



**CITY COUNCIL REGULAR MEETING  
TUESDAY, FEBRUARY 17, 2026  
HELD REMOTELY & IN PERSON AT CITY HALL  
124 S. LEFEVRE ST.**

- Sign up to provide Public Comment at the meeting via calling in.
- Submit Written Public Comment Before 4 pm on (February 17, 2026) - \*SEE NOTE\*

**Please note: To better serve our community, we are now offering Live Streaming of our Council 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/81761279892?pwd=1JWCsQh6lF8Lbo3havoLW4s9buauoP.1>

Meeting ID: 817 6127 9892

Passcode: 486795

One tap mobile

+12532050468,,81761279892#,,,,\*486795# US

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Join instructions

<https://us06web.zoom.us/meetings/81761279892/invitations?signature=kjlXhx6ubvzylnU43lnQ15AxI--CjE79a2mNz62r3oQ>

- **Watch the Live Stream on YouTube -**

<http://www.youtube.com/@CityofMedicalLake>

#### **WRITTEN PUBLIC COMMENTS**

If you wish to provide written public comments for the council meeting, please email your comments to [sweathers@medical-lake.org](mailto:sweathers@medical-lake.org) by 4:00 p.m. the day of the council 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 4:00 p.m. will be provided to the mayor and city council members in advance of the meeting.

**Questions or Need Assistance? Please contact City Hall at 509-565-5000**

**FEBRUARY 17, 2026 - REGULAR SESSION**

- 1. CALL TO ORDER, PLEDGE OF ALLEGIANCE, ROLL CALL**
- 2. AGENDA APPROVAL**
- 3. INTERESTED CITIZENS: AUDIENCE REQUESTS AND COMMENTS**
- 4. ANNOUNCEMENTS / PROCLAMATIONS / SPECIAL PRESENTATIONS**
- 5. REPORTS**
  - A. Public Safety
  - B. Committee Reports/Council Comments
  - C. Mayor
  - D. City Administrator & City Staff
    - i. Sonny Weathers, City Administrator
- 6. WORKSHOP DISCUSSION**
  - A. Periodic Update – Housing Needs Assessment
  - B. Periodic Update – MLMC Amendments concerning Zoning
  - C. Healing Waters Strategic Plan – Progress Report
- 7. EXECUTIVE SESSION – None.**
- 8. PUBLIC HEARINGS – None.**
- 9. ACTION ITEMS**
  - A. Consent Agenda
    - i. Approve **February 3, 2026**, minutes.
    - ii. Approve **February 17, 2026**, Payroll Claim Warrants numbered 53426 through 53433 and Payroll Payable Warrants numbered **30320** through **30329** in the amount of **\$144,735.73** and Claim Warrants numbered **53434** through **53473** in the amount of **\$225,716.97**.
- 10. RESOLUTIONS**
  - A. 26-790 Policy 14.106 Cash Management Update
- 11. ORDINANCES**
  - A. Second Read Ordinance 1140 Periodic Update Concerning Amendment Criteria
  - B. First Read (continued) Ordinance 1141 Periodic Update Concerning Enforcement
- 12. EMERGENCY ORDINANCES – None.**
- 13. UPCOMING AGENDA ITEMS**
- 14. INTERESTED CITIZENS**
- 15. CONCLUSION**



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

2/17/2026 City Council Meeting

To: City Council

From: Elisa Rodriguez, Senior 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 is on 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

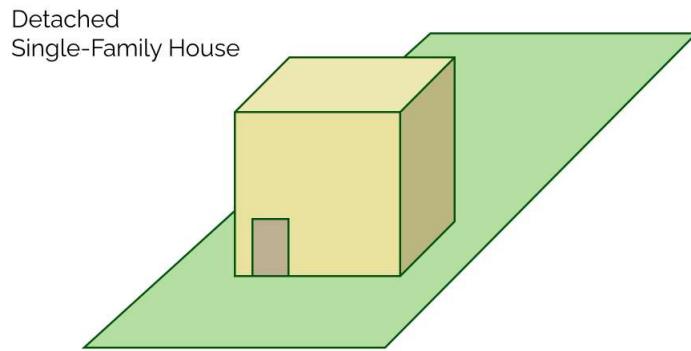
Each income level is associated with a housing type.

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

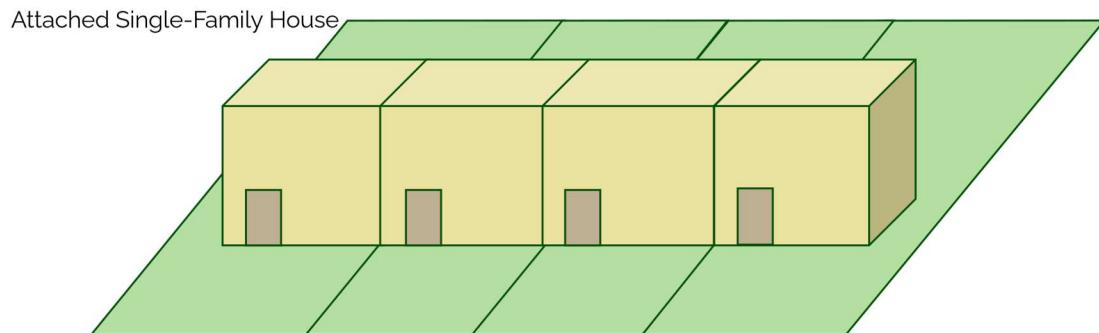
### **Detached Single-Family House**

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



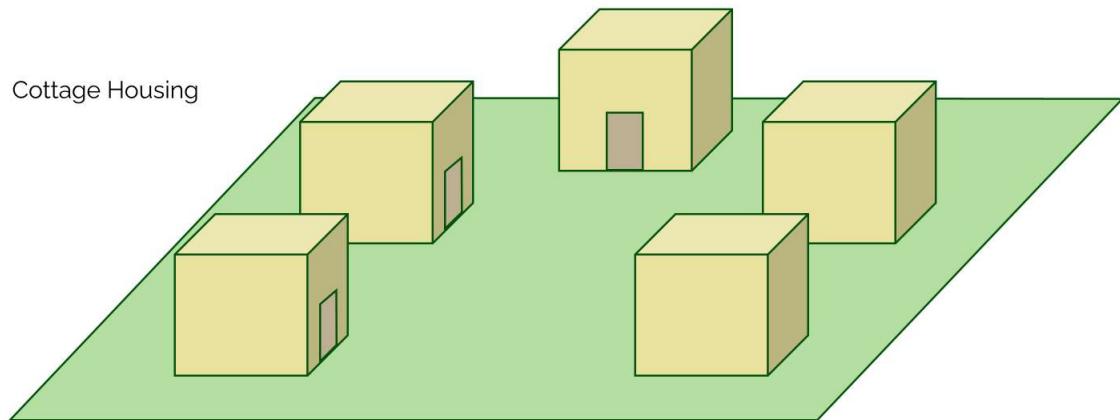
### **Attached Single-Family House (Townhouse)**

"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.



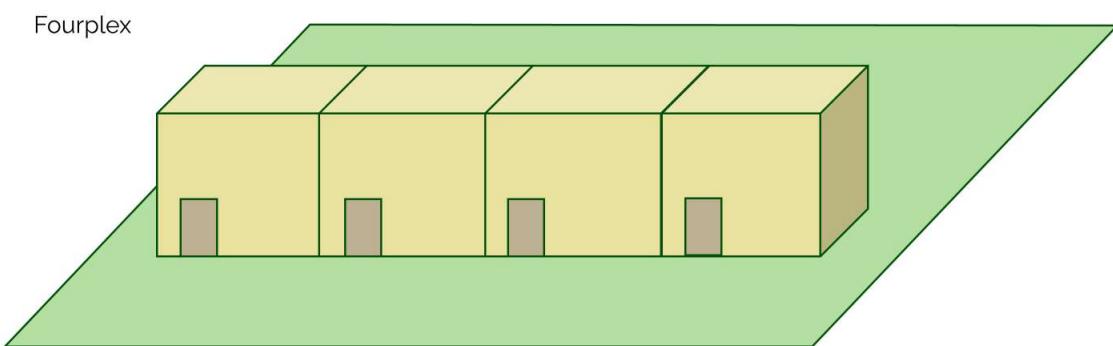
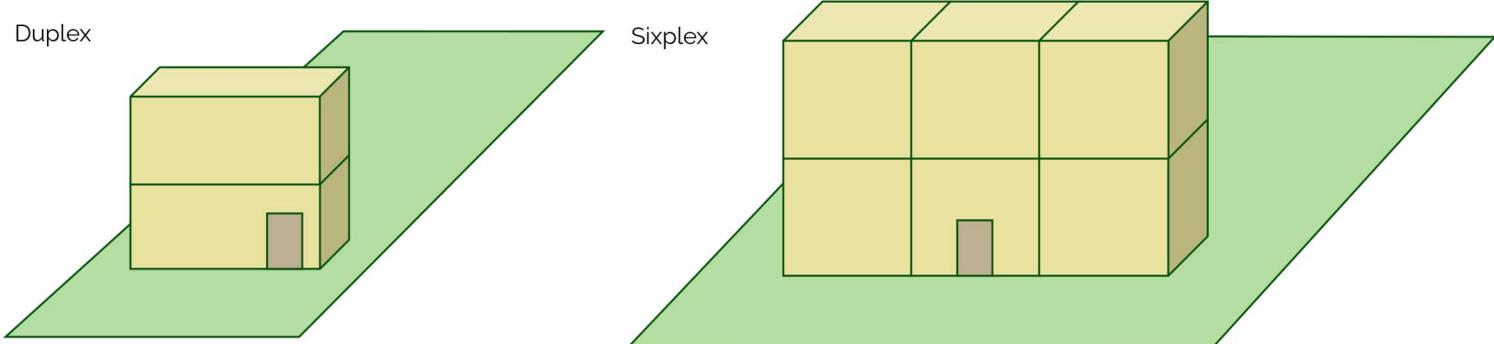
### **Cottage Housing**

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



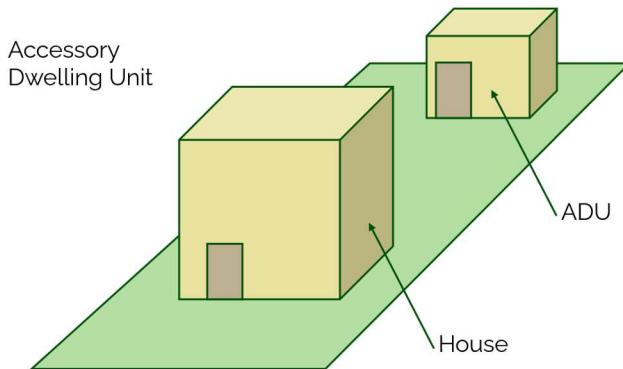
### **Plexes (Duplex, Triplex, Fourplex, Fiveplex, and Sixplex)**

"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

2/17/2026 City Council Meeting

To: City Council

From: Elisa Rodriguez, Senior 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:**

The Planning Commission will hold a public hearing on February 26, 2026. At that meeting, the Planning Commission is expected to make a recommendation to the City Council.



2/17/2026 City Council Meeting

To: Mayor and City Council  
From: Sonny Weathers, City Administrator  
**TOPIC: STRATEGIC PLAN 2026 PROGRESS REPORT**

**Requested Action:**

For workshop discussion and information. Provide feedback and guidance to staff.

**Key Points:**

City Council adopted the Healing Waters Strategic Plan 2035 via Resolution No. 24-691 on 8/20/2024. This workshop discussion is meant to serve as an annual progress report on the goals and objectives of the strategic plan. The plan is available on the City website <https://medical-lake.org/wp-content/uploads/2025/01/Healing-Waters-Strategic-Plan-Final-8.20.24.pdf>

**Background Discussion:**

The Healing Waters Strategic Plan defines the City's vision, mission, values, and goals. Through regular assessment, communication, and accountability, the collective efforts of the City Council, leadership, citizen advisory boards, and staff can effectively plan, budget, manage, and evaluate efforts and outcomes.

In 2025, Medical Lake made significant progress by strengthening essential services, modernizing infrastructure, and expanding community amenities. The City delivered outcomes on grant funded projects, advanced major initiatives such as the Waterfront Park property transfer and Lefevre St. improvements, and enhanced safety through community policing and emergency preparedness efforts. Broadband expansion, updated planning and development regulations, and improved customer service supported a stronger local economy. Residents benefited from expanded recreation programs, well-attended community events, and more accessible opportunities to engage in local decision making. These collective actions improved quality of life, increased public trust, and built long-term community resilience.

**Public Involvement:**

Community surveys on communication preferences and the pulse of the community were conducted and new appointments to citizen advisory boards and steering committees broadened representation, bringing valuable community perspectives directly into planning discussions. Outreach events and ongoing digital engagement provided improved pathways for residents to learn, share feedback, and stay informed.

**Next Steps:**

Staff will utilize takeaways from this discussion and direction to inform initiatives, strategies, and key results that help us take stock in how we are doing and what we are improving in order to accomplish the objectives related to the Healing Waters Strategic Plan 2035.

**CITY OF MEDICAL LAKE**  
**City Council Regular Meeting and Public Hearings**

6:30 PM

**February 3, 2026**

**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](http://www.medical-lake.org).

**COUNCIL AND ADMINISTRATIVE PERSONNEL PRESENT**

**Councilmembers**

Chad Pritchard  
Lorin Ray-Abbott  
Lance Speirs  
Heath Wilbur  
Ted Olson  
Tony Harbolt

**Administration & Staff**

Terri Cooper, Mayor  
Sonny Weathers, City Administrator  
Thomas Rohrer, Legal Counsel  
Scott Duncan, Public Works Director  
Steve Cooper, WWTP Director  
Elisa Rodriguez, Senior Planner  
Dave Yuhas, Code Enforcement Officer  
Roxanne Wright, Administrative Clerk

**REGULAR SESSION AND PUBLIC HEARINGS – 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 Kennedy is traveling and requested an absence. Motion to approve made by Councilmember Olson, seconded by Councilmember Harbolt, carried 6-0.

**2. AGENDA APPROVAL**

- A. Pages 11-18 in the packet were included in error and need to be replaced with the briefing sheet provided to Council (see attached).
  - i. Motion to approve agenda as amended made by Councilmember Speirs, seconded by Councilmember Olson, carried 6-0.

