



**AGENDA
PLANNING COMMISSION
REGULAR MEETING
JULY 24, 2025, 5:30 PM**

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

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/82993718555?pwd=1afpkSFFBpa9aHboYH0gKgqGsDFV75.1>

Meeting ID: 829 9371 8555

Passcode: 074232

One tap mobile

+12532158782,,82993718555#,,,*074232# US (Tacoma)

+12532050468,,82993718555#,,,*074232# US

Find your local number: <https://us06web.zoom.us/j/82993718555?pwd=1afpkSFFBpa9aHboYH0gKgqGsDFV75.1>

- **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



- 1) CALL TO ORDER, PLEDGE OF ALLEGIANCE, AND ROLL CALL**
- 2) ADDITIONS TO AGENDA**
- 3) INTERESTED CITIZENS: AUDIENCE REQUESTS AND COMMENTS**
- 4) APPROVAL OF MINUTES**
 - a) June 26, 2025, Meeting minutes
- 5) STAFF REPORTS**
- 6) SCHEDULED ITEMS**
 - a) Comprehensive Plan Update
 - b) Code Enforcement Process
 - c) Roberts Rules of Order
 - d) Accessory Dwelling Units
- 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
June 26, 2025, Minutes

NOTE: This is not a verbatim transcript. Minutes contain only a summary of the discussion. A recording of the meeting is available on the City of Medical Lake's YouTube channel where meetings are livestreamed.

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

- a) Commissioner Mark, acting as Chair, called the meeting to order at 5:34, led the Pledge of Allegiance, and conducted roll call.
- i) Commissioner Veliz was absent due to a death in the family. Motion to approve absence made by Commissioner Munson, seconded by Commissioner Mayulianos, carried 4-0. Commissioner Twohig was present on Zoom and all other commissioners were present in person.

2) ADDITIONS TO AGENDA

- a) Commissioner Mayulianos addressed Ms. Roberson's request to be added to the agenda to discuss her proposed changes to the Critical Areas Ordinance. Motion to add CAO Amendment Review to tonight's agenda made by Commissioner Mayulianos, discussion, changed motion to add to next month's agenda instead. Commissioner Twohig stated that his understanding was that the commission had decided at last month's meeting that they would wait to review the CAO until 2026 during the Periodic Update. No second to Commissioner Mayulianos' motion. Motion failed.
- b) Motion to approve agenda as written made by Commissioner Twohig, seconded by Commissioner Munson, carried 4-0.

3) INTERESTED CITIZENS: AUDIENCE REQUESTS AND COMMENTS

- a) Tammy Roberson, resident of Medical Lake – shared about an article by MRSC regarding environmental regulations and critical areas. Shared her opinion on the Commission choosing to wait until 2026 to review the CAO again. Stated that they did not have to wait and could review it any time.

4) APPROVAL OF MINUTES – May 22, 2025

- a) Edited minutes provided to Commissioners to review. Motion to approve minutes as amended made by Commissioner Twohig. Commissioner Mayulianos requested to change the header sentence on the minutes to indicate that meetings can be watched live and recorded on our YouTube channel. Motion to add updated header sentence to May minutes and accept the proposed edits as provided made by Commissioner Mayulianos, seconded by Commissioner Mark. There was confusion on whether Commissioner Mayulianos wanted to amend the May minutes to add the updated header sentence or just add it to future minutes. Ms. Rodriguez asked her for clarification, and it was decided that she wanted to just add it to the next meeting. Legal counsel redirected Commissioner Mark to return to the original motion made by Commissioner Twohig to approve minutes as amended, seconded by Commissioner Mayulianos, carried 4-0. Legal counsel advised that no motion is needed to change the header sentence, it can just be a practice moving forward.

5) STAFF REPORTS

- a) Elisa Rodriguez, City Planner
 - i) Much work being done for the Comprehensive Plan Update. Provided required deliverables on time for the Climate Resistance and Periodic Update Grants. Received funds this week; \$100,000 for the Climate Resilience Grant and \$62,500 for the Periodic Update Grant.

6) SCHEDULED ITEMS

- a) Comprehensive Plan Update
 - i) Ms. Rodriguez gave the Commissioners a corrected copy of the Land Capacity Analysis. See attached. Gave a presentation on the Land Capacity Analysis. See attached.
 - ii) Ms. Rodriguez gave a presentation on survey responses. See attached. Commissioner Munson shared some

input on the Pulse of the Community. Ms. Rodriguez will be providing a more detailed summary soon. Commissioner Mark commented on how nice the Lefevre Street improvements look. Ms. Rodriguez informed the Commissioners that Phase One is concluding and now moving into Phase Two, Idea Phase. The Steering Committee will meet in a couple of weeks and will review survey results.

b) **Downtown Park Name**

- i) Commissioner Mayulianos met with Parks and Recreation Director, Glen Horton to discuss proposed name change to Coney Island Park. Mr. Horton presented the idea to the Parks and Recreation Advisory Board. Their opinion was that it was not an important issue to tackle now. The name is historic. However, it is ultimately up to the Planning Commission to propose any changes. Commissioner Mayulianos stated that she agrees that there are other more pressing issues, Commissioners Mark and Twohig also agree not to continue forward with a change at this time.

c) **Design Standards**

- i) Commissioner Munson shared that he desired to have some discussion with Ms. Rodriguez on the matter. Ms. Rodriguez suggested that rather than tabling the topic, it can just be brought up as necessary.

7) **PUBLIC HEARING** – None

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

- a) Commissioner Twohig shared concerns regarding a house located on Lefevre Street. Commissioner Mark and Ms. Rodriguez stated that Code Enforcement is actively working on the problem. Progress has been made, albeit slow. Commissioner Twohig requested Code Enforcement update at the next meeting. Ms. Rodriguez cited concerns regarding privacy when discussing a specific case but she will invite Code Enforcement to give a presentation on the process.

