

CITY OF MEDICAL LAKE
City Council Regular Meeting and Public Hearings

6:30 PM
February 3, 2026

Council Chambers
124 S. Lefevre Street

MINUTES

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

COUNCIL AND ADMINISTRATIVE PERSONNEL PRESENT

Councilmembers

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

Administration & Staff

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

REGULAR SESSION AND PUBLIC HEARINGS – 6:30 PM

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

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

2. AGENDA APPROVAL

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

3. INTERESTED CITIZENS: AUDIENCE REQUESTS AND COMMENTS

- A. Mayor Cooper acknowledged receipt of comments from resident Tammy Roberson. All council received them. *The full comments are part of the official record on file at City Hall and can be requested in person or by sending an e-mail to records@medical-lake.org.*

4. ANNOUNCEMENTS / PROCLAMATIONS / SPECIAL PRESENTATIONS - none

5. REPORTS

- A. Committee Reports/Council Comments

- i. Councilmember Pritchard – HCDAC meeting in two weeks and General Government meeting will be next week. Reported on attending the GSI Fly In in Olympia with Mayor Cooper.
 - ii. Councilmember Ray-Abbott – attended her second Finance Committee meeting, asked lots of questions and everyone was very helpful.
 - iii. Councilmember Speirs- Finance Committee reviewed claims and warrants all look good. Attended first STA Board meeting of the year where they appointed all sub-committee members and reviewed new onboarding and orientation program for board members.
 - iv. Councilmember Wilbur- no report
 - v. Councilmember Olson – no report
 - vi. Councilmember Harbolt- no report
- B. Mayor Cooper – reported on two trips to Olympia over the last two weeks. Attended AWC City Action Days with Mr. Weathers and GSI Fly In with Councilmember Pritchard. Reported on meetings, specifically related to disaster recovery. Much bipartisan support for our legislative priorities. Asked council/public to support two bills. Senate bill 5286 funding for police services and Senate bill 5190 which would allow Fairchild/Michael Anderson to be exempt from inventory in the MLSLSD. Visit www.leg.wa.gov to vote “pro” on these bills.
- C. City Administrator & City Staff
 - i. Sonny Weathers, City Administrator
 - 1. Grant Application Update – greenlighted three grant applications in the last week and reviewed some other possibilities coming up. The three applications moving forward are:
 - a. Build grant – safety and connection improvements on 902,
 - b. An economic disaster grant for infrastructure at WWTP, storm mitigation, etc.
 - c. WCIA (city insurance provider) grant to help lower claims.
 - 2. Staff Report – legislative update - city was received well but with everything going on in the legislature we must continue to be a presence to remind them of the importance of supporting the city’s requests. Encouraging report was received from the city’s lobbyist. Calendar items – class from EWU will tour WWTP on Monday, February 9th at 6:30 pm. Daddy-Daughter Dance on February 13th at the Middle School, and City Hall will be closed for President’s Day on February 16th. Spoke to the incident Sunday afternoon, shooting in a home on Jefferson St., victim is stable. Investigation is ongoing. Suspect arrested and in custody.
 - 3. Code Enforcement 2025 Q4 Update - Dave Yuhas, Code Enforcement Officer, gave a presentation. See attached.

6. WORKSHOP DISCUSSION

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

7. EXECUTIVE SESSION – None.

8. PUBLIC HEARING

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

9. ACTION ITEMS

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

10. RESOLUTIONS

- A. 26-791 TIB Grant Agreement for Lefevre St. Restriping
 - i. Motion to approve made by Councilmember Pritchard, seconded by Councilmember Speirs, carried 6-0.
- B. 26-792 Groundwater Study Grant Agreement Amendment No. 3
 - i. Mr. Weathers reviewed. Amendment is to extend deadline from 12/31/25 to 6/30/26 as requested by Ecology.
 - 1. Motion to approve made by Councilmember Speirs, seconded by Councilmember Olson, carried 5-0-1 with Councilmember Pritchard abstaining due to his involvement with the grant study.
- C. 26-793 Senior Planner Job Description
 - i. Mayor Cooper shared about decision to hire Ms. Rodriguez in 2022 and explained the Resolution, job description, and title change. Mr. Weathers addressed some of the questions/comments from Ms. Roberson. Councilmember Wilbur asked where the content for the job description came from. Mr. Weathers: 98% of the job description came from APA

website's senior planner job description with some city specifics added. Mayor Cooper addressed Ms. Roberson's comment about ACIA certification noting that the certification is only valid if dues are continually paid, it is not merit based.

