



**AGENDA
PLANNING COMMISSION
REGULAR MEETING &
PUBLIC HEARING
DECEMBER 18, 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/85475738148?pwd=RDFeLHUfwaH20FbKqyAAJSUYqoPJb6.1>

Meeting ID: 854 7573 8148

Passcode: 978671

One tap mobile

+12532050468,,85475738148#,,, *978671# US

+12532158782,,85475738148#,,, *978671# US (Tacoma)

Join instructions

https://us06web.zoom.us/meetings/85475738148/invitations?signature=5hwNEtbOjUPRCEbSkTqP3nfWMk50VYw_jb8QvOmHXgw

- **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) November 20, 2025, meeting minutes
- 5) STAFF REPORTS**
- 6) SCHEDULED ITEMS**
 - a) Periodic Update: MLMC amendments regarding Street Vacations, introduction of topic
- 7) PUBLIC HEARING**
 - a) Periodic Update: MLMC amendments regarding Amendment Criteria
- 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
November 20, 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 5:30pm, led the Pledge of Allegiance, and conducted roll call. All commissioners were present in person.

2) ADDITIONS TO AGENDA

- a) Add selection of a new representative for the Periodic Update Steering Committee.
 - i) Motion to approve addition made by Commissioner Twohig, seconded by Commissioner Mayulianos, carried 4-0.
- b) Motion to approve agenda as amended made by Commissioner Twohig, seconded by Commissioner Mark, carried 4-0.
- c) Commissioner Veliz decided to do the addition to the agenda at this point in the meeting.
 - i) Ms. Rodriguez explained the Steering Committee and the need for a new representative from the Planning Commission due to Commissioner Munson's departure. Explained duties and expectations. The next meeting is on December 4th so making the decision tonight is preferred.
 - 1. Commissioner Veliz volunteered. Motion to approve made by Commissioner Mayulianos, seconded by Commissioner Mark, carried 4-0.

3) INTERESTED CITIZENS: AUDIENCE REQUESTS AND COMMENTS

- a) Acknowledged receipt of email from resident Tammy Roberson. *The full comments 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 – October 16, 2025

- a) Motion to approve made by Commissioner Mark, seconded by Commissioner Mayulianos, carried 4-0.

5) STAFF REPORTS

- a) Elisa Rodriguez, City Planner – Shared that Commissioner Mayulianos' term ends January 2nd and she has decided not to continue. Opening was posted today. Encouraged citizens to apply.

6) SCHEDULED ITEMS

- a) Periodic Update: MLMC amendments regarding Amendment Criteria, introduction of topic
 - i) Reviewed process and why the updates are being done. Presentation, see attached.
- b) Periodic Update: MLMC amendments regarding Enforcement, introduction of topic
 - i) Presentation, see attached.
 - ii) Dave Yuhas, Code Enforcement Officer, shared appreciation for Ms. Rodriguez and her ability to write code well.

7) PUBLIC HEARING – None

8) COMMISSION MEMBERS' COMMENTS OR CONCERNS

- a) Commissioner Mark – asked about City Council appointing a judge. Mr. Weathers explained that with the move of our municipal court services from Cheney to Airway Heights, there was a need to appoint a new judge for Medical Lake cases. Jan 1st will be the transition. Commented on the noise from the auditorium. Mr. Weathers updated on kitchen remodel.
- b) Commissioner Twohig thanked Commissioner Veliz for volunteering to represent the Planning Commission on the Steering Committee.
- c) Commissioner Veliz thanked Mr. Yuhas, Ms. Rodriguez, and commissioners for their input at tonight's meeting.

9) **INTERESTED CITIZENS: AUDIENCE REQUESTS AND COMMENTS** – none.

10) **CONCLUSION**

- a) Motion to conclude at 6:34pm made by Commissioner Mayulianos, seconded by Commissioner Mark, carried 4-0.

Roxanne Wright, Administrative Clerk

Date

DRAFT

Existing Approval Criteria, MLMC Chapter 17.56 – Amendments

1. The amendment is necessary to resolve inconsistencies between the comprehensive plan and implementing ordinances, or inconsistencies between the plan or ordinances and local, state or federal mandates.
2. The amendment of the plan and/or the development regulations will further the implementation of the comprehensive plan and resolve inconsistency between the two in a manner that will not adversely impact the general public health, safety, and/or welfare.
3. Conditions have changed so much since the adoption of the comprehensive plan on factors such as, but not limited to population, employment, housing, transportation, capital facilities, or economic conditions that the existing goals, policies, objectives and/or map classifications of the comprehensive plan or development regulations are inappropriate.
4. Substantial conditions exist where the available supply of forecasted lands for residential, commercial, industrial, recreation or agriculture have been absorbed and there is insufficient land available for a twenty-year supply.
5. If the comprehensive plan amendment proposal involves extension of water and/or sewer services outside of the urban growth boundary, the following additional criteria must be met:
 - A. The proposal must be in response to an immediate threat to public health or safety;
 - B. The proposal is necessary for the protection of the aquifer(s) designated pursuant to RCW 36.70.A170;
 - C. The proposal is necessary to maintain existing levels of service in existing urban or suburban developments.
6. The proposed amendment is consistent with the overall intent of the goals of the comprehensive plan.
7. The proposed amendment is consistent with RCW 36.70A, the Growth Management Act, the county-wide planning policies and applicable multicounty planning policies.
8. Where an amendment to the comprehensive plan map is proposed, the proposed designation is adjacent to property having a similar and compatible designation.
9. Public facilities, infrastructure and transportation systems are present to serve the intended amendment or provisions have been made in accordance with the comprehensive plan to provide the necessary facilities.
10. The proposed amendment is complimentary and compatible with adjacent land uses and the surrounding environment.
11. The proposed amendment does not adversely affect lands designated as agricultural and/or resource lands of long term commercial significance or critical areas.

