



**CITY COUNCIL REGULAR MEETING & PUBLIC HEARINGS  
TUESDAY, FEBRUARY 3, 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 3, 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/85799488309?pwd=pft0oOL3bKyV1aFPDPfbPa9DtnKsjo.1>

Meeting ID: 857 9948 8309

Passcode: 280424

One tap mobile

+12532158782,,85799488309#,,,,\*280424# US (Tacoma)

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Join instructions

[https://us06web.zoom.us/meetings/85799488309/invitations?signature=rjAWTCuVhndw\\_h3cg\\_saXvo46niYnoJQFS25kpinfI](https://us06web.zoom.us/meetings/85799488309/invitations?signature=rjAWTCuVhndw_h3cg_saXvo46niYnoJQFS25kpinfI)

- **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 3, 2026 - REGULAR SESSION & PUBLIC HEARINGS

- 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. Committee Reports/Council Comments
  - B. Mayor
  - C. City Administrator & City Staff
    - i. Sonny Weathers, City Administrator
      1. January 2026 Grant Application Report
      - ii. Dave Yuhas, Code Enforcement – 2025 Q4 Code Enforcement Report
- 6. WORKSHOP DISCUSSION**
  - A. Vacant Commercial Property Ordinance Annual Report
  - B. Lefevre St. Restriping Project Update
  - C. Periodic Update: MLMC Amendments concerning Street Vacations
- 7. EXECUTIVE SESSION – None.**
- 8. PUBLIC HEARINGS**
  - A. Periodic Update: Ordinance concerning Amendment Criteria
    - i. First Read Ordinance 1140 Amendment Criteria
  - B. Periodic Update: Ordinance concerning Enforcement
    - i. First Read Ordinance 1141 Enforcement
- 9. ACTION ITEMS**
  - A. Consent Agenda
    - i. Approve **January 20, 2026**, minutes.
    - ii. Approve **February 3, 2026**, Claim Warrants numbered **53393** through **53424** in the amount of **\$122,508.36**.
- 10. RESOLUTIONS**
  - A. 26-791 TIB Grant Agreement for Lefevre St. Restriping
  - B. 26-792 Groundwater Study Grant Agreement Amendment No. 3
  - C. 26-793 Senior Planner Job Description
- 11. ORDINANCES – See Items 8Ai and 8Bi.**
- 12. EMERGENCY ORDINANCES – None.**
- 13. UPCOMING AGENDA ITEMS**
- 14. INTERESTED CITIZENS**
- 15. CONCLUSION**



City of Medical Lake

124 S. Lefevre

P.O. Box 369

Medical Lake, WA 99022-0369

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

Parks & Recreation: (509) 565-5007

Crime Check: (509) 456-2233

Emergency: 911

Fire: (509) 235-6645

Fire District 3

## **PUBLIC HEARING NOTICE**

**NOTICE IS HEREBY GIVEN TO ALL INTERESTED PARTIES THAT:** The City Council of Medical Lake will conduct a Public Hearing on Amendment Criteria and Enforcement. Attendees can publicly comment on the topic in person or by submitting written comments to the contact person below, by 4 p.m. on the day of the hearing. The public hearing will be held **Tuesday, February 3, 2026**, beginning at 6:30 p.m. during the regularly scheduled City Council Meeting. The meeting will be held in person at City Hall, 124 S. Lefevre Street, Medical Lake, Washington, remotely via Zoom, and live streamed on YouTube.

The Zoom link can be found per the published City Council Agenda on the city's website: <https://medical-lake.org/>

Watch the Live Stream on YouTube -  
<http://www.youtube.com/@CityofMedicalLake>

Individuals planning to attend the meeting who require special assistance to accommodate physical, hearing, or other impairments, please contact City Hall at (509) 565-5000 as soon as possible so that arrangements may be made. Without advance notice, providing the required accommodation(s) may not be possible.

Submit written comments to:  
Sonny Weathers, City Administrator  
[sweathers@medical-lake.org](mailto:sweathers@medical-lake.org)



## GRANT APPLICATION UPDATE

Period: Jan 2026



Opportunity  
Reviewed



Applications



Awarded

Period

3

3

0

Year-to-Date

6

3

0

### Grant Applications

| Application              | Amount | Awarding Agency                     | Federal or State | Status   |
|--------------------------|--------|-------------------------------------|------------------|----------|
| Build Grant              |        | US Dept of Transportation           | Federal          | Applying |
| Disaster Grant           |        | Economic Development Administration | Federal          | Applying |
| Fox Hollow Trail Project |        | WA Cities Insurance Authority       | State            | Applying |
|                          |        |                                     |                  |          |
|                          |        |                                     |                  |          |
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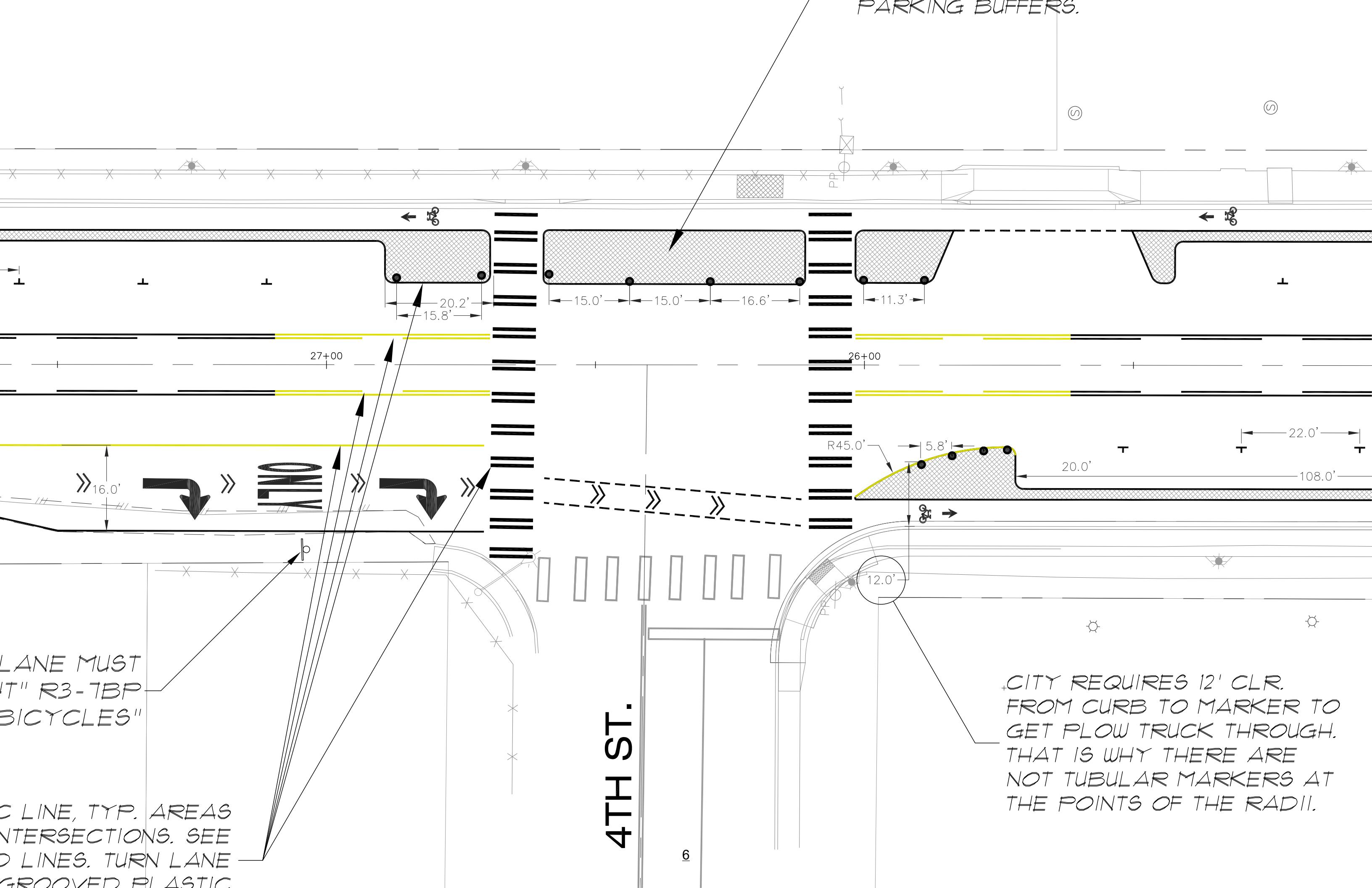
### Definitions

**Reviewed** – Grant opportunities found for City by Grant Writer

**Application** – Grant Writer authorized to write application for grant opportunity.

**Awarded** – Application was approved by awarding agency



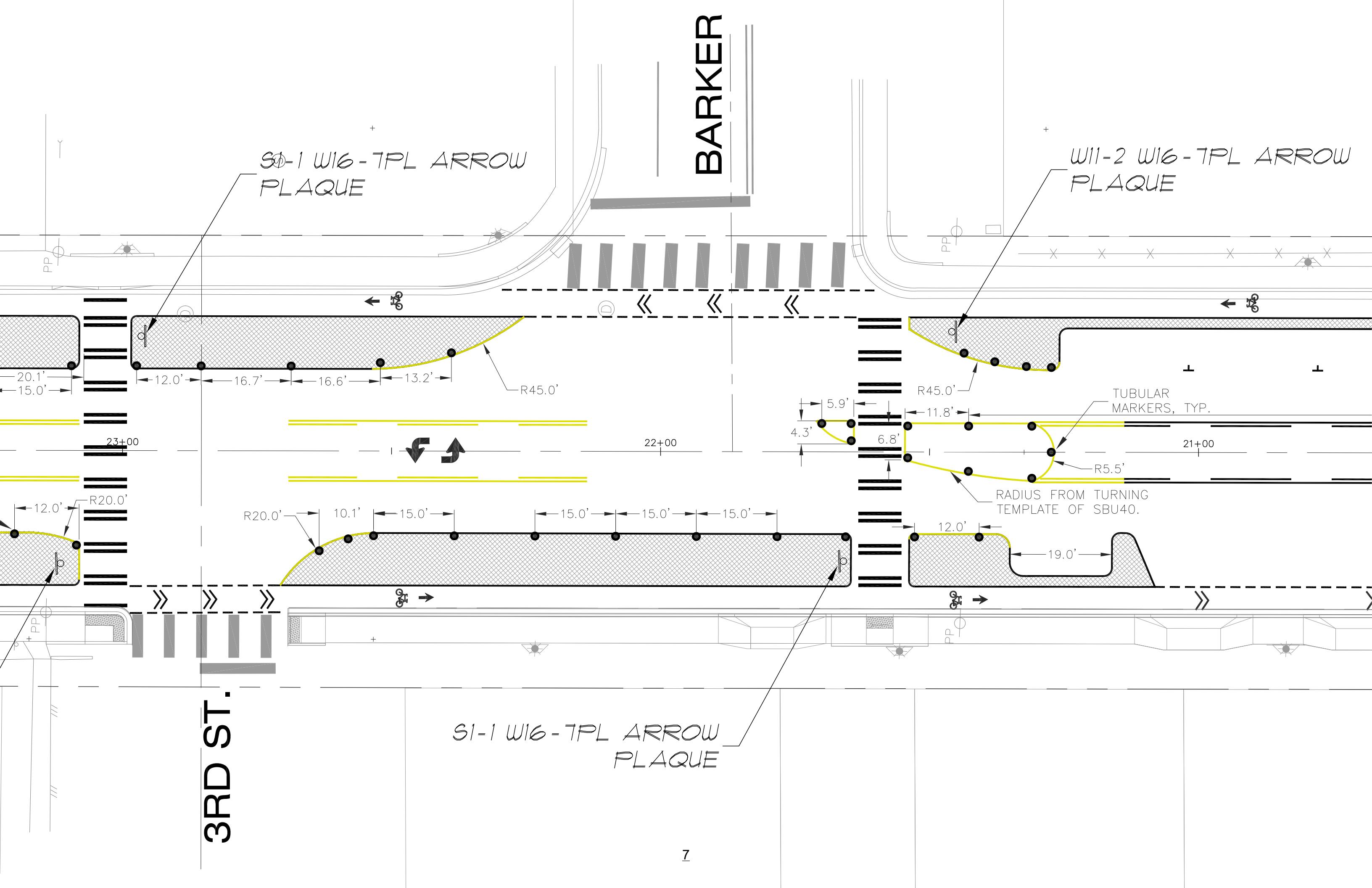


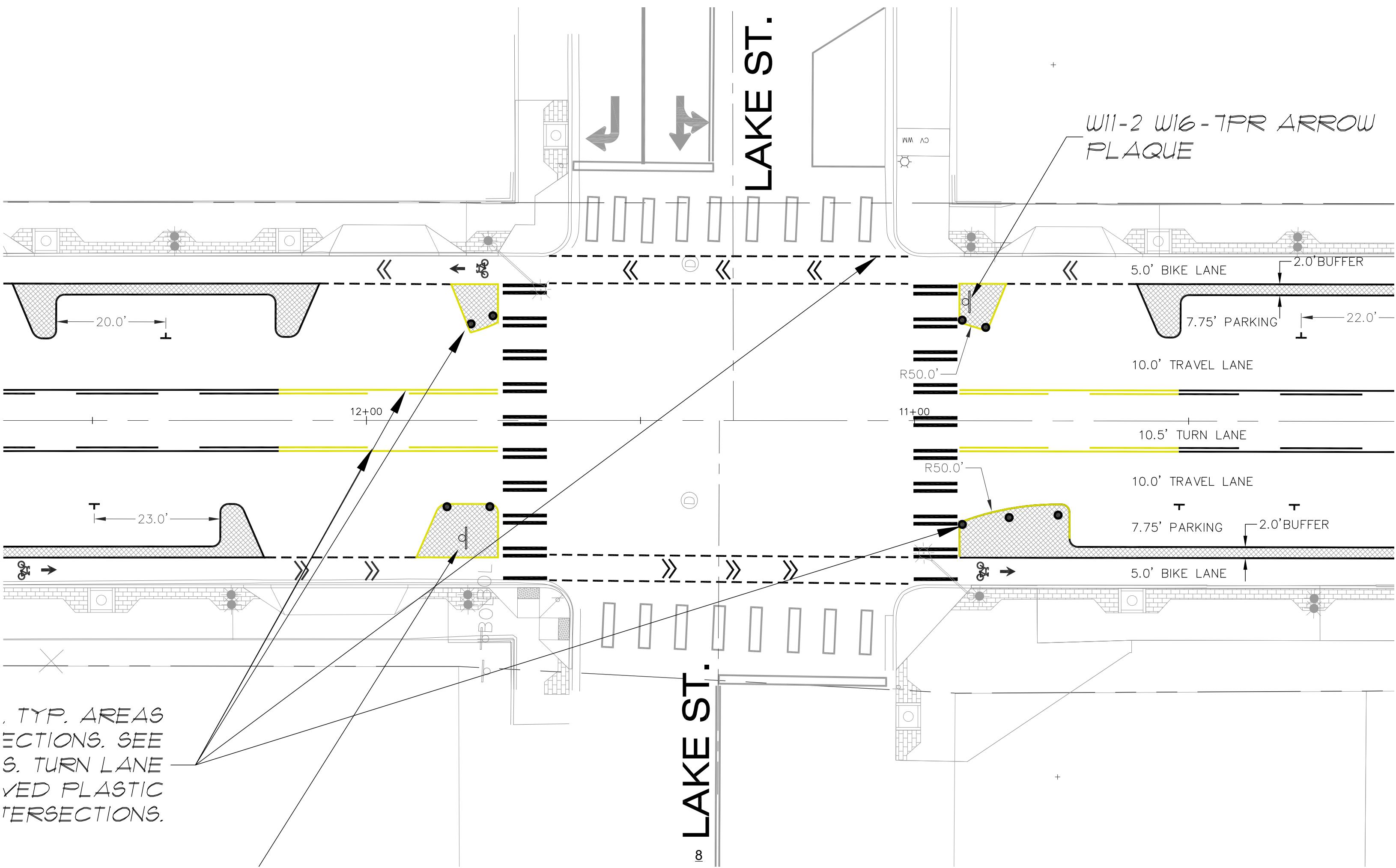
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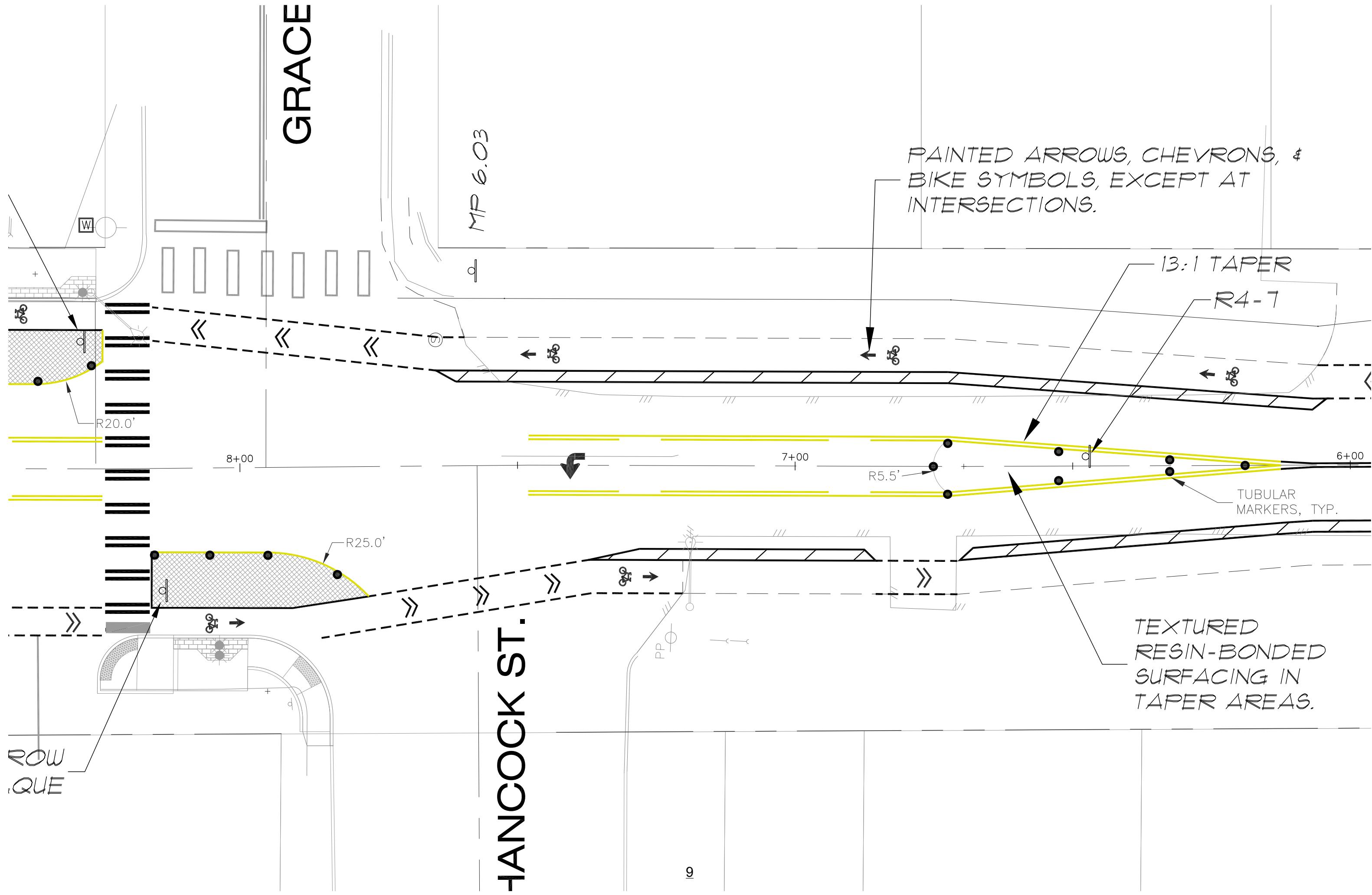
## 4<sup>TH</sup> ST.

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

2/3/2026 City Council Meeting

To: City Council

From: Elisa Rodriguez, City Planner

**TOPIC: Periodic Update: MLMC amendments regarding Street Vacations**

**Requested Action:**

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

**Key Points:**

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

RCW 35.79 states the required process for street vacation.

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

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

**Background Discussion:**

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

**Public Involvement:**

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

**Next Steps:**

Staff will provide the City Council with draft language to be discussed at a workshop on March 3, 2026.



City of Medical Lake Planning Department  
124 S. Lefevre St.  
Medical Lake, WA 99022  
509-565-5000  
[www.medical-lake.org](http://www.medical-lake.org)

## STAFF REPORT TO THE PLANNING COMMISSION

**File:** Periodic Update: MLMC Amendment Criteria

**Date of Staff Report:** December 11, 2025

**Date of Hearing:** December 18, 2025

**Staff Planner:** Elisa Rodriguez 509-565-5019 or [erodriguez@medical-lake.org](mailto:erodriguez@medical-lake.org)

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

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

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

## PROCEDURAL HISTORY

SEPA DNS Issued – November 20, 2025

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

Public Comment Period Closed – December 4, 2025

## PROPOSED LANGUAGE

### **19.137 – Comprehensive Plan**

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

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

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

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

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

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

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

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

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

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

## **19.140 – Zoning Map Administration**

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

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

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

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

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

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

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

## **19.140.080 Amendments.**

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

1. An appropriate City application form;
2. A written description of the amendment being requested;
3. Any studies, reports, or documentation to support the request;
4. A written response to the approval criteria in MLMC 19.140.080(C), Approval Criteria;
5. A SEPA checklist; and
6. The application fee.

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

C. Approval Criteria. Amendments to the Official Zoning Map shall be subject to the following approval criteria:

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

### **19.143 – Amendments**

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

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

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

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

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

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

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

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

## **PUBLIC COMMENT**

No comments were received from agencies or the public.

## **ZONING CODE APPROVAL CRITERIA**

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

## **CONCLUSION**

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

## **POSSIBLE ACTIONS BY THE PLANNING COMMISSION**

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

## **EXHIBITS**

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

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

2/3/26 City Council Meeting

To: City Council

From: Elisa Rodriguez, City Planner

**TOPIC: Periodic Update: MLMC amendments regarding Code Enforcement**

**Requested Action:**

Conduct a public hearing and have a first reading of proposed Ordinance #1141, regarding code enforcement related amendments to the Medical Lake Municipal Code (MLMC).

**Key Points:**

The proposed ordinance provides clear and concise language in a new chapter (1.21 – Compliance and Enforcement), removed enforcement language in Chapter 1.01 – Code Adoption, and changes corresponding citations throughout the MLMC.

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.

- Added RCW references to the Civil Infraction and Misdemeanor definitions.
- Added "in writing" to 1.21.130(A).
- Changed "planning commission" to "building official" in 14.28.020, .030, and .040. (14.28.040 was not in the draft language)
- Removed escalation to misdemeanor language in 17.39.040.

**Background Discussion:**

This is the fourth public meeting wherein this subject is being discussed. The Planning Commission held a workshop on November 20, 2025. The City Council held an intro workshop on January 21, 2025, and a language workshop on January 6, 2026. The packet for the January 6, 2026 meeting contained a staff report with the draft language.

**Public Involvement:**

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

**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, pursuant to the following schedule, 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 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**  
**City Council Regular Meeting**

6:30 PM

**January 20, 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  
Don Kennedy  
Heath Wilbur  
Ted Olson  
Tony Harbolt

**Administration & Staff**

Sonny Weathers, City Administrator (via Zoom)  
Thomas Rohrer, Legal Counsel  
Koss Ronholt, Finance Director  
Scott Duncan, Public Works Director  
Colton Raczykowski, Administrative Clerk

**REGULAR SESSION – 6:30 PM**

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

A. Mayor Pro Tem Kennedy called the meeting to order at 6:30 PM, led the Pledge of Allegiance, and conducted roll call. All council members were present in person.

**2. AGENDA APPROVAL**

A. Add STA Moving Forward and Connect 2035 Presentation to section 4A.  
i. Motion to approve as amended by Councilmember Speirs, seconded by Councilmember Olson, carried 6-0.

**3. INTERESTED CITIZENS: AUDIENCE REQUESTS AND COMMENTS- None**

**4. ANNOUNCEMENTS / PROCLAMATIONS / SPECIAL PRESENTATIONS**

A. STA Moving Forward and Connect 2035

**5. REPORTS**

A. Public Safety  
i. FD3 Chief Rohrbach - increase in call volume for 2025. Attributed this to the fact that there are more people living in the area now. Agreement reached for regional call center services with the City of Spokane and Spokane County.  
ii. SCSO Undersheriff Lundgren - Reported on call volume for 2025 as a total of 1730 total calls. This number is trending downward apart from simple assaults seeing a slight increase. 24%

of calls came from DSHS Facilities. All open positions are anticipated to be filled and trained in 2026. This will add 2-3 officers on average to platoon.

**B. Committee Reports/Council Comments**

- i. Councilmember Pritchard – General Government Committee - public works repairs, praised the crew on their hard work. FEMA funded generators arriving soon.
- ii. Councilmember Ray-Abbott- attended first Finance Committee meeting. Thanked Councilmember Kennedy for his time explaining.
- iii. Councilmember Speirs- Finance Committee reviewed claims and warrants, all good. STA meeting, no changes from last report. First board meeting will be Thursday. Will work on sequencing for the Connect 2035 Plan roll out.
- iv. Councilmember Wilbur- Attended first Safety Committee meeting. Presentations by FD3 and SCSO covered everything.
- v. Councilmember Kennedy - attended Spokane Regional Transportation Council meeting, updated on target zero task force, how to eliminate traffic deaths & injuries by 2030. Discussed upcoming projects.
- vi. Councilmember Olson – No report.
- vii. Councilmember Harbolt- No report. Thanked maintenance for their hard work during the recent snowfall and clearing the roads quickly.

**C. Mayor Cooper – not present. Attending an AWC Board meeting in Olympia.**

**D. City Administrator & City Staff**

- i. Sonny Weathers, City Administrator
  1. Reported via Zoom from Olympia while attending AWC City Action Days with Mayor Cooper. Gave update on the Legislative session underway and looking forward to meeting with legislators for opportunities. Mayor and Councilmember Pritchard are going to Olympia next week for GSI Fly In Conference. Planning Commission meeting Thursday.
- ii. Koss Ronholt, Finance Director
  1. Grant Application Report Nov-Dec 2025
    - a. Shared and reviewed the new grant report format and asked for feedback. Had a meeting with new grant writer, Positive Impact. Three grants presented during the Nov-Dec 2025 timeframe and are under review. Goal is to have monthly meetings with the grant writer and provide report at first council meetings of each month.
    - b. Mr. Weathers shared information about the prospective grants currently being reviewed. Only looking to move on two of the three.
      - i. USDOT Build Grant addressing safety on Hwy 902. \$5-7 million and up to 100% funding
      - ii. Economic Development Administration Disaster Supplemental for infrastructure related to Gray Road Fire. Up to \$20 million.
    - c. Councilmember Wilbur brought up concerns about pedestrian crossing at the proposed Lefevre St. roundabout particularly with students crossing the street at that location.
  2. 2025 Q4 Budget Report
    - a. Concluded 2025 with no department over budget. Brought in more revenue than anticipated.
    - b. Expenditures - operational funds all under budget. Reviewed specific funds.

**6. WORKSHOP DISCUSSION**

A. Policy 14.106 Cash Management Update

- i. Mr. Ronholt reviewed the proposal to amend cash handling procedures. During the audit, no issues were identified, however there was a recommendation to include language clarifying expectations for timeliness of deposits.

B. Draft Senior Planner Job Description

- i. Mr. Weathers explained that the change in title reflects the work and education being done by Ms. Rodriguez currently. Addressed comments by resident Tammy Roberson and her suggestion that the city pay for an AICP certification for Ms. Rodriguez. Mr. Weathers explained that the certification is not necessary even by APA standards due to Ms. Rodriguez's years of planning experience. Ms. Rodriguez is a member of the Washington chapter of the American Planning Association and attends their annual conference to stay on top of changes in the industry. This is a change in title only and comes with no increase in wages. Will help memorialize the work that Ms. Rodriguez has been doing for the city and more appropriately reflect her professional expertise in the community and amongst her peers.

**7. EXECUTIVE SESSION** – None.

**8. PUBLIC HEARING** – None.

**9. ACTION ITEMS**

A. Consent Agenda

- i. Approve **January 6, 2026**, minutes.
  - 1. Motion to approve made by Councilmember Olson, seconded by Councilmember Speirs, carried 7-0.
- ii. Approve **January 20, 2026**, Payroll Claim Warrants numbered **53332** through **53339** and Payroll Payable Warrants numbered **30311** through **30319** in the amount of **\$178,883.43** and Claim Warrants numbered **53340** through **53392** in the amount of **\$644,763.96**.
  - 1. Motion to approve made by Councilmember Speirs, seconded by Councilmember Olson, carried 7-0.

**10. RESOLUTIONS**

A. 26-787 Service Agreement with Four Lakes Water District

- i. Mr. Ronholt reviewed.
  - 1. Motion to approve made by Councilmember Pritchard, seconded by Councilmember Speirs, carried 7-0.

B. 26-788 SCRAPS Interlocal Agreement

- i. Mr. Weathers reviewed.
  - 1. Motion to approve made by Councilmember Speirs, seconded by Councilmember Wilbur, carried 7-0.

C. 26-789 City Council Policies & Procedures Amendment

- i. Mr. Weathers reviewed.
  - 1. Motion to approve made by Councilmember Pritchard, seconded by Councilmember Harbolt, carried 7-0.

**11. ORDINANCES** – None.

**12. EMERGENCY ORDINANCES** – None.

**13. UPCOMING AGENDA ITEMS** – None.

**14. INTERESTED CITIZENS**

A. Mayor Pro Tem Kennedy acknowledged comments received from resident Tammy Roberson. *The full comments are part of the official record on file at City Hall and can be requested in person or by sending an e-mail to [records@medical-lake.org](mailto:records@medical-lake.org) .*

**15. CONCLUSION**

A. Motion to conclude at 7:52pm made by Councilmember Pritchard, seconded by Councilmember Speirs, carried 7-0.

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Terri Cooper, Mayor

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Koss Ronholt, Finance Director/City Clerk

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Date

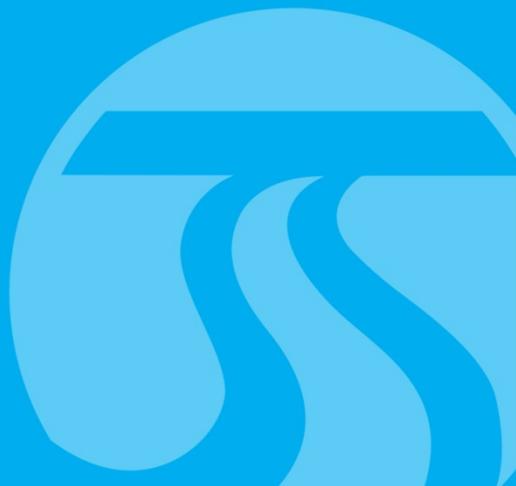
DRAFT



# STA Moving Forward and Connect 2035

Medical Lake City Council

1-20-26



How a great city moves.™

1

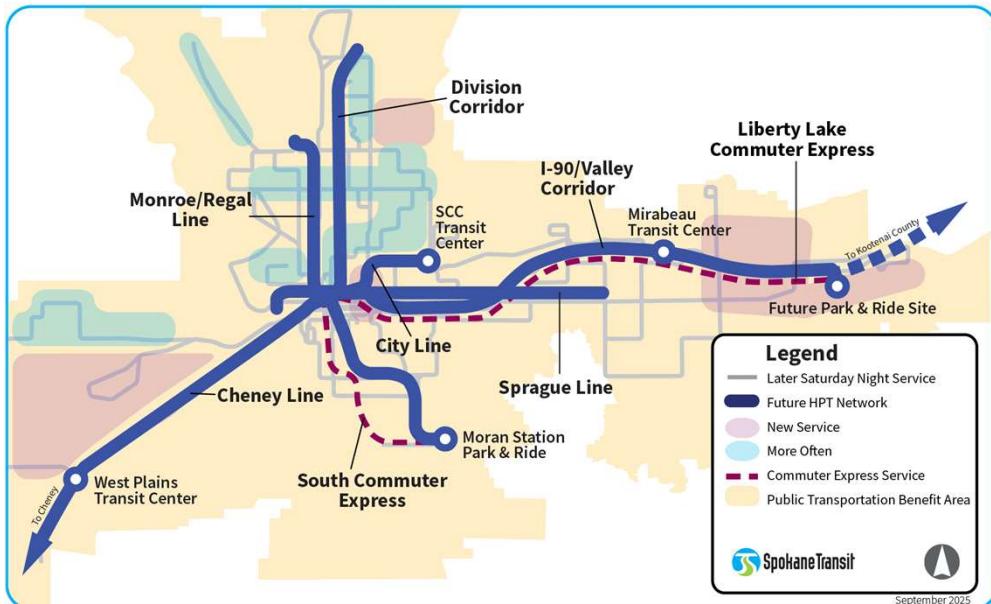
## Agenda

- STA Moving Forward Recap
- Connect 2035 Initiatives
- Impact of Investments



2

## STA Moving Forward 10-Year Plan



3

3

## STA Moving Forward: Investment

Proposition 1 in 2016 sought authorization of an additional two-tenths of one percent (0.2%) of local sales tax:

- A one-tenth of one percent (0.1%) increase in local sales tax took effect April 1, 2017
- A second one-tenth of one percent (0.1%) increase took effect April 1, 2019

Accountability measure: both sales tax increases would expire December 31, 2028 unless renewed by voters

Fare increase and grants were included in funding plan

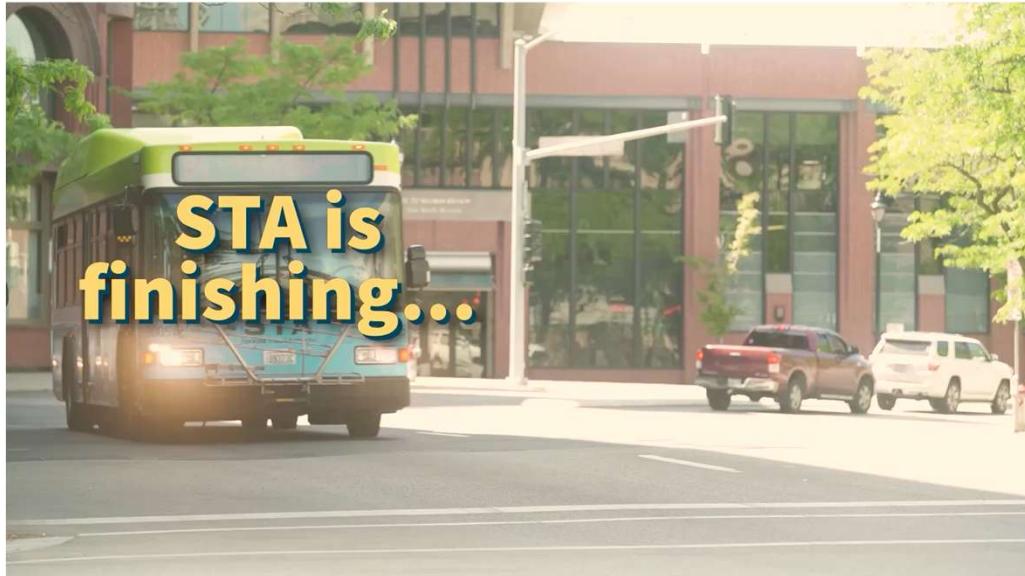
### Projected Use of New Sales Tax Revenue



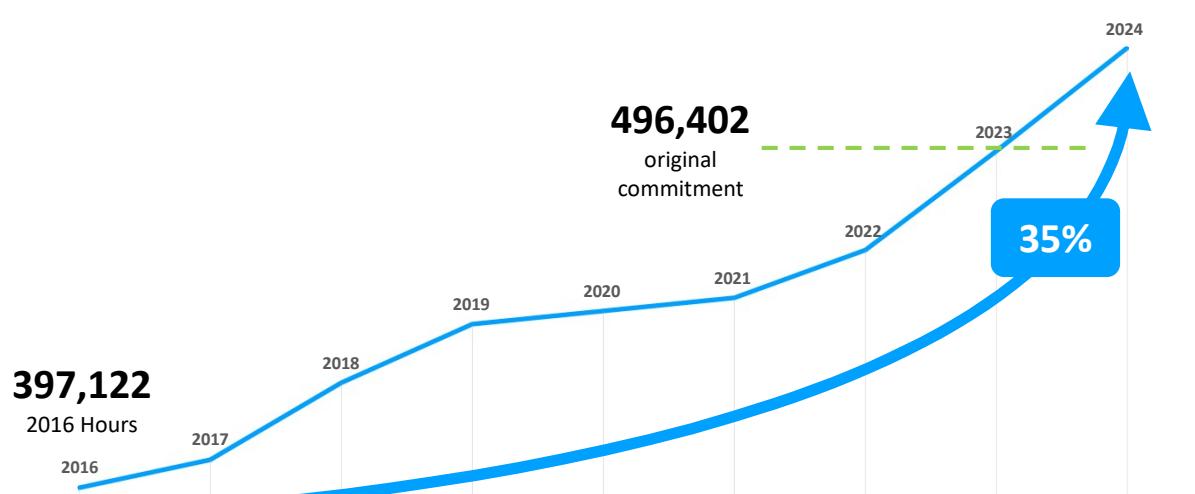
SpokaneTransit

4

4



## Increased Service Hours



## More and Better Bus Service to Connect Everyone to Opportunity

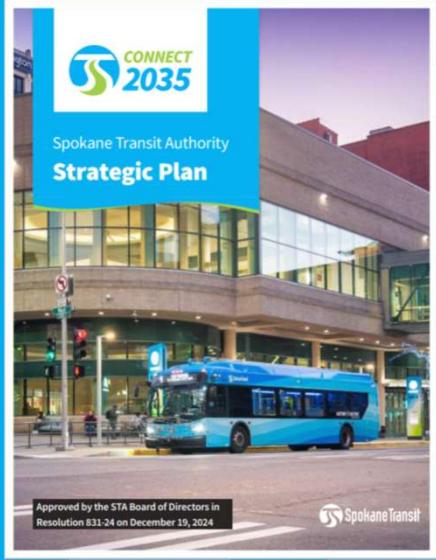


## Medical Lake: More Bus Service to Connect Everyone to Opportunity





# Connect 2035



Spokane Transit Authority  
Strategic Plan

Approved by the STA Board of Directors in  
Resolution 83124 on December 19, 2024

SpokaneTransit

How a great city moves.™

9

## Connect 2035 – Goals



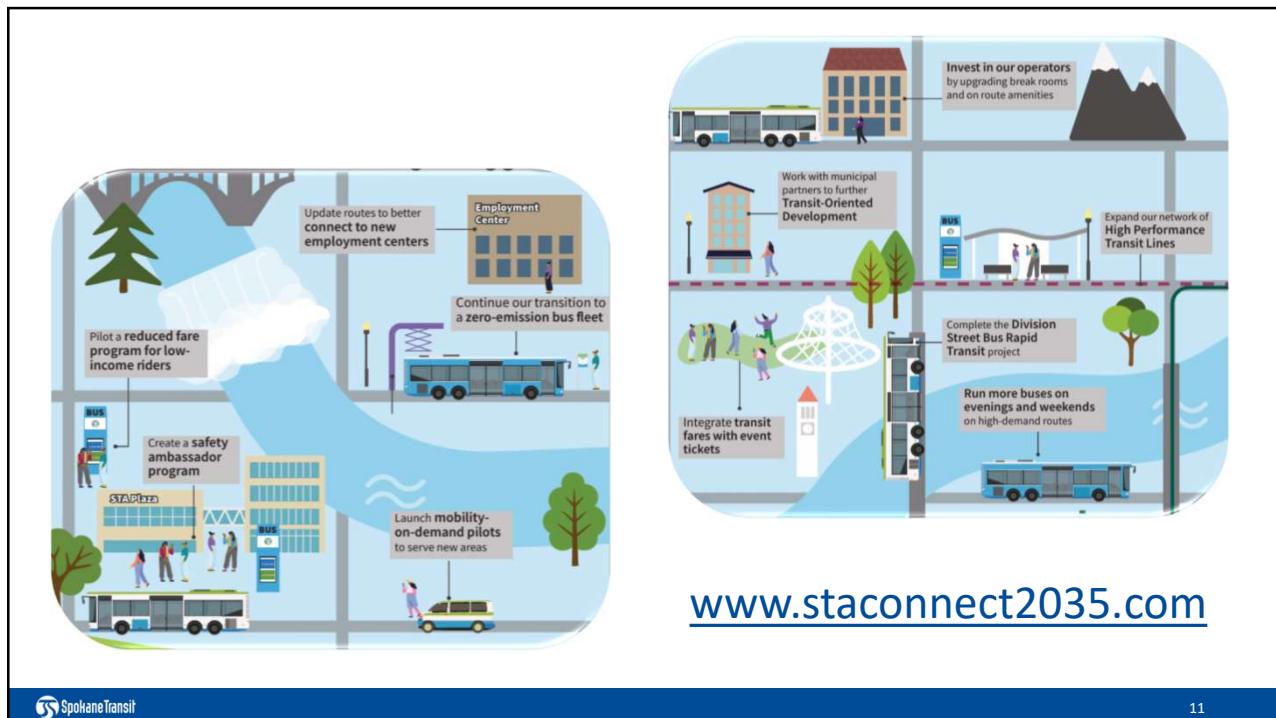
**Goal 1 – Elevate the customer experience**



**Goal 2 – Lead and collaborate with community partners to enhance the quality of life in our region**



**Goal 3 – Strengthen our capacity to anticipate and respond to the demands of the region**



11

11

## Connect 2035: High Performance Transit

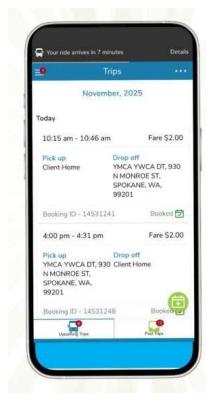
- Conduct planning and design for future HPT corridors
  - Route 61 Highway 2/Fairchild
  - Division BRT extension to potential new transit center in Mead
  - Extend Route 9 Sprague to Appleway Station Park-and-Ride



12

## Connect 2035: Mobility-on-Demand

- Implement a Mobility-on-Demand Pilot:
  - In unincorporated portions of the West Plains and Latah Valley
  - In NE Spokane, North Spokane Valley, and Liberty Lake



## Connect 2035: Customer Experience



Create and fund shelter and shelter lighting program throughout the PTBA



Build on early implementation of transit ambassador program



Implement fixed route network optimization with updated service patterns in Spokane Valley

# Impact of Investments

## STA + the Region

### HOUSING

Of the **26,000** new housing units constructed in the service area over the past ten years **56%** are within a 10-minute walk of transit



### JOBS

Approximately **160,000** jobs are located within  $\frac{1}{4}$  mile of an STA bus stop

People are **living** and **working** near transit more than ever

***For every \$5 purchase, 1¢ would go toward supporting STA service***



**How would the renewal be spent?**

**Most money would go toward sustaining current service**

**Part would be invested in improvements under the Connect 2035 plan**

17



**Questions?**

[connect2035@spokanetransit.com](mailto:connect2035@spokanetransit.com)

# 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, 53393 through 53424 in the amount of **\$122,508.36**.

|                         |               |
|-------------------------|---------------|
| Check(s): 53340 - 53392 | \$ 112,173.80 |
| EFT(s)                  | \$ 10,334.56  |
| Total:                  | \$ 122,508.36 |



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, 53393 through 53424 in the amount of **\$122,508.36** this 3<sup>rd</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. 26-791**

**A RESOLUTION OF THE CITY OF MEDICAL LAKE APPROVING A  
GRANT AGREEMENT AND FUNDING WITH THE WASHINGTON STATE  
TRANSPORTATION IMPROVEMENT BOARD FOR THE 2026 LEFEVRE  
STREET RESTRIPIING PROJECT**

WHEREAS, on November 21, 2025, the City of Medical Lake (“City”) was awarded a grant by the Washington State Transportation Improvement Board (“TIB”) in an amount not to exceed Seven Hundred Sixty-Seven Thousand Seven Hundred Dollars (\$767,700), representing up to ninety percent (90%) of approved eligible project costs, for the 2026 Lefevre Street Restriping Project, pursuant to TIB project number C-E-897(002)-1; and

WHEREAS, City Staff recommends the City Council accept the TIB award as set forth in Exhibit “A” and approve the Grant Agreement (“Agreement”) attached as Exhibit “B”, consistent with the terms of the TIB award.

NOW THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF MEDICAL LAKE, WASHINGTON, as follows:

**Section 1. Approval of Agreement.** The Council hereby approves the Agreement in the form attached to this Resolution as Exhibit “B” and by reference incorporated herein.

**Section 2. Authorization.** The Mayor is authorized and directed to execute the Agreement on behalf of the City in substantially the form attached as Exhibit “B”. The Mayor and Finance Director/City Clerk are each hereby authorized and directed to take such further action as may be appropriate in order to affect the purpose of this Resolution and the Agreement authorized hereby.

**Section 3. Severability.** If any section, sentence, clause, or phrase of this Resolution should be held to be invalid or unconstitutional by a court of competent jurisdiction, such invalidity or unconstitutionality shall not affect the validity or constitutionality of any other section, sentence, clause, or phrase of this Resolution.

**Section 4. Effective Date.** This Resolution shall become effective immediately upon its adoption.

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

---

Mayor, Terri Cooper

Attest:

Koss Ronholt, City Clerk

Approved as to Form:

City Attorney, Sean P. Boutz



# Washington State Transportation Improvement Board

## TIB Members

November 21, 2025

Chair

Councilmember Sam Low  
Snohomish County

Vice Chair

Mayor Hilda González  
City of Granger

Susan Carter  
Hopelink

Kent Cash

Port of Vancouver

Barbara Chamberlain  
WSDOT

Dongho Chang  
WSDOT

Scott Chesney  
Spokane County

Vicky Clarke  
Cascade Bicycle Club & Washington  
Bikes

Nick Covey  
Link Transit

Andrew Denham  
Town of Twisp

Stephanie Forman  
Forman Consulting

Preston Frederickson  
City of Walla Walla

Commissioner Al French  
Spokane County

Commissioner Scott Hutsell  
Lincoln County

Councilmember Jon Pascal  
City of Kirkland

Les Reardanz  
Whatcom Transportation Authority

Mayor Kim Roscoe  
City of Fife

Maria Thomas  
Office of Financial Management

John Vicente  
City of Kenmore

Jennifer Walker  
Thurston County

Jane Wall  
County Road Administration Board

Ashley Probart  
Executive Director

P.O. Box 40901  
Olympia, WA 98504-0901  
Phone: 360-586-1140  
www.tib.wa.gov

Scott Duncan

Public Works Director

City of Medical Lake

Post Office Box 369

Medical Lake, WA 99022-0369

Dear Scott Duncan:

Congratulations! The Transportation Improvement Board (TIB) is pleased to announce the selection of your project, 2026 Lefevre Street Restriping, Brooks Rd to Idaho St, TIB project number C-E-897(002)-1.

TIB is awarding 90.0000% of approved eligible project costs with a maximum grant of \$767,700.

Before any work is permitted on this project, you must complete and email the following items to your TIB engineer:

- Verify the information on the attached Grant Agreement Form. If necessary, revise section 3.0 Project Funding Partners.
- Sign and email a copy of the Grant Agreement Form to your TIB Engineer.
- Submit the section of your adopted Six Year Transportation Improvement Plan listing this project.

TIB approval is required prior to incurring reimbursable expenses.

In accordance with RCW 47.26.084, you must certify full funding by November 21, 2026, or the grant may be terminated. Grants may also be rescinded due to unreasonable project delays as described in WAC 479-05-211.

This project is supported with funding from Washington's Climate Commitment Act (CCA). The CCA supports Washington's climate action efforts by putting cap-and-invest dollars to work reducing climate pollution, creating jobs, and improving public health. Information about the CCA is available at [www.climate.wa.gov](http://www.climate.wa.gov).

If you have questions, please contact Andrew Beagle, TIB Region Engineer, at [AndrewB@TIB.wa.gov](mailto:AndrewB@TIB.wa.gov).

Sincerely,

Ashley Probart  
Executive Director

Enclosures



City of Medical Lake  
C-E-897(002)-1  
2026 Lefevre Street Restriping  
Brooks Rd to Idaho St

STATE OF WASHINGTON  
TRANSPORTATION IMPROVEMENT BOARD  
AND  
City of Medical Lake  
AGREEMENT

THIS GRANT AGREEMENT (hereinafter "Agreement") for the 2026 Lefevre Street Restriping, Brooks Rd to Idaho St (hereinafter "Project") is entered into by the WASHINGTON STATE TRANSPORTATION IMPROVEMENT BOARD (hereinafter "TIB") and City of Medical Lake, a political subdivision of the State of Washington (hereinafter "RECIPIENT").

### 1.0 PURPOSE

For the project specified above, TIB shall pay 90.0000 percent of approved eligible project costs up to the amount of \$767,700, pursuant to terms contained in the RECIPIENT'S Grant Application, supporting documentation, chapter 47.26 RCW and/or chapter 47.04 RCW, title 479 WAC, and the terms and conditions listed below.

### 2.0 SCOPE AND BUDGET

The Project Scope and Budget are initially described in RECIPIENT's Grant Application and incorporated by reference into this Agreement. Scope and Budget will be further developed and refined, but not substantially altered during the Design, Bid Authorization and Construction Phases. Any material alterations to the original Project Scope or Budget as initially described in the Grant Application must be authorized by TIB in advance by written amendment.

### 3.0 PROJECT FUNDING PARTNERS

The RECIPIENT anticipates receiving additional funding from the following funding partners, in the following amounts. However, in no event shall any non-party to this Agreement, even if referenced as a funding partner below, be considered a third party beneficiary to this Agreement.

| Funding Partners | Amount | Revised Funding |
|------------------|--------|-----------------|
| MEDICAL LAKE     | 85,300 |                 |
| WSDOT            | 0      |                 |
| Federal Funds    | 0      |                 |
|                  |        |                 |
|                  |        |                 |
|                  |        |                 |



|                          |               |  |
|--------------------------|---------------|--|
|                          |               |  |
|                          |               |  |
|                          |               |  |
| <b>TOTAL LOCAL FUNDS</b> | <b>85,300</b> |  |

#### 4.0 PROJECT DOCUMENTATION

TIB requires RECIPIENT to make reasonable progress and submit timely Project documentation as applicable throughout the Project. Upon RECIPIENT's submission of each Project document to TIB, the terms contained in the document will be incorporated by reference into the Agreement. Required documents include, but are not limited to the following:

- a) Bid Authorization Form with plans and engineers estimate
- b) Award Updated Cost Estimate
- c) Bid Tabulations
- d) Contract Completion Updated Cost Estimate with final summary of quantities
- e) Project Accounting History

#### 5.0 BILLING AND PAYMENT

The local agency shall submit progress billings as project costs are incurred to enable TIB to maintain accurate budgeting and fund management. Payment requests may be submitted as often as the RECIPIENT deems necessary, but shall be submitted at least quarterly if billable amounts are greater than \$50,000. If progress billings are not submitted, large payments may be delayed or scheduled in a payment plan.

#### 6.0 TERM OF AGREEMENT

This Agreement shall be effective upon execution by TIB and shall continue through closeout of the grant or until terminated as provided herein, but shall not exceed 10 years unless amended by the Parties.

#### 7.0 AMENDMENTS

This Agreement may be amended by mutual agreement of the Parties. Such amendments shall not be binding unless they are in writing and signed by persons authorized to bind each of the Parties.

#### 8.0 ASSIGNMENT

The RECIPIENT shall not assign or transfer its rights, benefits, or obligations under this Agreement without the prior written consent of TIB. The RECIPIENT is deemed to consent to assignment of this Agreement by TIB to a successor entity. Such consent shall not constitute a waiver of the RECIPIENT's other rights under this Agreement.



## 9.0 GOVERNANCE & VENUE

This Agreement shall be construed and interpreted in accordance with the laws of the state of Washington and venue of any action brought hereunder shall be in the Superior Court for Thurston County.

## 10.0 DEFAULT AND TERMINATION

### 10.1 NON-COMPLIANCE

- a) In the event TIB determines, in its sole discretion, the RECIPIENT has failed to comply with the terms and conditions of this Agreement, TIB shall notify the RECIPIENT, in writing, of the non-compliance.
- b) In response to the notice, RECIPIENT shall provide a written response within 10 business days of receipt of TIB's notice of non-compliance, which should include either a detailed plan to correct the non-compliance, a request to amend the Project, or a denial accompanied by supporting details.
- c) TIB will provide 30 days for RECIPIENT to make reasonable progress toward compliance pursuant to its plan to correct or implement its amendment to the Project.
- d) Should RECIPIENT dispute non-compliance, TIB will investigate the dispute and may withhold further payments or prohibit the RECIPIENT from incurring additional reimbursable costs during the investigation.

### 10.2 DEFAULT

RECIPIENT may be considered in default if TIB determines, in its sole discretion, that:

- a) RECIPIENT is not making reasonable progress toward correction and compliance.
- b) TIB denies the RECIPIENT's request to amend the Project.
- c) After investigation TIB confirms RECIPIENT'S non-compliance.

TIB reserves the right to order RECIPIENT to immediately stop work on the Project and TIB may stop Project payments until the requested corrections have been made or the Agreement has been terminated.

### 10.3 TERMINATION

- a) In the event of default by the RECIPIENT as determined pursuant to Section 10.2, TIB shall serve RECIPIENT with a written notice of termination of this Agreement, which shall be served in person, by email or by certified letter. Upon service of notice of termination, the RECIPIENT shall immediately stop work and/or take such action as may be directed by TIB.
- b) In the event of default and/or termination by either PARTY, the RECIPIENT may be liable for damages as authorized by law including, but not limited to, repayment of grant funds.
- c) The rights and remedies of TIB provided in the AGREEMENT are not exclusive and are in addition to any other rights and remedies provided by law.



#### 10.4 TERMINATION FOR NECESSITY

TIB may, with ten (10) days written notice, terminate this Agreement, in whole or in part, because funds are no longer available for the purpose of meeting TIB's obligations. If this Agreement is so terminated, TIB shall be liable only for payment required under this Agreement for performance rendered or costs incurred prior to the effective date of termination.

#### 11.0 USE OF TIB GRANT FUNDS

TIB grant funds come from Motor Vehicle Fuel Tax revenue and other revenue sources. Any use of these funds for anything other than highway or roadway system improvements is prohibited and shall subject the RECIPIENT to the terms, conditions and remedies set forth in Section 10. If Right of Way is purchased using TIB funds, and some or all of the Right of Way is subsequently sold, proceeds from the sale must be deposited into the RECIPIENT's motor vehicle fund and used for a motor vehicle purpose.

#### 12.0 INCREASE OR DECREASE IN TIB GRANT FUNDS

At Bid Award and Contract Completion, RECIPIENT may request an increase in the maximum payable TIB funds for the specific project. Requests must be made in writing and will be considered by TIB and awarded at the sole discretion of TIB. All increase requests must be made pursuant to WAC 479-05-202 and/or WAC 479-01-060 and/or WAC 479-10-575. If an increase is denied, the recipient shall be liable for all costs incurred in excess of the maximum amount payable by TIB. In the event that final costs related to the specific project are less than the initial grant award, TIB funds will be decreased and/or refunded to TIB in a manner that maintains the intended ratio between TIB funds and total project costs, as described in Section 1.0 of this Agreement.

#### 13.0 INDEPENDENT CAPACITY

The RECIPIENT shall be deemed an independent contractor for all purposes and the employees of the RECIPIENT or any of its contractors, subcontractors, and employees thereof shall not in any manner be deemed employees of TIB.

#### 14.0 INDEMNIFICATION AND HOLD HARMLESS

The PARTIES agree to the following:

Each of the PARTIES, shall protect, defend, indemnify, and save harmless the other PARTY, its officers, officials, employees, and agents, while acting within the scope of their employment as such, from any and all costs, claims, judgment, and/or awards of damages, arising out of, or in any way resulting from, that PARTY's own negligent acts or omissions which may arise in connection with its performance under this Agreement. No PARTY will be required to indemnify, defend, or save harmless the other PARTY if the claim, suit, or action for injuries, death, or damages is caused by the sole negligence of the other PARTY. Where such claims, suits, or actions result from the concurrent negligence of the PARTIES, the indemnity provisions provided herein shall be valid and enforceable only to the extent of a PARTY's own negligence. Each of the PARTIES agrees that its obligations under this subparagraph extend to any claim, demand and/or cause of action brought by, or on behalf of, any of its employees or agents. For this purpose, each of the PARTIES, by mutual negotiation, hereby waives, with respect to the other PARTY only, any immunity that would otherwise be available to it against such claims under the Industrial Insurance provision of Title 51 RCW. In any action to enforce the provisions



of the Section, the prevailing PARTY shall be entitled to recover its reasonable attorney's fees and costs incurred from the other PARTY. The obligations of this Section shall survive termination of this Agreement.

#### 15.0 DISPUTE RESOLUTION

- a) The PARTIES shall make good faith efforts to quickly and collaboratively resolve any dispute arising under or in connection with this AGREEMENT. The dispute resolution process outlined in this Section applies to disputes arising under or in connection with the terms of this AGREEMENT.
- b) Informal Resolution. The PARTIES shall use their best efforts to resolve disputes promptly and at the lowest organizational level.
- c) In the event that the PARTIES are unable to resolve the dispute, the PARTIES shall submit the matter to non-binding mediation facilitated by a mutually agreed upon mediator. The PARTIES shall share equally in the cost of the mediator.
- d) Each PARTY agrees to compromise to the fullest extent possible in resolving the dispute in order to avoid delays or additional incurred cost to the Project.
- e) The PARTIES agree that they shall have no right to seek relief in a court of law until and unless the Dispute Resolution process has been exhausted.

#### 16.0 ENTIRE AGREEMENT

This Agreement, together with the RECIPIENT'S Grant Application, the provisions of chapter 47.26 Revised Code of Washington and/or 47.04 Revised Code of Washington, the provisions of title 479 Washington Administrative Code, and TIB Policies, constitutes the entire agreement between the PARTIES and supersedes all previous written or oral agreements between the PARTIES.

#### 17.0 RECORDS MAINTENANCE

The RECIPIENT shall maintain books, records, documents, data and other evidence relating to this Agreement and performance of the services described herein, including but not limited to accounting procedures and practices which sufficiently and properly reflect all direct and indirect costs of any nature expended in the performance of this Agreement. RECIPIENT shall retain such records for a period of six years following the date of final payment. At no additional cost, these records, including materials generated under the Agreement shall be subject at all reasonable times to inspection, review or audit by TIB personnel duly authorized by TIB, the Office of the State Auditor, and federal and state officials so authorized by law, regulation or agreement.

If any litigation, claim or audit is started before the expiration of the six (6) year period, the records shall be retained until all litigation, claims, or audit findings involving the records have been resolved.



Washington State Transportation Improvement Board  
Grant Agreement

C-E-897(002)-1

Approved as to Form  
Attorney General

By:

Signature on file

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Albert H. Wang  
Assistant Attorney General

Lead Agency

Transportation Improvement Board

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Chief Executive Officer

Date

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Executive Director

Date

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Print Name

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Print Name

**CITY OF MEDICAL LAKE  
SPOKANE COUNTY, WASHINGTON  
RESOLUTION NO. 26-792**

**A RESOLUTION OF THE CITY OF MEDICAL LAKE APPROVING A  
THIRD AMENDMENT TO THE TOXICS CLEANUP REMEDIAL ACTION  
GRANT AND LOAN PROGRAM AGREEMENT BETWEEN THE STATE OF  
WASHINGTON DEPARTMENT OF ECOLOGY AND CITY OF MEDICAL  
LAKE**

WHEREAS, on August 1, 2023, the City of Medical Lake (“City”) entered into a Grant and Loan Agreement (“Agreement”) with the Washington State Department of Ecology (“Ecology”) for a grant in the amount of Four Hundred Fifty Thousand Dollars (\$450,000), pursuant to Resolution No. 23-615; and

WHEREAS, the City amended the Agreement on March 19, 2024, by Resolution No. 24-663 to incorporate additional eligible expenditure types in the Scope of Work; and

WHEREAS, the City amended the Agreement on May 6, 2025, by Resolution No. 25-749 to extend the expiration date from June 30, 2025 to December 31, 2025, and redistribute Twenty-Five Thousand Dollars (\$25,000) in budgeted funding from Grant Administration to Area-wide Groundwater Investigation, and revise the Scope of Work, as contained in Exhibit “A”; and

WHEREAS, the City desires to amend the Agreement to extend the expiration date from December 31, 2025, to June 30, 2026 to allow Ecology the time necessary to review the deliverables submitted in accordance with the Scope of Work, as contained in Exhibit “A”; and

WHEREAS, City Staff recommends the City Council approve Amendment No. 3 to the Agreement.

NOW THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE  
CITY OF MEDICAL LAKE, WASHINGTON as follows:

**Section 1. Approval of Agreement.** The Council hereby approves Amendment No. 3 to the Agreement in the form attached to this Resolution as Exhibit “A” and by reference incorporated herein.

**Section 2. Authorization.** The Mayor is authorized and directed to execute the Amendment No. 3 to the Agreement on behalf of the City in substantially the form attached as Exhibit “A”. The Mayor and Finance Director/City Clerk are each hereby authorized and directed to take such further action as may be appropriate in order to affect the purpose of this Resolution and the Amendment No. 3 authorized hereby.

**Section 3. Severability.** If any section, sentence, clause, or phrase of this Resolution should be held to be invalid or unconstitutional by a court of competent jurisdiction, such invalidity or unconstitutionality shall not affect the validity or constitutionality of any other section, sentence, clause, or phrase of this Resolution.

**Section 4. Effective Date.** This Resolution shall become effective immediately upon its adoption.

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

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Mayor, Terri Cooper

Attest:

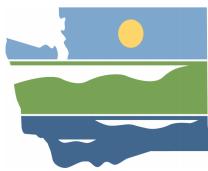
Approved as to Form:

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Koss Ronholt, City Clerk

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City Attorney, Sean P. Boutz



**AMENDMENT NO. 3  
TO AGREEMENT NO. TCPRA-2123-CiMedL-00076  
BETWEEN  
THE STATE OF WASHINGTON DEPARTMENT OF ECOLOGY  
AND  
CITY OF MEDICAL LAKE**

**PURPOSE:** To amend the above-referenced agreement (AGREEMENT) between the state of Washington Department of Ecology (ECOLOGY) and CITY OF MEDICAL LAKE (RECIPIENT) for the West Plains PFAS Groundwater Transport & Fate Study (PROJECT).

The purpose of this amendment is to address the following revisions to the AGREEMENT:

1. Extend the expiration date of the AGREEMENT from December 31, 2025, to June 30, 2026. The extension will allow time to complete revisions to the Groundwater Investigation Report and for Environmental Information Management (EIM) data processing. This project is not eligible for an extension beyond the 2025–2027 biennium.
2. Update the scope of work for Task 2–Area-wide Groundwater Investigation (J014) as follows:
  - a. Revise the Summary Hydrogeologic Report language to “Summary Hydrogeologic fact sheet” and associated Deliverable 2.4.
  - b. Revise the EIM data entry requirements language and associated Deliverable 2.5.

The total budget, all other scope of work and deliverables, and terms and conditions of the AGREEMENT remain the same.

IT IS MUTUALLY AGREED that the AGREEMENT is amended as follows:

Expiration Date:

Original: 12/31/2025 Amended: 06/30/2026

## **CHANGES TO THE BUDGET**

### **Funding Distribution EG230378**

Funding Title: Area-wide West Plains PFAS

Funding Type: Grant

Funding Effective Date: 08/01/2023 Funding Expiration Date: 06/30/2026

Funding Source:

Title: Model Toxics Control Capital Account (MTCCA) (TCP)

Fund: FD  
Type: State  
Funding Source %: 100%  
Description: The Model Toxics Control Act (MTCA), Chapter 70.105D RCW. MTCA directs 25% of the tax revenue into the Model Toxics Control Capital Account (MTCCA) and in some cases capital bond funds are provided to increase available grant funding.  
Approved Indirect Costs Rate: Approved State Indirect: 25 %  
Recipient Match %: 0%  
InKind Interlocal Allowed: No  
InKind Other Allowed: No  
Is this Funding Distribution used to match a federal grant? No

| Area-wide West Plains PFAS                 | Task Total    |
|--|---------------|
| Grant and Project Administration – J008    | \$ 25,000.00  |
| Area-wide Groundwater Investigation – J014 | \$ 425,000.00 |
| <b>Total: \$ 450,000.00</b>                |               |

## CHANGES TO SCOPE OF WORK

Task Number: 2 **Task Cost: \$425,000.00**

Task Title: Area-wide Groundwater Investigation – J014

### Task Description:

This task funds the RECIPIENT's eligible costs ECOLOGY deems reasonable and necessary to plan and perform groundwater sampling and modeling consistent with the scope of work in the approved work plan for the project. This includes the review of documents related to prior environmental investigations at the site, sampling and analysis costs, identification and testing of potential sources of contamination, surveying/mapping, data management, reports, and RECIPIENT staff costs for these activities not billed under the Grant and Project Administration task. Eligible costs also include activities associated with compliance with archaeological and cultural resource requirements.

Other eligible costs may include:

- Computers, associated hardware and software, and electronic devices related to the project.
- Equipment, tools, and other moveable property required to perform the scope of work.
- Groundwater Modeling System training, other preapproved project-related trainings and conferences, and associated state per diem travel costs.
- Perform public involvement or outreach activities: plan and hold meetings with the public, consultants/contractor, or ECOLOGY (not billed under another task).

RECIPIENT shall prepare a Study Design Work Plan, including a sampling and analysis plan and Quality Assurance

Project Plan, and submit to ECOLOGY for approval before implementing the plan.

RECIPIENT shall prepare a Groundwater Investigation Report, that includes the groundwater flow and contaminant fate and transport model(s), and a publicly accessible Summary Hydrogeologic fact sheet.

Sampling data must be entered into ECOLOGY's Environmental Information Management (EIM) system prior to the final grant payment request and grant closeout. Data will be submitted by RECIPIENT within 60 days of a sampling event if possible, and at least 60 days prior to the grant expiration date.

The RECIPIENT shall:

- Consult and coordinate with the ECOLOGY project manager in the development of consultant scopes of work for activities under this task.
- Provide ECOLOGY with copies of all draft and final technical documents, plans, reports, data and analyses, GIS models, communication materials, public information materials, web page content, open house agendas, surveys and the results, and any other deliverables developed or funded under this task.
- Provide ECOLOGY the advanced notice of community events or meetings about the grant funded work.
- Verify the eligibility of costs with the ECOLOGY grant financial manager. Costs not approved by the ECOLOGY grant financial manager are the responsibility of the RECIPIENT.
- Include deliverable(s) documentation of funded activities or products such as advertising, communication materials, summary notes, reports, and survey or assessment.
- Prepare a log of meetings, discussions, and/or events with community members and other interested parties documenting the meeting attendees and accomplishments.

#### Task Goal Statement:

The overall goals of this task are to:

1. Conduct groundwater sampling in the area adjacent to the east site of the FAFB PFAS Study Area.
2. Evaluate PFAS groundwater data using statistical techniques to identify potential source areas.
3. Develop a groundwater flow and contaminant fate and transport model to predict probable PFAS migration in aquifers used for drinking water and identify potential source areas.

#### Task Expected Outcome:

The results of the groundwater investigation are documented in a report that can be used to understand contaminant distribution, potential impacts on receptors, and potential contamination source areas.

