



**CITY COUNCIL REGULAR MEETING & PUBLIC HEARING
TUESDAY, AUGUST 18, 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 (AUGUST 18, 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/89813349700?pwd=DpJ57lDaUpuaBYbAi9p4lfWY32oshM.1>

Meeting ID: 898 1334 9700

Passcode: 892172

One tap mobile

+12532050468,,89813349700#,,,,*892172# US

+12532158782,,89813349700#,,,,*892172# US (Tacoma)

Join instructions

https://us06web.zoom.us/join/89813349700/invitations?signature=_YO-l0FQt-70tC1m36inL831tPvYpFWOH957ryfygL0

- **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 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

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. Public Safety
 - B. Committee Reports/Council Comments
 - C. Mayor
 - D. City Administrator & City Staff
 - i. Sonny Weathers, City Administrator
 1. Capital Improvement Project Status
 - ii. Dave Yuhas, Code Enforcement Officer
 1. 2026 Q2 Code Enforcement Report
6. WORKSHOP DISCUSSION
 - A. Periodic Update: MLMC Amendments concerning Impact Fee Language (*page 4*)
7. ACTION ITEMS
 - A. Consent Agenda
 - i. Approve **August 4, 2026**, minutes. (*page 16*)
 - ii. Approve **August 18, 2026**, Payroll Claim Warrants numbered **53985** through **53992** and Payroll Payable Warrants numbered **30384** through **30395** in the amount of **\$198,414.79** and Claim Warrants numbered **53993** through **54044** in the amount of **\$304,585.70**. (*page 21*)
8. PUBLIC HEARINGS
 - A. Periodic Update: Ordinance 1151 concerning Subdivisions (*page 23*)
 - i. First Read Ordinance 1151 concerning Subdivisions (*page 40*)
9. EXECUTIVE SESSION – None.
10. RESOLUTIONS – None.
11. ORDINANCES
 - A. See 8Ai
12. EMERGENCY ORDINANCES
13. UPCOMING AGENDA ITEMS
14. INTERESTED CITIZENS
15. CONCLUSION



**CITY OF MEDICAL LAKE
COUNCILMEMBER EXCUSED ABSENCE
REQUEST FORM**

Councilmember: _____

Meeting type: _____ Meeting Date: _____

Reason for absence:

City Business

Military Orders

Ill or injured

Employer Business

Vacation

Other (*Please describe*) _____

Date Requested: _____

By phone

By e-mail

In person

Approved by Council/Committee motion on: _____

Denied by Council/Committee motion on: _____



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

8/18/2026 City Council Meeting

To: City Council

From: Elisa Rodriguez, Senior Planner

TOPIC: Periodic Update: MLMC amendments regarding draft language for Impact Fees and methodology for updating the Park Impact Fee.

Requested Action:

Provide feedback and guidance on potential amendments regarding impact fees to the Medical Lake Municipal Code (MLMC) and the proposed methodology for determining the Park Impact Fee.

Key Points:

It is proposed to delete MLMC Chapters 16.05 – Impact Fees, 16.06 – Fire Protection Impact Mitigation, and 16.07 – Parks, Recreation, and Open Space Mitigation. Chapter 16.09 – School Impact Mitigation will be retained until the Medical Lake School District is able to update the methodology.

It is proposed to add Chapter 19.190 – Impact Fees, to the MLMC. This chapter simplifies what is in the municipal code, leaving the majority of the information to be adopted as separate resolutions for methodology and fees. The draft language is attached.

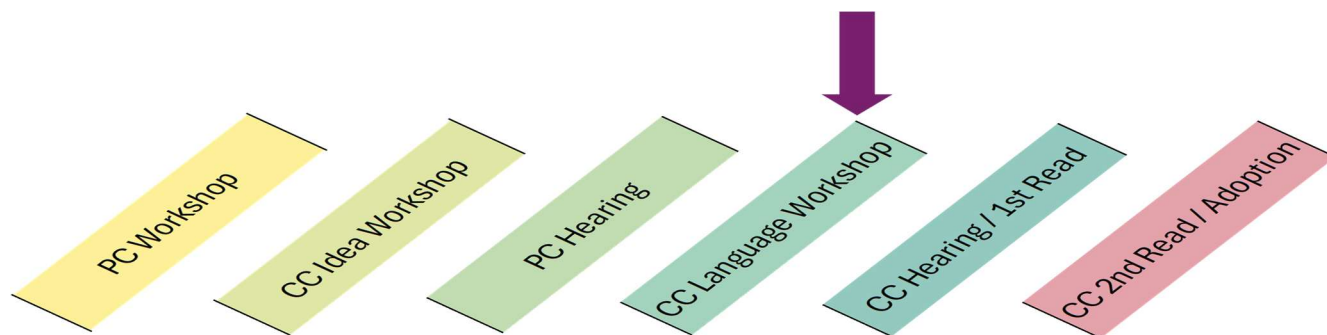
The Parks Impact Fee was last updated in 2011. The draft Comprehensive Plan that the City Council will be considering for adoption provides a new way to measure level of service for parks. This level of service combined with current zoning, population, and economic data has led to a proposed change to the Park Impact Fee. The Proposed Park Impact Fee Methodology Report is attached.

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.

The current Park Impact Fees are \$675 for multi-family units and \$1,210 for single-family units.

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



Public Involvement:

A public hearing was opened with the Planning Commission on July 23, 2026 and has been continued to the August 27, 2026 meeting. In addition, language is provided on the City website for review and comment by the public.

Next Steps:

A public hearing is scheduled for the October 6, 2026 City Council meeting.

DRAFT IMPACT FEE LANGUAGE

Definitions.

"Development activity" means any construction or expansion of a building or structure that creates additional demand for public facilities.

"System improvements" means public facilities included in the City's Capital Improvement Plan that are designed to serve new development.

"Proportionate share" means that portion of the cost of public facility improvements reasonably related to the service demands and needs of new development.

Chapter 19.190 – Impact Fees

19.190.010 Purpose.

This Chapter is adopted pursuant to Chapter 82.02 RCW to ensure that new development pays a proportionate share of the cost of public facilities needed to serve such development.

Impact fees imposed under this Chapter are intended to:

- A. Ensure adequate public facilities are available to serve new growth;
- B. Promote orderly growth and development;
- C. Require new development to pay its fair share of system improvements; and
- D. Implement the City of Medical Lake Capital Improvement Plan.

19.190.020 Applicability.

Impact fees shall be imposed on all development activity requiring a building permit, unless exempted herein.

19.190.030 Impact Fees Imposed.

The City hereby imposes the following impact fees:

- A. School impact fees as set forth in MLMC Chapter 16.09 – School Impact Mitigation; and
- B. Park impact fees.

19.190.040 School Impact Fees.

The City shall enter into an interlocal agreement with the Medical Lake School District to collect and remit school impact fees

DRAFT IMPACT FEE LANGUAGE

19.190.050 Calculation of Impact Fees.

Impact fees shall be calculated based on:

- A. The adopted City Capital Improvement Plan or School District Capital Facilities Plan;
- B. System improvements related to new development; and
- C. The type and size of development.

19.190.060 Fee Schedule.

Impact fees are established by City Council resolution.

19.190.070 Payment.

Impact fees shall be paid prior to issuance of a building permit unless deferred pursuant to state law.

19.190.080 Exemptions.

The following shall be exempt:

- A. Non-residential development;
- B. Alterations or expansions that do not increase the number of dwelling units; and
- C. Replacement structures with no increase in the number of dwelling units;

19.190.090 Credits.

Pursuant to RCW 82.02.060(5), a developer may receive credit for dedication of land and/or construction of system improvements, provided such contributions are identified in the Capital Improvement Plan and approved by the City Council.

19.190.100 Adjustments

Pursuant to RCW 82.02.060(7), the City Council may approve adjustments to the standard impact fee in consideration of studies and data submitted by the applicant.

19.190.110 Deferrals

Pursuant to RCW 82.02.050(3), impact fees for single-family residences may be deferred until a certificate of occupancy is requested. An applicant requesting a deferral must grant and record a deferred impact fee lien against the property in favor of the City prior to the issuance of a building permit.

19.190.120 Appeals.

Any person aggrieved by the calculation or imposition of an impact fee may appeal using the process in MLMC Chapter 19.290 – Appeals, within fourteen (14) days of the decision.

DRAFT IMPACT FEE LANGUAGE

19.190.130 Use of Funds.

Impact fees shall be:

- A. Kept in separate accounts;
- B. Used only for system improvements;
- C. Expended within ten (10) years unless extraordinary circumstances justify a longer period.

19.190.140 Annual Report.

Pursuant to RCW 82.02.070, annually, the City must provide a report on each impact fee account showing the source and amount of all moneys collected, earned, or received and system improvements that were financed in whole or in part by impact fees.

19.190.150 Refunds.

Pursuant to RCW 82.02.080, unexpended or encumbered impact fees shall be refunded in accordance with state law.

City of Medical Lake

Proposed Park Impact Fee Methodology Report

Prepared for City Council

Executive Summary

The purpose of a Park Impact Fee is to ensure that new residential development contributes its proportionate share toward the cost of acquiring and developing park facilities needed to serve future residents. Impact fees are one-time charges assessed at the time of building permit issuance and are restricted to capital projects that accommodate growth.

This report presents the methodology used to develop a proposed Park Impact Fee for the City of Medical Lake. The methodology is based on:

- Projected residential growth within identified expansion areas.
- The City's adopted park level of service.
- Estimated land acquisition costs.
- Estimated park development costs.
- An equitable allocation of costs based on expected population generation.

Using this methodology, the calculated cost of providing neighborhood park facilities to serve new growth is approximately **\$638.20 per person**, resulting in the following proposed fee schedule:

Unit Type	Proposed Fee
Studio / 1 Bedroom	\$638
2 Bedroom	\$1,276
3 Bedroom	\$1,915
4+ Bedroom	\$2,553
Group Living	\$638 per bedroom

Purpose of Park Impact Fees

As Medical Lake continues to grow, additional park facilities will be necessary to maintain the community's existing level of recreational service. Without a Park Impact Fee, the cost of new parks would be borne primarily by existing residents.

The proposed Park Impact Fee is intended to:

- Ensure growth pays for growth.
- Maintain park service levels for existing and future residents.
- Provide a dedicated funding source for park acquisition and development.
- Support implementation of the City's Capital Improvement Plan.

Methodology Overview

The City followed a six-step methodology:

1. Identify areas likely to accommodate future residential growth.
2. Estimate future population increases.
3. Establish the level of park service to be maintained.
4. Determine land acquisition costs.
5. Determine neighborhood park development costs.
6. Allocate costs proportionately to new residential development.

Future Growth Analysis

The City evaluated three primary areas with significant development potential.

