

CITY OF MEDICAL LAKE
City Council Regular Meeting and Public Hearings

6:30 PM
July 7, 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.

COUNCIL AND ADMINISTRATIVE PERSONNEL PRESENT

Councilmembers

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

Administration & Staff

Terri Cooper, Mayor
Sonny Weathers, City Administrator
Thomas Rohrer, Legal Counsel
Elisa Rodriguez, Senior Planner
Steve Cooper, WWTP Director
Scott Duncan, Public Works Director
Colton Raczynski, Administrative Clerk

REGULAR SESSION AND PUBLIC HEARING – 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 Olson is on vacation and requested an absence. Motion to approve made by Councilmember Harbolt, seconded by Councilmember Speirs, carried 5-0.
 - ii. Councilmember Kennedy is on vacation and requested an absence. Motion to approve made by Councilmember Speirs, seconded by Councilmember Wilbur, carried 5-0.

2. AGENDA APPROVAL

- A. Addition of Staff Report for Item 8A Public Hearing. Hard copy provided to council. See attached.
- B. Agenda page numbers are off. Corrections to Item 10 Resolutions: 10A page 139, 10B page 144, 10C page 148, 10D page 151, 10E page 159, 10F page 176. Item 11B page 181.
- C. Motion to approve agenda as amended made by Councilmember Speirs, seconded by Councilmember Harbolt, carried 5-0.

3. INTERESTED CITIZENS: AUDIENCE REQUESTS AND COMMENTS

- A. Art Kulibert, resident of Medical Lake – spoke on fireworks ban, discussed weather. Shared belief that the ban would have been better received had Airway Heights also joined the ban. Suggested possibility of offering New Year's Eve as a make-up day for future bans.
- B. Jeff Vestes, resident of Medical Lake – spoke on fireworks sales after the ban, inquired about ordinance. Shared concerns about enforcement efforts for those that violated the ban.
- C. Lahnne Henderson, resident of Medical Lake – spoke on the disrespectful commentary online regarding the fire chief and the City when the ban was announced.
- D. Diane Nichols, resident of Medical Lake – thanked the Fire Chief for his service to the community and shared her disappointment in the commentary toward him and the City for the efforts taken to protect the community. Would like the council to amend the municipal code to limit the number of

chickens and prohibit roosters within city limits. Shared Spokane County's code on the subject. Voiced opposition to the Martinus Rail lease extension due to condition of the property.

4. ANNOUNCEMENTS / PROCLAMATIONS / SPECIAL PRESENTATIONS – None.

5. REPORTS

A. Committee Reports/Council Comments

- i. Councilmember Pritchard – invited to Washington Water Futures on July 29th. Being another drought year, the Governor has asked Ecology to visit areas and brainstorm ideas to help. Projected that out of the next ten years, seven to eight of them will be drought years. Not only is a concern for groundwater but also a concern regarding fireworks. Expressed disappointment at the blatant disregard for the ban. Supports banning sales, a hefty fine, and a misdemeanor for non-compliance, then have a city-wide event potentially in replacement.
- ii. Councilmember Ray-Abbott – had to ask someone late on July 2nd to stop setting off fireworks, which they did. Thought the ban language was confusing to some people because of reference to July 3rd. Some people she spoke to thought the ban was just through the 3rd.
- iii. Councilmember Speirs – spent his evening on July 4th helping his neighbor put out spot fires caused by fireworks set off by another neighbor. Was very disappointed in the disrespect and hate directed at the fire department. Apologized to FD3 for the behavior of the citizens. Suggested that if fireworks are continued, the sale should be limited to the fourth only.
- iv. Councilmember Wilbur – commends the fire chief's decision. Went to most of the neighborhoods and spoke to people that were setting off fireworks. Most people shared that if there was a location they could go to set them off, they would be content. Also noted that most were frustrated with the short notice after they had already purchased fireworks. Suggested New Year's Eve as an alternative date for fireworks that would also still allow for charitable organizations to sell them.
- v. Councilmember Harbolt – shared that disappointment was an understatement regarding the disregard for the fireworks ban. Also apologized to FD3. Knows that Chief Rohrbach did not make the decision lightly. Citizens in favor of fireworks have lost his support and he now supports banning fireworks altogether.

- B. Mayor Cooper – thanked the citizens that did comply with the ban. Shared her respect for Chief Rohrbach. The community should have honored his decision regarding the ban of fireworks, whether they agreed with it or not. He did not make the decision lightly. Disappointed in those that disregarded the ban. Fireworks are a privilege not a right and those that disregarded the ban jeopardized that privilege for everyone. Shared a story from her time at the City of Cheney when a similar situation happened; fireworks were banned due to fire danger, citizens didn't comply, and the fire department spent the entire night putting out fires. As a result, the city council voted to ban fireworks altogether. Shared that her opinion on keeping fireworks has changed now because of the civil disobedience. Asked Chief Rohrbach to speak on his decision to ban the fireworks.

- i. Chief Rohrbach via Zoom – shared the process for making the decision to ban fireworks. Many factors are taken into consideration, including weather over late spring and June. Shared that in June, we were at about 78% of normal precipitation. Fuels very dry. Shared all the various data points that are used when making a decision to ban fireworks. Mayor Cooper commented that the decision is not something that can be made far in advance as some people would like.
- ii. Aaron Buller Deputy Chief of FD3 – shared that most of the frustration they heard from citizens was around the sale of fireworks while not being able to set them off.
- iii. Councilmember Speirs shared an encounter he had with a clerk at one of the local fireworks stands that was sharing misinformation regarding the ban.

