



MEDICAL LAKE

PERIODIC UPDATE WORK PLAN

2046



Medical Lake Periodic Update Work Plan 2025-2026

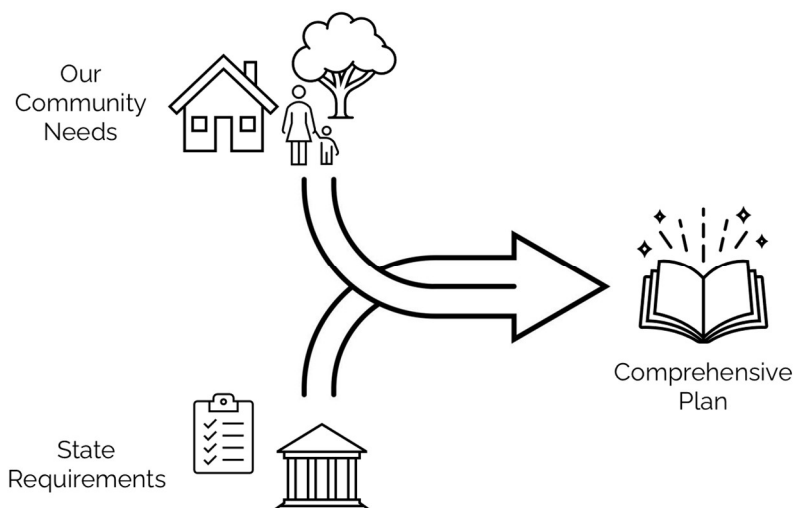
Purpose

A work plan is a communication and project management document to help ensure project objectives and timelines are met. This work plan has been developed for the City of Medical Lake Periodic Update of the Comprehensive Plan and land use regulations.

Project Background and Framework

Jurisdictions fully planning under the Growth Management Act (GMA) are required to update their comprehensive plans and related land use regulations every ten years. For the current cycle, the City of Medical Lake's next major update is due by December 31, 2026. However, funding provided by the State Department of Commerce is required to be spent by June 30, 2026.

Comprehensive plans are 20-year policy documents that guide and plan for growth. Growth is looked at from the perspectives of housing, transportation, economic development, capital facilities, utilities, parks, and climate resilience. The population forecast and Land Capacity Analysis will provide a foundation for growth planning. Amendments to the Plan will be necessary to comply with new State regulations and to respond to changing conditions and needs of the community.



Approach

The City of Medical Lake's Strategic Plan target of engaged and empowered citizens and stakeholders seeks to involve the community in all local government planning and decision-making along with preparing stakeholders to be credible, informed, and articulate spokespersons for the City. In order to hit this target, our work will need to inform, consult, involve, and collaborate through a variety of engagement methods with a diverse set of audiences that live in and contribute to the Medical Lake community, resulting in a useful and meaningful comprehensive plan that accurately reflects the character and culture of this valued community. Although each required comprehensive planning element is distinct and can stand alone as a worthy cause, all of them work together in ways that make the whole greater than the sum of its parts.

Project Outcomes

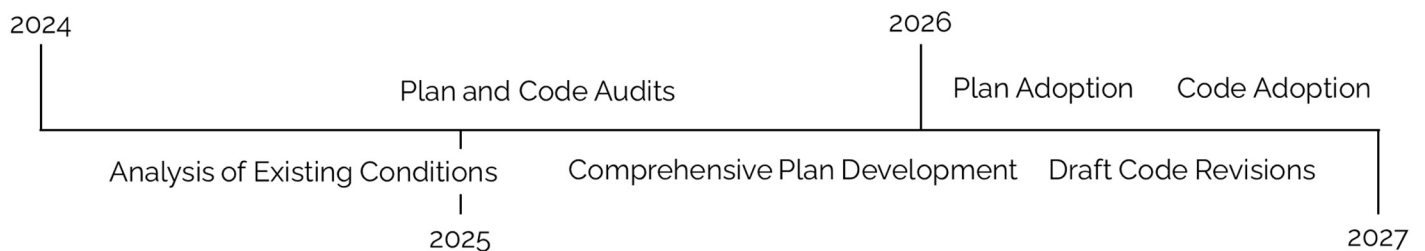
Medical Lake 2046 Vision. The desired vision will describe the state of the City of Medical Lake in the year 2046, giving guidance to all goals and policies developed in the Comprehensive Plan.