Growth Area 1: Nike Site and Northern UGA Expansion Area

Item	Value
Gross Area	126 acres
Less Infrastructure/Wetlands (50%)	63 acres
Net Developable Area	2,744,280 sq. ft.
Density	1 unit per 6,000 sq. ft.
Estimated Units	457
OFM Household Size	2.54 persons
Population Capacity	1,160 residents

Growth Area 2: Southeast Bible Camp UGA Expansion Area

Item	Value
Gross Area	115 acres
Less Infrastructure/Wetlands (50%)	57.5 acres
Net Developable Area	2,504,700 sq. ft.
Estimated Units	414
Population Capacity	1,059 residents

Growth Area 3: Brooks Road Northeast Development Area

Item	Value
Gross Area	115 acres
Less Infrastructure/Wetlands (50%)	57.5 acres
Net Developable Area	2,504,700 sq. ft.
Estimated Units	414
Population Capacity	1,059 residents

Total Growth Potential

Growth Area	Estimated Population
Area 1	1,160
Area 2	1,059
Area 3	1,059
Total	3,278

The City recognizes that additional growth will also occur through infill development and redevelopment of existing properties. These projects will contribute to future demand for park facilities and support the application of the fee citywide.

Level of Service Standard

The City's park level of service objective is that every residence should be located within a one-quarter-mile walking distance of a public park, measured along streets, sidewalks, trails, or other publicly accessible pedestrian routes.

To maintain this level of service as the community grows, the City assumes:

- One neighborhood park per approximately 1,000 residents.
- Neighborhood parks of approximately 10,000 square feet.
- Basic amenities sufficient to serve neighborhood recreation needs.

Because each of the three major growth areas is expected to accommodate approximately 1,000 new residents, each area will likely require the development of at least one neighborhood park.

Park Land Acquisition Costs

Recent vacant land sales within Medical Lake were reviewed to estimate future park acquisition costs. To reduce the influence of outlier transactions, the highest and lowest cost-per-square-foot sales were removed and the remaining sales were averaged.

Adjusted Average Land Value

Metric	Value
Average Lot Size	10,000 sq. ft.
Average Sale Price	\$76,214
Average Cost per Square Foot	\$7.62

For planning purposes, the estimated acquisition cost for a 10,000-square-foot neighborhood park site is: **Land Acquisition Cost = \$76,200**

Park Development Costs

To maintain a consistent level of service, each neighborhood park is assumed to include:

- Playground equipment
- Landscaping and trees
- Safety surfacing
- Lighting
- Shelter structure
- Utility connections
- Benches and tables
- Site preparation
- Pathways
- Design and permitting

Estimated Development Cost

Improvement	Cost
Design & Permitting	\$20,000
Site Work	\$75,000
Utilities	\$60,000
Playground Equipment	\$75,000
Safety Surfacing	\$20,000
Shelter Structure	\$50,000
Pathways	\$25,000
Benches & Tables	\$12,000
Landscaping	\$75,000
Lighting	\$50,000
Contingency	\$100,000
Total Development Cost	\$562,000

Cost Allocation Calculation

The total cost to provide one neighborhood park serving approximately 1,000 new residents is:

Component	Amount
Land Acquisition	\$76,200
Park Improvements	\$562,000
Total Cost	\$638,200

Cost Per Resident: $\$638,200 \div 1,000 = \638.20

Therefore, the estimated park system cost attributable to each new resident is: **\$638.20 per person**

Fee Structure

Many jurisdictions assess park impact fees based on dwelling type, square footage, or bedroom count. Because Medical Lake's recently adopted zoning regulations allow a broad range of residential housing types, and because local occupancy data for those housing types are not currently available, a bedroom-based methodology was selected.

The methodology assumes:

- One bedroom equals one resident.
- Costs increase proportionally with expected occupancy.
- Larger homes contribute proportionately more due to expected population impacts.
- Group living facilities are charged based on actual bedroom count.

Proposed Park Impact Fee Schedule

Residential Unit	Residents Assumed	Proposed Fee
Studio / 1 Bedroom	1	\$638
2 Bedroom	2	\$1,276
3 Bedroom	3	\$1,915
4+ Bedroom	4	\$2,553
Group Living	Per Bedroom	\$638 per bedroom

Findings

The proposed methodology demonstrates:

1. A direct nexus between projected growth and future park demand.
2. Consistency with the City's adopted level of service standards.
3. Reliance on local growth projections and local market data.
4. A rational and proportionate allocation of costs to new development.
5. Flexibility to accommodate future updates in growth assumptions, land values, and construction costs.

Recommendation

Staff recommends that the City Council:

1. Accept the Park Impact Fee methodology outlined in this report.
2. Incorporate eligible park acquisition and construction projects into the City's Capital Improvement Plan.
3. Adopt the proposed Park Impact Fee schedule.
4. Direct staff to review population projections, land values, construction costs, and fee calculations annually as part of the budget process.

Conclusion

The proposed Park Impact Fee methodology provides a legally defensible, data-driven, and equitable approach to funding park facilities needed to serve future residents of Medical Lake. By basing the fee on growth projections, local land and construction costs, and a measurable level of service standard, the City can ensure that new development contributes its fair share toward maintaining access to neighborhood parks while protecting existing taxpayers from bearing the cost of growth.

CITY OF MEDICAL LAKE
City Council Regular Meeting and Public Hearing

6:30 PM
August 4, 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
Don Kennedy
Heath Wilbur
Ted Olson
Tony Harbolt

Administration & Staff

Scott Duncan, Public Works Director
Elisa Rodriguez, Senior Planner
Koss Ronholt, Finance Director
Roxanne Wright, Administrative Clerk

REGULAR SESSION AND PUBLIC HEARING – 6:30 PM

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

- A. Mayor Cooper was out ill, Mayor Pro Tem Kennedy called the meeting to order at 6:30pm, led the Pledge of Allegiance, and conducted roll call. All council members were present in person. City Administrator Weathers was out on Air National Guard duty; Public Works Director Scott Duncan was present as interim City Administrator.

2. AGENDA APPROVAL

- A. Due to Mr. Weathers' absence, the Capital Improvement Plan report will be moved to the next meeting. Motion to approve made by Mayor Pro Tem Kennedy, seconded by Councilmember Speirs, carried 7-0.
- i. Motion to approve agenda as amended made by Councilmember Speirs, seconded by Councilmember Olson, carried 7-0.

3. INTERESTED CITIZENS: AUDIENCE REQUESTS AND COMMENTS – None.

4. ANNOUNCEMENTS / PROCLAMATIONS / SPECIAL PRESENTATIONS – None.

5. REPORTS

- A. Committee Reports/Council Comments
- i. Councilmember Pritchard – shared information on the PFAS study, specifically relating to the No Name Ditch filtration request (see attached). This is the main source of PFAS in the West Plains. Geo Walk on August 11th.
- ii. Councilmember Ray-Abbott – none
- iii. Councilmember Speirs – reminder to turn in ballots by 8pm tonight.
- iv. Councilmember Wilbur – none
- v. Councilmember Kennedy – Finance Committee met and reviewed claims and warrants. All in order.
- vi. Councilmember Olson – none

vii. Councilmember Harbolt - none

B. City Administrator & City Staff

i. Koss Ronholt, Finance Director

1. Q2 Budget Report – reviewed report and fielded questions.
2. Grant Application Report – July 2026 – reviewed report.

6. WORKSHOP DISCUSSION

A. Periodic Update: MLMC Amendments concerning Subdivision language

- i. Elisa Rodriguez, Senior Planner – reviewed process and proposed language. Planning Commission recommends approval. Asked to change maintenance bond to 150% - only change requested.

ACTION ITEMS

B. Consent Agenda

i. Approve **July 21, 2026**, minutes.

1. Motion to approve made by Councilmember Olson, seconded by Councilmember Ray-Abbott, carried 7-0.

ii. Approve **August 4, 2026**, Claim Warrants numbered **53947** through **53984** in the amount of **\$105,210.88**.

1. Motion to approve made by Councilmember Speirs, seconded by Councilmember Ray-Abbott, carried 7-0.

7. PUBLIC HEARING

A. Periodic Update: Adopting the Comprehensive Plan

- i. Mayor Pro Tem Kennedy opened the hearing at 7:01pm.
- ii. Ms. Rodriguez reviewed the briefing sheet. The Planning Commission hearing was continued, asking to continue City Council hearing to 9/1 to receive full comments from agencies, specifically the Department of Commerce.
- iii. Call for public comment. None.
- iv. Motion to continue to 9/1 meeting made by Councilmember Harbolt, seconded by Councilmember Speirs, carried 7-0.

8. EXECUTIVE SESSION – None.

9. RESOLUTIONS

A. 26-829 Treeline Contracting Service Agreement Amendment

- i. Mr. Ronholt reviewed briefing sheet. Work estimated to be completed this Friday. Delayed due to smoke. Approval will require budget amendment, plenty of funds in capital improvement. Discussion. Motion to approve made by Councilmember Wilbur, seconded by Councilmember Speirs, carried 7-0.

B. 26-830 DOE Groundwater Grant Amendment No. 4

- i. Mr. Ronholt reviewed need for the amendment; requested by Department of Ecology. Motion to approve made by Councilmember Speirs, seconded by Councilmember Ray-Abbot, carried 6-0-1 with Councilmember Pritchard abstaining due to his involvement in the study.

10. ORDINANCES – None.

11. EMERGENCY ORDINANCES – None.

12. UPCOMING AGENDA ITEMS

13. INTERESTED CITIZENS – None. Councilmember Pritchard asked to review the PFAS slide show. See attached. Reviewed and discussed. Councilmember Speirs reminded public about the Long-Term Recovery group for fire victims.

14. CONCLUSION

- A. Motion to conclude at 7:15pm made by Councilmember Pritchard, seconded by Councilmember Speirs, carried 7-0.