- iv. Fire Commissioner Ken Johnson – commented on the risk model that the City has in place. Shared that it is a narrow window to determine whether to ban fireworks. Shared more details about the decision-making process as well as the impact large fires have on the community on the back-side, i.e. homeowner's insurance rates.
- v. Mayor Cooper asked Chief Rohrbach if he felt unsafe at any time as a result of the public's response to the ban. Chief Rohrbach – it definitely pushed the line, and he did have some concern for his family.
- vi. Sonny Weathers, City Administrator - shared some notes from the Sheriff's department regarding July 4th. There were 862 calls for service county-wide, 426 of those were related to fireworks; nearly equal to the average daily calls each month. Outlined priority of calls. Recommended strengthening the city's legal framework rather than focusing solely on enforcement, specifically regarding consequences for violation of city code. In summary, the City holds the expectation for citizens to comply with the law. The results of July 4th demonstrate the need for further education and consideration of enhanced enforcement strategies. Moving forward, staff will evaluate potential municipal code amendments, public education efforts, and enforcement options.
- vii. Mayor Cooper would like to see this come back as a workshop discussion to determine what, if any, action the council would like to take.

C. City Administrator & City Staff

- i. Sonny Weathers, City Administrator – asked for the Grant Application Status Report (Item 5Cii) to be stricken from the agenda due to Mr. Ronholt's absence and the documents not being available for review. Will bring back at the next meeting. Motion to approve made by Councilmember Speirs, seconded by Councilmember Pritchard, carried 5-0. AWC Annual Conference drew record attendance and was a big success. Reflected on strong interest in professional development and collaboration. AWC continues to be a great resource. Commented on the 250th Independence Day celebration on July 2nd. Community Yard sale this weekend, 7/11-12.

6. WORKSHOP DISCUSSION

A. Periodic Update: MLMC Amendments concerning Impact Fees

- i. Elisa Rodriguez, Senior Planner – reviewed briefing sheet and the impact fees allowed by the State. MLMC states that impact fees should be reviewed annually, but that has not happened. Explained that if the service is provided by an outside agency, that agency is responsible for determining the methodology and the impact fee, then an ILA is created for the City to collect the fee. Discussed each fee and potential changes. Will review them annually.

B. Periodic Update: Comprehensive Plan Part Three –

- i. Ms. Rodriguez reviewed the briefing sheet and the timeline. Discussed some details of the urban grown area and growth management act.

7. ACTION ITEMS

A. Consent Agenda

- i. Approve **June 10, 2026** (Strategic Planning Retreat) and **June 16, 2026**, minutes.
 - 1. June 10, 2026 minutes. Motion to approve made by Councilmember Harbolt, seconded by Councilmember Wilbur, carried 4-1 with Councilmember Speirs abstaining due to not being present at the retreat.
 - 2. June 16, 2026 minutes. Motion to approve made by Councilmember Speirs, seconded by Councilmember Ray-Abbott, carried 5-0.

3. Approve **July 7, 2026**, Claim Warrants numbered **53844** through **53891** in the amount of **\$755,906.88**.
 - a. Motion to approve made by Councilmember Speirs, seconded by Councilmember Ray-Abbott, Councilmember Pritchard asked about a line item, carried 5-0.

8. PUBLIC HEARING

- A. Periodic Update: Ordinance 1149 concerning Transportation
 - i. Mayor Cooper opened the hearing at 8:23pm.
 - ii. Ms. Rodriguez reviewed briefing sheet. Third time discussion transportation related topics. Reviewed timeline and staff report. Summarized findings.
 - iii. Mayor Cooper called for public comment. None.
 - iv. Mayor Cooper closed the public hearing at 8:30pm.
 - v. Ms. Rodriguez noted that an ordinance requires a majority of council votes, not just council members present, which would be 4 votes in order to pass.
 - vi. First Read of Ordinance 1149 concerning Transportation
 1. Legal counsel read the Ordinance into the record.
 2. Motion to approve first read made by Councilmember Speirs, seconded by Councilmember Ray-Abbott, carried 5-0.

9. EXECUTIVE SESSION – None.

10. RESOLUTIONS

- A. 26-815 6-Year TIP Update
 - i. Motion to approve made by Councilmember Speirs, seconded by Councilmember Wilbur, carried 5-0.
- B. 26-817 City Council Endorsement of STA Proposition 1
 - i. Motion to approve made by Councilmember Wilbur, seconded by Councilmember Speirs, carried 5-0.
- C. 26-820 Lease Agreement Amendment with Martinus Rail for 316 W. Brooks
 - i. Councilmember Speirs proposed shortening the length of the lease. Councilmember Harbolt proposed changing it to the end of 2026.
 - ii. Motion to approve with the change of date to December 31, 2026, made by Councilmember Wilbur, seconded by Councilmember Speirs, carried 5-0.
- D. 26-821 Service Agreement with Gordon Thomas Honeywell Government Relations
 - i. Motion to approve made by Councilmember Pritchard, seconded by Councilmember Speirs, carried 5-0.
- E. 26-822 Healing Waters Strategic Plan Update
 - i. Motion to approve made by Councilmember Pritchard, seconded by Councilmember Harbolt, carried 5-0.
- F. 26-823 Surplus Certain Items
 - i. Motion to approve made by Councilmember Speirs, seconded by Councilmember Harbolt, carried 5-0.