Proposed amendment criteria:

Comprehensive Plan:

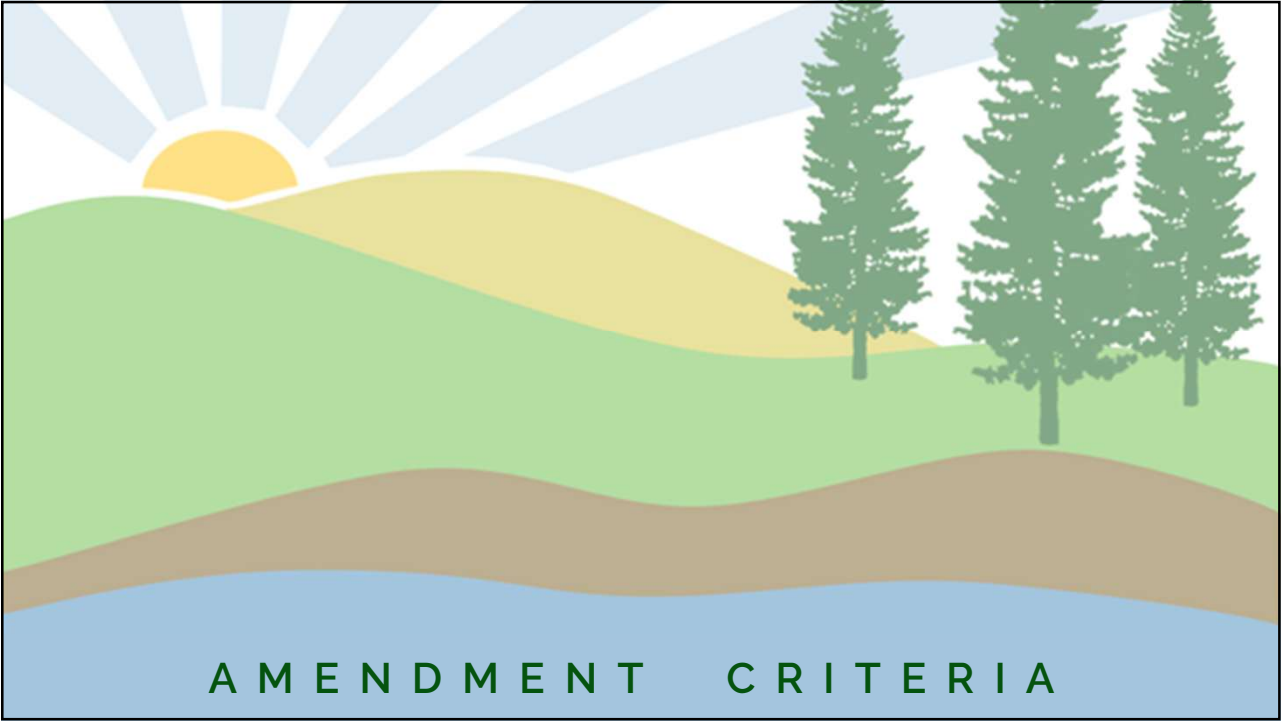
- A. The proposed amendment shall be consistent with the provisions of the Growth Management Act, Chapter 36.70A RCW, or any amendment thereto.
- B. The proposed amendment shall be consistent with the provisions of the Spokane Countywide Planning Policies.
- C. The proposed amendment shall be consistent with other sections of the Comprehensive Plan, the Strategic Plan and the Capital Facility Plan.

Zoning Map:

- A. The proposed amendment is consistent with the comprehensive plan goals, policies and objectives.
- B. The proposed amendment does not reduce the housing capacity or income stratification needs for the City.
- C. The proposed amendment(s) will not adversely affect the ability to provide city services in a cost-effective manner.
- D. The proposed amendment will result in long-term benefits to the community as a whole and is in the public interest.

Development Regulations:

- A. The proposed amendment(s) implements the goals, objectives, and policies of the Medical Lake Comprehensive Plan.
- B. The proposed amendment(s) complies with all requirements of the state's Growth Management Act, including growth boundaries, critical areas, and future housing needs.
- C. The proposed amendment(s) does not conflict with the Shoreline Master Program.
- D. The proposed amendment(s) is consistent with other adopted City plans, including, but not limited to, the Strategic Plan, Capital Facilities Plan, Parks Master Plan, Water Plan, Sewer Plan, and Transportation Plan.
- E. The proposed amendment(s) will not adversely affect the ability to provide city services in a cost-effective manner.
- F. The proposed amendment(s) will result in long-term benefits to the community as a whole and is in the public interest.
- G. The proposed amendment(s) will not result in adverse impacts to public infrastructure, wetlands, lakes, businesses, or residents.



1

Current Code: Chapter 17.56 - Amendments

- 1. Major update in 1999 for Growth Management Act
- 2. One set of criteria for all amendment types
- 3. Type IV Process (Legislative)

2

What are other cities doing?

Mandated by the GMA, varying level of details

Best Practices?

- 1. Adhere to the Growth Management Act
- 2. Provide clarity, predictability, transparency, and consistency

3

Amendment Types

- 1. Comprehensive Plan
- 2. Development Regulations
- 3. Zoning Map

4

Comprehensive Plan Amendments

1. Periodic Update (every 10 years)
2. Annual Amendments
3. Exempt Amendments

5

Comprehensive Plan Amendment Criteria

1. The proposed amendment shall be consistent with the provisions of the Growth Management Act, Chapter 36.70A RCW.
2. The proposed amendment shall be consistent with the provisions of the Spokane Countywide Planning Policies.
3. The proposed amendment shall be consistent with other sections of the Comprehensive Plan, the Strategic Plan and the Capital Facility Plan.

6

Development Regulation Amendments

1. Carry out the Comprehensive Plan
2. Respond to legislative changes
3. Improve the usability of the Municipal Code

7

Development Regulation Amendment Criteria

1. The proposed amendment(s) implements the goals, objectives, and policies of the Medical Lake Comprehensive Plan.
2. The proposed amendment(s) complies with all requirements of the state's Growth Management Act, including growth boundaries, critical areas, and future housing needs.
3. The proposed amendment(s) does not conflict with the Shoreline Master Program.

8

Development Regulation Amendment Criteria, continued

4. The proposed amendment(s) is consistent with other adopted City plans, including, but not limited to, the Strategic Plan, Capital Facilities Plan, Water Plan, Sewer Plan, and Transportation Plan.
5. The proposed amendment(s) will not adversely affect the ability to provide city services in a cost-effective manner.
6. The proposed amendment(s) will result in long-term benefits to the community as a whole and is in the public interest.
7. The proposed amendment(s) will not result in adverse impacts to public infrastructure, wetlands, lakes, businesses, or residents.