Comprehensive Plan 2046. It is the desire of the City and its citizens to create a comprehensive plan that can serve as policy instrument to provide the basis for future decisions on regulations, funding, and the built environment. The Plan will also establish coordinated long-range, general goals and policies for the physical, social, and economic development of the community.

Revised Land Use Codes. The community desires a land use code that is clear, concise, and easy to understand. The land use code should carry out the goals and policies put forward by the Comprehensive Plan.

Work Plan Objectives/Schedule

A detailed scope of work is at the end of this Work Plan and is intended to provide additional direction and specificity for upcoming project tasks. However, the Plan will remain flexible and will be adjusted, when necessary, as the project moves forward. The following is a simplified timeline for the project.



Steering Committee

The Steering Committee will provide oversight of the Periodic Update Process for the Comprehensive Plan and land use code. The committee will consist of elected officials (Mayor and 1-2 council members), appointed officials (Planning Commissioner and Parks and Recreation Advisory Board Member), and 3-4 community champions (school district, Department of Social and Health Services, nonprofits, and business leaders). Meetings will be held every 2-3 months to discuss and review plans and outcomes throughout the process and assist with facilitating community engagement events.

Roles and Responsibilities

City Staff. City Staff will be filling the role of “general contractor” for this project, being responsible for the majority of the work and subcontracting with consultants when specific expertise is required.

Steering Committee. The Steering Committee will be the voice of the community, ensuring that appropriate measures have been taken to include a diverse population in the various outreach activities. The Committee will also review the community feedback to ensure that it is appropriately incorporated into the project.

Planning Commission. The primary role of the Planning Commission is to prepare and review the comprehensive plan and land use regulations for the City Council, acting as policy advisors. The Commission will be responsible for ensuring the development of the plan is done in an equitable manner to properly represent the community’s desires.

City Council. The City Council is responsible for ensuring the Comprehensive Plan and land use codes align with community needs and priorities. The Council makes the final decision on the adoption of the Comprehensive Plan and land use codes.

Scope of Work

Task 1. Public Participation Plan

City Staff will be leading the public outreach and engagement for the project with the assistance of Big Sky Public Relations and the Steering Committee. A Public Partnership Plan will outline the objectives, approach, audiences, schedule, and opportunities.

Task 2. Land Capacity Analysis

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).

Task 3. Prepare Surveys

Surveys will be used to gather information, opinions, and feedback from the community in an efficient and cost-effective manner.

Task 4. Periodic Update Checklist

The Department of Commerce has developed a Periodic Update Checklist for the purpose of auditing our existing Comprehensive Plan and land use regulations. It is intended to help cities that are fully planning under the GMA to identify components that may need updating to comply with GMA changes since the last periodic update cycle. The checklist is mandatory and must be submitted to the Department of Commerce.

Task 5. Critical Areas Checklist

The Department of Commerce has developed a Critical Areas Checklist for the purpose of auditing our existing Critical Areas Ordinance. It is intended to help cities update their land use regulations to comply with changes in State law. The checklist is mandatory and must be submitted to the Department of Commerce.

Task 6. Transportation Plan

The Transportation Plan will outline the City's existing conditions, provide future forecasting, and recommend an improvement plan. The Plan will define goals, objectives, and performance standards that will be incorporated into the Comprehensive Plan.

Task 7. Prepare Vision

Using feedback from public engagement activities, a 20-year vision will be drafted. This vision will describe the state of the City of Medical Lake in the year 2046, giving guidance to all goals and policies developed in the Comprehensive Plan.

Task 8. Housing Analysis

The GMA requires local governments to "plan for and accommodate" housing affordable to all income levels. Using existing conditions and the projected population, the analysis will provide guidance on housing needs in the future.

Task 9. Capital Facilities Plan

The Capital Facilities Plan ensures adequate public facilities are available to serve the community by planning for and leveraging available resources. The Plan helps ensure facilities that serve existing development are maintained and upgraded when needed, and that new facilities can be provided when development occurs. The Capital Facilities Plan is updated annually.