11. ORDINANCES

- A. See 8.A.i. Public Hearing
- B. Reconsideration of Ordinance 1147 concerning Specialized Housing
 - i. Ms. Rodriguez reviewed briefing sheet and shared what is required by state law. Legal counsel provided additional commentary on the Ordinance. Discussion.

- ii. Motion to approve first read made by Councilmember Speirs, seconded by Councilmember Pritchard, carried 4-1 with Councilmember Ray-Abbott voting nay.

12. EMERGENCY ORDINANCES – None.

13. UPCOMING AGENDA ITEMS – None.

14. INTERESTED CITIZENS

- A. Art Kulibert, resident of Medical Lake – commented on his discovery of the school district being exempt from street vacation language. Believes it is time to address that.

15. CONCLUSION

- A. Motion to conclude at 9:26pm made by Councilmember Pritchard, seconded by Councilmember Harbolt, carried 5-0.



Terri Cooper, Mayor



Koss Ronholt, Finance Director/City Clerk

9/21/26
Date



City of Medical Lake Planning Department
124 S. Lefevre St.
Medical Lake, WA 99022
509-565-5000
www.medical-lake.org

STAFF REPORT TO THE CITY COUNCIL

File: Periodic Update: MLMC Transportation

Date of Staff Report: July 2, 2026

Date of City Council Workshop: June 16, 2026

Date of City Council Hearing: July 7, 2026

Staff Planner: Elisa Rodriguez 509-565-5019 or erodriguez@medical-lake.org

SEPA: Determination of Non-Significance was made on May 8, 2026

60-Day Intent to Adopt: Submitted to the Department of Commerce on May 22, 2026

Procedure: This proposal requires a legislative review, therefore, the Planning Commission has held a public hearing and made 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 proposal to amend the municipal code to:

1. Replace MLMC Chapter 17.36 – Off-Street Parking with Chapter 19.650 – Parking.
2. Replace MLMC Chapter 16.22 – Commute Trip Reduction Ordinance and Plan with Chapter 2.90 – Commute Trip Reduction Plan.
3. Replace MLMC Chapter 16.02 – Concurrency with Chapters 19.180 – Concurrency Review, 11.30 – Transportation Concurrency, and 12.40 – Water, Sewer, and Stormwater Concurrency.
4. Delete MLMC Chapter 15.40 – Private Road Standards.
5. Delete MLMC Chapter 17.34 – Planned Unit Developments.

Date of Planning Commission Hearing: May 28, 2026

Planning Commission Recommendation: The proposed amendment to the Medical Lake Municipal Code is for the purpose of creating new standards for parking, and replacing chapters on concurrency and the Commute Trip Reduction Plan. 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. Therefore, the Planning Commission unanimously recommends approval of the proposal.

Attached: Staff report to the Planning Commission, dated May 21, 2026 (includes proposed language)



City of Medical Lake Planning Department

124 S. Lefevre St.
Medical Lake, WA 99022
509-565-5000
www.medical-lake.org

STAFF REPORT TO THE PLANNING COMMISSION

File: Periodic Update: MLMC Transportation

Date of Staff Report: May 21, 2026

Date of Hearing: May 28, 2026

Staff Planner: Elisa Rodriguez 509-565-5019 or erodriguez@medical-lake.org

SEPA: Determination of Non-Significance was made on May 8, 2026

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 proposal to amend the municipal code to:

6. Replace MLMC Chapter 17.36 – Off-Street Parking with Chapter 19.650 – Parking.
7. Replace MLMC Chapter 16.22 – Commute Trip Reduction Ordinance and Plan with Chapter 2.90 – Commute Trip Reduction Plan.
8. Replace MLMC Chapter 16.02 – Concurrency with Chapters 19.180 – Concurrency Review, 11.30 – Transportation Concurrency, and 12.40 – Water, Sewer, and Stormwater Concurrency.
9. Delete MLMC Chapter 15.40 – Private Road Standards.
10. Delete MLMC Chapter 17.34 – Planned Unit Developments.

PROCEDURAL HISTORY

SEPA DNS Issued – May 8, 2026

Notice of a Public Hearing Published in Cheney Free Press – April 30, 2026

Public Comment Period Closed – May 22, 2026

PROPOSED LANGUAGE**CHAPTER 19.650 – PARKING****19.650.010 Purpose**

The purpose of this chapter is to ensure that vehicle parking is provided in a manner that:

- A. Supports permitted land uses and development patterns;
- B. Maintains neighborhood livability and community character;
- C. Encourages walking, bicycling, and efficient land use; and
- D. Avoids over-parking and unnecessary impervious surface.

19.650.020 Applicability

The regulations of this chapter apply to all parking areas in all zones.

- A. This chapter applies to all new development, redevelopment, changes of use, and expansions that increase parking demand.
- B. Existing legal parking spaces may be maintained and are not required to be brought into conformance unless the use expands or changes.

19.650.030 Required Vehicle Parking

The minimum number of vehicle parking spaces required is determined by the primary use and baseline assumptions, not peak demand. If there is more than one primary use, the minimum for each use shall be met.

