

CITY OF MEDICAL LAKE
City Council Regular Meeting and Public Hearing

6:30 PM
December 2, 2025

MINUTES

Council Chambers
124 S. Lefevre Street

NOTE: This is not a verbatim transcript. Minutes contain only a summary of the discussion. A recording of the meeting can be accessed through the city's website www.medical-lake.org.

COUNCIL AND ADMINISTRATIVE PERSONNEL PRESENT

Councilmembers

Chad Pritchard
Lorin Ray-Abbott
Lance Speirs
Don Kennedy
Bob Maxwell
Tony Harbolt

Administration & Staff

Terri Cooper, Mayor
Sonny Weathers, City Administrator
Thomas Rohrer, Legal Counsel
Koss Ronholt, Finance Director
Elisa Rodriguez, City Planner
Scott Duncan, Public Works Director
Colton Raczykowski, Administrative Clerk

REGULAR SESSION AND PUBLIC HEARING— 6:30 PM

1. CALL TO ORDER, PLEDGE OF ALLEGIANCE, ROLL CALL

- A. Mayor Cooper called the meeting to order at 6:30pm, led the Pledge of Allegiance, and conducted roll call.
 - i. Councilmember Olson requested an absence due to illness. Motion to approve made by Councilmember Harbolt, seconded by Councilmember Maxwell, carried 6-0.

2. AGENDA APPROVAL

- A. Motion to approve made by Councilmember Kennedy, seconded by Councilmember Speirs, carried 6-0.

3. INTERESTED CITIZENS: AUDIENCE REQUESTS AND COMMENTS - None

4. ANNOUNCEMENTS / PROCLAMATIONS / SPECIAL PRESENTATIONS

- A. Judge Richard Mount Oath of Office
 - i. Koss Ronholt conducted the Oath of Office for Judge Richard Mount to preside over municipal court cases for the City of Medical Lake.

5. REPORTS

- A. Committee Reports/Council Comments
 - i. Councilmember Pritchard – none.
 - ii. Councilmember Ray-Abbott – none.

- iii. Councilmember Speirs – attended the West Plains Chamber of Commerce Best of the West event. Happy to see how many Medical Lake businesses and residents were in attendance. Proud to live in the area.
 - iv. Councilmember Kennedy – none.
 - v. Councilmember Maxwell – none.
 - vi. Councilmember Harbolt – none.
- B. Mayor Cooper – also attended the Best of the West event and commented on the great representation of Medical Lake businesses and citizens. Shared that there are currently committee positions open and encouraged citizens to apply.
- C. City Administrator & City Staff
- i. Sonny Weathers, City Administrator – shared his input on the Best of the West event as well. Provided an update on the single audit, particularly that there were no findings. The audit review/exit interview will be December 9th at 1pm, held virtually.

6. WORKSHOPS

- A. Periodic Update: MLMC Amendments concerning Amendment Criteria
- i. Elisa Rodriguez, City Planner – gave a presentation (see attached) on amending the city's municipal code. Encouraged council and citizens to reach out if any proposed changes do not make sense so she can address it. Wants the code to be easily understandable for anyone.

7. EXECUTIVE SESSION - None

8. PUBLIC HEARING – 2026 Final Budget

- A. Mayor Cooper opened the hearing at 7:05pm.
- i. Legal counsel read Ordinance 1138 2026 Final Budget onto the record.
 - ii. Mr. Ronholt instructed council that the 2026 preliminary budget is now obsolete and can be replaced with the 2026 final budget documents provided. Reviewed changes, noting that there were no changes to the budget data, just additional pages to provide ease of use to the final document.
 - iii. Mayor Cooper called for public comment. None.
 - iv. Closed hearing at 7:07pm.
- B. First Read Ordinance 1138 2026 Final Budget
- i. Motion to approve first read made by Councilmember Kennedy, seconded by Councilmember Speirs, carried 6-0.

9. ACTION ITEMS

- A. Consent Agenda
- i. Approve **November 18, 2025**, minutes.
 - 1. Motion to approve made by Councilmember Pritchard, seconded by Councilmember Maxwell, carried 6-0.
 - ii. Approve **December 2, 2025**, Claim Warrants numbered **53178** through **53228** in the amount of **\$357,053.15**.
 - 1. Motion to approve made by Councilmember Speirs, seconded by Councilmember Kennedy, carried 6-0.
- B. Appointment of Patrick Flaherty to Parks and Recreation Advisory Board
- i. Motion to approve made by Councilmember Pritchard, seconded by Councilmember Kennedy, carried 6-0.

10. RESOLUTIONS

A. 25-784 2026 CTR Agreement Update

- i. LeAnn Yamamoto with Spokane County was present on Zoom and gave a presentation on the CTR program and agreement. Council discussion. Mayor Cooper and Mr. Weathers expressed the importance of the partnership with Spokane County. Without it, the city would be required to manage the program on its own, as it is required by state law.
- ii. Motion to approve made by Councilmember Harbolt, seconded by Councilmember Speirs, carried 5-1 with Councilmember Kennedy voting nay.

