



**AGENDA
PLANNING COMMISSION
REGULAR MEETING
NOVEMBER 21, 2024, 5:30 PM**

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

Please note: To better serve our community, we are now offering Live Streaming of our Planning Commission Meetings on our YouTube channel (link is provided below). This will enable citizens who wish to just view the meeting and not participate (provide comments) to do so in the comfort of their homes. Those that wish to provide input during the citizen comment periods may join the meeting as usual via the Zoom link.

- **Join the Zoom Meeting –**

<https://us06web.zoom.us/j/84830185839?pwd=aLpUZoBenijtP5EGUyDbwlTMAMu9uf.1>

Meeting ID: 848 3018 5839

Passcode: 446645

One tap mobile

+12532158782,,84830185839#,,,,*446645# US (Tacoma)

+12532050468,,84830185839#,,,,*446645# US

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

- **Watch the Live Stream on YouTube -**

<http://www.youtube.com/@CityofMedicalLake>

WRITTEN PUBLIC COMMENTS

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

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

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

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



CALL TO ORDER, PLEDGE OF ALLEGIANCE, AND ROLL CALL

- a) Excused Absences

2) ADDITIONS TO AGENDA

3) INTERESTED CITIZENS: AUDIENCE REQUESTS AND COMMENTS

4) APPROVAL OF MINUTES

- a) October 24, 2024, Meeting minutes

5) STAFF REPORTS

6) SCHEDULED ITEMS

- a) Rough Draft of Land Capacity Analysis
- b) Education Packet

7) PUBLIC HEARING – None

8) COMMISSION MEMBERS' COMMENTS OR CONCERNS

9) INTERESTED CITIZENS: AUDIENCE REQUESTS AND COMMENTS

10) CONCLUSION

City of Medical Lake
124 S. Lefevre Street – City Council Chambers
Planning Commission Meeting
October 24, 2024, Minutes

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

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

- a) Commissioner Hudson called the meeting to order at 5:30 pm, led the Pledge of Allegiance, and conducted roll call.
 - i) Commissioner Mark submitted a request for absence from this meeting. Motion to approve made by Commissioner Jorgenson, seconded by Commissioner Mayulianos. Commissioner Hudson asked for any discussion, Commissioner Munson asked if the expectation should be that a Commissioner attends via Zoom even if on vacation. Other Commissioners said no unless it became too frequent. Motion carried 4-0.

2) ADDITIONS TO AGENDA

- a) No additions. Motion to approve made by Commissioner Mayulianos, seconded by Commissioner Munson, carried 4-0.

3) INTERESTED CITIZENS: AUDIENCE REQUESTS AND COMMENTS

- a) none

4) APPROVAL OF MINUTES – September 26, 2024

- a) Motion to approve made by Commissioner Mayulianos, seconded by Commissioner Munson, carried 4-0.

5) STAFF REPORTS

- a) Elisa Rodriguez, City Planner – City Council approved the Coney Island dock appeal. The five foot width limit was revoked and the design was returned to the original with room for discussion. MLMC Text Amendment workshop held at the last council meeting with Council in favor of moving forward. A public hearing will be held on the topic at the November 5th City Council meeting. Thanked Commissioner Mayulianos for distributing the Conversations About Community newsletter. Hopes to have a rough draft of the land capacity analysis by the next Commission meeting.

6) SCHEDULED ITEMS

- a) Comprehensive Plan Overview – Economic Development
 - i) Ms. Rodriguez gave a presentation (see attached). Discussion – Commissioner Mark asked if the city was with the Better Business Bureau – yes, members. Commissioner Munson and Medical Lake resident Diane Nichols both reported that local teens have stated that the water at Medical Lake is “gross”. Sonny Weathers, City Administrator responded that the city only cares for the parks not the water. The lake belongs to the state and US so there are permits required to do anything to the water. Commissioner Mayulianos asked about the Urban Growth Area and Ms. Rodriguez responded briefly.
- b) Comprehensive Plan Overview – Natural Environment
 - i) Ms. Rodriguez gave a presentation (see attached). Commissioner Mark asked if the signage

around the lake had QR codes to make it interactive. Mr. Weathers - no, but might be something to look into.