Recipient Task Coordinator: Sonny Weathers

#### **Deliverables**

| Number | Description                               | Due Date |
|--------|---|----------|
| 2.1    | Study Design Work Plan (draft and final). |          |
| 2.2    | Groundwater Investigation Report.         |          |

|     |   |            |
|-----|---|------------|
| 2.3 | Meeting log, meeting notes, agenda, and presentation materials.                 |            |
| 2.4 | West Plains Summary Hydrogeologic fact sheet.                                   |            |
| 2.5 | Sampling data submitted by RECIPIENT; approved and entered into EIM by ECOLOGY. | 04/30/2026 |

### **Funding Distribution Summary**

#### **Recipient / Ecology Share**

| <b>Funding Distribution Name</b> | <b>Recipient Match %</b> | <b>Recipient Share</b> | <b>Ecology Share</b> | <b>Total</b>         |
|----------------------------------|--------------------------|------------------------|----------------------|----------------------|
| Area-wide West Plains PFAS       | 0 %                      | \$ 0.00                | \$ 450,000.00        | \$ 450,000.00        |
| <b>Total</b>                     |                          | <b>\$ 0.00</b>         | <b>\$ 450,000.00</b> | <b>\$ 450,000.00</b> |

## **AUTHORIZING SIGNATURES**

All other terms and conditions of the original Agreement including any Amendments remain in full force and effect, except as expressly provided by this Amendment.

The signatories to this Amendment represent that they have the authority to execute this Amendment and bind their respective organizations to this Amendment.

This amendment will be effective 08/01/2023.

IN WITNESS WHEREOF: the parties hereto, having read this Amendment in its entirety, including all attachments, do agree in each and every particular and have thus set their hands hereunto.

Washington State  
Department of Ecology

## CITY OF MEDICAL LAKE

By:

Nhi Irwin  
Toxics Cleanup  
Program Manager

By:

## Sonny Weathers City Administrator

Terri Cooper

Mayor

Template Approved to Form by  
Attorney General's Office

**CITY OF MEDICAL LAKE  
SPOKANE COUNTY, WASHINGTON  
RESOLUTION NO. 26-793**

**A RESOLUTION OF THE CITY OF MEDICAL LAKE ESTABLISHING  
A SENIOR PLANNER POSITION AND ASSOCIATED JOB DESCRIPTION.**

WHEREAS, City staff recommends the establishment of a new, non-union, senior planner position to perform a variety of routine and complex administrative, technical, and professional work in the current and long-range planning programs of the City related to the administration, development, and implementation of land use and related municipal codes, plans, and policies; and

WHEREAS, City staff recommends that the Senior Planner position be set at an hourly range of \$28.61 - \$38.99 per hour based on required skills and duties; and

WHEREAS, the Mayor and City Council find that the attached job description serves the best interest of the City.

NOW THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF MEDICAL LAKE, WASHINGTON, as follows:

**Section 1.** Senior Planner Job Description. The City Council hereby establishes the position of Senior Planner and adopts the attached job description for the position. The City Council finds the job description will assist the City in employing an individual on the basis of ability, education and training or experience to perform the duties of this position. The Mayor and Council reserve the right to waive any job qualification to serve the interests of the City.

**Section 2.** Employee. Employee shall exercise his/her best efforts and due diligence in order to perform the duties of the position or employment, which are set forth in the job description and/or by union contract.

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

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

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

Attest:

Approved as to Form:

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Finance Director, Koss Ronholt

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City Attorney, Sean P. Boutz

# City of Medical Lake



## Job Description

**Job Title:** Senior Planner

**Department:** Building, Planning, and Code Enforcement

**Reports To:** City Administrator

**Effective Date:** 1/1/2026

**Pay Range:** \$28.32 - \$38.60 per hour

The Senior Planner is appointed by the Mayor and reports to the City Administrator. Work is performed under general guidance and direction and according to City policies, procedures, and various State and federal regulations.

### Major Function and Purpose

The Senior Planner performs a variety of routine and complex administrative, technical, and professional work in the current and long-range planning programs of the City related to the administration, development, and implementation of land use and related municipal codes, plans, and policies.

#### A. Essential Functions:

1. Develops short- and long-range plans; gathers, interprets, and prepares data for studies, reports, and recommendations; coordinates department activities with other departments and agencies as needed.
2. Works with and provides support to City staff.
3. Provides technical and professional advice; makes presentations to supervisors, boards, commissions, civic groups, and the general public. Provides information on land use applications, ordinances, codes, plans and related planning programs, services or regulations to architects, engineers, developers, contractors, owners, community groups and interested persons.
4. Prepares a variety of studies, reports, and related information for decision-making purposes.
5. Conducts technical research studies and prepares statistical reports and recommendations for drafting or revising local legislation and plans, projecting trends, monitoring socio-economic data, etc.

6. Assists in the development and implementation of growth management, land use, economic development, utility, housing, transportation, capital facilities, shoreline master program or other plans and codes to meet the City's needs and any inter-governmental agreements or requirements.
7. Evaluates land use proposals for conformity to established plans and ordinances; evaluates proposals' development impact as they relate to the adopted plans of the City and make recommendations.
8. Evaluates land use applications and site plans for compliance with applicable local, state, or federal laws. Monitors land use applications through the approval states and prepares reports and related data as required.
9. Provides staff support to the Planning Commission as needed and assigned. Prepares planning reports and supporting data, including recommendations on a variety of land use proposals.
10. Responsible for implementation of the State Environmental Policy Act. Reviews environmental impact statements and technical reports and recommends final action on environmental issues and mitigation measures to reduce adverse impacts of development.
11. Assists City staff in the enforcement of local ordinances and in interpreting City codes and master plans.
12. Assists in designs for parks, streetscapes, landscapes, and other municipal projects.
13. Updates a variety of maps. Prepares graphics and maps for a variety of reports, plans, grant applications, publications, or meetings.
14. Serves when assigned as a member of planning task force composed of City, County, or State groups.
15. Maintains the City database of information for planning purposes.
16. Responds to local citizens inquiring about local planning and zoning regulations and ordinances.
17. Responsible for citizen participation program management, including creation and implementation of techniques to solicit public input on issues for comprehensive plan; oversee community outreach activities; liaison to community groups/ organizations; other informational tools; maintenance of data base as assigned.
18. As required, may attend meetings that may occur after work hours and/or outside of the City limits.

The job description should not be construed to imply that these requirements are the exclusive standards of the position. Incumbents will follow any other instructions and perform any other related duties, as may be lawfully required by their supervisor.

## **B. Supervisory Responsibility**

None generally. May supervise support staff, part-time, or temporary employees, interns, or volunteers as assigned.

## **C. Reporting Relationships**

Reports to the City Administrator.

## **D. Knowledge, Skills, or Abilities Desired**

While requirements may be representative of minimum levels of knowledge, skills, and abilities, to perform this job successfully, the incumbent will possess the abilities or aptitudes to perform each duty proficiently.

1. Thorough knowledge of zoning laws and comprehensive plans under the Washington State Growth Management Act, including their formation, process of adoption, and enforcement.
2. Extensive knowledge of planning programs and processes.
3. Knowledge of and effective interpretation and application of federal, state, and local policies, laws, and regulations.
4. Skilled in conflict resolution and providing excellent customer service to a broad range of participants and constituents.
5. Strong problem solving, organizational, and goal setting experience with the ability to set priorities and realistic time parameters.
6. Possess excellent written, listening, and verbal communication skills.
7. Ability to complete multiple tasks simultaneously and accommodate shifts in priorities.
8. Proficient computer skills with knowledge of spreadsheet and word processing; skills using data-based systems to maintain records and generate reports.
9. Ability to communicate effectively and establish effective relationships with elected and public officials, contractors, developers, owners, supervisors, employees, and the general public.

## **E. Special Requirements**

A valid state driver's license is required. First Aid and CPR certification is desirable.

## **F. Working Conditions**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Appropriate safety equipment, clothing, and training in its use are provided by the employer.

While performing the duties of this job, the employee primarily works in an office setting subject to frequent interruptions and occasionally works in outside weather conditions while inspecting various land use developments and construction sites. May be exposed to highly stressful situations and individuals who are irate or hostile; may be subject to long hours due to attendance at City Council and Committee meetings and other responsibilities required. Flexibility to work evening and weekend hours and occasional overnight travel to conferences and training sessions is required.

## **G. Contacts and Relationships**

The Senior Planner will have daily contact with employees of the City and with the citizens of the community, including applicants, builders, and developers. In addition, he/she will be expected to present him/herself in a manner creditable to the City in all contacts with any individual, agency, or jurisdiction.

## **H. Physical Requirements**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to use hands and fingers to handle, feel, or operate objects, tools, or controls and reach with hands and arms. The employee is required to walk, sit, climb or balance, stoop, kneel, stand, and talk or hear. The employee must frequently lift and/or move up to 10 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

## **I. Experience and Training**

A bachelor's degree from an accredited college or university in land use planning, urban planning, landscape architecture, public administration, or a related field.

Five years or more of municipal planning experience, or demonstrated equivalent. An advanced degree may be substituted for up to one (1) year of experience.

Grant writing experience preferred.

Any combination of experience and training that provides the desired skills, knowledge, and abilities will be considered.

Requirements outlined in this job description may be subject to modification to reasonably accommodate individuals with disabilities who are otherwise qualified for employment in this position. However, some requirements may exclude individuals who pose a direct threat or significant risk to the health and safety of themselves or other employees.

## **J. Selection Guidelines**

Formal application, rating of education and experience, oral interview and reference check, and job-related tests may be required.

The duties above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

*This job description does not constitute an employment agreement between the Employer and employee and is subject to change as the needs of the Employer and requirements of the job change. This job description should not be construed to imply that these requirements are the exclusive standards of the position. The duties listed above are intended only as illustrations of the various types of work that may be performed. Incumbents will follow any other instructions, and perform any other related duties, as may be lawfully required by their supervisor.*

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Signature

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Date