



**AGENDA
PLANNING COMMISSION
REGULAR MEETING
SEPTEMBER 25, 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/86426953130?pwd=T2qYv0hzpVcPrra6JC9EhuOwuFMVGa.1>

Meeting ID: 864 2695 3130

Passcode: 337363

One tap mobile

+12532050468,,86426953130#,,, *337363# US

+12532158782,,86426953130#,,, *337363# US (Tacoma)

Join instructions

https://us06web.zoom.us/meetings/86426953130/invitations?signature=3zKHF2DSzYUBdTr1Dv9_sbKn7w4coFUF15QCR3i6aQ0

- **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) July 24, 2025, Meeting minutes
- 5) STAFF REPORTS**
- 6) SCHEDULED ITEMS**
 - a) Date changes for November and December meetings
 - b) Comprehensive Plan Update – Middle Housing
- 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
July 24, 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 Veliz called the meeting to order at 5:30 pm, led the Pledge of Allegiance, and conducted roll call. Commissioner Munson was present via Zoom and all other Commissioners were present in person.

2) ADDITIONS TO AGENDA

- a) Motion to approve agenda as written made by Commissioner Twohig, seconded by Commissioner Mark, carried 5-0.

3) INTERESTED CITIZENS: AUDIENCE REQUESTS AND COMMENTS

- a) Tammy Roberson, Medical Lake resident – referenced Ecology handout she provided to Commissioners via email. Asking Commissioners to answer questions regarding wetlands. Suggested inviting Ecology to present at a Commissioner meeting regarding wetlands. Maybe also invite DNR AND DFW. Again, addressed the Medical Lake Critical Areas Ordinance and her request to review and amend. Requested ADA accommodation for additional time allotment. Motion to allow additional minute made by Commissioner Mayulianos, seconded by Commissioner Twohig, carried 5-0. **Additional comments and handouts provided to Commissioners via email 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**

4) APPROVAL OF MINUTES – June 26, 2025

- a) Motion to approve made by Commissioner Twohig, seconded by Commissioner Mayulianos, carried 5-0.

5) STAFF REPORTS

- a) Elisa Rodriguez, City Planner
 - i) Noted that she will be out of the office for a couple of weeks in August and that the next scheduled meeting is on the same evening as the final Linger at the Lake concert. Suggested cancelling the August meeting. Motion to cancel August meeting made by Commissioner Twohig, seconded by Commissioner Mark, carried 5-0.

6) SCHEDULED ITEMS

- a) Comprehensive Plan Update
 - i) The final summary of the surveys is on the city's website. Concluded phase one (idea phase). Now moving onto phase 2, concept phase. Provided Commissioners with draft vision statements that the steering committee reviewed and revised. See attached. Public engagement will be done by attending community events to get input from residents on the vision statement. There will be a team walking around with a camera to interview citizens at Linger at the Lake. A similar method, without the camera, will be used for the farmers market and Parks & Rec activities. A table will be setup at entrance to Lake's grocery store to ask people to answer a couple of questions. Will also be posted on website with ability to comment. Asked Commissioners to read through vision statements and provide feedback. Commissioner Twohig asked how they would go about choosing which statement to use for each event. Each event will have one vision statement highlighted. She is setting up meetings with business owners regarding economic development. Had preliminary meeting with the owner of the car wash in town. He commented that Medical Lake is one of the nicest places to do business; all good things to say about the city.
- b) Code Enforcement Process
 - i) Dave Yuhas, Code Enforcement Officer gave a presentation. See attached. Commissioner Mayulianos asked about providing citizens with dump passes once or twice a year. Discussed. This option is something that is on the radar with city administration as well. Commissioners asked about some specific properties and Mr.

Yuhas shared some updates.

- c) Roberts Rules of Order
 - i) Ms. Rodriguez reviewed “cheat sheets” she provided in the packet. City purchased a full copy that is kept in the council chambers. Reviewed some points specific to our meetings.
- d) Accessory Dwelling Units
 - i) Ms. Rodriguez gave a presentation. See attached. Commissioners discussed.

7) **PUBLIC HEARING** – None

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

- a) Commissioner Mayulianos asked if pursuing dump passes was something the Commission should pursue. Ms. Rodriguez noted that the city was looking at a new contract for solid waste, with many things being explored. Part of the conversation included having coupons for the dump. Commissioner Twohig agreed with idea of offering coupons and asked Ms. Rodriguez to pass along to Mr. Weathers that the Commissioners are in favor. Thanked Mr. Yuhas for his presentation.

9) **INTERESTED CITIZENS: AUDIENCE REQUESTS AND COMMENTS**

- a) Tammy Roberson, Medical Lake resident – asked again for Commissioners to answer her two questions about where they stand on protecting the environment. Gave opinion on Commission’s lack of response. Gave input on Robert’s Rules “cheat sheets”.