1. Motion to approve made by Councilmember Pritchard, seconded by Councilmember Harbolt, carried 6-0.

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

12. EMERGENCY ORDINANCES – None.

13. UPCOMING AGENDA ITEMS

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

14. INTERESTED CITIZENS – None.

15. CONCLUSION

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



Terri Cooper, Mayor



Koss Ronholt, Finance Director/City Clerk

2/17/26
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 Amendment Criteria

Requested Action:

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

Key Points:

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

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

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

Background Discussion:

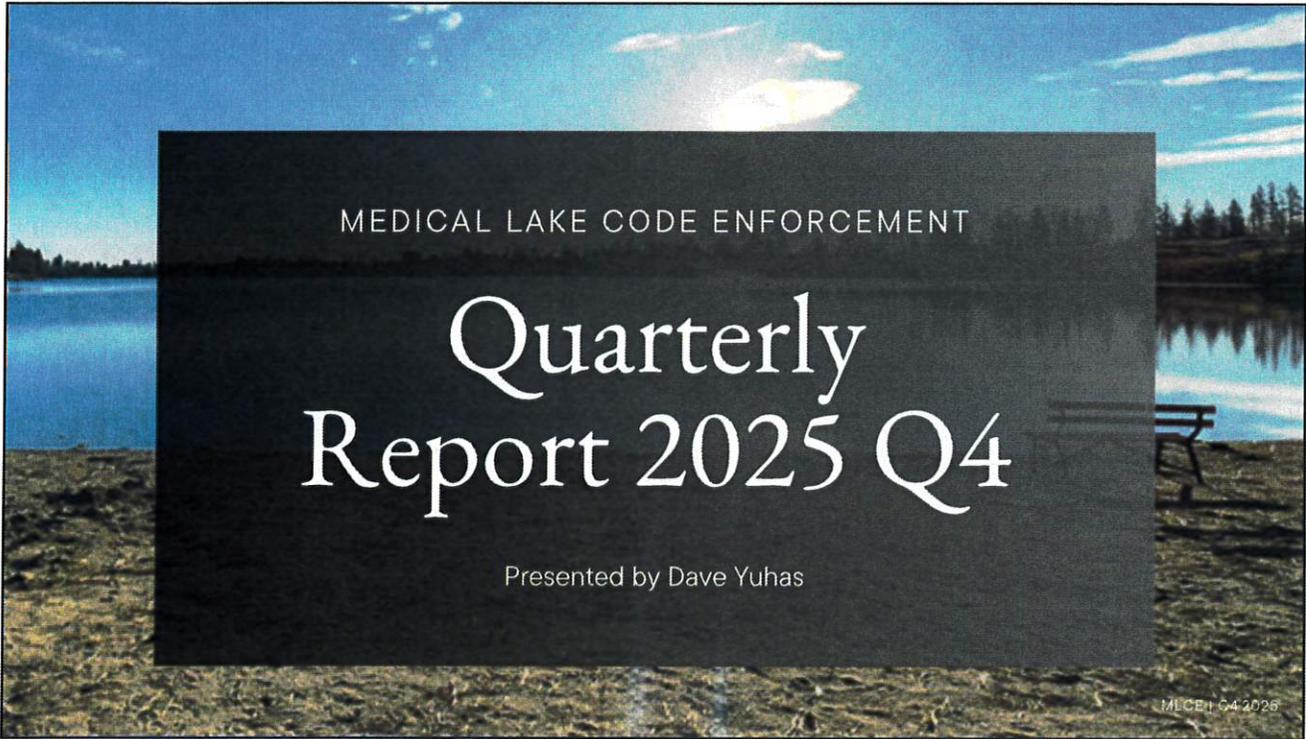
This is the fifth public meeting wherein this subject is being discussed. The Planning Commission held a workshop on November 20, 2025, and a public hearing on December 18, 2025. The City Council held an intro workshop on December 2, 2025, and a language workshop on January 6, 2026. The packet for the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