Terri Cooper, Mayor

Koss Ronholt, Finance Director/City Clerk

Date

NO NAME DITCH

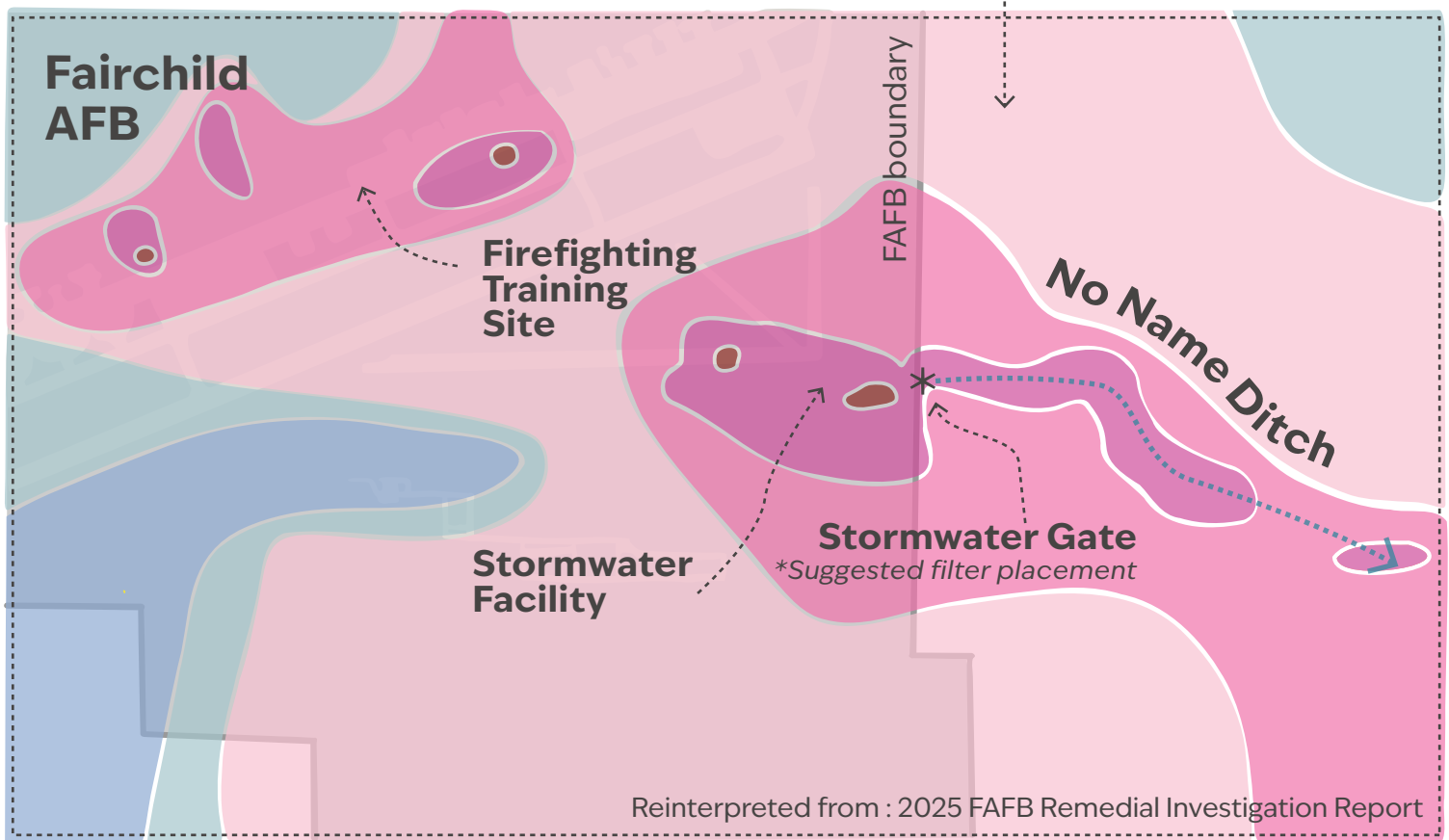
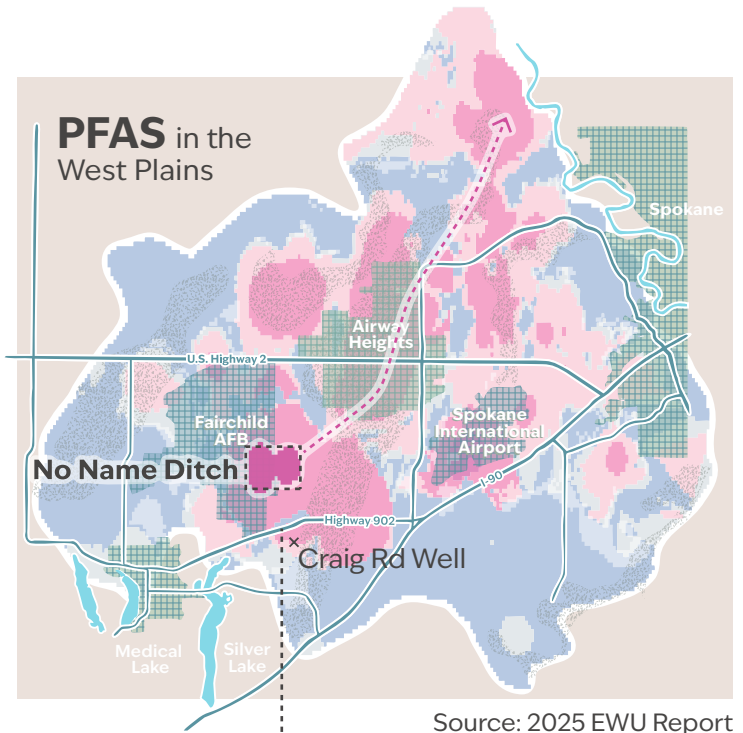
Filtration Request at Fairchild Air Force Base

Stormwater leaving the northeast corner of Fairchild Air Force Base contains some of the highest PFAS levels measured anywhere on the West Plains—over 2,000 parts per trillion. No Name Ditch has been known as a point source since 2017 and studied in 2025, but polluted water still leave the base and affects thousands of private wells.

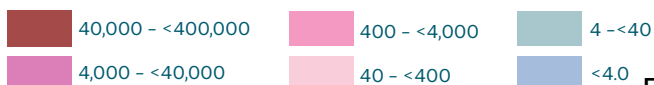
PFAS from No Name Ditch is also moving in unexpected directions. Irrigation water and leaking pipes are adding extra water to the ground, changing how groundwater flows and pushing contamination into new areas. This contaminated groundwater is now reaching the City of Medical Lake's Craig Road Well, contributing to elevated PFAS levels in the public water supply.

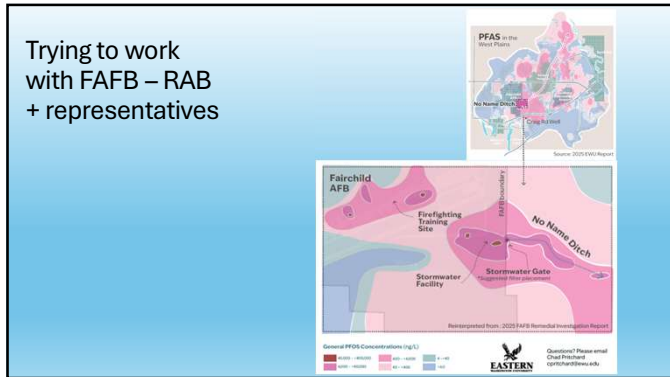
Under federal Superfund law (CERCLA), action is required when a source is actively releasing toxic chemicals. This includes taking "Interim Actions" to reduce immediate risks.

While Fairchild Air Force Base plans to continue system-wide sampling, No Name Ditch remains a key source that can be treated directly. Addressing this location would help prevent further spread of contamination and protect nearby communities. Removal of contaminated soils is key. As well as filtration, a sock style or granular activated carbon filter along the stream bed. Installation will likely cost between 2 to 10 million dollars.

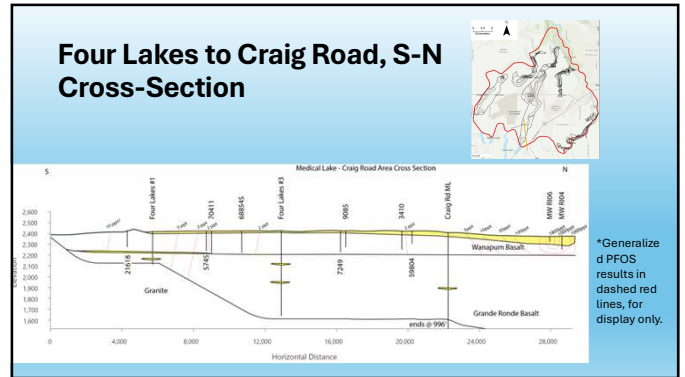


General PFOS Concentrations (ng/L)

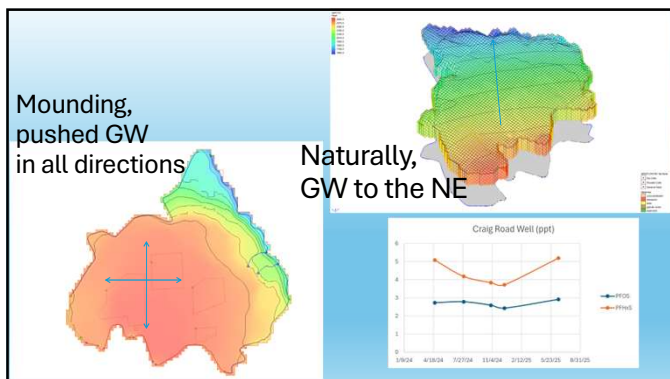




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2



3

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, 53993 through 54044 in the amount of \$304,585.70.

Check(s): 53993 - 54044	\$ 288,691.73
<u>EFT(s)</u>	<u>\$ 15,893.97</u>
Total:	\$ 304,585.70



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, 53993 through 54044 in the amount of \$304,585.70 this 18th day of August 2026.

Terri Cooper, Mayor

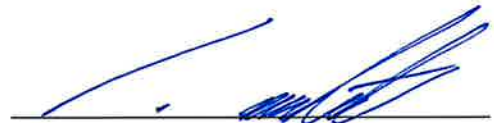
Date

CITY OF MEDICAL LAKE

PAYROLL 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 Payroll Claim Warrants numbered 53985 through 53992, and Payroll Payable Warrants numbered 30384 through 30395 in the amount of \$198,414.79.



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 Payroll Claim Warrants numbered 53985 through 53992 and the Payroll Payable Warrants numbered 30384 through 30395 in the amount of \$198,414.79 this **18th** day of **August 2026**.

Terri Cooper, Mayor

Date



To: City Council
From: Elisa Rodriguez, Senior Planner
TOPIC: Public Hearing for Ordinance 1151 - Subdivisions

Requested Action:

Conduct a public hearing and consider the first read for Ordinance 1151, amendments regarding subdivisions to the Medical Lake Municipal Code (MLMC).

Key Points:

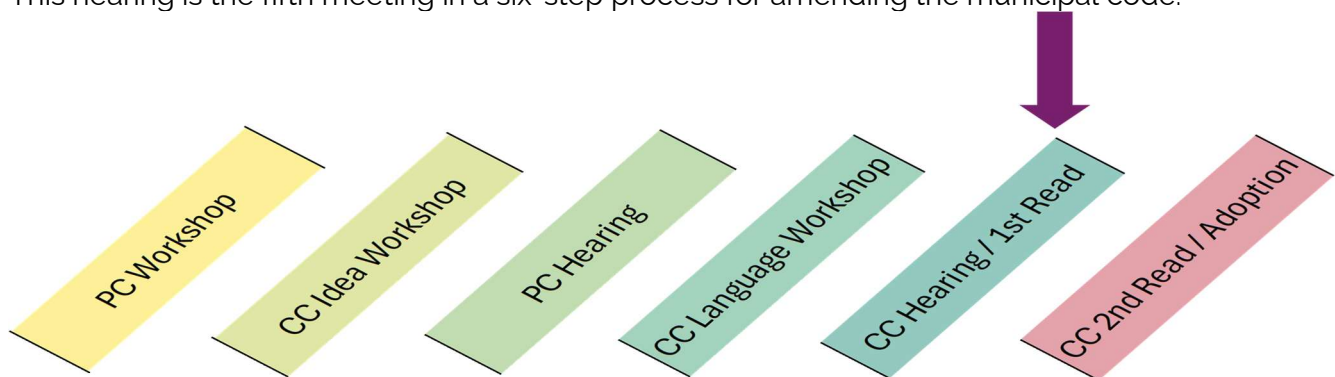
It is proposed to:

1. Delete MLMC Chapter 15.04 – General Provisions
2. Delete MLMC Chapter 15.28 – Subdivision Variance.
3. Delete MLMC Chapter 17.34 – Residence Division.
4. Replace MLMC Chapter 15.08 – Definitions, with new definitions in Chapter 19.160 – Definitions.
5. Replace MLMC Chapter 15.12 – Preliminary Plat, and Chapter 15.26 – Short Plats, with Chapter 19.350 – Subdivisions.
6. Replace MLMC Chapter 15.16 – Surety Methods, and Chapter 15.18 – Requirements for Improvements, with Chapter 19.380 – Infrastructure Improvements, and Chapter 19.370 – Development Standards.
7. Replace MLMC Chapter 15.22 – Final Plat, with Chapter 19.390 – Final Plats.
8. Replace MLMC Chapter 15.27 – Binding Site Plan, with Chapter 19.360 – Binding Site Plans.
9. Replace MLMC Chapter 11.20 – Street and Sidewalk Classification and Specifications, with Chapter 11.40 – Street Development Standards.
10. Add Chapter 19.330 – Lot Line Adjustments.