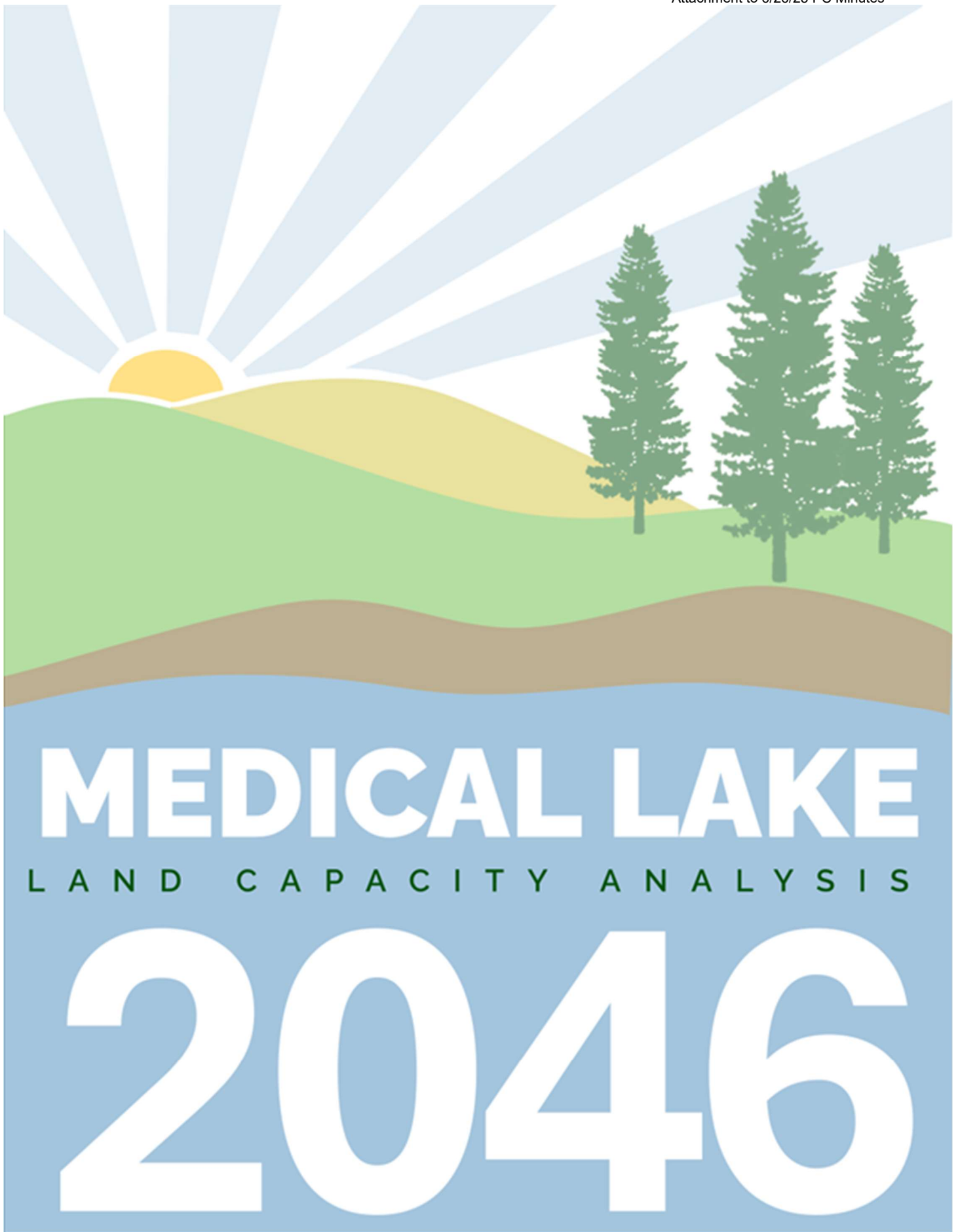
9) **INTERESTED CITIZENS: AUDIENCE REQUESTS AND COMMENTS** - None

10) **CONCLUSION**

- a) Motion to conclude at 6:30 pm made by Commissioner Mark, seconded by Commissioner Mayulianos, carried 4-0.

Roxanne Wright, Administrative Assistant

Date



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Medical Lake 2024 Land Capacity Analysis

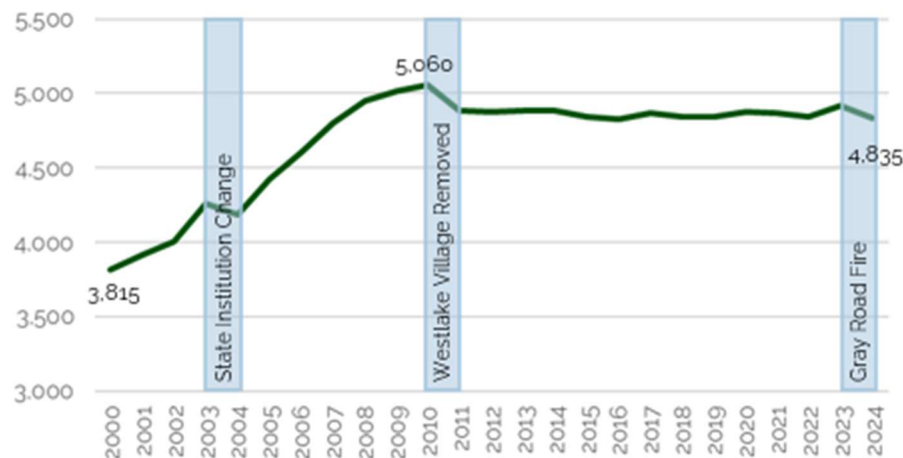
Introduction

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 (OFM) 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 Growth

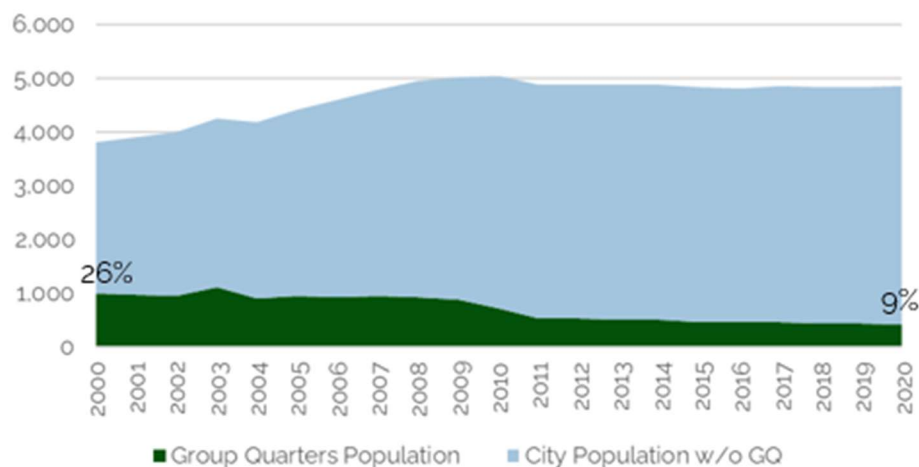
At a glance, the population growth numbers for Medical Lake would suggest that the City is in a state of decline. Looking closer at the numbers, there is a more nuanced history. Medical Lake had a population of 3,815 in the year 2000. With several new residential subdivisions, the population increased 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.