Table 19.650-1 Minimum Required Vehicle Parking Spaces for Residential Uses

Housing Type	Minimum Required Parking Spaces
Single-Family House	2 per dwelling unit
Townhouse	1 per dwelling unit
Cottage Housing	1 per dwelling unit and 1 guest space per 4 dwelling units
Plexes (2–6 units)	1 per dwelling unit
Apartment Building	1 per dwelling unit
Accessory Dwelling Unit	1 per dwelling unit
Group Living	0.5 per sleeping room or per Conditional Use Review

Table 19.650-2 Minimum Required Vehicle Parking Spaces for Non-Residential Uses

Use Category	Minimum Required Parking Spaces
Community Service	2 per 1,000 sq. ft. of building area
Daycare	1 per classroom plus 4 or as determined by a Conditional Use Review. No minimum for Family Daycare Providers
Essential Public Facility	As determined by a Conditional Use Review
Manufacturing and Production	2 per 2,000 sq. ft. of building area
Medical Centers	No minimum
Office	2 per 500 sq. ft. of building area
Parks	No minimum

Religious Institutions	1 per 4 seats or as determined by a Conditional Use Review
Retail Sales and Service	2 per 400 sq. ft. of building area
Schools	1 per classroom plus 4
Self-Service Storage	2 per 1,000 sq. ft. of office area
Temporary Lodging	1 per guest room or as determined by a Conditional Use Review
Utilities ³	No minimum
Vehicle Service	2 per 1,000 sq. ft. of office and/or retail area
Warehouse	1 per 1,000 sq. ft. of building area
Waste-Related	No minimum
Wholesale	1 per 1,000 sq. ft. of building area

19.650.040 Central Business District

- A. No minimum parking is required.
- B. No parking shall be located between a primary building and the street.

19.650.050 Residential Parking Standards

- A. Location
 - 1. Parking may be located in a garage, carport, a driveway leading to an individual unit, and/or a parking lot.
 - 2. No more than 40 percent of the land area between the front lot line and front setback line may be paved for vehicle parking.
 - 3. No more than 24 percent of the land area between the street side lot line and the street side setback may be paved for vehicle parking.
- B. Design
 - 1. All required parking spaces shall have the minimum dimensions of 8 feet by 18 feet
 - 2. Accessible parking shall comply with ADA requirements.
 - 3. Tandem parking is allowed for residential uses where both spaces are for the same dwelling unit.
 - 4. Parking lots shall be designed to allow vehicles to enter and exit the roadway in a forward motion.
 - 5. Parking lots shall meet the standards of MLMC 19.650.070 – Parking Lot Standards
- C. Paving
 - 1. All driveways and parking areas shall be paved. Grass block pavers are considered paving.

19.650.060 Non-Residential Parking Standards

- A. Location
 - 1. Parking shall be located in a parking lot or a parking structure.
 - 2. Parking lots shall be setback five (5) feet from all property lines.
- B. Design
 - 1. All required parking spaces shall have the minimum dimensions of 9 feet by 18 feet.
 - 2. Accessible parking shall comply with ADA requirements.
 - 3. Parking lots and parking structures shall be designed to allow vehicles to enter and exit the roadway in a forward motion.
 - 4. Parking structures shall meet the setback requirements of the zoning district.
 - 5. Parking lots shall meet the standards of MLMC 19.650.070 – Parking Lot Standards
- C. Paving

1. All parking areas and driveways shall be paved.

19.650.070 Parking Lot Standards

A. Location

1. Parking lots shall be setback five (5) feet from all property lines.

B. Design

1. Residential Parking lot layouts shall conform to the dimensions of Table 19.650-3
2. Non-Residential Parking lot layouts shall conform to the dimensions of Table 19.650-4
3. All parking lots shall be striped in conformance with the parking dimension standards.
4. If a parking lot is located between a building and a street, there shall be a direct, visible, and continuous pedestrian connection from the street to the main entrance of the primary building.

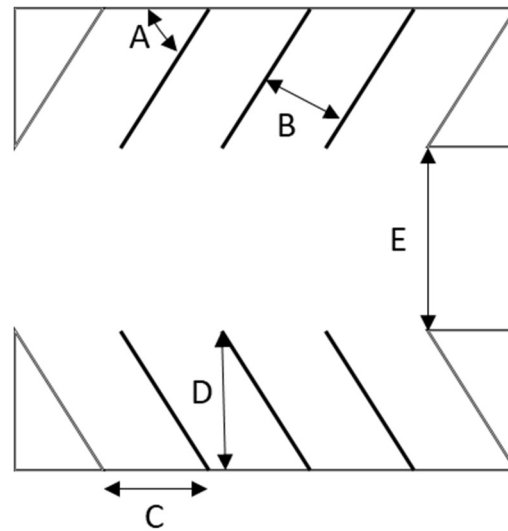
Table 19.650-3 Residential Parking Lot Layout Dimensions

Angle (A)	Width (B)	Curb Length (C)	Stall Depth (D)	1-Way Aisle Width (E)	2-Way Aisle Width (E)
0° (Parallel)	8 feet	22 ft 6 in	8 feet	12 feet	20 feet
30°	8 feet	16 feet	16 ft 10 in	12 feet	20 feet
45°	8 feet	11 ft 4 in	19 ft 3 in	12 feet	20 feet
60°	8 feet	9 ft 2 in	19 ft 7 in	16 feet	20 feet
90°	8 feet	8 feet	18 feet	20 feet	20 feet

Table 19.650-4 Non-Residential Parking Lot Layout Dimensions

Angle (A)	Width (B)	Curb Length (C)	Stall Depth (D)	1-Way Aisle Width (E)	2-Way Aisle Width (E)
0° (Parallel)	9 feet	8 feet	8 feet	12 feet	20 feet
30°	9 feet	9 feet	16 ft 10 in	12 feet	20 feet
45°	9 feet	9 feet	19 ft 3 in	12 feet	20 feet
60°	9 feet	9 feet	19 ft 7 in	16 feet	20 feet
90°	9 feet	9 feet	18 feet	20 feet	20 feet

Diagram 19.650-1 Parking Lot Layout

**C. Landscaping**

1. Parking Lots shall have landscaping to offset the impacts of impervious surfaces.
2. Tree canopy must shade at least 40 percent of the parking area. The amount of shade is determined by the diameter of the mature crown spread stated for the species of the tree. Trees shall be a minimum of two (2) inches caliper at the time of planting.
3. The five (5) foot setback shall be landscaped shrubs to create a continuous screen at least three (3) feet high at maturity. This screen may be fragmented with trees.
4. All landscaping shall be protected by curbs.
5. All landscaping shall be installed prior to final occupancy.
6. Dead or damaged plants shall be replaced within six (6) months.