The draft ordinance has been reviewed by our legal advisors and the Planning Commission is recommending approval.

Background Discussion:

This hearing is the fifth meeting in a six-step process for amending the municipal code.



Public Involvement:

A public hearing was held with the Planning Commission on June 25, 2026. In addition, language is provided on the City website for review and comment by the public.

Next Steps:

A second read for Ordinance 1151 is scheduled for the September 1, 2026 City Council Meeting.



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 Subdivisions

Date of Staff Report: August 13, 2026

Date of City Council Workshop: August 4, 2026

Date of City Council Hearing: August 18, 2026

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

SEPA: Determination of Non-Significance was made on June 3, 2026

60-Day Intent to Adopt: Submitted to the Department of Commerce on July 7, 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. Delete MLMC Chapter 15.04 – General Provisions
2. Replace MLMC Chapter 15.08 – Definitions, with new definitions in Chapter 19.160 – Definitions.
3. Replace MLMC Chapter 15.12 – Preliminary Plat, and Chapter 15.26 – Short Plats, with Chapter 19.350 – Subdivisions.
4. Replace MLMC Chapter 15.16 – Surety Methods, and Chapter 15.18 – Requirements for Improvements, with Chapter 19.380 – Infrastructure Improvements, and Chapter 19.370 – Development Standards.
5. Replace MLMC Chapter 15.22 – Final Plat, with Chapter 19.390 – Final Plats.
6. Replace MLMC Chapter 15.27 – Binding Site Plan, with Chapter 19.360 – Binding Site Plans.
7. Delete MLMC Chapter 15.28 – Subdivision Variance.
8. Delete MLMC Chapter 15.34 – Residence Division.
9. Add Chapter 19.330 – Lot Line Adjustments.
10. Replace MLMC Chapter 11.20 – Street Classifications, with Chapter 11.40 – Street Improvement Standards

Date of Planning Commission Hearing: June 25, 2026

Planning Commission Recommendation: The proposed amendments to the Medical Lake Municipal Code are intended to clarify and streamline the language associated with land division processes and standards. 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 June 18, 2026 (includes proposed language for Title 19).



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 Subdivisions

Date of Staff Report: June 18, 2026

Date of Hearing: June 25, 2026

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

SEPA: Determination of Non-Significance was made on June 3, 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:

1. Delete MLMC Chapter 15.04 – General Provisions
2. Replace MLMC Chapter 15.08 – Definitions, with new definitions in Chapter 19.160 – Definitions.
3. Replace MLMC Chapter 15.12 – Preliminary Plat, and Chapter 15.26 – Short Plats, with Chapter 19.350 – Subdivisions.
4. Replace MLMC Chapter 15.16 – Surety Methods, and Chapter 15.18 – Requirements for Improvements, with Chapter 19.380 – Infrastructure Improvements, and Chapter 19.370 – Development Standards.
5. Replace MLMC Chapter 15.22 – Final Plat, with Chapter 19.390 – Final Plats.
6. Replace MLMC Chapter 15.27 – Binding Site Plan, with Chapter 19.360 – Binding Site Plans.
7. Delete MLMC Chapter 15.28 – Subdivision Variance.
8. Delete MLMC Chapter 17.34 – Residence Division.
9. Add Chapter 19.330 – Lot Line Adjustments.

Summary: The proposed draft amendments establish a comprehensive and structured framework for regulating land divisions, including lot line adjustments, subdivisions, short subdivisions, and binding site plans. The code outlines purposes, applicability, application submittal requirements, and review processes for each type of land division. It sets approval criteria and standards requiring compliance with zoning, density, and development regulations, as well as alignment with the Comprehensive Plan and

State law. The amendments also establish development standards governing block layout, street design and connectivity, pedestrian and bicycle access, utilities, easements, tracts, and phasing. Additionally, the code requires that necessary infrastructure be constructed or financially guaranteed to ensure quality and completion. Environmental protections are incorporated through critical areas regulations and stormwater management standards. Lastly, the language includes final plat approval and recording requirements.

PROCEDURAL HISTORY

SEPA DNS Issued – June 3, 2026

Notice of a Public Hearing Published in Cheney Free Press – May 28, 2026

Public Comment Period Closed – June 18, 2026

PROPOSED LANGUAGE

19.300s – Land Divisions

19.330 – Lot Line Adjustments

19.330.010 Purpose. The purpose of this chapter is to provide rules and criteria for approval of lot line adjustments between two or more legal lots to ensure that the reconfigured lots meet applicable dimensional standards.

19.330.020 Applicability. A Lot Line Adjustment is required to relocate a common property line between two or more properties.

19.330.030 Application. The following must be submitted to the City for an application to be deemed complete:

- A. An appropriate City application form;
- B. A survey prepared by a surveyor in accordance with the provisions of the Survey Recording Act (Chapter 58.09 RCW), clearly showing the dimensions of the existing properties, location of any improvements (structures, septic system, etc.), location of any easements, and the dimensions of the proposed lot line(s);
- C. Legal descriptions of before and after the lot line adjustment;
- D. Copy of all property owners' deeds, verifying current ownership; and
- E. The application fee.

19.330.040 Process. Lot Line Adjustments are processed through a Type I Review. The Type I Review process is found in MLMC Section 19.270.020, Type I Reviews.

19.330.050 Approval Standards. A lot line may be adjusted if no new lot is being created and all standards of MLMC Title 19 – Land Use and Development, are being met. This includes, but is not limited to MLMC Chapter 19.540 – Density and Lot Sizes, and MLMC Chapter 19.550 – Development Standards.

19.350 – Subdivisions

19.350.010 Purpose. The purpose of this chapter is to implement the Medical Lake Comprehensive Plan, ensure orderly land division and development, protect public health, safety, and welfare, ensure adequate public facilities are concurrent with development, stipulate standards, and provide a clear and efficient process.

19.350.020 Applicability. All divisions of land shall be subject to the requirements of this Chapter, except for land divided by an approved Binding Site Plan and other inapplicable situations pursuant to RCW 58.17.040. Lot Segregations, Lot Merges, and Lot Line Adjustments are not considered land divisions.

19.350.030 Overview. The land division process requires the following:

- A. Preliminary Plat Approval per MLMC Chapter 19.350 – Subdivisions.
- B. Construction of or financial security guaranteeing infrastructure improvements per MLMC Chapter 19.380 – Infrastructure Improvements.
- C. Final Plat Approval per MLMC Chapter 19.390 – Final Plats.
- D. Recording of the Final Plat.

19.350.040 Preliminary Plat Review Applications. 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 proposal;
- C. A preliminary plat prepared by a surveyor in accordance with the provisions of the Survey Recording Act (RCW 58.09) depicting, at a minimum, lot lines, easements, rights-of-way, and topographic features;
- D. A traffic generation letter (for 5 or more lots);
- E. Any studies, reports, or documentation to support the request;
- F. A written response to the approval criteria of MLMC Section 19.350.060 Preliminary Plat Review Approval Criteria.
- G. A SEPA checklist unless the proposal is exempt from SEPA;
- H. Copy of all property owners' deeds, verifying current ownership; and
- I. The application fee.

19.350.050 Preliminary Plat Review Process. The type of review process is dependent on the number of lots being proposed.

- A. Short Subdivisions (4 lots or less) are processed through a Type II Review. The Type II Review process is found in MLMC Section 19.270.030, Type II Reviews.
- B. Subdivisions (5 or more lots) are processed through a Type III Review. The Type III Review process is found in MLMC Section 19.270.040, Type III Reviews.

19.350.060 Preliminary Plat Review Approval Criteria. To grant approval of a preliminary short subdivision or subdivision, the applicant must demonstrate compliance with all of the following criteria:

- A. *Public facilities provision.* Appropriate provisions have been made for transportation, water, storm drainage, erosion control and sanitary sewage disposal methods that are consistent with the City's current ordinances, standards and plans;
- B. *Proposed improvements.* Appropriate provisions have been made for proposed streets, alleys, paths, utilities and other improvements that are consistent with the City's current ordinances, standards and plans, including the Medical Lake Comprehensive Plan, and Washington State Department of Transportation standards and plans, where applicable;
- C. *Open space and dedications.* Appropriate provisions have been made for open space, parks, schools, dedications, easements and reservations in conformance with the Comprehensive Plan;
- D. *Physical characteristics.* The design of the proposed short subdivision or subdivision site has taken into consideration the physical features of the site, including but not limited to: topography, soil conditions, susceptibility to flooding, inundation or swamp conditions, steep slopes or unique natural features such as wildlife habitat or wetlands;
- E. *Compliance with all requirements of this title.* The proposed short subdivision or subdivision complies with all applicable requirements of this title unless modified through the approval; and
- F. *Compliance with State requirements.* That the proposed short subdivision or subdivision complies with the requirements of RCW 58.17.110.

19.350.070 Preliminary Plan Review Approval Standards. To grant approval of a preliminary short subdivision or subdivision, the applicant must demonstrate compliance with all of the following standards:

- A. Lots. The regulations of MLMC Chapter 19.540 – Density and Lot Sizes must be met;
- B. Blocks. The regulations of MLMC Section 19.370.020, Block Layout, must be met;
- C. Streets. The regulations of MLMC Section 19.370.030, Streets, must be met;
- D. Street Layouts. The regulations of MLMC Section 19.370.040, Street Layouts, must be met;
- E. Easements. The regulations of MLMC Section 19.370.050, Easements, must be met;
- F. Tracts. The regulations of MLMC Section 19.370.060, Tracts, must be met;
- G. Phasing. The regulations of MLMC Section 19.370.070, Phasing, must be met;
- H. Water. The regulations of MLMC Section 19.370.080, Water Service, must be met;
- I. Stormwater. The regulations of MLMC Section 19.370.090, Stormwater Standards, must be met;
- J. Sewer. The regulations of MLMC Section 19.370.100, Sanitary Sewer, must be met;
- K. Critical Areas. The regulations of MLMC Chapter 17.10 – Critical Areas, must be met;
- L. Concurrency. The regulations of MLMC Chapter 19.180 – Concurrency Review, must be met; and
- M. Parks and Playgrounds. Based on the Comprehensive Plan and the Parks and Recreation Master Plan, the Planning Official shall see that appropriate provision is made for parks and playgrounds to serve the proposed subdivision.

19.360 – Binding Site Plans

19.360.010 Purpose. The purpose of this chapter is to implement the Medical Lake Comprehensive Plan, ensure orderly land division and development, protect public health, safety, and welfare, ensure

adequate public facilities are concurrent with development, stipulate standards, and provide a clear, simple, and efficient alternative process for certain types of development.