Figure 1. Medical Lake Population 2000-2024



Source: OFM

Figure 2. Medical Lake Institutional Population 2000-2020

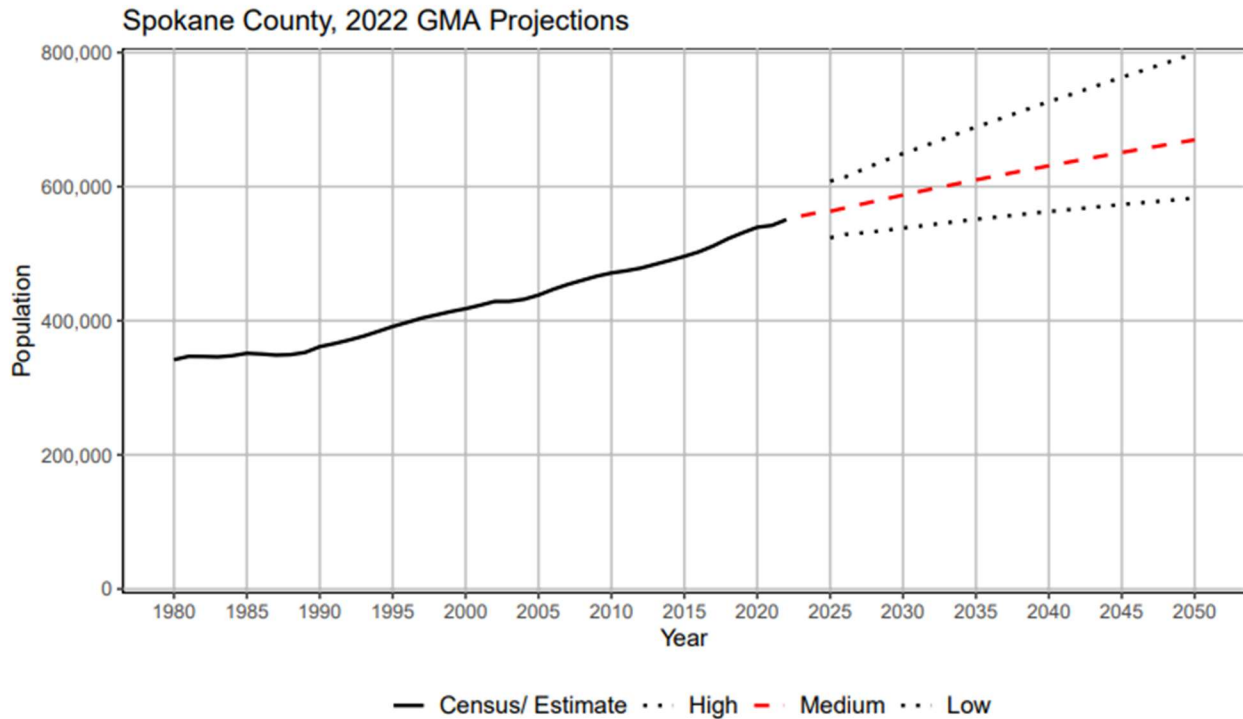


Source: OFM

Projected Population Growth

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.

Figure 3. Population Projections for Spokane County



Source: OFM, December 2022

With input from the Planning Technical Advisory Committee (planners representing each jurisdiction in the County), the Steering Committee of Elected Officials (elected officials from each jurisdiction in the County) approved the use of the medium population projection for forecasting growth in the County.

Population Allocations

Growth trends were used to allocate this population to all the jurisdictions and the unincorporated areas of the County. Population growth from only 2010 to 2022 was considered. 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 Village's residents in the calculation, made the total population decrease. With this low growth rate, the County is allocating only 244 new residents between 2023 and 2046.

Figure 4. Spokane County Population Allocations

Jurisdiction	2023 Baseline		2046 Allocation -- RECOMMENDATION			
	TOTAL		TOTAL		GROWTH	
	Total Population	% of Total	Total Population	% of Total	New Population by 2046	% of All County Growth
Spokane County (Whole)	554,600	100.00%	654,665	100.00%	100,065	100.00%
Unincorporated County (inclusive)	163,390	29.46%	198,626	30.34%	35,236	35.21%
Unincorporated Outside UGA Only	93,934	16.94%	98,642	15.07%	4,708	4.70%
Unincorporated Inside UGA Only	69,456	12.52%	99,984	15.27%	30,528	30.51%
Incorporated Spokane County (sum)	391,210	70.54%	456,039	69.66%	64,829	64.79%
Airway Heights	11,280	2.03%	17,945	2.74%	6,665	6.66%
Cheney	13,160	2.37%	16,535	2.53%	3,375	3.37%
Deer Park	4,925	0.89%	6,290	0.96%	1,365	1.36%
Fairfield	600	0.11%	600	0.09%	0	0.00%
Latah	185	0.03%	185	0.03%	0	0.00%
Liberty Lake	13,150	2.37%	21,934	3.35%	8,784	8.78%
Medical Lake	4,915	0.89%	5,159	0.79%	244	0.24%
Millwood	1,925	0.35%	1,974	0.30%	49	0.05%
Rockford	570	0.10%	636	0.10%	66	0.07%
Spangle	280	0.05%	280	0.04%	0	0.00%
Spokane	232,700	41.96%	256,057	39.11%	23,357	23.34%
Spokane Valley	107,400	19.37%	128,313	19.60%	20,913	20.90%
Waverly	120	0.02%	131	0.02%	11	0.01%
Source	OFM	CALC	CALC	TREND	CALC	CALC

Notes: UGA = Urban Growth Area, OFM = Office of Financial Management population estimate, CALC = Calculated Value, "inclusive" = includes both inside and outside the UGA

Source: SCEO, May 2024

Medical Lake is not limited to 244 additional residents, but rather the City must evaluate the land capacity within the city limits and the current zoning regulations to determine if housing for 244 residents can be provided. According to OFM, the average household size in Medical Lake is 2.54 people, therefore, approximately 96 housing units are needed.

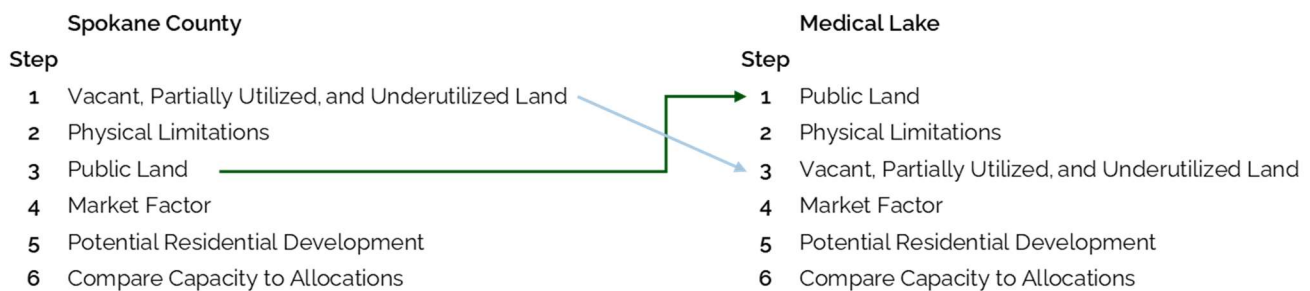
Land Capacity Analysis Methodology

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.

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.