19.650.080 Required Bicycle Parking

Table 19.650-5 Minimum Required Bicycle Parking Spaces for Residential Uses

Housing Type	Minimum Required Parking Spaces
Single-Family House	No minimum
Townhouse	No minimum
Cottage Housing	1 space per 4 dwelling units
Plexes (2–6 units)	No minimum for sites with three or fewer dwelling units. Otherwise, 1 space per 4 dwelling units
Apartment Building	1 space per 4 dwelling units
Accessory Dwelling Unit	No minimum
Group Living	1 per 6 sleeping rooms or per Conditional Use Review

Table 19.650-5 Minimum Required Bicycle Parking Spaces for Non-Residential Uses

Use Category	Minimum Required Parking Spaces
Community Service	2 spaces
Daycare	2 spaces or as determined by a Conditional Use Review. No minimum for Family Daycare Providers
Essential Public Facility	As determined by a Conditional Use Review
Manufacturing and Production	2 spaces
Medical Centers	2 spaces
Office	2 spaces
Parks	2 spaces
Religious Institutions	2 spaces or as determined by a Conditional Use Review
Retail Sales and Service	2 spaces per 5,000 square feet of building area
Schools	1 space per classroom
Self-Service Storage	2 spaces
Temporary Lodging	2 spaces or as determined by a Conditional Use Review
Utilities ³	No minimum
Vehicle Service	2 spaces
Warehouse	2 spaces
Waste-Related	No minimum
Wholesale	2 spaces

19.650.090 Bicycle Parking Standards

- A. Location
 - 1. Bicycle parking shall be visible, secure, and located near main entrances.
- B. Design
 - 1. All required parking spaces shall have minimum dimensions of 2 feet by 6 feet
 - 2. There must be at least 5 feet behind all bicycle parking spaces to allow room for bicycle maneuvering.
 - 3. A wall clearance of 2 feet 6 inches must be provided.
- C. Paving
 - 1. All parking areas shall be paved

19.650.100 Bicycle Racks

- A. The rack must be designed so that the bicycle frame and one wheel can be locked to a rigid portion of the rack with a U-shaped shackle lock, when both wheels are left on the bicycle;
 - B. If the rack is a horizontal rack, it must support the bicycle at two points, including the frame; and
 - C. The rack must be securely anchored with tamper-resistant hardware.
-

CHAPTER 2.90 - COMMUTE TRIP REDUCTION PLAN**2.90.010 - Purpose**

The purpose of this Chapter is to provide for the administration of a Commute Trip Reduction (CTR) Program consistent with state law in order to reduce single-occupancy vehicle commute trips, improve air quality, and help manage congestion in the City and the region.

2.90.020 – Applicability

This Chapter applies to all applicable employers and worksites within the City that are subject to the Commute Trip Reduction requirements of RCW 70A.15 RCW.

2.90.030 –Plan Adoption and Amendments

The City maintains a Commute Trip Reduction (CTR) Plan pursuant to RCW 70A.15.4020. The City Council has adopted a Commute Trip Reduction Plan by resolution, as amended from time to time, which is on file with the City Clerk.

2.90.040 - Administration

The City shall administer the CTR Program in accordance with state law, the adopted CTR Plan, and applicable rules of the Washington State Department of Transportation.

TITLE 19 — LAND USE AND DEVELOPMENT CODE**New Chapter 19.180 — Concurrency Review****19.180.010 Purpose and Authority**

- A. This chapter is adopted pursuant to the Growth Management Act, Chapter 36.70A RCW.
- B. The City of Medical Lake shall ensure that public facilities and services necessary to support development are adequate at the time of occupancy and use, without reducing service levels below adopted minimum standards.
- C. Transportation improvements or strategies required to accommodate the impacts of development shall be provided concurrent with development, consistent with RCW 36.70A.070(6).
- D. This chapter establishes a citywide concurrency management system applicable to development proposals and coordinates concurrency review across city departments and service providers.

19.180.020 Applicability

- A. All land use and project review applications requiring review under this title are subject to a concurrency determination unless exempted by MLMC Section 19.180.030 - Exemptions.
- B. A concurrency determination conducted at the preliminary approval stage shall satisfy concurrency requirements for subsequent final permits for the same project.

19.180.030 Exemptions

Development proposals that do not increase the number of dwelling units or the intensity of use are exempt from Concurrency Review.