19.360.020 Applicability. The binding site plan shall only be applied for the purpose of dividing land for:

- A. Sale or for lease of commercial property as provided in RCW 58.17.040(4);
- B. A division for the purpose of lease as provided in applicable RCW sections when no other structure other than manufactured homes or travel trailers are permitted to be placed upon the land; provided, that the land use is in accordance with the requirements of this title; and
- C. Condominiums as provided in applicable RCW sections consistent with RCW 58.17.040(7).

19.360.030 Applications. 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 proposal;
- C. A preliminary binding site plan prepared by a surveyor in accordance with the provisions of the Survey Recording Act (RCW 58.09) depicting, at a minimum, lot lines, easements, rights-of-way, and topographic features;
- D. A traffic generation letter;
- E. Any studies, reports, or documentation to support the request;
- F. A written response to the approval standards of MLMC Section 19.360.050, Binding Site Plan Approval Standards;
- G. A SEPA checklist unless the proposal is exempt from SEPA;
- H. Copy of all property owners' deeds, verifying current ownership; and
- I. The application fee.

19.360.040 Process. Binding Site Plans are processed through a Type II Review. The Type II Review process is found in MLMC Section 19.270.030, Type II Reviews.

19.360.050 Binding Site Plan Approval Standards. To grant approval of a binding site plan, the applicant must demonstrate compliance with all of the following standards:

- A. Blocks. The regulations of MLMC Section 19.370.020, Block Layout, must be met;
- B. Streets. The regulations of MLMC Section 19.370.030, Streets, must be met;
- C. Street Layouts. The regulations of MLMC Section 19.370.040, Street Layouts, must be met;
- D. Easements. The regulations of MLMC Section 19.370.050, Easements, must be met;
- E. Tracts. The regulations of MLMC Section 19.370.060, Tracts, must be met;
- F. Phasing. The regulations of MLMC Section 19.370.070, Phasing, must be met;
- G. Water. The regulations of MLMC Section 19.370.080, Water Service, must be met;
- H. Stormwater. The regulations of MLMC Section 19.370.090, Stormwater Standards, must be met;
- I. Sewer. The regulations of MLMC Section 19.370.100, Sanitary Sewer, must be met;
- J. Critical Areas. The regulations of MLMC Chapter 17.10 – Critical Areas, must be met; and
- K. Concurrency. The regulations of MLMC Chapter 19.180 – Concurrency Review, must be met;

19.370 – Development Standards

19.370.010 Purpose. The purpose of this chapter is to establish clear and consistent development standards for land divisions.

19.370.020 Block Layout. The length, width and shape of blocks shall be designed with due regard to providing adequate building sites for the use contemplated; consideration of the needs for convenient access, circulation, control, safety of motor vehicular, bicycle and pedestrian traffic and recognition of limitations and opportunities of topography. The block pattern shall provide the following:

- A. Blocks shall have sufficient width to provide two tiers of lots.
- B. Blocks shall not exceed 1,300 feet in length between street lines, except blocks adjacent to arterial streets or unless a previous adjacent layout or topographical conditions justify variation.
- C. In blocks over 600 feet in length, a pedestrian/bicycle path is required to bisect the block.
- D. A pedestrian/bicycle path may be required to connect a dead-end street with an adjacent street.
- E. A pedestrian/bicycle path shall have a minimum width of 10 feet and be paved in a durable material.

19.370.030 Streets. Rights-of-way widths and required improvements are determined by the functional classification of the street and shall be installed according to specifications of the City, pursuant to MLMC Title 11 – Streets and Sidewalks, as administered by the Public Works Director. The functional classification of streets are specified in the Medical Lake Transportation Master Plan.

- A. Arterial streets shall have 70-foot rights-of-way with accommodation for separated bicycle and pedestrian travel.
- B. Collector streets shall have 60-foot rights-of-way with accommodation for separated bicycle and pedestrian travel.
- C. Local streets shall have 50-foot rights-of-way with accommodations for separated pedestrian travel.
- D. Alleys shall have 16-foot rights-of-way.

19.370.040 Street layouts. Street layouts shall be designed to efficiently integrate into the existing street system and shall provide for the following:

- A. Streets shall continue the established grid system.
- B. Streets shall continue to the edge of development where appropriate.
- C. Streets shall intersect at right angles where possible.
- D. Street intersections shall not be offset more than twenty-five (25) feet.
- E. Dead-end streets are not permitted unless deemed necessary by the Public Works Director.
- F. Streets shall be full-width unless a partial-width street is being proposed on the periphery of the proposed development or to accommodate a natural feature such as a wetland. Any proposed partial-width streets must be approved by the Public Works Director.
- G. When required, elevation benchmarks shall be established within the land division with elevations to U.S. Geological Survey datum.

19.370.050 Easements. Easements for sewers, drainage, water lines, electric lines or other public use utilities shall be provided. The size and location of the easement shall be reviewed and approved by the appropriate utility provider.

19.370.060 Tracts. Parcels reserved for special purposes such as open space, stormwater facilities, wetland preservation, landscaping, and recreation, shall be designated as a tract. Tracts shall carry the stipulation that they cannot be further divided.

19.370.070 Phasing. A land division may be developed in phases. Any phasing proposal shall be submitted with application materials for the preliminary plat and be approved as part of the preliminary plat review. Each phase shall constitute an independent project meeting all of the requirements for density, open space, public and private infrastructure, landscaping, pedestrian and vehicle circulation, etc. The sequence of phased development shall be identified by map and narrative.

19.370.080 Water Service. Water service shall be constructed and stubbed at the property line of all buildable lots.

Water lines with valves and fire hydrants serving the development and connecting the development to the City mains shall be installed according to specifications of the City, pursuant to MLMC Title 12 - Water and Sewers, as administered by the Public Works Director.

19.370.090 Stormwater. Surface drainage systems shall be provided within the development. The design of the drainage system within the development shall be in accordance with City standards as administered by the Public Works Director. Areas that experience high water table levels may have additional requirements.

19.370.100 Sanitary Sewer. Sanitary sewer service shall be constructed and stubbed at the property line of all buildable lots.

Sanitary sewers shall be installed to serve the development and to connect the development to City mains according to specifications of the City, pursuant to MLMC Title 12 – Water and Sewers, as administered by the Public Works Director.

19.380 – Infrastructure Improvements

19.380.030 Review. Improvements shall not commence until civil engineering plans, prepared in accordance with the requirements of the City, have been approved by the City, all required permits have been obtained, a preconstruction meeting has been conducted, and the City has been notified of intention to commence.

All improvements to be dedicated to the City shall be designed by or under the supervision of a licensed civil engineer. All plans, prior to the city's acceptance of any improvements, shall be stamped and signed by a licensed civil engineer.

19.380.040 Security In Lieu of Construction. In lieu of the completion and acceptance of any required public or private improvements prior to approval of a final plat, the Public Works Director may accept an escrow or other form of security acceptable to the City, in an amount and with conditions satisfactory to him. The security to the City shall be sufficient to ensure that the actual construction and installation of

such improvements occur within a period specified in the agreement by the Public Works Director and completion of the improvements in accordance with the agreement shall be enforced by the Public Works Director by appropriate legal and equitable remedies.

Upon completion of required improvements, the applicant shall request in writing that the Public Works Director release all or a portion of the funds held in escrow. Such improvements shall be inspected and accepted as complete by the city prior to the release of any such escrow funds, or portion thereof.

In the event the developer of the land division fails to carry out provisions of the agreement and the City has unreimbursed costs or expenses resulting from such failure, the escrow or other form of security acceptable to the city shall be forfeited and the money shall be paid to the City to defray its costs. If the amount of the escrow or other form of security acceptable to the City exceeds the cost and expense incurred by the City, the City shall release the remainder. If the amount of the escrow or other form of security acceptable to the City is less than the cost and expense incurred by the City, the shall be liable to the City for the difference.

19.380.030 Construction. Improvements installed by the developer, either as a requirement of this Chapter or at their own option, shall conform to the requirements of this Chapter.

Public improvements to be constructed at the expense of the owner of the short subdivision or subdivision.

Improvements shall be constructed under the inspection and to the satisfaction of the Public Works Director or designee. The City may require changes in typical sections and details in the public interest if unusual conditions arise during construction to warrant the change.

All underground utilities, sanitary sewers and storm drains installed in the streets by the developer of the land division shall be constructed prior to the surfacing of streets. Stubs for service connections and underground utilities and sanitary sewers shall be placed to a length precluding the necessity for disturbing the street improvements when surface connections are made.

All monuments set in subdivisions shall be in conformance with City standards, as administered by the Public Works Director.

19.380.050 Inspection. After completing all improvements, the subdivider shall make written request for final inspection by the Public Works Director. After finding that all improvements have been completed in accordance with the installation standards and a guarantee has been posted, the Public Works Director shall certify this in writing.

A plan showing all improvements “as built” shall be filed with the Public Works Department.

19.380.070 Guarantee. It shall be required that a 110 percent maintenance bond or bonds be posted to guarantee all workmanship and material for a period of one year from the date of the acceptance of the improvements by the City. This is provided that in the judgment of the Public Works Director any defects are not the result of public abuse, misuse or acts of God. City inspection does not give relief from the one-year guarantee on workmanship.

19.390 – Final Plats

19.390.010 Purpose. The purpose of this Chapter is to provide process for obtaining an accurate and legally operative plat of a land division that is in substantial conformance with an approved preliminary plat, and that is suitable for recording.

19.390.020 Applicability. All land divisions must obtain final plat approval before a plat can be recorded with Spokane County.

19.390.030 Application. 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 explaining conformance with any conditions of approval set by the preliminary plat approval;
- C. A final plat prepared by a surveyor in accordance with the provisions of the Survey Recording Act (Chapter 58.09 RCW);
- D. A certification of completed improvements or a performance bond;
- E. A certification of platting from a title company;
- F. The application fee.

19.390.040 Process. Final Plats are reviewed according to the Final Plat Review process found in MLMC Section 19.270.060, Final Plat Reviews.

19.390.050 Approval Standards. Final Plats will be forwarded for signature when compliance with the following standards are demonstrated:

- A. The plat is in proper form for recording as established by the submittal requirements;
- B. The final plat map and mathematical closures are in compliance with the survey standards set forth in RCW 58.17;
- C. All required improvements have been completed or security acceptable to the city in lieu of completion guaranteeing that all required improvements will be completed;
- D. The final plat is in conformance with conditions of preliminary plat approval;
- E. The final plat complies with the requirements of this chapter and all applicable adopted states and local ordinances.

19.390.060 Recording. The final plat shall be recorded with the Spokane County auditor. It shall be the responsibility of the applicant to record the plat with the county auditor. Upon recording of the final plat, the applicant shall submit two full-size copies of the actual recorded mylar to the Planning Official.

