

CITY OF MEDICAL LAKE
City Council Regular Meeting

6:30 PM
April 1, 2025

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
Ted Olson

Administration & Staff

Terri Cooper, Mayor
Sonny Weathers, City Administrator
Thomas Rohrer, Legal Counsel
Scott Duncan, Public Works Director
Koss Ronholt, Finance Director
Roxanne Wright, Administrative Clerk
Glen Horton, Parks & Recreation Director

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 Harbolt is on vacation and requested an absence.
 - 1. Motion to approve made by Councilmember Olson, seconded by Councilmember Maxwell, carried 6-0.
 - ii. All other Council members were present in person.

2. AGENDA APPROVAL

- A. Motion to approve made by Councilmember Kennedy, seconded by Councilmember Shaffer, carried 6-0.

3. INTERESTED CITIZENS: AUDIENCE REQUESTS AND COMMENTS

- A. Tammy Roberson, resident of Medical Lake – spoke about NY Times article that she shared with council.
- B. David Affeldt, non-resident of Medical Lake (lives on Greengate Lane) - Asked questions regarding the city's plans for development and restoring the land disturbed by the owner of the proposed Ring Lake Estates.

4. ANNOUNCEMENTS / PROCLAMATIONS / SPECIAL PRESENTATIONS - none

5. REPORTS

- A. Committee Reports/Council Comments

- i. Councilmember Pritchard – ran in Fool’s Run at Midnight event, great turnout. Next GeoWalk is April 26th at 1pm, Waterfront Park.
 - ii. Councilmember Shaffer – Finance Committee met and reviewed claims.
 - iii. Councilmember Speirs – Attended the STA Annual Safety Banquet on March 30th. About 300 people were in attendance. Safety awards were given to their operators.
 - iv. Councilmember Kennedy – Attended the West Plains Chamber of Commerce Annual Meeting. SRTC meeting next week.
 - v. Councilmember Maxwell – none
 - vi. Councilmember Olson – Attended the West Plains Chamber of Commerce Annual Awards; very informative, good reports.
- B. Mayor Cooper – Spoke at the West Plains Chamber of Commerce Annual Meeting last week. It was well attended with a good representation of the West Plains. Enjoyed the opportunity to share all that is happening in Medical Lake and give a review of the last couple of years. Attended a wildfire caucus in Olympia this morning and an additional meeting regarding wildfire recovery. Reported on Broadline as the Chair of the Board. They are in good standing to receive grants for rural broadband services. Police funding request has made it through both sides of the legislature and committees with one last hearing. Favorable to pass.
- C. City Administrator & City Staff
- i. Sonny Weathers, City Administrator – Legislative affairs lobbyist reports capital budget, RCO grant request for acquisition of Waterfront Park is in budget as proposed, as well as capital request.

6. WORKSHOPS

- A. City Hall Commercial Kitchen Update
 - i. Glen Horton, Parks and Recreation Director, gave an update with presentation. See attached.
- B. Recreation Assistant II Job Description
 - i. Mr. Horton discussed the need for a new job description for his department.

7. ACTION ITEMS

- A. Consent Agenda
 - i. Approve **March 18, 2025**, minutes.
 - 1. Motion to approve made by Councilmember Kennedy, seconded by Councilmember Speirs, carried 6-0.
 - ii. Approve **April 1, 2025**, Claim Warrants numbered **52347** through **52385** in the amount of **\$130,037.02**.
 - 1. Motion to approve made by Councilmember Shaffer, seconded by Councilmember Kennedy, carried 6-0.
- B. Decision on LU 2024-25 PP PU CA Ring Lake Estates
 - i. Elisa Rodriguez, City Planner, gave a presentation. See attached. Mayor Cooper explained to Council and audience that any questions regarding the topic can only address what is currently on the record.
 - ii. Applicant’s legal counsel, Elizabeth Tellessen with Winston and Cashett – spoke on the process thus far and asked council to vote to approve the application.
 - iii. Applicant’s engineering consultant, Tom Stirling – Addressed engineering questions regarding the proposed project.
 - iv. Mr. Weathers – responded to Ms. Tellessen’s comments and reminded Council that staff advised the applicant not to push for the public hearing in February, but they opted to hold it anyway. Applicant was also given the opportunity to continue the hearing to allow time to

make adjustments to the proposal, and the applicant chose not to. Reviewed the timeline and the decision options before Council; approve, approve with modifications, or reject.