**3. INTERESTED CITIZENS: AUDIENCE REQUESTS AND COMMENTS**

- A. Mayor Cooper acknowledged receipt of comments from resident Tammy Roberson. All council received them. *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](mailto:records@medical-lake.org).*

**4. ANNOUNCEMENTS / PROCLAMATIONS / SPECIAL PRESENTATIONS - none**

**5. REPORTS**

- A. Committee Reports/Council Comments

- i. Councilmember Pritchard – HCDAC meeting in two weeks and General Government meeting will be next week. Reported on attending the GSI Fly In in Olympia with Mayor Cooper.
- ii. Councilmember Ray-Abbott – attended her second Finance Committee meeting, asked lots of questions and everyone was very helpful.
- iii. Councilmember Speirs- Finance Committee reviewed claims and warrants all look good. Attended first STA Board meeting of the year where they appointed all sub-committee members and reviewed new onboarding and orientation program for board members.
- iv. Councilmember Wilbur- no report
- v. Councilmember Olson – no report
- vi. Councilmember Harbolt- no report

B. Mayor Cooper – reported on two trips to Olympia over the last two weeks. Attended AWC City Action Days with Mr. Weathers and GSI Fly In with Councilmember Pritchard. Reported on meetings, specifically related to disaster recovery. Much bipartisan support for our legislative priorities. Asked council/public to support two bills. Senate bill 5286 funding for police services and Senate bill 5190 which would allow Fairchild/Michael Anderson to be exempt from inventory in the MLSD. Visit [www.leg.wa.gov](http://www.leg.wa.gov) to vote “pro” on these bills.

C. City Administrator & City Staff

- i. Sonny Weathers, City Administrator
  - 1. Grant Application Update – greenlighted three grant applications in the last week and reviewed some other possibilities coming up. The three applications moving forward are:
    - a. Build grant – safety and connection improvements on 902,
    - b. An economic disaster grant for infrastructure at WWTP, storm mitigation, etc.
    - c. WCIA (city insurance provider) grant to help lower claims.
  - 2. Staff Report – legislative update - city was received well but with everything going on in the legislature we must continue to be a presence to remind them of the importance of supporting the city’s requests. Encouraging report was received from the city’s lobbyist. Calendar items – class from EWU will tour WWTP on Monday, February 9<sup>th</sup> at 6:30 pm. Daddy-Daughter Dance on February 13<sup>th</sup> at the Middle School, and City Hall will be closed for President’s Day on February 16<sup>th</sup>. Spoke to the incident Sunday afternoon, shooting in a home on Jefferson St., victim is stable. Investigation is ongoing. Suspect arrested and in custody.
  - 3. Code Enforcement 2025 Q4 Update - Dave Yuhas, Code Enforcement Officer, gave a presentation. See attached.

## 6. WORKSHOP DISCUSSION

- A. Vacant Commercial Property Ordinance Annual Report
  - i. Mr. Yuhas gave a presentation. See attached.
- B. Lefevre St. Restriping Project Update
  - i. Mr. Weathers gave review of and reason for project. Tom Haggerty, City Engineer and Scott Duncan, Public Works Director, reviewed layout, parking protected bike lanes, turn lanes, updated on the changes over the last few years from when first brought forward. Adding some grooved plastic lines instead of paint at all intersections. Turn lanes required to increase to 10.5 ft instead of 10 ft. and will add channelization delineators.
- C. Periodic Update: MLMC Amendments concerning Street Vacations
  - i. Elisa Rodriguez, Senior Planner gave a presentation. See attached.

**7. EXECUTIVE SESSION – None.**

**8. PUBLIC HEARING**

- A. Periodic Update: Ordinance concerning Amendment Criteria
  - i. Ms. Rodriguez reviewed briefing sheet that was added.
  - ii. Mayor Cooper opened the public hearing at 7:51pm.
  - 1. First Read Ordinance 1140 Amendment Criteria
    - a. Legal counsel read into the record.
    - b. Mayor Cooper called for public comment. None.
    - c. Motion to approve first read made by Councilmember Speirs, seconded by Councilmember Wilbur, carried 6-0.
    - d. Mayor Cooper closed the public hearing at 7:54pm.
- B. Periodic Update: Ordinance concerning Enforcement
  - i. Ms. Rodriguez reviewed briefing sheet.
  - ii. Mayor Cooper opened the public hearing at 7:58pm.
    - 1. Council discussion held and changes proposed to language regarding fees.
    - 2. Mayor Cooper called for public comment. None.
    - 3. Mayor Cooper closed the public hearing at 8:03pm.
  - iii. First Read Ordinance 1141 Enforcement
    - 1. Legal counsel read into the record.
    - 2. Motion to approve first read made by Councilmember Speirs, however, because there are changes to be made, motion was withdrawn. Motion to direct staff to make suggested amendments made by Councilmember Harbolt, seconded by Councilmember Speirs, carried 6-0. Ordinance will be brought back for another first read at the 2/17 meeting.

**9. ACTION ITEMS**

- A. Consent Agenda
  - i. Approve **January 20, 2026**, minutes.
    - 1. Councilmember Olson noted that he gave a public safety report that was not noted in the minutes and should be included.
      - a. Motion to approve as amended made by Councilmember Speirs, seconded by Councilmember Olson, carried 6-0.
  - ii. Approve **February 3, 2026**, Claim Warrants numbered **53393** through **53424** in the amount of **\$122,508.36**.
    - 1. Motion to approve made by Councilmember Speirs, seconded by Councilmember Ray-Abbott, carried 6-0.

**10. RESOLUTIONS**

- A. 26-791 TIB Grant Agreement for Lefevre St. Restriping
  - i. Motion to approve made by Councilmember Pritchard, seconded by Councilmember Speirs, carried 6-0.
- B. 26-792 Groundwater Study Grant Agreement Amendment No. 3
  - i. Mr. Weathers reviewed. Amendment is to extend deadline from 12/31/25 to 6/30/26 as requested by Ecology.
    - 1. Motion to approve made by Councilmember Speirs, seconded by Councilmember Olson, carried 5-0-1 with Councilmember Pritchard abstaining due to his involvement with the grant study.
- C. 26-793 Senior Planner Job Description

- i. Mayor Cooper shared about decision to hire Ms. Rodriguez in 2022 and explained the Resolution, job description, and title change. Mr. Weathers addressed some of the questions/comments from Ms. Roberson. Councilmember Wilbur asked where the content for the job description came from. Mr. Weathers: 98% of the job description came from APA website's senior planner job description with some city specifics added. Mayor Cooper addressed Ms. Roberson's comment about ACIA certification noting that the certification is only valid if dues are continually paid, it is not merit based.
  - 1. Motion to approve made by Councilmember Pritchard, seconded by Councilmember Harbolt, carried 6-0.

**11. ORDINANCES** – See Items 8Ai and 8Bi.

**12. EMERGENCY ORDINANCES** – None.

**13. UPCOMING AGENDA ITEMS**

- A. Councilmember Prichard would like a workshop on fireworks in advance of the July 4<sup>th</sup> holiday. Mayor Cooper asked him to discuss specifics with Mr. Weathers.
- B. Mayor Cooper wants to workshop short term rentals.

**14. INTERESTED CITIZENS** – None.

**15. CONCLUSION**

- A. Motion to conclude at 8:22pm made by Councilmember Pritchard, seconded by Councilmember Speirs, carried 6-0.

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Terri Cooper, Mayor

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Koss Ronholt, Finance Director/City Clerk

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Date



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2/3/26 City Council Meeting

To: City Council

From: Elisa Rodriguez, City Planner

**TOPIC: Periodic Update: MLMC amendments regarding Amendment Criteria**

**Requested Action:**

Conduct a public hearing and have a first reading for proposed Ordinance #1140. Provide feedback and guidance on Amendment Criteria in the Medical Lake Municipal Code (MLMC).

**Key Points:**

The proposed ordinance provides clear and concise language describing the process and approval criteria for amending the comprehensive plan, the zoning map, and the development regulations.

Staff presented draft language to City Council at the January 6, 2026 meeting. The Mayor and Council gave feedback which has been incorporated into the ordinance.

- It was unclear as to whether all of the approval criteria needed to be met for an approval, therefore, the phrase "shall meet all the following criteria for approval," was added.
- A councilman was concerned the criterium, "The proposed amendment will result in long-term benefits to the community as a whole and is in the public interest," would be difficult to evaluate, therefore the phrase "will not be detrimental to" was added.

**Background Discussion:**

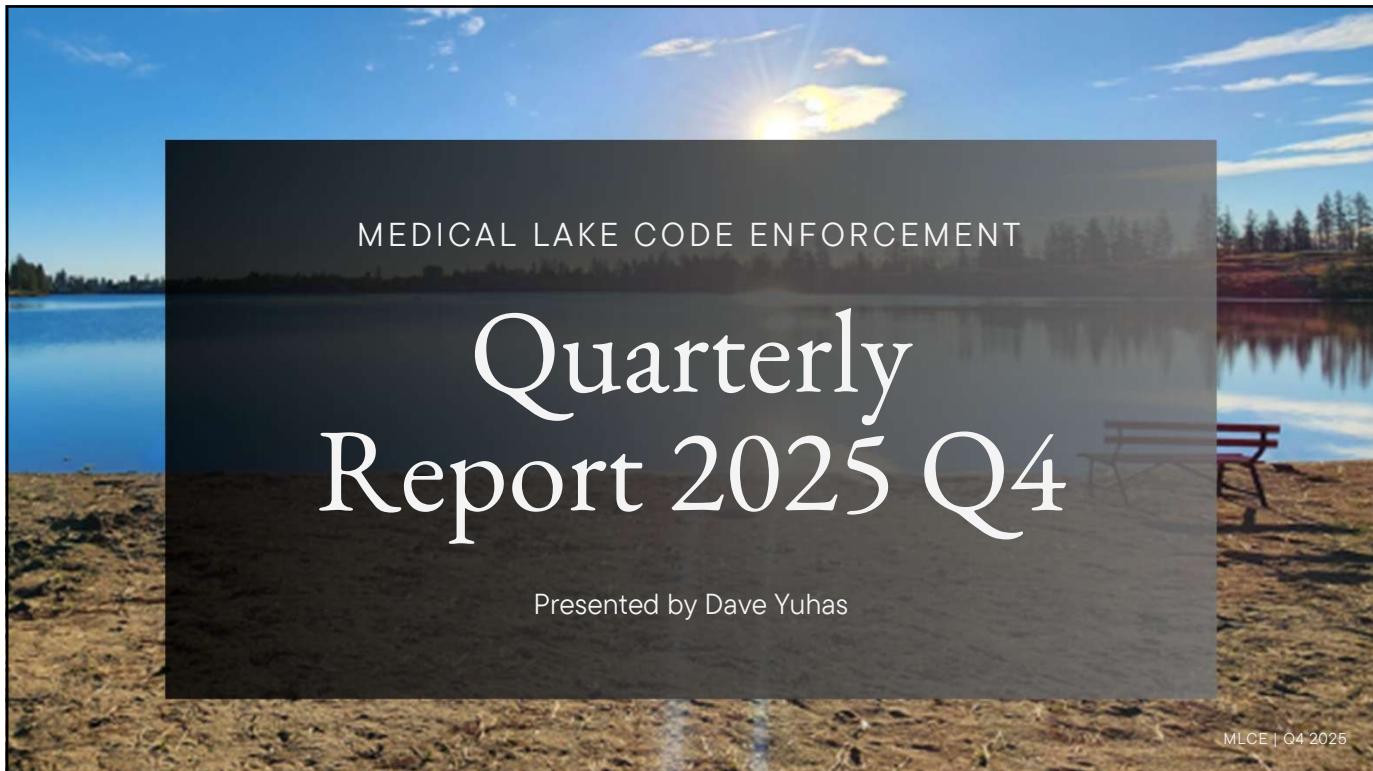
This is the fifth public meeting wherein this subject is being discussed. The Planning Commission held a workshop on November 20, 2025, and a public hearing on December 18, 2025. The City Council held an intro workshop on December 2, 2025, and a language workshop on January 6, 2026. The packet for the January 6, 2026 meeting contained a staff report with the findings of fact for this review.

**Public Involvement:**

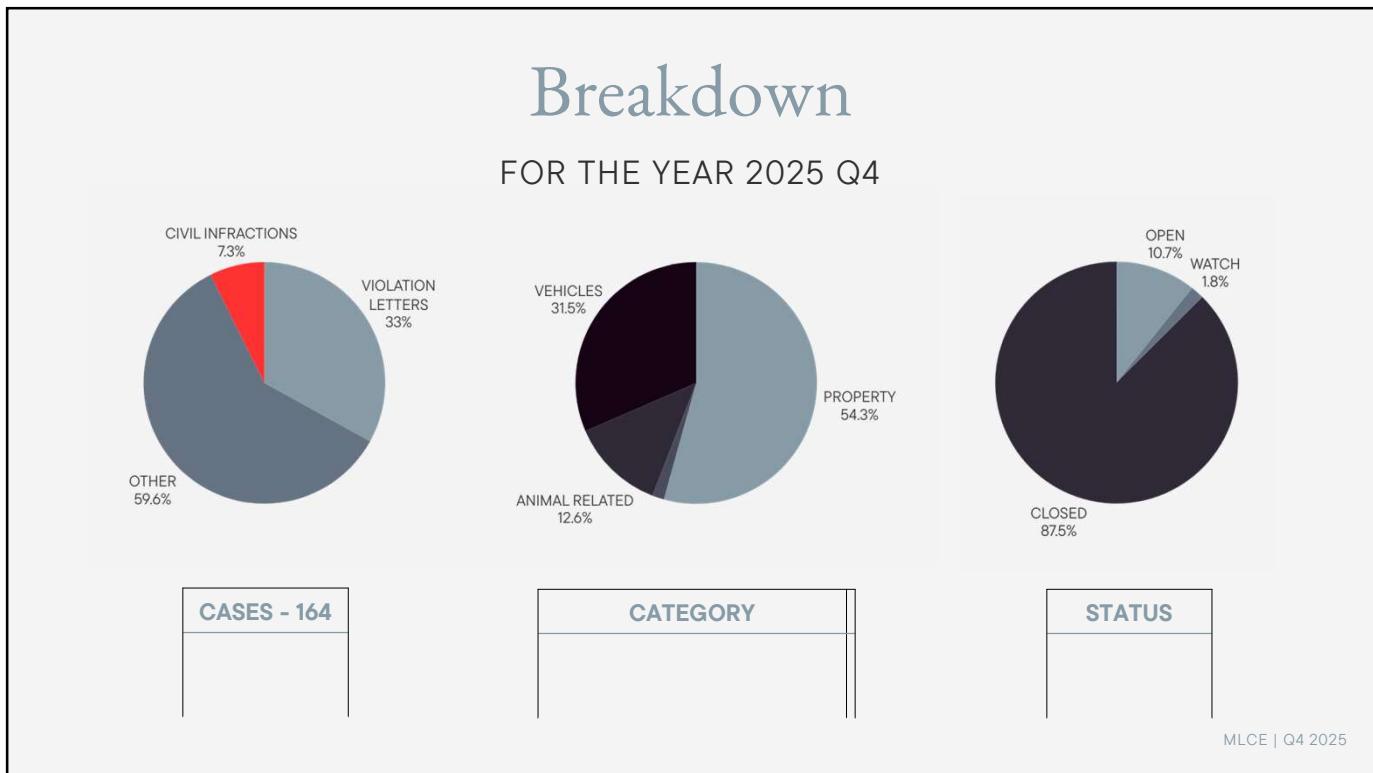
A public hearing was held with the Planning Commission on December 18, 2025. Two written comments were received. No verbal comments were made. Draft language has been provided on the City website for review and comment by the public.