Public Involvement:

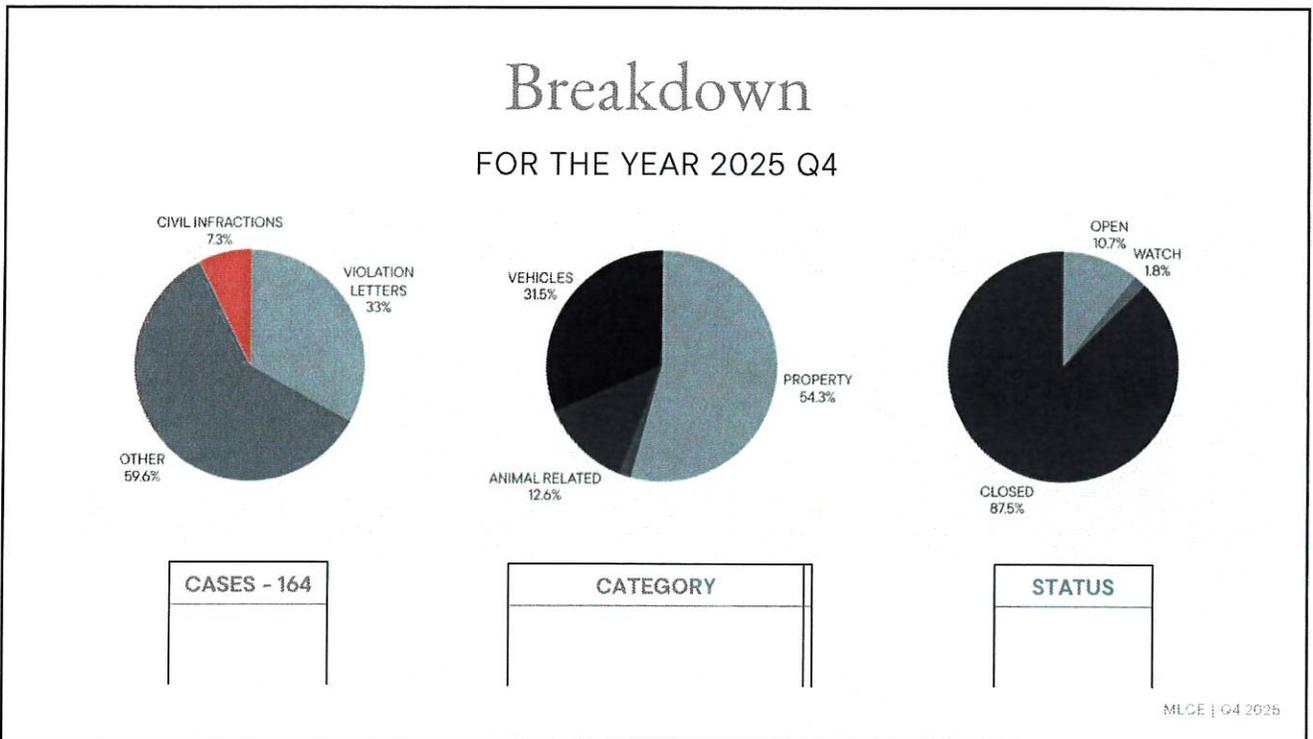
A public hearing was held with the Planning Commission on December 18, 2025. Two written comments were received. No verbal comments were made. Draft language has been provided on the City website for review and comment by the public.

