



City of Medical Lake
124 S. Lefevre Street – City Council Chambers
Planning Commission Meeting & Public Hearings
June 25, 2026, Minutes

NOTE: This is not a verbatim transcript. Minutes contain only a summary of the discussion. A recording of the meeting is available on the City of Medical Lake's YouTube channel where meetings are livestreamed.

1) CALL TO ORDER, PLEDGE OF ALLEGIANCE, AND ROLL CALL

- a) Commissioner Veliz called the meeting to order at 5:30pm, led the Pledge of Allegiance, and conducted roll call. Commissioner Twohig was present on Zoom with all others present in person.
- b) Commissioner Altheide requested to be absent from the July meeting. Motion to approve made by Commissioner Mark, seconded by Commissioner Rowe, carried 5-0.

2) ADDITIONS TO AGENDA

- a) No additions. Motion to approve made by Commissioner Mark, seconded by Commissioner Altheide, carried 5-0.

3) INTERESTED CITIZENS: AUDIENCE REQUESTS AND COMMENTS

- a) none

4) APPROVAL OF MINUTES – May 28, 2026

- a) Motion to approve made by Commissioner Altheide, seconded by Commissioner Rowe, carried 5-0.

5) STAFF REPORTS

- a) Elisa Rodriguez, Senior Planner provided an update on City Council activity. The Affordable Housing (ADU) ordinance was adopted, A public hearing was held for the Specialized Housing ordinance, but the first read did not pass. Another first read will be conducted at the July 7 meeting. Council reviewed the transportation amendment language. They were generally content but would like a definition of paved parking and what non-traditional options are available.

6) SCHEDULED ITEMS

- a) Periodic Update: Comprehensive Plan, Parts 1-3
 - i) Ms. Rodriguez provided the following update: The Steering Committee reviewed the plan and is generally satisfied. Two significant recommendations; economic development as a more prominent part of plan and the addition of an action plan. Staff is working on these changed. Ms. Rodriguez asked for feedback from the Planning Commission on the Comprehensive Plan thus far. Discussed Silver Lake area and possible addition of sewer/water services. Commissioner Mark requested the year to be added to the picture of the parade in the Comp Plan. City Council will have a workshop on this topic at the July 7th meeting, and a public hearing will be held with the Planning Commission at the July meeting.
- b) Periodic Update: MLMC amendments regarding Impact Fees
 - i) Ms. Rodriguez reviewed the briefing sheet. Fire protection, parks, and school impact fees were adopted in 1999 and only the parks fee was revisited since. Fire impact fees will be discontinued until Spokane Fire District #3 has a chance to develop a methodology and fee structure. Medical Lake School District is in the midst of updating their facilities plan. The plan will be complete soon, but not in time to review and implement a methodology for an updated impact fee. The current school impact fee will remain and the School District will work to do the necessary updates by next year. The parks impact fee will be updated, adjusting the methodology from acreage per 1,000 residents to a park within ¼ mile of every residence. Commissioner Altheide suggested that transportation impact fees are a fourth option. Ms. Rodriguez, yes, but not this year. Will look into it for next year after the Transportation Master Plan adoption.
- c) Planning Commission Rules of Procedure

- i) No changes from copy in last agenda. Two-step process. If adopted, a clean copy will be provided at next meeting. Will add to website once adopted.
- ii) Motion to approve Planning Commission Rules of Procedure made by Commissioner Mark, seconded by Commissioner Rowe, carried 5-0.

7) **PUBLIC HEARING**

- a) Periodic Update: MLMC Amendments Regarding Subdivisions
 - i) Commissioner Veliz opened the public hearing at 5:58pm.
 - 1. Read statement of procedure for hearing
 - ii) Ms. Rodriguez reviewed the briefing sheet and staff report. Reviewed proposed changes. No significant policy changes. Goal is to make code easier to use and more streamlined. Amendments are consistent with Comp Plan and meet all criteria. Requesting Planning Commission to recommend approval to City Council. Commissioner Altheide asked whether the current financial surety amount is still sufficient. Lenders required 150%. Discussion. Commission was in agreement that changing it to 150% is more reasonable and will help ensure completion of projects. Commissioner Twohig asked about the state law on public projects that we may be subject to. Ms. Rodriguez will research. If state law indicates that 110% is the maximum that can be charged, it can be addressed at City Council. Commission is in agreement to make the recommendation to approve with the caveat that the maintenance bond amount will be corrected back to 110% if indicated by state law.
 - iii) Call for public comment. None.
 - iv) Commissioner Veliz closed the public hearing at 6:11pm.
 - v) Motion to recommend approval to City Council with the caveat that the maintenance bond amount will be corrected back to 110% if indicated by state law made by Commissioner Altheide, seconded by Commissioner Mark, carried 5-0.
- b) Periodic Update: MLMC Amendments Regarding Transportation Plan
 - i) Commissioner Veliz opened the public hearing at 6:13pm and advised that the same procedures as previously stated are in place.
 - ii) Ms. Rodriguez – hand out of map to add (see attached). The information and label are correct although graphics are not exact. Reviewed changes. Added Planning Commissioners to acknowledgements. Corrected mislabeling from consultant. No approval criteria, however, still appropriate for the commission to make recommendation to council.
 - iii) Call for public comment. None.
 - iv) Commissioner Veliz closed the public hearing at 6:17pm.
 - v) Motion to recommend approval to City Council made by Commissioner Altheide, seconded by Commissioner Rowe, carried 5-0.