**Next Steps:**

The second reading of the ordinance is scheduled for February 17, 2026



1



2



## MOVING FORWARD

### 01 LEGAL

- Coordinating with Airway Heights Court
- Re-file 2025 cases not resolved
- Work towards warrant of abatement on some cases

### 02 2026 PLANS

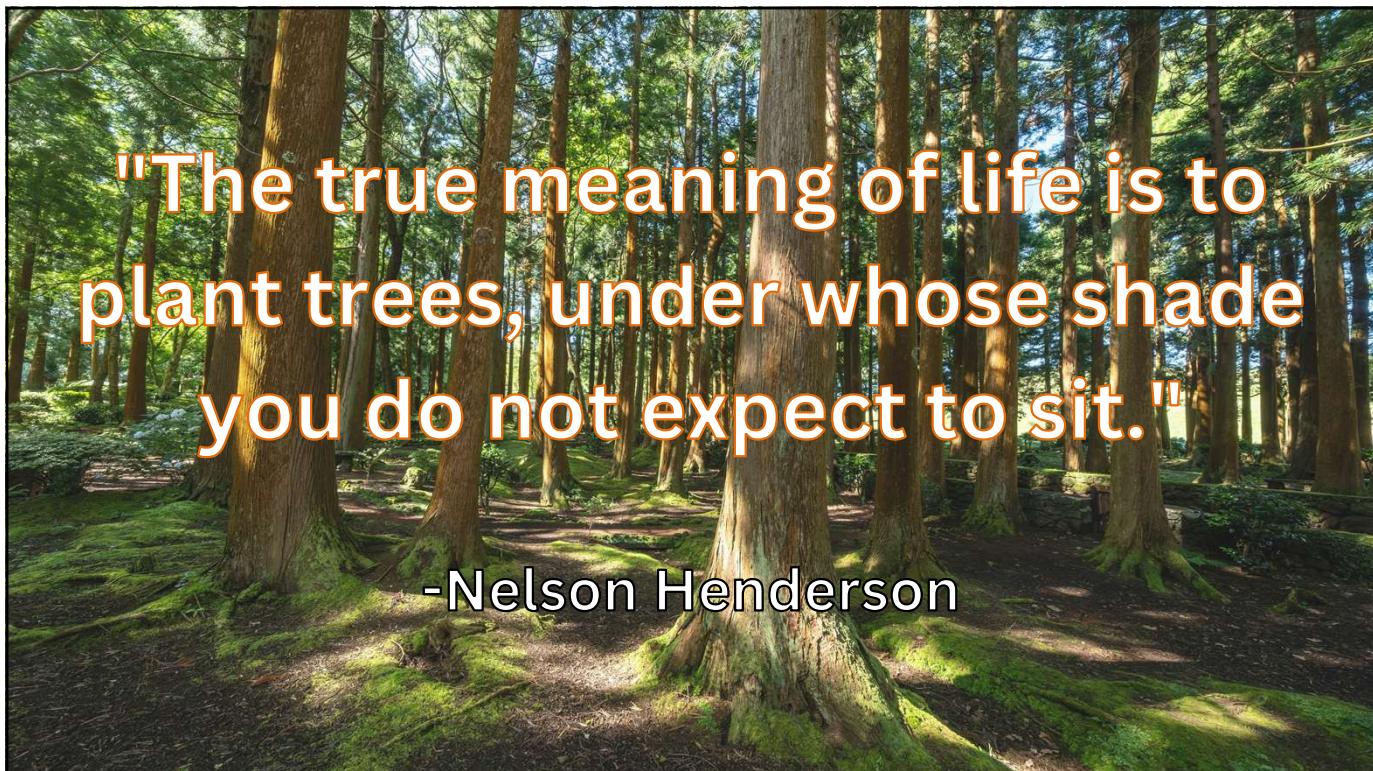
- Ongoing vehicle enforcement within city limits
- Identify and address illegal businesses
- Work with WA Dept of Ecology on wetlands
- Working towards Certifications ICC, AACE

### 03 CHANGES

- Exploring the best ways to use the updates and changes to the enforcement language

MLCE | Q4 2025

3

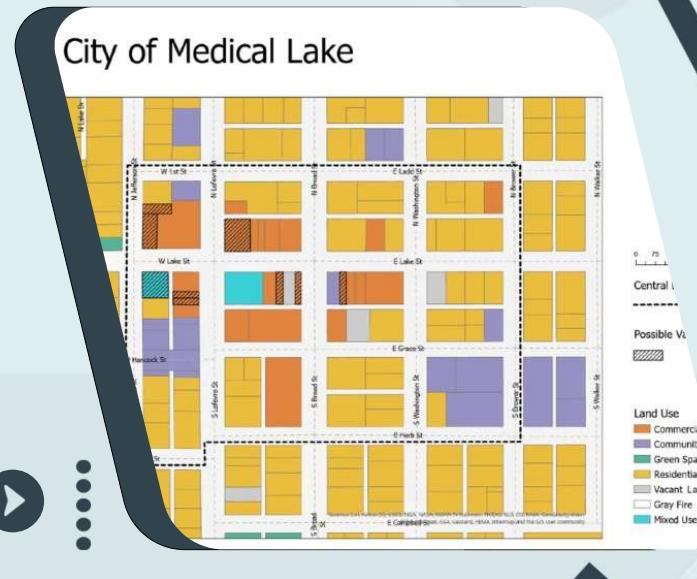


4

# City of Medical Lake

# **Vacant Property Ordinance Update 2025**

Ordinance 1113 aims to revitalize the Central Business District by requiring property owners to maintain vacant commercial buildings, thereby improving safety, aesthetics, and economic vibrancy. It establishes a framework for accountability to ensure rundown structures do not become nuisances or hinder downtown growth.



1

# **TIMELINE & IMPLEMENTATION 2024 (THE FIRST YEAR)**

- Ordinance Adoption: Finalized in early 2024 to address CBD aesthetics and safety.
- 2024 Focus: Initial outreach, property owner contact, and registration.
- Initial Discovery: 9 properties initially identified as potentially vacant.
- 6 properties confirmed as "Vacant Commercial Space" (unoccupied for 90+ days).
- Administration: Handled by City staff and code enforcement.

2

## SUCCESS STORIES & COMPLIANCE HIGHLIGHTS

### Enhanced Maintenance & Active Re-occupancy:

- Arabesque Farms Bakery: Cleaned up and now open to the public.
- Rocket Ice Cream: Completed tenant improvements; set to open soon.
- Cela's: Improved streetscape with new signage and door screening.
- Old Pottery Building: Property sold; scheduled for demolition.

3

## CURRENT STATUS OF REMAINING PROPERTIES

- **Ongoing Accountability:** Properties remaining vacant continue to be subject to the escalating annual registration fee (\$250 to \$1,000 depending on duration). Typically, all have paid registration fees.
- **Enforcement Transition:** Shifting focus from registration to strict adherence to maintenance standards.
- **Active Progress:** 2 properties are currently "Works in Progress," for 2026 (registration and maintenance).

4

## CONCLUSION & NEXT STEPS

- **Goal:** Move the remaining 4 vacant properties toward occupancy or redevelopment.
- **Action:** Continue inspections and enforcement of delinquent properties.
- **Vision:** A vibrant, safe, and fully occupied Medical Lake downtown.

5

## CONCLUSION

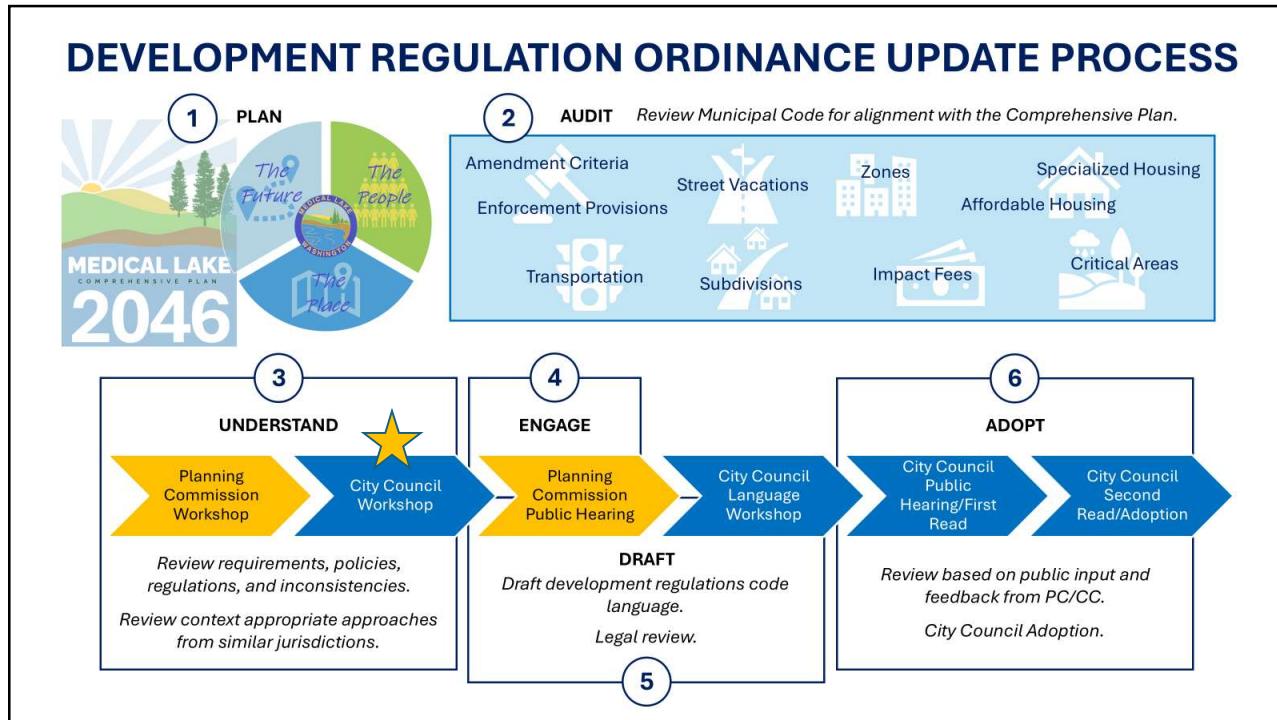
In 2026, we are shifting from registration to strict maintenance enforcement to ensure Medical Lake's downtown remains safe, attractive, and open for business. Our goal is to continue holding property owners accountable while transforming vacant spaces into vibrant community assets.



6



Thank  
..... You .....



1

Meeting Date	Comprehensive Plan	Development Regulation Subject Groups									
		Amendment Criteria	Enforcement	Street Vacations	Zones	Affordable Housing	Specialized Housing	Transportation	Subdivisions	Impact Fees	Critical Areas
Nov 20, 2025		PC Workshop	PC Workshop								
Dec 2, 2025		CC Idea Workshop									
Dec 16, 2025											
Dec 18, 2025		PC Hearing		PC Workshop							
Jan 8, 2026		CC Language Workshop	CC Language Workshop								
Jan 20, 2026											
Feb 3, 2026		CC Hearing/ 1st Read	CC Hearing/ 1st Read	CC Idea Workshop							
Feb 17, 2026		CC 2nd Read / Adoption	CC 2nd Read / Adoption		CC Idea Workshop						
Feb 26, 2026	PC Workshop: Comp Plan Intro/Part 1				PC Hearing	PC Workshop					
Mar 3, 2026	CC Workshop: Comp Plan Intro/Part 1			CC Language Workshop		CC Idea Workshop					
Mar 17, 2026				CC Hearing/ 1st Read	CC Language Workshop						
Mar 26, 2026	PC Workshop: Comp Plan Part 2					PC Hearing	PC Workshop				
Apr 7, 2026	CC Workshop: Comp Plan Part 2			CC 2nd Read / Adoption	CC Hearing/ 1st Read		CC Idea Workshop				
Apr 16, 2026	PC Workshop: Comp Plan Part 3					PC Hearing	PC Workshop				
Apr 21, 2026				CC 2nd Read / Adoption	CC Language Workshop						
May 5, 2026	CC Workshop: Comp Plan Part 3				CC Hearing/ 1st Read	CC Language Workshop	CC Idea Workshop				
May 18, 2026					CC Hearing/ 1st Read	CC Hearing/ 1st Read					
May 26, 2026	PC Hearing: Comprehensive Plan						PC Hearing	PC Workshop			
Jun 2, 2026											
Jun 16, 2026	CC Hearing/ 1st Read: Comprehensive Plan						CC Language Workshop	CC Idea Workshop			
Jun 25, 2026							PC Hearing	PC Workshop			
Jul 7, 2026	CC 2nd Read/Adoption: Comprehensive Plan						CC Hearing/ 1st Read	CC Language Workshop	CC Idea Workshop		
Jul 21, 2026							CC 2nd Read / Adoption	CC 2nd Read / Adoption			
Jul 23, 2026									PC Hearing	PC Workshop	
Aug 4, 2026									CC 2nd Read / Adoption	CC Language Workshop	CC Idea Workshop
Aug 18, 2026									CC 2nd Read / Adoption	CC Hearing/ 1st Read	
Aug 27, 2026										PC Hearing	
Sep 1, 2026										CC 2nd Read / Adoption	
Sep 15, 2026										CC Language Workshop	
Sep 24, 2026										CC Hearing/ 1st Read	
Oct 6, 2026											CC 2nd Read / Adoption
Oct 10, 2026											