Next Steps:

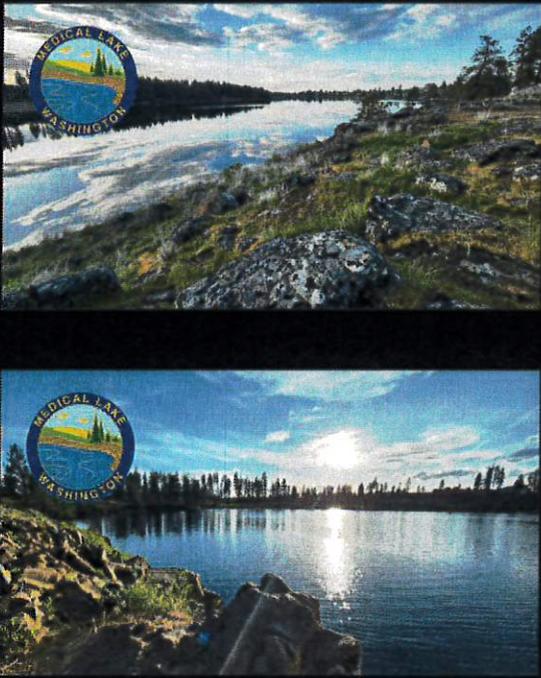
The second reading of the ordinance is scheduled for February 17, 2026



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MOVING FORWARD

01 LEGAL

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

02 2026 PLANS

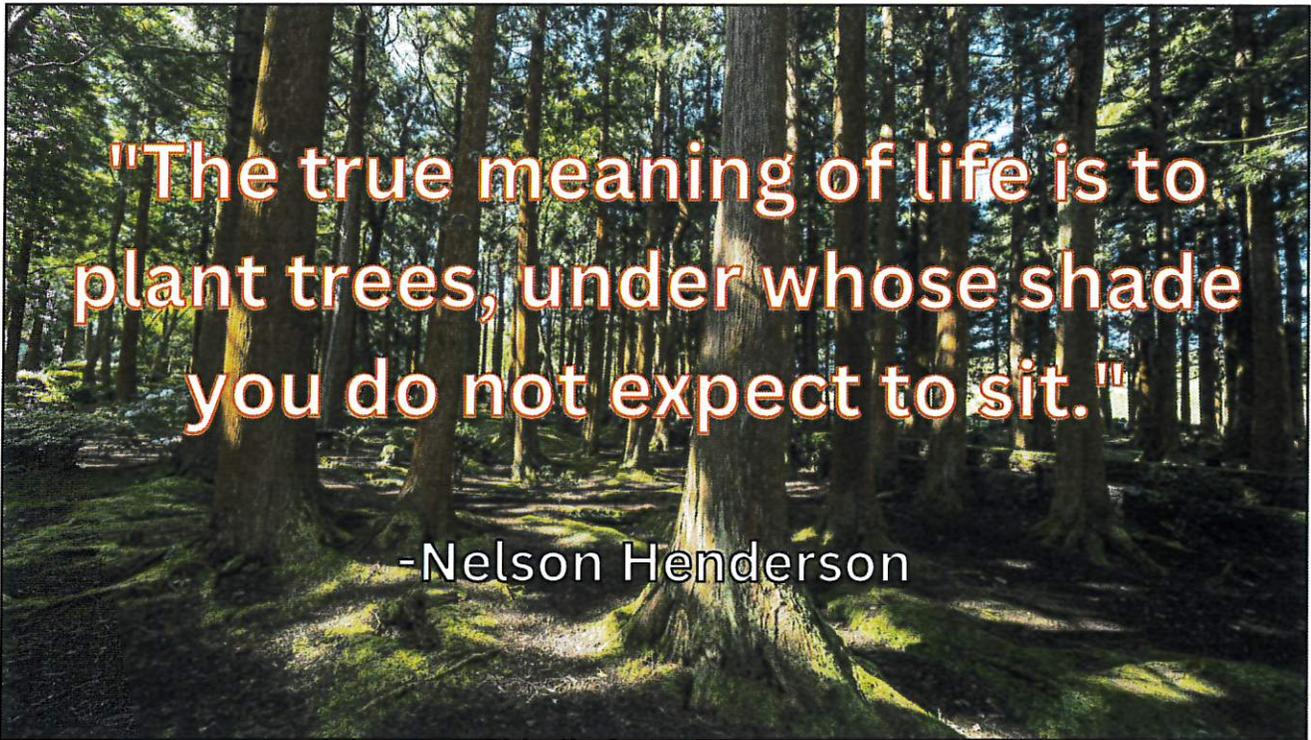
- Ongoing vehicle enforcement within city limits
- Identify and address illegal businesses
- Work with WA Dept of Ecology on wetlands
- Working towards Certifications ICC, AACE