9

Zoning Map Amendment Criteria

1. The proposed amendment is consistent with the comprehensive plan goals, policies and objectives.
2. The proposed amendment does not reduce the housing capacity or income stratification needs for the City.
3. The proposed amendment(s) will not adversely affect the ability to provide city services in a cost-effective manner.
4. The proposed amendment will result in long-term benefits to the community as a whole and is in the public interest.

10



1

Current Code:

- Chapter 1.01 – Code Adoption
- Title 7 – Animals
- Title 8 – Vehicles and Traffic
- Title 9 – Peace, Safety, and Morals
- Multiple locations – “violation shall be a misdemeanor”

2

Best Practices?

Create a singular, clear, comprehensive, objective approach to enforcement

What are other cities doing?

Unique to each jurisdiction

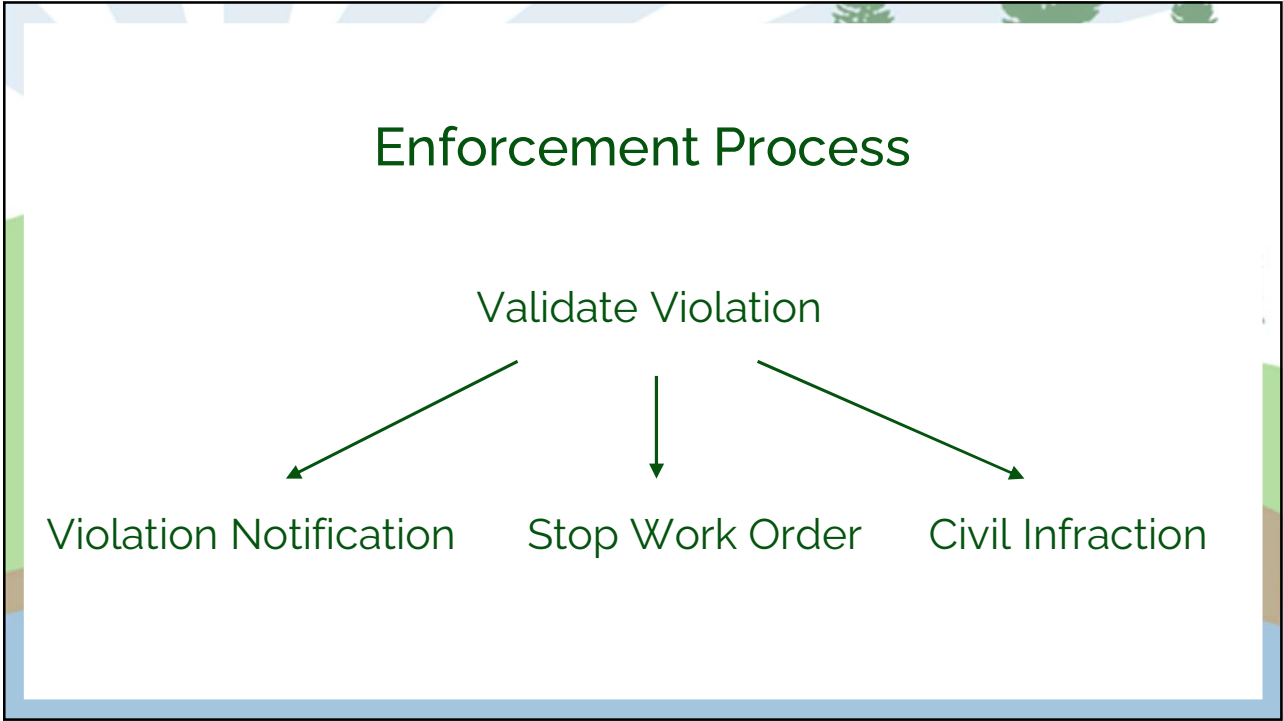
Relationship to Comp Plan?

Plan → Regulations → Enforcement

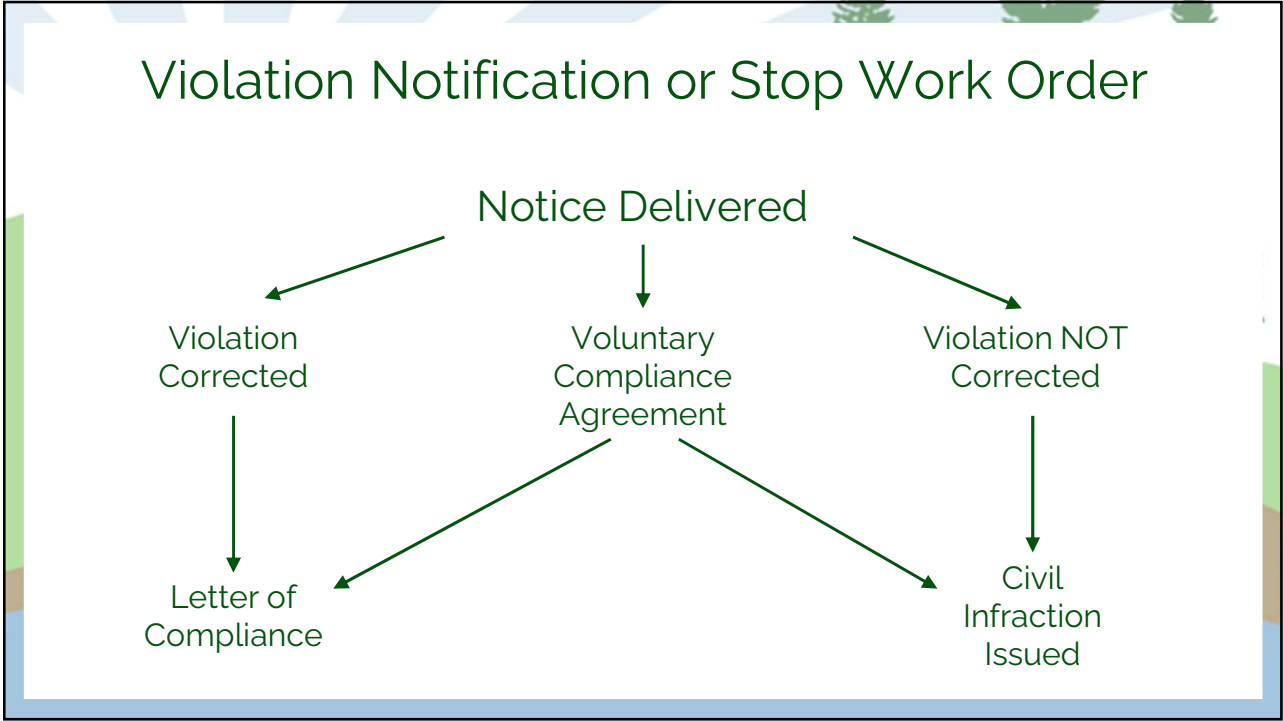
State Mandates?

