



**AGENDA
PLANNING COMMISSION
REGULAR MEETING
JANUARY 22, 2026, 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/87022600844?pwd=i0mAiWtpOYLSAr0OKzBw3RO5gMc3Fj.1>

Meeting ID: 870 2260 0844

Passcode: 574949

One tap mobile

+12532050468,,87022600844#,,,*574949# US

+12532158782,,87022600844#,,,*574949# US (Tacoma)

Join instructions

https://us06web.zoom.us/meetings/87022600844/invitations?signature=jRJ0HLYDyPTwMQcN30YW9rZf504ZM867Z_kMyDiZSLM

- **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) December 18, 2025, meeting minutes
- 5) STAFF REPORTS**
- 6) SCHEDULED ITEMS**
 - a) Periodic Update: Housing Needs Assessment
 - b) Periodic Update: Zoning Amendments
- 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 and Public Hearing
December 18, 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, including new member Commissioner Altheide.

2) ADDITIONS TO AGENDA

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

3) INTERESTED CITIZENS: AUDIENCE REQUESTS AND COMMENTS

- a) Acknowledged comments received from resident Tammy Roberson and attorney Elizabeth Telleson with the law firm Winston-Cashatt. *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 – November 20, 2025

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

5) STAFF REPORTS

- a) Elisa Rodriguez, City Planner – welcomed new Commissioner Cindy Altheide. Acknowledged that this was Commissioner Mayulianos' last meeting and thanked her for her years of service. Reported on FB live event last week. 80+ viewings so far, no comments. Asked for any comments from Commissioners. Commissioner Mayulianos stated that she watched the recording. Commented that she was disappointed in the lack of community participation. Felt maybe the advertisement for the event was confusing.

6) SCHEDULED ITEMS

- a) Periodic Update: MLMC amendments regarding Street Vacations, introduction of topic
 - i) Ms. Rodriguez gave a presentation. See attached. Explained that there would be no public hearing at Planning Commission, City Council only, but she wanted to keep Commissioners up to date. The next step will be presenting to City Council.

7) PUBLIC HEARING –

- a) Periodic Update: MLMC amendments regarding Amendment Criteria
 - i) Commissioner Veliz opened the Public Hearing at 5:55pm and reviewed the hearing process.
 - ii) Ms. Rodriguez explained the purpose of the hearing and gave a presentation on the topic. See attached.
 - iii) Ms. Rodriguez acknowledged comments that were received from resident Tammy Roberson and Attorney Elizabeth Telleson with Winston-Cashatt. Addressed many of the questions from Ms. Roberson, asking Commissioners to review and respond to others. Noted that Ms. Telleson is the attorney for Solo Cheney, LLC, the applicant for Ring Lake Estates.
 - iv) Commissioner Veliz gave guidance and called for public comment. None given.
 - v) Commissioner Veliz called for comments and/or questions from Commissioners. Commissioner Twohig inquired about comments in Ms. Telleson's letter. Ms. Rodriguez and Mr. Weathers responded. Mr. Rohrer, the city's legal counsel, addressed Ms. Telleson's request for a continuance of the Public Hearing. He stated that proper noticing criteria were met by the city and the hearing was well known in advance. Ms. Telleson's letter was submitted over two hours past the 2pm deadline for public comments. Clarified that this is not a project specific hearing. The request for a continuance was untimely and not necessary for the Commission to address. No further comments from Commissioners.

- vi) Commissioner Veliz closed the Public Hearing at 6:29pm.
- vii) Commissioners discussed the three recommendation options: approval as is, approval with changes, or denial.
 - 1. Motion to recommend approval to City Council made by Commissioner Twohig, seconded by Commissioner Mayulianos, carried 5-0.

8) COMMISSION MEMBERS' COMMENTS OR CONCERNS

- a) Commissioner Mark thanked Commissioner Mayulianos for her service on the Commission. Commissioner Mayulianos thanked everyone.

9) INTERESTED CITIZENS: AUDIENCE REQUESTS AND COMMENTS – None

10) CONCLUSION

- a) Motion to conclude at 6:32pm made by Commissioner Mayulianos, seconded by Commissioner Mark, carried 5-0.