03 CHANGES

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

MLCE | Q4 2025

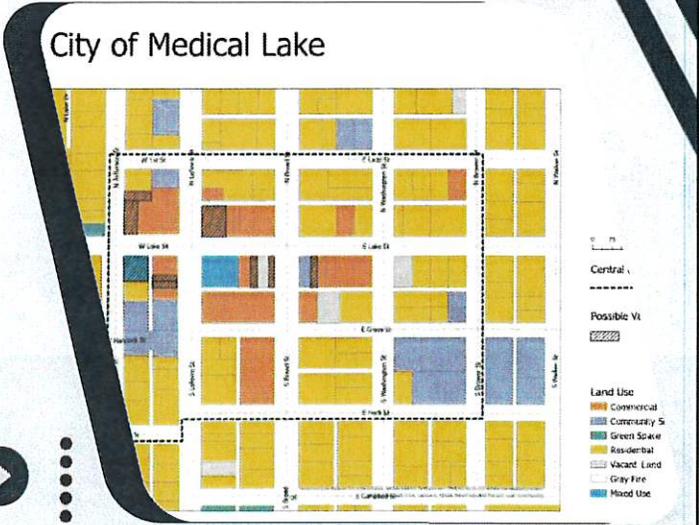
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City of Medical Lake Vacant Property Ordinance Update 2025

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



TIMELINE & IMPLEMENTATION 2024 (THE FIRST YEAR)

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

SUCCESS STORIES & COMPLIANCE HIGHLIGHTS

Enhanced Maintenance & Active Re-occupancy:

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

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CURRENT STATUS OF REMAINING PROPERTIES

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

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CONCLUSION & NEXT STEPS

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

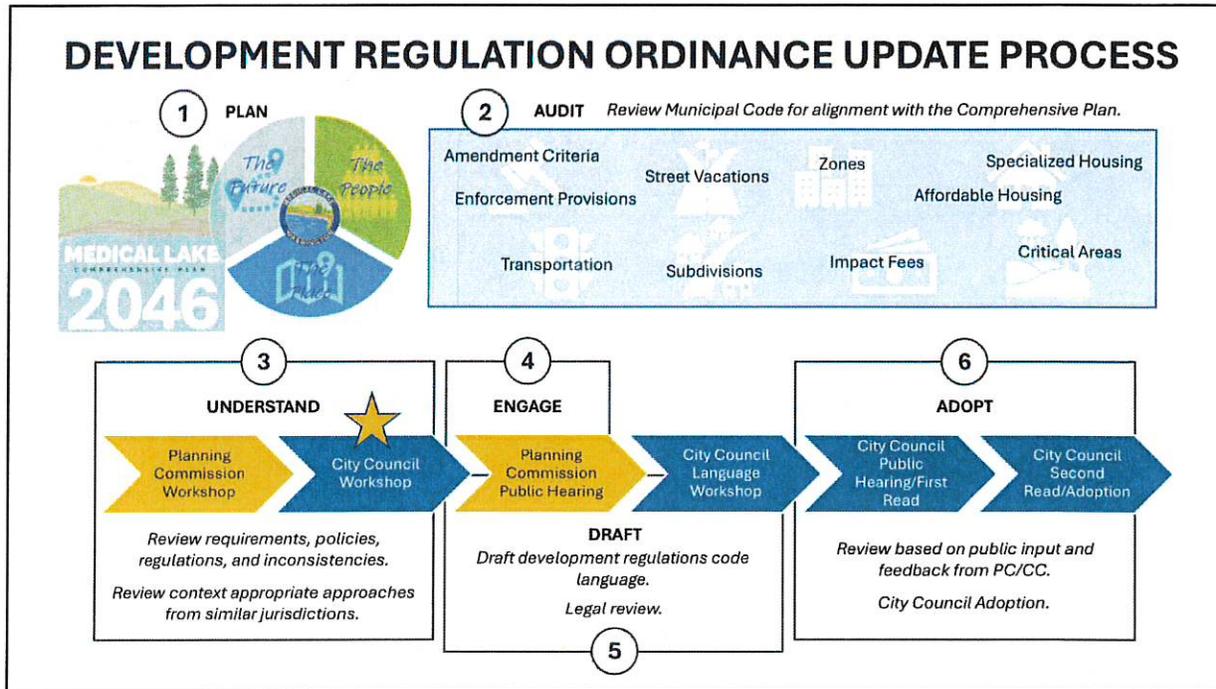
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CONCLUSION