Implementing the Comp Plan, includes enforcement

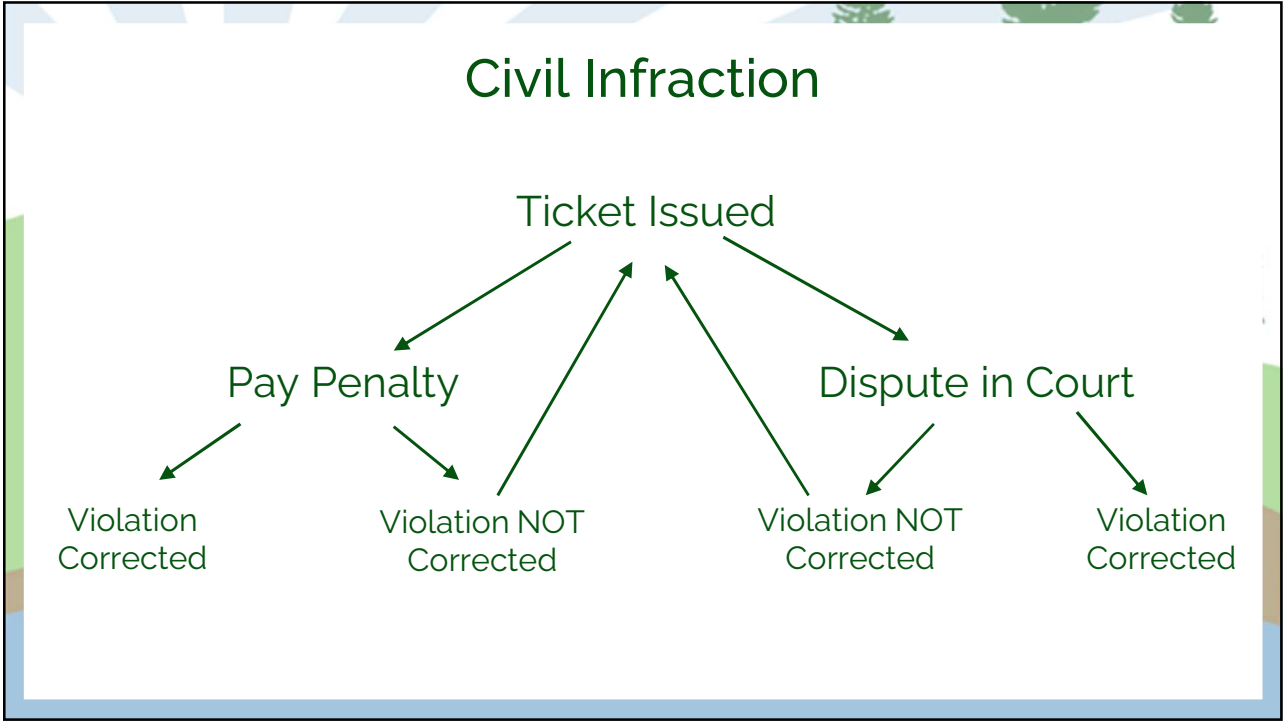
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4



5



6



To: Planning Commission
From: Elisa Rodriguez, City Planner
TOPIC: **Periodic Update: MLMC amendments regarding Street Vacations**

Requested Action:

Provide feedback and guidance on language pertaining to Street Vacations in the Medical Lake Municipal Code (MLMC).

Key Points:

A street vacation is a legal process where a city abandons its public right-of-way for a street, reverting ownership back to the adjacent property owner(s).

RCW 35.79 states the required process for street vacation.

The MLMC does not have a process or criteria for street vacations, nor does it provide any guidance for receiving compensation for the vacated right-of-way.

By creating guidance in the MLMC, the City Council will be able to review street vacation requests with more consistency and clarity.

Background Discussion:

According to the Street Vacation Table in MLMC, thirty (30) street vacations have taken place since the City of Medical Lake was incorporated. It is unknown what criteria, if any, the City Council used to evaluate whether the City should vacate these rights-of-way. In addition, it is likely that the City has never received compensation for the land it has given to the private property owners.

Public Involvement:

A public hearing will be held with the City Council. In addition, language will be provided on the City website for review and comment by the public.

Next Steps:

The City Council will conduct an initial workshop to discuss this topic on February 3, 2026. After a language workshop and a public hearing, if the Council chooses to do so, the MLMC amendments will be adopted by Ordinance.



City of Medical Lake Planning Department
124 S. Lefevre St.
Medical Lake, WA 99022
509-565-5000
www.medical-lake.org

STAFF REPORT TO THE PLANNING COMMISSION

File: Periodic Update: MLMC Amendment Criteria

Date of Staff Report: December 11, 2025

Date of Hearing: December 18, 2025

Staff Planner: Elisa Rodriguez 509-565-5019 or erodriguez@medical-lake.org

SEPA: Determination of Non-Significance was made on November 20, 2025

Procedure: This request requires a legislative review, therefore, the Planning Commission will hold a public hearing and make a recommendation to the City Council. The City Council will hold a public hearing to consider an ordinance to adopt the amendments to the Medical Lake Municipal Code. The complete process can be found in the Medical Lake Municipal Code (MLMC), Section 19.270.050 – Type IV Reviews.

Proposal: It is proposed to replace MLMC Chapter 17.42 – Amendments, Section 17.12.030 – Official Zoning Map, and 17.12.040 – Interpretation of District Boundaries, with Chapter 19.137 – Comprehensive Plan, Chapter 19.140 Zoning Map Administration, and Chapter 19.143 – Amendments. These proposed amendments are for the purpose of clarifying the process and criteria for amendments to the comprehensive plan, the zoning map, and development regulations.

PROCEDURAL HISTORY

SEPA DNS Issued – November 20, 2025

Notice of a Public Hearing Published in Cheney Free Press – November 20, 2025

Public Comment Period Closed – December 4, 2025

PROPOSED LANGUAGE

19.137 – Comprehensive Plan

19.137.010 Purpose. The purpose of this Chapter is to establish a procedure pursuant to the requirements of RCW 36.70A of the Growth Management Act (GMA) for the amendment or revision of the City Comprehensive Plan.

19.137.020 Applicability. The provisions of this chapter apply to all private or city-initiated requests to amend the text or maps that comprise the Comprehensive Plan.

19.137.030 Ten-Year Periodic Updates. Pursuant to the requirements of RCW 36.70A, the Comprehensive Plan must, at a minimum, be reviewed for any relevant changes in the GMA, recent case law, and to respond to changes in land use and population growth every ten (10) years. RCW 36.70A.130 stipulates the review schedule.

19.137.040 Annual Updates. Pursuant to the requirements of RCW 36.70A, the Comprehensive Plan shall not be updated more frequently than once every year, except for those occasions listed in RCW 36.70A.130. All proposals shall be considered concurrently so the cumulative effect of the various proposals can be ascertained.

19.137.050 Applications. In addition to City-initiated amendments, any interested person may submit an application for an amendment to the Comprehensive Plan. An application that is related to a site-specific proposal must be filed by the property owner or authorized representative. The annual deadline for submitting an application(s) shall be June 30th of each year, except for years a Periodic Update is due when no applications are accepted. The following must be submitted to the City for an application to be deemed complete:

- A. An appropriate City application form;
- B. A written description of the amendment being requested;
- C. Any studies, reports, or documentation to support the request;
- D. A written response to the approval criteria in MLMC 19.137.070, Approval Criteria;
- E. A SEPA checklist; and
- F. The application fee.

19.137.060 Process. Amendments to the Comprehensive Plan, including associated maps, are processed through a Type IV review with the Medical Lake Planning Commission holding a public hearing and making a recommendation to the City Council, which shall make the final decision. The Type IV review process is found in MLMC Section 19.270.050, Type IV reviews.

19.137.070 Approval Criteria. Amendments to the Comprehensive Plan text, goals, or policies shall be subject to the following criteria:

- A. The proposed amendment shall be consistent with the provisions of the Growth Management Act, Chapter 36.70A RCW, or any amendment thereto.

- B. The proposed amendment shall be consistent with the provisions of the Spokane Countywide Planning Policies.
- C. The proposed amendment shall be consistent with other sections of the Comprehensive Plan, the Strategic Plan and the Capital Facility Plan.

19.140 – Zoning Map Administration

19.140.010 Purpose. The purpose of this Chapter is to recognize the Official Zoning Map and establish standards for administration, interpretation, and maintenance. Additionally, it establishes a procedure pursuant to the requirements of RCW 36.70A of the Growth Management Act (GMA) for the amendment or revision of the Official Zoning Map.

19.140.020 Applicability. All lots, tracts, and parcels within the City of Medical Lake have a designated zone. Public right-of-way and lakes do not have a designated zone.

19.140.030 Urban Growth Area. All lots, tracts, and parcels within the Urban Growth Area, which are adjacent to the City corporate boundaries, shall have a future zoning designation contained in the Comprehensive Plan. When such areas are annexed into the City corporate boundaries, they will receive the listed zoning designations.

19.140.040 Maintenance. The signed copy of the Official Zoning Map containing the zoning districts designated by this Title shall be filed with the City Clerk and a duplicate copy shall be filed in the Planning Department. Copies of all Official Zoning Maps shall be dated with the effective date and number of the ordinance adopting the map.

19.140.050 Boundaries. Zoning district boundary lines are intended to follow lot lines. Whenever any street, alley, or other public way is vacated in the manner authorized by law, the zoning district adjoining each side of such street, alley, or public way shall extend to the center of the former street, alley, or public way.

19.140.060 Zoning Districts. The City of Medical Lake is divided into zoning districts, as named and described in this Title. Each lot, tract, and parcel of land or portion thereof designated on the zoning map is limited to the uses and regulations as specified and defined for the applicable zoning district. Zoning districts are specified in Chapter 17.12 – Zone Designation.

19.140.070 Interpretation. Where, due to the scale, lack of detail, or illegibility of the zoning map, there is uncertainty, contradiction, or conflict as to the intended location of any zoning district boundary as shown thereon, the planning official shall make an interpretation in writing of said map upon request of any person. Any person or entity may appeal an interpretation of the planning official by submitting a petition to the City of Medical Lake (City) and paying the appropriate fee. Appeals are heard by the hearing examiner and the process is found in Medical Lake Municipal Code (MLMC) 19.270.080, Appeals.

19.140.080 Amendments.

- A. Applications. In addition to City-initiated amendments, a property owner or authorized representative may submit an application for an amendment to the Official Zoning Map. The following must be submitted for an application to be deemed complete:

1. An appropriate City application form;
 2. A written description of the amendment being requested;
 3. Any studies, reports, or documentation to support the request;
 4. A written response to the approval criteria in MLMC 19.140.080(C), Approval Criteria;
 5. A SEPA checklist; and
 6. The application fee.
- B. Process. Amendments to the Official Zoning Map, are processed through a Type IV review with the Planning Commission holding a public hearing and making a recommendation to the City Council, which shall make the final decision. The Type IV review process is found in MLMC Section 19.270.050, Type IV reviews.
- C. Approval Criteria. Amendments to the Official Zoning Map shall be subject to the following approval criteria:
1. The proposed amendment is consistent with the Comprehensive Plan goals, policies and objectives.
 2. The proposed amendment does not reduce the housing capacity or income stratification needs of the City.
 3. The proposed amendment(s) will not adversely affect the ability to provide City services in a cost-effective manner.
 4. The proposed amendment will result in long-term benefits to the community as a whole and is in the public interest.

19.143 – Amendments

19.143.010 Purpose. The purpose of this Chapter is to establish a procedure pursuant to the requirements of RCW 36.70A of the Growth Management Act (GMA) for the amendment of Title 15 – Subdivisions, Title 16 – Planning, Title 17 – Zoning, Title 18 – Manufactured Home Community, and Title 19 – Land Use and Development, as currently adopted or hereafter amended.

19.143.020 Applicability. The provisions of this Chapter shall apply to all private or City-initiated requests to amend any portion of Titles 15 through 19.