19.180.040 Concurrency Review Process

- A. Applicant Responsibility. The applicant shall provide the City with all information necessary to complete the concurrency evaluation of the proposed development. It shall be the responsibility of the applicant to provide studies, surveys, traffic counts, engineering review, or any other items determined to be necessary for an accurate concurrency evaluation.
- B. Concurrency Coordination. The Planning Official shall coordinate concurrency review by:
 - 1. Distributing applications to affected departments and agencies;
 - 2. Compiling concurrency determinations;
 - 3. Issuing written notice of concurrency findings; and
 - 4. Maintaining certificates of capacity.
- C. City Departmental Review. Each department shall:
 - 1. Apply adopted level-of-service standards;
 - 2. Determine available and planned capacity;
 - 3. Reserve capacity when concurrency is met;
 - 4. Provide a written determination of concurrency; and
 - 5. Report annual capacity to support the Capital Improvement Plan.

19.180.050 Concurrency Facilities

For purposes of review under this title, concurrency applies to the following public facilities and services, collectively referred to as “concurrency facilities,” as identified and evaluated in accordance with the City’s Capital Improvement Plan, Comprehensive Plan, and adopted level-of-service standards:

- A. Streets and State highways, including associated intersections and traffic control infrastructure;
- B. Potable water supply, treatment, storage, and distribution systems;
- C. Sanitary sewer collection, treatment, and disposal systems;
- D. Stormwater and surface water management facilities; and

19.180.060 Parks, Trails, and Recreation Facilities

Parks and recreation facilities are not subject to concurrency requirements; instead, the impacts of development on parks are addressed through long-range planning, capital improvements, land dedications, and the collection of impact fees as authorized by state law.

The Planning Official, or designee, shall be responsible for applying adopted level of service standards during the land use or project review process.

19.180.070 Non-Concurrency Facilities

Some facilities and services are not controlled by the City of Medical Lake. They are considered “non-concurrency facilities”. However, the associated agencies will be notified and their comments considered during the review process. Non-concurrency facilities include but are not limited to:

- A. Transit facilities and services;
- B. Electric utility facilities and services;
- C. Solid waste and recycling facilities and services;
- D. Law enforcement facilities and services;
- E. Fire protection and emergency medical services;
- F. Public school facilities serving city residents;
- G. Public library facilities and services;
- H. Natural Gas facilities services;
- I. Telecommunications facilities and services; and
- J. Broadband facilities and services.

19.180.080 Level of Service

Level of service standards shall be monitored and updated through the Comprehensive Plan, the Capital Improvement Plan, and the Transportation Improvement Program. Concurrency determinations shall be based on the most recently adopted standards.

Parks and recreation level of service standards shall be monitored and implemented through the Comprehensive Plan, Capital Improvement Plan, and impact fee program, and are not subject to concurrency denial under this Chapter

19.180.090 Concurrency Determination

- A. Development proposals that do not cause adopted levels of service to fall below minimum standards will receive a Certificate of Concurrency Capacity.
- B. Development proposals that would cause adopted levels of service to fall below minimum standards shall not be approved unless capacity will be provided concurrent with development.
- C. If concurrency is not met, the applicant may:
 1. Modify the proposal to reduce impacts;
 2. Provide or fund required improvements;
 3. Determinations may be appealed in accordance with MLMC Chapter 19.290 – Appeals.

19.180.100 Certificate of Concurrency Capacity

- A. A certificate of concurrency capacity shall be issued concurrently with development approval.
- B. Development may proceed in phases where each phase independently satisfies concurrency standards.
- C. Improvements must be completed prior to occupancy or use unless the improvements are in the Capital Improvement Plan and funded.
- D. A development agreement may be executed to address complex issues related to concurrency.
- E. Certificates are project-specific, non-transferable to other land, and expire with the associated permit or review.
- F. Unused or expired capacity shall revert to the available capacity pool.

19.180.110 Relationship to Departmental Concurrency Chapters

Concurrency adequacy under City control shall be evaluated under the following Chapters, which establish standards, methodologies, and thresholds:

- MLMC Chapter 11.30 — Transportation Concurrency
- MLMC Chapter 12.40 — Water, Sewer, and Stormwater Concurrency

TITLE 11 — STREETS AND SIDEWALKS**New Chapter 11.30 — Transportation Concurrency****11.30.010 Purpose**

The purpose of this chapter is to implement the transportation concurrency requirements of the Growth Management Act by ensuring that new development is supported by adequate transportation facilities. Development shall not reduce adopted transportation levels of service below minimum standards unless improvements, strategies, or other measures are provided concurrent with the impacts of development.

11.30.020 Concurrency Review

The Concurrency Review process is located in MLMC Chapter 19.180 - Concurrency Review.

11.30.030 Responsible Official

The Public Works Director, or designee, shall be the responsible official for administering and making determinations regarding transportation concurrency under this chapter, as well as tracking capacity to inform the Capital Improvement Plan.

11.30.040 Facilities Subject to Concurrency

Transportation concurrency shall apply to the City's transportation system, including: City-owned streets and intersections classified as arterials, collectors, or local streets; and associated multimodal facilities serving those streets, including pedestrian, bicycle, transit, and emergency access facilities, as applicable.

11.30.050 State Route 902

State Route 902 is a Highway of State Significance and under the jurisdiction of the Washington State Department of Transportation (WSDOT). WSDOT shall be consulted on issues of concurrency and their comments incorporated into the review.

11.30.060 Level of Service Standards

Transportation level-of-service (LOS) standards shall be those adopted in the Comprehensive Plan. B. LOS shall be evaluated using defined metrics, including minimum pavement condition ratings, safety performance indicators, and multimodal connectivity standards, as adopted in the Comprehensive Plan or supporting technical documents.