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

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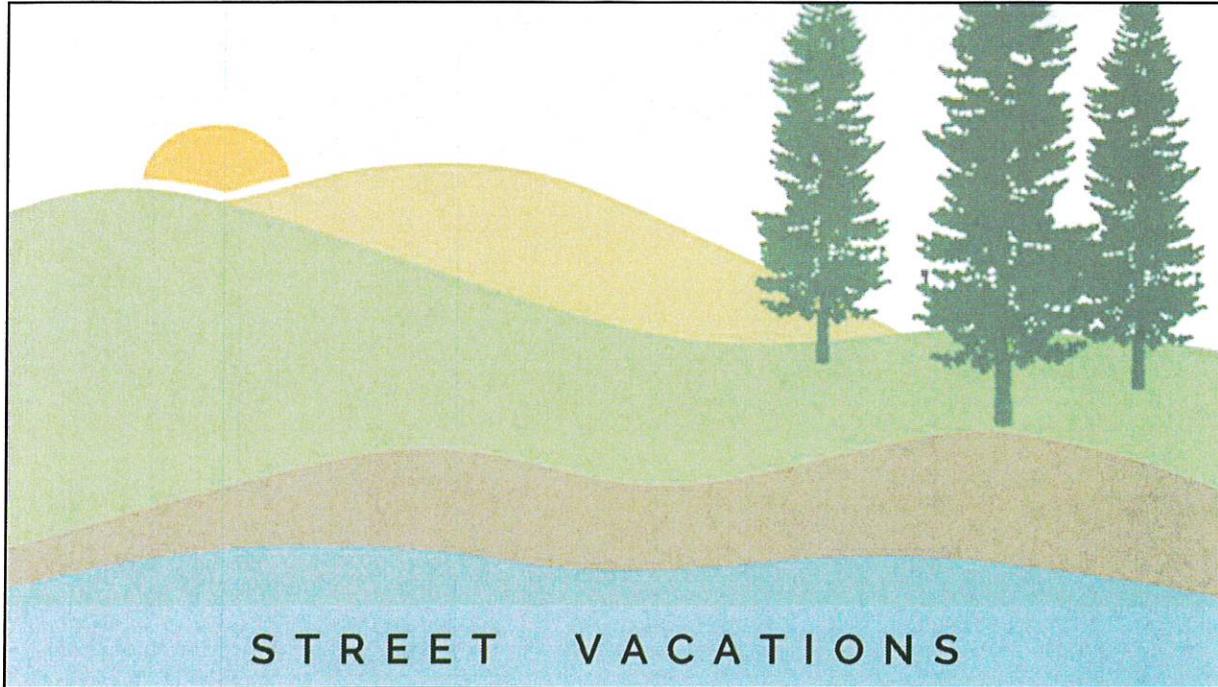