The Spokane County Methodology for determining land capacity has six steps. Step 3 is removing publicly owned land. In the case of Medical Lake, it makes more sense to remove public land first. Step 2 is removing land with physical limitations. Medical Lake has several properties that are undevelopable or unlikely to be developed due to physical limitations. Therefore, it makes sense to remove this land from the inventory, prior to analyzing it further. However, if the land is only partially, restricted by physical features, it will remain in the inventory. The difference in step order is shown in Figure 5.

Figure 5. Spokane County vs. Medical Lake Methodology Steps



Zoning

Medical Lake has ten land use zones that determine how and to what intensity development happens.

Commercial (C-1): This zone is primarily for commercial uses, but does allow residential on the second floor and above.

Light Industrial (L-1): This zone is primarily for industrial uses.

Institutional (INST): This zone is primarily for governmental uses.

MC-1: This zone allows both commercial and residential uses. There is no minimum or maximum density for residential units, however apartment buildings are expected.

Parks, Open Space (PARKS): This zone is primarily for community recreation facilities.

Single-Family Residential (R-1): This zone is primarily for single-family detached residences at a maximum density of 7.3 units per acre.

Single-Family Planned Residential (R-1P): This zone is primarily for single-family detached residences in 5-acre or larger planned unit developments with a maximum density of 7.3 units per acre.

Two-Family Residential (R-2): This zone is primarily for single-family and two-family residences with a maximum density of 9.2 units per acre.

Multiple-Family Residential (R-3): This zone is primarily for multifamily dwellings units with a maximum of 18.3 units per acre.

Schools and Public Lands (SCHOOLS): This zone is primarily for schools and other publicly owned facilities.

Land Inventory

Excluding rights-of-way and water bodies, the City of Medical Lake consists of 1,870.77 acres consisting of 1797 lots.

Figure 6. Total Land in Medical Lake

Zone		C-1	I-1	INST	MC-1	PARKS	R-1	R-1P	R-2	R-3	SCHOOLS	Total
Total	Lots	105	2	34	20	5	1086	19	388	118	20	1797
Land	Acres	39.43	30.06	1028.90	27.92	23.71	385.73	130.04	104.01	35.42	65.55	1870.77

Step 1: Public Land

Properties that are owned by public entities for the purpose of public services are removed from the inventory of developable land. 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 several properties that house schools, parks, administrative buildings, and utilities.

Public rights-of-way (usually streets) are also considered public land but are not included in the total land inventory of Figure 6.

After removing all public land, Medical Lake has 675.21 acres of private land consisting of 1666 lots.

Figure 7: Publicly Owned Land

Zone		C-1	I-1	INST	MC-1	PARKS	R-1	R-1P	R-2	R-3	SCHOOL	Total
Publicly Owned Land	Lots	16	0	34	1	5	38	0	10	7	20	131
	Acres	4.36	0.00	1028.90	0.59	23.71	38.82	0.00	29.48	4.15	65.55	1195.56
Remaining Land	Lots	89	2	0	19	0	1048	19	378	111	0	1666
	Acres	35.07	30.06	0.00	27.33	0.00	346.91	130.04	74.53	31.27	0.00	675.21

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.

Properties that are smaller than the minimum lot size for the zone were also eliminated.

After removing properties with physical limitations, there remains 498.38 acres consisting of 1540 lots.

Figure 8. Land with Physical Limitations

Zone		C-1	I-1	INST*	MC-1	PARKS*	R-1	R-1P	R-2	R-3	SCHOOL*	Total
Physically Limited Land ¹	Lots	0	0		5		85	19	8	9		126
	Acres	0.00	0.00		7.03		37.62	130.04	1.27	0.87		176.83
Remaining Land	Lots	89	2	0	14	0	963	0	370	102	0	1540
	Acres	35.07	30.06	0.00	20.30	0.00	309.29	0.00	73.26	30.40	0.00	498.38

* All land in the zone is publicly owned

¹ Land that is undevelopable or unlikely to develop due to physical limitations

Step 3: Vacant, Partially Utilized, and Underutilized Land

Properties that are fully developed are removed from the inventory of developable land. Fully developed means that under the current regulations of the municipal code, no additional residential units or commercial structures could be added to the site without redevelopment taking place.

After removing developed land, there remains 238.78 acres consisting of 354 lots.

Figure 9. Fully Developed Land

Zone		C-1	I-1	INST*	MC-1	PARKS*	R-1	R-1P	R-2	R-3	SCHOOL*	Total
Fully Developed	Lots	41	0		14		738	0	307	87		1187
	Acres	16.33	0.00		20.30		151.53	0.00	53.20	18.27		259.63
Remaining Land	Lots	48	2	0	0	0	225	0	63	16	0	354
	Acres	18.74	30.06	0.00	0.00	0.00	157.76	0.00	20.06	12.16	0.00	238.78

* All land in the zone is publicly owned

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.

Figure 10. Vacant, Partially Used, and Underutilized Land

Zone		C-1	I-1	INST	MC-1	PARKS	R-1	R-1P	R-2	R-3	SCHOOL	Total
Vanant Land	Lots	8	2	0	0	0	58	0	1	1	0	70
	Acres	9.18	30.06	0	0	0	84.04	0	0.3	0.28	0	123.86
Partially Utilized Land	Lots	0	0	0	0	0	1	0	1	0	0	2
	Acres	0	0	0	0	0	2.18	0	1.12	0	0	3.3
Underutilized Land	Lots	40	0	0	0	0	0	0	0	14	0	54
	Acres	9.56	0	0	0	0	0	0	0	11.85	0	21.41
Total	Lots	48	2	0	0	0	59	0	2	15	0	126
	Acres	18.74	30.06	0	0	0	86.22	0	1.42	12.13	0	148.57

After removing partially utilized land that cannot be redeveloped into 8 or more lots, there remains 148.57 acres consisting of 126 lots.

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 predict. 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.

Figure 11. Removing the Market Factor

	Zone	C-1	I-1	INST	MC-1	PARKS	R-1	R-1P	R-2	R-3	SCHOOL	Total
Remaining Land	Acres	13.12	21.04	0	0	0	60.35	0	0.99	8.49	0	104.00

Step 5: Potential Residential Development

At this time, there are no approved preliminary plats that have not been executed. All 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 (C-1 and MC-1) that allow residential, do not require residential. For this reason, properties in these two zones were not considered in the calculations for residential units.

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.

Figure 12. Potential Residential Development

	Zone	C-1	I-1	INST	MC-1	PARKS	R-1	R-1P	R-2	R-3	SCHOOL	Total
Potential Residential	Units	0	0	0	0	0	204	0	7	82	0	293
*Critical areas and infrastructure were removed prior to calculating density.												

