

**CITY OF MEDICAL LAKE**  
**City Council Regular Meeting & Public Hearings**

6:30 PM  
November 5, 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 (via Zoom)  
Don Kennedy  
Ted Olson  
Tony Harbolt

**Administration/Staff**

Terri Cooper, Mayor  
Sonny Weathers, City Administrator  
Scott Duncan, Public Works Director  
Koss Ronholt, Finance Director  
Elisa Rodriguez, City Planner  
Steve Cooper, WWTP Director  
Glen Horton, Parks & Recreation Director  
Roxanne Wright, Admin. 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 Speirs was present on Zoom. Councilmember Maxwell requested absence. Motion to approve absence made by Councilmember Kennedy, seconded by Councilmember Shaffer, carried 6-0. All other members were present in person.

**2. AGENDA APPROVAL**

- A. Move Section 10B First Read Ordinance 1130 MLMC Text Amendments for Land Use Reviews to Section 8B(v) Public Hearing MLMC Text Amendment regarding Land Use Reviews.
  - i. Motion to approve change made by Councilmember Harbolt, seconded by Councilmember Olson, carried 6-0.
  - ii. Motion to approve agenda as amended made by Councilmember Shaffer, seconded by Councilmember Olson, carried 6-0.

**3. INTERESTED CITIZENS: AUDIENCE REQUESTS AND COMMENTS**

- A. Carl Munson, resident of Medical Lake and Planning Commissioner – shared an update on what the Planning Commission is working on, specifically about a Sister Cities Program.
- B. Elijah Thiessen, resident of Medical Lake – spoke about perceptions of “Generation Z” and encouraged Council to not take negative online comments seriously. Thanked the Council for their work.

**4. ANNOUNCEMENTS / PROCLAMATIONS / SPECIAL PRESENTATIONS - none**

**5. REPORTS**

- A. Committee Reports

- i. Finance – Councilmember Shaffer reported that they reviewed Claim Warrants and that all looked good.
- ii. Parks and Recreation – Glen Horton, Parks and Recreation Director updated on Linger at the Lake sponsorship packets being completed and sent out. Kitchen remodel RFP will be published on Thursday, November 7<sup>th</sup>. New park benches are being installed. Recreation programs are being expanded now with plans for more in 2025. Rent.fun reported over \$4,000 in revenue from this summer. Shared that he went through training and is now a certified playground safety inspector.

B. Council Comments

- i. Councilmember Pritchard – none.
- ii. Councilmember Shaffer – none.
- iii. Councilmember Speirs – STA board of directors finalizing Connect 2035 plan. Draft will be available November 6<sup>th</sup> on the STA website.
- iv. Councilmember Kennedy – was an observer at signature verification stations for an election office.
- v. Councilmember Olson – none.
- vi. Councilmember Harbolt – none.

C. Mayor Cooper – spoke on the lack of medical facilities in town now that MultiCare left. Had a meeting with MultiCare’s regional representative to discuss getting some services back for the city. Attended the ribbon cutting today for Silver Linings Auto Repair, a new business in town. Information will be posted on our website and Facebook. Gordon Thomas Honeywell provided a legislative report which was given to Council. Presented with an award from Spokane Regional Historical Preservation for work done during the Gray Road fire.

D. City Administrator & City Staff

- i. Sonny Weathers, City Administrator – Fall Festival put on by Re\*Imagine Medical Lake was a success with a large turnout. The West Plains Water Coalition meeting on October 28<sup>th</sup> was well attended and very informative. Kitchen remodel and WWTP RFPs will be posted on November 7<sup>th</sup>. Five responsive bids have been received for the ADA Lefevre Street Upgrade project. Will bring forward a recommendation to Council soon. City Hall will be closed on November 11<sup>th</sup> for Veterans Day.
- ii. Scott Duncan, Public Works Director – updated on projects. Liberty Concrete burying conduit in preparation for Complete Streets project in the spring. Comcast laying fiber in Fox Hollow then Fox Ridge. Any holes made or damage done will be corrected by the responsible parties.

6. WORKSHOPS - none

7. ACTION ITEMS

A. Consent Agenda

- i. Approve **October 15, 2024, and October 16, 2024, Budget Retreat** minutes.
  - 1. Motion to approve October 15<sup>th</sup> minutes made by Councilmember Kennedy, seconded by Councilmember Olson, carried 6-0. Motion to approve October 16<sup>th</sup> minutes made by Councilmember Kennedy, seconded by Councilmember Shaffer, carried 6-0.
- ii. Approve **November 5, 2024, Claim Warrants** numbered **51847** through **51905** in the amount of **\$176,257.77**.
  - 1. Motion to approve made by Councilmember Shaffer, seconded by Councilmember Kennedy, carried 6-0.

8. PUBLIC HEARINGS

- A. 2025 Preliminary Budget
  - i. Mayor Cooper opened the hearing at 7:02 pm.
  - ii. Koss Ronholt, Finance Director – Highlighted priorities and how the budget process works. First read of the Final Budget will be on December 3<sup>rd</sup>. Mayor Cooper wants to add additional Preliminary Budget discussion to the agenda for November 19<sup>th</sup> to give Council more time to review and bring forth any suggested amendments. Discussion held regarding six-year water plan, departmental increases, improvements to City Hall, and FTEs for new and existing jobs. Discussed the city’s emergency response fund and ARPA funds. A workshop will be held at the November 19<sup>th</sup> meeting to discuss distribution of remaining ARPA funds.
  - iii. Public Comment - Mayor Cooper acknowledged receipt of an e-mail from a citizen that contained public hearing commentary as well as comments regarding the November 5<sup>th</sup> Council Meeting. *The full comments are part of the official record on file at City Hall and can be requested in person or by sending an e-mail to [records@medical-lake.org](mailto:records@medical-lake.org).* There were no additional public comments.
  - iv. Mayor Cooper closed the hearing at 7:27 pm.
- B. MLMC Text Amendment regarding Land Use Reviews
  - i. Mayor Cooper opened the hearing at 7:27 pm.
  - ii. Elisa Rodriguez, City Planner gave a presentation to review. See attached.
  - iii. Public Comment – Mayor Cooper again acknowledged the receipt of an e-mail with comments as referenced above. There were no additional public comments.
  - iv. Mayor Cooper closed the hearing at 7:39 pm.
  - v. First Read Ordinance 1130 MLMC Text Amendments for Land Use Reviews
    - 1. Legal counsel read the Ordinance onto the record.
    - 2. Councilmember Kennedy noted an error in the eleventh “Whereas” November 15, 2024, should be November 5, 2024. Switch the eleventh and twelfth “Whereas” to keep in chronological order.
    - 3. Motion to approve first read as amended made by Councilmember Shaffer, seconded by Councilmember Harbolt, carried 6-0.

**9. RESOLUTIONS**

- A. 24-714 2025 Utility Fees
  - i. Mr. Ronholt reviewed and discussion was held.
  - ii. Motion to approve made by Councilmember Pritchard, seconded by Councilmember Olson, carried 6-0.
- B. 24-716 2025 Administrative Fees
  - i. Mr. Ronholt reviewed the only two changes. Discussion held. Mayor Cooper would like a notation added under Section 1. Title 2 that states that court fees are set by Cheney City Council. She would also like to include their website. Motion to approve amendment made by Councilmember Shaffer, seconded by Councilmember Kennedy, carried 6-0.
  - ii. Motion to approve Resolution as amended made by Councilmember Kennedy, seconded by Councilmember Shaffer, carried 6-0.
- C. 24-717 Diesel Tank Equipment Lease
  - i. Mr. Duncan reviewed and discussion was held regarding safety and security measures.
  - ii. Motion to approve made by Councilmember Kennedy, seconded by Councilmember Olson, carried 6-0.

**10. ORDINANCES**

- A. Second Read Ordinance 1129 Park Hours
  - i. Legal counsel read onto the record.
  - ii. Correction to the spelling of Washington in the top title.
    - 1. Motion to approve as amended made by Councilmember Shaffer, seconded by Councilmember Kennedy, carried 4-2 with Councilmembers Pritchard and Speirs voting nay.
- B. First Read Ordinance 1131 2025 Property Tax Levy Amount
  - i. Legal counsel read onto the record.
  - ii. Motion to approve made by Councilmember Shaffer, seconded by Councilmember Kennedy, Councilmember Speirs noted a correction needed in the first "Whereas"; add the word Lake after Medical. Motion to approve the correction made by Councilmember Kennedy, seconded by Councilmember Shaffer, carried 6-0. Motion to approve as amended made by Councilmember Kennedy, seconded by Councilmember Harbolt, discussion, carried 4-2 with Councilmembers Pritchard and Speirs voting nay.

11. EXECUTIVE SESSION - none

12. EMERGENCY ORDINANCES - none

13. UPCOMING AGENDA ITEMS - none

14. INTERESTED CITIZENS: AUDIENCE REQUESTS AND COMMENTS

- A. Mayor Cooper again acknowledged public comment received via e-mail from a citizen regarding the November 5, 2024, Council meeting. *The full comments are part of the official record on file at City Hall and can be requested in person or by sending an e-mail to [records@medical-lake.org](mailto:records@medical-lake.org).*

15. CONCLUSION

- A. Motion to conclude at 8:06 pm made by Councilmember Pritchard, seconded by Councilmember Kennedy, carried 6-0.

  
 \_\_\_\_\_  
 Terri Cooper, Mayor

  
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 Koss Ronholt, Finance Director/City Clerk

11/29/24  
 Date



## Land Use Review Process

Amendments Required by SB 5290

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## Senate Bill 5290

Timeline for the final decision of a Land Use Review

Current

All Reviews = 120 Days

January 1, 2025

No public notice = 65 Days

Notice, but no Hearing = 100 Days

Public Hearing = 170 Days

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## Timelines → Review Types

<u>Review Types</u>	<u>Timelines</u>	
Type I Review	No public notice = 65 Days	Administrative
Type II Review	Notice, but no Hearing = 100 Days	} Quasi-Judicial
Type III Review	Public Hearing = 170 Days	
Type IV Review	Legislative Review = No Timeline	Legislative

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## Review Types

	Application	Public Hearing	Decision Body
<b>Type I Review</b>	Short Plat Binding Site Plan Lot Line Adjustment Lot Segregation Lot Merge Manufactured Home Community Front Yard Fence Exception	none	Planning Official
<b>Type II Review</b>	Home Occupation (<25% of floor area)	none	Planning Official
<b>Type III Review</b>	Long Plat Critical Area Review Planned Unit Development	Planning Commission	City Council
	Shoreline Substantial Development Review Shoreline Variance Shoreline Conditional Use	Planning Commission	Planning Commission
	Variance Conditional Use Home Occupation (>25% of floor area) Non-conforming Use Change Unlisted Use in L-1 Zone Alternate Development Standards	Hearing Examiner	Hearing Examiner
<b>Type IV Review</b>	Comprehensive Plan Amendment Development Code Amendment Zoning Map Amendment Rezone (Site Specific)	Planning Commission and City Council	City Council
<b>Final Plat Review</b>	Final Short Plat Final Manufactured Home Community	none	Planning Official
	Final Long Plat Final Binding Site Plan	none	City Council

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# Municipal Code

*Current*

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**Title 15 – Subdivisions**

**Title 16 – Planning**

**Title 17 – Zoning**

**Title 18 – Manufactured Home Community**

*Proposed*

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**Title 19 – Land Use and Development**

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# Title 19 – Land Use and Development

*Code Language*

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**Vesting**

**Consolidated Reviews**

**Complete Application**

**Review Types**

**Appeals**

*Policy*

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**Application and Notification Details**

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# Staff Report

## Criteria

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**Resolve Inconsistencies  
Consistent with the Comprehensive Plan**

## Proposal

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**Changes to timelines  
Creates Consistency in Review Processes  
No policy changes**

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# Planning Commission

## Draft Language

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**Asked to review the concept,  
not the specific language**

## Recommendation

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**Planning Commission is  
Recommending Approval**

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# Legal Review

Title 19 - Land Use and Development

City attorney has reviewed the ordinance

Amendments to Titles 15-18

Council was emailed the "strikethrough" version