19.143.030 Applications. In addition to City-initiated amendments, any interested person or entity may submit an application for an amendment to Titles 15 through 19. The following must be submitted for an application to be deemed complete:

- A. An appropriate City application form;
- B. A written description of the amendment being requested and a response to the following:
 1. Describe how the proposed amendment will be consistent with the City of Medical Lake Comprehensive Plan. Please cite specific goals, objectives, and policies.
 2. Describe how the proposed amendment is in the best interest of citizens and property owners in Medical Lake.
 3. Describe how the proposed amendment enhances public health, safety, comfort, convenience, and general welfare.
- C. Any studies, reports, or documentation to support the request;
- D. A written response to the approval criteria in MLMC 19.143.050, Approval Criteria;

- E. A SEPA checklist: and
- F. The application fee.

19.143.040 Process. Amendments to Titles 15 through 19 are processed through a Type IV review with the Planning Commission holding a public hearing and making a recommendation to the City Council, which shall make the final decision. The Type IV review process is found in MLMC Section 19.270.050, Type IV reviews.

19.143.050 Approval Criteria. Amendments to Titles 15 through 19 shall be subject to the following criteria:

- A. The proposed amendment(s) implements the goals, policies, and objectives of the Medical Lake Comprehensive Plan.
- B. The proposed amendment(s) complies with all requirements of the state's Growth Management Act, including growth boundaries, critical areas, and future housing needs.
- C. The proposed amendment(s) does not conflict with the Shoreline Master Program.
- D. The proposed amendment(s) is consistent with other adopted City plans, including, but not limited to, the Strategic Plan, Capital Facilities Plan, Parks Master Plan, Water Plan, Sewer Plan, Stormwater Plan, and Transportation Plan.
- E. The proposed amendment(s) will not adversely affect the ability to provide City services in a cost-effective manner.
- F. The proposed amendment(s) will result in long-term benefits to the community as a whole and is in the public interest.
- G. The proposed amendment(s) will not result in adverse impacts to public infrastructure, wetlands, lakes, businesses, or residents.

PUBLIC COMMENT

No comments were received from agencies or the public.

ZONING CODE APPROVAL CRITERIA

Amendments to development regulations are subject to MLMC Section 17.56.100 – Criteria for evaluation of plan amendments.

1. The amendment is necessary to resolve inconsistencies between the comprehensive plan and implementing ordinances, or inconsistencies between the plan or ordinances and local, state, or federal mandates.

Findings: The proposed amendments are to create a clearer process and criteria for amendments to the Comprehensive Plan, the Zoning Map, and the development code (MLMC Titles 15-19). There are no inconsistencies currently, however, the current code is written poorly and difficult to implement. By adopting the proposed amendments, no inconsistencies will be created. **For this reason, the criterion is met.**

2. The amendment of the plan and/or the development regulations will further the implementation of the comprehensive plan and resolve inconsistency between the two in a manner that will not adversely impact the general public health, safety, and/or welfare.

Findings: The proposed amendments to the approval criteria for amendments to the Comprehensive Plan, the Zoning Map, and the development regulations will make the process and criteria clearer. By updating the approval criteria, it will streamline the evaluation of the comprehensive plan and all the development regulations that will be amended as part of the Periodic Update. By adopting the proposed amendments, the comprehensive plan will be further implemented, and no inconsistencies will be created. **For these reasons, the criterion is met.**

3. Conditions have changed so much since the adoption of the comprehensive plan on factors such as, but not limited to population, employment, housing, transportation, capital facilities, or economic conditions that the existing goals, policies, objectives and/or map classifications of the comprehensive plan or development regulations are inappropriate.

Findings: The proposed amendments are to update the criteria for which the Comprehensive Plan, the Zoning Map, and development regulations are evaluated. The existing criteria were adopted in 1999 and have not been revisited since. At this point in time, the City is making an effort to make the Municipal Code clearer and more user-friendly. These amendments will be a step in a positive direction. **For this reason, the criterion is met.**

4. Substantial conditions exist where the available supply of forecasted lands for residential, commercial, industrial, recreation or agriculture have been absorbed and there is insufficient land available for a twenty-year supply.

Findings: The proposed amendments are about process and do not affect the available supply of forecasted lands. **For this reason, the criterion is not applicable.**

5. If the comprehensive plan amendment proposal involves extension of water and/or sewer services outside of the urban growth boundary, the following additional criteria must be met:

- A. The proposal must be in response to an immediate threat to public health or safety;
- B. The proposal is necessary for the protection of the aquifer(s) designated pursuant to RCW 36.70.A170;
- C. The proposal is necessary to maintain existing levels of service in existing urban or suburban developments.

Findings: The proposal does not involve the extension of water or sewer services. **Therefore, this criterion is not applicable.**

6. The proposed amendment is consistent with the overall intent of the goals of the comprehensive plan.

Findings: The Comprehensive Plan does not directly address amendments. However, it is the intent of the Growth Management Act to have jurisdictions periodically review the plan and development regulations for compliance with State regulations and changed conditions. The proposed amendments to the process and

criteria for amendments to the Comprehensive Plan, the Zoning Map, and development regulations are consistent with the Comprehensive Plan. **For this reason, the criterion is met.**

7. The proposed amendment is consistent with RCW 36.70A, the Growth Management Act, the county-wide planning policies, and applicable multicounty planning policies.

Findings: The Spokane Countywide Planning Policies carry out the Growth Management Act which expects amendments of the Comprehensive Plan, Zoning Map, and development regulations to take place. The proposed amendments are consistent the Countywide Planning Policies. **For this reason, the criterion is met.**

8. Where an amendment to the comprehensive plan map is proposed, the proposed designation is adjacent to property having a similar and compatible designation.

Findings: An amendment to the Comprehensive Plan Map is not proposed, therefore, **this criterion is not applicable.**

9. Public facilities, infrastructure, and transportation systems are present to serve the intended amendment or provisions have been made in accordance with the comprehensive plan to provide the necessary facilities.

Findings: The proposed amendment to change the approval criteria of the amendment process does not affect public facilities, infrastructure, and transportation systems. **For this reason, the criterion is met.**

10. The proposed amendment is complimentary and compatible with adjacent land uses and the surrounding environment.

Findings: The proposed amendment to change the approval criteria of the amendment process is not site specific, therefore, does not affect adjacent land uses. **For this reason, the criterion is met.**

11. The proposed amendment does not adversely affect lands designated as agricultural and/or resource lands of long-term commercial significance or critical areas.