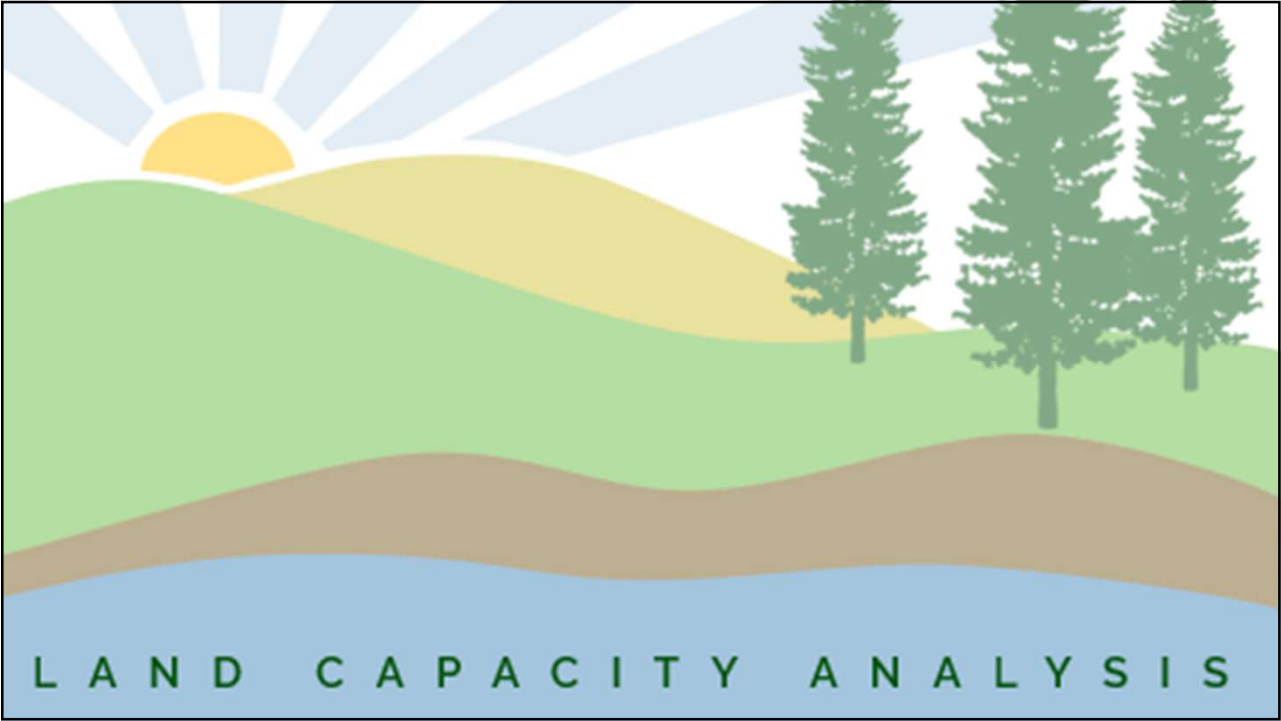
The remaining lots were evaluated for unit capacity. Critical areas and other physical limitations were removed. For larger parcels 20-30% of the land area was subtracted for public infrastructure (streets, etc.). For land with wetlands, 50% of the land area was subtracted to account for public infrastructure and wetland buffers. The result is a potential for 293 dwelling units.

Step 6: Compare Capacity to Population Allocation

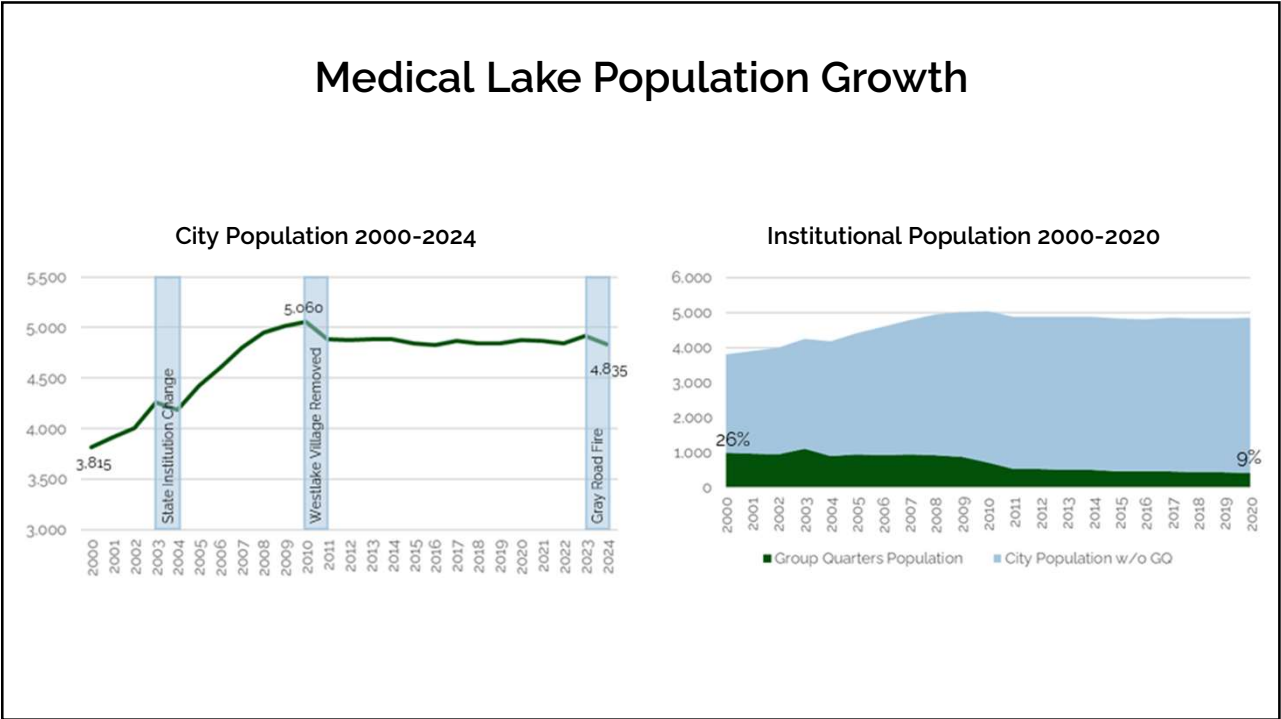
OFM estimates that households in Medical Lake average 2.54 persons. Therefore, multiplying the potential 293 dwelling units by 2.54 persons per household, gives Medical Lake the potential for housing 744 people. This is well over the 244 population allocation given to Medical Lake by Spokane County.

Conclusion

The City of Medical Lake, using the current adopted zoning development standards, has the potential for accommodating an additional 744 people in 293 dwelling units. This is well above the small population of 244 allocated by Spokane County for the next 20 years of growth. Although this may suggest a lack of need for existing or additional Urban Growth Area considerations, specific factors not considered, yet worth noting in this analysis, include the general sentiment of local policymakers and the impact that can have on housing development and population growth over time. Despite the previous no-growth attitude of local policymakers in the community, Medical Lake is well situated for contributing to the housing needs of Spokane County. In addition to the available land, the City has a wastewater treatment plant operating at 50% of its capacity, ample water rights to serve well beyond the allocated growth, and a transportation system that is operating at a level of service A.



1



2

Spokane County Population Allocation

Jurisdiction	2023 Baseline		2046 Allocation -- RECOMMENDATION			
	TOTAL		TOTAL		GROWTH	
	Total Population	% of Total	Total Population	% of Total	New Population by 2046	% of All County Growth
Spokane County (Whole)	554,600	100.00%	654,665	100.00%	100,065	100.00%
Unincorporated County (inclusive)	163,390	29.46%	198,626	30.34%	35,236	35.21%
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Fairfield	600	0.11%	600	0.09%	0	0.00%
Latah	185	0.03%	185	0.03%	0	0.00%
Liberty Lake	13,150	2.37%	21,934	3.35%	8,784	8.78%
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Millwood	1,925	0.35%	1,974	0.30%	49	0.05%
Rockford	570	0.10%	636	0.10%	66	0.07%
Spangle	280	0.05%	280	0.04%	0	0.00%
Spokane	232,700	41.96%	256,057	39.11%	23,357	23.34%
Spokane Valley	107,400	19.37%	128,313	19.60%	20,913	20.90%
Waverly	120	0.02%	131	0.02%	11	0.01%
Source	OFM	CALC	CALC	TREND	CALC	CALC

Notes: UGA = Urban Growth Area, OFM = Office of Financial Management population estimate, CALC = Calculated Value, "inclusive" = includes both inside and outside the UGA

3

Methodology for Land Capacity Analysis

1. Categorize all Land by Zone
2. Remove Publicly Owned Land
3. Remove Land Built to Capacity and categorize all other land as Vacant, Partially Utilized, or Underutilized
4. Remove Land where Physical Limitations Prevent any Development
5. Analyze Remaining Land for Potential Density
6. Remove Market Factor
7. Compare Capacity to Allocations

4

Potential Residential Development

	Zone	C-1	I-1	INST	MC-1	PARKS	R-1	R-1P	R-2	R-3	SCHOOL	Total
Potential Residential	Units	0	0	0	0	0	204	0	7	82	0	293
*Critical areas and infrastructure were removed prior to calculating density.												


LCA Outcome

293 units x 2.54 people per household = 744 people


Compare to County Allocation

744 people (LCA) vs 244 people (County Allocation)

Conclusion: Medical Lake can provide for the allocated population within the city limits with the current zoning.




**City of
Medical Lake**




Open May 21 – June 23, 2025

101 Respondents



Pulse of the Community Survey



Open May 21 – June 23, 2025

77 Respondents

Your feedback is important to us! Look for a summary of results at www.medical-lake.org in late June.

1

Communication Preferences Survey

Majority of Respondents:

1. Receive info via Social Media, City Newsletter, & Word of Mouth
2. Would like to receive info via Email, Facebook, & City Newsletter
3. Would like monthly communications
4. Say the level of City communication is mid to good
5. Engage with the City Facebook page
6. Say City information is mostly clear and easy to understand
7. Prefer text alerts for emergencies
8. Are mildly confident that information can be quickly accessed in an emergency
9. Are not sure where to find emergency information or not confident in a timely alert
10. Believe the City is listening to their concerns
11. Have seen positive outcomes after expressing concerns
12. Trust the information coming from the City

2

Pulse of the Community Survey

Majority of Respondents:

1. Agree with the vision and mission statements of our Healing Waters Strategic Plan
2. Do not see a flourishing downtown
3. Want to keep our Small-Town feel and natural beauty
4. Would like to see more businesses and a community center
5. Hope for more pride in ownership and police presence
6. Are concerned about uncontrolled growth and increased crime
7. Are optimistic about Medical Lake's future.

ROBERT'S RULES OF ORDER

HANDOUT

Robert's Rules of Order is a manual of parliamentary procedures that governs most organizations with boards of directors. Robert's Rules of Order are a provision of each of the SMPS chapter's bylaws normally stated as the following:

"The rules contained in the most recent edition of Robert's Rules of Order shall provide the rules of procedure for the Chapter where they are not inconsistent with the provisions of the Articles of Incorporation or these bylaws."

TYPES OF MOTIONS

- **Main Motion:** Introduce a new item
- **Subsidiary Motion:** Change or affect how to handle a main motion (vote on this before main motion)
- **Privileged Motion:** Urgent or important matter unrelated to pending business
- **Incidental Motion:** Questions procedure of other motions (must consider before the other motion)
- **Motion to Table:** Kills a motion
- **Motion to Postpone:** Delays a vote (can reopen debate on the main motion)
- **Point of Inquiry:** A member may use point of inquiry to ask for clarification in a report to make better voting decisions.
- **Point of Personal Privilege:** A member may use point of personal privilege to address the physical comfort of the setting such as temperature or noise. Members may also use it to address the accuracy of published reports or the accuracy of a member's conduct.

EVERY MOTION HAS 6 STEPS

1. **Motion:** A member rises or raises a hand to signal the chairperson.
2. **Second:** Another member seconds the motion.
3. **Restate motion:** The chairperson restates the motion.
4. **Debate:** The members debate the motion.
5. **Vote:** The chairperson restates the motion, and then first asks for affirmative votes, and then negative votes.
6. **Announce the vote:** The chairperson announces the result of the vote and any instructions.

TIP! If the board is in obvious agreement, the chairperson may save time by stating, "If there is no objection, we will adopt the motion to..." Then wait for any objections. Then say, "Hearing no objections, (state the motion) is adopted." And then state any instructions. If a member objects, first ask for debate, then vote and then announce the vote.

REQUESTING POINTS OF SOMETHING

Certain situations need attention during the meeting, but they don't require a motion, second, debate or voting. It's permissible to state a point during a meeting where the chairperson needs to handle a situation right away. Board members can declare a Point of Order, Point of Information, Point of Inquiry, or Point of Personal Privilege.

- **Point of Order:** Draws attention to a breach of rules, improper procedure, breaching of established practices, etc.
- **Point of Information:** A member may need to bring up an additional point or additional information (in the form of a nondebatable statement) so that the other members can make fully informed votes.

TIPS AND REMINDERS FOR CHAIRPERSONS

Robert's Rules of Order, which is also widely known as parliamentary procedure, was developed to ensure that meetings are fair, efficient, democratic and orderly. A skilled chairperson allows all members to voice their opinions in an orderly manner so that everyone in the meeting can hear and be heard. The following tips and reminders will help chairpersons to run a successful and productive meeting without being run over or running over others.

- Follow the agenda to keep the group moving toward its goals.
- Let the group do its own work; don't overcommand.
- Control the flow of the meeting by recognizing members who ask to speak.
- Let all members speak once before allowing anyone to speak a second time.
- When discussions get off-track, gently guide the group back to the agenda.
- Model courtesy and respect, and insist that others do the same.
- Help to develop the board's skills in parliamentary procedure by properly using motions and points of order.
- Give each speaker your undivided attention.
- Keep an emotional pulse on the discussions.
- Allow a consensus to have the final authority of the group.