Task 10. Prepare Topics for Public Engagement

The Comprehensive Plan, as the name suggests, is complex and exhaustive. To ask community members to provide feedback on every aspect would quickly drain their interest in the process. To avoid this, topics will be prepared that are more general and relatable to the public. City Staff will strive to provide relevant information in the wider categories of Health and Safety, Community, Environment, Governance, and Economy. A variety public engagement activities will be based on these topics.

Task 11. Prepare Goals

The feedback received from the above public engagement activities will lead to a draft of goals for the Comprehensive Plan that will be vetted through the next round of community engagement. Ultimately, these will be part of the adopted Plan.

Task 12. Prepare Draft Comprehensive Plan

Using all of the information provided by the current Comprehensive Plan, the Hazard Mitigation Plan, the Land Use Capacity Analysis, the Transportation Plan, the Housing Analysis, the Capital Improvement Plan, community feedback, and any other resources that become available, City Staff will compose a first draft of the new Comprehensive Plan to be reviewed by the public, the Steering Committee and the Planning Commission.

Task 13. Prepare SEPA and Final Draft

The State Environmental Policy Act requires all land use related activities to be evaluated for environmental impacts. City Staff will complete the SEPA Checklist provided by the Department of Ecology. In conjunction with this, the City must make a determination of the impacts caused by the Comprehensive Plan. This information will be distributed to all appropriate state and local agencies along with a link to the final draft of the Comprehensive Plan. This process includes a comment period and must be completed prior to the Planning Commission holding a public hearing to review the final draft.

Task 14. Planning Commission Hearing

The Planning Commission is instrumental in creating the Comprehensive Plan. City Staff will provide updates throughout the process and Commissioners will be encouraged to provide feedback to improve the plan. The final step towards adoption for the Planning Commission is to hold a public hearing to hear citizen comments regarding the final draft of the Comprehensive Plan. Based on these comments, the Planning Commission can make changes to the Plan prior to making a recommendation to City Council.

Task 15. Impact Fee Study

Impact Fees are charges imposed on new development to help finance the cost of public facilities needed to accommodate the new growth. The City currently collects impact fees for fire, parks, and schools when new development is permitted. The Impact Fees are overdue for evaluation.

Task 16. Present Comprehensive Plan to City Council

City Staff will provide progress reports to the City Council throughout the process and all information will be available on the City website for Councilmembers to keep apprised. To start the adoption process, City Staff will present the Planning Commission's recommended draft of the Comprehensive Plan to City Council along with a staff report detailing the process. The initial presentation will be a workshop to answer questions and get feedback. The second presentation will be part of a public hearing to consider the ordinance for adoption. The third meeting will be adoption of the ordinance.

Task 17. Prepare Draft Land Use Code Language

Based on the goals and policies of the adopted Comprehensive Plan and any State regulations that must be complied with, City Staff will draft updates to the municipal code to carry out the intentions of the Comprehensive Plan. This language will be presented in a variety of public engagement activities. Feedback from the public, the Planning Commission, and the Steering Committee will be incorporated into the updates.

Task 18: Prepare SEPA and Final Draft

The State Environmental Policy Act requires all land use related activities to be evaluated for environmental impacts. City Staff will complete the SEPA Checklist provided by the Department of Ecology. In conjunction with this, the City must make a determination of the impacts caused by the Code Amendments. This information will be distributed to all appropriate state and local agencies along with a link to the final draft of the code updates. This process includes a comment period and must be completed prior to the Planning Commission holding a public hearing to review the final draft.

Task 19: Present to City Council

City Staff will provide progress reports to the City Council throughout the process and all information will be available on the City website for Councilmembers to keep apprised. To start the adoption process, City Staff will present the Planning Commission's recommended draft of the Code Amendments to City Council along with a staff report detailing the process. The initial presentation will be a workshop to answer questions and get feedback. The second presentation will be part of a public hearing to consider the ordinance for adoption. The third meeting will be adoption of the ordinance.

Task 20: Take a Vacation

Just checking to see if you read the entire document.