- c) Education Packet
 - i) Commissioner Mayulianos gave a status update and requested to table to next month. Motion to approve made by Commissioner Jorgenson, seconded by Commissioner Hudson, carried 4-0.
- d) Sister Cities
 - i) Commissioner Munson discussed this topic which was in the handout he provided in the agenda. The handout previewed the last four scheduled items on the agenda. He would be happy to take the lead on the Sister Cities idea if the Commission is favorable to move forward. Commission discussed. Motion to present idea to City Council and select Commissioner Munson to represent made by Commissioner Mayulianos, seconded by Commissioner Jorgenson, carried 4-0.
- e) Downtown Park Name Candidates
 - i) Commissioner Munson reviewed this topic that was in the above-mentioned handout. He thinks there could be a better name for Coney Island Park. Asking for feedback on changing the name. Commissioner Mayulianos suggested doing a contest with the public to name the park. Motion to select Commissioner Mayulianos to present the idea to City Council made by Commissioner Hudson, seconded by Commissioner Munson, carried 4-0.
- f) Monuments
 - i) Commissioner Munson reviewed this topic from his handout. Discussed possibilities for entry monuments to represent Medical Lake. He spoke with Mayor Cooper and discussed her desires. Asked for input from the Commission. Discussed and decided that it would be brought forward again after the first of the year.
- g) Design Standards
 - i) Commissioner Munson shared his ideas on design standards for the city and his belief that current issues (existing eyesores) can be worked on while also working on future design standards. Asked Mr. Weathers for an update on current issues. Good progress on the worst offenders. Commissioner Mayulianos asked for an update on vacant buildings. Mr. Weathers shared about the recent Vacant Properties ordinance, registration is in process and there is good momentum. Ms. Rodriguez also gave an update on some recent improvements and shared that citizens will have an opportunity to provide input on design, branding, and the look for downtown during the placemaking section of the Comprehensive Plan update. Mr. Weathers shared desire to see a downtown master plan as part of the economic development piece of the Comprehensive Plan. Public spaces are a great place to start with design standards. Asked for input from Commissioners. Each shared ideas. Commissioner Munson asked Ms. Nichols, resident of Medical Lake that was on Zoom, to share her input.

7) **PUBLIC HEARING** – None

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

- a) Commissioner Mayulianos asked Ms. Rodriguez if the Conversations About Community newsletter will continue. Yes. Asked about business cards for Commissioners. They will be inquired about. Shared that her neighbor is artist and wants to do a mural, another friend wants to put a gallery on the corner.
- b) Commissioner Hudson asked Mr. Weathers if the solar array at the Wastewater Treatment Plant has made a large impact on energy costs. Mr. Weathers stated the the director of the WWTP, Steve Cooper, reported to City Council that they are seeing about a one-thousand dollar per month savings.

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

- a) Diane Nichols, Medical Lake resident – shared that there are comments on Facebook regarding the quality of the lake. Asked the city to look into having the state review the quality of the lake.

Shared comments on city development and citizen input.

10) CONCLUSION

- a) Motion to conclude at 6:55 pm made by Commissioner Mayulianos, seconded by Commissioner Jorgenson, carried 6:55 pm.

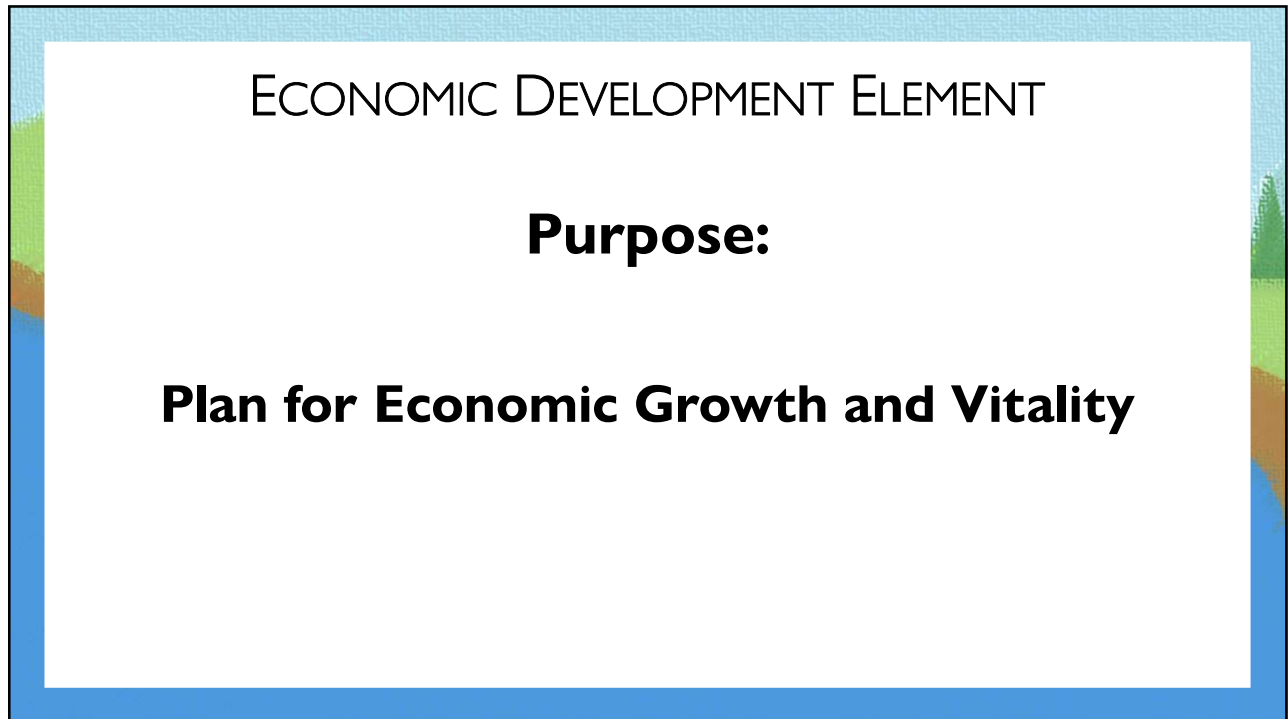
Roxanne Wright, Administrative Assistant