Roxanne Wright, Administrative Clerk

Date



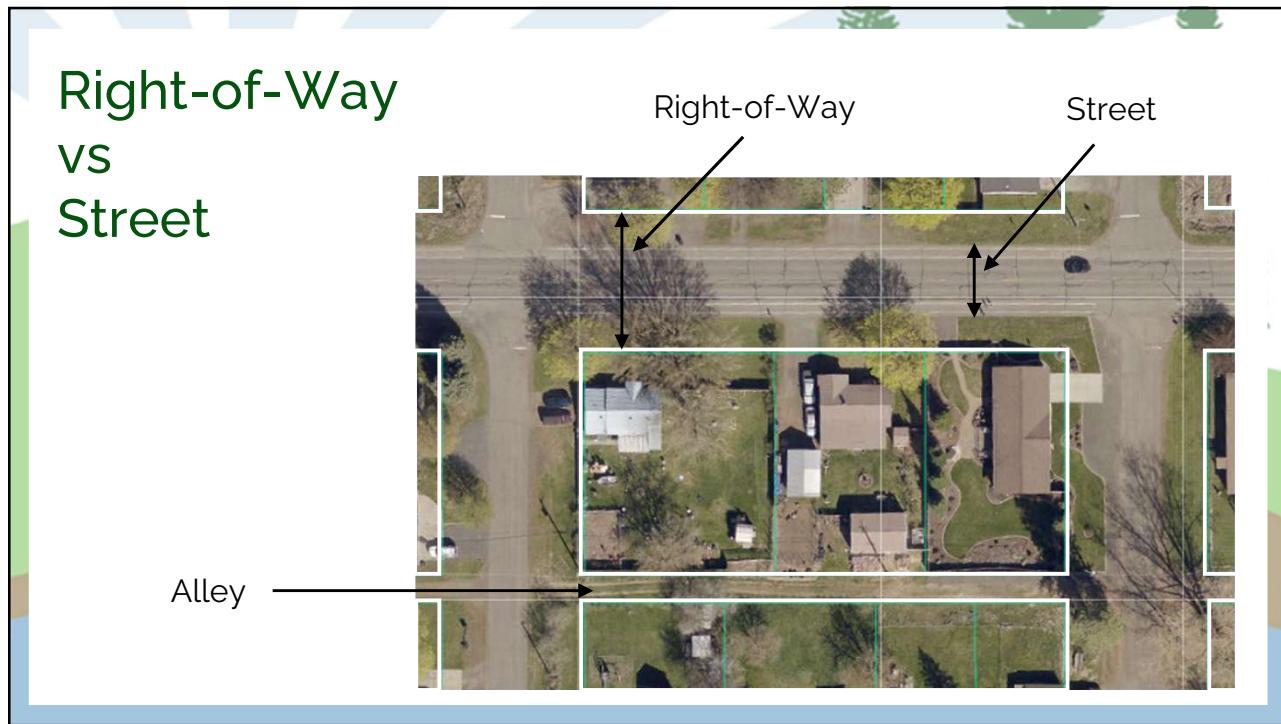
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What is a Street Vacation?

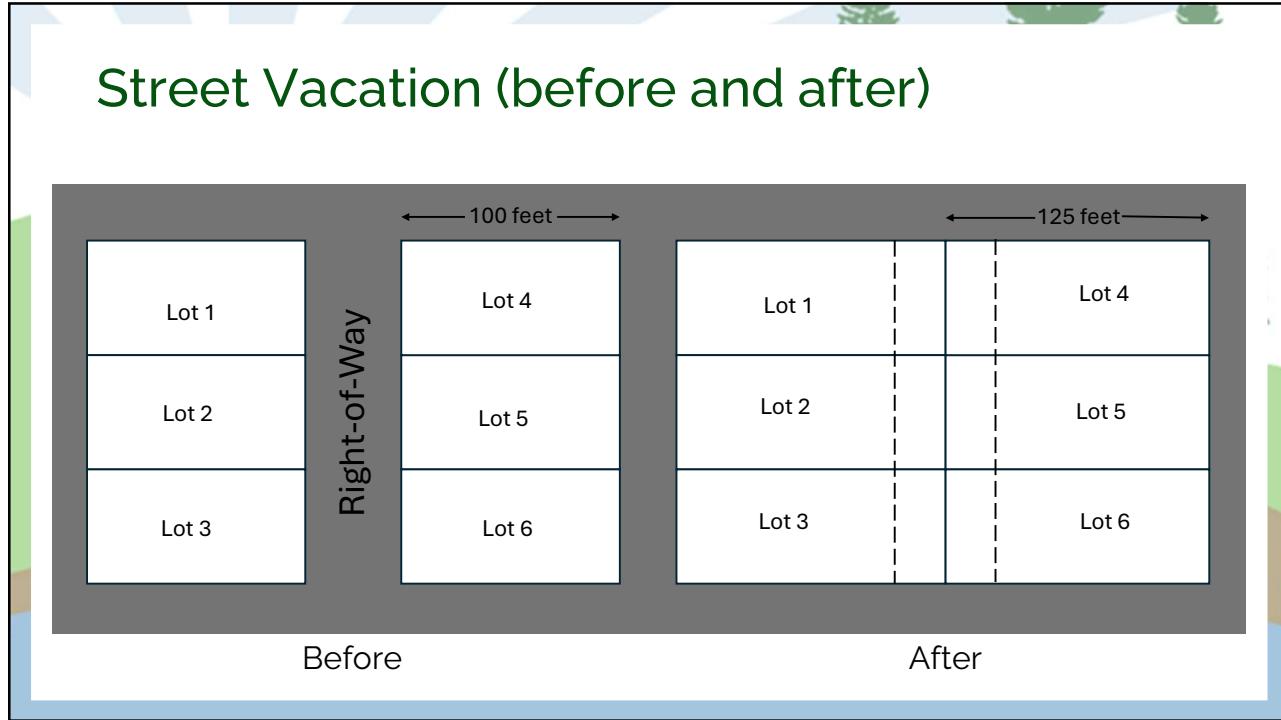
A street vacation is the formal legal process by which a city, county, or town relinquishes its public interest in a street, alley, or road (the right-of way).