11.30.070 Concurrency Evaluation

Transportation concurrency shall be evaluated as follows:

- A. Identify Affected Facilities. The City shall determine which arterial, collector, and local streets are reasonably expected to provide access to the proposed development.
- B. Assess Level of Service Impacts. The City shall determine whether the proposed development would cause any adopted LOS standard to fall below the applicable minimum standard or exacerbate an existing deficiency in adopted LOS standards.
- C. Consider Funded Transportation Improvements. The City shall identify any fully funded and scheduled transportation projects included in the Capital Improvement Plan that are reasonably expected to address impacts to affected facilities within the concurrency timeframe.
- D. Off-Site Improvements. The City shall determine whether off-site transportation improvements, not included in the Capital Improvement Plan, are necessary to address impacts attributable to the proposed development in order to maintain adopted LOS standards for the safe and efficient movement of people and vehicles.
- E. On-Site and Frontage Improvements. The City shall evaluate whether the proposed development includes onsite and frontage improvements consistent with adopted City standards, including utilities, curbs, gutters, sidewalks, bicycle facilities where appropriate, and roadway improvements necessary to serve the project in a manner consistent with safety, accessibility, and the public interest.

11.30.080 Written Determination

- A. The Public Works Director, or designee, shall issue a written transportation concurrency determination to the Planning Official.
- B. The written determination shall state whether transportation concurrency is:
 1. Satisfied;
 2. Satisfied with conditions or required mitigation; or
 3. Not satisfied.
- C. Any required mitigation or conditions of approval shall be clearly identified in the determination.

TITLE 12 — WATER AND SEWER**New Chapter 12.40 — Water, Sewer, and Stormwater Concurrency****12.40.010 Purpose**

The purpose of this chapter is to implement the water, sewer, and stormwater concurrency requirements of the Growth Management Act by ensuring that new development is supported by adequate public utility facilities. Development shall not reduce adopted levels of service for water, sewer, or stormwater systems below minimum standards unless improvements, strategies, or other measures are provided concurrent with the impacts of development.

12.40.020 Responsible Official

The Public Works Director, or designee, shall be the responsible official for administering and making determinations regarding water, sewer, and stormwater concurrency under this chapter, as well as tracking capacity to inform the Capital Improvement Plan.

12.40.030 Concurrency Review

The Concurrency Review process is located in MLMC Chapter 19.180 - Concurrency Review.

12.40.040 Facilities Subject to Concurrency

Water, sewer, and stormwater concurrency shall apply to the City's public utility systems, including:

- A. Water systems: water supply sources, treatment facilities, storage reservoirs, pump stations, transmission and distribution mains, and related appurtenances;
- B. Sanitary sewer systems: wastewater collection systems, lift stations, treatment facilities, and conveyance infrastructure; and
- C. Stormwater systems: drainage facilities, including pipes, ditches, culverts, inlets, detention and retention facilities, outfalls, green infrastructure, and other stormwater management systems owned or operated by the City or serving the City.

12.40.050 Level of Service Standards

Water, sewer, and stormwater level of service (LOS) standards shall be those adopted in the Comprehensive Plan. LOS shall be measured using available system capacity relative to projected demand, as demonstrated through engineering analysis, system modeling, or adopted capacity standards.

12.40.060 Concurrency Evaluation

Water, sewer, and stormwater concurrency shall be evaluated as follows:

- A. Identify Affected Facilities. The City shall determine which water, sewer, and stormwater facilities are reasonably expected to serve the proposed development.
- B. Assess Level of Service Impacts. The City shall determine whether the proposed development would cause any adopted LOS standard to fall below the applicable minimum standard or exacerbate an existing deficiency in water, sewer, or stormwater facilities.
- C. Consider Funded Capital Improvements. The City shall identify any fully funded and scheduled utility projects included in the Capital Improvement Plan that are reasonably expected to address impacts to affected facilities within the concurrency timeframe.
- D. Off-Site Improvements. The City shall determine whether off-site water, sewer, or stormwater improvements, not included in the Capital Improvement Plan, are necessary to address impacts attributable to the proposed development in order to maintain adopted LOS standards.
- E. On-Site and Frontage Improvements. The City shall evaluate whether the proposed development includes on-site and frontage improvements consistent with adopted City standards, including water and sewer lines, storm drainage facilities, service connections, hydrants, flow control

measures, water quality treatment facilities, and related infrastructure necessary to serve the project in a manner consistent with safety, reliability, and the public interest.

12.40.070 Written Determination

- A. The Public Works Director, or designee, shall issue a written water, sewer, and stormwater concurrency determination to the Planning Official.
- B. The written determination shall state whether concurrency is:
 - 1. Satisfied;
 - 2. Satisfied with conditions or required mitigation; or
 - 3. Not satisfied.
- C. Any required mitigation or conditions of approval shall be clearly identified in the determination.

PUBLIC COMMENT

No comments were received from agencies or the public.

ZONING CODE APPROVAL CRITERIA

Amendments to development regulations are subject to MLMC Section 19.143.050 – Approval Criteria.

- A. The proposed amendment(s) implements the goals, policies, and objectives of the Medical Lake Comprehensive Plan.