- v. Motion to reject made by Councilmember Pritchard, seconded by Councilmember Olson, discussion held regarding approval with modifications, motion carried 4-2 with Councilmembers Pritchard, Shaffer, Speirs, and Olson voting aye and Councilmembers Kennedy and Maxwell voting nay.

8. PUBLIC HEARINGS – none

9. RESOLUTIONS - none

10. ORDINANCES - none

11. EXECUTIVE SESSION - none

12. EMERGENCY ORDINANCES - none

13. UPCOMING AGENDA ITEMS – none

14. INTERESTED CITIZENS: AUDIENCE REQUESTS AND COMMENTS - none

15. CONCLUSION

- A. Motion to conclude at 8:20 pm made by Councilmember Pritchard, seconded by Councilmember Shaffer, carried 6-0.



Terri Cooper, Mayor



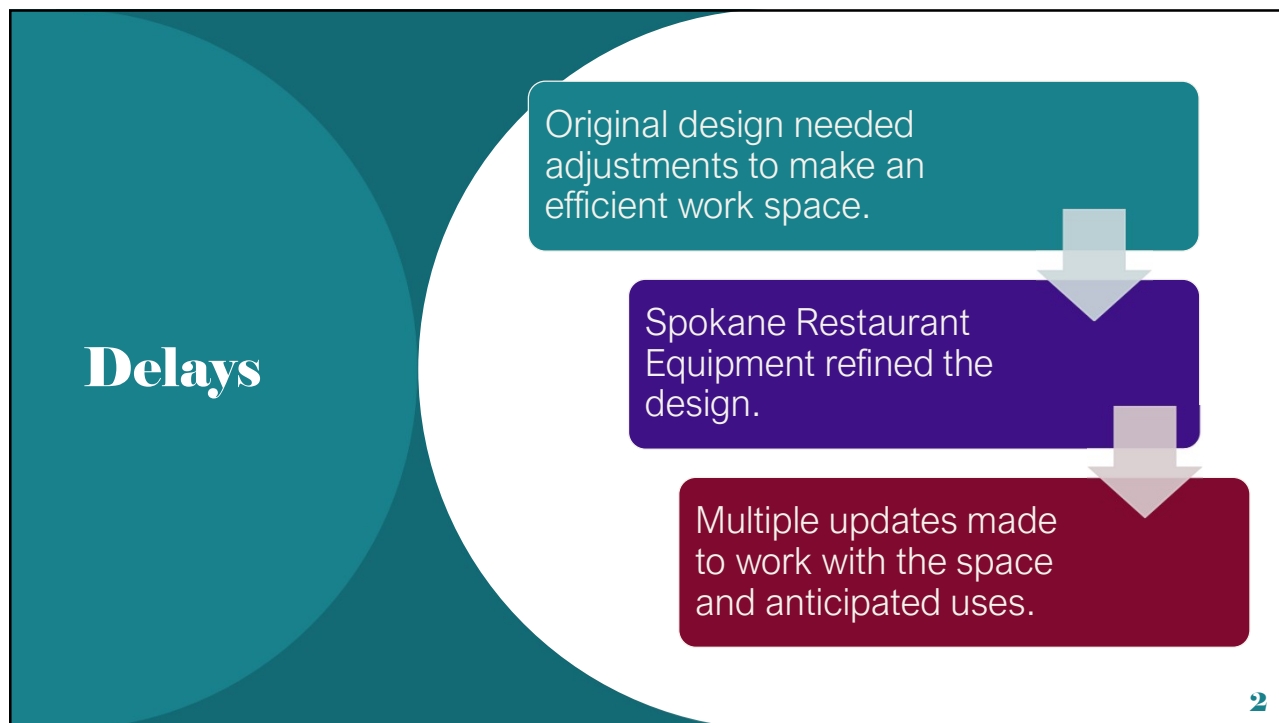
Koss Ronholt, Finance Director/City Clerk