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Meeting Date	Comprehensive Plan	Development Regulation Subject Groups									
		Amendment Criteria	Enforcement	Street Vacations	Zones	Affordable Housing	Specialized Housing	Transportation	Subdivisions	Impact Fees	Critical Areas
Nov 22, 2023		PC Workshop	PC Workshop								
Dec 2, 2023		CC Idea Workshop									
Jan 11, 2024											
Jan 18, 2024		PC Hearing		PC Workshop							
Jan 26, 2024		CC Language Workshop	CC Language Workshop								
Feb 1, 2024		CC Hearing / 1st Read	CC Hearing / 1st Read	CC Idea Workshop	Workshop						
Feb 17, 2024		CC 2nd Read / Adoption	CC 2nd Read / Adoption	CC Idea Workshop	CC Idea Workshop						
Feb 28, 2024	PC Workshop: Comp Plan 1st Part 1				PC Hearing	PC Workshop					
Mar 3, 2024	CC Workshop: Comp Plan 1st Part 1			CC Language Workshop							
Mar 17, 2024		CC Hearing / 1st Read		CC Language Workshop	CC Idea Workshop						
Mar 26, 2024	PC Workshop: Comp Plan Part 2				PC Hearing	PC Workshop					
Apr 7, 2024	CC Workshop: Comp Plan Part 2					CC Idea Workshop					
Apr 16, 2024	PC Workshop: Comp Plan Part 3			CC 2nd Read / Adoption	CC Hearing / 1st Read	CC Hearing	PC Workshop				
Apr 21, 2024				CC 2nd Read / Adoption	CC Language Workshop						
May 14, 2024					CC Hearing / 1st Read	CC Hearing / 1st Read					
May 24, 2024	PC Hearing: Comprehensive Plan						PC Hearing	PC Workshop			
Jun 2, 2024					CC 2nd Read / Adoption	CC 2nd Read / Adoption					
Jun 16, 2024	CC Hearing / 1st Read: Comprehensive Plan						CC Language Workshop	CC Idea Workshop			
Jun 25, 2024								PC Hearing		PC Workshop	
Jul 7, 2024	CC 2nd Read/Adoption: Comprehensive Plan						CC Hearing / 1st Read	CC Language Workshop	CC Idea Workshop		
Jul 21, 2024							CC 2nd Read / Adoption	CC Hearing / 1st Read			
Aug 23, 2024								PC Hearing		PC Workshop	
Aug 6, 2024								CC Language Workshop		CC Idea Workshop	
Aug 14, 2024								CC Hearing / 1st Read			
Aug 27, 2024										PC Hearing	
Sep 3, 2024								CC 2nd Read / Adoption			
Sep 13, 2024										CC Language Workshop	
Sep 24, 2024											
Oct 6, 2024										CC Hearing / 1st Read	
Oct 20, 2024										CC 2nd Read / Adoption	

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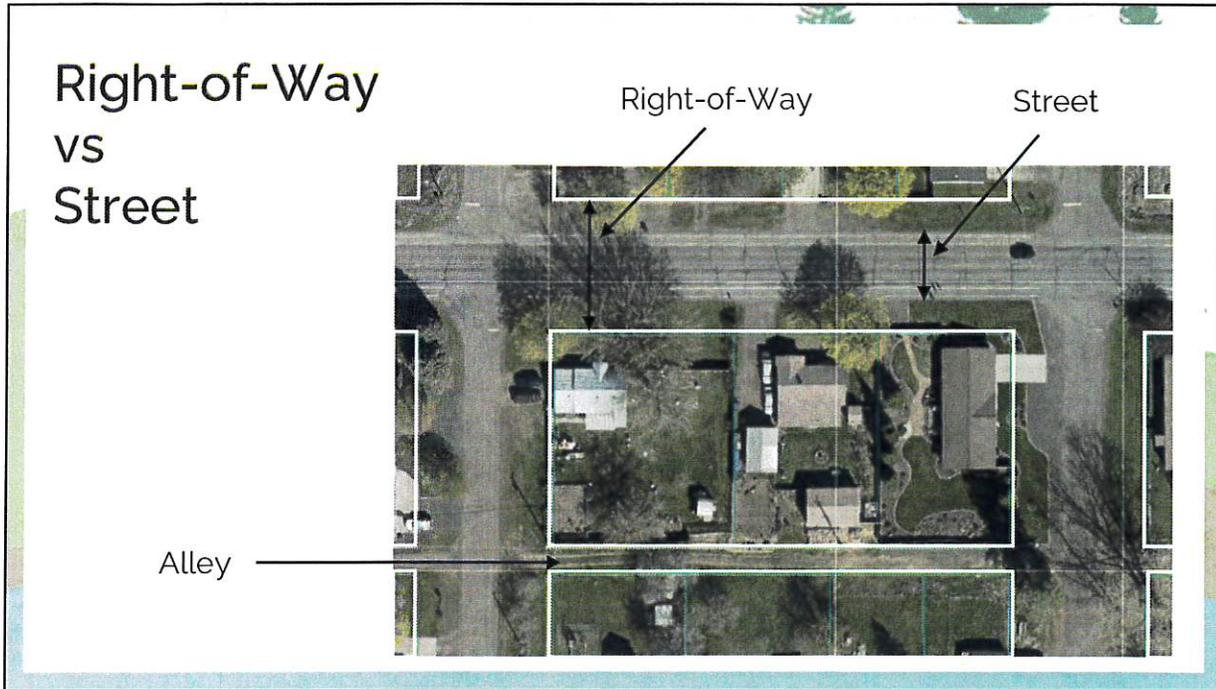
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What is a Street Vacation?