10) **CONCLUSION**

- a) Motion to conclude at 6:52 pm made by Commissioner Mayulianos, seconded by Commissioner Mark, carried 5-0.

Roxanne Wright, Administrative Assistant

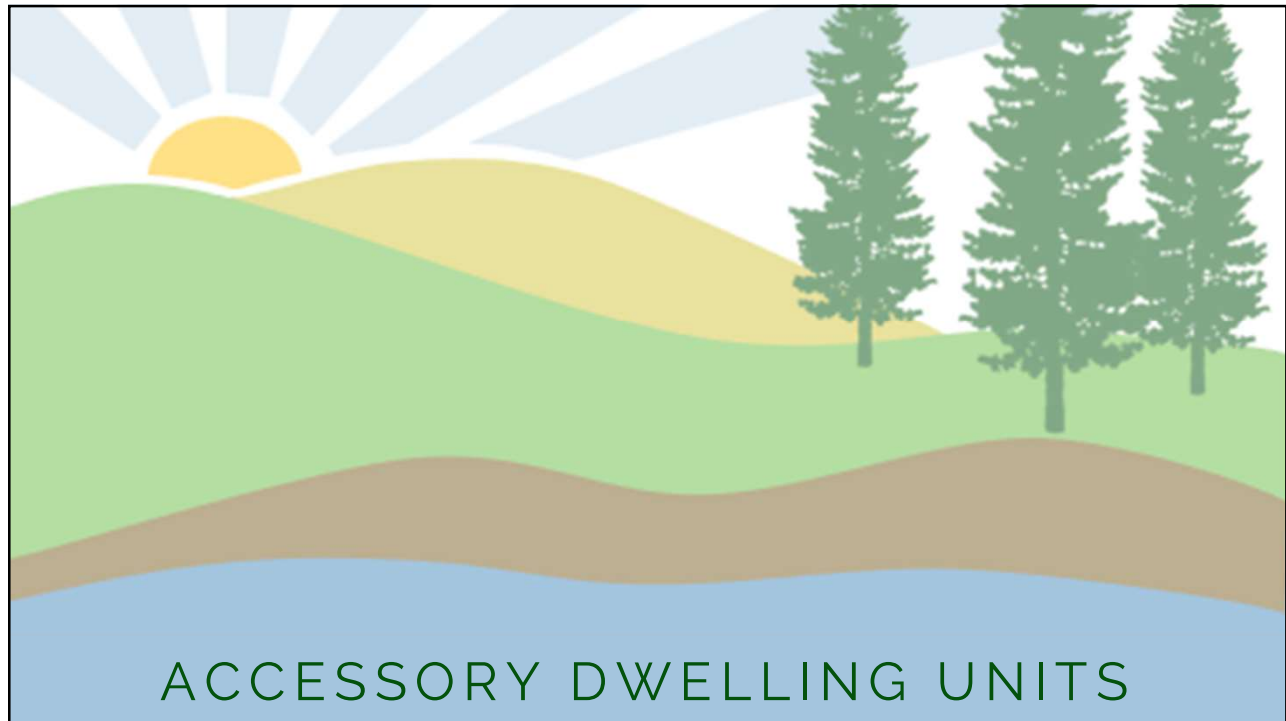
Date



Draft Vision Statements for the 2026-2046 Comprehensive Plan

The comprehensive plan for Medical Lake will ...

1. Nurture the small-town charm and community spirit of the City of Medical Lake.
2. Shape the City into the kind of place worth living, working, learning, and playing in all seasons of life.
3. Articulate a future honoring Medical Lake's history of healing, care of vulnerable citizens, military heritage, and natural beauty.
4. Strive for thoughtful, sustainable integration of the natural and built environment as the City develops.
5. Aim to create safe, walkable neighborhoods with accessible parks and housing for all.
6. Encourage partnerships with institutions, community members, and Fairchild that build and support a thriving local economy.
7. Use placemaking, events, and recreational tourism as economic development tools.
8. Create a community where all members thrive, empowered by equitable access to resources, strong social connections, and a healthy environment .
9. Advance parks and recreation experiences to promote healthy living and bring people together.
10. Provide a foundation for policies, strategies, and actions resulting in a 20-year to-do list.



1

WHY ARE WE TALKING ABOUT HOUSING?

To address affordable housing and the state's growing housing crisis.