Findings: The proposal replaces chapters in the municipal code regarding parking, the commute trip reduction plan, and concurrency while deleting chapters regarding private road standards and planned unit developments. Goal #6 of the Comprehensive Plan states, “Use and maintain the transportation system effectively for all types of motorized and non-motorized transportation modes within the city and between Medical Lake and neighboring communities.” An effective multi-modal system provides a reasonable number of parking spaces while also providing infrastructure for bicycling and walking. Goal #3 states, “Have convenient, attractive, and visible pedestrian and bicycle access to community facilities and neighborhoods, making the trail system one of the state's best.” Bicycle access includes providing a safe place to park and lock a bicycle. Goal #10 states, “Ensure all public facilities and services are in place, or expected to be in place, at the time development occurs.” Concurrency is the practice of ensuring that infrastructure to support development exists or is constructed at the time of new development. Therefore, the proposal implements the goals, policies, and objectives of the Comprehensive plan by providing for the needs of the community through the transportation system and other critical infrastructure. **For these reasons, the criterion is met.**

- B. The proposed amendment(s) complies with all requirements of the state's Growth Management Act (GMA, including growth boundaries, critical areas, and future housing needs.)

Findings: The proposal replaces chapters in the municipal code regarding parking, the commute trip reduction plan, and concurrency while deleting chapters regarding private road standards and planned unit developments. The Growth Management Act encourages multi-modal transportation systems, speaks to transportation demand management, mandates transportation concurrency, and requires opportunities for affordable housing.

The proposed amendments update the Medical Lake Municipal Code to ensure compliance with these statutory requirements by citing the City's adopted Commute Trip Reduction Plan (transportation

demand management) and by providing a clear process for Concurrency Review. The Planned Unit Development regulations that are being removed have been replaced with more housing types, increased densities, and more opportunities to build housing in more zones via Ordinance #1144. The proposal therefore complies with applicable state law. **For these reasons, the criterion is met.**

- C. The proposed amendment(s) does not conflict with the Shoreline Master Program.

Findings: Any development must conform with the Shoreline Master Program. The proposed amendments do not modify shoreline jurisdiction, allowable uses, or development standards within shoreline areas. All applicable shoreline and critical area regulations remain in effect and will govern siting and development. Therefore, these uses will not cause an inherent conflict. **For these reasons, the criterion is met.**

- 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.

Findings: The proposal replaces chapters in the municipal code regarding parking, the commute trip reduction plan, and concurrency while deleting chapters regarding private road standards and planned unit developments. Objective 1.2.2 of the Strategic Plan states, "Ensure levels of service are reasonable and appropriate and the ability exists to maintain them over time." The proposed concurrency review process ensures that the City will continue to ensure that infrastructure is in place for new development. Objective 2.1.4 states, "Evolve and update the land development code to balance neighborhood quality, character, and livability through sustainable development." The proposed parking standards provide for vehicle parking while balancing the need for bicycle and pedestrian infrastructure. The proposed concurrency review chapter is directly tied to the Capital Improvement Plan, Parks Master Plan, Water Plan, Sewer Plan, Stormwater Plan, and Transportation Plan, ensuring that level of service standards are maintained either through existing capacity, funded improvements, or developer-provided mitigation. **For these reasons, the criterion is met.**

- E. The proposed amendment(s) will not adversely affect the ability to provide City services in a cost-effective manner.

Findings: The proposal replaces chapters in the municipal code regarding parking, the commute trip reduction plan, and concurrency while deleting chapters regarding private road standards and planned unit developments. By requiring a reasonable amount of vehicle and bicycle parking, non-vehicle trips are encouraged, which reduces the vehicle capacity needed in the street system. The commute trip reduction plan also encourages active transportation, therefore relieving some of the demand on the street system. Concurrency review provides a framework that ensures development contributes its proportionate share of infrastructure improvements or necessary mitigation to maintain adopted level of service standards. **For these reasons, the criterion is met.**

- 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.

Findings: The proposal replaces chapters in the municipal code regarding parking, the commute trip reduction plan, and concurrency while deleting chapters regarding private road standards and planned unit developments. The proposed parking regulations will ensure that parking needs are met while not overburdening new development with the cost of excessive parking. In addition, new landscaping

standards are intended to improve stormwater management outcomes and urban design quality, supporting long-term community benefit. Bicycle parking requirements will help provide more travel options for residents. The Commute Trip Reduction Plan helps to offset single-occupancy vehicle trips, reducing the need for increasing the capacity of city streets. The proposed concurrency review works to ensure new development pays for needed facilities, relieving the burden of existing residents. Deleting the private road standards from the municipal code benefits residents by having public rights-of-way that are maintained by the City, using the tax dollars they are already paying. **For these reasons, the criterion is met.**

- G. The proposed amendment(s) will not result in adverse impacts to public infrastructure, wetlands, lakes, businesses, or residents.

Findings: The proposal replaces chapters in the municipal code regarding parking, the commute trip reduction plan, and concurrency while deleting chapters regarding private road standards and planned unit developments. As stated in the above criteria, the proposed standards provide many benefits for the community. Public infrastructure will receive appropriate improvements at the expense of the developer, wetlands and lakes will benefit from the encouragement of active transportation options as well as landscaping standards that decrease the amount of stormwater runoff. Businesses, although required to have a minimum amount of parking, will have greater control over the number of parking spaces that are appropriate for their business, making having a business in Medical Lake more affordable. Limiting the number of parking spaces required for residents will help in the plight of providing affordable housing, benefiting residents. **For these reasons, the criterion is met.**

CONCLUSION

The proposal replaces chapters in the municipal code regarding parking, the commute trip reduction plan, and concurrency while deleting chapters regarding private road standards and planned unit developments. It is consistent with the Comprehensive Plan, other adopted City plans and the Growth Management Act. The proposal will not adversely affect the ability to provide City services in a cost-effective manner and it benefits the community in the long term. 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 – May 8, 2026
- B. SEPA DNS – May 8, 2026