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 proposed amendments implement the goals, policies, and objectives of the Medical Lake Comprehensive Plan by translating the Plan's vision and policy framework into clear, enforceable development regulations that guide land division and infrastructure provision. The Comprehensive Plan establishes that it is a primary decision-making tool intended to guide growth, land use, public facilities, and environmental protection through coordinated regulations and implementation measures. The amendments directly support this framework by requiring consistency with the Comprehensive Plan, ensuring that land divisions provide adequate public facilities concurrent with development, and incorporating standards for transportation connectivity, utilities, parks, and environmental protection. These provisions advance key Plan goals, including maintaining an adequate supply of buildable land, ensuring public facilities are available at the time of development, promoting walkability and connectivity, protecting critical areas, and accommodating projected population growth within designated urban areas. Furthermore, the amendments reflect the Plan's emphasis on orderly, coordinated growth, fiscal sustainability, and protection of community character by establishing clear procedures, requiring compliance with adopted level-of-service standards, and implementing development standards that reinforce the Plan's land use, transportation, public facilities, housing, and natural environment policies. Accordingly, the proposed amendments are consistent with and effectively implement the adopted Comprehensive Plan. **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 proposed amendments comply with the requirements of the Washington State Growth Management Act (GMA) by ensuring that land division and development occur in a manner consistent with adopted growth management policies, including the provision of adequate public facilities, protection of critical areas, and accommodation of future housing needs. The amendments require consistency with the Medical Lake Comprehensive Plan, which is adopted under the GMA and establishes designated growth areas and population targets. Through concurrency requirements and infrastructure standards, the regulations ensure that public facilities and services are available to support development at the time of occupancy, consistent with GMA mandates. The inclusion of critical areas regulations and site design requirements ensures the protection of environmentally sensitive lands, such as wetlands, flood-prone areas, and wildlife habitat, in accordance with GMA requirements for natural resource preservation. Additionally, the land division processes, including provisions for subdivisions, short plats, and binding site plans, facilitate a range of housing opportunities by allowing efficient and orderly creation of buildable lots that meet density and development standards identified in the Comprehensive Plan. Overall, the amendments implement and reinforce GMA goals by promoting coordinated growth within designated areas, protecting

environmental resources, and supporting the City's capacity to meet current and future housing demand. **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 proposed amendments are consistent with the City's adopted plans as they implement policies that promote coordinated, efficient, and sustainable growth. The amendments require that land divisions provide adequate infrastructure, including transportation networks, water, sewer, and stormwater systems, in accordance with adopted City standards and concurrency requirements, thereby directly supporting the planning and funding framework established in the Capital Improvement Plan and utility plans. The inclusion of street classification standards, connectivity requirements, and pedestrian and bicycle infrastructure aligns with the Transportation Plan by promoting safe, efficient, and multimodal circulation. Provisions for park and open space dedication are consistent with the Parks and Recreation Master Plan's goals for accessible recreational opportunities. Additionally, requirements related to phasing, infrastructure construction, and financial guarantees ensure that development occurs in a manner that is coordinated with the City's long-term service and capital improvement strategies. Overall, the amendments implement and reinforce the goals and policies of the City's adopted plans by ensuring that development is orderly, adequately served by public facilities, and supportive of the City's vision for managed growth and community well-being. **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 proposed amendments will not adversely affect the City's ability to provide services in a cost-effective manner because they require that all new land divisions demonstrate adequate provision of infrastructure and public services concurrent with development. Through requirements for preliminary plat approval, concurrency review, and compliance with adopted standards for transportation, water, sewer, and stormwater systems, the code ensures that necessary facilities are either constructed by the developer or financially guaranteed prior to final plat approval. The inclusion of engineering plan review, inspection requirements, and bonding provisions further ensures that infrastructure is built to City standards and will not create future maintenance or replacement burdens for the City. Additionally, orderly development patterns, including coordinated street layouts, phased development requirements, and adherence to the Comprehensive Plan, promote efficient service delivery and avoid fragmented or inefficient extensions of utilities and roadways. By placing the responsibility for infrastructure improvements and associated costs on the developer and requiring that each phase of development independently meets service standards, the

amendments protect existing City resources, prevent unfunded liabilities, and support the long-term fiscal sustainability of municipal services. **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 proposed amendments to the Medical Lake Municipal Code governing land divisions, lot line adjustments, subdivisions, binding site plans, and associated development standards are not detrimental to the community and instead provide substantial long-term public benefit. The amendments establish clear, consistent, and predictable procedures and criteria, improving administrative efficiency and ensuring equitable application of regulations. They align with applicable Washington State laws and planning best practices, thereby reducing legal risk and supporting defensible decision-making. The provisions require adequate infrastructure, including transportation, water, sewer, and stormwater systems, to be constructed or financially guaranteed, which protects public health, safety, and welfare and prevents undue financial burdens on the City and its residents. The regulations promote orderly and coordinated growth consistent with the Comprehensive Plan by requiring concurrency of public facilities, cohesive street layouts, and phased development. Additionally, the amendments incorporate environmental protections, including critical areas review and stormwater management, to safeguard natural resources and minimize hazards such as flooding. Requirements for connectivity, pedestrian and bicycle facilities, and open space further enhance community livability and mobility. Overall, the amendments balance development flexibility with appropriate safeguards, ensuring that growth is well-planned, fiscally responsible, and beneficial to both current and future residents, thereby serving the public interest. **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 proposed amendments will not result in adverse impacts to public infrastructure, wetlands, lakes, businesses, or residents because they establish comprehensive standards and review processes that require all land divisions to address infrastructure capacity, environmental constraints, and compatibility with surrounding uses prior to approval. The amendments mandate compliance with adopted development standards for transportation, water, sewer, and stormwater systems, as well as concurrency requirements, ensuring that public infrastructure is adequate and not overburdened by new development. In addition, the provisions require consideration of site-specific physical characteristics and compliance with critical areas regulations, including protections for wetlands, flood-prone areas, and environmentally sensitive lands, thereby minimizing potential impacts to natural resources such as lakes and habitat areas. Requirements for stormwater management, erosion control, and preservation tracts further mitigate environmental impacts and protect water quality. The code also ensures that development is designed to be compatible with surrounding properties through adherence to zoning, density, and development standards, thereby protecting existing businesses and residential neighborhoods from adverse effects. By requiring professional engineering review, inspection, and bonding of infrastructure improvements, the amendments ensure that development is properly constructed and maintained, preventing future deficiencies or burdens on the community. Overall, the amendments provide a structured and enforceable framework that avoids negative impacts and instead promotes safe, environmentally responsible, and compatible development. **For these reasons, the criterion is met.**

CONCLUSION

Based on the findings, the proposed amendments to the Medical Lake Municipal Code are consistent with the Comprehensive Plan, comply with the requirements of the Growth Management Act, and align with other adopted City plans. The amendments provide clear and effective standards that support orderly growth, protect public health, safety, and environmental resources, and ensure that infrastructure and public services are provided in a fiscally responsible and coordinated manner. Furthermore, the amendments will not create adverse impacts to public facilities, natural resources, businesses, or residents, and instead promote long-term community stability, livability, and sustainability. Accordingly, the proposed amendments are in the public interest and support the City's vision for managed growth and continued community well-being. 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.

**CITY OF MEDICAL LAKE
SPOKANE COUNTY, WASHINGTON
ORDINANCE NO. 1151**

**AN ORDINANCE OF THE CITY OF MEDICAL LAKE, WASHINGTON RELATING TO
AMENDMENTS TO TITLES 11, 15, AND 19 OF THE MEDICAL LAKE MUNICIPAL
CODE REGARDING LAND DIVISIONS**

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.070, the City must have a Comprehensive Plan; and

WHEREAS, pursuant to RCW 36.70A.040, the City must have development regulations that implement the Comprehensive Plan; and

WHEREAS, land division regulations implement the Comprehensive Plan; and

WHEREAS, to better serve the City and its citizens, a new chapter, Chapter 19.650 – Parking, is being added to the MLMC to replace MLMC Chapter 17.36 – Off Street Parking; and

WHEREAS, to better serve the City and its citizens, remove MLMC Chapters 15.04 – General Provisions, 15.28 – Subdivision Variance, and 15.34 – Residence Division; and

WHEREAS, to better serve the City and its citizens, replace MLMC Chapter 15.08 – Definitions, by adding definitions to Chapter 19.160 - Definitions; and

WHEREAS, to better serve the City and its citizens, replace MLMC Chapter 15.12 – Preliminary Plat, and Chapter 15.26 – Short Plats, with Chapter 19.350 - Subdivisions; and

WHEREAS, to better serve the City and its citizens, replace MLMC Chapter 15.16 – Surety Methods, and Chapter 15.18 – Requirements for Improvements, with Chapter 19.380 – Infrastructure Improvements and Chapter 19.370 – Development Standards; and

WHEREAS, to better serve the City and its citizens, replace MLMC Chapter 15.22 – Final Plat, with Chapter 19.390 – Final Plats; and

WHEREAS, to better serve the City and its citizens, replace MLMC Chapter 15.27 – Binding Site Plan, with Chapter 19.360 – Binding Site Plans; and

WHEREAS, to better serve the City and its citizens, replace MLMC Chapter 11.20 – Street and Sidewalk Classifications and Specifications, with Chapter 11.40 – Street Development Standards; and

WHEREAS, to better serve the City and its citizens, add Chapter 19.330 – Lot Line Adjustments to the municipal code; and

WHEREAS, a State Environmental Protection Act (SEPA) checklist and a determination of non-significance were distributed on June 3, 2026, 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 June 25, 2026, so as to receive public testimony; and

WHEREAS, at its June 25, 2026, meeting, the Planning Commission voted to recommend approval of the amendments; and

WHEREAS, pursuant to RCW 36.70A.106, on July 2, 2026, 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 August 18, 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 11.20 – Street and Sidewalk Classifications and Specifications, is hereby deleted from the MLMC.

Section 2. Amendment. Chapter 11.40 – Street Development Standards, is hereby added to the MLMC.

11.40.010 Purpose.

The purpose of this chapter is to establish uniform requirements for the design, construction, reconstruction, extension, and improvement of public streets and associated transportation facilities within the City of Medical Lake. These standards are intended to promote public health, safety, welfare, mobility, accessibility, and efficient maintenance of public infrastructure.

11.40.020 Applicability.

This chapter applies to all development activities requiring the construction, reconstruction, extension, dedication, or improvement of streets, rights-of-way, sidewalks, curb and gutter, stormwater facilities associated with streets, and related transportation infrastructure within the City.

11.40.030 Adoption of Standards.

A. In addition to all applicable federal and state laws, regulations, and standards, the Spokane County Standards for Road and Sewer Construction, as presently adopted and as subsequently amended, are hereby adopted by reference as the City of Medical Lake Street Development Standards.

B. The Spokane County Standards for Road and Sewer Construction shall govern the design, materials, workmanship, testing, inspection, and construction of street and related public infrastructure improvements unless otherwise provided by the MLMC or required by the Public Works Director or City Engineer.

C. Where a provision of the MLMC, a condition of approval, or a project-specific requirement established by the City is more restrictive than the Spokane County Standards for Road and Sewer Construction, the more restrictive provision shall control.

D. Copies of the adopted standards shall be maintained by the City and made available for public review.

11.40.040 Design and Construction Requirements.

A. All street improvements shall be designed and constructed in accordance with:

1. The Medical Lake Municipal Code;
2. Applicable federal laws and regulations;
3. Applicable laws and regulations of the State of Washington;
4. The Spokane County Standards for Road and Sewer Construction; and
5. Other engineering standards, manuals, specifications, and policies adopted by the City.

B. Street improvements shall be prepared under the direction of a licensed professional engineer when required by state law or City regulation.

C. All plans, specifications, and supporting documents shall be submitted to the City for review and approval prior to construction.

11.40.050 Deviations and Modifications.

A. The Public Works Director or City Engineer may approve a deviation from the requirements of this chapter or the adopted standards when:

1. Unique site conditions exist;
2. Strict application of the standards is impractical or unnecessary;
3. The proposed alternative provides an equal or greater level of public safety, functionality, and durability; and
4. The deviation is consistent with applicable law and the public interest.

