



City of Medical Lake
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P.O. Box 369
Medical Lake, WA 99022-0369

6/25/2026 Planning Commission Meeting

To: Planning Commission
From: Elisa Rodriguez, Senior Planner

TOPIC: Periodic Update: MLMC amendments regarding Impact Fees

Requested Action:

Provide feedback and guidance on potential amendments regarding impact fees to the Medical Lake Municipal Code (MLMC).

Key Points:

Impact fees are regulated in Title 16 – Planning via Chapter 16.05 – Impact Fees, Chapter 16.06 – Fire Protection Impact Mitigation, Chapter 16.07 – Parks, Recreation, and Open Space Mitigation, and Chapter 16.09 – School Impact Mitigation. These chapters were adopted in 1998.

When the fire impact fee was created in 1998, the City of Medical Lake had its own fire department. The fee was determined by analyzing the impact of increased population on facilities, equipment, and staffing costs. Since then, the City Fire Department has been disbanded and the City now contracts with the Spokane County Fire District 3 (SCFD#3) for emergency services. SCFD#3 is aware of the need to update the impact fee, however, because SCFD#3's boundaries do not correspond with the City of Medical Lake's boundaries, creating an impact fee is more complicated. SCFD#3 would like to pursue the option, but will not be able to do the work necessary to update the fee this year. Because the fee was created for the City Fire Department, it is appropriate to discontinue the fee until the necessary analysis can be done.

The parks, recreation, and open space impact fee is based on the minimum level of service for parks as called out in the Comprehensive Plan. The current comprehensive plan level of service standards is a certain acreage of parks per 1,000 residents. The methodology uses the cost of creating a park and the average household size. The draft comprehensive plan does not use acreage as the level of service for parks, therefore, the methodology will need to be revised.

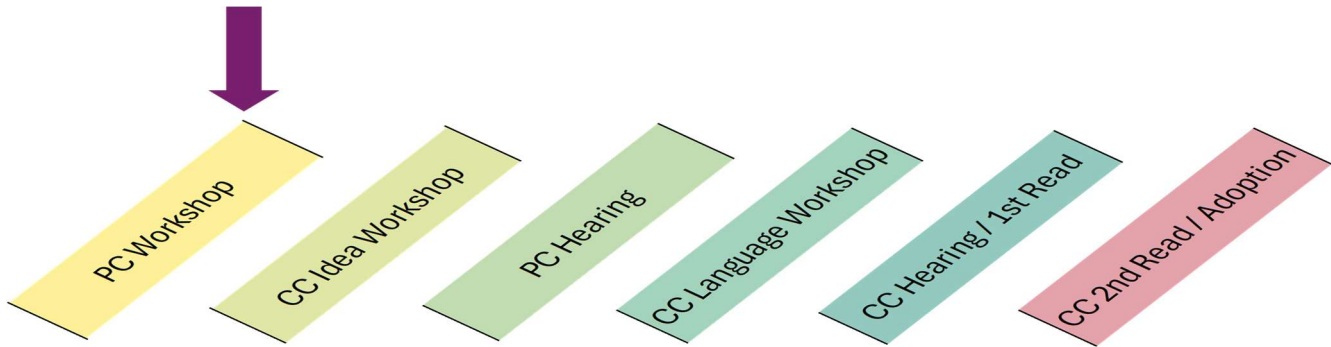
The school impact fee is based on the maximum number of children per classroom. The methodology takes into account household size and the likely number of elementary, middle, and high school students that are likely to exist in any neighborhood. This is used in relation to the cost of creating that classroom. The Medical Lake School District (MLSD) is responsible for updating impact fees and the City is responsible for collecting the fees. MLSD is aware of the need to update the fee structure and is in the process of updating its capital facilities plan. However, MLSD does not expect to have this information complete this year. Therefore, it is likely the impact fee will remain the same until impact fees are revisited in 2027.

Impact fees should be revisited annually to determine if the data used to calculate the fee is still the most current. Medical Lake's fire and school impact fees have never been updated. The parks impact fee was updated once in 2011.

Background Discussion:

The State allows four categories of impact fees to be collected: Parks, Fire Protection, Schools, and Transportation. Impact fees are regulated by RCW 82.02.

This workshop is the first step in a 6-meeting process for adopting amendments to the municipal code.



Public Involvement:

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

Next Steps:

After a workshop with the City Council on July 7, 2026, amendment language will be provided to the Planning Commission prior to the public hearing on July 23, 2026. At that meeting, the Planning Commission will be expected to make a recommendation to the City Council.