



City of Medical Lake
124 S. Lefevre
P.O. Box 369
Medical Lake, WA 99022-0369

City Hall: (509) 565-5000 Fax: (509) 565-5008

Parks & Recreation: (509) 565-5007

Crime Check: (509) 456-2233
Emergency: 911

Fire: (509) 235-6645
Fire District 3

MEMORANDUM

Re: Open Planning Commission Seat

The City of Medical Lake Planning Commission consists of five members appointed by the mayor and confirmed by the city council who provide advice and recommendations on land use issues at the local level. The appointment is for a period of six years. Responsibilities include implementing the comprehensive plan, making recommendations to the City Council for amendments to the municipal code and plans, and evaluating land use reviews. The Commission meets once per month, usually on the fourth Thursday, at 5:30 pm in the Council Chambers at City Hall.

We are currently accepting applications for a position on the Planning Commission that will open January 2026. If you are interested in serving your community in this important capacity, please complete the attached Citizen Advisory Board Application and return to City Hall by **4pm on Tuesday, December 18, 2025**. You may also submit applications electronically to the email below.

Please feel free to reach out with any questions.

Thank you for your interest and we look forward to hearing from you.

Sonny Weathers
City Administrator
sweathers@medical-lake.org



APPLICATION FOR APPOINTMENT TO A CITIZEN ADVISORY BOARD

Volunteering on a Medical Lake Citizen Advisory Board helps to shape our City into the kind of community worth living, working, learning, and playing from childhood through retirement. The Municipal Research and Services Center of Washington (MRSC) publication *Local Government Citizen Advisory Boards* aptly states how, "Volunteer citizen advisory boards are an integral part of American local government. The creation of advisory boards is a way for local governments to engage citizens in the democratic process. Their primary purpose is to provide judicious advice from a citizen perspective. The activities of an advisory board may include the study of critical issues, taking public testimony, performing independent research, and reviewing staff reports and recommendations. These prepare the advisory body to discuss, analyze, formulate, and forward well-developed, thoughtful recommendations to the legislative body."

WHO CAN APPLY?

Each person appointed to serve on a Medical Lake Citizen Advisory Board must be a registered voter in the City of Medical Lake who has continuously resided within Medical Lake city limits for a minimum of one year prior to their appointment (Parks and Recreation Advisory Board members must live within Medical Lake School District boundaries).

APPLICATION INSTRUCTIONS AND PROCEDURES

To be considered, you must complete and submit the Application and a letter of interest.

Application Forms may be submitted using the online form on the City website at: www.medical-lake.org.

Application Forms may also be mailed, delivered in person, or emailed to:

City of Medical Lake – City Administrator

PO Box 369, Medical Lake, WA 99022

Phone: (509)565-5000 Email: city@medical-lake.org.

Please submit only the following items:

- Application Form
- A **1 page** cover letter indicating your interest and general qualifications for the position.

PLANNING COMMISSION

The Planning Commission consists of five members appointed by the Mayor and confirmed by the City Council who provide advice and recommendations on land use issues at the local level. The appointment is for a period of six years.

- Attendance is required at commission meetings which are held on the fourth Thursday of every month from 5:30 p.m. until adjournment. Responsibilities include implementing the comprehensive plan, reviewing staff reports, draft planning documents, applications, zoning text amendments, training materials, and a host of other documents in addition to hosting public hearings and making recommendations on legislative decisions.

SALARY COMMISSION

The Independent Salary Commission consists of five members appointed by the Mayor and confirmed by the City Council with the express purpose of reviewing and establishing the salaries of the mayor and council members. The appointment is for a period of up to one year.

- Responsibilities include assessing the market rate of compensation for elected city officials, studying the relationship of salaries to the duties of the mayor and the city council members, and determining the appropriate rate of compensation that will take effect at the times, in the amounts, and under the conditions established by the affirmative vote of at least three members of the commission.

PARKS AND RECREATION ADVISORY BOARD

The Parks and Recreation Advisory Board consists of five members appointed by the Mayor and confirmed by the City Council who act in an advisory capacity to the Mayor and City Council and make recommendations relating to park properties and programs. The appointment is for a period of five years.

- Attendance is required at board meetings which are held the 3rd Tuesdays of each month at 5:30pm. Responsibilities include implementing the parks master plan and reviewing staff reports in addition to advising and making recommendations relating to acquisition, planning, and development of parks, facilities, and programs.

MAYOR AND CITY COUNCIL APPLICATION REVIEW AND APPOINTMENT PROCESS

Appointments to Medical Lake Citizen Advisory Boards and Commissions are nominated by the Mayor and confirmed by consent of the City Council. If you are applying for a specific and currently open position, you will be notified by the Mayor whether you are being nominated.

If you are submitting an application to be considered in the future as openings occur, you will be contacted by City staff when the vacancy is announced in order to confirm your interest in the specific opportunity.

NOTE: All information submitted to the City of Medical Lake becomes subject to public disclosure under the Public Records Act (RCW 42.56) unless exempted therein.

APPLICATION FOR APPOINTMENT TO A MEDICAL LAKE CITIZEN ADVISORY BOARD

Applicant Information

Applicant Name: _____

Home Address: _____

Home Phone: _____ Work Phone: _____

E-mail: _____

Are you a registered voter? Yes ☐ No ☐ How long have you lived in Medical Lake? _____

Citizen Advisory Boards

Please select which board or commission you wish to be considered for:

☐ Planning Commission ☐ Parks and Recreation Advisory Board ☐ Independent Salary Commission

Supplemental Questions

1. Briefly describe your current/past community involvement and volunteer work on clubs, associations, nonprofits, boards, commissions, etc.:

2. What experiences, skills, or knowledge do you offer that are relevant to the position you are seeking?

3. List any memberships in professional/civic organizations (include offices held and dates of terms):

4. Why are you interested in serving on this Citizen Advisory Board?

5. Are you aware of the meeting schedule for this board or commission, and are you available to attend regularly scheduled meetings?

Signature Disclaimer

By acceptance of this appointment and in the fulfillment of duties, you agree to: (a) abide by the Washington State Code of Ethics for Municipal Officers (RCW Chapter 42.23), ordinances, and policies of the City; (b) act in the best interest of the City and its residents; and (c) avoid using this appointment to obtain personal financial gain or interest.

I hereby state that all the information given by me in this application is true in all respects.

Name (please print)	Signature
Date	