B. Any approved deviation shall be documented in writing.

11.40.060 Inspection and Acceptance.

A. All street and related infrastructure improvements shall be subject to inspection by the City.

B. Required testing, certifications, and record documents shall be provided in accordance with the adopted standards.

C. No street improvement shall be accepted by the City until all applicable requirements have been satisfied and final approval has been granted by the City.

11.40.070 Conflicts.

Where there is a conflict between the provisions of this chapter and any adopted standard, regulation, specification, or condition of approval, the Public Works Director or City Engineer shall determine the applicable requirement consistent with the MLMC and applicable law. The more restrictive requirement shall generally govern unless otherwise directed by the City.

11.40.080 Severability.

If any section, subsection, sentence, clause, or phrase of this chapter is held invalid or unconstitutional, such decision shall not affect the validity of the remaining portions of this chapter.

Section 3. Amendment. All current chapters of Title 15 – Subdivisions, are hereby removed from the MLMC.

Section 4. Amendment. The following terms are hereby alphabetically added to the MLMC Chapter 19.160 – Definitions.

Alley. A public or private right-of-way that provides secondary access to the side or rear of lots and is not intended to serve as a principal travel route.

Block. Land bounded by streets, rights-of-way, water bodies, municipal boundaries, or other physical features, and containing one or more lots or tracts.

Bond. A financial guarantee, in a form acceptable to the municipality, ensuring the completion of required improvements or the performance of obligations imposed by the MLMC.

Dedication. The conveyance or granting of land, easements, rights-of-way, or other property interests for public use or benefit, accepted by the appropriate public authority.

Developer. Any person, partnership, corporation, limited liability company, public agency, or other entity that undertakes or proposes the division, development, redevelopment, or improvement of land.

Escrow. Funds or other financial security deposited with a neutral third party and held to ensure the completion of required improvements, payment of obligations, or compliance with applicable requirements.

Improvements. Street, utility, drainage, landscaping, sidewalk, trail, lighting, or other infrastructure or site development work required by law, permit, approval, or the MLMC.

Lot. A legally created unit of land having defined boundaries that is intended for separate ownership, lease, transfer, development, or use.

Parcel. A legally described unit of land identified for taxation, ownership, or conveyance purposes. A parcel may consist of one lot or tract, multiple lots and/or tract, or a portion of a lot or tract.

Plat. A map, drawing, or record of a subdivision, short subdivision, or other division of land, prepared and recorded in accordance with applicable law, showing lot lines, rights-of-way, easements, dedications, and other information required for land development and conveyance.

Right-of-Way. Land dedicated, reserved, or otherwise legally established for transportation, utility, drainage, access, or similar public purposes.

Street. A public right-of-way intended for vehicular, bicycle, and pedestrian travel and providing access to abutting property. The term includes roads, avenues, boulevards, lanes, drives, and similar ways.

Tract. A parcel of land designated on a recorded plat, short plat, or other approved land division for conservation, open space, recreation, access, utilities, drainage, stormwater management, critical area protection, or other common purposes. A tract is not a lot and is not intended to serve as a separately developable building site unless specifically authorized by applicable law and approval conditions.

Section 5. Amendment. MLMC, Chapter 19.300, Land Divisions, is hereby added to the MLMC as follows:

19.300 – Land Divisions

19.330 – Lot Line Adjustments

19.330.010 Purpose. The purpose of this chapter is to provide rules and criteria for approval of lot line adjustments between two or more legal lots to ensure that the reconfigured lots meet applicable dimensional standards.

19.330.020 Applicability. A Lot Line Adjustment is required to relocate a common property line between two or more properties.

19.330.030 Application. The following must be submitted to the City for an application to be deemed complete:

- A. An appropriate City application form;
- B. A survey prepared by a surveyor in accordance with the provisions of the Survey Recording Act (Chapter 58.09 RCW), clearly showing the dimensions of the existing properties, location of any improvements (structures, septic system, etc.), location of any easements, and the dimensions of the proposed lot line(s);
- C. Legal descriptions of before and after the lot line adjustment;
- D. Copy of all property owners' deeds, verifying current ownership; and
- E. The application fee.

19.330.040 Process. Lot Line Adjustments are processed through a Type I Review. The Type I Review process is found in MLMC Section 19.270.020, Type I Reviews.

19.330.050 Approval Standards. A lot line may be adjusted if no new lot is being created and all standards of MLMC Title 19 – Land Use and Development, are being met. This includes, but is not limited to MLMC Chapter 19.540 – Density and Lot Sizes, and MLMC Chapter 19.550 – Development Standards.

19.350 – Subdivisions

19.350.010 Purpose. The purpose of this chapter is to implement the Medical Lake Comprehensive Plan, ensure orderly land division and development, protect public health, safety, and welfare, ensure adequate public facilities are concurrent with development, stipulate standards, and provide a clear and efficient process.

19.350.020 Applicability. All divisions of land shall be subject to the requirements of this Chapter, except for land divided by an approved Binding Site Plan and other inapplicable situations pursuant to RCW 58.17.040. Lot Segregations, Lot Merges, and Lot Line Adjustments are not considered land divisions.

19.350.030 Overview. The land division process requires the following:

- A. Preliminary Plat Approval per MLMC Chapter 19.350 – Subdivisions.
- B. Construction of or financial security guaranteeing infrastructure improvements per MLMC Chapter 19.380 – Infrastructure Improvements.
- C. Final Plat Approval per MLMC Chapter 19.390 – Final Plats.
- D. Recording of the Final Plat.

19.350.040 Preliminary Plat Review Applications. 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 proposal;
- C. A preliminary plat prepared by a surveyor in accordance with the provisions of the Survey Recording Act (Chapter 58.09 RCW) depicting, at a minimum, lot lines, easements, rights-of-way, and topographic features;
- D. A traffic generation letter (for 5 or more lots);
- E. Any studies, reports, or documentation to support the request;
- F. A written response to the approval criteria of MLMC Section 19.350.060 Preliminary Plat Review Approval Criteria.
- G. A SEPA checklist unless the proposal is exempt from SEPA;
- H. Copy of all property owners' deeds, verifying current ownership; and
- I. The application fee.

19.350.050 Preliminary Plat Review Process. The type of review process is dependent on the number of lots being proposed.

- A. Short Subdivisions (4 lots or less) are processed through a Type II Review. The Type II Review process is found in MLMC Section 19.270.030, Type II Reviews.

- B. Subdivisions (5 or more lots) are processed through a Type III Review. The Type III Review process is found in MLMC Section 19.270.040, Type III Reviews.

19.350.060 Preliminary Plat Review Approval Criteria. To grant approval of a preliminary short subdivision or subdivision, the applicant must demonstrate compliance with all of the following criteria:

- A. *Public facilities provision.* Appropriate provisions have been made for transportation, water, storm drainage, erosion control and sanitary sewage disposal methods that are consistent with the City's current ordinances, standards and plans;
- B. *Proposed improvements.* Appropriate provisions have been made for proposed streets, alleys, paths, utilities and other improvements that are consistent with the City's current ordinances, standards and plans, including the Medical Lake Comprehensive Plan, and Washington State Department of Transportation standards and plans, where applicable;
- C. *Open space and dedications.* Appropriate provisions have been made for open space, parks, schools, dedications, easements and reservations in conformance with the Comprehensive Plan;
- D. *Physical characteristics.* The design of the proposed short subdivision or subdivision site has taken into consideration the physical features of the site, including but not limited, to: topography, soil conditions, susceptibility to flooding, inundation or swamp conditions, steep slopes or unique natural features such as wildlife habitat or wetlands;
- E. *Compliance with all requirements of this title.* The proposed short subdivision or subdivision complies with all applicable requirements of this title unless modified through the approval; and
- F. *Compliance with State requirements.* That the proposed short subdivision or subdivision complies with the requirements of RCW 58.17.110.

19.350.070 Preliminary Plan Review Approval Standards. To grant approval of a preliminary short subdivision or subdivision, the applicant must demonstrate compliance with all of the following standards:

- A. Lots. The regulations of MLMC Chapter 19.540 – Density and Lot Sizes must be met;
- B. Blocks. The regulations of MLMC Section 19.370.020, Block Layout, must be met;
- C. Streets. The regulations of MLMC Section 19.370.030, Streets, must be met;
- D. Street Layouts. The regulations of MLMC Section 19.370.040, Street Layouts, must be met;
- E. Easements. The regulations of MLMC Section 19.370.050, Easements, must be met;
- F. Tracts. The regulations of MLMC Section 19.370.060, Tracts, must be met;
- G. Phasing. The regulations of MLMC Section 19.370.070, Phasing, must be met;
- H. Water. The regulations of MLMC Section 19.370.080, Water Service, must be met;
- I. Stormwater. The regulations of MLMC Section 19.370.090, Stormwater Standards, must be met;
- J. Sewer. The regulations of MLMC Section 19.370.100, Sanitary Sewer, must be met;

- K. Critical Areas. The regulations of MLMC Chapter 17.10 – Critical Areas, must be met;
- L. Concurrency. The regulations of MLMC Chapter 19.180 – Concurrency Review, must be met; and
- M. Parks and Playgrounds. Based on the Comprehensive Plan and the Parks and Recreation Master Plan, the Planning Official shall see that appropriate provision is made for parks and playgrounds to serve the proposed subdivision.

19.360 – Binding Site Plans

19.360.010 Purpose. The purpose of this chapter is to implement the Medical Lake Comprehensive Plan, ensure orderly land division and development, protect public health, safety, and welfare, ensure adequate public facilities are concurrent with development, stipulate standards, and provide a clear, simple, and efficient alternative process for certain types of development.

19.360.020 Applicability. The binding site plan shall only be applied for the purpose of dividing land for:

- A. A. Sale or for lease of commercial property as provided in RCW 58.17.040(4);
- B. B. A division for the purpose of lease as provided in applicable RCW sections when no other structure other than manufactured homes or travel trailers are permitted to be placed upon the land; provided, that the land use is in accordance with the requirements of this title; and
- C. C. Condominiums as provided in applicable RCW sections consistent with RCW 58.17.040(7).

19.360.030 Applications. 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 proposal;
- C. A preliminary binding site plan prepared by a surveyor in accordance with the provisions of the Survey Recording Act (Chapter 58.09 RCW) depicting, at a minimum, lot lines, easements, rights-of-way, and topographic features;
- D. A traffic generation letter;
- E. Any studies, reports, or documentation to support the request;
- F. A written response to the approval standards of MLMC Section 19.360.050, Binding Site Plan Approval Standards;
- G. A SEPA checklist unless the proposal is exempt from SEPA;
- H. Copy of all property owners' deeds, verifying current ownership; and
- I. The application fee.

19.360.040 Process. Binding Site Plans are processed through a Type II Review. The Type II Review process is found in MLMC Section 19.270.030, Type II Reviews.