2

HOUSING TYPES



3

DEFINITION

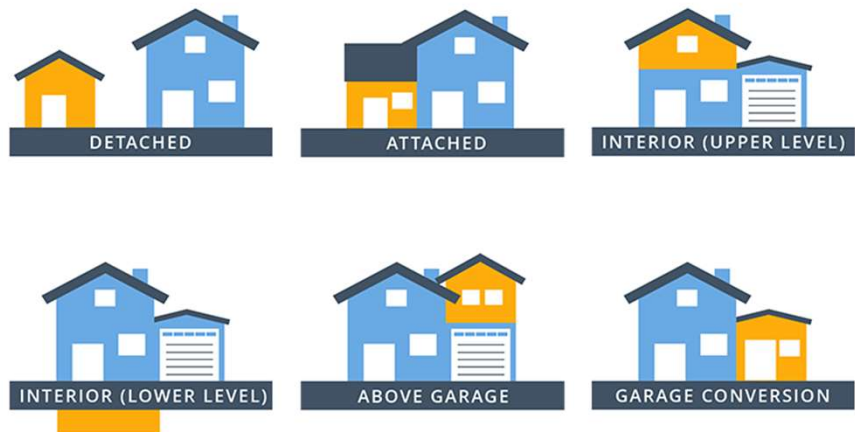
Accessory Dwelling Unit (ADU)

A dwelling unit located on the same lot as a single-family housing unit, duplex, triplex, townhome or other housing unit.

4

EXAMPLES OF ADU'S

ADUs in Yellow, main residence in Blue



5

REQUIREMENT #1

Must allow 2 units per lot.

Some exceptions for shorelines and critical areas.

6

REQUIREMENT #2

Cannot require owner occupancy.

Exception for short term rentals.

7

REQUIREMENT #3

Must allow separate sale of ADU's

Unit lot subdivisions will be discussed at a future workshop.

8

REQUIREMENT #4

Cannot require more than one parking space on a lot smaller than 6,000 square feet.

Cannot require more than two parking spaces on lots 6,000 square feet or larger

9

REQUIREMENT #5

Must allow a maximum unit size of 1,000 square feet or more.

10

REQUIREMENT #6

Must allow zero setbacks adjacent to alleys.

Must not use setbacks, building coverage, etc., to limit the possibility of an ADU.

11

REQUIREMENT #7

Must not have design standards that are more restrictive than what is required for the main residence.

12

REQUIREMENT #8

Must allow ADU's to be at least 24 feet in height.

13

REQUIREMENT #9

Impact fees must be no more than 50% of the fee of a principal unit.

14

REQUIREMENT #10

Cannot require street improvements as part of permit.

15



16

HOW MANY ADU'S CAN WE EXPECT?

According to the Spokane Business Journal, the City of Spokane has been processing approximately 30 permits a year.

Middle Housing User Guide

<https://www.commerce.wa.gov/growth-management/housing-planning/middle-housing/>

The City of Medical Lake is not required to implement Middle Housing; however, we want to discuss the opportunity of providing the opportunity for housing options in our community. The Department of Commerce provides a User Guide and Model Ordinances for Middle Housing. Highlights of the User Guide will be presented at the 9/25/25 Planning Commission Meeting. You can access the complete, 119-page user guide at the website above. Below are some excerpts from the User Guide's introduction with some amendments to fit Medical Lake's circumstances.

Middle Housing Defined

Middle housing refers to housing types with forms and densities that fall "between" single family homes and multi-family buildings. Middle housing may be comprised of 2-6 units per lot, regardless of lot size.

User Guide Purpose

The User Guide is intended to support planners, advisory bodies, elected officials, and interested parties in implementing code amendments to Middle Housing, and to help the readers understand the organization and basis for recommended standards in the Middle Housing Model Ordinances. The User Guide uses diagrams, references to public informational documents, and real-world examples to offer recommendations and best practices for the development of middle housing.

Benefits of Middle Housing

Middle housing has many benefits, including:

- It provides diverse housing options and household types.
- It is more affordable to construct than single-family housing.
- It reduces household energy and transportation costs.
- It complements transit and walkability.
- It provides new housing in urban areas, which can help limit the need to expand the city limits, therefore protecting rural lands.
- It helps meet new Housing Element requirements by providing more housing for people at different income levels.
- It helps fill housing needs for the state's growing population.

General Considerations

Effective implementation of middle housing requires:

Thoughtful amendments to development regulations. How those amendments are drafted will vary given that cities have various code frameworks for how their zoning and other development regulations are organized and administered.

Development standards that work well for middle housing on larger lots may preclude infill development on smaller lots. The User Guide recommends approaches to evaluate code amendments in a manner that reduces barriers to the development of middle housing types, especially on small infill lots.

In amending development regulations for middle housing, cities should review their development regulations.

Allowing middle housing types widely across cities is a step towards realizing the benefits associated with these housing types. Fee structures and infrastructure should also be considered when trying to provide affordable housing.

This User Guide seeks to provide information and guidance for jurisdictions to assist in developing and adopting middle housing regulations that can efficiently bring middle housing to the market in a manner compatible with surrounding development.