park from the lake. Although the lake is accessible from this park, the design is not particularly inviting. The applicant proposes to build a fixed pier and floating fishing dock. This will expand the opportunities for recreation at the site. In addition to fishing, kayaks and paddleboards will be more easily launched, there will be swimming access, and community events will be better served.

B. Recreational facilities shall make adequate provisions, such as screening, buffer strips, fences, and signs to prevent overflow and to protect the value and enjoyment of and enjoyment of adjacent or nearby private properties.

Findings: Coney Island Park is flanked by residences. Both the north and south sides of the park have chain-link fences. Due to these fences, the distinction between public and private property is clear. However, these fences have not always deterred people from entering private yards. Having more people in the park could very well lessen the occurrence of trespassing, because they are less likely to break the law if they are being watched. However, in an effort to help the residents, it is appropriate to add signage discouraging trespassing on neighboring properties. (Condition A)

Coney Island Park has eight on-site parking spaces. Neighbors have stated that people park illegally in front of their homes and are concerned that additional users will increase illegal parking. The west side of Jefferson Street is a multi-use trail and parking is prohibited. Citizens are encouraged to call Crime Check to report illegally parked vehicles. In addition to the eight on-site parking spaces, there are approximately 105 public parking spaces on the streets within 500 feet of the park. Considering the size of the park, and the intention that it should be a community park, not a regional park, 113 spaces should be able to serve both the park and the businesses and residences.

C. In approving shoreline recreational development, the city shall ensure development will maintain, enhance, or restore desirable shoreline features, including unique and fragile areas, wetlands, scenic views, and aesthetic values.

Findings: The current shoreline of the park was altered in the early 2000's to provide bank stabilization. Boulders were placed in a line parallel to the shore, on a layer of fabric and gravel was added landward to fill in the gaps. With the manicured lawn and the strip of boulders, the shoreline has limited ecological value. The lake water has been slowly eroding the soil and gravel between and landward of the boulders. The new stabilization system will look very similar to the current configuration. The pier and dock are relatively small in comparison to the length of shoreline. Measuring 25 feet wide, the pier is only 20 percent of the total length of the 130-foot shoreline. The shoreline stabilization and the pier/dock will not degrade the shoreline features, nor take away from scenic views.

D. Signs indicating the public right of access to shoreline areas shall be installed and maintained in conspicuous occasions at the point of access and the entrance thereto.

Findings: A sign indicating the public right of access will be installed at the entrance to the park (Condition B)

E. Proposals for recreational development shall include a landscape plan. Native, self-sustaining vegetation is preferred but non-invasive exotic species may be suitable.

Findings: The landscaping of Coney Island Park consists of a manicured lawn that extends from the parking area at the top of the slope to the water. There are three deciduous trees and one pine tree, all of which are about 20 feet in height. There are also some decorative shrubs in the parking area and around the perimeter of the park. The construction and bank stabilization will only affect the turf, and this will be replaced as needed.

F. All applicable federal and state permits shall be obtained and complied with in construction and operation of shoreline stabilization and flood protection activities.

Findings: This project is required to obtain a Hydraulic Project Approval from the Washington State Department of Fish and Wildlife, an Aquatic Use Authorization from the Washington State Department of Natural Resources, and a permit for discharge of fill material into water from the United States Army Corps of Engineers. Water quality certification from the Washington State Department of Ecology will also be required during the construction process. These permits/authorizations are required prior to the commencement of any construction activity at the site. (Condition C)

G. The public's need for docks is clearly demonstrated, and the proposal is consistent with protection of the public trust, as embodied in RCW 90.58.020.

Findings: Coney Island Park in one form or another has been present since the founding of the City of Medical Lake. Until a little over 20 years ago, there was a dock at this location. At this time, there is no public access dock on Medical Lake. RCW 90.58.020 states in the seven priorities of the policy, that public access to publicly owned areas and recreation opportunities of the shoreline should be increased.

H. The project, including any required mitigation, will result in no net loss of ecological functions.

Findings: The current shoreline of the park was altered in the early 2000's to provide bank stabilization. Boulders were placed in a line parallel to the shore, on a layer of fabric, and gravel was added landward to fill in the gaps. With the manicured lawn and the strip of boulders, the shoreline has limited ecological value. The lake water has been slowly eroding the soil and gravel between and landward of the boulders. The proposal is to replace this stabilization system by temporarily removing the boulders, creating a 3:1 slope in a seven-foot swath for the length of the park shoreline, installing geofabric, then replacing the boulders, and finally filling in the landward side with basalt quarry spalls and covering it with topsoil. The proposal disturbs the minimum amount of shoreline in order to replace the shore stabilization system, to minimize and loss of ecological function.

Medical Lake, although it was initially sought out for its medicinal values found in the minerals of the waters, suffered severe degradation, with its lowest ecological function in the 1960's when it had lethal concentrations of ammonia and hydrogen leeching into the water and an oxygen supply too low to support fish. After decades of work and continuing aeration, the lake now supports rainbow and brown trout.

Piers and docks create shade that reduces the survival of aquatic plants that are necessary to provide food, breeding areas, and protective nurseries for juvenile fish and other aquatic life. Medical Lake with 160 acres of water and three miles of shoreline, currently has 27 residential docks. These docks generally range from 150 to 200 square feet in area. The proposed pier and dock total 700 square feet in area. Although larger than the private residential docks, the public dock will be serving the majority of the community which do not live on the lake. Considering this, 700 square feet is relatively small. In addition, the proposed pier and dock will be constructed of Snap Deck, a glass filled polypropylene+ material, providing 40 percent light penetration.

Building materials may leach harmful chemicals into the water. The proposed fixed pier has a subframe of galvanized dipped steel. The floating dock will be constructed of structural aluminum and have Ace polymer foam filled floats. The gangways will be made of aluminum. The proposal includes twelve 10-inch schedule 40 steel pylons. All of these materials are free of harmful chemicals and are safe for the lake.

The pylons supporting the proposed pier are the minimum diameter necessary and will be evenly spaced to not restrict the flow of water and aquatic life. Driving the pylons will cause temporary turbidity, however the project is small and the work will be done quickly to minimize the impact.

This proposal minimizing and mitigating it's impacts on the ecological functions by limiting the size of the pier and dock, using light-penetrating decking, using safe building materials, and limiting the area of disturbance for the replacement of the shoreline stabilization system.

COMPREHENSIVE PLAN COMPLIANCE

The Medical Lake Comprehensive Plan has multiple goals emphasizing the provision, enhancement, and maintenance of parks and recreational opportunities in order to promote the lake and address citizen interests. The Coney Island dock will add a pier and fishing dock, providing direct access to Medical Lake from the heart of the Central Business District. The Parks and Recreation chapter of the Comprehensive Plan mentions how, “Parks, natural areas, and recreation are a vital part of the Medical Lake Community and together serve to improve the overall quality of life.” Describing Coney Island Park, it is specifically stated that, “The park acts as a link, providing access to lake-based recreation and downtown activities, and is linked to the city’s trail system.” Additionally, public access to the downtown lakefront is identified as a major goal of the city.

CONCLUSION

The proposal to build a fixed pier and floating fishing dock increases accessibility to Medical Lake and recreational opportunities for the community. The design of the pier and dock and the proposed improvements for bank stabilization ensure no net loss of ecological function to the lake. This proposal advances the goals and policies of the City’s Shoreline Master Program and Comprehensive Plan. For the reasons stated above, the approval criteria have been met and the proposal should be approved.

RECOMMENDATION

The approval criteria have been met, therefore the planning official recommends that the Planning Commission approves the Shoreline Substantial Development Review for a 700 square foot pier and dock, along with the shoreline stabilization measures with the following conditions of approval:

- A. Prior to receiving a final building inspection, the applicant shall install signage on or near the fences shared with the neighboring properties to discourage trespassing.
- B. The current sign that indicates the rules of the park shall be replaced and a statement that the pier and dock are for public access shall be added.
- C. Prior to any construction activity, all permits and authorizations from state and federal agencies must be in place.

THE PLANNING COMMISSION MAY CHOOSE TO DO ONE OF THE FOLLOWING:

Option 1: Approve, with conditions, of the shoreline substantial development review as presented in the staff report.

Option 2: Approve, amending the conditions, of the shoreline substantial development review as presented in the staff report (requires a statement of why the conditions are being amended).

Option 3: Deny the shoreline substantial development review (requires a statement of how the approval criteria are not met).

EXHIBITS

- A. Application Materials
 - 1. Dock Diagrams (not attached)
 - 2. Site Plan, July 10, 2024
 - 3. Site/Section Plan, July 10, 2024
- B. Public Notifications
 - 1. Notice of Application, June 12, 2024 (not attached)
 - 2. Notice of Application Mailing List (not attached)
 - 3. Legal Public Notice Published in Cheney Free Press, June 13, 2024 (not attached)
 - 4. Notice of Public Hearing, July 11, 2024
 - 5. Legal Public Notice Published in Cheney Free Press, July 18, 2024 (not attached)
- C. SEPA
 - 1. SEPA Checklist submitted by contractor, June 5, 2024 (not attached)
 - 2. SEPA Checklist submitted by applicant, June 5, 2024 (not attached)
 - 3. SEPA Determination of Non-significance, June 12, 2024 (not attached)
- D. Staff Reports
 - 1. Staff Report to the Planning Commission, June 20, 2024 (not attached)
- E. Agency Comments
 - 1. Department of Ecology, June 26, 2024 (not attached)
 - 2. Department of Archeology and Historic Preservation, July 2, 2024
- F. Public Comments
 - 1. Effie Dean, June 20, 2024 (not attached)
 - 2. Steve Morrow, June 27, 2024 (not attached)
 - 3. Tammy Roberson, June 27, 2024 (not attached)



STATE OF WASHINGTON
DEPARTMENT OF ECOLOGY

Eastern Region Office

4601 North Monroe St., Spokane, WA 99205-1295 • 509-329-3400

June 26, 2024

Elisa Rodriguez
City Planner
City of Medical Lake
P.O. Box 369
124 S. Lefevre St
Medical Lake, WA 99022

Re: Coney Island Pier and Dock
File: LU 2024-010 SD

Dear Elisa Rodriguez:

Thank you for the opportunity to comment on the Determination of Nonsignificance regarding the Coney Island Pier and Dock Project (Proponent: Glen Horton - Parks Director). After reviewing the documents, the Department of Ecology (Ecology) submits the following comments:

Shorelands and Environmental Assistance Program – Compliance/Enforcement

The proposed Coney Island Pier and Dock project must be consistent with all applicable goals, policies and use regulations of the [Shoreline Management Act \(RCW 90.58\)](#) and the City of Medical Lake Shoreline Master Program. This includes, but is not limited to, those master program provisions pertaining to docks and piers, and Shoreline Stabilization. Mitigation sequencing and no net loss demonstration should be documented in the record for all impacts by new docks, this documentation is not included in the SEPA Record therefore it is impossible to determine potential environmental impacts of the proposal. See Ecology's [Shoreline NNL and Mitigation Guidance](#) for more information.

Furthermore, the project description for shoreline restoration does not meet the definition on page 32 of the Medical Lake SMP of Restoration, which would be "to reestablish structural and functional characteristics that have been lost by alteration", a restoration project would look more like removing the artificial rock, reestablishing the natural gradient or the shoreline, and replacing riparian vegetation. The project description better matches the definition of repair and replacement of existing shoreline stabilization, which should demonstrate according to SMP page 64 item p. "An existing shoreline stabilization structure may be replaced with a similar structure if there is a demonstrated need to protect principal uses or structures from erosion caused by currents, tidal action, or waves".

It is our recommendation, in order to fully determine environmental impacts and SMA required No Net Loss, to request both a geotechnical report described on SMP page 65 section q. demonstrating the need for the repair/replacement of the rock armoring before allowing replacement especially given there is no existing primary structure to protect on this parcel, or a biological evaluation describing the degradation of the shoreline existing conditions and how the project as proposed will create an ecological lift in shoreline functions to qualify as a restoration project; as well as a narrative demonstrating the application of mitigation sequencing and a formal mitigation plan for the new dock as required on SMP page 68 item c.

Please contact Tess Cooper, Shoreline Compliance/Enforcement Specialist at 509-934-7013 or by email at Tess.Cooper@ecy.wa.gov for further information.

Shorelands and Environmental Assistance Program-Floodplains

The Coney Island Pier and Dock project appears to be within the FEMA designated 100-year floodplain per Flood Insurance Rate Map, panel 53063C0675D, effective July 6, 2010, per [FEMA's Map Service Center](#).