Date

DRAFT



1



2

ECONOMIC DEVELOPMENT ELEMENT

The City will have a pedestrian-oriented and prosperous downtown serving residents and tourists.

3

ECONOMIC DEVELOPMENT ELEMENT

The City will have retained and built upon its cultural heritage.

4

ECONOMIC DEVELOPMENT ELEMENT

The City will be a destination for recreation, which will have spurred numerous business starts.

5

ECONOMIC DEVELOPMENT ELEMENT

The City will have streamlined permitting services that has fostered confidence in the development community by assuring the City is known as a good business partner.

6

ECONOMIC DEVELOPMENT ELEMENT

The City will support local businesses to help retain and expand opportunities.

7

ECONOMIC DEVELOPMENT ELEMENT

The City will have invested in infrastructure to assure economic stability.

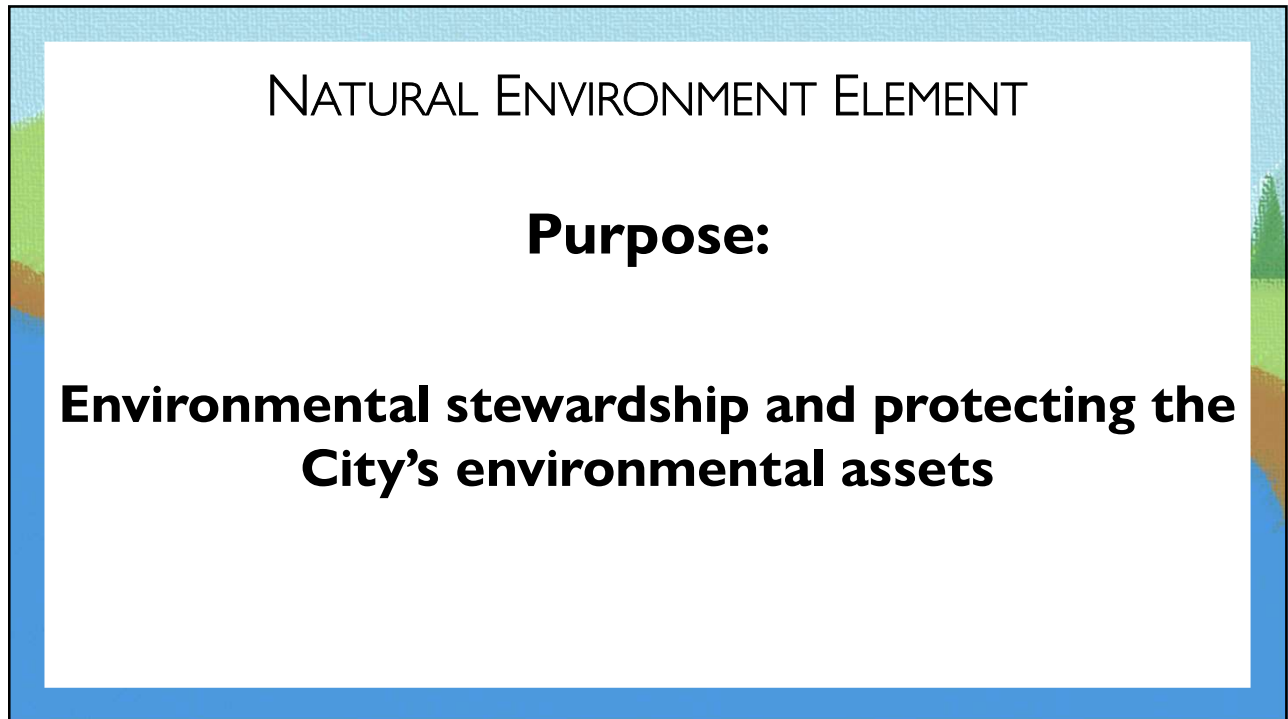
8

ECONOMIC DEVELOPMENT ELEMENT

The City will be vibrant, recreation-oriented, and healthy due to investments in public amenities.