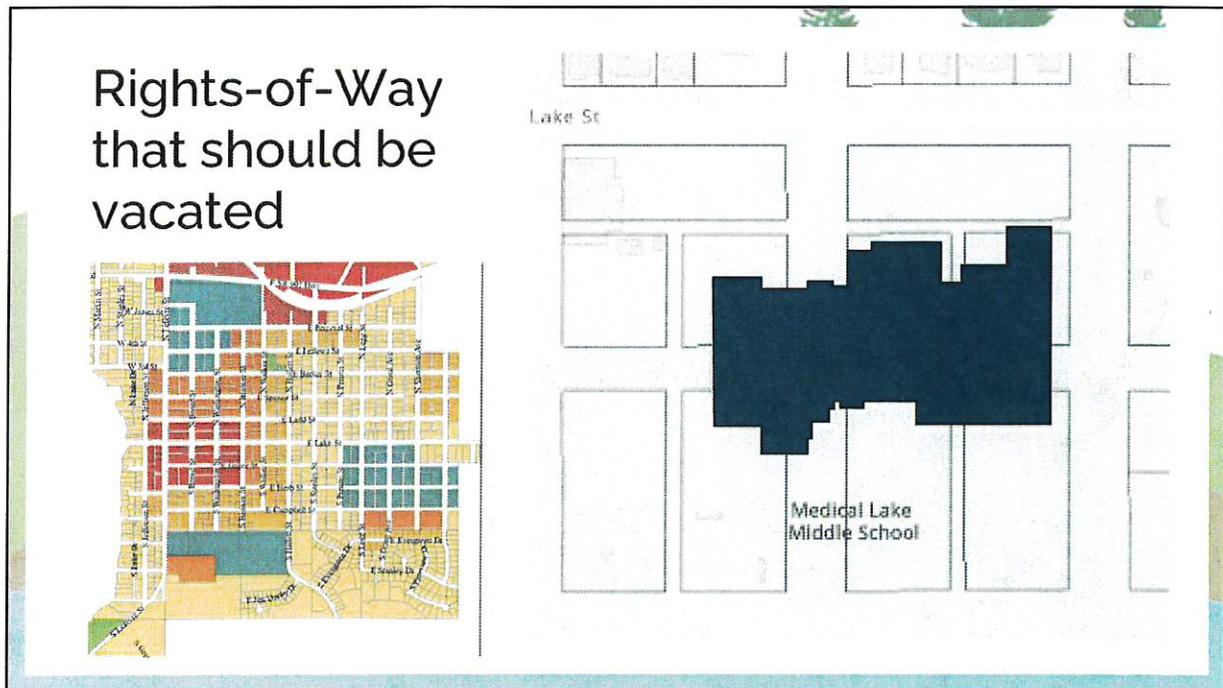
A street vacation is the formal legal process by which a city, county, or town relinquishes its public interest in a street, alley, or road (the right-of way).

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

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Current Code

Street Vacations are not addressed in the
Medical Lake Municipal Code

RCW 35.79 outlines process

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RCW 35.79 – Vacation of Streets

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

City Council sets a date for a public hearing via resolution

Public notice in the newspaper, 3 public locations, and on site

Public hearing is held

City can require compensation

City can reserve easements

8

What's Missing from State Law

Policy regarding best practices for the City

Criteria to evaluate a request

Policy regarding easements

Policy regarding compensation

9

RCW 35.79.035

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

The vacation enables the city to acquire the property for:

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

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