2



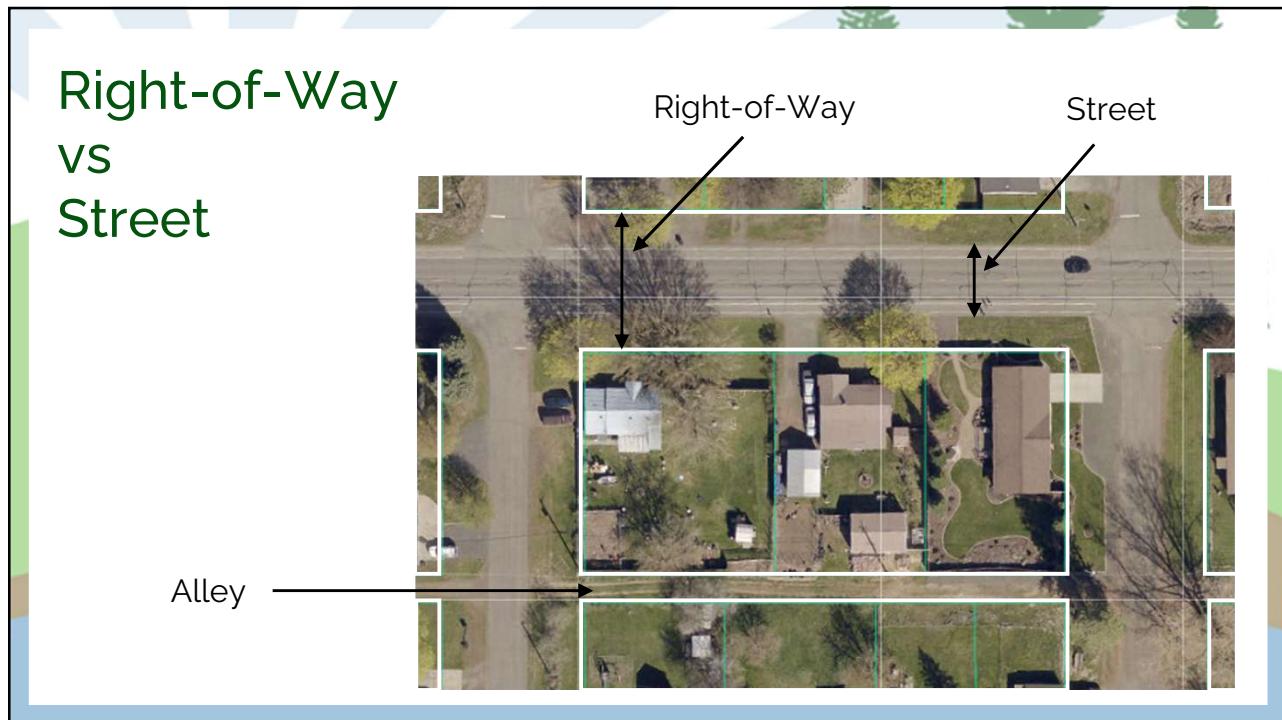
3

## What is a Street Vacation?

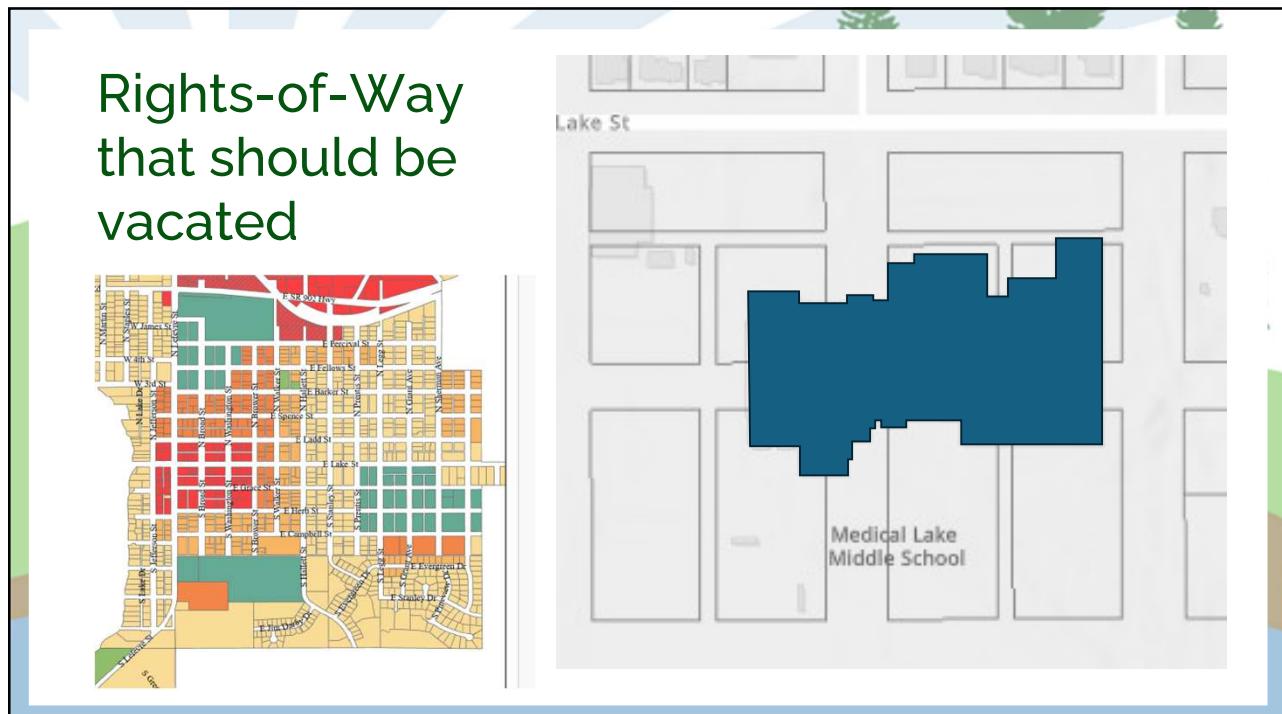
A street vacation is the formal legal process by which a city, county, or town relinquishes its public interest in a street, alley, or road (the right-of way).

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

4



5



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<sup>rds</sup> of the adjacent owners or City Council

City Council sets a date for a public hearing via resolution

Public notice in the newspaper, 3 public locations, 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

# CITY OF MEDICAL LAKE

## CLAIMS CERTIFICATION AND APPROVAL

### Auditing Officer's Certification

I, the undersigned, do hereby verify under penalty of perjury that the materials have been furnished, the services rendered, or the labor performed as described herein and that the claim is a just, due, and unpaid obligation against the *City of Medical Lake*, and that I am authorized to authenticate and certify said Claim Warrants numbered, 53434 through 53473 in the amount of **\$225,716.97**.

Check(s): 53434 - 53473	\$ 222,754.55
<u>EFT(s)</u>	\$ 2,962.42
Total:	\$ 225,716.97



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Koss Ronholt, Finance Director

### Council Approval

I, Terri Cooper, Mayor of the *City of Medical Lake*. Approve by majority vote of the Medical Lake City Council, payments of Claim Warrants numbered, 53434 through 53473 in the amount of **\$225,716.97** this 17<sup>TH</sup> day of February 2026.

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Terri Cooper, Mayor

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Date

# CITY OF MEDICAL LAKE

## PAYROLL CERTIFICATION AND APPROVAL

### Auditing Officer's Certification

I, the undersigned, do hereby verify under penalty of perjury that the materials have been furnished, the services rendered, or the labor performed as described herein and that the claim is a just, due, and unpaid obligation against the *City of Medical Lake*, and that I am authorized to authenticate and certify said Payroll Claim Warrants numbered 53426 through 53433, and Payroll Payable Warrants numbered 30320 through 30329 in the amount of \$144,735.73.



Koss Ronholt, Finance Director

### Council Approval

I, Terri Cooper, Mayor of the *City of Medical Lake*. Approve by majority vote of the Medical Lake City Council, payments of Payroll Claim Warrants numbered 53426 through 53433 and the Payroll Payable Warrants numbered 30320 through 30329 in the amount of \$144,735.73 this 17<sup>th</sup> day of February 2026.

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Terri Cooper, Mayor

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Date

**CITY OF MEDICAL LAKE  
SPOKANE COUNTY, WASHINGTON  
RESOLUTION NO. 26-790**

**A RESOLUTION OF THE CITY OF MEDICAL LAKE AMENDING CASH  
MANAGEMENT POLICY 14.106 FOR THE CITY OF MEDICAL LAKE,  
WASHINGTON**

WHEREAS, the City of Medical Lake (“City”) established Cash Management policy 14.106 to implement guidance and internal controls for handling cash transactions on June 20, 2023; and

WHEREAS, City staff has reviewed Cash Management policy 14.106 following the conclusion of the State Auditor’s Office (SAO) FY23-24 accountability audit and recommends updating the policy to address deficiencies identified during the audit; and

WHEREAS, the City Council conducted a workshop discussion on January 20, 2026, to review the proposed language; and

WHEREAS, City staff recommends the amendment of cash management policy 14.106, as detailed in Exhibit “A”.

NOW, THEREFORE, be it resolved by the City Council of the City of Medical Lake, Washington as follows:

**Section 1. Cash Management Policy Amended.** The City Council hereby amends the City of Medical Lake’s Cash Management Policy 14.106, attached hereto as Exhibit “A”, and incorporated herein by this reference.

**Section 2. Severability.** If any section, sentence, clause, or phrase of this Resolution shall be found to be invalid by a court of competent jurisdiction, such invalidity shall not affect the remainder of said Resolution.

**Section 3. Effective Date.** This Resolution shall become effective immediately upon passage by the Medical Lake City Council.

Adopted this \_\_ day of February, 2026.

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Terri Cooper, Mayor

**ATTEST:**

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Koss Ronholt, Clerk/Treasurer

**APPROVED AS TO FORM:**

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Sean P. Boutz, City Attorney

# City of Medical Lake

## POLICY & PROCEDURES

### Cash Management

#### Financial Policy 14.106

#### Policy Purpose

*This policy is established to implement controls, oversight, and separations of duty that will ensure good stewardship over the City's most liquid asset, cash.*

#### Objectives

- Establish revolving cash fund balances and assign custodians.
- Establish policies that set internal controls over cash, minimize opportunities misappropriation, and ensure compliance with state law.

#### Table of Contents

##### 1.0 Revolving Funds

- 1.1 Authorized Funds, Balances and Custodians
- 1.2 Custodian Responsibility

##### 2.0 Responsibility and Accountability

- 2.1 Applicability
- 2.2 Surprise Cash Audits
- 2.3 Cash Payment Verification
- 2.4 Separation of Duties
- 2.5 Deposit Timeliness
- 2.6 Safekeeping

#### Definitions

**Revolving Funds** – Petty cash, cash drawer, or other fund with a designated cash balance

**Cash Drawer** – Collect and give change for cash transactions.

**Petty Cash Drawer** – Available cash for minor purchases in which other means of payment are not accepted or readily available.

#### Revision History

Date	Action	Resolution #
June 20, 2023	Policy Adopted	23-604

## Section 1.0 – Revolving Funds

### 1.1 Authorized Funds, Balances, and Custodians

Fund	Balance	Custodian
City Hall Counter Cash Drawer (A)	\$200	Admin Clerk - UT
City Hall Window Cash Drawer (B)	\$200	Admin Clerk - FN
City Hall Petty Cash Fund	\$100	Finance Director

### 1.2 Custodian Responsibility

Each petty cash drawer and cash drawer fund shall have a named custodian responsible for its physical safekeeping and monitoring of transactions, in addition to the following type-specific responsibilities:

**1.2.1 Petty Cash Funds:** The custodian is responsible for all disbursements, reimbursements, receipts and documentation in petty cash funds.

**1.2.2 Cash Drawers:** The custodian is responsible for collecting cash payments, providing exact change for cash transactions, reconciling the drawer daily, and submitting the daily collection report to the Finance Director or designee. Other Administrative Clerks may receipt payments into a custodian's cash drawer, so long as they use their unique username to complete the transaction.

## Section 2.0 Responsibility and Accountability

### 2.1 Applicability

This policy applies to all departments that maintain a revolving fund.

### 2.2 Surprise Cash Audits

The Finance Director is responsible for initiating a quarterly Surprise Cash Audit (Attachment A) on all funds. The Surprise Cash Audit shall be completed by a staff member other than the designated custodian for the drawer or fund being audited.

### 2.3 Cash Payment Verification

In any circumstance where the remitter of a cash payment does not obtain a receipt (i.e. drop-box, mail, etc.), the employee responsible for receiving the payment will immediately open and count the received cash in front of another employee to confirm the contents. The amount of the payment, payee details, and initials of the two employees involved will be documented on the payment envelope and retained.

### 2.4 Separation of Duty

Whenever possible, the employee(s) responsible for collecting payments and submitting the daily collection report shall not also be responsible for approving the daily collection report, creating and verifying bank deposits, and reconciling bank statements. Bank statements and bank reconciliations shall be reviewed by the City Administrator and the Mayor.

### 2.5 Deposit Timeliness

In accordance with RCW 43.09.240, cash and checks received by the City must be deposited by the next business day.

**2.5.1 Extenuating Circumstances:** If conditions beyond the control (e.g., bank closures, system outages, limited staffing) prevent a next-day deposit, the Finance Director must submit a written memo to the City Administrator documenting the reason for the delay, the amount involved, and safekeeping measures used.

## 2.6 Safekeeping

Cash or checks awaiting deposit shall be stored in a locked drawer or safe with limited access.