Development, as defined within [44 CFR 59.1](#), means any manmade change to improved or unimproved real estate, including but not limited to buildings or other structures. The applicant is responsible for applying for and receiving a Floodplain Development Permit (FDP) from Spokane County prior to commencing with development activities.

Additional information may be requested by contacting Jason Radtke at 509-934-0838 or via email at Jason.Radtke@ecy.wa.gov.

State Environmental Policy Act (SEPA)

Ecology bases comments upon information submitted for review. As such, comments made do not constitute an exhaustive list of the various authorizations you may need to obtain, nor legal requirements you may need to fulfill in order to carry out the proposed action. Applicants should remain in touch with their Local Responsible Officials or Planners for additional guidance.

For information on the SEPA Process, please contact Cindy Anderson at (509) 329-3442 or via email at Cindy.Anderson@ecy.wa.gov.

For more guidance on, or to respond to the comments made by a specific Ecology staff member, please contact the appropriate program staff listed above at the phone number or email provided.

Department of Ecology
Eastern Regional Office
(Ecology File: 202402568)

From: [DAHP SEPA](#)
To: [Elisa Rodriguez](#)
Cc: [Randy Abrahamson](#); guy.moura@colvilletribes.com; darnell.sam.adm@colvilletribes.com; john.sirois.adm@colvilletribes.com; milton.davis.adm@colvilletribes.com
Subject: RE: LU 2024-010 SD Notice of Application for a Shoreline Development Review (DAHP Project Tracking # 2024-07-04692)
Date: Tuesday, July 2, 2024 3:26:09 PM

Hi Elisa,

Thank you for contacting the Washington State Historic Preservation Officer (SHPO) and Department of Archaeology and Historic Preservation (DAHP) and providing documentation regarding the above referenced project. These comments are based on the information available at the time of this review and on behalf of the SHPO in conformance with Washington State law. Should additional information become available, our assessment may be revised.

Our statewide predictive model indicates that there is a high probability of encountering cultural resources within the proposed project area. However, due to the small footprint of the project, DAHP is not requesting a cultural resources survey at this time. We do ask that you prepare an Inadvertent Discovery Plan (IDP) and prepare construction crews for the possibility of encountering archaeological material during ground disturbing activities.

Please note that the recommendations provided in this letter reflect only the opinions of DAHP. Any interested Tribes may have different recommendations. We appreciate receiving any correspondence or comments from Tribes or other parties concerning cultural resource issues that you receive.

Thank you for the opportunity to comment on this project. Please ensure that the DAHP project Tracking Number is attached to any future communications about this project.

Should you have any questions, please feel free to contact me.

All the best,

Sydney Hanson, MA (she/her) | **Local Government Archaeologist**
Eastern Washington & Columbia River Counties
360.280.7563 | sydney.hanson@dahp.wa.gov

Department of Archaeology & Historic Preservation | www.dahp.wa.gov
1110 Capitol Way S, Suite 30 | Olympia WA 98501
PO Box 48343 | Olympia WA 98504-8343

Please consider the environment before printing this email

From: Elisa Rodriguez <ERodriguez@medical-lake.org>
Sent: Tuesday, June 18, 2024 6:10 PM

From: [Effie Dean](#)
To: [Elisa Rodriguez](#)
Subject: NO VOTE for Party Dock at Coney Island
Date: Thursday, June 20, 2024 9:30:58 PM

DATE: June 20th, 2024
RE: NO Party Dock At Coney Island
TO: Medical Lake City Council

Dear Ms. Rodriguez & Medical Lake City Council:

Please read this comment at the meeting to the Council on June 27th, as I will most likely be unable to attend the Public Hearing.

Medical Lake is known as a quiet, nonmotorized military retirement spot. People come here to live a quiet life of fishing, kayaking, and paddle boarding. The place for a party dock is NOT in the middle of the houses of quiet living elderly, but at the end of the lake in the south park, away from all of the houses where the kids already enjoy hanging out.

Please consider a compromise:

- Please locate the 700 sq ft Party Dock at the large park at the south end of the lake, away from the neighborhoods

- A small fishing dock (* x *) at Coney Island Park might be appropriate

I suggest a survey ballot of all neighbors located near Coney Island in order to finalize this decision. A party dock in the neighborhood would not only ruin quality of life, but also home owner equity for the entire area.

Please verify that this letter was received.

Sincerely,

Effie J. Dean, PhD, EdD
Educational Consultant
1017 N. Jefferson
Medical Lake WA 99022
509.216.5388

June 27, 2024

To: Planning Department

Subject: Proposed Fixed Pier & Floating Fishing Dock
Issues of Concern: Traffic, Maintenance, Safety

Jefferson Street is used as a bypass through town. The speed limit in this area is 20mph. Speeders will continue to endanger pedestrians using this park.

Knowing we have to live with the yearround water fowl, they present problems for keeping the park inviting to enjoy. Are the maintenance personnel going to be on duty to clean the docks & pier from defecation? Also the floating dock will get relocated by Mother Nature during a heavy winter season of ice movement.

The type of Floating dock needs to be researched into as far as the anchoring system & construction. A young girl was trapped under the dock that existed at Coney Island Park many years ago. (30+) She was just swimming with friends and did not survive.

Several agencies have devoted many hours into this proposal & I feel a modification should be considered. Construct a fixed pier like a boardwalk over the existing boulders with a step down walkway closer to the high water level. In other words, no floating dock.

Waterfront, Pepper Park, North Park & Coney Island all had docks in previous years.

Sincerely Lakefront Property Owner & Taxpayer

HANDOUT FOR LU 2024-010 SD

Planning Commission Public Hearing 27 Jun 2024

(As of: 27 Jun 2024)

Dear Planning Commissioners,

It is interesting to note the City has not responded back to my questions in the attached email (dated 06/25/2024 14:42:55). Hopefully, the questions listed below will be covered tonight for the benefit of the residents since I did not see anything relating to them in the Staff Report, SEPA Environmental Checklist, DNS, or the Notice of Application.

Please NOTE that the question (in the email) concerning the construction plans not being in the agenda packet was in error. The construction plan/drawing was in the package. My apologies.

- 1) Why are there three different "Proposal Descriptions" stated on the Notice of Application, DNS, and the Staff Report? Which one is correct? Should not all of them be the same since it is only one proposal?
- 2) Has the City hired a qualified professional to see if constructing a fixed pier/a floating fishing dock will indeed stabilize the shoreline?
 - The Staff Report states "... although it has no stabilization structure..." who determined this?
 - It also states on the DNS, the bank stabilization will mitigate the erosion of the shoreline - again, who was the qualified professional who stated these statements?
 - Hopefully, the Commissioners will ask for a copy of the report given by the qualified professional.
- 3) Why didn't the City include the Contractor's SEPA Environmental Checklist in the package in addition to the one the City created?
- 4) SEPA Environmental Checklist, para 3, a, 3, the Contractor stated, "approx. 30 yards of fill" whereby the City stated, "There will be approximately 50 yards of basalt and

topsoil added to the shoreline." Which one is correct? How much topsoil will be needed (approximate)?

- 5) No costs were given, why not?
- 6) Has the City made the SMP available to its citizens for their review concerning this project as stated in the City's Staff Report?
 - It was not part of the Agenda Packet but the Comprehensive Plan was in the agenda (which is also located on the website). This is interesting to note.
 - SMP's applicable section is Chapter 4, XVIII, III – Shoreline Development Review (starts on pg 36).
- 7) Which specific sections/paragraphs of the SMP (Chapter 4) is the City using for this Notice of Application?
- 8) Based on using the SMP, Chapter 4, XVIII, III Shoreline Development Review whereby this complete process is to be followed (per the City's Staff Report) – which permit requirements are being followed (i.e., Shoreline Conditional Use, Shoreline Variance, or a substantial development permit, etc)? **Yes, the City is the applicant (does not pay for the permit itself) but still needs to follow any rules applicable to the specific permit.**
- 9) For public notice requirements, did the City publish the Notice of Application in the appropriate newspaper for two consecutive weeks (Chapter 4, para J, c)? According to the Staff Report, the Notice of Public Hearing was published in the Cheney Free Press on 13 June 2024.
- 10) For a shoreline application, did the City require paragraphs H, 2 – 3 (pages 42-43) be met in the package? Did not see a legal description for parcel # 14182.2348 in the package.
- 11) The City's Staff Report states, this decision will NOT be going to the City Council (like normal ones) - is this correct? The Staff Report simply states, "Appeals are heard by the City Council."
- 12) There is no discussion about the noise levels if concerts will be allowed as stated in the City's Staff Report. It just states "... and community events such as concerts will

be possible." (Staff Report, page 3 of 6). Has the City even discussed this? What will be the max noise level requirements?

Thank you for your time.

Peace on Earth,

A handwritten signature in cursive script that reads "Tammy M. Roberson".

Tammy M. Roberson, MBA
SMSgt USAF Retired
Disabled Veteran (100% service connected)
Concerned ML Resident/Wetland Owner

From: [Mayor Terri Cooper](#)
To: [Sonny Weathers](#); [Elisa Rodriguez](#)
Subject: Fwd: Proposed Platform at Coney Island Park
Date: Tuesday, July 23, 2024 9:33:10 AM

Terri Cooper, Mayor
City of Medical Lake

Sent from my Verizon, Samsung Galaxy smartphone
Get [Outlook for Android](#)

From: Amanda Bergquist <ironmanda121@yahoo.com>
Sent: Saturday, July 20, 2024 11:38:30 AM
To: Mayor Terri Cooper <tcooper@medical-lake.org>
Subject: Re: Proposed Platform at Coney Island Park

Terri,

We are writing regarding the proposed dock at Coney Island Park. This letter is directly to you, because our written and verbal input has not been given a response as far back as March. This proposal appears to be both pre-approved and rushed. There are multiple problems and recommendations that should be addressed, perhaps the most important to you being a good return on investment. Although we'd like to have a discussion and show you our concerns and ideas, we will mention some of them in this letter.

Upon inspection of the proposal, it's patently obvious the ideas and statements listed in it were not tested or challenged. There's no reference to how this dock will effectively meet its vaguely stated goals. None of the target groups (fishers, swimmers, kayakers) are cited regarding how to properly design a dock for their specific use while simultaneously catering to other groups. No neighboring residents or nearby businesses were cited regarding their inputs. There isn't a plan to deal with the already troublesome parking situation, trespassing onto neighboring properties or the vandalism. There isn't a listing of continued financial or maintenance needs.

As residents, we know well that this city is full of considerate people. What we're realizing is that people's view of this project change when presented with more information. Polling 42 people, including business persons, 95% thought a dock was a good idea, but it should not include a large platform. The concern is that there isn't a plan to address current issues or building to accommodate more people. The consensus was that Waterfront is a far better place for the proposed dock size and configuration. It eliminates nearly every concern while also allowing more to enjoy it.

Our idea centers around the one truly unique thing about this lake, which is that it's motorboat free. It's not a beach, a dock, the trail or anything else. We have ideas that we'd like to discuss regarding fixes to current issues and how to build something that draws people into the city. We plan to attend the next Planning Commission meeting and know that regardless of their decision on the matter ultimately the vote will go to our elected officials at the City Council.

Very Respectfully,

Michael and Amanda Bergquist

DATE: July 22nd, 2024
RE: NO Party Dock At Coney Island - Second Letter
TO: Medical Lake City Council / Planning Committee

Dear Ms. Rodriguez & Medical Lake City Council:

Please read this comment at the meeting to the Council & Planning Committee on July 25th, if I am unable to attend the Public Meeting.

In my previous letter on June 20th, I stated that Medical Lake is known as a quiet, nonmotorized lake, military retirement spot. People come here to live a quiet life of fishing, kayaking, and paddle boarding. The place for a party dock is NOT in the middle of the quiet neighborhood, but at the end of the lake in the south park, away from all of the houses where the youth already enjoy hanging out.

Please consider a compromise: - Please locate the 700 sq ft Party Dock at the large park at the south end of the lake, away from the neighborhoods

- A small fishing dock (3 x 15) at Coney Island Park might be appropriate

I suggest a survey ballot of all neighbors located near Coney Island in order to finalize this decision. A party dock in the neighborhood would not only ruin quality of life, but also home owner equity for the entire area.

My current update to my original letter includes additional information:

My overall goal is to work with the City and suggest a compromise, such as a 3 x 15 fishing dock at Coney Park, and/or to place a large party dock down at the south end of the lake; both seem more appropriate for the size, parking and zoning of each area.

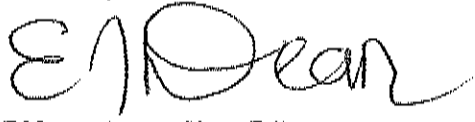
Also, there are many additional concerns that have been raised recently in objection to the large dock placement at Coney. For example, currently the City has a hard time monitoring & maintaining the existing facilities resulting in theft, vandalism & destruction of property at nearby locations (my own property included). With even more traffic in and out of this area, lack of supervision of this area will most likely lead to an increase in these same crimes. Not to mention other issues such as trespassing and in appropriate parking issues. Additionally, safety issues associated with alcohol related activities are a concern in a family neighborhood.

Lastly, it seems the City should have to follow the same ordinances as property owners located in the neighborhood. Some possible violations of City ordinances may include: allowed noise levels, quiet hours after dark, and size & price restrictions for docks by properties located on the lake. Finally, loss of financial value to the area for home owners is a serious concern; why would a neighborhood park be zoned for such events and activities as live music and parties, let alone blockage of lake views to those that have previously established themselves (tax payers) at this location.

Placement of a large party dock at Coney Park violates many ordinances, creates multiple legal situations and significantly reduces the quality of life for the existing citizens. Our City Council is supposed to protect our interests, not exploit them.

Please verify that this letter was received.

Sincerely,

A handwritten signature in black ink that reads "E J Dean". The letters are cursive and connected, with a long horizontal flourish extending from the end of the word "Dean".

Effie J. Dean, PhD, EdD
Educational Consultant
1017 N. Jefferson
Medical Lake WA 99022
509.216.5388

The Coney Island Park Project video presented on 7/25/24 mentions Fishing, Boating and Tourism as the main objective for the new docks aside from re-stabilizing the shoreline bank of boulders. The video is not clear about swimming, kayaking, stand-up padel boarding or fishing tubes access.

Fishing and swimming off the same dock is generally not practiced and can be difficult to control. The current design of the docks does not seem safe or practical for either.

The current shoreline bank of boulders is not safe and does not provide access to the water.

Can a simple beach inlet or concrete stairs into the water be constructed during the bank re-stabilization instead of the docks?

A fishing dock will not attract tourists. Only locals and mostly children will utilize the docks. Medical Lake is not good for fishing. Experienced fishermen occasionally utilize Peper Park for vehicle parking and up wind travel on the water or they put in boats at the Cliffs boat ramp.

Safe access into the water from Conney Island Park **will attract tourists**. Medical Lake is exceptional for swimming, kayaking and paddle boarding. Water access at Coney Island Park would also be a safe beaching if someone is caught down current of the wind and can't make it back to Waterfront Park.

The current dock design is a dangerous liability. It would have to be fenced and well lit.

Please consider providing safe water access and controlling the geese with a simple 20" high plastic fence 10' back from the water's edge.

Thank you,

John Nuess

509 8699375 (307 N Lake Drive)

SHORELINE SUBSTANTIAL DEVELOPMENT REVIEW

LU 2024-010 SD
AN APPLICATION FOR A NEW PIER/DOCK AND SHORELINE STABILIZATION AT CONEY ISLAND PARK

1

APPLICATION

APPLICANT: CITY OF MEDICAL LAKE
OWNER: CITY OF MEDICAL LAKE
LOCATION: CONEY ISLAND PARK
SHORELINE DESIGNATION: SHORELINE RESIDENTIAL ENVIRONMENT
PROPOSAL: TO CONSTRUCT A FIXED PIER, A FLOATING FISHING DOCK, AND STABILIZE THE SHORELINE.

2

PROCESS

APPLICATION SUBMITTED: MAY 31
APPLICATION DEEMED COMPLETE: JUNE 5
NOTICE OF APPLICATION: JUNE 12
STAFF REPORT WITH RECOMMENDATION: JUNE 20
PUBLIC HEARING WITH PLANNING COMMISSION: JUNE 27
PLANNING COMMISSION MAKES THE FINAL DECISION

3

SITE – CONEY ISLAND PARK

4

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6

COMMENTS

AGENCY COMMENTS
DEPARTMENT OF ECOLOGY

PUBLIC COMMENT
THREE WRITTEN COMMENTS SUBMITTED

7

SHORELINE SUBSTANTIAL DEVELOPMENT REVIEW

LU 2024-010 SD
AN APPLICATION FOR A NEW PIER/DOCK AND SHORELINE STABILIZATION REPAIR AT CONEY ISLAND PARK

1

WASHINGTON STATE SHORELINE MANAGEMENT ACT OF 1971

- Requires cities to consider land use practices and their effects on surface waters within 200 feet of the ordinary high-water mark.
- The policies of the Act are directed to public use and enjoyment of shorelines, while integrating principles of environmental preservation and restoration.

2

SHORELINE MASTER PROGRAM

- 1975 – Spokane County adopted a Shoreline Master Program that included Medical Lake
- 2007 – Medical Lake adopted its own Shoreline Master Program
- 2021 – Updated the Program to meet changes in state law

3

SHORELINE MASTER PROGRAM

Purpose of SMP is to ensure that reasonable and adequate public use is allowed within the shoreline designations, along with natural resource protection.

4

SHORELINE MASTER PROGRAM GOALS

I.B. Assure that shoreline uses are either water-dependent or water-related and are compatible with adjacent uses.

III.A. Provide reasonable and adequate public access, both physical and visual, to the publicly owned shorelines while providing for the protection of the natural environment and private property rights.

IV.A. Preserve, increase, and diversify recreational opportunities on the shorelines of the city.

VII.A. Identify, protect, preserve, acquire, and restore shoreline resources that have cultural, historic, educational, and/or scientific value.

IX.A. Rehabilitate those shorelines where ecological functions have been degraded.

IX.B. Ensure "No Net Loss" of ecological functions will result from the development and use of the shoreline.

5

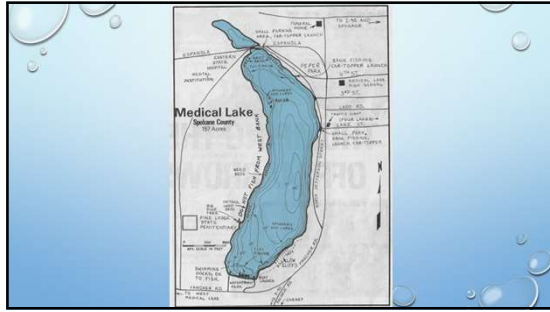
COMPREHENSIVE PLAN GOALS

11. Ensure adequate park, recreation, and open spaces are provided for and maintained for the continued enjoyment of the community.

15. Emphasize the enhancements and maintenance of existing parks while creatively seeking ways to acquire and develop future recreational facilities.

16. Promote multi-uses of the city's parks for the various interests of its residents.

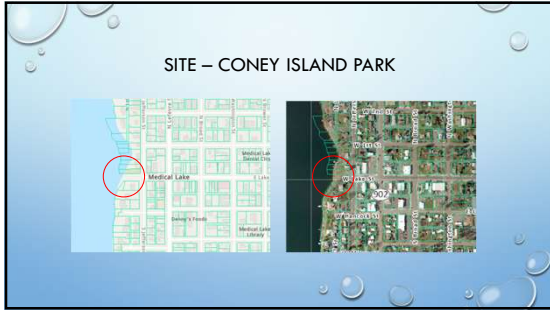
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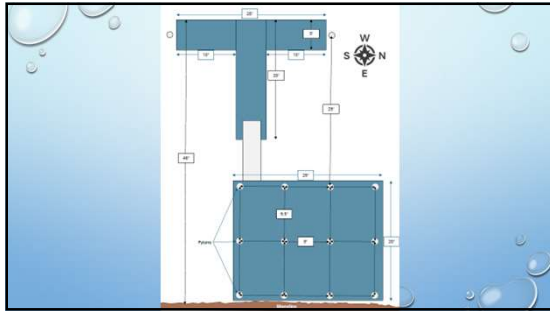
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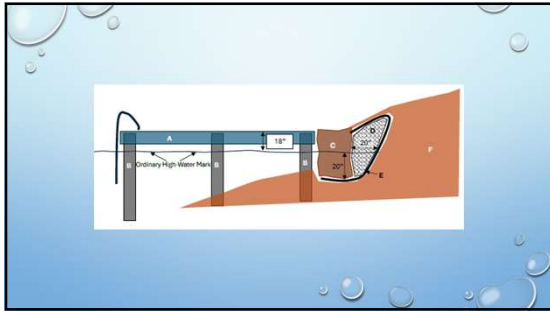
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10



11



12

COMMENTS

AGENCY COMMENTS
 Department of Ecology
 Department of Archeology and Historic Preservation

PUBLIC COMMENT
 Five written comments submitted
 Three testimonies at the last public hearing

13

CRITERION A

Favorable consideration shall be given to developments which provide public recreational uses and facilitate public access to shorelines.

14

CRITERION B

Recreational facilities shall make adequate provisions, such as screening, buffer strips, fences, and signs to prevent overflow and to protect the value and enjoyment of and enjoyment of adjacent or nearby private properties.

15

CRITERION C

In approving shoreline recreational development, the city shall ensure development will maintain, enhance, or restore desirable shoreline features, including unique and fragile areas, wetlands, scenic views, and aesthetic values.

16

CRITERION D

Signs indicating the public right of access to shoreline areas shall be installed and maintained in conspicuous occasions at the point of access and the entrance thereto.

17

CRITERION E

Proposals for recreational development shall include a landscape plan. Native, self-sustaining vegetation is preferred but non-invasive exotic species may be suitable.

18

CRITERION F

All applicable federal and state permits shall be obtained and complied with in construction and operation of shoreline stabilization and flood protection activities.

19

CRITERION G

The public's need for docks is clearly demonstrated, and the proposal is consistent with protection of the public trust, as embodied in RCW 90.58.020.

20

CRITERION H

The project, including any required mitigation, will result in no net loss of ecological functions.

21

COMPREHENSIVE PLAN COMPLIANCE

The Medical Lake Comprehensive Plan has multiple goals emphasizing the provision, enhancement, and maintenance of parks and recreational opportunities in order to promote the lake and address citizen interests.

22

RECOMMENDATION

Approval with the following conditions:

- A. Prior to receiving a final building inspection, the applicant shall install signage on or near the fences shared with the neighboring properties to discourage trespassing.
- B. The current sign that indicates the rules of the park shall be replaced and a statement that the pier and dock are for public access shall be added.
- C. Prior to any construction activity, all permits and authorizations from state and federal agencies must be in place.

23

POSSIBLE ACTIONS

Approval with the following conditions:

- Option 1: Approve, with conditions, of the shoreline substantial development review as presented in the staff report.
- Option 2: Approve, amending the conditions, of the shoreline substantial development review as presented in the staff report (requires a statement of why the conditions are being amended).
- Option 3: Deny the shoreline substantial development review (requires a statement of how the approval criteria are not met).

24

SHORELINE SUBSTANTIAL DEVELOPMENT REVIEW
 LU 2024-010 SD
 AN APPLICATION FOR A NEW PIER/DOCK AND SHORELINE STABILIZATION REPAIR AT CONEY ISLAND PARK

1

HOW WE GOT HERE,

Why the public hearing process is important,
 And what are the rules for decision making.

2

SHORELINE MASTER PROGRAM

Purpose of SMP is to ensure that reasonable and adequate public use is allowed within the shoreline designations, along with natural resource protection.

3

SITE PLAN

4

5

6

CRITERIA

The decision on this application must be based on the 8 criteria that are addressed in the staff report and summarized in the handout in front of you.

7

CONDITIONS

- A.** Prior to receiving a final building inspection, the applicant shall install signage on or near the fences shared with the neighboring properties to discourage trespassing.
- B.** The current sign that indicates the rules of the park shall be replaced and a statement that the pier and dock are for public access shall be added.
- C.** Prior to any construction activity, all permits and authorizations from state and federal agencies must be in place.

8

ACTION OPTION 1

You conclude that with the proposed conditions, the application meets the criteria.

ACTION OPTION 2

You conclude that additional conditions need to be created for the proposal to meet the criteria.

9

**CITY OF MEDICAL LAKE
SPOKANE COUNTY, WASHINGTON
RESOLUTION NO. 24-707**

**A RESOLUTION OF THE CITY OF MEDICAL LAKE ESTABLISHING
THE CITY MAINTENANCE, WATER OPERATOR, COLLECTIONS
SPECIALIST, AND WATER LEAD POSITIONS AND ASSOCIATED JOB
DESCRIPTIONS.**

WHEREAS, the City of Medical Lake (“City”) desires to create specialized positions, individually titled City Maintenance, Water Operator, Collections Specialist, and Water Lead, within the Public Works Department to address the evolving staffing requirements and duties of the department; and

WHEREAS, City staff met with its union representatives to review and approve the proposed job descriptions on June 24, 2024, with minimal changes to the Water Lead job description; and

WHEREAS, the City Council held a workshop discussion on September 3, 2024, on the proposed job descriptions and requested minimal changes to the Knowledge, Skills, and Abilities section to require CPR Certification and allow newly hired employees six (6) months to acquire listed knowledge, skills, and abilities; and

WHEREAS, the Mayor and City Council find that the attached job descriptions serve the best interests of the City.

NOW THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF MEDICAL LAKE, WASHINGTON, as follows:

Section 1. Approve Job Descriptions. The City Council hereby establishes the positions of City Maintenance, Water Operator, Collections Specialist, and Water Lead and adopts the attached job description for City Maintenance in Exhibit “A”, Water Operator in Exhibit “B”, Collections Specialist in Exhibit “C”, and Water Lead in Exhibit “D”. The City Council finds the job descriptions will assist the City in employing an individual on the basis of ability, education and training or experience to perform the duties of the respective positions. Minor changes may be made to the Job Description by approval from the Public Works Director. The Mayor and Council reserve the right to waive any job qualification to serve the interests of the City.

Section 2. Employee. Employee shall exercise his/her best efforts and due diligence in order to perform the duties of the position or employment, which are set forth in the job description(s) and/or by union contract.

Section 3. Effective Date. This Resolution shall be effective immediately upon passage by the City of Medical Lake City Council.

ADOPTED this 1st day of October, 2024.

Mayor, Terri Cooper

Attest:

Approved as to Form:

Finance Director, Koss Ronholt

City Attorney, Sean P. Boutz

City of Medical Lake



Job Description

Job Title: City Maintenance

Department: Public Works **Pay Range (Per Hour):** \$22.84 to \$31.12

Reports To: Public Works Director

Major Function and Purpose

This is a full-time, union position, appointed by the Mayor. Serves as City Maintenance for the Public Works Maintenance Department. This position is under the direct supervision of the Public Works Director. Performs operation and maintenance of City streets, lake aeration system, City buildings, City vehicles, and heavy equipment. Assists other Public Works Maintenance Department employees with operation and maintenance of water system, storm drain system, and sanitary sewer system. Makes task-related decisions and has day-to-day public contact. Performs a wide variety of tasks normally performed by the City Public Works Maintenance Department.

Essential Functions

The job duties and responsibilities represented in this job description in no way imply that these are the only duties to be performed. Employees occupying the position will be required to follow any other job-related instructions and to perform any other job-related duties requested by a supervisor. The following duties encompass the primary functions of the position:

- Operates all heavy equipment, sophisticated instruments, and tools currently owned by the City.
- Installs and maintains street and traffic signs.
- Park attendant/ground maintenance duties and assists Park Department in maintenance and repair of park equipment and irrigation systems.
- Must be willing to work in adverse weather conditions and potentially hazardous working conditions for extended periods of time.
- Performs preventative maintenance program on all City vehicles and equipment.

- Performs duties, which include answering phones, completing work orders, processing purchase orders, and serving citizens with water shut-off notices.
- Performs various duties for other City departments as requested by the department heads and approved by the Public Works Director.
- Repair and maintenance of City streets and alleys.
- May enter confined spaces, meeting all safety requirements.
- Will be required to carry cellular phone while on twenty-four-hour stand-by duty.
- May be required to handle hazardous materials.
- Responds to emergency calls when off duty.

Secondary Functions

All employees of the Public Works Maintenance department are required and expected to be readily able to assist or cover other Public Works Maintenance employees with, but not limited to, the following job duties:

- Operate and maintain water distribution system; make water taps, install services, repair, and install water mains and fire hydrants.
- Read water meters monthly and repair meters as needed.
- Collect water samples and transport them to the lab for analysis.
- Maintenance and operation of wells, transmission lines, and reservoirs.
- Repair, maintain and install storm sewers and catch basins.
- Maintenance and repair of lake aerators, which may include working underwater.
- Monitoring and testing of Medical Lake water quality.
- Maintain and repair wastewater collection system, lift stations, and pressure sewer mains.

Knowledge, Skills, and Abilities

While requirements may be representative of minimum levels of knowledge, skills, and abilities, to perform this job successfully, the employee will possess the abilities or aptitudes to perform each duty proficiently or acquire such skills or certifications within the first six (6) months of employment.

- Reading, writing, and math-related skills, equipment, and maintenance skills, and public relations ability normally acquired through the equivalent of a high school diploma and a combination of three (3) years of employment requiring public contact and two (2) years of job-related experience.
- Washington State certification in flagging and traffic control.
- Washington State certification as a pesticide and/or herbicides applicator.
- Knowledge and operating skills for heavy equipment.
- Knowledge and ability for gas, arc, and MIG welding.
- Knowledge and ability to perform general mechanical repairs on equipment, vehicles, and buildings.
- Valid Washington State driver's license and Class B CDL certification, or ability to obtain one within one (1) year of employment.
- CPR Certified.
- First aid skills.
- Basic computer skills.

Working Conditions

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

While performing the duties of this job the employee regularly works in outdoor weather conditions, including occasional severe weather. The employee frequently works near moving mechanical parts and is frequently exposed to freezing, wet, and or humid conditions and vibration. The employee occasionally

works in high, precarious places and is occasionally exposed to fumes or airborne particles, toxic or caustic chemicals, and risk of electric shock.

The noise level in the work environment is usually loud.

Supervision Responsibilities

Occasionally supervises temporary and part-time employees and intergovernmental work crews.

Contacts and Relationships

The City Maintenance will have daily contact with employees of the City and with the citizens of the community. In addition, he/she will be expected to present him/herself in a manner creditable to the City in all contacts with any individual, agency, or jurisdiction with which he/she may come in contact.

Physical Requirements

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

While performing the duties of this job the employee is regularly required to use hands and fingers to handle, feel or operate objects, tools, controls and reach with hands and arms. The employee frequently is required to stand, talk, and hear. The employee is occasionally required to walk, sit, climb, or balance, stoop, kneel, crouch and smell.

The employee must frequently lift and/or move up to 25 pounds and occasionally lift and/or move up to 100 pounds (within WISHA limitations). Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

Any combination of experience and training that provides the desired skills, knowledge, and abilities.

Experience and Training

Requirements outlined in this job description may be subject to modification to reasonably accommodate individuals with disabilities who are otherwise qualified for employment in this position. However, some requirements may exclude individuals who pose a direct threat or significant risk to the health and safety of themselves or other employees.

This job description does not constitute an employment agreement between the Employer and employee and is subject to change as the needs of the Employer and requirements of the job change. This job description should not be construed to imply that these requirements are the exclusive standards of the position. The duties listed above are intended only as illustrations of the various types of work that may be performed. Employees will follow any other instructions, and perform any other related duties, as may be lawfully required by their supervisor.

Signature

Date

City of Medical Lake



Job Description

Job Title: Collection Specialist

Department: Public Works **Pay Range (Per Hour):** \$23.32 to \$31.78

Reports To: Public Works Director & Wastewater Director

Major Function and Purpose

This is a full-time, union position, appointed by the Mayor. Serves as a wastewater operator for the Public Works Maintenance Department. This position is under the direct supervision of the Public Works Director and Wastewater Director. Performs operation and maintenance of sanitary sewer system. Assists City Maintenance with operation and maintenance of City streets, water system and storm drain system, lake aeration system, City buildings, City vehicles, and heavy equipment. Makes task-related decisions and has day-to-day public contact. Performs a wide variety of tasks normally performed by the City Public Works Maintenance Department.

Essential Functions

The job duties and responsibilities represented in this job description in no way imply that these are the only duties to be performed. Employees occupying the position will be required to follow any other job-related instructions and to perform any other job-related duties requested by a supervisor. The following duties encompass the primary functions of the position:

- **Operate and Monitor Wastewater Collection Systems**
 - Regular inspections of sewer mains, manholes, and lift stations, to identify potential issues or maintenance needs.
 - Monitor flow levels and performance of lift stations and other collection systems components to ensure they are functioning properly.
 - Repair, maintain and install storm sewers and catch basins.
 - Responds to emergency calls when off duty.
 - Operates all heavy equipment, sophisticated instruments, and tools currently owned by the City.
- **Conduct Maintenance and Repairs**
 - Maintain and repair wastewater collection system, lift stations, and pressure sewer mains.
 - Perform periodic sewer main cleanings.

- Repair, maintain and install storm sewers and catch basins.

Secondary Functions

All employees of the Public Works Maintenance department are required and expected to be readily able to assist or cover other Public Works Maintenance employees with, but not limited to, the following job duties:

- Operate and maintain water distribution system; make water taps, install services, repair, and install water mains and fire hydrants.
- Read water meters monthly and repair meters as needed.
- Collect water samples and transport them to the lab for analysis.
- Maintenance and operation of wells, transmission lines, and reservoirs.
- Installs and maintains street and traffic signs.
- Park attendant/ground maintenance duties and assists Park Department in maintenance and repair of park equipment and irrigation systems.
- Must be willing to work in adverse weather conditions and potentially hazardous working conditions for extended periods of time.
- Performs preventative maintenance program on all City vehicles and equipment.
- Performs duties, which include answering phones, completing work orders, processing purchase orders, and serving citizens with water shut-off notices.
- Performs various duties for other City departments as requested by the department heads and approved by the Public Works Director.
- Repair and maintenance of City streets and alleys.
- May enter confined spaces, meeting all safety requirements.
- Will be required to carry cellular phone while on twenty-four-hour stand-by duty.
- Maintenance and repair of lake aerators, which may include working underwater.

- Monitoring and testing of Medical Lake water quality.
- May be required to handle hazardous materials.

Knowledge, Skills, and Abilities

While requirements may be representative of minimum levels of knowledge, skills, and abilities, to perform this job successfully, the employee will possess the abilities or aptitudes to perform each duty proficiently or acquire such skills or certifications within the first six (6) months of employment.

- Reading, writing, and math-related skills, equipment, and maintenance skills, and public relations ability normally acquired through the equivalent of a high school diploma and a combination of three (3) years of employment requiring public contact and two (2) years of job-related experience.
- Washington State certification in Wastewater Collection Systems.
- Washington State certification in flagging and traffic control.
- Certification as an asbestos handler for work on water and sewer mains.
- Knowledge and operating skills for heavy equipment.
- Knowledge and ability for gas, arc, and MIG welding.
- Knowledge and ability to perform general mechanical repairs on equipment, vehicles, and buildings.
- Valid Washington State driver's license and Class B CDL certification, or ability to obtain one within one (1) year of employment.
- CPR Certified.
- First aid skills.
- Basic computer skills.

Working Conditions

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

While performing the duties of this job the employee regularly works in outdoor weather conditions, including occasional severe weather. The employee frequently works near moving mechanical parts and is frequently exposed to freezing, wet, and/or humid conditions and vibration. The employee occasionally works in high, precarious places and is occasionally exposed to fumes or airborne particles, toxic or caustic chemicals, and risk of electric shock.

The noise level in the work environment is usually loud.

Supervision Responsibilities

Occasionally supervises temporary and part-time employees and intergovernmental work crews.

Contacts and Relationships

The Collections Specialist will have daily contact with employees of the City and with the citizens of the community. In addition, he/she will be expected to present him/herself in a manner creditable to the City in all contacts with any individual, agency, or jurisdiction with which he/she may come in contact.

Physical Requirements

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

While performing the duties of this job the employee is regularly required to use hands and fingers to handle, feel or operate objects, tools, controls and reach with hands and arms. The employee frequently is required to stand, talk, and hear. The employee is occasionally required to walk, sit, climb, or balance, stoop, kneel, crouch and smell.

The employee must frequently lift and/or move up to 25 pounds and occasionally lift and/or move up to 100 pounds (within WISHA limitations). Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

Any combination of experience and training that provides the desired skills, knowledge, and abilities.

Experience and Training

Requirements outlined in this job description may be subject to modification to reasonably accommodate individuals with disabilities who are otherwise qualified for employment in this position. However, some requirements may exclude individuals who pose a direct threat or significant risk to the health and safety of themselves or other employees.

This job description does not constitute an employment agreement between the Employer and employee and is subject to change as the needs of the Employer and requirements of the job change. This job description should not be construed to imply that these requirements are the exclusive standards of the position. The duties listed above are intended only as illustrations of the various types of work that may be performed. Employees will follow any other instructions, and perform any other related duties, as may be lawfully required by their supervisor.

Signature

Date

City of Medical Lake



Job Description

Job Title: Water Lead

Department: Public Works **Pay Range (Per Hour):** \$23.88 to \$32.54

Reports To: Public Works Director

Major Function and Purpose

This is a full-time, union position, appointed by the Mayor. Serves as a water lead for the Public Works Maintenance Department. This position is under the direct supervision of the Public Works Director. Oversees operation and maintenance of water system. Assists City Maintenance with operation and maintenance of City streets, sanitary sewer system, lake aeration system, City buildings, City vehicles, and heavy equipment. Makes task-related decisions and has day-to-day public contact. Performs a wide variety of tasks normally performed by the City Public Works Maintenance Department.

Essential Functions

The job duties and responsibilities represented in this job description in no way imply that these are the only duties to be performed. Employees occupying the position will be required to follow any other job-related instructions and to perform any other job-related duties requested by a supervisor. The following duties encompass the primary functions of the position:

- **Operate and Monitor Water Systems:**
 - Operate and maintain water distribution systems to ensure efficient and safe delivery of clean and potable water.
 - Utilize control systems to manage water flow and pressure.

- **Conduct Maintenance and Repairs:**
 - Make water taps, install services, and install water mains and fire hydrants.
 - Perform routine inspections, maintenance, and repairs on water distribution equipment, pipelines, valves, meters, wells, transmission lines, and reservoirs.
 - Read water meters monthly for billing, and replace meters and radio read equipment as needed.

- **Water Quality Management:**

- Conduct regular water quality testing and analysis to assess the levels of contaminants and compliance with established water quality standards.
- Works with Public Works Director to take corrective action based on test results.
- **Water Reporting**
 - Compliance with state and local requirements for water reporting and testing.
 - Navigating and maintaining 6-year water plan.
 - Backflow program management and compliance.

Secondary Functions

All employees of the Public Works Maintenance department are required and expected to be readily able to assist or cover other Public Works Maintenance employees with, but not limited to, the following job duties:

- Maintain and repair wastewater collection system, lift stations, and pressure sewer mains.
- Department administrative functions related to purchasing, timecards, and records management.
- Maintenance and repair of lake aerators, which may include working underwater.
- Installs and maintains street and traffic signs.
- Repair, maintain and install storm sewers and catch basins.
- Park attendant/ground maintenance duties and assists Park Department in maintenance and repair of park equipment and irrigation systems.
- Must be willing to work in adverse weather conditions and potentially hazardous working conditions for extended periods of time.
- Performs preventative maintenance program on all City vehicles and equipment.
- Performs duties, which include answering phones, completing work orders, processing purchase orders, and serving citizens with water shut-off notices.

- Performs various duties for other City departments as requested by the department heads and approved by the Public Works Director.
- Repair and maintenance of City streets and alleys.
- May enter confined spaces, meeting all safety requirements. Responds to emergency calls when off duty.
- Operates all heavy equipment, sophisticated instruments, and tools currently owned by the City.
- Will be required to carry cellular phone while on twenty-four-hour stand-by duty.
- May be required to handle hazardous materials.

Knowledge, Skills, and Abilities

While requirements may be representative of minimum levels of knowledge, skills, and abilities, to perform this job successfully, the employee will possess the abilities or aptitudes to perform each duty proficiently or acquire such skills or certifications within the first six (6) months of employment.

- Reading, writing, and math-related skills, equipment, and maintenance skills, and public relations ability normally acquired through the equivalent of a high school diploma and a combination of three (3) years of employment requiring public contact and two (2) years of job-related experience.
- CCS Certification (Cross-connection specialist).
- Experience with SCADA software.
- 3 years worked with Water distribution systems.
- Washington State certification as Water Distribution Manager II.
- Washington State certification in flagging and traffic control.
- Certification as an asbestos handler for work on water and sewer mains.
- Washington State certification as a pesticide and/or herbicides applicator.
- Knowledge and operating skills for heavy equipment.
- Knowledge and ability for gas, arc, and MIG welding.

- Knowledge and ability to perform general mechanical repairs on equipment, vehicles, and buildings.
- Valid Washington State driver's license and Class B CDL certification, or ability to obtain one within one (1) year of employment.
- CPR Certified.
- First aid skills.
- Basic computer skills.

Working Conditions

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

While performing the duties of this job the employee regularly works in outdoor weather conditions, including occasional severe weather. The employee frequently works near moving mechanical parts and is frequently exposed to freezing, wet, and/or humid conditions and vibration. The employee occasionally works in high, precarious places and is occasionally exposed to fumes or airborne particles, toxic or caustic chemicals, and risk of electric shock.

The noise level in the work environment is usually loud.

Supervision Responsibilities

Leads operations in the Water Department, under direction of the Public Works Director, and lends expertise, training, and direction to all Water Operators in the Water Department.

Contacts and Relationships

The Water Lead will have daily contact with employees of the City and with the citizens of the community. In addition, he/she will be expected to present him/herself in a manner creditable to the City in all contacts with any individual, agency, or jurisdiction with which he/she may come in contact.

Physical Requirements

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

While performing the duties of this job the employee is regularly required to use hands and fingers to handle, feel or operate objects, tools, controls and reach with hands and arms. The employee frequently is required to stand, talk, and hear. The employee is occasionally required to walk, sit, climb, or balance, stoop, kneel, crouch and smell.

The employee must frequently lift and/or move up to 25 pounds and occasionally lift and/or move up to 100 pounds (within WISHA limitations). Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

Any combination of experience and training that provides the desired skills, knowledge, and abilities.

Experience and Training

Requirements outlined in this job description may be subject to modification to reasonably accommodate individuals with disabilities who are otherwise qualified for employment in this position. However, some requirements may exclude individuals who pose a direct threat or significant risk to the health and safety of themselves or other employees.

This job description does not constitute an employment agreement between the Employer and employee and is subject to change as the needs of the Employer and requirements of the job change. This job description should not be construed to imply that these requirements are the exclusive standards of the position. The duties listed above are intended only as illustrations of the various types of work that may be performed. Employees will follow any other instructions, and perform any other related duties, as may be lawfully required by their supervisor.

Signature

Date

iCity of Medical Lake



Job Description

Job Title: Water Operator

Department: Public Works **Pay Range (Per Hour):** \$23.32 to \$31.78

Reports To: Public Works Director

Major Function and Purpose

This is a full-time, union position, appointed by the Mayor. Serves as a water operator for the Public Works Maintenance Department. This position is under the direct supervision of the Public Works Director and Water Supervisor. Performs operation and maintenance of water system and storm drain system. Assists City Maintenance with operation and maintenance of City streets, sanitary sewer system, lake aeration system, City buildings, City vehicles, and heavy equipment. Makes task-related decisions and has day-to-day public contact. Performs a wide variety of tasks normally performed by the City Public Works Maintenance Department.

Essential Functions

The job duties and responsibilities represented in this job description in no way imply that these are the only duties to be performed. Employees occupying the position will be required to follow any other job-related instructions and to perform any other job-related duties requested by a supervisor. The following duties encompass the primary functions of the position:

- **Operate and Monitor Water Systems:**
 - Operate and maintain water distribution system to ensure efficient and safe delivery of clean and potable water.
 - Utilize control systems to manage water flow and pressure.

- **Conduct Maintenance and Repairs:**
 - Make water taps, install services, and install water mains and fire hydrants.
 - Perform routine inspections, maintenance, and repairs on water distribution equipment, pipelines, valves, meters, wells, transmission lines, and reservoirs.
 - Read water meters monthly for billing, and replace meters and radio read equipment as needed.

- **Water Quality Management:**
 - Conduct regular water quality testing and analysis to assess the levels of contaminants and compliance with established water quality standards.
 - Works with Public Works Director and Water Supervisor to take corrective action based on test results.

Secondary Functions

All employees of the Public Works Maintenance department are required and expected to be readily able to assist or cover other Public Works Maintenance employees with, but not limited to, the following job duties:

- Maintain and repair wastewater collection system, lift stations, and pressure sewer mains.
- Maintenance and repair of lake aerators, which may include working underwater.
- Installs and maintains street and traffic signs.
- Repair, maintain and install storm sewers and catch basins.
- Park attendant/ground maintenance duties and assists Park Department in maintenance and repair of park equipment and irrigation systems.
- Must be willing to work in adverse weather conditions and potentially hazardous working conditions for extended periods of time.
- Performs preventative maintenance program on all City vehicles and equipment.
- Performs duties, which include answering phones, completing work orders, processing purchase orders, and serving citizens with water shut-off notices.
- Performs various duties for other City departments as requested by the department heads and approved by the Public Works Director.
- Repair and maintenance of City streets and alleys.
- May enter confined spaces, meeting all safety requirements. Responds to emergency calls when off duty.

- Operates all heavy equipment, sophisticated instruments, and tools currently owned by the City.
- Will be required to carry cellular phone while on twenty-four-hour stand-by duty.
- May be required to handle hazardous materials.

Knowledge, Skills, and Abilities

While requirements may be representative of minimum levels of knowledge, skills, and abilities, to perform this job successfully, the employee will possess the abilities or aptitudes to perform each duty proficiently or acquire such skills or certifications within the first six (6) months of employment.

- Reading, writing, and math-related skills, equipment, and maintenance skills, and public relations ability normally acquired through the equivalent of a high school diploma and a combination of three (3) years of employment requiring public contact and two (2) years of job-related experience.
- Washington State certification as Water Distribution Manager I.
- Washington State certification in Wastewater Collection Systems.
- Washington State certification in flagging and traffic control.
- Certification as an asbestos handler for work on water and sewer mains.
- Knowledge and operating skills for heavy equipment.
- Knowledge and ability for gas, arc, and MIG welding.
- Knowledge and ability to perform general mechanical repairs on equipment, vehicles, and buildings.
- Valid Washington State driver's license and Class B CDL certification, or ability to obtain one within one (1) of employment.
- CPR Certified
- First aid skills.
- Basic computer skills.

Working Conditions

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

While performing the duties of this job the employee regularly works in outdoor weather conditions, including occasional severe weather. The employee frequently works near moving mechanical parts and is frequently exposed to freezing, wet, and/or humid conditions and vibration. The employee occasionally works in high, precarious places and is occasionally exposed to fumes or airborne particles, toxic or caustic chemicals, and risk of electric shock.

The noise level in the work environment is usually loud.

Supervision Responsibilities

Occasionally supervises temporary and part-time employees and intergovernmental work crews.

Contacts and Relationships

The Water Operator will have daily contact with employees of the City and with the citizens of the community. In addition, he/she will be expected to present him/herself in a manner creditable to the City in all contacts with any individual, agency, or jurisdiction with which he/she may come in contact.

Physical Requirements

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

While performing the duties of this job the employee is regularly required to use hands and fingers to handle, feel or operate objects, tools, controls and reach with hands and arms. The employee frequently is required to stand, talk, and hear. The employee is occasionally required to walk, sit, climb, or balance, stoop, kneel, crouch and smell.

The employee must frequently lift and/or move up to 25 pounds and occasionally lift and/or move up to 100 pounds (within WISHA limitations). Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

Any combination of experience and training that provides the desired skills, knowledge, and abilities.

Experience and Training

Requirements outlined in this job description may be subject to modification to reasonably accommodate individuals with disabilities who are otherwise qualified for employment in this position. However, some requirements may exclude individuals who pose a direct threat or significant risk to the health and safety of themselves or other employees.

This job description does not constitute an employment agreement between the Employer and employee and is subject to change as the needs of the Employer and requirements of the job change. This job description should not be construed to imply that these requirements are the exclusive standards of the position. The duties listed above are intended only as illustrations of the various types of work that may be performed. Employees will follow any other instructions, and perform any other related duties, as may be lawfully required by their supervisor.