8) **COMMISSION MEMBERS' COMMENTS OR CONCERNS**

- a) Commissioner Twohig – commented on the success of Founders Day.
- b) Commissioner Veliz stated that he heard good feedback regarding Founders Day. He was out of town but heard positive reports from many citizens. Thanked Ms. Rodriguez for her work on all the updates. Appreciates the detail and clarity.

9) **INTERESTED CITIZENS: AUDIENCE REQUESTS AND COMMENTS** – None.

10) **CONCLUSION**

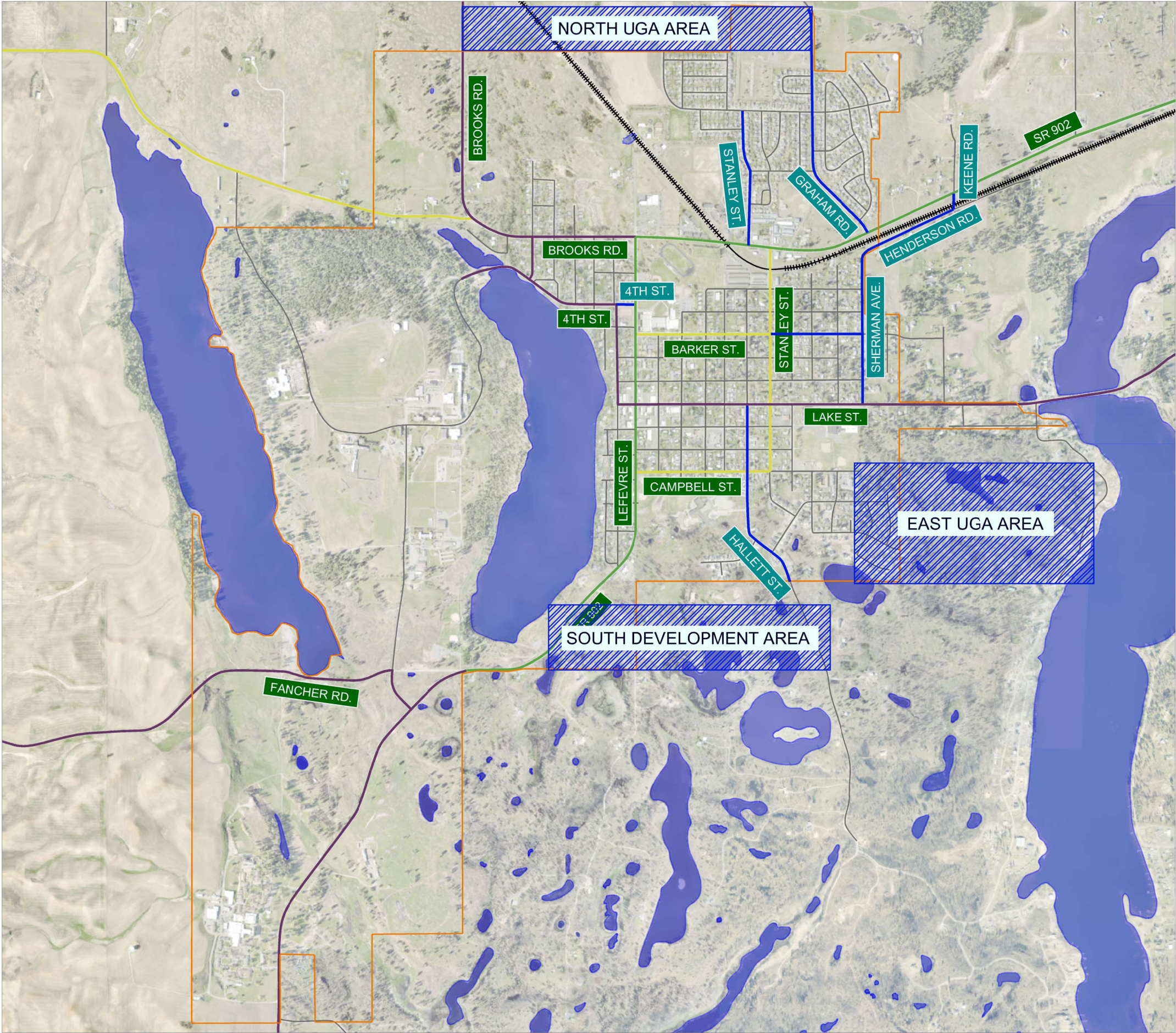
- a) Motion to conclude at 6:21pm made by Commissioner Mark, seconded by Commissioner Rowe, carried 5-0.

Roxanne Wright

Roxanne Wright, Administrative Clerk

July 23, 2026

Date



LEGEND	
	PRINCIPAL ARTERIAL
	MINOR ARTERIAL
	MAJOR COLLECTOR
	MINOR COLLECTOR
	LOCAL STREET
	CITY URBAN BOUNDARY
	WASHINGTON EASTERN RAIL
	FUTURE COLLECTOR
	FUTURE COLLECTOR AREA

Proposed Revision to Major or Minor Collector

- Hallett Street, Lake Street to City Limit
- Stanley Street, Tara Lee Avenue to SR 902
- Graham Road, Tara Lee Avenue to SR 902
- Sherman Avenue, Henderson Rd to Lake St
- Henderson Rd, Sherman Ave to Keene Rd
- Keene Road, Henderson Road to SR 902
- 4th Street, Jefferson Street to Lefevre Street
- Barker Street, Stanley St to Sherman Ave



Exhibit 6.5	PROPOSED FUNCTIONAL CLASSIFICATIONS
CITY OF MEDICAL LAKE TRANSPORTATION MASTER PLAN MEDICAL LAKE, WASHINGTON	