# Surprise Cash Audit

## Administrative Services

Quarter: \_\_\_\_\_

Fund: \_\_\_\_\_ Custodian: \_\_\_\_\_

Audit Performed By: \_\_\_\_\_ Date Completed: \_\_\_\_\_

Authorized Fund Balance: \_\_\_\_\_

**Count and Reconciliation**

<b>Currency</b>	<b>Quantity</b>	<b>Amount</b>
\$100.00		
50.00		
20.00		
10.00		
5.00		
1.00		
<b>Coin</b>		
1.00		
.50		
.25		
.10		
.05		
.01		
Counted		
Variance		

**Signatures**

Custodian: \_\_\_\_\_

Auditor: \_\_\_\_\_

Director: \_\_\_\_\_

**CITY OF MEDICAL LAKE  
SPOKANE COUNTY, WASHINGTON  
ORDINANCE NO. 1140**

**AN ORDINANCE OF THE CITY OF MEDICAL LAKE, WASHINGTON, RELATING  
TO AMENDMENTS TO TITLES 17 AND 19 OF THE MUNICIPAL CODE REGARDING  
APPROVAL CRITERIA FOR AMENDMENTS TO THE COMPREHENSIVE PLAN,  
ZONING MAP, AND DEVELOPMENT REGULATIONS**

WHEREAS, the City of Medical Lake (City) is a fully planning city under the Growth Management Act (GMA); and

WHEREAS, pursuant to RCW 36.70A.130, the City must have a process for amending the comprehensive plan and development regulations; and

WHEREAS, the Medical Lake Municipal Code (MLMC) has amendment procedures in Chapter 17.56 - Amendments; and

WHEREAS, to better serve the City and its citizens, new chapters, Chapter 19.137 – Comprehensive Plan, Chapter 19.140 – Zoning Map Administration, and Chapter 19.143 - Amendments, is being adopted to provide clear amendment approval and criteria for each type of amendment; and

WHEREAS, Chapter 17.56 – Amendments, is being replaced and citations updated; and

WHEREAS, a State Environmental Protection Act (SEPA) checklist and a determination of non-significance were distributed on November 20, 2025, and no comments were received and the DNS is retained; and

WHEREAS, the City of Medical Lake Planning Commission (Planning Commission) considered the proposed text amendments at a properly noticed public hearing on December 18, 2025, so as to receive public testimony; and

WHEREAS, at its December 18, 2025, meeting, the Planning Commission voted to recommend approval of the amendment; and

WHEREAS, pursuant to RCW 36.70A.106, on December 19, 2025, the City provided the Washington State Department of Commerce with a sixty (60) day notice of its intent to adopt the amendment(s) to the MLMC; and

WHEREAS, on February 3, 2026, the City of Medical Lake City Council (City Council) discussed the proposed text amendments at a properly noticed open public hearing; and

WHEREAS, the City Council considered the entire public record, public comments, written and oral, and the Planning Commission's recommendation; and

WHEREAS, this Ordinance is supported by the staff report and materials associated with this Ordinance, including documents on file with the City; and

WHEREAS, this Ordinance is also supported by the professional judgment and experience of the City staff who have worked on this proposal; and

WHEREAS, the City Council determined that the proposed amendments are in accord with the Comprehensive Plan, will not adversely affect the public health, safety, or general welfare, and are in the best interest of the citizens and property owners of the City; and

WHEREAS, the City Council determined that the proposed amendments are consistent with the goals and requirements of the GMA.

NOW, THEREFORE, the City Council of the City of Medical Lake, Washington does ordain as follows:

**Section 1.** Amendment. Chapter 17.42 – Amendments, is hereby removed from the MLMC.

**Section 2.** Amendment. Section 17.12.030 – Official Zoning Map, is hereby removed from the MLMC.

**Section 3.** Amendment. Section 17.12.040 – Interpretation of District Boundaries, is hereby removed from the MLMC.

**Section 4.** Amendment. Chapter 19.137 – Comprehensive Plan, is hereby added to the MLMC.

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 meet all of the following criteria for approval:

- 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.

**Section 5.** Amendment. Chapter 19.140 – Zoning Map Administration, is hereby added to the MLMC.

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 meet all of the following criteria for approval:
  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 not be detrimental to and will result in long-term benefits to the community as a whole and is in the public interest.

**Section 6. Amendment.** Chapter 19.143 – Amendments, is hereby added to the MLMC:

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 meet all of the following criteria for approval:

- 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 not be detrimental to and 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.

PASSED by the City Council this \_\_\_\_\_ day of February 2026.

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\_\_\_\_\_  
Mayor, Terri Cooper

ATTEST:

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Finance Director/City Clerk Koss Ronholt

APPROVED AS TO FORM:

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City Attorney, Sean P. Boutz

Date of Publication:

Effective Date:

**CITY OF MEDICAL LAKE  
SPOKANE COUNTY, WASHINGTON  
ORDINANCE NO. 1141**

**AN ORDINANCE OF THE CITY OF MEDICAL LAKE, WASHINGTON, RELATING  
TO AMENDMENTS TO THE MUNICIPAL CODE REGARDING CODE  
ENFORCEMENT**

WHEREAS, the City of Medical Lake (City) is a fully planning city under the Growth Management Act (GMA); and

WHEREAS, the State of Washington finds that some misdemeanors should be decriminalized and may be considered civil infractions per RCW 7.48; and

WHEREAS, the Medical Lake Municipal Code (MLMC) has code enforcement procedures throughout, notably in Chapter 1.01 – Code Adoption, Chapter 7.05 – Infractions, Chapter 8.32 – Junk Vehicles, Chapter 9.10 - Nuisances; and

WHEREAS, the MLMC contains citations to Chapter 1.01 – Code Adoption, throughout; and

WHEREAS, to better serve the City and its citizens, a new chapter, Chapter 1.21 – Compliance and Enforcement, is being adopted to provide code enforcement process information in one location.; and

WHEREAS, code enforcement process information is being consolidated and citations updated; and

WHEREAS, a State Environmental Protection Act (SEPA) checklist and a determination of non-significance were distributed on January 7, 2026, and no comments were received and the DNS is retained; and

WHEREAS, pursuant to RCW 36.70A.106, on December 23, 2025, the City provided the Washington State Department of Commerce with a sixty (60) day notice of its intent to adopt the amendment(s) to the MLMC; and

WHEREAS, on February 3, 2026, the City of Medical Lake City Council (City Council) discussed the proposed text amendments at a properly noticed open public hearing; and

WHEREAS, the City Council considered the entire public record, public comments, written and oral; and

WHEREAS, this Ordinance is supported by the staff report and materials associated with this Ordinance, including documents on file with the City; and

WHEREAS, this Ordinance is also supported by the professional judgment and experience of the City staff who have worked on this proposal.

NOW, THEREFORE, the City Council of the City of Medical Lake, Washington does ordain as follows:

**Section 1. Amendment.** MLMC Section 1.01.040 – Definitions and construction, is hereby amended to read as follows:

Unless the context otherwise requires, the following words and phrases where used in this code shall have the meaning and construction given in this section:

“City” means the City of Medical Lake.

“City Council” means the City Council of Medical Lake.

(1)—"Code" means the Medical Lake Municipal Code.

(2)—"County" means the county of Spokane.

(3)—"Oath" includes affirmation.

(4)—"Person" means any natural person, firm, association, joint venture, joint stock company, partnership, organization, club, company, corporation, business trust, or the manager, lessee, agent, servant, officer or employee of any of them.

(5)—"State" means the state of Washington.

(6) ~~— "Town" means the town of Medical Lake.~~

(7) ~~— "Town council" means the town council of the town of Medical Lake.~~

(8) —Gender. The masculine gender includes the feminine and neuter.

(9) —Number. The singular number includes the plural, and the plural the singular.

(10) —Tenses. The present tense includes the past and future tenses, and the future tense includes the present tense.

(11) —Shall, May. "Shall" is mandatory; "may" is permissive.

(12) —Title of office. The use of the title of any officer, employee, department, board or commission means that officer, employee, department, board or commission of the city of Medical Lake.

**Section 2. Amendment.** Section 1.01.110 – Penalty for violation, is hereby removed from the MLMC.

**Section 3. Amendment.** Section 1.01.120 – Failure to pay fine, costs, is hereby removed from the MLMC.

**Section 4. Amendment.** Section 1.01.130 – Infraction, Penalty for violation, is hereby removed from the MLMC.

**Section 5.** Amendment. Section 1.01.140 – Infraction – Failure to respond or comply, is hereby removed from the MLMC.

**Section 6.** Amendment. Chapter 1.21 – Compliance and Enforcement, is hereby added to the MLMC:

Section 1.21.010 – Purpose.

The purpose of this Chapter is to set forth the compliance and enforcement procedures for Medical Lake Municipal Code Titles 4 through 19.

Section 1.21.015 – Applicability.

This chapter shall be applicable to all violations of this code and to violations of regulations and Washington state statutes that are incorporated into this code by reference or otherwise, except for violations that are expressly designated to be misdemeanors or gross misdemeanors. Any violation of this code to which this chapter applies is deemed and declared to be a Class II civil infraction unless such violation is expressly designated as another class of civil infraction.

Section 1.21.020 – Authority.

The City of Medical Lake has been given authority to enforce its municipal code through the Revised Code of Washington, including RCW 9.66.010 (nuisances), RCW 7.48 (nuisances), RCW 7.60 (receivers), RCW 7.80 (civil infractions), and RCW 35A.21.160 (abatement).

Section 1.21.030 – Severability.

This Title and the various parts thereof are hereby declared to be severable. Should any Chapter or Section of this Title be declared by the courts to be unconstitutional or invalid, such decision shall not affect the validity of the Title as a whole, or any portion thereof other than the Chapter or Section so declared to be unconstitutional or invalid.

Section 1.21.040 – Definitions.

“Chronic Nuisance Property” means a property on which three (3) or more nuisance activities occur or exist during any sixty (60) day period.

“Civil Infraction,” pursuant to RCW 7.80, means a violation of the City of Medical Lake Municipal Code for which a monetary penalty may be imposed under this Chapter. Each day or portion thereof during which a violation occurs or exists shall be deemed a separate civil infraction.

“Misdemeanor,” pursuant to RCW 9A.20, is defined in MLMC Chapter 9.52 – Gross misdemeanor and misdemeanor crimes.

“Nuisance” means a nuisance as defined by state law or local ordinance including MLMC Chapter 9.10 – Nuisances, occurring around or near the property.

“Owner” means any person having any interest in the real estate in question as indicated in the records of the office of the Spokane County auditor, or who establishes under this Chapter, their ownership interest therein.

“Property” means any building, lot, parcel, dwelling, rental unit, real estate or land or portion thereof including property used as residential or commercial property.

“Responsible Person” means any person, in actual or constructive possession of a property, including, but not limited to, an owner, occupant, agent, or property manager of a property under his/her control.

Section 1.21.050 – Administration.

- A. In order to discourage public nuisances and otherwise promote compliance with MLMC provisions, the City may, in response to field observations, determine that violations have occurred or are occurring.
- B. The procedures set forth in this Chapter are not exclusive. These procedures shall not, in any manner, limit or restrict the City from remedying or abating violations of MLMC Titles 4 through 19 in any other manner authorized by law.
- C. In addition to, or as an alternative to, utilizing the procedures set forth in this Chapter, the City may seek legal or equitable relief to abate any conditions or enjoin any acts or practices which constitute a MLMC violation.
- D. In addition to, or as an alternative to, utilizing the procedures set forth in this Chapter, the City may assess or recover civil penalties accruing pursuant to this Chapter or law by legal action filed in municipal court or superior court.
- E. The City shall use all reasonable means to determine and proceed against the Responsible Person(s) for a MLMC violation occurring when the Property Owner has not directly or indirectly caused the violation.
- F. The provisions of this Chapter shall in no way adversely affect the rights of an Owner, or Responsible Person of any Property to recover all costs and expenses incurred and required by this Chapter from any Responsible Person causing such violation.
- G. In administering the provisions for MLMC compliance, the City shall have the authority to waive any one or more such provisions so as to avoid substantial injustice. For purposes of this Chapter, substantial injustice may not be based exclusively on financial hardship.
- H. The City may, upon presentation of proper credentials, with the consent of the Owner or Responsible Person, or pursuant to a lawfully issued court order, enter at reasonable times any Property subject to the consent or court order to perform the duties imposed by the MLMC. It is the intent of the City that any entry made to private property for the purpose of inspection for MLMC violations be accomplished in strict conformity with constitutional and statutory constraints on entry, and the holdings of the relevant court cases regarding entry. The right of entry authorized by this Chapter shall not supersede those legal constraints.
- I. The City may request that the sheriff’s office, fire district, health district, or other non-City agency assist in enforcement.

Section 1.21.060 – Identification of a Violation.

- A. The City shall determine, based upon information derived from sources such as field observations, the statements of witnesses, relevant documents, and data systems for tracking violations and applicable City codes and regulations, whether a violation has occurred. As soon as the City has reasonable cause to determine that a violation has

occurred, the violation shall be documented and the Responsible Person for the violations promptly notified. The City shall not be required to notify any Person when it determines that no violation has occurred, unless specifically requested in writing. If the Responsible Person is given a verbal warning, this must be followed by a written notice. The Responsible Person shall be notified by one of the following methods:

1. Violation Notification. As established in MLMC Section 1.21.090 – Violation Notice.
2. Stop Work Order. As established in MLMC Section 1.21.100 – Stop Work Order.
3. Civil Infraction. In instances of repeat violation cases or cases that are already subject to a voluntary compliance agreement, a civil infraction may be issued without a further violation notification as required herein as established in MLMC Section 1.21.110 – Civil Infraction.

#### Section 1.21.070 – Obligations of Responsible Persons for code violation.

It shall be the responsibility of any Person identified as responsible for a MLMC violation to bring the Property or right-of-way into a safe and reasonable condition to achieve MLMC compliance. Payment of penalties, applications for permits, and acknowledgment of stop work orders do not substitute for performing the corrective work required and having the Property brought into compliance to the extent reasonably possible under the circumstances. The Responsible Person for a MLMC violation has a duty to notify the City in writing of any actions taken to achieve compliance.