1



2

NATURAL ENVIRONMENT ELEMENT

The City will have protected, improved, and sustained environmental quality through best management practices and the use of best available science.

3

NATURAL ENVIRONMENT ELEMENT

The City will have protected environmentally critical areas from damage caused by encroachment and development

4

NATURAL ENVIRONMENT ELEMENT

The City will have maintained and monitored a shoreline master plan to enhance and and protect the quality of the shoreline environment while providing public access.

5

NATURAL ENVIRONMENT ELEMENT

The City will have natural areas incorporated throughout the community.

6

NATURAL ENVIRONMENT ELEMENT

The City will maintain city-owned natural areas to provide an asset while addressing wildfire prevention.

Land Capacity Analysis (Draft)

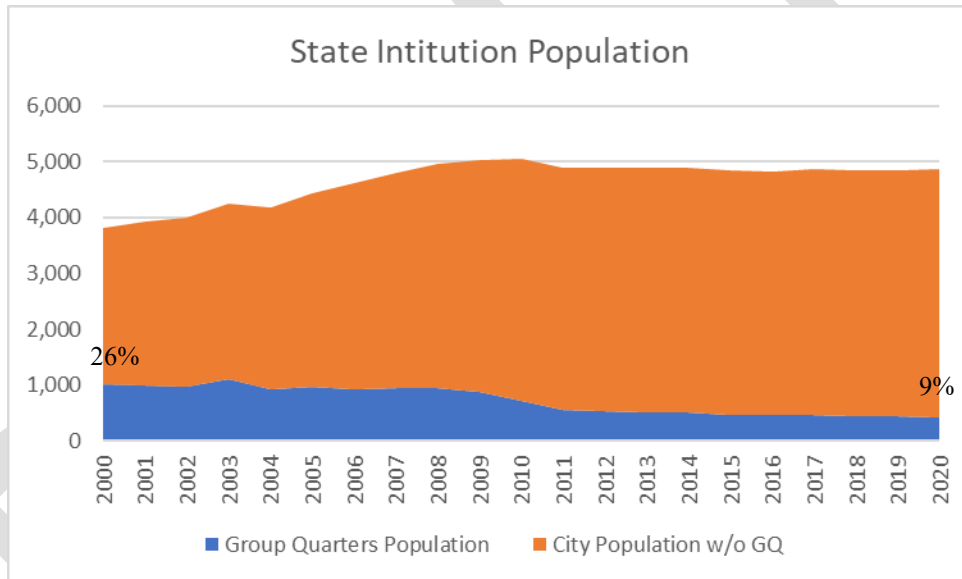
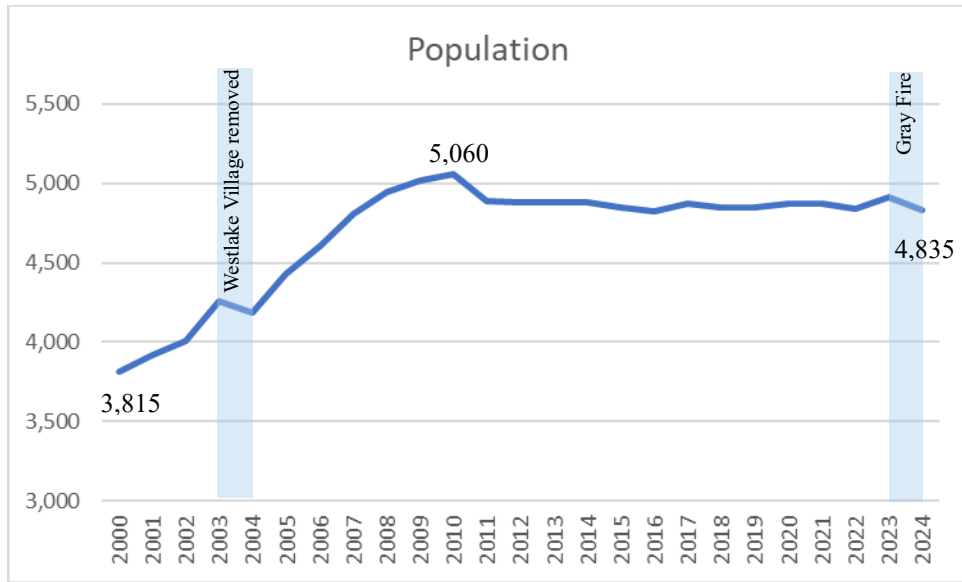
Introduction:

Many decisions made and presented in the goals and policies of the comprehensive plan are based on population projections. The Washington State Growth Management Act requires cities to plan for the next 20 years of growth. The Office of Financial Management tracks population growth, estimates the population annually, and provides population forecasts. The State also provides direction on how to ensure a variety of housing types and housing prices are available to serve the full spectrum of housing needs in the state. Most of this direction is at the county level. It is the responsibility of the County, with input from the cities, to calculate the likely population and housing needs for each jurisdiction. With this information, each jurisdiction determines if they have the capacity to accommodate this growth. If the growth cannot be accommodated within the city limits, with the current infrastructure, the jurisdiction then explores what infrastructure and land is needed. This can lead to changes in the urban growth area (UGA).

Population:

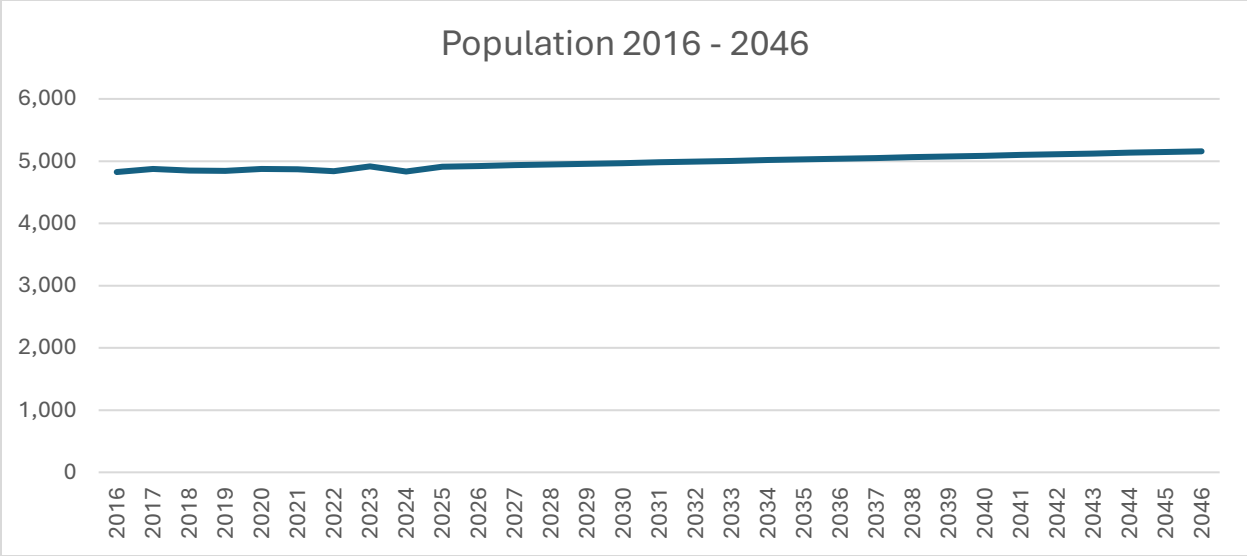
Population Growth

At a glance, the population growth numbers for Medical Lake would suggest that the city is in a state of decline. Looking closer at the numbers, there is a more nuanced history. Medical Lake had a population of 3,815 in the year 2000. With several new residential subdivisions, the population increased by nearly a third by 2010, reaching 5,060 residents. However, at the same time the state institutions within the city boundaries were beginning to decline in population. In 2000 the three institutions, Lakeland Village, Eastern State Hospital, and Westlake Village housed 1,006 residents. By 2010, this population was already down by nearly 30% to 715 people. The state institutions have continued to reduce their population and OFM has stopped including the residents of Westlake Village in the population calculations. Now only Lakeland Village and Eastern State Hospital residents are counted in Medical Lake's total population. Hence the state institution residents that count towards the City's population is less than half of what it was 24 years ago. Meanwhile, Medical Lake leadership in the 2010's adopted a no-growth attitude and new development slowed down. Leadership and attitudes about growth have recently changed, but the City is still struggling to overcome that legacy.



Population Forecast

These historical population growth numbers are important to Medical Lake because they play a role in allotting future population to the city. Spokane County is given a forecasted population from OFM for the entire county for the year 2046. The County then allocates this population to all the jurisdictions and the unincorporated areas. Part of the equation to arrive at the allocation is recent growth trends. The County has chosen to look at growth trends from 2010 to 2022. In this small window, Medical Lake’s population decreased from 5,060 to 4,840 due to a change in who OFM includes in population. Even though Medical Lake experienced housing growth, the elimination of Westlake’s residents in the calculation, made the total population decrease. With this low growth rate, the County is proposing to allocate only 244 new residents between 2023 and 2046.

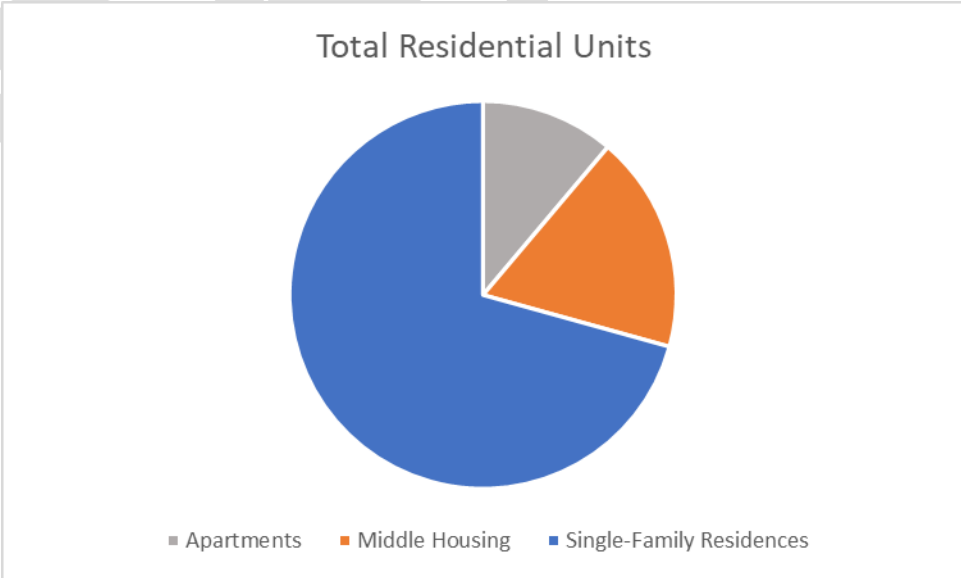


Housing:

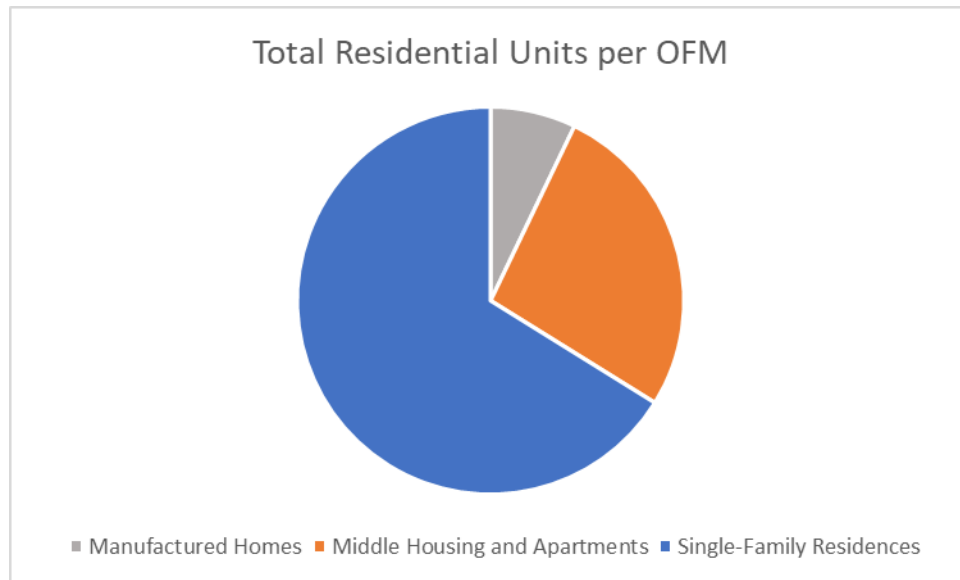
Existing Housing

Medical Lake has a surprising variety of housing types for a small town.

A June 2024 City survey of housing found that, excluding state institutions, there are 1828 housing units in the City. 1291 (71%) are detached single-family residences, 331 (18%) are middle housing types, and 204 (11%) are apartments.



The Office of Financial Management has a slightly different total of 1847 residences. OFM also categorizes residences differently with 1222 (66%) detached single-family, 493 (27%) middle housing and apartments, and 132 (7%) manufactured homes.