ROBERT'S RULES OF ORDER

FOR USE FOR REFERENCE DURING MEETINGS

HANDOUT

HANDLING MOTIONS

Member says, "I move that....". Another member seconds the motion, or chair asks, "is there a second?"

Chair states motion and asks for discussion.

Members enter into a debate. Make of motion has first right of floor. Debate only on merits of motion.

Debate is closed when no members seek further discussion.

Chair puts motion to vote.

Chair announces results of vote.

WHAT MINUTES MUST INCLUDE

- The kind of meeting begin held...regular, special, etc.
- The name of club
- Date, time and place of meeting
- Names of person running meeting
- Names of everyone in attendance.
- Approval of past meeting minutes with any corrections.
- Summaries of reports from officers.
- Exact final working of all motions with names of movers and seconders.
- Results of all votes.
- Points of order raised an appeals made, with the chair's ruling on each.
- Announcements.
- The time of adjournment.
- The signature of the secretary or person who took minutes.

AGENDAS

A typical agenda includes...

TYPICAL LANGUAGE USED BY PERSON RUNNING MEETING

Call To Order	"I call this meeting to order"
Roll Call	"Will the secretary please do roll call?" "We have a quorum. Will the secretary please read the minutes of the last meeting"
Reading & Approval of Minutes	"Are there any corrections to the minutes?" "If there are no corrections, the minutes stand approved".
Reports of Officers	"We'll now move to the officer's reports. Will the treasurer, Jane Doe please read/submit their report." "Are there any questions concerning the treasurer's report? (if none) Will the Vice President now give their report?"
Unfinished Business	"We'll now move on to unfinished business. At the last meeting..."
New Business	"The meeting is now open for new business" "It has been moved and seconded that.....is there any further discussion?" "We will now vote on that motion that...All in favor say "Aye". All opposed say "Nay". The motion has passed.
Announcements	"Are there any announcements?" The next meeting will be held on....."
Adjournment	"May I please have a motion to adjourn the meeting?"

ROBERT'S RULES OF ORDER

HANDOUT

QUICK REFERENCES

Action	What to say	Can speaker be interrupted?	Need a second?	Can this be debated?	Can this be amended?	Votes needed
Introduce main motion	"I move to..."	No	Yes	Yes	Yes	Majority
Amend a motion	"I move to amend the motion by..."	No	Yes	Yes	Yes	Majority
Move item to committee	"I move that we refer the matter to committee."	No	Yes	Yes	No	Majority
Postpone item	"I move to postpone the matter until..."	No	Yes	Yes	No	Majority
End debate	"I move the previous question."	No	Yes	Yes	No	Majority
Object to procedure	"Point of order."	Yes	No	No	No	Chair's decision
Recess the meeting	"I move that we recess until..."	No	Yes	No	No	Majority
Adjourn the meeting	"I move to adjourn the meeting."	No	Yes	No	No	Majority
Request information	"Point of information."	No	Yes	No	No	No vote
Overrule the chair's ruling	"I move to overrule the chair's ruling."	Yes	Yes	Yes	No	Majority
Extend the allotted time	"I move to extend the time by _____ minutes."	No	Yes	No	Yes	2/3
Enforce the rules or point out incorrect procedure	"Point of order."	Yes	No	No	No	No vote
Table a motion	"I move to table..."	No	Yes	No	No	Majority
Verify voice vote with count	"I call for a division."	No	No	No	No	No vote
Object to considering some undiplomatic matter	"I object to consideration of this matter..."	Yes	No	No	No	2/3
Take up a previously tabled item	"I move to take from the table..."	No	Yes	No	No	Majority
* Reconsider something already disposed of	"I move to reconsider our action to..."	Yes	Yes	Yes	Yes	Majority
Consider something out of its scheduled order	"I move to suspend the rules and consider..."	No	Yes	No	No	2/3
Close the meeting for executive session	"I move to go into executive session."	No	Yes	No	No	Majority

*A member may make a motion to reconsider something that was already disposed; however, the reconsidered motion may not be subsequently reconsidered. A motion to reconsider must be made during the same meeting and can extend to a meeting that lasts for more than one day.

ROBERT'S RULES OF ORDER

HANDOUT

GENERAL PRINCIPLES

- Everyone has the right to participate in discussion if they wish, before anyone may speak a second time.
- Everyone has the right to know what is going on at all times. Only urgent matters may interrupt a speaker.
- Only one thing (motion) can be discussed at a time.

A **motion** is the topic under discussion (e.g., “I move that we add a coffee break to this meeting”). After being recognized by the president of the board, any member can introduce a motion when no other motion is on the table. A motion requires a second to be considered. If there is no second, the matter is not considered. Each motion must be disposed of (passed, defeated, tabled, referred to committee, or postponed indefinitely).

HOW TO DO THINGS

You want to bring up a new idea before the group.

After recognition by the president of the board, present your motion. A second is required for the motion to go to the floor for discussion, or consideration.

You want to change some of the wording in a motion under discussion.

After recognition by the president of the board, move to amend by

- adding words,
- striking words or
- striking and inserting words.

You like the idea of a motion being discussed, but you need to reword it beyond simple word changes.

Move to substitute your motion for the original motion. If it is seconded, discussion will continue on both motions and eventually the body will vote on which motion they prefer.

You want more study and/or investigation given to the idea being discussed.

Move to refer to a committee. Try to be specific as to the charge to the committee.

You want more time personally to study the proposal being discussed.

Move to postpone to a definite time or date.

You are tired of the current discussion.

Move to limit debate to a set period of time or to a set number of speakers. Requires a 2/3rds vote.

You want to take a short break.

Move to recess for a set period of time.

You want to end the meeting.

Move to adjourn.

Unanimous Consent:

If a matter is considered relatively minor or opposition is not expected, a call for unanimous consent may be requested. If the request is made by others, the president of the board will repeat the request and then pause for objections. If none are heard, the motion passes.

- **You may INTERRUPT a speaker for these reasons only:**

- to get information about business –point of information to get information about rules– parliamentary inquiry
- if you can't hear, safety reasons, comfort, etc. –question of privilege
- if you see a breach of the rules –point of order
- if you disagree with the president of the board's ruling –appeal
- if you disagree with a call for Unanimous Consent –objection

PUBLIC COMMENT

REMEMBER:

- THIS IS AN OPPORTUNITY FOR MEMBERS OF THE PUBLIC TO INFORM THE GOVERNING BODY ABOUT THEIR VIEWS.
- THE MEETING ITSELF BELONGS TO THE GOVERNING BODY.
- THE PUBLIC DOES NOT PARTICIPATE IN THE DECISION-MAKING. INSTEAD, IT PROVIDES INPUT TO THE GOVERNING BODY, WHICH TAKES THE INPUT INTO CONSIDERATION IN MAKING ITS DECISIONS.