#### Section 1.21.080 – Determination of compliance.

After issuing a violation notice, stop work order, or civil infraction, and after the Responsible Person(s) for a violation has come into compliance, the City shall issue a written determination of compliance. The City shall mail copies of the determination of compliance to each Person originally named in the violation notice, stop work order, or civil infraction.

#### Section 1.21.090 – Violation Notice

- A. Authority. When the City has reason to believe, based on investigation of documents and/or physical evidence, that a MLMC violation exists or has occurred, the City is authorized to issue a violation notice to any Responsible Person for a MLMC violation. The City shall make a determination whether or not to issue a violation notice within a reasonable period after determining such violation exists.
- B. Effect. A violation notice represents a determination that a violation has occurred, the party to whom the notice is issued is a Responsible Person for a MLMC violation, and that the violations identified require remedies as specified therein.
- C. Service. Service of a violation notice shall be made on a Responsible Person for a MLMC violation by one or more of the following methods:
  1. Personal service or hand delivery may be made by presenting the violation notice to the Responsible Person for the MLMC violation or by leaving a copy of the violation notice at the Person's house of usual abode with a person of suitable age and discretion who resides there. For corporations and business entities, in-person

service shall be on the registered agent as listed in the records of the Washington State Secretary of State; or

2. Mail service may be made by mailing the violation notice to the Responsible Person for the MLMC violation at the last known address, at the address of the violation, or at the address of the registered agent as shown in the records of the Washington State Secretary of State for corporations and business entities; or
3. If personal or mail service is not possible, other methods may be pursued.

Section 1.21.100 – Stop work order.

- A. Authority. When the City finds that work is being done that requires prior approval, or the work being done is not within the scope of the approval received, or public safety is at risk, the City is authorized to issue a stop work order to any Responsible Person for a MLMC violation.
- B. Effect. A stop work order represents a determination that a MLMC violation has occurred or is occurring, and that any work or activity that caused, is causing or contributing to the violation on the Property where the violation has occurred, or is occurring, must cease. A stop work order requires the immediate cessation of the specified work or activity on the Property. Work activity may not resume unless specifically authorized in writing by the City.
- C. Issuance. The stop work order shall be in writing, posted on the site, and be given to the Owner of the Property, the Owner's authorized agent, or the Person performing the work pursuant to Section 1.21.090.
- D. Penalties. A stop work order is accompanied by a fee in accordance with and as set forth by resolution of the City Council for the City of Medical Lake.
- E. Appeal. The stop work order may be appealed by following the procedures contained in MLMC 19.290 – Appeals.
- F. Willful Violation. When a Responsible Person willfully violates a stop work order, the City may pursue further remedies, including misdemeanor charges as provided by law.
- G. Issued Permits. In instances where there is an issued permit or approved review, the City may choose to suspend, revoke, or modify the permit or review at the expense of the applicant or Responsible Person.
- H. Obtaining Permits. In instances where work is being done without the benefit of an issued permit or approved review, the Responsible Person must submit the required information and fees necessary to obtain such permit or review.

Section 1.21.110 – Civil Infraction.

A Civil Infraction may be issued when a violation notification, stop work order, or voluntary compliance agreement has not been addressed by the Responsible Person, or it has become a Chronic Nuisance. Civil infractions for MLMC violations shall be imposed for remedial purposes as shown in the following schedule, pursuant to RCW 7.80.120, as now or hereafter amended, or as determined by the City Council for the City of Medical Lake:

Violation	Penalty Amount
Class IV Civil Infraction	\$25
Class III Civil Infraction	\$50
Class II Civil Infraction	\$125
Class I Civil Infraction or Chronic Nuisance Properties	\$250

#### Section 1.21.120 – Voluntary compliance agreement

A. Authority:

1. Whenever the City determines that a MLMC violation has occurred or is occurring, the City shall make reasonable efforts to secure voluntary compliance from the Responsible Person for such violation. Upon contacting the Responsible Person for the MLMC violation, the City may enter into a voluntary compliance agreement as provided for in this Title.
2. A voluntary compliance agreement may be entered into at any time after a violation notice, stop work order, or civil infraction has been issued.
3. Upon entering into a voluntary compliance agreement, a Responsible Person for a MLMC violation waives the right to administratively appeal, and thereby admits that the conditions described in the voluntary compliance agreement existed and constituted a MLMC violation.
4. The voluntary compliance agreement is not a settlement agreement.

B. Contents. The voluntary compliance agreement is a written, signed commitment by the Responsible Person for a MLMC violation in which the Responsible Person agrees to abate the violation, remediate the site, and/or mitigate the impacts of the violation.

C. Failure to meet terms: If the terms of the voluntary compliance agreement are not completely met, and an extension of time has not been granted, in the City's sole discretion, the Responsible Person for the violation may receive a civil infraction.

#### Section 1.21.130 – Abatement.

A. Emergency Abatement. Whenever a condition constitutes an immediate threat to the public health, safety, or welfare or to the environment, the City may summarily and without prior notice abate the condition. Notice of such abatement, including the reason for it, shall be given in writing to the Responsible Person for the violation as soon as reasonably possible after the abatement.

B. Judicial Abatement. The City may seek a judicial abatement order from the Spokane County Superior Court to abate a condition which continues to be a violation of the MLMC where other methods of remedial action have failed to produce compliance.

C. Recovery. The City shall seek to recover the costs of abatement as authorized by this Chapter or applicable law.

Section 1.21.150 – Cost recovery.

If a Civil Infraction is issued, the City may recover the costs of pursuing MLMC compliance and/or abatement to correct such violation(s) against the Responsible Person. These costs may include:

- A. Reasonable Legal Fees and Costs. Reasonable legal fees and costs shall include, but are not limited to, legal fees and costs, both direct and related, incurred to enforce the provisions of this Chapter as may be allowed by law;
- B. Administrative Personnel Costs. Administrative personnel costs shall include, but are not limited to, administrative employee costs, both direct and related, incurred to enforce the provisions of this Title;
- C. Abatement Costs. The City shall keep an itemized account of costs incurred by the City in the abatement of a violation under this Title; and
- D. Actual expenses and costs of the City in preparing notices, specifications, and contracts; in accomplishing or contracting and inspecting the work; and the costs of any required printing, mailing, or court filing fees.

Section 1.21.160 – Collection of civil penalties, fees, and costs.

- A. The City may use the services of a collection agency in order to collect any civil penalties, fees, costs, and/or interest owing under this Chapter.
- B. In addition to, or in lieu of, any other state or local provision for the recovery of costs, the City may, after abating a violation pursuant to this Chapter, file for record with the Spokane County Auditor a claim of lien against the real property for the civil penalties, fees, and costs assessed pursuant to this Chapter and in accordance with any lien provisions authorized by state law.
- C. Any lien filed shall be subject to priority pursuant to state law, including but not limited to RCW 35A.21.405, as now adopted or hereafter amended. Any such claim of lien may be amended from time to time to reflect changed conditions. Any such lien shall bind the affected real property for the period as provided by state law.

**Section 7.** Amendment. MLMC 2.78.070 - Penalty for violation, is hereby amended to read as follows.

Any person, firm or corporation violating any of the provisions of this chapter is guilty of a misdemeanor and upon conviction thereof shall be punished as provided in ~~Section 1.01.110 of this code~~ MLMC Chapter 9.52 – Gross Misdemeanor or Misdemeanor Crimes. Each and every day or portion thereof during which any violation of any of the provisions of this chapter is committed, continued or permitted shall be a separate offense.

**Section 8.** Amendment. MLMC Section 4.01.400 - Penalties for violation, is hereby amended to read as follows.

(A) Violations of, or failure to comply with, any provision of this chapter, shall constitute a civil infraction ~~to be prosecuted in the Medical Lake Municipal Court. Any person found to have violated any provision of this chapter shall be punished by the imposition of a monetary penalty of not more than one hundred dollars for each such violation. Procedures for addressing a violation are contained in MLMC Chapter 1.21 – Compliance and Enforcement. Each day that a violation continued shall constitute a new and separate infraction.~~

(B) The imposition of a penalty for violation of this chapter shall be in addition to any other penalties provided for in any other ordinance or resolution of the city or any other applicable ordinances, laws or regulations and any premises upon which a business is operated in violation of this chapter is declared to be a public nuisance.

(C) Upon conviction of a violation of this chapter, the Medical Lake Municipal Court may as an additional penalty, enjoin any person so convicted from operating the business which is the subject of the violation until such time as the violation has been corrected.

(D) Failure to respond to a citation issued pursuant to this chapter and/or failure to pay any monetary penalty imposed pursuant to this chapter and/or failure to comply with any order of the Medical Lake Municipal Court pursuant to this chapter shall be a misdemeanor punishable in accordance with MLMC Chapter 9.52 – Gross Misdemeanor or Misdemeanor Crimes Section 1.01.110 of this code. As an additional penalty, the Medical Lake Municipal Court may order that the business involved be immediately shut down and precluded from further operations until the matter has been resolved.

(E) The city shall not enter into any contract nor conduct any trade or commerce with any business which fails to comply with this chapter.

**Section 9. Amendment.** MLMC Section 4.04.050 - Penalty for violation, is hereby amended to read as follows:

Any person or persons violating any of the provisions of this chapter shall be guilty of a misdemeanor and upon conviction thereof shall be punished according to MLMC Chapter 9.52 – Gross Misdemeanor or Misdemeanor Crimes Section 1.01.110.

**Section 10. Amendment.** MLMC Section 4.16.160 - Violations—Penalties, is hereby amended to read as follows:

Any person who engages in any activity taxable under this chapter without first having filed the declaration of intent required by Section 4.16.070, or any person who willfully fails to make and file when due any return required by this chapter, or any person who willfully fails to keep the books and records required by this chapter, or any person who fails to produce books and records for inspection and audit at the time and place required by this chapter, is guilty of a misdemeanor and upon conviction thereof shall be punished in accordance with the provisions of MLMC Chapter 9.52 – Gross Misdemeanor or Misdemeanor Crimes Section 1.01.110 of this code. Each day of any such violation constitutes a separate offense.

**Section 11.** Amendment. MLMC Section 4.20.090 - Penalties, is hereby amended to read as follows:

Any person, firm or corporation subject to this chapter who fails or refuses to apply for an occupation license or to make the tax returns or to pay the tax when due, or who makes any false statement or representation in or in connection with any such application for an occupation license or such tax return, or otherwise violates or refuses or fails to comply with this chapter, shall be guilty of a misdemeanor subject to the penalties set forth in MLMC Chapter 9.52 – Gross Misdemeanor or Misdemeanor Crimes MLMC 1.01.110.

**Section 12.** Amendment. MLMC Section 4.30.170 - Violation—Penalty, is hereby amended to read as follows:

A. Unlawful to Sponsor or Participate in an Event Without a Permit. It is unlawful for any person to sponsor or conduct a special event requiring a special event permit pursuant to this chapter unless a valid permit has been issued for the special event. It is unlawful for any person to participate in such an event with the knowledge that the sponsor of the special event has not been issued a required, valid permit.

B. Unlawful to Exceed Scope of Permit. The special event permit authorizes the permittee/sponsor to conduct only such an event as is described in the permit, and in accordance with the terms and conditions of the special event permit. It is unlawful for the permittee/sponsor to willfully violate the terms and conditions of the special event permit, or for any special event participant with knowledge thereof to willfully violate the terms and conditions of the special event permit.

C. Violation is a Civil Infraction. Any person or organization violating the provisions of this chapter is guilty of a civil infraction punishable by a fine pursuant to MLMC Chapter 1.21 – Compliance and Enforcement. Section 1.01.130. Each day or portion of a day in which a violation is committed constitutes a separate offense.

**Section 13.** Amendment. MLMC Section 5.04.180 - Suspension of service-Credit for vacancies, is hereby amended to read as follows:

(a) Service to any premises may be suspended for nonpayment of accounts. Such suspension shall not relieve the person owing such account of the duty of complying with the provisions of this chapter. Such suspension shall render the premises where such service is suspended subject to condemnation for sanitary reasons, and the owner or occupant thereof shall be subject to the penalties in MLMC Chapter 9.52 – Gross Misdemeanor or Misdemeanor Crimes Section 1.01.110.

(b) The appeal provisions of Section 12.02.050 shall apply to all disputed bills.

(c) As an additional and concurrent method of enforcing a lien of the city for garbage charges, the city clerk-treasurer is authorized and directed, at the end of fifteen days after the date of the first

delinquency of garbage charges, to order the cut-off of the water services to the premises where such services are provided until such time as all such garbage charges, plus penalties in the sum of fifteen percent of the unpaid charges, plus interest at the maximum rate per year permitted by law upon such unpaid charges and penalties as of the date of suspension of services together with the additional sum as set by council resolution for turning the domestic water on, have been paid.

(d) Credit for vacancies will be allowed only when the city clerk-treasurer's office is notified in accordance with Chapter 12.02 of this Code and the vacancy must be for thirty days or more.

**Section 14.** Amendment. MLMC Section 5.04.200 - Penalty for violations, is hereby amended as follows:

Any person who violates or fails to comply with any of the provisions of this chapter or who counsels, aid or abets any such violation or failure to comply shall be guilty of a misdemeanor and upon conviction thereof shall be punished as provided in MLMC Chapter 9.52 – Gross Misdemeanor or Misdemeanor Crimes Section 1.01.110 of this Code. Each day's violation shall be deemed a separate violation.

**Section 15.** Amendment. MLMC Section 5.08.050 - Litter in general, is hereby amended as follows:

(a) No person shall throw, drop, deposit, discard or otherwise dispose of litter upon any street, alley, sidewalk or any other public place in the city or upon a private residence or other private property not owned by him, or in any waters within the jurisdiction of the city whether from a vehicle or otherwise except:

(1) When such property is designated by the state or by any of its agencies or the city for the disposal of garage and refuse, and such person is authorized by the proper public authority to so use such property; or

(2) Into a litter receptacle or other container in such manner that the litter will be prevented from being carried away or deposited by the elements upon any part of said public place, private residence or other private property; or

(3) When such person is the owner or does have control or custody of the property, or has prior consent of the owner or tenant in lawful possession of such property, or unless the act is done under the personal direction of said owner or tenant and provided said litter will not cause a public nuisance or be in violation of any other state or local laws, rules or regulations.