Findings: The proposed amendment to change the approval criteria of the amendment process does not adversely affect lands designated as agriculture, resource lands, or critical areas. **For this reason, the criterion is met.**

CONCLUSION

The proposed amendment to the Medical Lake Municipal Code is for the purpose of replacing approval criteria used to evaluate future amendments to the Comprehensive Plan, the Zoning Map, and development regulations. The proposed amendments are consistent with the Comprehensive Plan, the Countywide Planning Policies, and the Growth Management Act. The amendments do not adversely affect land, uses, or services within the City. All of the applicable approval criteria have been met, therefore, the proposal should be approved.

POSSIBLE ACTIONS BY THE PLANNING COMMISSION

1. Recommend approval of the proposed amendments to the City Council.
2. Recommend approval of modified amendments to the City Council.
3. Request City Staff to address concerns and return with modified language.

EXHIBITS

- A. SEPA Checklist – October 29, 2025
- B. SEPA DNS – November 20, 2025
- C. Public Notice – November 20, 2025

SEPA¹ Environmental Checklist

Purpose of checklist

Governmental agencies use this checklist to help determine whether the environmental impacts of your proposal are significant. This information is also helpful to determine if available avoidance, minimization, or compensatory mitigation measures will address the probable significant impacts or if an environmental impact statement will be prepared to further analyze the proposal.

Instructions for applicants

This environmental checklist asks you to describe some basic information about your proposal. Please answer each question accurately and carefully, to the best of your knowledge. You may need to consult with an agency specialist or private consultant for some questions. **You may use “not applicable” or “does not apply” only when you can explain why it does not apply and not when the answer is unknown.** You may also attach or incorporate by reference additional studies reports. Complete and accurate answers to these questions often avoid delays with the SEPA process as well as later in the decision-making process.

The checklist questions apply to **all parts of your proposal**, even if you plan to do them over a period of time or on different parcels of land. Attach any additional information that will help describe your proposal or its environmental effects. The agency to which you submit this checklist may ask you to explain your answers or provide additional information reasonably related to determining if there may be significant adverse impact.

Instructions for lead agencies

Please adjust the format of this template as needed. Additional information may be necessary to evaluate the existing environment, all interrelated aspects of the proposal and an analysis of adverse impacts. The checklist is considered the first but not necessarily the only source of information needed to make an adequate threshold determination. Once a threshold determination is made, the lead agency is responsible for the completeness and accuracy of the checklist and other supporting documents.

Use of checklist for nonproject proposals

For nonproject proposals (such as ordinances, regulations, plans and programs), complete the applicable parts of sections A and B, plus the Supplemental Sheet for Nonproject Actions (Part D). Please completely answer all questions that apply and note that the words "project," "applicant," and "property or site" should be read as "proposal," "proponent," and "affected geographic area," respectively. The lead agency may exclude (for non-projects) questions in “Part B: Environmental Elements” that do not contribute meaningfully to the analysis of the proposal.

¹ <https://ecology.wa.gov/Regulations-Permits/SEPA/Environmental-review/SEPA-guidance/Checklist-guidance>

A. Background

[Find help answering background questions](https://ecology.wa.gov/Regulations-Permits/SEPA/Environmental-review/SEPA-guidance/SEPA-checklist-guidance/SEPA-Checklist-Section-A-Background)²

1. Name of proposed project, if applicable:

Amendment to the Amendment Criteria for the Comprehensive Plan, Development Regulations, and the Zoning Map.

2. Name of applicant:

City of Medical Lake

3. Address and phone number of applicant and contact person:

Elisa Rodriguez, City Planner
124 S Lefevere Street
Medical Lake, WA 99022
509-565-5019
erodriguez@medical-lake.org

4. Date checklist prepared:

10/29/2025

5. Agency requesting checklist:

City of Medical Lake

6. Proposed timing of schedule (including phasing, if applicable):

This is the first of 10 amendments to the Medical Lake Municipal Code in conjunction with the update of the Comprehensive Plan, all part of the Periodic Update mandated by the Washington Growth Management Act.

7. Do you have any plans for future additions, expansion, or further activity related to or connected with this proposal? If yes, explain.

See question #6.

8. List any environmental information you know about that has been prepared, or will be prepared, directly related to this proposal.

No known information.

9. Do you know whether applications are pending for governmental approvals of other proposals directly affecting the property covered by your proposal? If yes, explain.

No known applications.

10. List any government approvals or permits that will be needed for your proposal, if known.

These amendments will require the approval of the Medical Lake City Council in the form of an ordinance.

² <https://ecology.wa.gov/Regulations-Permits/SEPA/Environmental-review/SEPA-guidance/SEPA-checklist-guidance/SEPA-Checklist-Section-A-Background>

- 11. Give brief, complete description of your proposal, including the proposed uses and the size of the project and site. There are several questions later in this checklist that ask you to describe certain aspects of your proposal. You do not need to repeat those answers on this page. (Lead agencies may modify this form to include additional specific information on project description.)**

The proposal is to amend MLMC 17.56 – Amendments, to clarify the types of amendments and the associated criteria for each type. In addition, the chapter will be moved to Title 19 – Land Use and Development.

- 12. Location of the proposal. Give sufficient information for a person to understand the precise location of your proposed project, including a street address, if any, and section, township, and range, if known. If a proposal would occur over a range of area, provide the range or boundaries of the site(s). Provide a legal description, site plan, vicinity map, and topographic map, if reasonably available. While you should submit any plans required by the agency, you are not required to duplicate maps or detailed plans submitted with any permit applications related to this checklist.**

This proposal is a non-project action that applies to the entirety of the City of Medical Lake.

B.Environmental Elements

The proposal is a non-project action. See Section D. Supplemental sheet for non-project actions.

C.Signature

[Find help about who should sign](#)³

The above answers are true and complete to the best of my knowledge. I understand that the lead agency is relying on them to make its decision.



Recoverable Signature

X

Elisa Rodriguez

Signed by: 0c50e617-2fde-4108-80e4-d2e2381ee76f

Type name of signee: Elisa Rodriguez

Position and agency/organization: City Planner

Date submitted: 10/29/2025

³ <https://ecology.wa.gov/Regulations-Permits/SEPA/Environmental-review/SEPA-guidance/SEPA-checklist-guidance/SEPA-Checklist-Section-C-Signature>

D. Supplemental sheet for nonproject actions

[Find help for the nonproject actions worksheet⁴](https://ecology.wa.gov/regulations-permits/sepa/environmental-review/sepa-guidance/sepa-checklist-guidance/sepa-checklist-section-d-non-project-actions)

Do not use this section for project actions.