19.360.050 Binding Site Plan Approval Standards. To grant approval of a binding site plan, the applicant must demonstrate compliance with all of the following standards:

- A. Blocks. The regulations of MLMC Section 19.370.020, Block Layout, must be met;
- B. Streets. The regulations of MLMC Section 19.370.030, Streets, must be met;
- C. Street Layouts. The regulations of MLMC Section 19.370.040, Street Layouts, must be met;
- D. Easements. The regulations of MLMC Section 19.370.050, Easements, must be met;
- E. Tracts. The regulations of MLMC Section 19.370.060, Tracts, must be met;
- F. Phasing. The regulations of MLMC Section 19.370.070, Phasing, must be met;
- G. Water. The regulations of MLMC Section 19.370.080, Water Service, must be met;
- H. Stormwater. The regulations of MLMC Section 19.370.090, Stormwater Standards, must be met;
- I. Sewer. The regulations of MLMC Section 19.370.100, Sanitary Sewer, must be met;
- J. Critical Areas. The regulations of MLMC Chapter 17.10 – Critical Areas, must be met; and
- K. Concurrency. The regulations of MLMC Chapter 19.180 – Concurrency Review, must be met;

19.370 – Development Standards

19.370.010 Purpose. The purpose of this chapter is to establish clear and consistent development standards for land divisions.

19.370.020 Block Layout. The length, width and shape of blocks shall be designed with due regard to providing adequate building sites for the use contemplated; consideration of the needs for convenient access, circulation, control, safety of motor vehicular, bicycle and pedestrian traffic and recognition of limitations and opportunities of topography. The block pattern shall provide the following:

- A. Blocks shall have sufficient width to provide two tiers of lots.
- B. Blocks shall not exceed 1,300 feet in length between street lines, except blocks adjacent to arterial streets or unless a previous adjacent layout or topographical conditions justify variation.
- C. In blocks over 600 feet in length, a pedestrian/bicycle path is required to bisect the block.
- D. A pedestrian/bicycle path may be required to connect a dead-end street with an adjacent street.
- E. A pedestrian/bicycle path shall have a minimum width of 10 feet and be paved in a durable material.

19.370.030 Streets. Rights-of-way widths and required improvements are determined by the functional classification of the street and shall be installed according to specifications of the City, pursuant to MLMC Title 11 – Streets and Sidewalks, as administered by the Public Works

Director. The functional classification of streets are specified in the Medical Lake Transportation Master Plan.

- A. Arterial streets shall have 70-foot rights-of-way with accommodation for separated bicycle and pedestrian travel.
- B. Collector streets shall have 60-foot rights-of-way with accommodation for separated bicycle and pedestrian travel.
- C. Local streets shall have 50-foot rights-of-way with accommodations for separated pedestrian travel.
- D. Alleys shall have 16-foot rights-of-way.

19.370.040 Street layouts. Street layouts shall be designed to efficiently integrate into the existing street system and shall provide for the following:

- A. Streets shall continue the established grid system.
- B. Streets shall continue to the edge of development where appropriate.
- C. Streets shall intersect at right angles where possible.
- D. Street intersections shall not be offset more than twenty-five (25) feet.
- E. Dead-end streets are not permitted unless deemed necessary by the Public Works Director.
- F. Streets shall be full-width unless a partial-width street is being proposed on the periphery of the proposed development or to accommodate a natural feature such as a wetland. Any proposed partial-width streets must be approved by the Public Works Director.
- G. When required, elevation benchmarks shall be established within the land division with elevations to U.S. Geological Survey datum.

19.370.050 Easements. Easements for sewers, drainage, water lines, electric lines or other public use utilities shall be provided. The size and location of the easement shall be reviewed and approved by the appropriate utility provider.

19.370.060 Tracts. Parcels reserved for special purposes such as open space, stormwater facilities, wetland preservation, landscaping, and recreation, shall be designated as a tract. Tracts shall carry the stipulation that they cannot be further divided.

19.370.070 Phasing. A land division may be developed in phases. Any phasing proposal shall be submitted with application materials for the preliminary plat and be approved as part of the preliminary plat review. Each phase shall constitute an independent project meeting all of the requirements for density, open space, public and private infrastructure, landscaping, pedestrian and vehicle circulation, etc. The sequence of phased development shall be identified by map and narrative.

19.370.080 Water Service. Water service shall be constructed and stubbed at the property line of all buildable lots.

Water lines with valves and fire hydrants serving the development and connecting the development to the City mains shall be installed according to specifications of the City, pursuant to MLMC Title 12 - Water and Sewers, as administered by the Public Works Director.

19.370.090 Stormwater. Surface drainage systems shall be provided within the development. The design of the drainage system within the development shall be in accordance with City standards as administered by the Public Works Director. Areas that experience high water table levels may have additional requirements.

19.370.100 Sanitary Sewer. Sanitary sewer service shall be constructed and stubbed at the property line of all buildable lots.

Sanitary sewers shall be installed to serve the development and to connect the development to City mains according to specifications of the City, pursuant to MLMC Title 12 – Water and Sewers, as administered by the Public Works Director.

19.380 – Infrastructure Improvements

19.380.010 Review. Improvements shall not commence until civil engineering plans, prepared in accordance with the requirements of the City, have been approved by the City, all required permits have been obtained, a preconstruction meeting has been conducted, and the City has been notified of intention to commence.

All improvements to be dedicated to the City shall be designed by or under the supervision of a licensed civil engineer. All plans, prior to the city's acceptance of any improvements, shall be stamped and signed by a licensed civil engineer.

19.380.020 Security In Lieu of Construction. In lieu of the completion and acceptance of any required public or private improvements prior to approval of a final plat, the Public Works Director may accept an escrow or other form of security acceptable to the City, in an amount and with conditions satisfactory to him. The security to the City shall be sufficient to ensure that the actual construction and installation of such improvements occur within a period specified in the agreement by the Public Works Director and completion of the improvements in accordance with the agreement shall be enforced by the Public Works Director by appropriate legal and equitable remedies.

Upon completion of required improvements, the developer shall request in writing that the Public Works Director release all or a portion of the funds held in escrow. Such improvements shall be inspected and accepted as complete by the city prior to the release of any such escrow funds, or portion thereof.

In the event the developer of the land division fails to carry out provisions of the agreement and the City has unreimbursed costs or expenses resulting from such failure, the escrow or other form of security acceptable to the city shall be forfeited and the money shall be paid to the City to defray its costs. If the amount of the escrow or other form of security acceptable to the City exceeds the cost and expense incurred by the City, the City shall release the remainder. If the amount of the escrow or other form of security acceptable to the City is less than the cost and expense incurred by the City, the shall be liable to the City for the difference.

19.380.030 Construction. Improvements installed by the developer, either as a requirement of this Chapter or at their own option, shall conform to the requirements of this Chapter.

Public improvements to be constructed at the expense of the owner of the short subdivision or subdivision.

Improvements shall be constructed under the inspection and to the satisfaction of the Public Works Director or designee. The City may require changes in typical sections and details in the public interest if unusual conditions arise during construction to warrant the change.

All underground utilities, sanitary sewers and storm drains installed in the streets by the developer of the land division shall be constructed prior to the surfacing of streets. Stubs for service connections and underground utilities and sanitary sewers shall be placed to a length precluding the necessity for disturbing the street improvements when surface connections are made.

All monuments set in subdivisions shall be in conformance with City standards, as administered by the Public Works Director.

19.380.040 Inspection. After completing all improvements, the developer shall make written request for final inspection by the Public Works Director. After finding that all improvements have been completed in accordance with the installation standards and a guarantee has been posted, the Public Works Director shall certify this in writing.

A plan showing all improvements “as built” shall be filed with the Public Works Department.

19.380.050 Guarantee. It shall be required that a 150 percent maintenance bond or bonds be posted to guarantee all workmanship and material for a period of one year from the date of the acceptance of the improvements by the City. This is provided that in the judgment of the Public Works Director any defects are not the result of public abuse, misuse or acts of God. City inspection does not give relief from the one-year guarantee on workmanship.

19.390 – Final Plats

19.390.010 Purpose. The purpose of this Chapter is to provide process for obtaining an accurate and legally operative plat of a land division that is in substantial conformance with an approved preliminary plat, and that is suitable for recording.

19.390.020 Applicability. All land divisions must obtain final plat approval before a plat can be recorded with Spokane County.

19.390.030 Application. 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 explaining conformance with any conditions of approval set by the preliminary plat approval;
- C. A final plat prepared by a surveyor in accordance with the provisions of the Survey Recording Act (Chapter 58.09 RCW);
- D. A certification of completed improvements or a performance bond;
- E. A certification of platting from a title company;

F. The application fee.

19.390.040 Process. Final Plats are reviewed according to the Final Plat Review process found in MLMC Section 19.270.060, Final Plat Reviews.

19.390.050 Approval Standards. Final Plats will be forwarded for signature when compliance with the following standards are demonstrated:

- A. The plat is in proper form for recording as established by the submittal requirements;
- B. The final plat map and mathematical closures are in compliance with the survey standards set forth in RCW 58.17;
- C. All required improvements have been completed or security acceptable to the city in lieu of completion guaranteeing that all required improvements will be completed;
- D. The final plat is in conformance with conditions of preliminary plat approval;
- E. The final plat complies with the requirements of this chapter and all applicable adopted states and local ordinances.

19.390.060 Recording. The final plat shall be recorded with the Spokane County auditor. It shall be the responsibility of the applicant to record the plat with the county auditor. Upon recording of the final plat, the applicant shall submit two full-size copies of the actual recorded mylar to the Planning Official.

Section 6. Severability. If any section, sentence, clause or phrase of this Ordinance 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 Ordinance.

Section 7. Effective Date. This Ordinance shall be in full force and effect five (5) days after publication of this Ordinance or a summary thereof in the official newspaper of the City as provided by law.

PASSED by the City Council this _____ day of September 2026.

Mayor, Terri Cooper

ATTEST:

Finance Director/City Clerk, Koss Ronholt

APPROVED AS TO FORM:

City Attorney, Sean P. Boutz

Date of Publication:

Effective Date:

DRAFT

City Medical Lake
124 S. Lefevre Street
Medical Lake, WA 99022
509-565-5000

NOTICE OF ORDINANCE PASSED BY MEDICAL LAKE CITY COUNCIL

The following is the title and summary of Ordinance No. 1151 passed by the City of Medical Lake City Council on the _____ day of September, 2026.

**AN ORDINANCE OF THE CITY OF MEDICAL LAKE, WASHINGTON RELATING TO
AMENDMENTS TO TITLES 11, 15, AND 19 OF THE MEDICAL LAKE MUNICIPAL
CODE REGARDING LAND DIVISIONS**

Sections 1-5. Identifies the specific additions, amendments, and deletions, as applicable, to the following sections of the City of Medical Lake Municipal Code:

- New Chapter 11.40 – Street Improvement Standards, is being added to replace Chapter 11.20 – Street and Sidewalk Classifications and Specifications; and
- Additional definitions for Chapter 19.160 – Definitions; and
- New Land Division Chapters 19.300 are replacing Title – 15, Subdivisions.

Section 6. Establishes a severability clause in the event some portion of the Ordinance is held invalid.

Section 7. Establishes an effective date for Ordinance No. 1151 for five (5) days after publication of the Ordinance, or a summary thereof, in the official newspaper of the City, as provided by law.

The full text of the Ordinance is available at the City of Medical Lake offices as identified above. A copy will be mailed to any citizen without cost upon request from the City's Clerk's office.

Koss Ronholt, Finance Director/City Clerk

Published: _____