The government terminates its easement for public travel, effectively closing the street or alley from public use.

2



3



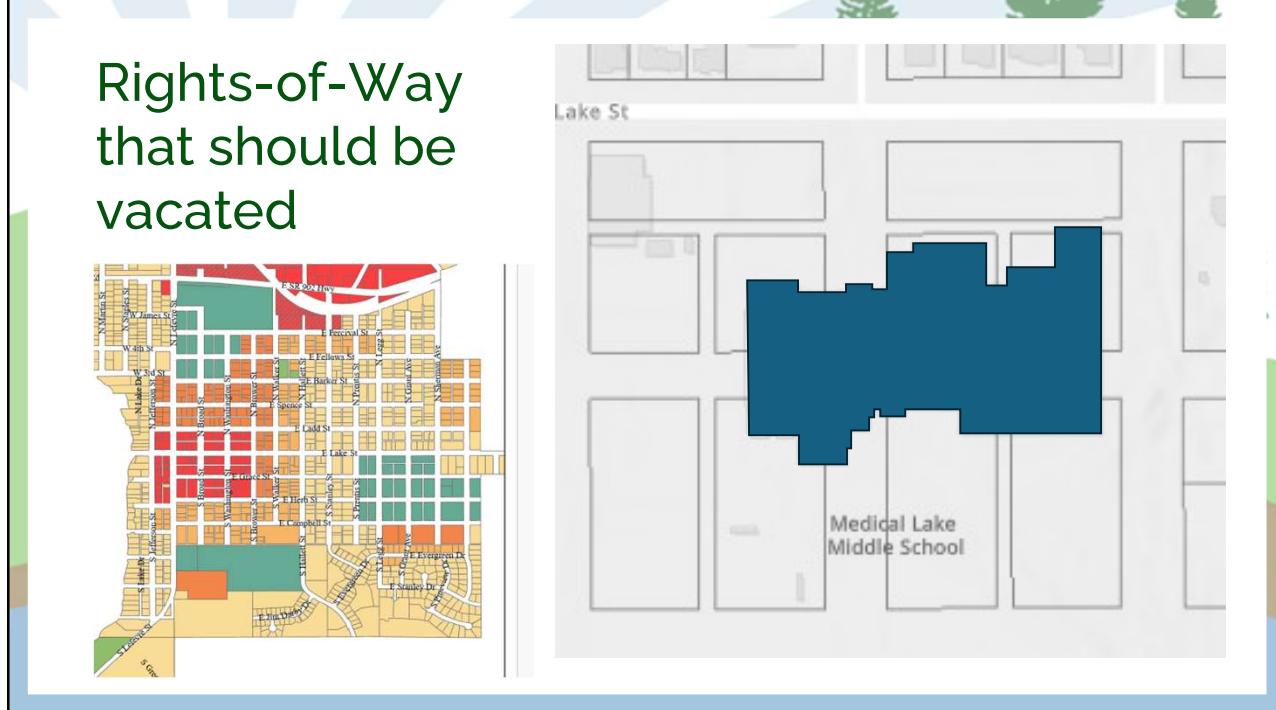
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Vacated Rights-of-Way



5

Rights-of-Way that should be vacated



6

Current Code

Street Vacations are not addressed in the
Medical Lake Municipal Code

RCW 35.79 outlines process

7

RCW 35.79 – Vacation of Streets

Initiation – Petition by 2/3^{rds} of the adjacent owners

City Council sets a date for a public hearing via resolution

Public notice in the newspaper and on site

Public hearing is held

City can require compensation

City can reserve easements

8

What's Missing from State Law

Policy regarding best practices for the City

Criteria to evaluate a request

Policy regarding easements

Policy regarding compensation

9

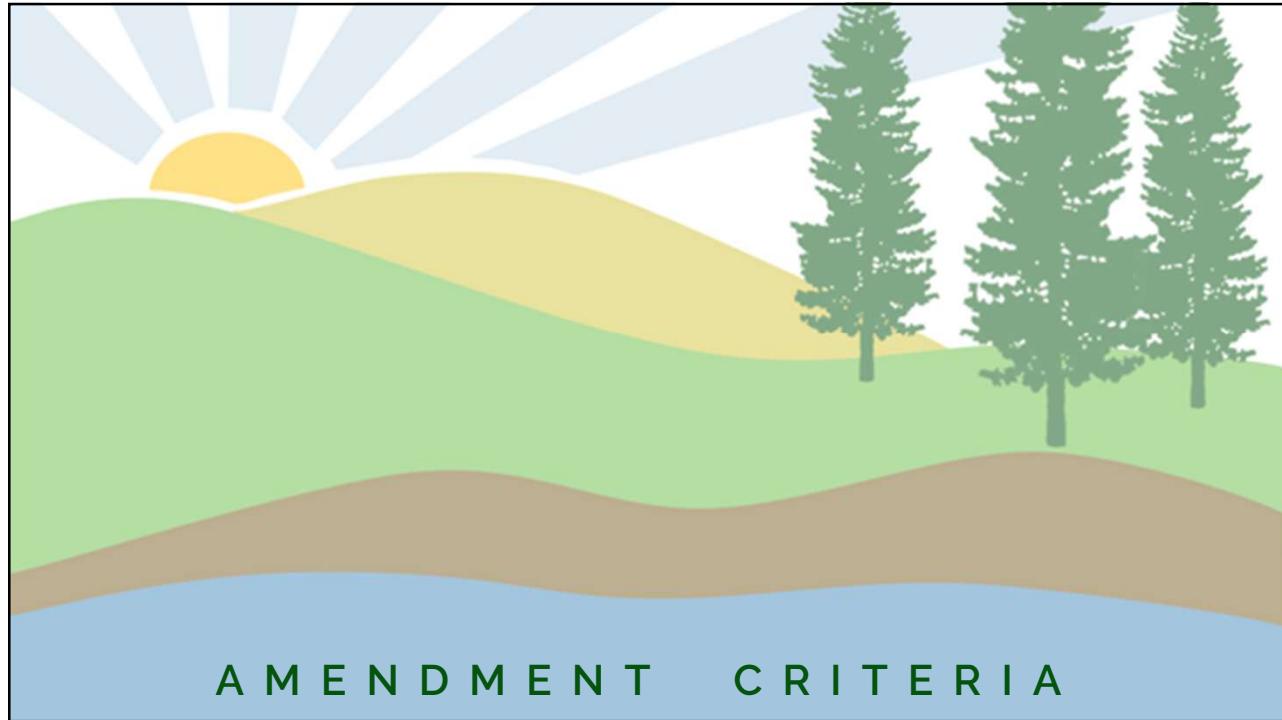
RCW 35.79.035

A city or town cannot vacate any street or alley abutting water unless one of the following conditions is met:

The vacation enables the city to acquire the property for:

- port development
- beach or water access
- boat moorage or launching sites
- park, recreational, public viewing, or educational purposes or other designated public uses

10



1

Legislative Review

SEPA Determination

Public Notice & Comment Period

Public Hearing & Recommendation

Language Workshop with City Council

Ordinance 1st Read & Public Hearing

Ordinance 2nd Read & Vote

2

Proposal

Replace

Chapter 17.42 - Amendments

Section 17.12.030 – Official Zoning Code

Section 17.12.040 – Interpretation of District Boundaries

With

Chapter 19.137 – Comprehensive Plan

Chapter 19.140 – Zoning Map Administration

Chapter 19.137 – Amendments

3

Municipal Code

Title 15 - Subdivisions

Title 16 - Planning

Title 17 - Zoning

Title 18 – Manufactured
Home Community



Title 19 – Land Use and Development

4

Chapter 19.137 – Comprehensive Plan

- Purpose
- Applicability
- Ten-Year Periodic Update
- Annual Updates
- Applications
- Process
- Approval Criteria

5

Chapter 19.140 – Zoning Map Administration

Purpose	Zoning Districts
Applicability	Interpretation
Urban Growth Area	Amendments
Maintenance	Applications
Boundaries	Process
	Approval Criteria

6

Chapter 19.143 – Amendments

- Purpose
- Applicability
- Applications
- Process
- Approval Criteria

7

Approval Criteria

In Summary

Proposal is Consistent with Comprehensive Plan, Countywide Planning Policies, and GMA

Proposal does not adversely affect land, uses, critical areas, or services within the City

8

Possible Actions

Recommend approval to the proposal as is

Recommend approval to the proposal with modifications

Request staff to address concerns and return with modified language



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

1/22/2026 Planning Commission Meeting

To: Planning Commission

From: Elisa Rodriguez, City Planner

TOPIC: Periodic Update: Housing Needs Assessment

Requested Action:

Provide feedback and guidance on the DRAFT Housing Needs Assessment

Key Points:

The Growth Management Act (GMA) requires local governments to "plan for and accommodate" housing affordable to all economic segments, promote a variety of residential densities and housing types, and encourage preservation of existing housing stock.

The Housing Needs Assessment builds on the Land Capacity Analysis that was produced in 2025. It looks at available land and current zoning standards to determine what housing is likely to be built in the next 20 years. Per State mandates, it also looks at that potential housing types to determine if all income levels will be served. The Housing Needs Assessment articulates options for creating the opportunity for more housing types within the City.

This Assessment will be used in creating priorities in the Comprehensive Plan.

Background Discussion:

The Land Capacity Analysis can be found at

<https://medical-lake.org/wp-content/uploads/2025/07/Land-Capacity-Analysis-Final.pdf>

More information regarding housing in Washington State can be found at

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

Public Involvement:

The Housing Needs Assessment will be added to the City website for public comment.

Next Steps:

This Assessment will be part of the discussion for Zoning Amendments (also on tonight's agenda) and the Comprehensive Plan discussion scheduled for next month.



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Medical Lake 2025 Housing Needs Assessment

Introduction

The Growth Management Act (GMA) requires local governments to "plan for and accommodate" housing that is affordable to all economic segments, promote a variety of residential densities and housing types, and encourage preservation of existing housing stock.

This requirement is in line with the Medical Lake Healing Waters Strategic Plan. Objective 2.1.2 states, we shall "Provide a variety of densities and housing types to promote greater choices and opportunities." In addition, objective 2.1.3 states, the City should endeavor to "Meet a variety of needs including a broad range of health, social, and affordable housing issues paying particular attention to senior citizens, low-income families, persons with disabilities, and other special need populations."

The Washington State Legislature recognized a statewide housing crisis, wherein the housing supply is failing to keep pace with population growth. This lack of housing is contributing to rapidly increasing prices and rents. In response, the Legislature passed House Bill 1110, enacted in 2023, to help alleviate the crisis. The goal is to increase affordable housing by diversifying the housing stock to better meet the full range of household incomes. By incorporating varied housing types, the law also broadens opportunities for first-time buyers, renters, seniors, and multigenerational households. The most notable reform is the emphasis on "middle housing".

"Middle housing" means buildings that are compatible in scale, form, and character with single-family houses and contain two or more attached, stacked, or clustered homes including duplexes, triplexes, fourplexes, fiveplexes, sixplexes, townhouses, stacked flats, courtyard apartments, and cottage housing. Middle housing provides more affordable housing by design, since it typically costs less per unit and reduces land and energy expenses.

The State Legislature has also passed House Bill 1337, enacted in 2023, requiring jurisdictions to allow accessory dwelling units (ADUs) anywhere a single-family house can be built. Another tool to address the housing crisis, ADUs offer smaller, more affordable rental units in single-family zones where traditional homes are often out of reach. Families can accommodate aging parents or adult children while maintaining privacy and independence, helping seniors stay in their communities longer. In addition, ADUs allow homeowners to generate rental income, offset mortgage costs, and increase property value.

Housing Needs Assessment

Furthermore, the Legislature has made it clear that in addition to allowing a variety of housing types, jurisdictions should encourage them by removing burdensome regulations and providing incentives.

The State Department of Commerce provides many resources including checklists, guidebooks, and model ordinances to help plan for housing locally.

Housing for All Planning Tool (HAPT)

The Housing for All Planning Tool (HAPT) is an Excel-based resource developed by the Department of Commerce to support jurisdictions in meeting the state's expanded (GMA) housing requirements. This tool includes countywide housing needs projections based on Office of Financial Management (OFM) population projections. Projected housing needs are based on population projections and current household incomes. HAPT provides the method for determining housing needs for moderate, low, very low, and extremely low-income households, as well as emergency housing and permanent supportive housing (PSH). These income levels are based on the Area Median Income (AMI) determined by the US Department of Housing and Urban Development (HUD). For 2025, the AMI for Spokane County is \$100,800.

The following table represents the existing and projected housing needs for Medical Lake as determined by HAPT.

	Extremely Low Income		Very Low Income	Low Income	Moderate Income				
	0-30% AMI Non-PSH	0-30% AMI PSH	>30-50% AMI	>50-80% AMI	>80-100% AMI	>100-120% AMI	>120% AMI	Total	Emergency Housing
Existing Housing Units	184	0	159	839	329	96	221	1828	0
	10%	0%	9%	46%	18%	5%	12%	100%	
Needed Housing Units	95	27	65	39	21	17	65	329	15
	29%	8%	20%	12%	6%	5%	20%	100%	
Total Housing Units	279	27	224	878	350	113	286	2157	15
	13%	1%	10%	41%	16%	5%	13%	100%	

*Area Median Income
*Permanent Supportive Housing

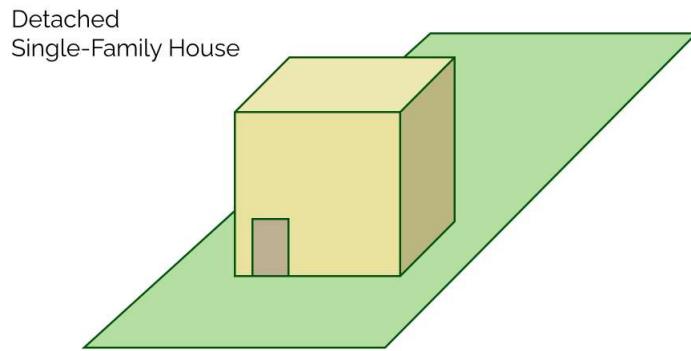
Each income level is associated with a housing type.

Housing Type	Detached Single-Family Houses	Townhouses and Plexes	Apartments	Accessory Dwelling Units	Apartments with Subsidies
Income Needed	>120% AMI	>80-120% AMI	>50-80% AMI	>50-80% AMI	0-50% AMI

Housing Types

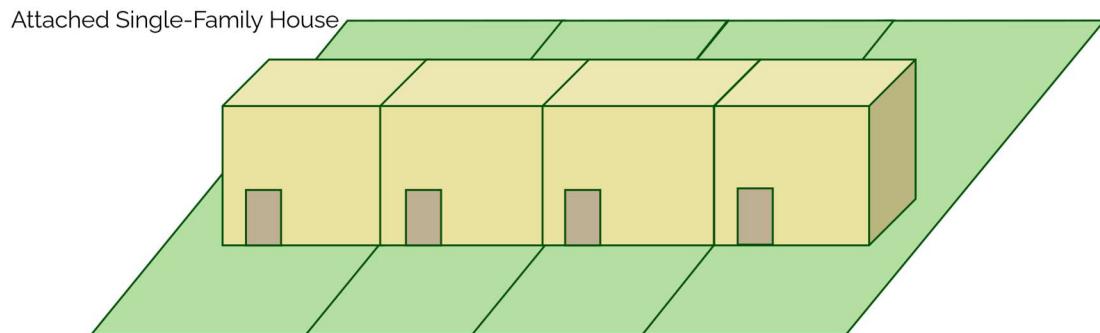
Detached Single-Family House

"Detached Single-Family House" means a dwelling unit that is not attached to another dwelling unit and sits on its own property.



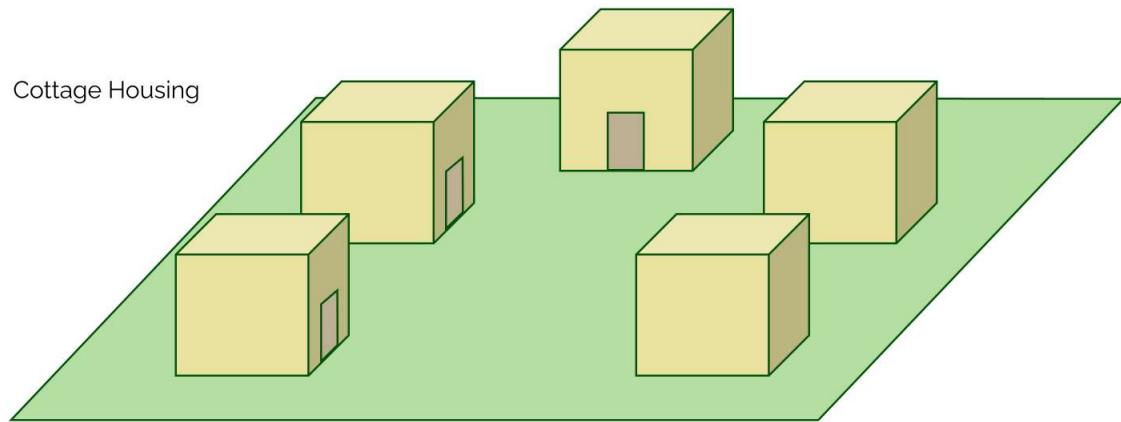
Attached Single-Family House (Townhouse)

"Townhouse" means a dwelling unit that is attached to another dwelling unit, extends from foundation to roof and has a yard and/or right-of-way on not less than two sides. These dwelling units are divided by fire walls, sit on individual properties and are sold individually.



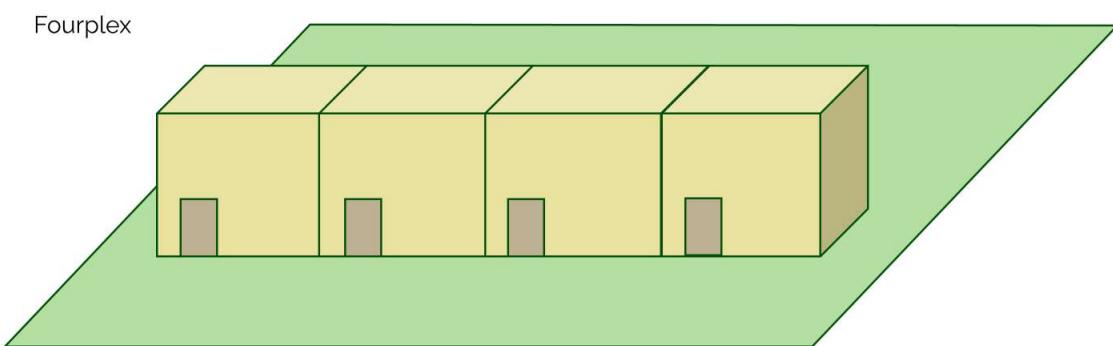
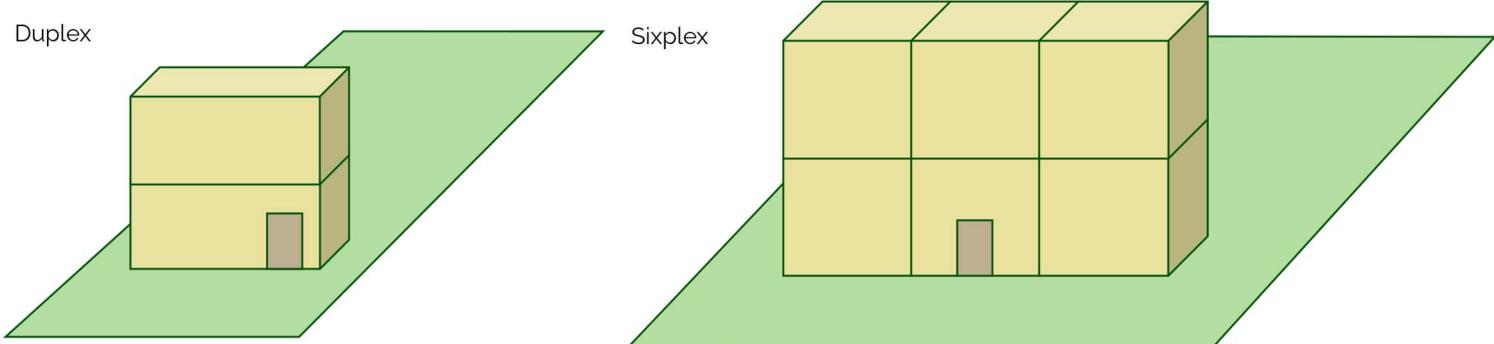
Cottage Housing

"Cottage housing" means dwelling units that are detached yet sit on a single property. The units may be rented or sold as condominium units.



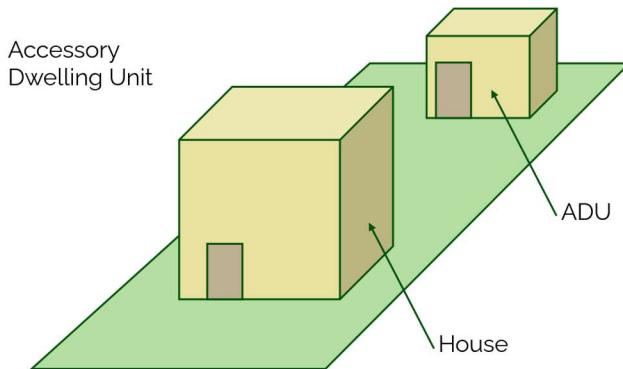
Plexes (Duplex, Triplex, Fourplex, Fiveplex, and Sixplex)

"Plexes" means buildings that contain two to six dwelling units and sit on a single property. The units may be rented or sold as condominium units.



Accessory Dwelling Unit (ADU)

"Accessory Dwelling Unit" means a self-contained dwelling unit within or on the same property as a single-family house.



Housing Inventory

The City of Medical Lake took a housing inventory in 2024. The process combined Spokane County tax assessor data with City building permit data. Any discrepancies were verified with a site visit or confirmation with a property owner/manager.

Per the inventory, as of 2024, the City has:

1291 (71%) Detached Single-Family Houses

331 (18%) Plexes (2 to 6 units)

204 (11%) Apartments

The City conducted a Land Capacity Analysis (LCA) in 2025. Using methodology developed by Spokane County, potential residential development was determined. Per the LCA, based on available land within the current city limits and the current zoning, it is possible that in the next 20 years, the City grow by 293 units.

	Single-Family	Plexes	Apartments	Total Units
Existing Housing Units	1291	331	204	1828
	70.6%	18.1%	11.2%	100%
Additional Potential Units per LCA	204	48	41	293
	69.6%	16.4%	14.0%	100%
Total Housing Units	1495	379	245	2119
	70.6%	17.9%	11.6%	100%

The Medical Lake community is content with this split of housing types and will attempt to retain this as growth happens.

The HAPT, shows that the State would like Medical Lake to provide another 187 housing units to those households between 0% and 50% of the average median income (AMI). Most

typically, this housing must be subsidized to make it affordable to these household incomes. The City of Medical Lake does not have the resources to provide incentives for subsidized housing. However, the City is willing to work with other agencies to provide such housing as long as supportive services are also available to these households. At this time, medical care, mental health care, substance use care, employment training, and life skill training are services not readily available within the City. If a resident depends on public transit, the public bus is available hourly, making out of town trips difficult.

Current Zoning

The LCA was based on the current zoning standards. Medical Lake has six land use zones that allow residential development.

Single-Family Residential (R-1): This zone is primarily for single-family detached residences at a maximum density of 7.3 units per acre.

Single-Family Planned Residential (R-1P): This zone is primarily for single-family detached residences in 5-acre or larger planned unit developments with a maximum density of 7.3 units per acre.

Two-Family Residential (R-2): This zone is primarily for single-family and two-family residences with a maximum density of 9.2 units per acre.

Multiple-Family Residential (R-3): This zone is primarily for multifamily dwellings units with a maximum of 18.3 units per acre.

MC-1: This zone allows both commercial and residential uses. There is no minimum or maximum density for residential units, and no specific regulations about housing types, however apartment buildings are the most likely to be developed in the zone.

Commercial (C-1): This zone is primarily for commercial uses, yet does allow residential on the second floor and above.

Provide for Housing Options

There are many ways to increase the potential for housing diversity within the City of Medical Lake. The following options are provided and meant to initiate conversations regarding the subject, rather than providing absolute alternatives.

Option 1: Rezone industrially zoned land to residential.

There are two parcels between the Fox Hollow subdivisions and the northern edge of the city limits that are zoned Industrial. The Nike Missile site accounts for about 9 acres of this site. If the remaining portion of the properties is developed at the density of other Fox Hollow subdivisions, this would likely result in approximately 100 detached-single family homes.

Option 2: Allow cottage housing on environmentally sensitive land.

There are large parcels of land in the northwest corner and southern edge of the City that have significant bedrock and wetlands. By changing the zoning standards to allow cottage housing, the land would not need to be divided into individual lots. This could create the opportunity for development with less infrastructure and a smaller overall footprint, preserving more environmentally sensitive land.

Option 3: Change commercial zoning standards to make residential development more attainable.

The Commercial Zone (C-1) does not allow residential units on the first floor. This may be appropriate in the central business district, but functions less well on land north of State Route 902. By creating more flexible standards, mixed commercial and residential development may be more attractive in that area.

Option 4: Remove minimum lot standards in the Multi-Family Residential (R-3) .

The R-3 zone is located around the central business district. It is meant to encourage a higher density of housing in an area where walking to business is more convenient. The current large minimum lot size requirement prohibits development from happening on the smaller lots in this area. By removing the minimum lot size, retaining existing housing will be possible while adding units where appropriate.

Option 5: Allow more flexibility and housing types in zones that allow dwelling units.

The zoning code currently speaks to single-family houses, duplexes, and apartments. It is written in a manner that expects these types of units to be exclusive to a site. These standards prevent new units when a dwelling is retained, pushing developers to remove viable housing to rebuild with higher density. By allowing more housing types and multiple types of housing on the same site, it will be easier to add dwelling units to older, smaller lots with existing housing.

Conclusion

To address the statewide housing crisis, the State Legislature is prioritizing "middle housing" as a means to provide affordable housing for those households with incomes that are 80% to 120% of the area median income (AMI). Allowing Accessory Dwelling Units is mandatory and helps address housing needs for households with incomes between 50% and 80% of the AMI. To provide for those households with incomes between 0 and 50% of the AMI, subsidies are likely needed. The City does not have the resources or services to support this housing, however, Medical Lake recognizes the importance of this housing and is willing to partner with other agencies. There are several options available to encourage a variety of housing types by updating zoning standards and rezoning strategic properties.



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

1/22/2026 Planning Commission Meeting

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

Requested Action:

Provide feedback and guidance on Zoning in the Medical Lake Municipal Code (MLMC).

Key Points:

Zoning is a system of land-use regulation used to control how property can be developed and used. It divides land into different zones (or districts), each with specific rules about permitted uses, density and size, and design standards. The last major amendment of Title 17 was in 1999. A new zone was added and some standards were changed, yet a full audit was not done. Today, we are saddled with an inflexible code that limits the innovation of potential development. As we look at the zoning districts and standards, the challenge we face is creating a flexible code that still protects the attributes that are important to the community.

Housing will be a large piece of this process. Providing housing for all our citizens in all phases of life is a priority.

As with all amendments to the code, we aspire to create clear and concise language that can be understood by the public and implemented by staff.

Background Discussion:

The municipal code has 10 zoning districts. The allowed uses and development standards are listed in Chapters 17.16 (Single-Family), 17.18 (Single-Family PUD), 17.20 (Two-Family), 17.24 (Multi-Family), 17.26 (Parks), 17.27 (Schools), 17.28 (Commercial), 17.29 (Mixed-Use), 17.32 (Industrial), and 17.35 (Institutional).

There are additional chapters on parking, landscaping, signs, and fences that help carry out the intentions of the zones.

Public Involvement:

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

Next Steps:

After a workshop with the City Council on February 17, 2026, amendment language will be provided to the Planning Commission prior to the public hearing on February 26, 2026. At that meeting, the Planning Commission will be expected to make a recommendation to the City Council.