TIME CONSIDERATIONS

- Establish specific periods for public comment during your meetings, in a way that is consistent with your community's expectations and customs.
- Set a length of time by which each period will conclude, unless the council votes to extend it.
- Set a time limit for each individual to speak.
- Speakers may not give their time to other people.

WRITTEN GUIDELINES

- Provide printed copies of the guidelines and expectations.
- Review the guidelines at the beginning of each comment period if necessary, and explain that this is the time for citizens and residents to express their views in order to inform the council. Explain that the council will not engage in dialogue with the public during this time.
- The council has the right to set limits on what subjects may be addressed, how long public comment will be, and how many times people may speak. All such limits must be viewpoint neutral: they must not favor one point of view over another.

DURING PUBLIC COMMENT

- **REQUIRE ALL SPEAKERS TO ADDRESS THEIR REMARKS TO THE CHAIR.**
- **REQUIRE ALL SPEAKERS TO ADHERE TO THE TIME LIMITS.**
- **THE CHAIR SHOULD THANK EACH SPEAKER, WHETHER POSITIVE OR NEGATIVE.**
- **IN GENERAL, IT IS BEST NOT TO RESPOND AT ALL TO PUBLIC COMMENT. HOWEVER, THE CHAIR MAY PROVIDE BRIEF FACTUAL INFORMATION, IF APPROPRIATE.**
- **THE CHAIR MUST NOT UNDER ANY CIRCUMSTANCES ENTER INTO BACK-AND-FORTH EXCHANGES WITH THE PUBLIC.**
- **COUNCILMEMBERS REFRAIN FROM SPEAKING DURING THIS PORTION OF THE MEETING.**
- **HAVE STAFF READY TO NOTE INPUT OR QUESTIONS FROM THE PUBLIC AND TO PROVIDE RESPONSES AT A LATER DATE.**

BEHAVIORAL EXPECTATIONS

- Model courtesy and respect and encourage members of the public to do the same.
- The public has the right to make critical and harsh remarks.
- Members of the public **do not** have the right to disrupt the meeting.
- The council may prohibit demonstrations (*booing, hissing, clapping*).

MIDDLE HOUSING AND ACCESSORY DWELLINGS IN WASHINGTON STATE



ACCESSORY DWELLING UNITS (ADUS) AND OTHER FORMS OF RESIDENTIAL INFILL, SUCH AS MIDDLE HOUSING, ARE ONE OF MANY WAYS TO MEET THE NEED FOR NEW HOUSING IN OUR STATE. NEW 2023 LAWS WILL MAKE THE PROCESS TO BUILD MIDDLE HOUSING AND ADUS EASIER

Accessory Dwelling Units (ADUs) are additional dwelling units added to a property that already has a house on it. An ADU has all the basic facilities needed for day-to-day living independent of the primary residence, such as a kitchen, bathroom, and sleeping area. ¹

Middle housing means buildings that are compatible in scale, form, and character with single-family houses and contain two or more attached, stacked, or clustered homes including duplexes, triplexes, fourplexes, fiveplexes, sixplexes, townhouses, stacked flats, courtyard apartments, and cottage housing.

Together, these forms of residential infill can be added to our neighborhoods in low-impact ways to accommodate a variety of people at different stages of life. Each of these can be rented, or can be sold as individual units to allow more households to own a small home.



Who lives in the small house in the backyard? *The majority of people who live in ADUs are members of multi-generational families—typically the younger generation transitioning to moving out of their parents’ house or the older generation downsizing.*

ENCOURAGING THE CONSTRUCTION OF NEW INFILL HOUSING SUCH AS ADUS AND MIDDLE HOUSING HAS MANY BENEFITS, INCLUDING:

- Adding to the diversity of housing options in our communities, which are needed for our state’s changing demographics, such as more seniors and smaller household sizes.
- Accommodating a variety of people at different stages of life, such as aging populations who wish to downsize without leaving their community.
- Providing housing that is typically more affordable than traditional single-family homes, allowing homeowners the opportunity to offset their mortgage or provide a home for their family members.
- Providing housing types that fit well with existing residential neighborhoods, sometimes correcting historic economic and racial exclusion by opening up single-family neighborhoods to more diverse housing and household types.

- Reducing climate impacts, including using less energy than traditional single-family homes, because they are smaller, and because they are in established neighborhoods, reducing total travel and preventing sprawl into forest and farmlands.

IN THE COMING YEARS, CITIES AND COUNTIES IN WASHINGTON STATE MUST ALLOW TWO ADUS PER LOT WITHIN ALL URBAN GROWTH AREAS²

ADUs may be attached, detached, or a combination of both, or may be conversions of existing structures. Cities and counties may apply public health, safety, building code, and environmental permitting requirements to an ADU that would be applicable to the principal unit. Cities and counties in Washington:

- Must allow an ADU of at least 1,000 square feet and adjust other requirements.
- Must set parking requirements based on distance from transit and lot size.
- May not require the owner to occupy either the principal unit or the ADU.
- May not prohibit sale as independent units.
- May not charge more than 50% of impact fees charged for the principal unit.

Middle housing must be allowed in larger cities and those near them HB 1110 (laws of 2023)³. Middle housing is expected to be “house scale”, with multiple units, generally in one building. Units per lot are expected as in the table below, unless zoning already permits higher densities, such as increasing housing around light rail stations.

Number of units per lot that must be allowed in predominantly residential zones	Base number of units of middle housing that must be allowed per lot	Near a major transit stop: within ¼ mile of transit	When affordable units are provided
Cities with population of at least 75,000	4 du/lot	6 du/ lot within 1/4 mile walking distance of a major transit stop	6 du/lot when 2 units are affordable
Cities with population between 25,000 and 75,000	2 du/lot	4 du/lot within 1/4 mile walking distance of a major transit stop	4 du/lot when one unit is affordable
Cities with population under 25,000 that are contiguous with Seattle, Tacoma, Spokane and Everett	2 du/lot		

WHAT COMES NEXT?

Investment in the development of middle housing and ADUs will vary according to the availability of infrastructure, such as sewer, and the size of lots where additional units may be developed. As communities start allowing more middle housing and ADUs, communities may see new detached ADUs in the yard next door, or may not see it at all as garages and basements are converted to living units. New housing may take

Cities and counties across Washington are working to update their plans and regulations to meet our housing needs.

Learn more about housing in your community, and how you can help from the Washington State Department of Commerce at www.commerce.wa.gov/planning-for-housing

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the form of a duplex, or triplex, or a townhouse. You may be surprised how new neighbors can blend in while also enriching our communities.

¹ Washington State Department of Commerce [Growth Management Periodic Update \(commerce.wa.gov\)](https://commerce.wa.gov/growth-management/periodic-update)

² Washington State Legislature [HB 1337 – 2023-24](#)

³ Washington State Legislature [HB 1110 – 2023-24](#)