11. ORDINANCES

A. First Read Ordinance 1139 Q3 2025 Budget Amendment

- i. Mr. Ronholt reviewed the proposed amendments. Addressed questions about the ending balances and adjusted ending balances. Surplus is unrealized expenses from ongoing projects.
- ii. Legal counsel read the ordinance onto the record.
- iii. Motion to approve first read made by Councilmember Kennedy, seconded by Councilmember Harbolt, carried 6-0.

12. EMERGENCY ORDINANCES – none.

13. UPCOMING AGENDA ITEMS – none.

14. INTERESTED CITIZENS: AUDIENCE REQUESTS AND COMMENTS – none.

15. CONCLUSION

- A. Motion to conclude at 7:34pm made by Councilmember Pritchard, seconded by Councilmember Harbolt, carried 6-0.

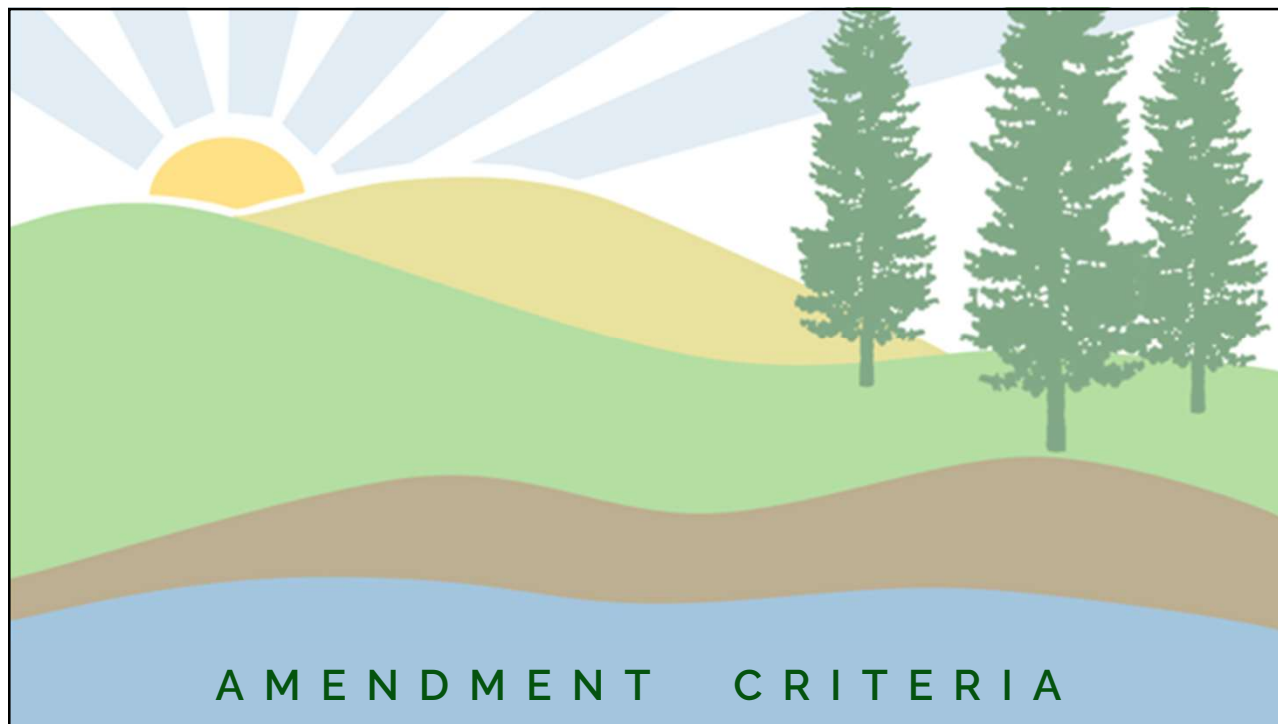


Terri Cooper, Mayor



Koss Ronholt, Finance Director/City Clerk

12/16/25
Date



1

What is Approval Criteria?

1. Method to evaluate a proposal
2. All criteria must be met to approve
3. Must have a defensible argument

2

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)

3

Current Code: Chapter 17.12 – Zone Designation

1. Essential Use Classification
2. Zoning Districts
3. Official Zoning Map
4. Interpretation of District Boundaries
5. Application of Regulations

4

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

5

Amendment Types

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

6

Comprehensive Plan Amendments

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

7

Comprehensive Plan Amendment Approval 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.

8

Development Regulation Amendments

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

9

Development Regulation Amendment Approval 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.

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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.

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Zoning Map Amendments

1. City Initiated, multiple properties
2. Privately Initiated, single or limited properties

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Zoning Map Amendment 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 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.