

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**

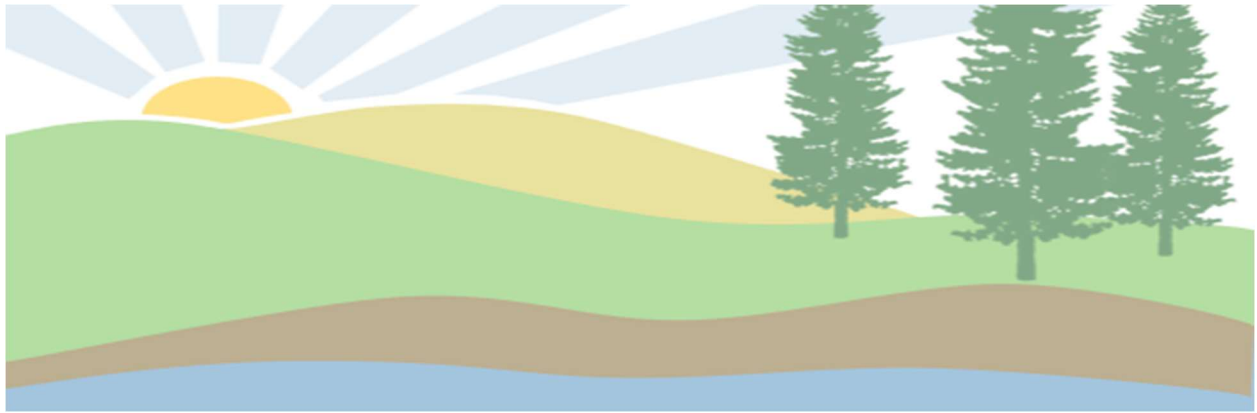
- a) Motion to conclude at 6:52 pm made by Commissioner Mayulianos, seconded by Commissioner Mark, carried 5-0.

Roxanne Wright

Roxanne Wright, Administrative Assistant

9/25/25

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.

Code Enforcement Process breakdown



Dave Yuhas - Medical Lake Code Enforcement Officer

1

Initial Steps -

- Receive Complaint – Citizen complaints take precedence over on-view
- Verify the complaint is within Code Enforcements jurisdiction
- If not Code Enforcement, work on providing the correct agency to the complainant and advise with additional information.
- If Code Enforcement related, identify case type, create case number and file.
- Estimate severity and Triage if needed
- Gather Evidence (photos)
- Depending on the situation, Re-inspect within 7–10 days to see if the condition is already being worked on.
- Create a Photo PDF with violation areas outlined or highlighted
- Issue a violation letter (if applicable) or other notification

2

Violation Letter –

- Name, Date
- Violation type and code description
- Required actions - Typically 15 or 30days
- Date of re-inspection
- Date the Certified letter was sent
- Legal action (if unresolved)
- Civil penalties or abatement overview
- Photo PDF with violation areas outlined or highlighted

3

Code Enforcement Process Continued -

- Create an Outlook calendar entry for date of re-inspection
- Maintain a digital or physical case file (notes, photos, contact logs)
- Use spreadsheet for case management software
- Verify the notification has been received (cert letter / email or call)
- If not received, validate the address and look at additional methods of contact.
- If the case is not resolved or ignored, issue 2nd notice (if applicable)
- Re-inspect to see if work is being done. If not resolved, Issuance of a Civil Infraction may be necessary.
- If resolved, update the case file

4

The Civil Infraction process –

- Write a LE report with timeline of the investigation.
- Obtain new and additional evidence (photos, call recordings)
- Fill out hard copy of the Civil Infraction
- Make copies of all documents and photos
- Submit all documents to the court with CI hard copies
- Upload all documents to the Prosecuting Attorney's cloud
- Appear in court or testify as witness
- Work with Prosecutor for hearing prep (timeline, photo exhibits, code excerpts)

5

Final Disposition / Record Keeping –

- Close out file with outcome (Resolved, Abated, Fined)
- File retention per public records laws

6

Issues (Current / Ongoing)

- The process takes far more time than I could ever have anticipated.
- Working with other agencies can be slow and difficult.
- The code in its current state is somewhat difficult to interpret.
- Many blighted properties have been out of compliance for years (sometimes decades).
- Example - MLCE #23-07 started 05/03/23 has just had their 2nd to last court hearing. Not Closed...yet

7

Questions?

Dave Yuhas

509.565.5025

dyuhas@medical-lake.org

Thank
you



8



1

WHY ARE WE TALKING ABOUT HOUSING?

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

2

HOUSING TYPES

									
Detached Single Homes	Accessory Dwelling Units	Tiny Homes	Cottage Housing	Duplex-Fourplex	Townhomes/Rowhomes	Live/Work	Courtyard Apartments	Multiplex	Mid Rise
									

3

DEFINITION

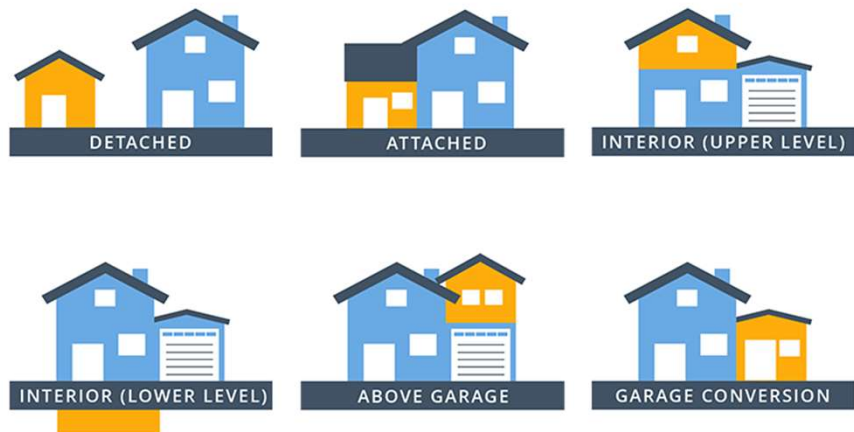
Accessory Dwelling Unit (ADU)

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.