On August 18th, 2023, as a result of the Gray Road Fire, the City of Medical Lake lost 55 single-family homes. As of this report, 48 of those homes are being rebuilt.

Future Housing

Housing for All

The Growth Management Act requires cities to plan for and accommodate housing that is affordable to all economic segments of the population. Cities must also promote a variety of residential densities and housing types while encouraging the preservation of existing housing stock.

A new tool provided by the State Department of Commerce, Housing for All Planning Tool (HAPT), was created to assist counties in allocating housing needs to all cities in the county. The HAPT provides an estimated housing supply by affordability level for each city. The following table is an initial allocation for Medical Lake. These numbers have not been adopted at this time.

	Total Units	0-30% AMI non-supportive	0-30% AMI supportive	>30-50% AMI	>50-80% AMI	>80-100% AMI	>100-120% AMI	>120% AMI	Temporary Emergency Housing
2020	1828	184	0	159	839	329	96	221	0
2046	2007	234	14	193	860	340	105	261	8
Change	179	50	14	34	21	11	9	40	8

Area Median Income (AMI)

The US Department of Housing and Urban Development (HUD) defines area median income (AMI) as “the midpoint of a specific area’s income distribution and is calculated on an annual basis.” The AMI is based on a four-person household. Furthermore, affordable housing should not cost more than 30% of a household’s monthly income.

Buildable Lands:

Excluding rights-of-way and water bodies, the City of Medical Lake consists of 1,871 acres. Of this, the State of Washington Department of Social and Health Services, owns 1,029 acres. The State has a large excess of land in addition to the areas that house the institutions and parks. At this time the State has no plan for further development or to sell the property. This leaves the City with 842 acres.

Land Capacity Analysis Methodology

Spokane County has adopted a land capacity analysis methodology, based on recommendations from the Department of Commerce, to be used by each jurisdiction in the county, including Medical Lake. The analysis uses Spokane County Tax Assessor parcel information, which provides the size, the use, and the value of the parcel. Being a relatively small jurisdiction, the use of the property was verified and changes made when necessary. In addition, the number of residential units was also obtained by building permit information or on the ground investigation. Any vacant, partially utilized or underutilized parcel was analyzed for potential development. Any properties that are owned by a public or nonprofit organization were removed. Any property that is under water, covered in wetlands, solid rock, steeply sloping, or too small/narrow to be developed were removed. If a parcel is only partially limited by physical attributes, the remaining area was considered developable. To determine the possible units for a residentially zoned parcel, current zoning density standards were used. For larger parcels 20-30% of the land area was subtracted for public infrastructure (streets, etc.). For land with wetlands, 50% of the land area was subtracted to account for public infrastructure and wetland buffers. Finally, a market factor was applied to account for the percentage of properties that will not be available to develop.

Step 1: Vacant, Partially Utilized, and Underutilized Land

The Washington State Department of Commerce provides guidance for evaluating land for future development by defining three general types, vacant, partially utilized, and underutilized. Spokane County has further defined these terms as follows:

Vacant Land: Any lot that does not contain an improvement (building, etc.) value exceeding \$5000, as determined from the Spokane County Assessor’s records. Regardless of the value, a development supporting an adjacent use is not considered vacant. For example, a parking lot for an adjacent building is never considered vacant.

Partially Used Land: Residential land that can be subdivided into 8 or more lots under the current zoning standards. Commercial and industrial lands will not be calculated in this category.

Underutilized Land: Lots that are zoned for a more intensive use than is currently occupying the property. For example, a single-family home in a multi-family or commercial zone. The category assumes that the current development will be replaced.

Step 2: Physical Limitations

Land consisting of critical areas or other physical constraints may be subtracted from the inventory due to the physical features making them difficult or impossible to develop. In Medical Lake, the most common physical features that will eliminate land from development are wetlands, rock, shoreline, and steep slopes.

Step 3: Public Land

Properties that are owned by public entities for the purpose of public services are eliminated from the inventory. Most notably, the Washington Department of Social and Health Services owns more than half of the land within the City limits. The City and the Medical Lake School District also own a number of properties that house schools, parks, administrative buildings, and utilities.

Public rights-of-way (usually streets) are also considered public land. The acreage represented in this report does not include rights-of-way. However, when calculating the potential density of land divisions, a percentage of the land is calculated to be for infrastructure. For example, if there is a 40-acre property, it is reasonable to forecast 30% (12 acres) of the land will be used for streets, sidewalks, and stormwater, therefore, the density calculation is done on the remaining 70% (38 acres) of the land.