4/15/25

Date

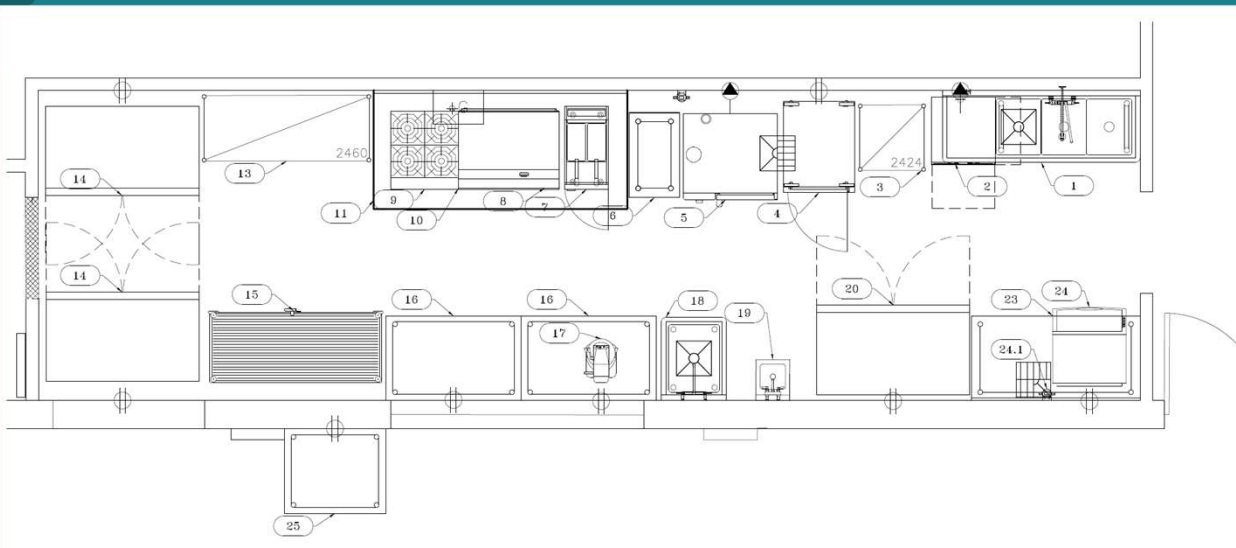


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Kitchen overview



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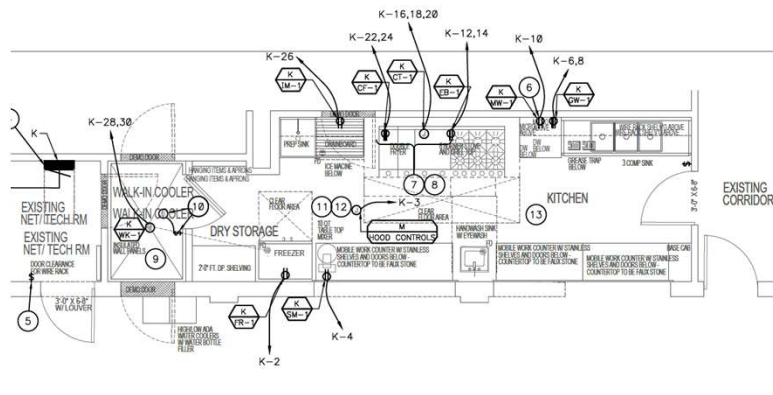


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Major Changes Made

- Overall Kitchen Layout
- Walk-in Cooler changed to 2 large refrigerators
- Modern Oven used for training Chefs in Culinary School.
- Glass or plastic viewing window
- Extension of kitchen from Council Chambers Room Divider Curtain



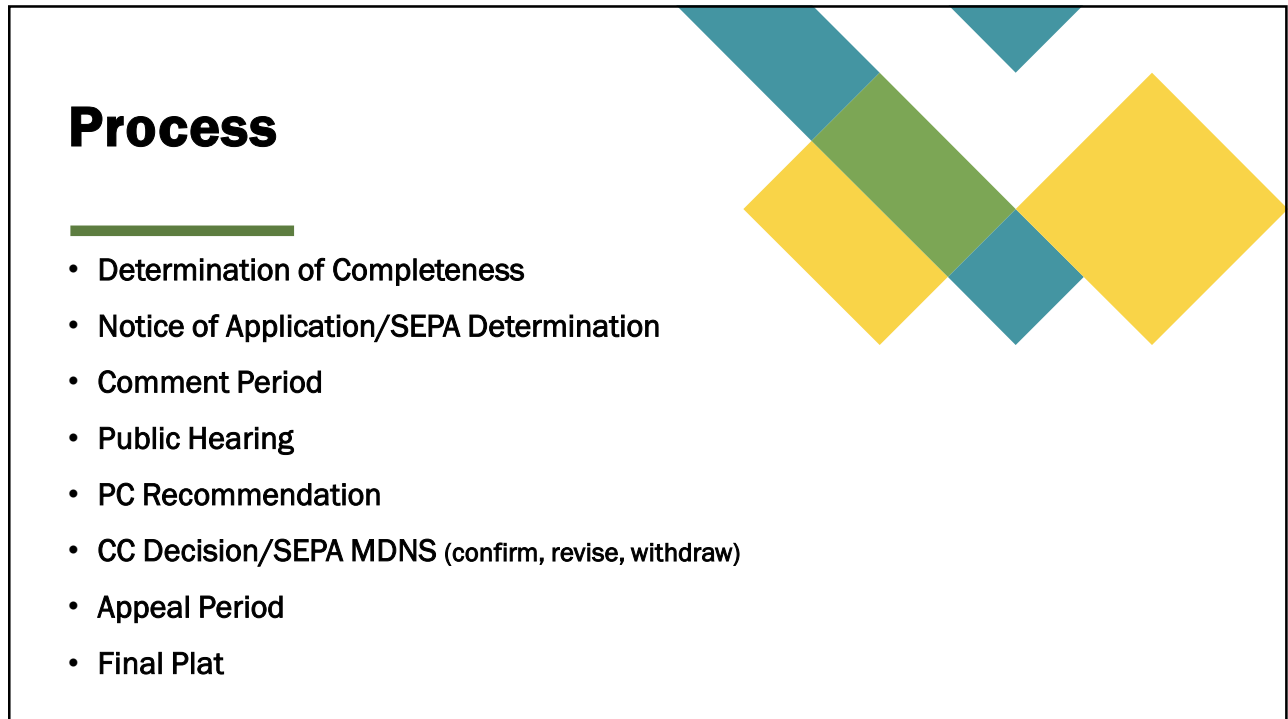
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SEPA (State Environmental Policy Act)

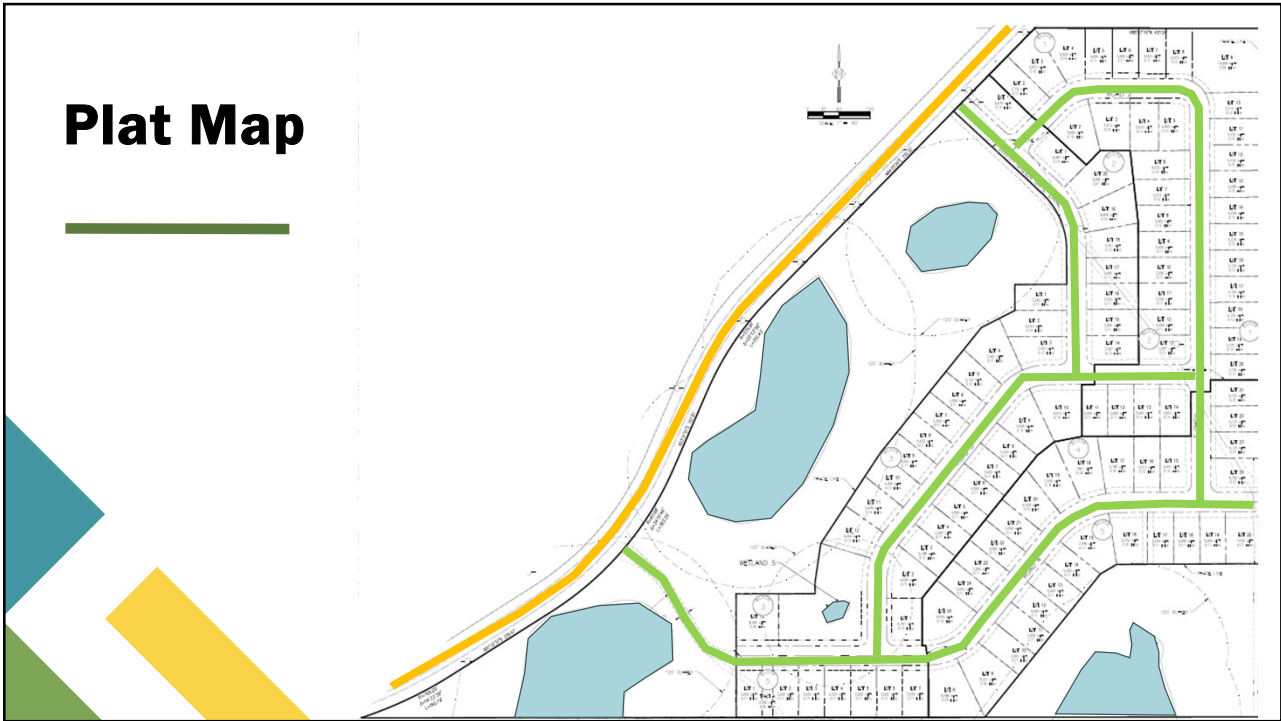
- **SEPA Checklist:** Filled out by the applicant
- **Determination:** Made by the lead agency (the City)
- **Notice:** Combined with Notice of Application, sent to property owners within 300 feet, state and local agencies, and City Departments
- **Comment Period:** State and local agencies, City departments, community members
- **Revised Determination:** Incorporates comments received, done at the time a final decision is made.

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Vicinity Map



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Mitigated Determination of Non-Significance

<p>Mitigation 1:</p> <p>Sediment and erosion control plan must be approved as part of the final plat and all measures must be in place prior to any ground disturbing activity.</p> <p>Mitigation 2:</p> <p>Pedestrian crossing at intersections of Lefevre Street as approved by WSDOT.</p>	<p>Mitigation 3:</p> <p>Work with the City to develop a plan for rerouting the existing sewage system to relieve the Lakeshore lift station and main to accommodate the new units.</p>
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Application

- **Preliminary Plat:** Density, Lot/Block/Street Layout, Infrastructure
- **Planned Unit Development:** Reduced Lot size, Reduced Right-of-Way width
- **Critical Areas Review:** Impact of development on Wetlands and Habitats

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Approval Criteria

- Public facilities and services can meet the demand created by the development.
- The development meets density and design standards set out by the zoning code.
- The development adequately addresses the need for stormwater, streets, transit, potable water, sanitary sewer, parks, schools, etc.
- There is no net loss of wetlands or their function.

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Concurrency

- ✗ **Sewer:** Collection zone is at capacity
- ✓ **Water:** Water system has capacity
- ✗ **Transportation:** Need to work with WSDOT and Collector Arterial needed for Green Gate replacement
- ✗ **Stormwater:** More information needed to determine capacity of system
- ✓ **Solid Waste:** Covered by contract

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Request #1:

Reduce Right-of-Way width from 50' to 38'
 Reduce Roadway width from 32' to 30'
Benefits the developer, but not the City or future residents.

Request #2:

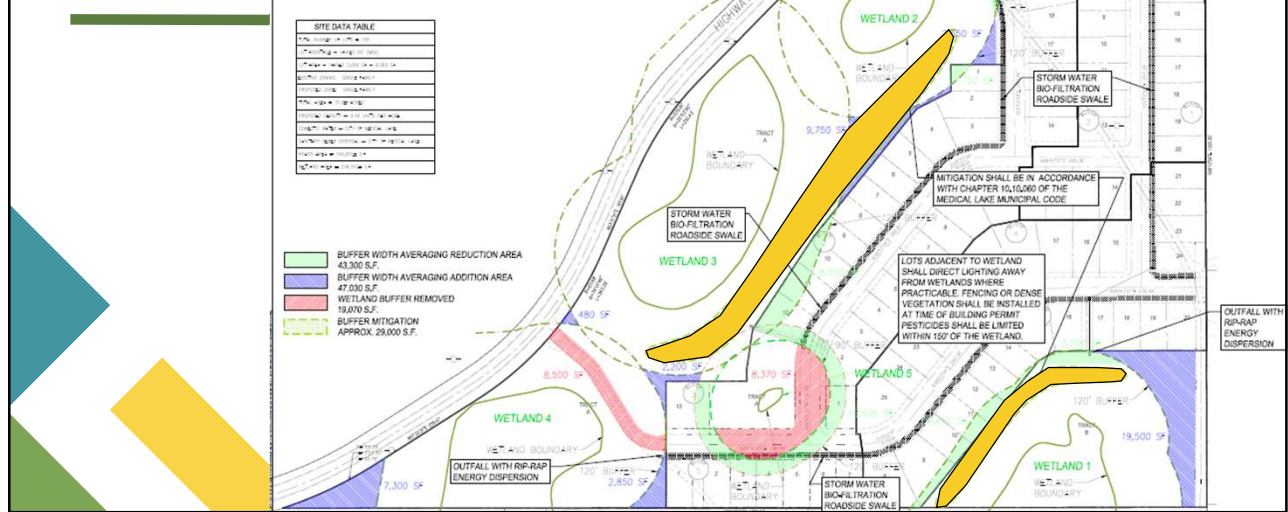
Reduce Lot Size from 6,000 sf to 5,000 sf
 Reduce Lot Width from 60' to 50'
Creates more impervious surface in an area that has stormwater and water table concerns.

STAFF RECOMMENDS DENIAL

Planned Unit Development

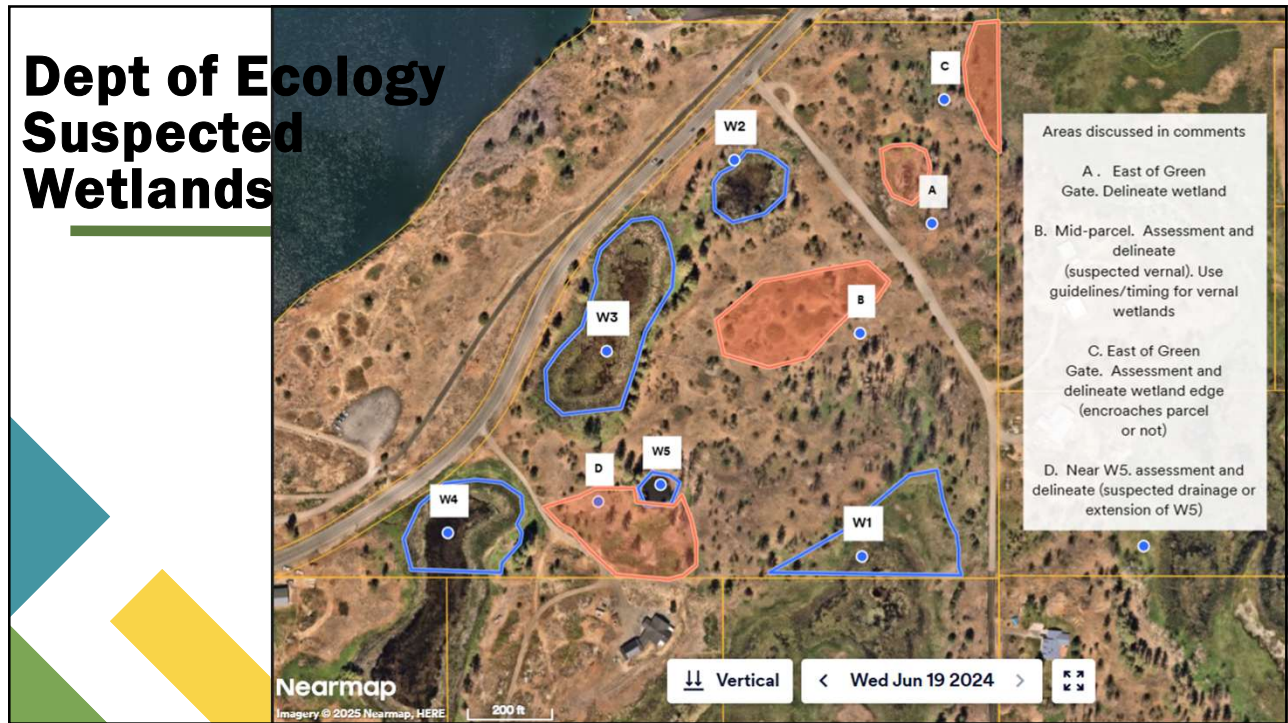
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Wetland Mitigation



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Dept of Ecology Suspected Wetlands



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- A. Avoid Impacts
- B. Minimize Impacts
- C. Compensatory Mitigation
- D. No Net Loss
- E. Consistency with General Purpose
- F. Performance Standards

Five wetlands identified on site
Department of Ecology suspects 4 others
More information needed
STAFF RECOMMENDS DENIAL



Critical Area Review

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- Density
- Lot Size
- Street and Block Layout
- Right-of-Way
- Utilities/Water/Sewer/Stormwater

Several issues with overall plan
Preliminary Plat cannot be separated from Planned Unit Development and Critical Area Review
STAFF RECOMMENDS DENIAL



Preliminary Plat

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Planning Commission Recommendation:

Denial:

Per the findings of fact in the staff report, the application is not meeting concurrency, standards of the municipal code, and there are additional suspected wetlands that need to be investigated.

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Action:

- **Denial:** Uphold the Planning Commission's recommendation
- **Approval:** Provide explanation of how the approval criteria are met.

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