Because these questions are very general, it may be helpful to read them in conjunction with the list of the elements of the environment.

When answering these questions, be aware of the extent the proposal, or the types of activities likely to result from the proposal, would affect the item at a greater intensity or at a faster rate than if the proposal were not implemented. Respond briefly and in general terms.

1. How would the proposal be likely to increase discharge to water; emissions to air; production, storage, or release of toxic or hazardous substances; or production of noise?

The proposal is to amend approval criteria for amending the comprehensive plan, development regulations and the zoning map, therefore, there will be no increase in discharge to water, emissions to air, production, storage, or release of toxic or hazardous substances, or production of noise as a result. However, the proposed criteria will include the requirement that the environment is not adversely impacted.

- **Proposed measures to avoid or reduce such increases are:**

None.

2. How would the proposal be likely to affect plants, animals, fish, or marine life?

The proposal is to amend approval criteria for amending the comprehensive plan, development regulations and the zoning map, therefore, it will not affect plants, animals, fish, or marine life directly. However, the proposed criteria will include the requirement that the environment is not adversely impacted.

- **Proposed measures to protect or conserve plants, animals, fish, or marine life are:**

None.

3. How would the proposal be likely to deplete energy or natural resources?

The proposal is to amend approval criteria for amending the comprehensive plan, development regulations and the zoning map, therefore, it will not deplete energy or natural resources. However, the proposed criteria will include the requirement of benefiting the community long-term.

- **Proposed measures to protect or conserve energy and natural resources are:**

None.

4. How would the proposal be likely to use or affect environmentally sensitive areas or areas designated (or eligible or under study) for governmental protection, such as

⁴ <https://ecology.wa.gov/regulations-permits/sepa/environmental-review/sepa-guidance/sepa-checklist-guidance/sepa-checklist-section-d-non-project-actions>

parks, wilderness, wild and scenic rivers, threatened or endangered species habitat, historic or cultural sites, wetlands, floodplains, or prime farmlands?

The proposal is to amend approval criteria for amending the comprehensive plan, development regulations and the zoning map, therefore, it will not affect environmentally sensitive areas or areas designated for governmental protection. However, the proposed criteria will include the requirement that proposals cannot conflict with existing regulations, including the critical areas ordinance.

- **Proposed measures to protect such resources or to avoid or reduce impacts are:**

None.

5. How would the proposal be likely to affect land and shoreline use, including whether it would allow or encourage land or shoreline uses incompatible with existing plans?

The proposal is to amend approval criteria for amending the comprehensive plan, development regulations and the zoning map, therefore, it will not affect land and shoreline use. However, the proposed criteria will include the requirement that proposals cannot conflict with the Shoreline Master Program.

- **Proposed measures to avoid or reduce shoreline and land use impacts are:**

None.

6. How would the proposal be likely to increase demands on transportation or public services and utilities?

The proposal is to amend approval criteria for amending the comprehensive plan, development regulations and the zoning map, therefore, it will not increase the demand on transportation or public services and utilities. However, the proposed criteria will include the requirement that proposals will not adversely affect infrastructure and services.

- **Proposed measures to reduce or respond to such demand(s) are:**

None.

7. Identify, if possible, whether the proposal may conflict with local, state, or federal laws or requirements for the protection of the environment.

The proposal does not conflict with local, state, and federal laws, including those for the protection of the environment.



City of Medical Lake
124 S Lefevre Street
PO Box 369
Medical Lake, WA 99022-0369
509-565-5000
www.medical-lake.org

State Environmental Policy Act Determination of NonSignificance

Date of Issuance: 11/20/2025

Lead Agency: City of Medical Lake

Agency Contact: Elisa Rodriguez, City Planner, 509-565-5019

Lead Agency File Number: Amendment to Amendment Criteria

Description of Proposal: Amendment to the Amendment Criteria for the Comprehensive Plan, Development Regulations, and the Zoning Map. This is the first of 10 amendments to the Medical Lake Municipal Code in conjunction with the update of the Comprehensive Plan, all part of the Periodic Update mandated by the Washington Growth Management Act. The proposal is to amend MLMC 17.56 – Amendments, to clarify the types of amendments and the associated criteria for each type. In addition, the chapter will be moved to Title 19 – Land Use and Development.

Applicant: City of Medical Lake

Location of Proposal: This is a non-project proposal, therefore, there is no location. The lead agency for this proposal has determined that it does not have a probable significant adverse impact on the environment. An environmental impact statement is not required under [RCW 43.21C.030\(2\)\(c\)](#). This decision was made after review of a completed environmental checklist and other information on file with the lead agency.

This information is available at:

<https://medical-lake.org/city-government/comprehensive-plan/>

☐ There is no comment period for this DNS.

☐ This DNS is issued after using the optional process in WAC [197-11-355](#). There is no further comment period on the DNS.

☒ This DNS is issued under WAC [197-11-340\(2\)](#); the lead agency will not act on this proposal for 14 days from the date of issuance. **Comments must be submitted by: 2:00 p.m. on**

Thursday, December 4, 2025.

Responsible Official: Sonny Weathers

Position/Title: City Administrator

Address: 124 S Lefevre Street, Medical Lake, WA 99022

Phone: 509-565-5050

Email: sweathers@medical-lake.org

X

Responsible Official

Signature Date: 11/20/2025



City of Medical Lake
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PUBLIC NOTICE

The Planning Commission will hold a public hearing on **Thursday, December 18, 2025, at 5:30pm** in person during the regularly scheduled Planning Commission meeting at the Medical Lake City Hall and virtually via Zoom to consider amendments to the municipal code regarding **Amendment Criteria**. A web link to the Zoom Meeting will be posted on the City's website www.medical-lake.org with the meeting agenda. The public is encouraged to attend and will have the opportunity to speak. If you require special assistance, contact City Hall at 509-565-5000.

The SEPA environmental checklist has been reviewed, and the City has issued a determination of non-significance.

Documents relating to this review can be viewed on the comprehensive plan update page and in the agenda packet at the above website. Questions should be directed to the contact below.

Written comments may be submitted to the Planning Department by **2:00 p.m.** on **December 4, 2025**. Direct comments to Elisa Rodriguez, Planning Department, City of Medical Lake, 124 S Lefevre St, Medical Lake, WA. Phone: 509-565-5019. E-mail: erodriguez@medical-lake.org.