Signature

Date

**CITY OF MEDICAL LAKE
SPOKANE COUNTY, WASHINGTON
RESOLUTION NO. 24-709**

**A RESOLUTION OF THE CITY OF MEDICAL LAKE APPROVING A
MAINTENANCE AGREEMENT FOR TWO PRINTERS WITH DIGITAL
IMAGING SOLUTIONS**

WHEREAS, City of Medical Lake (“City”) staff has a need for two office printers capable of connecting to the City’s central server and maintenance to be provided by a third party; and

WHEREAS, City staff has approved the purchase of two (2) printers using ARPA funds from Digital Imaging Solutions (“Service Provider”), and desires a maintenance agreement under which the Service Provider provides all parts, labor, toner, and supplies for the approved printers at a cost of Eight Cents (\$.08) per color impression and One and a Half Cents (\$.015) per black and white impression; and

WHEREAS the Service Provider has described the terms of the parties’ agreement as contained in the Equipment Agreement set forth in Exhibit A (“Agreement”).

NOW THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF MEDICAL LAKE, WASHINGTON as follows:

Section 1. Approval of Agreement. The City Council hereby approves the Agreement for Equipment Maintenance, as detailed in Exhibit A, between the City and Service Provider.

Section 2. Severability. If any section, sentence, clause, or phrase of this Resolution should be held to be invalid or unconstitutional by a court of competent jurisdiction, such invalidity or unconstitutionality shall not affect the validity or constitutionality of any other section, sentence, clause, or phrase of this Resolution.

Section 3. Effective Date. This Resolution shall become effective immediately upon its adoption.

ADOPTED this 1st day of October, 2024.

Mayor, Terri Cooper

Attest:

Approved as to Form:

Koss Ronholt, City Clerk

City Attorney, Sean P. Boutz

Digital Imaging Solutions

Phone: (509) 535-8000

Fax: (509) 535-8866

SERVICE MAINTENANCE AGREEMENT TERMS AND CONDITIONS

WHAT WE WILL DO: In consideration of payment *Digital Imaging Solutions* will furnish all parts and labor necessary to maintain the product specified in this agreement, provided such service is necessitated by product failure during normal usage.

LOCATION OF SERVICE: Service will be provided at the owner's location during normal business hours provided such location is within area of *Digital Imaging Solutions*.

WHAT IS NOT COVERED: This agreement applies only to the operation of the specified product under conditions for which it was designed and does not cover loss or damage resulting from external causes, such as, but not limited to, defective or inadequate electrical service, extreme temperature or humidity environment, exceeding the manufacturers specified limits, theft, abuse, neglect or general misuse.

CONSUMABLE SUPPLIES: The replacement cost of consumable supply items such as, but not limited to, photoreception drums, fuser rollers, toner and developer are defined in the attached Contract Invoice.

DAMAGES: *Digital Imaging Solutions* will not be responsible for any loss, damage, or injury resulting from delay in rendering service under this agreement, and in no event shall it be liable for consequential damages.

CANCELLATION: Either party may cancel this agreement at the term of the annual contract date. Service agreements are not refundable or transferable to new or other owners, except as mutually agreed upon by *Digital Imaging Solutions* and the owner of this agreement. Either party may cancel this agreement with 30 days written notice.

TERM AND RENEWAL: Service agreements are for a period of 24 Months, or a specified number of copies, as stated in this agreement. This agreement is not automatically renewable. If a renewal agreement is offered by *Digital Imaging Solutions*, the contract price will reflect the age of the product and the current service cost.

UNAUTHORIZED: Service resulting from the use of supplies other than those specified by the manufacturer, or those authorized by *Digital Imaging Solutions*, will result in a customer chargeable call.

ENTIRE AGREEMENT: This instrument sets forth the entire agreement between the parties and no representation promise or condition not contained herein shall modify these terms.

This Agreement Is for a Period of 24 Months OR the Specified Number of Copies Listed Below

Make: Sharp Model: MXC301 & MXC303
Effective Contract Date(s): From: TBD Base:\$0.00 CPC Price: \$ 0.015 - B&W \$ 0.08 - Color

Customer:
City of Medical Lake
124 S Lefevre St
Medical Lake, WA 99022
Accepted By:

Authorized Dealer:
Digital Imaging Solutions
126 S Sheridan Street Ste A
Spokane, WA 99202
Accepted By:

Authorized Signature & Date

Authorized Signature & Date

**CITY OF MEDICAL LAKE
SPOKANE COUNTY, WASHINGTON
RESOLUTION NO. 24-710**

**A RESOLUTION OF THE CITY OF MEDICAL LAKE APPROVING A
PERIODIC UPDATE GRANT AGREEMENT BETWEEN THE WASHINGTON
STATE DEPARTMENT OF COMMERCE AND THE CITY OF MEDICAL
LAKE**

WHEREAS, the City of Medical Lake (“City”) has been awarded a grant of Sixty-Two Thousand Five Hundred Dollars (\$62,500) from the Department of Commerce (“Commerce”) to assist the City with planning work for the completion of the Growth Management Act (“GMA”) requirement to review and revise the comprehensive plan and development regulations under RCW 36.70A.130(5); and

WHEREAS, the parties will enter into a Grant Agreement (“Agreement”) for funding in the amount of \$62,500; and

WHEREAS, City Council held a workshop to discuss the scope and purpose of the grant on September 17, 2024, with no further comments or revisions; and

WHEREAS, City Staff recommends the City Council approve the Agreement.

NOW THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF MEDICAL LAKE, WASHINGTON as follows:

Section 1. Approval of Agreement. The Council hereby approves the Agreement in the form attached to this Resolution as Exhibit “A” and by reference incorporated herein.

Section 2. Authorization. The Mayor is authorized and directed to execute the Agreement on behalf of the City in substantially the form attached as Exhibit “A”. The Mayor and Finance Director/City Clerk are each hereby authorized and directed to take such further action as may be appropriate in order to affect the purpose of this Resolution and the Agreement authorized hereby.

Section 3. Severability. If any section, sentence, clause, or phrase of this Resolution should be held to be invalid or unconstitutional by a court of competent jurisdiction, such invalidity or unconstitutionality shall not affect the validity or constitutionality of any other section, sentence, clause, or phrase of this Resolution.

Section 4. Effective Date. This Resolution shall become effective immediately upon its adoption.

ADOPTED this 1st day of October, 2024.

Mayor, Terri Cooper

Attest:

Approved as to Form:

Koss Ronholt, City Clerk

City Attorney, Sean P. Boutz



Interagency Agreement with

City of Medical Lake

through

Growth Management Services

**Contract Number:
25-63335-143**

For

GMA Periodic Update Grant – FY2025

Dated: Date of Execution

Table of Contents

TABLE OF CONTENTS.....	2
FACE SHEET.....	3
SPECIAL TERMS AND CONDITIONS.....	4
1. AUTHORITY.....	4
2. ACKNOWLEDGEMENT OF CLIMATE COMMITMENT ACT FUNDING.....	4
3. CONTRACT MANAGEMENT.....	4
4. COMPENSATION.....	4
5. BILLING PROCEDURES AND PAYMENT.....	4
6. SUBCONTRACTOR DATA COLLECTION.....	6
7. INSURANCE.....	6
8. FRAUD AND OTHER LOSS REPORTING.....	6
9. ORDER OF PRECEDENCE.....	6
GENERAL TERMS AND CONDITIONS.....	7
1. DEFINITIONS.....	7
2. ALL WRITINGS CONTAINED HEREIN.....	7
3. AMENDMENTS.....	7
4. ASSIGNMENT.....	7
5. CONFIDENTIALITY AND SAFEGUARDING OF INFORMATION.....	7
6. COPYRIGHT.....	8
7. DISPUTES.....	9
8. GOVERNING LAW AND VENUE.....	9
9. INDEMNIFICATION.....	9
10. LICENSING, ACCREDITATION AND REGISTRATION.....	9
11. RECAPTURE.....	9
12. RECORDS MAINTENANCE.....	9
13. SAVINGS.....	9
14. SEVERABILITY.....	10
15. SUBCONTRACTING.....	10
16. SURVIVAL.....	10
17. TERMINATION FOR CAUSE.....	10
18. TERMINATION FOR CONVENIENCE.....	11
19. TERMINATION PROCEDURES.....	11
20. TREATMENT OF ASSETS.....	12
21. WAIVER.....	12
ATTACHMENT A: SCOPE OF WORK.....	13
ATTACHMENT B: BUDGET.....	14

Face Sheet

Contract Number: 25-63335-143

**Local Government Division
Growth Management Services
GMA Periodic Update Grant (PUG)**

1. Contractor City of Medical Lake 124 S Lefevre Street Medical Lake, WA 99022		2. Contractor Financial Representative Koss Ronholt Finance Director kronholt@medical-lake.org	
3. Contractor Representative Elisa Rodriguez City Planner erodriguez@medical-lake.org		4. COMMERCE Representative Melissa Alofaituli Senior Planner melissa.alofaituli@commerce.wa.gov	
5. Contract Amount \$62,500		6. Funding Source Federal: <input type="checkbox"/> State: <input checked="" type="checkbox"/> Other: <input type="checkbox"/> N/A: <input type="checkbox"/>	
7. Start Date Date of Execution		8. End Date June 30, 2025	
9. Federal Funds (as applicable) N/A		Federal Agency: N/A	
10. Tax ID # N/A		11. SWV # SWV0018461	
12. UBI # 325-000-010		13. UEI # N/A	
14. Contract Purpose Grant funding to assist the City of Medical Lake with planning work for the completion the Growth Management Act (GMA) requirement to review and revise the comprehensive plan and development regulations under RCW 36.70A.130(5). COMMERCE, defined as the Department of Commerce, and the Contractor, as defined above, acknowledge and accept the terms of this Contract and Attachments and have executed this Contract on the date below and warrant they are authorized to bind their respective agencies. The rights and obligations of both parties to this Contract are governed by this Contract and the following documents incorporated by reference: Contractor Terms and Conditions including Attachment "A" – Scope of Work, Attachment "B" – Budget.			
FOR CONTRACTOR		FOR COMMERCE	

Copy – do not sign

Special Terms and Conditions

1. AUTHORITY

COMMERCE and Contractor enter into this Contract pursuant to the authority granted by Chapter 39.34 RCW.

2. ACKNOWLEDGEMENT OF CLIMATE COMMITMENT ACT FUNDING

If this Agreement is funded in whole or in part by the Climate Commitment Act, Grantee agrees that any website, announcement, press release, and/or publication (written, visual, or sound) used for media-related activities, publicity, and public outreach issued by or on behalf of Grantee which reference programs or projects funded in whole or in part with Washington's Climate Commitment Act (CCA) funds under this Grant, shall contain the following statement:

"The [PROGRAM NAME / GRANT / ETC.] is supported with funding from Washington's Climate Commitment Act. The CCA supports Washington's climate action efforts by putting cap-and-invest dollars to work reducing climate pollution, creating jobs, and improving public health. Information about the CCA is available at www.climate.wa.gov."

The Grantee agrees to ensure coordinated Climate Commitment Act branding on work completed by or on behalf of the Grantee. The CCA logo must be used in the following circumstances, consistent with the branding guidelines posted at [CCA brand toolkit](#), including:

- A. Any project related website or webpage that includes logos from other funding partners;
- A. Any publication materials that include logos from other funding partners;
- B. Any on-site signage including pre-during Construction signage and permanent signage at completed project sites; and
- C. Any equipment purchased with CCA funding through a generally visible decal.

3. CONTRACT MANAGEMENT

The Representative for each of the parties shall be responsible for and shall be the contact person for all communications and billings regarding the performance of this Contract.

The Representative for COMMERCE and their contact information are identified on the Face Sheet of this Contract.

The Representative for the Contractor and their contact information are identified on the Face Sheet of this Contract.

4. COMPENSATION

COMMERCE shall pay an amount not to exceed **sixty-two thousand, five hundred dollars (\$62,500)**, for the performance of all things necessary for or incidental to the performance of work under this Contract as set forth in the Scope of Work.

5. BILLING PROCEDURES AND PAYMENT

COMMERCE will pay Contractor upon acceptance of services provided and receipt of properly completed invoices, which shall be submitted to the Representative for COMMERCE not more often than monthly nor less than quarterly.

The invoices shall describe and document, to COMMERCE's satisfaction, a description of the work performed, the progress of the project, and fees. The invoice shall include the Contract Number 25-63335-143. If expenses are invoiced, provide a detailed breakdown of each type. A receipt must accompany any single expenses in the amount of \$50.00 or more in order to receive reimbursement.

Payment shall be considered timely if made by COMMERCE within thirty (30) calendar days after receipt of properly completed invoices. Payment shall be sent to the address designated by the Contractor.

COMMERCE may, in its sole discretion, terminate the Contract or withhold payments claimed by the Contractor for services rendered if the Contractor fails to satisfactorily comply with any term or condition of this Contract.

No payments in advance or in anticipation of services or supplies to be provided under this Agreement shall be made by COMMERCE.

