



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

January 17, 2025

Carl Munson  
Fox Ridge Homeowners Association  
13514 W Sunset Highway, #B449  
Airway Heights, WA 99001

RE: Letter of Completeness for application LU 2024-032 VA, Fox Ridge Monument Sign

Dear Mr. Munson,

You submitted an application for the Fox Ridge Monument Sign on December 20, 2024. The submittal included the correct fee, two copies of a written statement (including a response to the approval criteria), site/elevation plans, and a SEPA Checklist.

Upon further investigation, this project is exempt from SEPA per WAC 197-11-800 Part Nine (2)(c). The City will refund the \$150.

This letter is to inform you that application LU 2024-032 (Variance) has been deemed complete. This starts the 120-day clock wherein the City must issue a decision.

A public hearing will be held on Wednesday, February 19, 2025, at 10:00 a.m. at Medical Lake City Hall with the hearing examiner presiding.

Public hearings require public notice. There are three required methods: mailing to neighboring properties, publishing in the newspaper, and posting on the site.

A Notice of Application and a list of addresses is attached. You will need to make copies and mail the notices. This needs to be done prior to February 5, 2025.

A Public Notice to be published in the Cheney Free Press is attached. You can call the paper at 509-235-6184 and ask for the legals department or email directly at [legals@cheneyfreepress.com](mailto:legals@cheneyfreepress.com). They must receive the notice by Friday, January 24, 2025, to be published in the January 30, 2025 edition. The Cheney Free Press will charge a fee to publish this notice.

An instruction sheet for the sign that must be created and posted on the site is attached. You have permission to post the sign in the median of the street. This needs to be done prior to February 5, 2025.

Finally, a public notice affidavit is attached. You must complete this form and submit it to the Planning Department by February 12, 2025

If you have any questions about the above requirements, please contact me at 509-565-5019 or [erodriguez@medical-lake.org](mailto:erodriguez@medical-lake.org).

Sincerely,

A handwritten signature in black ink, appearing to read 'Elisa Rodriguez', with a stylized flourish at the end.

Elisa Rodriguez  
City Planner