(b) Penalty. A violation of the provisions of this section shall constitute a civil infraction and the fine for each such violation shall be as set forth in MLMC Chapter 1.21 – Compliance and Enforcement Section 1.01.130 of this Code. In addition thereto, in the sound discretion of the court, the violator may be directed by the court to pick up and remove from any public place or any private residence or other property, with permission of the legal owner or other person having legal

possession, upon which it is established by competent evidence that such person has deposited litter, any and all litter deposited thereon by anyone prior to the date of the execution of the order.

**Section 16. Amendment.** MLMC Section 5.08.060 - Placement of litter receptacles, is hereby amended as follows:

(1) Litter receptacles shall be placed in all parks, trailer parks in respect to the service of transient habitation, gasoline service stations, tavern parking lots, shopping centers, grocery store parking lots, marinas, boat launching areas, beaches, bathing areas and other such public places in numbers appropriate to need as specified by state regulation.

(2) It shall be the responsibility of any person owning or operating any establishment of public place in which litter receptacles are required by this section to procure and place and maintain such litter receptacles at his own expense on the premises in accord with such state regulations.

(3) Penalty. A violation of the provisions of this section shall be a civil infraction subject to a fine as set forth in MLMC Chapter 1.21 – Compliance and Enforcement Section 1.01.130 of this Code for each day of violation.

**Section 17. Amendment.** MLMC Section 5.08.230 - Penalties, is hereby amended as follows:

A violation of this chapter for which no penalty is specifically provided within the specific section violated shall be a civil infraction punished by a fine for each such violation as set forth in MLMC Chapter 1.21 – Compliance and Enforcement Section 1.01.130 of this code. Each day that such violation continues shall be considered a separate offense.

**Section 18. Amendment.** MLMC Section 5.14.020 - Violation of parking rules-Penalty, is hereby amended as follows:

Any person, firm, corporation or association failing to abide by the rules and regulations regarding parking in or adjacent to city parks or playground facilities, including but not limited to the requirement to pay fees, shall have committed an infraction which shall be punished in accordance with the provisions of MLMC Chapter 1.21 – Compliance and Enforcement Sections 1.01.030 through 1.01.140 of the Medical Lake Municipal Code.

**Section 19. Amendment.** MLMC Section 7.01.060 - Penalty, is hereby amended as follows:

Any person who violates any provisions of this chapter shall be guilty of an infraction. The penalty shall be as set forth in MLMC Chapter 1.21 – Compliance and Enforcement Section 1.01.130 of Medical Lake Municipal Code.

**Section 20. Amendment.** MLMC Section 7.02.010 - Animal control infractions, is hereby amended as follows:

Any person who commits any of the following acts shall be guilty of an civil infraction as in accordance with MLMC Chapter 1.21 – Compliance and Enforcement:

- (1) Allow or permit a dog or other animal to enter any place where food is stored, prepared, served, or sold to the public or any public building or hall. This shall not apply to Seeing-Eye or hearing dogs, veterinary offices or hospitals, show dogs, animal exhibitions, organized animal training classes, dogs used by armor car services, or other special cases as may be authorized by the city council;
- (2) Allow or permit a female dog in heat to be accessible to male dogs except by male dogs specifically and intentionally admitted by said female's owner for breeding purposes;
- (3) Allow or permit a dog or other animal to howl, yell, whine, bark, or make other noise which disturbs the public peace and quiet. This offense applies to dog or animal owners and to owners or occupiers of premises whereon the dog or other animal is kept or harbored;
- (4) Allow or permit a dog or other animal or fowl, except a domestic cat, to run at large from the building or premises where it is harbored whether licensed or not. This section shall not apply to the following: a person walking or exercising a dog or other animal in public, when such dog or animal is on a leash, tether or chain not longer than eight feet; a blind person using a Seeing-Eye dog or a deaf person using a hearing dog; or any animal safely and securely confined or completely controlled while in or upon any vehicle;
- (5) Harbor, own or maintain any swine or goats penned or otherwise, within eight hundred feet of any dwelling within the city limits.

**Section 21. Amendment.** MLMC Section 7.02.020 - Property damage, is hereby amended as follows:

No owner or custodian of any animal may cause or permit the animal to enter upon and do damage to any public park or place or the private property of another to the injury or annoyance of the owner or occupant of said premises. Violation of this section shall constitute a civil infraction punishable by a fine in accordance with MLMC Chapter 1.21 – Compliance and Enforcement Section 1.01.130.

**Section 22. Amendment.** MLMC Section 7.05.010 - Infractions—Civil, is hereby amended as follows:

Failure to perform any act required or the performance of any act prohibited under this title, except as otherwise specifically designated, shall be a civil infraction in accordance with MLMC

Chapter 1.21 – Compliance and Enforcement and may not be classified as a criminal offense. The city council shall by resolution set penalties for civil infractions.

**Section 23.** Amendment. Section 7.05.020 - Notice of infraction, is hereby removed from the MLMC.

**Section 24.** Amendment. Section 7.05.030 - Form of notice of infraction, is hereby removed from the MLMC.

**Section 25.** Amendment. Section 7.05.040 - Response—Contest—Failure to appear, is hereby removed from the MLMC.

**Section 26.** Amendment. Section 7.05.050 - Hearings, is hereby removed from the MLMC.

**Section 27.** Amendment. MLMC Section 7.13.040 - Violations, is hereby amended to read as follows:

A violation of any provision of this chapter shall be a civil infraction in accordance with MLMC Chapter 1.21 – Compliance and Enforcement, subject to a civil penalty as follows:

1. First violation: Fifty dollars, plus statutory costs and assessments.
2. Second offense: One hundred dollars, plus statutory costs and assessments.
3. Third: One hundred fifty dollars, plus statutory costs and assessments.
4. Each subsequent: Two hundred fifty dollars, plus statutory costs and assessments, which the court shall not mitigate.
5. When an individual is issued a citation for the civil infraction involving the feeding of deer, elk, or moose, he or she should also be provided with deer, elk, and moose no feeding educational materials.

**Section 28.** Amendment. MLMC Section 8.10.020 - Penalty for violation, is hereby amended to read as follows:

A violation of any of the provisions of this Chapter shall be a civil infraction subject to the penalties provided in MLMC Chapter 1.21 – Compliance and Enforcement ~~Medical Lake Municipal Code Section 1.01.130~~.

**Section 29. Amendment.** MLMC Section 8.32.050 - Violation notice, is hereby amended to read as follows:

Violation notices shall be issued in accordance with MLMC Chapter 1.21 – Compliance and Enforcement.

~~(a) The code enforcement officer is authorized to issue and serve a notice of violation upon reasonable belief that a violation of one or more provisions of this chapter has occurred.~~

~~(b) The notice of violation shall be issued to the property owner of record upon which land a vehicle is deemed to be in violation of this chapter is located, as shown by the last equalized assessment roll, and to the last registered and legal owner of record of such vehicle. The last legal and registered owner need not be notified if the vehicle is in such condition that identification numbers are not available to determine ownership.~~

~~(c) The notice of violation may be served by means of personal service, or by mailing by certified mail return receipt requested, a copy of the notice of violation to the person(s) responsible for the violation to his/her last known mailing address as determined by the code enforcement officer. Proof of service shall be made by a written declaration under penalty of perjury by the person affecting the service, declaring the date, time, place and manner of service.~~

~~(d) The notice of violation shall contain substantially the following information:~~

~~(1) The name and address of the person to whom the notice of violation is issued;~~

~~(2) The location of the subject property by address or other description sufficient to identify the subject property;~~

~~(3) A description of the vehicle and its location;~~

~~(4) The reasons the city deems it to be a public nuisance violation of this chapter;~~

~~(5) A description of the corrective action necessary to eliminate the violation;~~

~~(6) Notification that the corrective action must be completed within fifteen days from the date of service of the notice of violation;~~

~~(7) Notification that failure to correct the violation within the fifteen days will result in the issuance of a notice of civil infraction that will be filed with the Medical Lake Municipal Court and that the offender may be subject to civil penalties for each day of violation as well as court costs and a requirement to abate the nuisance at his/her cost.~~

**Section 30. Amendment.** MLMC Section 8.32.060 - Notice of civil infraction, is hereby amended to read as follows:

A civil infraction shall be issued in accordance with MLMC Chapter 1.21 – Compliance and Enforcement.

~~If the corrective action set forth in the notice of violation is not completed within the fifteen days, the code enforcement officer is authorized to issue a notice of civil infraction, on a form approved by the court, directing the person responsible for the violation to respond to the Medical Lake Municipal Court. Such notice of infraction shall be filed with the Medical Lake Municipal Court and the provisions of the Infraction Rules for Courts of Limited Jurisdiction (IRLJ) shall apply.~~

**Section 31. Amendment.** MLMC Section 8.32.070 - Abatement—Costs—Liens, is hereby amended as follows:

Abatement shall be handled in accordance with MLMC Chapter 1.21 – Compliance and Enforcement.

~~(a) Emergency Abatement. Whenever a condition, the continued existence of which constitutes an immediate threat~~

~~to public health, safety or welfare or the environment, is found to exist, the city may summarily and without prior notice abate the condition. Notice of such abatement, including the reason for it, shall be given to the person responsible for the violation as soon as reasonably possible after the abatement.~~

~~(b) Judicial Abatement. The city may seek a judicial abatement order from Spokane County Superior Court, as deemed necessary, to abate a condition which continues to be a violation of this chapter where other methods of remedial action have failed to produce compliance.~~

~~(c) The costs, including incidental expenses, of abating the violation shall be billed to the person responsible for the violation and shall become due and payable to the city within ten calendar days after the date of the billing. The term incidental expenses includes, but is not limited to, personnel costs, both direct and indirect and including attorney's fees; costs incurred in documenting the violation; hauling, storage and disposal expenses; and actual expenses and costs incurred by the city in preparing notices, specifications and contracts, and in accomplishing and/or contracting and inspecting the work; and the costs of any required printing, mailing, posting and service of process. All such costs shall constitute a lien on the property on which the violation was committed and may be subject to collection following a court judgment. Such a lien shall be substantially in accordance with the provision regarding mechanic's liens in RCW 60.04, and said lien shall be foreclosed in the same manner as such liens.~~

~~(d) The lien shall be subordinate to all previously existing special assessment liens imposed on the same property and shall be superior to all other liens, except for state and local taxes, with which it shall share priority. The city may cause a claim for lien to be filed for record within ninety days from the later of the date the monetary penalty is due to the date the work is completed or the nuisance is abated. The claim of lien shall contain sufficient information regarding the notice of violation, a description of the property to be charged with the lien, the owner of record, and the total of the lien. Any such claim of lien may be amended from time to time to reflect changed conditions. Any such lien shall bind the affected property for the period provided for by state law.~~

(e) ~~The vehicle shall be disposed of to a licensed motor vehicle wrecker or hulk hauler with notice to the Washington State Patrol and the State Department of Licensing that the vehicle has been wrecked. Any vehicle or part thereof impounded pursuant to this chapter shall be processed in accordance with the laws of the state of Washington.~~

(f) ~~Costs of removal will not be assessed against the legal owner of the vehicle if the owner in the transfer of ownership of the vehicle has complied with RCW 46.12.101.~~

**Section 32. Amendment.** MLMC Section 8.32.100 - Penalty, is hereby amended as follows:

A violation of the provisions of this chapter shall constitute a Class 1 civil infraction under the provisions of RCW subject to a penalty to be assessed in accordance with MLMC Chapter 1.21 – Compliance and Enforcement Section 1.08.010. For a second violation of this chapter within a twenty-four-month period, the court shall not reduce the penalty below one hundred twenty-five dollars plus statutory assessments; for a third or subsequent violation of this chapter within a twenty-four-month period, the court shall not reduce or suspend any portion of the maximum penalty.

**Section 33. Amendment.** Section 9.10.070 - Abatement procedure, is hereby amended as follows:

Abatement shall be handled in accordance with MLMC Chapter 1.21 – Compliance and Enforcement.

(1) ~~Whenever a nuisance exists as defined in this chapter, the city may proceed by a suit in equity in the superior court of Spokane County to enjoin and abate it in the manner provided by law; or it may elect to enforce the provisions of this chapter by complaint and summons or warrant in the Medical Lake municipal court.~~

(2) ~~Whenever, in any action brought in the municipal court, it is established that a nuisance exists as defined in this chapter, the court shall, together with the fine or penalty imposed, if any, enter an order of abatement as a part of the judgment in the case, which order shall direct either of the following:~~

(a) ~~That the nuisance be abated or removed by the defendant, within the time limited by the court, not to exceed thirty days; or~~

(b) ~~That the nuisance may be abated by the city at the cost of the defendant, in which case the court shall inquire into and estimate as nearly as may be possible the sum necessary to defray the expense of the abatement, and assess and enter it as a part of the penalty imposed, and the sum shall be a part of the judgment in the case, and shall be collected and enforced in the same manner that fines and costs are by law collected and enforced.~~

**Section 34. Amendment.** Section 9.10.080 - Disposition of abatement moneys, is hereby removed from the MLMC.

**Section 35. Amendment.** MLMC Section 9.10.200 - Penalties, is hereby amended to read as follows:

Any violation of the provisions of this chapter shall be a class 1 civil infraction subject to a penalty as set forth in RCW 7.80 and in accordance with MLMC Chapter 1.21 – Compliance and Enforcement. Each day a violation continues shall be deemed to be a separate offense.

**Section 36. Amendment.** MLMC Section 9.11.090 - Violation—Penalty, is hereby amended to read as follows:

Every person who violates any of the provisions of this chapter shall have committed an infraction punishable by a fine pursuant to MLMC Chapter 1.21 – Compliance and Enforcement Section 1.01.130 of the Medical Lake Municipal Code.

**Section 37. Amendment.** MLMC Section 9.13.040 - Operation on sidewalks prohibited, is hereby amended to read as follows:

No person shall operate a skateboard or bicycle on any sidewalk in the central business district of the city of Medical Lake. Violation of this section shall constitute a Class 1 civil infraction in accordance with MLMC Chapter 1.21 – Compliance and Enforcement, subject to the statutory penalty and all state assessments.

**Section 38. Amendment.** MLMC Section 9.13.090 - Penalty and forfeiture, is hereby amended to read as follows:

Enforcement procedures will be in accordance with MLMC Chapter 1.21 – Compliance and Enforcement.