Invoices and End of Fiscal Year

Final invoices for a state fiscal year may be due sooner than the 30th and Commerce will provide notification of the end of fiscal year due date.

The Contractor must invoice for all expenses from the beginning of the contract through June 30, regardless of the contract start and end date.

Grant Start Date

COMMERCE will pay the Contractor for costs incurred beginning July 1, 2024, for services and deliverables described under this Agreement.

Duplication of Billed Costs

The Contractor shall not bill COMMERCE for services performed under this Agreement, and COMMERCE shall not pay the Contractor, if the Contractor is entitled to payment or has been or will be paid by any other source, including grants, for that service.

Disallowed Costs

The Contractor is responsible for any audit exceptions or disallowed costs incurred by its own organization or that of its subcontractors.

COMMERCE may, in its sole discretion, withhold ten percent (10%) from each payment until acceptance by COMMERCE of the final report (or completion of the project, etc.).

Line Item Modification of Budget

- A. Notwithstanding any other provision of this contract, the Contractor may, at its discretion, make modifications to line items in the Budget (Attachment B) that will not increase the line item by more than fifteen percent (15%).
- B. The Contractor shall notify COMMERCE in writing (by email or regular mail) when proposing any budget modification or modifications to a line item of the Budget (Attachment B) that would increase the line item by more than fifteen percent (15%). Conversely, COMMERCE may initiate the budget modification approval process if presented with a request for payment under this contract that would cause one or more budget line items to exceed the 15 percent (15%) threshold increase described above.
- C. Any such budget modification or modifications as described above shall require the written approval of COMMERCE (by email or regular mail), and such written approval shall amend the Budget. Each party to this contract will retain and make any and all documents related to such budget modifications a part of their respective contract file.
- D. Nothing in this section shall be construed to permit an increase in the amount of funds available for the Project, as set forth in Section 3 of this contract, nor does this section allow any proposed changes to the Scope of Work, including Tasks/Work Items and Deliverables under Attachment A, without specific written approval from COMMERCE by amendment to this contract.

6. SUBCONTRACTOR DATA COLLECTION

Contractor will submit reports, in a form and format to be provided by Commerce and at intervals as agreed by the parties, regarding work under this Contract performed by subcontractors and the portion of Contract funds expended for work performed by subcontractors, including but not necessarily limited to minority-owned, woman-owned, and veteran-owned business subcontractors. "Subcontractors" shall mean subcontractors of any tier.

7. INSURANCE

Each party certifies that it is self-insured under the State's or local government self-insurance liability program, and shall be responsible for losses for which it is found liable.

8. FRAUD AND OTHER LOSS REPORTING

Contractor shall report in writing all known or suspected fraud or other loss of any funds or other property furnished under this Contract immediately or as soon as practicable to the Commerce Representative identified on the Face Sheet.

9. ORDER OF PRECEDENCE

In the event of an inconsistency in this Contract, the inconsistency shall be resolved by giving precedence in the following order:

- Applicable federal and state of Washington statutes and regulations
- Special Terms and Conditions
- General Terms and Conditions
- Attachment A – Scope of Work
- Attachment B – Budget
- Add any other attachments incorporated by reference from the Face Sheet

General Terms and Conditions

1. DEFINITIONS

As used throughout this Contract, the following terms shall have the meaning set forth below:

- A. "Authorized Representative" shall mean the Director and/or the designee authorized in writing to act on the Director's behalf.
- B. "COMMERCE" shall mean the Washington Department of Commerce.
- C. "Contract" or "Agreement" or "Grant" means the entire written agreement between COMMERCE and the Contractor, including any Attachments, documents, or materials incorporated by reference. E-mail or Facsimile transmission of a signed copy of this contract shall be the same as delivery of an original.
- D. "Contractor" or "Grantee" shall mean the entity identified on the face sheet performing service(s) under this Contract, and shall include all employees and agents of the Contractor.
- E. "Personal Information" shall mean information identifiable to any person, including, but not limited to, information that relates to a person's name, health, finances, education, business, use or receipt of governmental services or other activities, addresses, telephone numbers, social security numbers, driver license numbers, other identifying numbers, and any financial identifiers, and "Protected Health Information" under the federal Health Insurance Portability and Accountability Act of 1996 (HIPAA).
- F. "State" shall mean the state of Washington.
- G. "Subcontractor" shall mean one not in the employment of the Contractor, who is performing all or part of those services under this Contract under a separate contract with the Contractor. The terms "subcontractor" and "subcontractors" mean subcontractor(s) in any tier.

2. ALL WRITINGS CONTAINED HEREIN

This Contract contains all the terms and conditions agreed upon by the parties. No other understandings, oral or otherwise, regarding the subject matter of this Contract shall be deemed to exist or to bind any of the parties hereto.

3. AMENDMENTS

This Contract may be amended by mutual agreement of the parties. Such amendments shall not be binding unless they are in writing and signed by personnel authorized to bind each of the parties.

4. ASSIGNMENT

Neither this Contract, work thereunder, nor any claim arising under this Contract, shall be transferred or assigned by the Contractor without prior written consent of COMMERCE.

5. CONFIDENTIALITY AND SAFEGUARDING OF INFORMATION

- A. "Confidential Information" as used in this section includes:
 - i. All material provided to the Contractor by COMMERCE that is designated as "confidential" by COMMERCE;

- ii. All material produced by the Contractor that is designated as “confidential” by COMMERCE; and
 - iii. All Personal Information in the possession of the Contractor that may not be disclosed under state or federal law.
- B.** The Contractor shall comply with all state and federal laws related to the use, sharing, transfer, sale, or disclosure of Confidential Information. The Contractor shall use Confidential Information solely for the purposes of this Contract and shall not use, share, transfer, sell or disclose any Confidential Information to any third party except with the prior written consent of COMMERCE or as may be required by law. The Contractor shall take all necessary steps to assure that Confidential Information is safeguarded to prevent unauthorized use, sharing, transfer, sale or disclosure of Confidential Information or violation of any state or federal laws related thereto. Upon request, the Contractor shall provide COMMERCE with its policies and procedures on confidentiality. COMMERCE may require changes to such policies and procedures as they apply to this Contract whenever COMMERCE reasonably determines that changes are necessary to prevent unauthorized disclosures. The Contractor shall make the changes within the time period specified by COMMERCE. Upon request, the Contractor shall immediately return to COMMERCE any Confidential Information that COMMERCE reasonably determines has not been adequately protected by the Contractor against unauthorized disclosure.
- C.** Unauthorized Use or Disclosure. The Contractor shall notify COMMERCE within five (5) working days of any unauthorized use or disclosure of any confidential information, and shall take necessary steps to mitigate the harmful effects of such use or disclosure.

6. COPYRIGHT

Unless otherwise provided, all Materials produced under this Contract shall be considered "works for hire" as defined by the U.S. Copyright Act and shall be owned by COMMERCE. COMMERCE shall be considered the author of such Materials. In the event the Materials are not considered “works for hire” under the U.S. Copyright laws, the Contractor hereby irrevocably assigns all right, title, and interest in all Materials, including all intellectual property rights, moral rights, and rights of publicity to COMMERCE effective from the moment of creation of such Materials.

“Materials” means all items in any format and includes, but is not limited to, data, reports, documents, pamphlets, advertisements, books, magazines, surveys, studies, computer programs, films, tapes, and/or sound reproductions. “Ownership” includes the right to copyright, patent, register and the ability to transfer these rights.

For Materials that are delivered under the Contract, but that incorporate pre-existing materials not produced under the Contract, the Contractor hereby grants to COMMERCE a nonexclusive, royalty-free, irrevocable license (with rights to sublicense to others) in such Materials to translate, reproduce, distribute, prepare derivative works, publicly perform, and publicly display. The Contractor warrants and represents that the Contractor has all rights and permissions, including intellectual property rights, moral rights and rights of publicity, necessary to grant such a license to COMMERCE.

The Contractor shall exert all reasonable effort to advise COMMERCE, at the time of delivery of Materials furnished under this Contract, of all known or potential invasions of privacy contained therein and of any portion of such document which was not produced in the performance of this Contract. The Contractor shall provide COMMERCE with prompt written notice of each notice or claim of infringement received by the Contractor with respect to any Materials delivered under this Contract. COMMERCE shall have the right to modify or remove any restrictive markings placed upon the Materials by the Contractor.

7. DISPUTES

In the event that a dispute arises under this Agreement, it shall be determined by a Dispute Board in the following manner: Each party to this Agreement shall appoint one member to the Dispute Board. The members so appointed shall jointly appoint an additional member to the Dispute Board. The Dispute Board shall review the facts, Agreement terms and applicable statutes and rules and make a determination of the dispute. The Dispute Board shall thereafter decide the dispute with the majority prevailing. The determination of the Dispute Board shall be final and binding on the parties hereto. As an alternative to this process, either of the parties may request intervention by the Governor, as provided by RCW 43.17.330, in which event the Governor's process will control.

8. GOVERNING LAW AND VENUE

This Contract shall be construed and interpreted in accordance with the laws of the state of Washington, and the venue of any action brought hereunder shall be in the Superior Court for Thurston County.

9. INDEMNIFICATION

Each party shall be solely responsible for the acts of its employees, officers, and agents.

10. LICENSING, ACCREDITATION AND REGISTRATION

The Contractor shall comply with all applicable local, state, and federal licensing, accreditation and registration requirements or standards necessary for the performance of this Contract.

11. RECAPTURE

In the event that the Contractor fails to perform this Contract in accordance with state laws, federal laws, and/or the provisions of this Contract, COMMERCE reserves the right to recapture funds in an amount to compensate COMMERCE for the noncompliance in addition to any other remedies available at law or in equity.

Repayment by the Contractor of funds under this recapture provision shall occur within the time period specified by COMMERCE. In the alternative, COMMERCE may recapture such funds from payments due under this Contract.

12. RECORDS MAINTENANCE

The Contractor shall maintain books, records, documents, data and other evidence relating to this contract and performance of the services described herein, including but not limited to accounting procedures and practices that sufficiently and properly reflect all direct and indirect costs of any nature expended in the performance of this Contract.

The Contractor shall retain such records for a period of six years following the date of final payment. At no additional cost, these records, including materials generated under the Contract, shall be subject at all reasonable times to inspection, review or audit by COMMERCE, personnel duly authorized by COMMERCE, the Office of the State Auditor, and federal and state officials so authorized by law, regulation or agreement.

If any litigation, claim or audit is started before the expiration of the six (6) year period, the records shall be retained until all litigation, claims, or audit findings involving the records have been resolved.

13. SAVINGS

In the event funding from state, federal, or other sources is withdrawn, reduced, or limited in any way after the effective date of this Contract and prior to normal completion, COMMERCE may suspend or terminate the Contract under the "Termination for Convenience" clause, without the ten calendar day

notice requirement. In lieu of termination, the Contract may be amended to reflect the new funding limitations and conditions.

14. SEVERABILITY

The provisions of this Contract are intended to be severable. If any term or provision is illegal or invalid for any reason whatsoever, such illegality or invalidity shall not affect the validity of the remainder of the Contract.

15. SUBCONTRACTING

The Contractor may only subcontract work contemplated under this Contract if it obtains the prior written approval of COMMERCE.

If COMMERCE approves subcontracting, the Contractor shall maintain written procedures related to subcontracting, as well as copies of all subcontracts and records related to subcontracts. For cause, COMMERCE in writing may: (a) require the Contractor to amend its subcontracting procedures as they relate to this Contract; (b) prohibit the Contractor from subcontracting with a particular person or entity; or (c) require the Contractor to rescind or amend a subcontract.

Every subcontract shall bind the Subcontractor to follow all applicable terms of this Contract. The Contractor is responsible to COMMERCE if the Subcontractor fails to comply with any applicable term or condition of this Contract. The Contractor shall appropriately monitor the activities of the Subcontractor to assure fiscal conditions of this Contract. In no event shall the existence of a subcontract operate to release or reduce the liability of the Contractor to COMMERCE for any breach in the performance of the Contractor's duties.

Every subcontract shall include a term that COMMERCE and the State of Washington are not liable for claims or damages arising from a Subcontractor's performance of the subcontract.

16. SURVIVAL

The terms, conditions, and warranties contained in this Contract that by their sense and context are intended to survive the completion of the performance, cancellation or termination of this Contract shall so survive.

17. TERMINATION FOR CAUSE

In the event COMMERCE determines the Contractor has failed to comply with the conditions of this contract in a timely manner, COMMERCE has the right to suspend or terminate this Contract. Before suspending or terminating the Contract, COMMERCE shall notify the Contractor in writing of the need to take corrective action. If corrective action is not taken within 30 calendar days, the Contract may be terminated or suspended.

In the event of termination or suspension, the Contractor shall be liable for damages as authorized by law including, but not limited to, any cost difference between the original contract and the replacement or cover contract and all administrative costs directly related to the replacement contract, e.g., cost of the competitive bidding, mailing, advertising and staff time.

COMMERCE reserves the right to suspend all or part of the Contract, withhold further payments, or prohibit the Contractor from incurring additional obligations of funds during investigation of the alleged compliance breach and pending corrective action by the Contractor or a decision by COMMERCE to terminate the Contract. A termination shall be deemed a "Termination for Convenience" if it is determined that the Contractor: (1) was not in default; or (2) failure to perform was outside of his or her control, fault or negligence.

The rights and remedies of COMMERCE provided in this Contract are not exclusive and are, in addition to any other rights and remedies, provided by law.

18. TERMINATION FOR CONVENIENCE

Except as otherwise provided in this Contract, COMMERCE may, by ten (10) business days' written notice, beginning on the second day after the mailing, terminate this Contract, in whole or in part. If this Contract is so terminated, COMMERCE shall be liable only for payment required under the terms of this Contract for services rendered or goods delivered prior to the effective date of termination.

19. TERMINATION PROCEDURES

Upon termination of this Contract, COMMERCE, in addition to any other rights provided in this Contract, may require the Contractor to deliver to COMMERCE any property specifically produced or acquired for the performance of such part of this Contract as has been terminated. The provisions of the "Treatment of Assets" clause shall apply in such property transfer.

COMMERCE shall pay to the Contractor the agreed upon price, if separately stated, for completed work and services accepted by COMMERCE, and the amount agreed upon by the Contractor and COMMERCE for (i) completed work and services for which no separate price is stated, (ii) partially completed work and services, (iii) other property or services that are accepted by COMMERCE, and (iv) the protection and preservation of property, unless the termination is for default, in which case the Authorized Representative shall determine the extent of the liability of COMMERCE. Failure to agree with such determination shall be a dispute within the meaning of the "Disputes" clause of this Contract. COMMERCE may withhold from any amounts due the Contractor such sum as the Authorized Representative determines to be necessary to protect COMMERCE against potential loss or liability.

The rights and remedies of COMMERCE provided in this section shall not be exclusive and are in addition to any other rights and remedies provided by law or under this Contract.

After receipt of a notice of termination, and except as otherwise directed by the Authorized Representative, the Contractor shall:

- A.** Stop work under the Contract on the date, and to the extent specified, in the notice;
- B.** Place no further orders or subcontracts for materials, services, or facilities except as may be necessary for completion of such portion of the work under the Contract that is not terminated;
- C.** Assign to COMMERCE, in the manner, at the times, and to the extent directed by the Authorized Representative, all of the rights, title, and interest of the Contractor under the orders and subcontracts so terminated, in which case COMMERCE has the right, at its discretion, to settle or pay any or all claims arising out of the termination of such orders and subcontracts;
- D.** Settle all outstanding liabilities and all claims arising out of such termination of orders and subcontracts, with the approval or ratification of the Authorized Representative to the extent the Authorized Representative may require, which approval or ratification shall be final for all the purposes of this clause;
- E.** Transfer title to COMMERCE and deliver in the manner, at the times, and to the extent directed by the Authorized Representative any property which, if the Contract had been completed, would have been required to be furnished to COMMERCE;
- F.** Complete performance of such part of the work as shall not have been terminated by the Authorized Representative; and
- G.** Take such action as may be necessary, or as the Authorized Representative may direct, for the protection and preservation of the property related to this Contract, which is in the possession of the Contractor and in which COMMERCE has or may acquire an interest.

20. TREATMENT OF ASSETS

Title to all property furnished by COMMERCE shall remain in COMMERCE. Title to all property furnished by the Contractor, for the cost of which the Contractor is entitled to be reimbursed as a direct item of cost under this Contract, shall pass to and vest in COMMERCE upon delivery of such property by the Contractor. Title to other property, the cost of which is reimbursable to the Contractor under this Contract, shall pass to and vest in COMMERCE upon (i) issuance for use of such property in the performance of this Contract, or (ii) commencement of use of such property in the performance of this Contract, or (iii) reimbursement of the cost thereof by COMMERCE in whole or in part, whichever first occurs.

- A.** Any property of COMMERCE furnished to the Contractor shall, unless otherwise provided herein or approved by COMMERCE, be used only for the performance of this Contract.
- B.** The Contractor shall be responsible for any loss or damage to property of COMMERCE that results from the negligence of the Contractor or which results from the failure on the part of the Contractor to maintain and administer that property in accordance with sound management practices.
- C.** If any COMMERCE property is lost, destroyed or damaged, the Contractor shall immediately notify COMMERCE and shall take all reasonable steps to protect the property from further damage.
- D.** The Contractor shall surrender to COMMERCE all property of COMMERCE prior to settlement upon completion, termination or cancellation of this contract.
- E.** All reference to the Contractor under this clause shall also include Contractor's employees, agents or Subcontractors.

21. WAIVER

Waiver of any default or breach shall not be deemed to be a waiver of any subsequent default or breach. Any waiver shall not be construed to be a modification of the terms of this Contract unless stated to be such in writing and signed by Authorized Representative of COMMERCE.

Attachment A: Scope of Work

Tasks & Deliverables	Description	End Date
Task 1	Develop periodic update work plan	
Deliverable 1	D1: Periodic update work plan	June 13, 2025
Task 2	Develop a public participation plan	
Deliverable 2	D2: Public participation plan	June 13, 2025
Task 3	Complete comprehensive plan and development regulations analysis for compliance with GMA	
Deliverable 3	D3: Periodic Update Checklist	June 13, 2025
Task 4	Housing Needs Assessment and Land Use Study	
Deliverable 4	D4: Land Capacity Analysis	June 13, 2025
Task 5	Complete critical areas analysis for GMA compliance	
Deliverable 5	D5: Critical Areas Checklist	June 13, 2025
Task 6	Transportation Analysis	
Deliverable 6.1	D6.1 Draft Multi-modal Circulation Plan	June 13, 2025
Deliverable 6.2	D6.2 Draft Pedestrian Improvement Plan	June 13, 2025
Deliverable 6.3	D6.3: Draft Transportation Plan	June 13, 2025
Task 7	Placemaking initiative	
Deliverable 7	D7: Draft Placemaking Guidance	June 13, 2025

Attachment B: Budget

Deliverable	SFY25 Amount
D1: Periodic update work plan	\$6,250
D2: Public participation plan	\$6,250
D3: Comprehensive Plan Checklist	\$6,250
D4: Land Capacity Analysis	\$6,250
D5: Critical Areas Checklist	\$6,250
D6.1: Draft Multi-Modal Circulation Plan	\$10,250
D6.2: Draft Pedestrian Improvement Plan	\$6,000
D6.3: Draft Transportation Plan	\$15,000
D7: Draft Placemaking Guidance	\$0 (zero)
Contract Total (Sate Fiscal Year 2025 only)	\$62,500

**CITY OF MEDICAL LAKE
SPOKANE COUNTY, WASHINGTON
ORDINANCE NO. 1128**

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF MEDICAL LAKE, SPOKANE COUNTY, WASHINGTON, AMENDING ORDINANCE NO. 1120, §1 (2023) AND THE 2024 FINAL BUDGET; PROVIDING FOR THE EFFECTIVE DATE THEREOF AND OTHER MATTERS PROPERLY RELATED THERETO.

WHEREAS, state law provides for the adoption of a budget by the City Council of the City of Medical Lake (“City Council”) for the purpose of making appropriations of the total estimated revenues for each separate department and the aggregate totals for all such funds combined; and

WHEREAS, subsequent to the adoption of the annual budget, it has become necessary to make changes to certain appropriations; and

WHEREAS, the following changes could not reasonably have been anticipated or known at the time Ordinance No. 1120 was passed by the City Council on December 19, 2023; and

WHEREAS, City Council has determined that the best interest of the City is served by amending the adopted budget approved in Ordinance No. 1120.

NOW, THEREFORE, the City Council does hereby ordain as follows:

Section 1: Total appropriations reporting in Section 1 of Ordinance No. 1120 are hereby amended for expenditures from \$11,097,784 to \$11,385,434, removing budgeted ending balances and to reflect actual appropriations for 2024.

Section 2: The following funds and departments contained in the 2024 Budget are hereby amended as set forth in Exhibit A, Amendments 24.1 through 24.6, which adds appropriations for the General Fund (001), Legislative Department (110), Executive Department (130), Administrative Services Department (160), Parks & Recreation Fund (112), Recreation Department (740), Tourism Fund (126), and Broadband Fund (410).

Section 3: Severability. If any section, sentence, clause, or phrase of this Ordinance should be held to be invalid or unconstitutional by a court of competent jurisdiction, such invalidity or unconstitutionality shall not affect the validity or constitutionality of any other section, sentence, clause, or phrase of this Ordinance.

Section 4: Effective Date. This Ordinance shall be in full force and effect five (5) days after passage, approval and publication in accordance with law.

INTRODUCED THIS 17th day of September,

2024. ADOPTED THIS 1st day of October, 2024.

CITY OF MEDICAL LAKE,
WASHINGTON

Terri Cooper, Mayor

ATTEST:

Koss Ronholt, Finance Director/City Clerk

APPROVED TO FORM:

City Attorney, Sean P. Boutz

City Medical Lake
124 S. Lefevre Street
Medical Lake, WA 99022
509-565-5000

NOTICE OF ORDINANCE PASSED BY MEDICAL LAKE CITY COUNCIL

The following is the title and summary of Ordinance No. 1128 passed by the City of Medical Lake City Council on the 1st day of October, 2024.

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF MEDICAL LAKE, SPOKANE COUNTY, WASHINGTON, AMENDING ORDINANCE NO. 1120, §1 (2023) AND THE 2024 FINAL BUDGET; PROVIDING FOR THE EFFECTIVE DATE THEREOF AND OTHER MATTERS PROPERLY RELATED THERETO.

The introductory paragraphs address the adoption of Ordinance No. 1120 providing for the City of Medical Lake’s annual budget, and that certain appropriations were unknown at the time of its passage. Such appropriations now require amendment as contained therein.

Section 1: Amends the 2024 Budget to provide for expenditures totaling up to \$287,650 over the appropriations passed in Ordinance No. 1120, as detailed in amendments 24.1 through 24.6.

Section 2: Sets forth the particular funds and departments that are to be amended in the 2024 Budget as contained in Exhibit A.

Section 3. Establishes a severability clause in the event some portion of the Ordinance is held invalid.

Section 4: Provides for an effective date of five (5) days after publication of the Ordinance.

The full text of the Ordinance is available at the City of Medical Lake offices as identified above. A copy will be mailed to any citizen without cost upon request from the City’s Clerk’s office.

Koss Ronholt, Finance Director/City Clerk

Published: _____

City Medical Lake
2024 Budget Amendments Detail
Amendments 24.01 – 24.6

Amendment 24.1: General Fund (001) – Administrative Services Department (140); Increase expenditure appropriations by \$25,000. Unanticipated records room grant expenditures, audit costs, software increases, IT expenditures, and insurance.

Amendment 24.2: Tourism Fund (126); Increase expenditure appropriations by \$60,000. Unanticipated concert series costs, event fireworks costs, marketing for concert series and other economic development activities. Revenue received from Gas B&O Taxes from July 1, 2024 to December 31, 2024 will be allocated to the Tourism Fund (126), instead of the Emergency Response Fund (113).

Amendment 24.3: Broadband (410); Increase expenditure appropriations by \$104,000. Legal fees for franchises, funds from Broadline for broadband related activities.

Amendment 24.4: Parks & Recreation (112) – Recreation Department (740); Increase expenditures appropriations by \$75,000. Bus purchase anticipated and budgeted in 2023, purchase occurred and posted in 2024.

Amendment 24.5: General Fund (001) – Legislative Department (110); Increase expenditure appropriations by \$18,000. Government Relations services contract with Gordan Thomas Honeywell.

Amendment 24.6 General Fund (001) – Legislative Department (110), Executive Department (130); Increase expenditure appropriations for Legislative Department by \$3,150 and increase expenditure appropriations for Executive Department by \$2,500. Salary Commission decision on elected officials pay, Mayor and Councilmember.