Step 4: Market Factor

The market factor is the assumption that not all vacant, partially utilized, or underutilized land will be available for development over the comprehensive plan's 20-year timeframe. A variety of personal and economic reasons lead to this phenomenon, and it is difficult to forecast. However, Spokane County is directing cities to use the assumption that 30% of the land will not be available for development during the next 20 years.

Step 5: Potential Residential Development

At this time, there are no approved preliminary plats that have not been executed. All of the existing subdivisions have been built out. In addition, there are no multi-family projects that have been applied for or approved that have not been built. Most of the current development in the City has been the rebuilding of homes after the 2023 Gray Road Fire.

Potential development is based on current zoning regulations. The City of Medical Lake has six zones that allow residential development. However, the two commercial zones that allow residential, do not require residential. The General Commercial (C-1) Zone requires commercial on the first floor and allows commercial or residential on the second floor and above. The Mixed-Use Commercial (MC-1) allows residential without commercial uses. Because residential

is not required, properties in these two zones were not considered in the buildable land calculations for residential. The remaining four residential zones are regulated as follows:

Single-Family Residential (R-1) Zone: The minimum lot size is 6,000 square feet with a maximum density of 7.3 units per acre. The only residential building type allowed is a detached, single-family house.

Single-Family Planned Residential (R-1P) Zone: This zone has the same standards as the R-1 Zone.

Two-Family Residential (R-2) Zone: The minimum lot size for a duplex is 9,500 square feet with a maximum density of 9.2 units per acre. This zone also allows for a lot to be split in half for two single-family residences, attached or detached. The only residential building types allowed in this zone are single-family houses and duplexes.

Multiple-Family Residential (R-3) Zone: The minimum lot size is 11,000 square feet for two units and 2,000 square feet for each additional unit with a maximum density is 18.3 units per acre.

Step 6: Compare Capacity to Population/Housing Allocations

Population and housing allocations for Medical Lake will be adopted by Spokane County. At this time, all allocations are preliminary and discussions are taking place among all of the jurisdictions to arrive at an agreed outcome.

Zone	Total Land		Publicly Owned Land ¹		Total minus Publicly Owned Land		Built Out Land		Vacant, Partially Used, or Underutilized Land		Land with Physical Limitations ²		Vacant, Partially Used, or Underutilized Land		Residential Land that cannot be divided into 8 or more lots ³		Land Likely to Be Developed		Possible Residential Units ⁴	Market Factor		
	Lots	Acres	Lots	Acres	Lots	Acres	Lots	Acres	Lots	Acres	Lots	Acres	Lots	Acres	Lots	Acres	Lots	Acres			Dwelling Units	Dwelling Units
	All Land		PO		All Land - PO =		BO		Subtotal 1-BO =		PL		Subtotal 2-PL =		RL		Subtotal 3-RL =					
			Lots	Acres	Lots	Acres	Lots	Acres	Lots	Acres	Lots	Acres	Lots	Acres	Lots	Acres	Lots	Acres	Lots	Acres	Dwelling Units	
C-1	105	39.43	16	4.36	89	35.07	41	16.33	48	18.74	0	0	48	18.74	0	0	48	18.74	0	0	0	
I-1	2	30.06	0	0	2	30.06	0	0	2	30.06	0	8.74	2	21.32	0	0	2	21.32	0	0	0	0
INST	34	1028.9	34	1028.9	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
MC-1	20	27.92	1	0.59	19	27.33	14	20.3	5	7.03	5	7.03	0	0	0	0	0	0	0	0	0	0
PARKS	5	23.71	5	23.71	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
R-1	1086	385.73	38	38.82	1048	346.91	738	151.53	310	195.38	85	37.62	225	157.76	166	71.54	59	86.22	292	204	204	204
R-1P	19	130.04	0	0	19	130.04	0	0	19	130.04	19	130.04	0	0	0	0	0	0	0	0	0	0
R-2	388	104.01	10	29.48	378	74.53	307	53.2	71	21.33	8	1.27	63	20.06	61	18.64	2	1.42	11	7	7	7
R-3	118	35.42	7	4.15	111	31.27	87	18.27	24	13	8	0.73	16	12.27	0	0	16	12.27	118	82	82	82
SCHOOL	20	65.55	20	65.55	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Total	1797	1870.77	131	1195.56	1666	675.21	1187	259.63	479	415.58	125	185.43	354	230.15	227	90.18	127	139.97	421	293	293	293

1. Includes all parcels owned by public and nonprofit organizations

2. Includes parcels that are under water, covered with wetlands, solid rock, steeply sloping, or too small/narrow to develop

3. Per Spokane County methodology, parcels that can be divided into fewer than 8 lots are not included

4. Possible units were calculated by subtracting environmentally sensitive areas and land for public infrastructure, then applying current zoning density standards