- (a) The first violation of this section shall constitute a Class 3 civil infraction, subject to the statutory penalty and all state assessments.
- (b) The second violation of this section shall constitute a Class 2 civil infraction, subject to the statutory penalty and all state assessments. In addition, the court may order the vehicle forfeited.
- (c) The third and all subsequent violations of this chapter shall constitute a Class 1 civil infraction, subject to the statutory penalty and all state assessments. In addition, the court may order the vehicle forfeited.

**Section 39. Amendment.** MLMC Section 9.20.010 - False alarms-Prohibited, is hereby amended to read as follows:

- (a) No person may willfully tamper with, damage, or interfere with any wire, switch, telephone, radio, or other equipment or apparatus of any public or private alarm system.
- (b) No person may willfully and without reasonable grounds give or send any false alarm of fire or other emergency, including shouting to, a public place.
- (c) No person may intentionally activate any alarm system, for the purpose of summoning emergency response personnel, except in the event of an actual or attempted criminal activity or other actual emergency necessitating emergency response personnel response, and no person notifying emergency response services of an activated alarm and having knowledge that such activation was apparently caused by an electric or other malfunction of the alarm system may fail at the same time to notify the emergency response personnel of such apparent malfunction.
- (d) No alarm system user may cause or allow more than two false alarms to occur within any calendar year period.
- (e) No person may provide alarm system monitoring service to the user of an automatic alarm system without maintaining a verification process as provided in Section 9.20.070.
- (f) A violation of subsections (a) through (c), inclusive, is a misdemeanor. A violation of subsection (d) or (e) is a civil infraction. Civil infraction procedures will be in accordance with MLMC Chapter 1.21 – Compliance and Enforcement.

**Section 40. Amendment.** MLMC Section 11.08.180 - Violations, is hereby amended to read as follows:

Any person violating the provisions of this chapter shall be subject to all enforcement actions and penalties contained in MLMC Chapter 9.52 – Gross Misdemeanor or Misdemeanor Crimes-City of Medical Lake Municipal Code Section 1.01.110.

**Section 41. Amendment.** MLMC Section 11.12.020 - Penalty for violation, is hereby amended to read as follows:

Violation of the provisions of this chapter shall constitute a civil infraction punishable by a fine as set forth in MLMC Chapter 1.21 – Compliance and Enforcement Section 1.01.130.

**Section 42. Amendment.** MLMC Section 12.04.090 - Unauthorized use of water—Penalty, is hereby amended to read as follows:

Any firm, person, association or corporation who knowingly takes or uses city water without first contracting for same shall be guilty of a misdemeanor and upon conviction thereof shall be

punished as provided in MLMC Chapter 9.52 – Gross Misdemeanor or Misdemeanor Crimes Section 1.01.110 of this code.

**Section 43. Amendment.** MLMC Section 12.04.195 - Water conservation and rationing, is hereby amended to read as follows:

- (a) Restrictions upon Use of Water. In order to protect the health, safety, and welfare of the citizens of the city by providing for maintenance of an adequate water supply, the city council may, by resolution, determine that a water shortage exists and may, by such resolution, restrict and regulate the use of water from the city's water supply system.
- (b) Posting or Resolution. When the council adopts such a resolution restricting and regulating the use of water, it shall cause such resolution to be posted in three public places in the city, including the lobby of the city hall.
- (c) Termination of Water Service for Noncompliance. Should any owner or occupant or other person in charge of any premises served by the city's water system willfully fail to comply with the restrictions on water use imposed by the resolution provided for in subsection (a) of this section then the city may terminate water service to the premises during the period such restrictions are in force or until such time as the city receives reasonable assurance from such owner, occupant or other person in charge of the premises that the restrictions in force will be observed for said premises.
- (d) Penalty for Violation. Restrictions adopted by resolution in accordance with subsection (a) of this section, and posted in accordance with subsection (b) of this section, shall have the full force and effect of law and any person, firm or corporation who willfully violates such restrictions is guilty of a misdemeanor, and upon conviction thereof shall be punished as provided in MLMC Chapter 9.52 – Gross Misdemeanor or Misdemeanor Crimes Section 1.01.110 of this code.

**Section 44. Amendment.** MLMC Section 12.04.197 - Restrictions on residential irrigation, is hereby amended to read as follows:

- (a) Residential irrigation shall be prohibited between the hours of ten a.m. and seven p.m. during the months of June, July, August and September. Exceptions will be made for newly planted lawns.
- (b) Any person, firm or corporation who violates the provisions of this section shall be subject to the following penalties:
  - (1) First violation: written warning;
  - (2) Second violation: civil infraction pursuant to MLMC Chapter 1.21 – Compliance and Enforcement Section 1.01.130;
  - (3) A third or subsequent violation of this section shall be a misdemeanor.
- (c) In addition, water service may be terminated under the provisions of Section 12.04.190(c).

**Section 45. Amendment.** MLMC Section 14.04.040 - Administration, is hereby amended to read as follows:

The building code of the city shall be administered and enforced by the ~~code enforcement~~ building department.

**Section 46. Amendment.** MLMC Section 14.04.050 - Code enforcement department—Administrative authority, is hereby renamed Building department – Administrative authority, and amended to read as follows:

The ~~code enforcement~~ building department of the city shall be deemed to be the "building official" as defined in Chapter 2 of the 2015 International Building Code. The ~~code enforcement~~ building department shall also be deemed "administrative authority," as such term is defined in Chapter 2 of the 2015 Uniform Plumbing Code, for purposes of enforcing and administering the provisions of the 2015 Uniform Plumbing Code. The ~~code enforcement~~ building department shall also enforce and administer the standards set forth in the Regulations for Barrier Free Facilities as published by the Washington State Building Code Council for making buildings and facilities accessible to, and usable by, the physically handicapped.

**Section 47. Amendment.** MLMC Section 14.04.100 - Penalty for violations, is hereby amended to read as follows:

Notwithstanding the provisions of Section 114 of the International Building Code, any person, firm or corporation violating any of the provisions of this chapter is guilty of a misdemeanor and upon conviction thereof shall be punished as provided in MLMC Chapter 9.52 – Gross Misdemeanor or Misdemeanor Crimes ~~Section 1.10.110 of this code~~.

Each and every day or portion thereof during which any violation of any of the provisions of this chapter is committed, continued, or permitted shall be a separate offense.

**Section 48. Amendment.** MLMC Section 14.04.110 - Building permit—Sidewalk and curbing prerequisites, is hereby amended to read as follows:

No building permit shall be issued unless the application for such building permit includes the construction of curbs and sidewalks if required by MLMC Section 11.20.035 where the same are not already in existence. Requirements for the installation of curbs and sidewalks placed upon special uses as provided for in Title 17 of this code shall be determined on an individual basis by the permit granting authority. In any case where the ~~code enforcement officer~~ building official shall determine that existing curbs and sidewalks are inadequate by reason of deterioration, damage or obsolescence, each application for new construction in any of the building classification zones shall include the construction of new curbs and sidewalks.

When new construction requires curbs and/or sidewalks, the area between the existing street surface and the new curb shall be paved with an impervious surface acceptable to the city public works department. This area is not to be considered as off-street parking.

**Section 49. Amendment.** MLMC Section 14.12.310 - Penalty for violation, is hereby amended to read as follows:

Any person, firm or corporation violating any of the provisions of this chapter is deemed guilty of a misdemeanor and shall be punished according to MLMC Chapter 9.52 – Gross Misdemeanor or Misdemeanor Crimes Section 1.01.110.

**Section 50. Amendment.** MLMC Section 14.16.110 - Enforcement, is hereby amended to read as follows:

A. Enforcement of the provisions of this chapter will be performed in accordance with MLMC Chapter 1.21 – Compliance and Enforcement Chapter 1.01.

B. No responsible person may violate or fail to comply with any provisions of this chapter. Each responsible person commits a separate offense for each and every day they commit, continue or permit a violation of any provision of this chapter.

C. All responsible persons or structure owner for a commercial space are jointly and severally responsible with respect to that commercial space for compliance with the provisions of this chapter and for any payments that they may be required to make to the city under this chapter. If the commercial space is subject to a lease, the city shall have discretion to determine whether to enforce this chapter against the responsible person, structure owner, or leasing party, or all of them, but the city shall consider in this determination whether the lease provides that the compliance with this chapter is the responsibility of the responsible person, structure owner, or leasing party.

**Section 51. Amendment.** MLMC Section 14.28.020 - Conformance required, is hereby amended to read as follows:

No person shall construct, establish or operate a new mobile home park, or make additions, extensions, or modifications to an existing mobile home park, unless plans and specifications fully describing said new mobile home park or said additions, extensions or modifications to an existing mobile home park have first been submitted to and approved by the building official planning commission of the city and the Spokane County health district. The building official planning commission approval shall be based upon the standards contained or incorporated in this chapter. Any proposed deviations from said approved plans and specifications must first be approved in writing by the building official planning commission of the city. In addition, a mobile home permit shall be obtained from the building official enforcement officer in accordance with Chapter 14.32 of the Medical Lake Municipal Code prior to the occupancy of any new or relocated mobile home in a mobile home park.

**Section 52.** Amendment. MLMC Section 14.28.030 - Plans and specifications—Submittal required for permit, is hereby amended to read as follows:

The ~~building official code enforcement officer~~ shall not issue a permit for a mobile home park unless complete plans and specifications fully describing said mobile home park and any additions, extensions, or modifications thereto, have been submitted to ~~the City and approved by the planning commission of the city~~.

**Section 53.** Amendment. MLMC Section 14.28.040 – Plans and specifications – Contents, is hereby amended to read as follows:

Plans and specifications received by the ~~building official planning commission~~ of the city of the proposed mobile home park shall contain information included, but not limited to the following:

- (1) The area and dimensions of the tract of land;
- (2) The number, location, and size of all mobile home lots, defining dependent and independent lots;
- (3) The number, location and size of all automobile parking lots;
- (4) The location and width of park streets and walk-ways;
- (5) The method and plan of water supply;
- (6) The method and plan of sewage disposal;
- (7) The method and plan of garbage disposal;
- (8) The plan of electrical service, including outside lighting;
- (9) The plan of cable television and telephone service;
- (10) The plans and specifications of all buildings and other improvement constructed within the mobile home park;
- (11) The size and location of the play area;
- (12) Evidence of compliance with local building and/or zoning requirements; and
- (13) Name and address of park owner.

**Section 54.** Amendment. MLMC Section 14.28.050 - Permit revocation, is hereby amended to read as follows:

The ~~building official code enforcement officer~~ shall suspend or revoke the permit of a mobile home park whenever, in the opinion of the ~~building official code enforcement officer~~, the continued operation of the mobile home park would create a hazard to the health of the occupants of the park or the people of the city.

**Section 55. Amendment.** MLMC Section 14.28.120 - Inspection, is hereby amended to read as follows:

The ~~building official code enforcement officer~~ is authorized and directed to make such inspections, examinations, or investigations of mobile home parks as are necessary to determine satisfactory compliance with the provisions of this chapter. For the purposes of such inspection, the ~~building official code enforcement officer~~ shall have free access at all reasonable times to all mobile home parks, buildings, grounds, or premises.

**Section 56. Amendment.** MLMC Section 14.28.350 - Electrical and communication lines, is hereby amended to read as follows:

All electrical and communication system lines shall be installed and maintained underground in accordance with national or local codes unless the installing utility company or mobile park owner/agent can demonstrate undue hardship because of surface rock, existing underground utilities, home pads, patios, sidewalks, and other barriers to construction that in the opinion of the ~~building official code enforcement officer~~ are cause for a postponement of this requirement, until significant improvements, such as underground utilities or other major changes are made in the mobile home park.

**Section 57. Amendment.** MLMC Section 14.32.030 - Additions and alterations—Building permit required, is hereby amended to read as follows:

There shall be no addition of a mobile home without first obtaining a building permit from the city. A modified plot plan showing setbacks, skirting, supports or extensions of a permanent foundation, and the location of all accessory structures or buildings, shall be submitted and approved by the ~~building official code enforcement officer~~ prior to the issuance of the building permit.

**Section 58. Amendment.** MLMC Section 14.32.050 - Sites outside mobile home park—Permit required, is hereby amended to read as follows:

No mobile home shall be moved onto a lot inside or outside of a mobile home park without having first obtained a mobile home permit from the ~~building official code enforcement officer~~.

**Section 59. Amendment.** MLMC Section 14.32.060 - Application and permit issuance, is hereby amended to read as follows:

Mobile home permits for siting mobile homes shall be issued by the ~~building official code enforcement officer~~ upon the submittal and approval of an application on the form provided by the ~~building official code enforcement officer~~ together with required supporting documents demonstrating compliance with applicable sections of this code and payment of a prescribed fee.

**Section 60.** Amendment. Section 16.03.090 - Enforcement, is hereby amended to read as follows:

If a property owner or agent commences work without the benefit of a required zoning permit, the violation will be dealt with in accordance with MLMC Chapter 1.21 – Compliance and Enforcement, the code enforcement officer will provide, in writing, a stop work order. The property owner or agent will be given the option to undo any unapproved development or apply for a zoning permit. If the property owner or agent does not comply, procedures of MLMC Chapter 1.01, Code adoption, will be followed.

**Section 61.** Amendment. Section 17.39.040 - Violation, is hereby amended to read as follows:

A violation of any provision of this chapter shall be a civil infraction, punishable by a fine in an amount as set forth in MLMC Chapter 1.21 – Compliance and Enforcement ~~Section 1.01.130 of the Medical Lake Municipal Code~~. In addition to the imposition of a civil penalty, the Medical Lake municipal court may order compliance with the provisions of this chapter or removal of any sign, which violates the provisions of this chapter. ~~Failure to respond to a civil notice of infraction or to comply with the court's order or to pay a civil penalty shall be a misdemeanor, punishable in accordance with Section 9.01.020 of the Medical Lake Municipal Code.~~

PASSED by the City Council this \_\_\_\_\_ day of March 2026.

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Mayor, Terri Cooper

ATTEST:

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Finance Director/City Clerk Koss Ronholt

APPROVED AS TO FORM:

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City Attorney, Sean P. Boutz

Date of Publication:

Effective Date: