



**AGENDA
PLANNING COMMISSION
REGULAR MEETING &
PUBLIC HEARING
AUGUST 27, 2026, 5:30 PM**

**COMMISSION ATTENDANCE IN PERSON
PUBLIC MAY ATTEND IN PERSON OR REMOTELY VIA
ZOOM**

To better serve our community, we are now offering Live Streaming of our Planning Commission 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 Zoom Meeting**

<https://us06web.zoom.us/j/89275587844?pwd=XrpDaLMM2biwkWUDCKUBhbbc6q6yN9.1>

Meeting ID: 892 7558 7844

Passcode: 892172

One tap mobile

+12532050468,,89275587844#,,, *892172# US

+12532158782,,89275587844#,,, *892172# US (Tacoma)

Join instructions

<https://us06web.zoom.us/meetings/89275587844/invitations?signature=bJ844ORmGMTjrbOBKzhc0-jz0Xtjl0XArB45rebTDpw>

- **Watch the Live Stream on YouTube -**

<http://www.youtube.com/@CityofMedicalLake>

WRITTEN PUBLIC COMMENTS

If you wish to provide written public comments for the Planning Commission meeting, please email your comments to erodriguez@medical-lake.org by 2:00 p.m. the day of the commission 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 2:00 p.m. will be provided to the Planning Commission in advance of the meeting.

Questions or Need Assistance? Please contact City Hall at 509-565-5000

- 1) CALL TO ORDER, PLEDGE OF ALLEGIANCE, AND ROLL CALL**
- 2) APPROVAL OF AGENDA**
- 3) INTERESTED CITIZENS: AUDIENCE REQUESTS AND COMMENTS**
- 4) APPROVAL OF MINUTES**
 - a) July 23, 2026, meeting minutes
- 5) STAFF REPORTS**
- 6) SCHEDULED ITEMS**
 - a) Periodic Update: MLMC amendments regarding Critical Areas
- 7) PUBLIC HEARINGS**
 - a) Application LU 2026-026 Shoreline Conditional Use and Variance Review
 - b) Continued: Periodic Update: Comprehensive Plan
 - c) Continued: Periodic Update: MLMC amendments regarding Impact Fees
- 8) COMMISSION MEMBERS' COMMENTS OR CONCERNS**
- 9) INTERESTED CITIZENS: AUDIENCE REQUESTS AND COMMENTS**
- 10) CONCLUSION**



CITY OF MEDICAL LAKE PLANNING COMMISSION EXCUSED ABSENCE REQUEST FORM

Commissioner : _____

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 Commission motion on: _____

Denied by Commission motion on: _____



City of Medical Lake
124 S. Lefevre Street – City Council Chambers
Planning Commission Meeting & Public Hearings
July 23, 2026, Minutes

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

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

- a) Commissioner Veliz called the meeting to order at 5:30pm, led the Pledge of Allegiance, and conducted roll call.
 - i) Commissioner Altheide was absent, approved at the last meeting. All others present in person.

2) AGENDA APPROVAL

- a) Motion to approve made by Commissioner Mark, seconded by Commissioner Twohig, carried 4-0.

3) INTERESTED CITIZENS: AUDIENCE REQUESTS AND COMMENTS - none

4) APPROVAL OF MINUTES – June 25, 2026

- a) Motion to approve made by Commissioner Twohig, seconded by Commissioner Mark, carried 4-0.

5) STAFF REPORTS

- a) Elisa Rodriguez, Senior Planner – reviewed the process “behind the scenes” for the periodic update. The state mandates it every 10 years and provides noncompetitive grant money to do so. The city has received the grant money. Gave 60-day intent to adopt to the Department of Commerce for the Comprehensive Plan. Received some commentary back with new regulations. Not very impactful but some changes made. Reviewed said changes. SRTC and STA have reviewed and approved the transportation related parts of the plan. Reviewed council update – Transportation Master plan adopted, specialized housing adopted after extra meeting, transportation amendments approved. Subdivision amendments – changing the maintenance bond from 110% to 150% is allowed, will go to council as 150%.

6) SCHEDULED ITEMS - none

7) PUBLIC HEARINGS

- a) Periodic Update: Comprehensive Plan
 - i) Commissioner Veliz opened the hearing at 5:42pm and read rules of procedure for the hearing.
 - ii) Mrs. Rodriguez reviewed the briefing sheet. Waiting for comments back from Department of Commerce. Only received partial at this point. Suggests continuing this hearing to allow time to receive the final comments from Commerce and try to get more comments from the public. Reviewed staff report and approval criteria. Summarized the plan – noted that it is a complete rewrite. Mandated to review every ten years, will review annually. Reviewed current changes. Asked for any feedback or changes commission would like.
 - iii) Call for public comment. None.
 - iv) Commission input – Commissioner Twohig appreciates the chart from Mr. Weathers. Commissioner Veliz – appreciates the work. No issues.
 - v) Motion to continue the hearing to the August meeting made by Commissioner Twohig, seconded by Commissioner Rowe, carried 4-0.
- b) Periodic Update: MLMC amendments regarding Impact Fees
 - i) Commissioner Veliz opened the hearing at 5:56pm.
 - ii) Mrs. Rodriguez reviewed briefing sheet. Her focus has been on the Comprehensive Plan update therefore she is asking to continue this hearing to the August meeting.
 - iii) Motion to continue the hearing to the August meeting made by Commissioner Mark, seconded by

Commissioner Rowe, carried 4-0.

8) COMMISSION MEMBERS' COMMENTS OR CONCERNS

- a) Commissioner Mark asked where she could find information on the city's noise regulations. Commented on areas of noise within the city. Mrs. Rodriguez will find the specific code and check with the Code Enforcement Officer to see if this is something that is on his radar. Will report back at next meeting. Commissioner Rowe thanked Mrs. Rodriguez for her hard work, noting that the proposed changes are easy to read. Commissioner Twohig noted that the Bluewaters Bluegrass Festival is two weeks out. There is a great lineup, the most talent ever at one of the festivals. Noted that the city offers great support for the event. Commissioner Twohig also requested approval to be absent from the August meeting. Motion to approve absence made by Commissioner Mark, seconded by Commissioner Rowe, carried 4-0.

9) INTERESTED CITIZENS: AUDIENCE REQUESTS AND COMMENTS – none.

10) CONCLUSION

- a) Motion to conclude meeting at 6:02pm made by Commissioner Rowe, seconded by Commissioner Mark, carried 4-0.

Roxanne Wright, Administrative Clerk

Date



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

8/27/2026 Planning Commission Meeting

To: Planning Commission
From: Elisa Rodriguez, Senior Planner
TOPIC: Periodic Update: MLMC amendments regarding Critical Areas

Requested Action:

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

Key Points:

The Washington State Growth Management Act (GMA) requires jurisdictions to identify and protect five categories of critical areas:

- Wetlands
- Frequently flooded areas
- Fish and wildlife habitat conservation areas
- Geologically hazardous areas
- Critical aquifer recharge areas (CARAs)

The City's Critical Areas Ordinance (CAO), codified as Chapter 17.10 of the Medical Lake Municipal Code, was comprehensively updated through Ordinance No. 1108 in March 2023. The update incorporated the best available science at that time, including the Washington State Department of Ecology's *Wetland Guidance for Critical Area Ordinance Updates*.

Ecology released revised wetland guidance in October 2022 while the City's CAO update was underway. Staff will compare the adopted 2023 provisions against that guidance and recommend amendments where necessary.

The City of Medical Lake has not previously adopted regulations addressing Critical Aquifer Recharge Areas. Following adoption of the 2023 CAO, City staff were notified by the Washington State Department of Commerce that the City is required to adopt CARA regulations. A primary challenge is that the specific aquifer supplying the City's municipal water system has not been identified. Consequently, it is unclear whether the aquifer is particularly vulnerable to surface contamination or susceptible to reduced recharge.

Additionally, the City's municipal wellheads are located within unincorporated Spokane County. While protecting these facilities remains a priority, the City does not have regulatory authority over lands outside its jurisdiction; therefore, Spokane County is responsible for regulating activities in those areas. Nevertheless, the City must address CARAs within its municipal code and implement measures to protect groundwater resources. Proposed code language will focus on activities that could affect groundwater quality and the draft regulations are expected to include the use of state-approved best management practices and all known, available, and reasonable methods of prevention, control, and treatment to minimize the risk of pollutant releases to soil and groundwater.

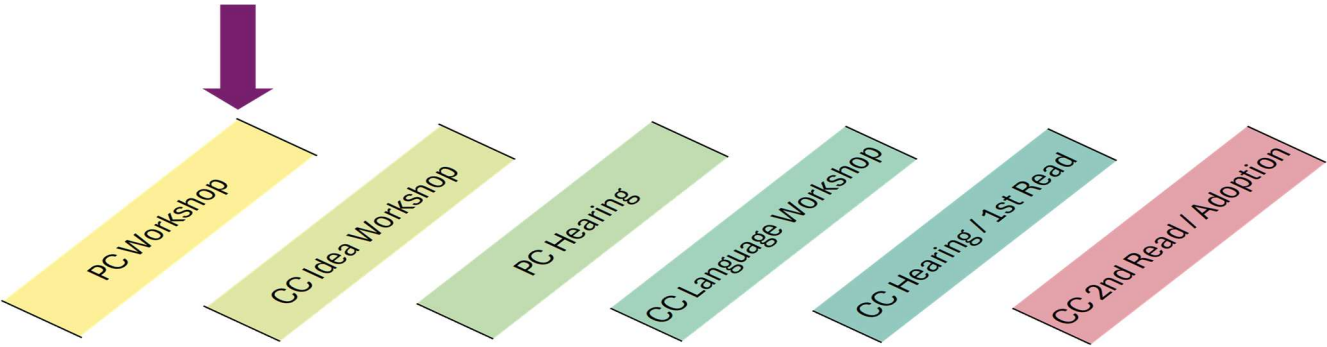
Prior to the 2023 update, the City's CAO included provisions addressing geologically hazardous areas. Those provisions were removed during the 2023 revision because available mapping and data were insufficient to accurately identify and regulate such hazards. At the time, the City's primary source of information was a 2004 steep-slope map included in the Comprehensive Plan, which did not provide sufficient scale, detail, or coverage to support updated regulations addressing the full range of geologic hazards recognized under the GMA. Since then, additional research and data collection have been completed, and staff will develop code revisions to address the specific geologic hazards known to exist within the City.

In April 2026, Spokane County published an updated *Best Available Science Review for Critical Areas*. As a jurisdiction located within Spokane County, the City may rely on this information to support updates to its Critical Areas Ordinance and ensure consistency with current scientific guidance.

Background Discussion:

The first Medical Lake CAO was adopted in 1994 and amended in 2010. The 2023 update replaced the entire chapter.

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



Public Involvement:

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

Next Steps:

After a workshop with the City Council on September 1, 2026, amendment language will be provided to the Planning Commission prior to the public hearing on September 24, 2026. At that meeting, the Planning Commission will be expected to make a recommendation to the City Council.



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

8/27/2026 Planning Commission Meeting

To: Planning Commission
From: Elisa Rodriguez, Senior Planner
TOPIC: LU 2026-026 Stormwater Swales

Requested Action:

Conduct a public hearing and consider Application LU 2026-026, a Shoreline Conditional Use Permit and Shoreline Variance request associated with the construction of stormwater treatment swales intended to improve stormwater quality prior to discharge into Medical Lake.

Key Points:

- The proposal includes seven stormwater treatment sites within shoreline jurisdiction.
- Shoreline Conditional Use and Variance approval is required under the Shoreline Master Program.
- The attached staff report includes plans, analysis, findings, and recommendations.
- The Planning Commission's decision must be based on applicable Shoreline Master Program approval criteria.

Background Discussion:

The proposed project is intended to improve stormwater water quality by filtering runoff before it enters Medical Lake. The project supports ongoing lake protection, water quality improvement, and long-term environmental stewardship efforts.

The City of Medical Lake has received grant funding to improve the filtration of stormwater before it enters Medical Lake.

Public Involvement:

Public notices were mailed to all property owners within 300 feet of each site. Notices were posted at all seven sites and hearing materials were made available for public review.. The public is encouraged to submit written comments and/or give verbal comments during the public hearing.

Next Steps:

If approved by the Planning Commission and all required state review periods, agency approvals, and appeal periods have concluded, construction may commence in accordance with permit conditions.



City of Medical Lake
124 S Lefevre Street
PO Box 369
Medical Lake, WA 99022-0369
509-565-5000

STAFF REPORT TO THE PLANNING COMMISSION

File: LU 2026-026 Shoreline Conditional Use and Variance Review

Date of Staff Report: August 20, 2026

Date of Hearing: August 27, 2026

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

SEPA: A Determination of Non-Significance was issued on July 27, 2026. Determination is being upheld.

Procedure: This request requires a quasi-judicial review, therefore, the Planning Commission will hold a public hearing, then make a final decision. Appeals are heard by the City Council. The complete process can be found in the Medical Lake Shoreline Master Program Section III, Shoreline Conditional Use Review.

Applicant: Scott Duncan, Public Works Director, City of Medical Lake, 509-299-7715, sduncan@medical-lake.org

Owner: City of Medical Lake

Proposal Locations:

Site 1: North End Park (14182.1801, 14182.3001, and public right-of-way)

Site 2: Peper Park (14182.2601 and public right-of-way)

Site 3: North Martin Street (public right-of-way south of West Fourth Street)

Site 4: West Third Street (public right-of-way west of North Staples Street)

Site 5: South Broad Street (public right-of-way south of East Campbell Street)

Site 6: Medical Lake Boat Launch (14192.0001)

Site 7: Waterfront Park (14191.0006)

Zoning Designations: Single-Family Residential Zone (R-1) and Parks, Open Space Zone.

Proposal Summary: The City proposes to create swales at six locations and one catch basin to treat stormwater before it enters Medical Lake.

PROPOSAL

The City proposes to create six swales and one catch basin to treat stormwater before it enters Medical Lake. Sites 1 and 7 are swales to treat stormwater from existing parking areas. Site 6 is a catch basin that directs stormwater from an existing parking area into a natural swale. Sites 2, 3, 4, and 5 are swales to treat stormwater that is currently being directed to Medical Lake through stormwater infrastructure with outlets into the lake.

RELEVANT APPROVAL CRITERIA

In order to be approved, the proposal must comply with the Shoreline Master Program, specifically, approval criteria of the Shoreline Conditional Use Review in (Section III.B.2) and the Shoreline Variance in (Section III.B.3).

PROCEDURAL HISTORY

Application Submitted – July 17, 2026

Application Deemed Complete – July 20, 2026

SEPA Determination Issued – July 27, 2026

Notice of Application Mailed and Posted – July 27, 2026

Notice of Application/Public Hearing Published in the Cheney Free Press – July 27, 2026

ANALYSIS**Site and Vicinity:**

Site 1: This site is a public park (Northend Park) at the north end of Medical Lake off of West Fourth Street. The park is approximately 54,000 square feet in area. There is approximately 15,000 square feet of paved area used for the lake trail, parking and vehicle circulation. Two swales, having a total of 824 square feet, are proposed at the edge of the paved area to treat stormwater before it enters the lake. The northernmost swale will be 30 feet from the ordinary high-water mark, wherein, the southernmost swale will be 70 feet from the high-water mark. This site is a manicured lawn maintained by the City.

Site 2: This site is a public park (Peper Park) at the north end of Medical Lake off of West Fourth Street. The park is approximately 23,000 square feet in area. Two swales, having a total area of 2,085 square feet, are proposed along the edge of the West Fourth Street. These swales will be fed by existing stormwater outlets. The easternmost swale runs parallel to the street and water and will be approximately 15 feet from the ordinary high-water mark. The westernmost swale, also to be placed between the street and the water, will be approximately 20 feet from the ordinary high-water mark. This site is a manicured lawn maintained by the City.

Site 3: This site is South Martin Street public right-of-way. A tiered swale is proposed, running from north to south, and has an area of 906 square feet. This swale will be fed by an existing stormwater outlet. An existing oil/water separator will remain. This swale is proposed to have 40 feet of length that will be within 10 feet of the high-water mark. This site is currently a grass lawn that has been cared for by the neighboring residents.

Site 4: This site is West Third Street public right-of-way. A swale is proposed, running east to west, and has an area of 4,620 square feet. This swale will be fed by an existing stormwater outlet. An existing oil/water separator will remain. This swale is proposed to have 120 feet of length that will be within 20-25 feet of the ordinary high-water mark. This site is currently a grass lawn that has been cared for by the neighboring residents.

Site 5: This site is South Broad Street public right-of-way. A swale is proposed, running north to south, and has an area of 9,800 square feet. This swale is to treat water that is being diverted away from the outlet at Coney Island Park. Not having enough area in Coney Island Park for both a swale and recreation activities, the existing outlet will be removed and a lift station will send stormwater to this swale. This swale is more than 200 feet from the ordinary high-water mark.

Site 6: This site is a public boat launch that is in the greater Waterfront Park. There is an existing paved parking area of approximately 18,000 square feet. A catch basin is being proposed at the west corner of the parking area to direct stormwater to a natural swale, rather than continuing to allow it to run down the path to the boat launch. This catch basin is more than 200 feet from the ordinary high-water mark.

Site 7: This site is a public park (Waterfront Park). Two swales, having a total area of 2,400 square feet, are proposed along the edge of an existing paved parking area. The proposed swales are more than 200 feet from the ordinary high-water mark.

Medical Lake is approximately 160 acres in size and has about three miles of shoreline. Historically, the lake contained high concentrations of naturally occurring minerals and salts due in part to the surrounding geology. Over time, wastewater from cesspools and septic systems degraded water quality, and by the 1960s the lake's oxygen levels had declined to the point that it could no longer support a healthy fish population. Recovery efforts began with the construction of the City's wastewater treatment system and other water-quality improvements. Today, aeration systems continue to help maintain oxygen levels, and the lake supports both brown and rainbow trout. The City has actively managed lake levels for several decades by pumping water from the lake, resulting in seasonal fluctuations of approximately 10 inches. The shoreline of Medical Lake is comprised of roughly one-third residential development, one-third public park and recreation areas, and one-third natural shoreline.

Shoreline Designations: Site 1 is located in the Urban Conservancy designation. Sites 2, 3, and 4 are located in the Shoreline Residential designation. The remaining sites are not located within the Shoreline overlay.

Shoreline Master Program Goals: The City of Medical Lake Shoreline Master Program (SMP) is designed to manage and protect the shorelines of Medical Lake by balancing environmental preservation with appropriate public and private use. The program emphasizes protecting water quality, fish and wildlife habitat, and other ecological functions that are essential to the long-term health of the lake and surrounding shoreline areas. At the same time, it supports compatible residential, recreational, and economic activities that can occur without causing significant harm to shoreline resources.

AGENCY COMMENT

No comments were received from any State or local agency.

PUBLIC COMMENT

Staff received one email from a Medical Lake resident, Scott Kneeshaw. He expressed concerns over the size, function, and maintenance of the proposed swales (Exhibit D.1)

SHORELINE MASTER PROGRAM APPROVAL CRITERIA

Shoreline Conditional Use Reviews are subject to the following criteria:

A. Consistency with the shoreline policies of the Shoreline Management Act and the City Comprehensive Plan.

Findings: The proposal is intended to intercept and treat stormwater that currently drains from existing streets, parking areas, and public facilities toward Medical Lake. The project is consistent with the Shoreline Management Act policy favoring pollution control and prevention of damage to the natural environment, and with the SMP goals and policies that call for protection of water quality, use of stormwater best management practices and low impact development techniques, control of untreated runoff, and restoration or enhancement of shoreline ecological functions. The swales are a public utility use requiring conditional use review, and their water-quality purpose is consistent with the City's adopted plans for protecting Medical Lake. Compliance will be maintained through the conditions of approval requiring final engineering, erosion and turbidity controls, native revegetation, and long-term maintenance. **For these reasons, this criterion is met.**

B. No interference with the normal public use of public shorelines.

Findings: The facilities will be located in existing City parks, public rights-of-way, or other City-owned areas and will treat runoff from existing developed surfaces. The proposal does not include fencing, buildings, or other improvements that would block access to the lake. At Sites 1 and 2, the swales are situated along existing paved areas or streets within maintained lawn areas. At Sites 3 and 4, the work is within public street rights-of-way. Subject to conditions requiring protection of existing trails, parking circulation, shoreline access, and safe construction practices, the project will not interfere with the normal public use of public shorelines. **For these reasons, this criterion is met.**

C. Compatibility of the proposed site use and project design with other permitted uses in the area.

Findings: The proposed swales are passive, vegetated stormwater facilities that are compatible with surrounding public parks, streets, residential neighborhoods, parking areas, trails, and existing stormwater infrastructure. The project does not introduce a new intensive use, building, or commercial activity. The swales will replace portions of maintained lawn with vegetated treatment areas and will remain visually and functionally compatible with nearby permitted uses. Existing oil/water separators at Sites 3 and 4 will remain, and the facilities will be designed and maintained so that

they do not adversely affect adjoining properties or the continued use of the parks and rights-of-way. **For these reasons, this criterion is met.**

D. No unreasonably adverse effects on the shoreline environment in which the project would be located.

Findings: The purpose of the project is to reduce pollutant loading to Medical Lake by slowing, filtering, and treating runoff before discharge. The potentially adverse effects are temporary construction disturbance, grading, erosion, turbidity, and removal of maintained vegetation within shoreline setbacks and vegetation conservation areas. These effects can be avoided or minimized through limiting disturbance to the approved footprint, installing construction-phase erosion and sediment controls, protecting the ordinary high-water mark and lake from sediment-laden runoff, using native or noninvasive vegetation, restoring disturbed areas, and maintaining the swales until vegetation is established. The proposal will not involve work waterward of the ordinary high-water mark. With these measures, the project is not expected to cause unreasonable adverse effects and is expected to improve water-quality functions. **For these reasons, this criterion is met.**

E. No substantial detrimental effect on the public interest.

Findings: The project serves a public water-quality purpose by treating runoff from existing impervious surfaces and stormwater outlets before it reaches Medical Lake. It is expected to reduce sediment and pollutant delivery to the lake, improve shoreline and aquatic habitat conditions, and support continued public recreation. The facilities will be constructed on City-owned land or public right-of-way and will not materially restrict public access. Any short-term construction impacts are limited and can be addressed through permit conditions. The public interest will not suffer a substantial detrimental effect and will receive a long-term environmental benefit from the project. **For these reasons, this criterion is met.**

Shoreline Variance Reviews are subject to the following criteria:

A. The strict bulk, height, dimensional, or performance standard precludes or significantly interferes with a reasonable use of the property that is not otherwise prohibited.

Findings: A utility setback of 65 feet applies at Site 1 in the Urban Conservancy designation, and a 50-foot utility setback applies at Sites 2, 3, and 4 in the Shoreline Residential designation. The northern swale at Site 1 is approximately 30 feet from the ordinary high-water mark; the Site 2 swales are approximately 15 and 20 feet from the ordinary high-water mark; a portion of the Site 3 swale is within approximately 10 feet; and a portion of the Site 4 swale is approximately 20 to 25 feet from the ordinary high-water mark. The applicant seeks a variance to have the swales in the 50-foot setback for Sites 1-4. Strict application of the setbacks would prevent placement of treatment between the existing runoff sources and the lake or would significantly interfere with the reasonable public utility use of these constrained sites. The portions of Site 1 located at least 65 feet from the ordinary high-water mark and Sites 5 through 7 do not require a variance. **For these reasons, this criterion is met.**

B. The hardship is specifically related to the property and results from unique conditions such as lot shape, lot size, natural features, or application of the shoreline regulations, rather than deed restrictions or the applicant's own actions.

Findings: The need for relief is associated with the physical configuration of the affected sites and the location of existing development and drainage infrastructure. At Sites 1 and 2, the available treatment areas are confined between existing paved parking or West Fourth Street and Medical Lake. At Sites 3 and 4, runoff is delivered through existing stormwater outlets in narrow public street rights-of-way that terminate near the shoreline. The swales must intercept this runoff before it enters the lake and must function with existing grades and conveyance points. These conditions are not created by deed restrictions or by an action taken to obtain shoreline relief; they arise from the established street, park, parking, drainage, and shoreline configuration of the properties. **For these reasons, this criterion is met.**

C. The project is compatible with other permitted activities and will not cause adverse effects to adjacent properties or the shoreline environment.

Findings: Vegetated swales are compatible with the public parks, rights-of-way, residential uses, trails, parking, and stormwater facilities surrounding Sites 1 through 4. The facilities are passive and will not generate noise, traffic, glare, or an incompatible intensity of use after construction. Their purpose is to reduce adverse water-quality effects on the shoreline. Conditions requiring a final site plan, minimum limits of disturbance, erosion and turbidity control, protection of public access, native revegetation, and ongoing maintenance will prevent or minimize adverse effects to adjacent properties and the shoreline environment. **For these reasons, this criterion is met.**

D. The variance will not grant a special privilege unavailable to other properties in the area.

Findings: The variance applies to a public stormwater treatment project serving existing developed drainage basins and is based on the particular physical constraints and existing drainage configuration documented for Sites 1 through 4. Approval does not establish a general right for other development to encroach into shoreline setbacks. Any future proposal would be required to obtain its own shoreline review and demonstrate compliance with the variance criteria based on its site-specific circumstances. The approval therefore does not confer a special privilege unavailable to similarly situated properties that can independently satisfy the same criteria. **For these reasons, this criterion is met.**

E. The variance is the minimum necessary to afford relief.

Findings: The requested relief is limited to the portions of the treatment facilities necessary to intercept existing runoff before it reaches Medical Lake. The swales use the narrow areas available between existing streets or parking surfaces and the shoreline, and no buildings or unrelated improvements are proposed within the setbacks. The applicant shall locate each facility as far landward as practicable, reduce the footprint and vegetation disturbance to the minimum necessary for required treatment performance, and obtain additional review before any material

expansion or movement closer to the ordinary high-water mark. With these limitations, the variance is the minimum necessary to afford relief. **For these reasons, this criterion is met.**

F. The public interest will suffer no substantial detrimental effect.

Findings: The variance will allow installation of facilities designed to protect the public's interest in the water quality and ecological condition of Medical Lake. The project will not authorize work waterward of the ordinary high-water mark, obstruct navigation, or eliminate public shoreline access. Temporary construction impacts will be controlled, and disturbed areas will be revegetated and maintained. Considered cumulatively across Sites 1 through 4, the encroachments are associated with a coordinated public stormwater retrofit and are expected to provide a net water-quality benefit rather than a substantial detrimental effect on the public interest. **For these reasons, this criterion is met.**

CONCLUSION

Based on the application materials, the above analysis and findings of fact, and the conditions recommended below, staff concludes that the proposal satisfies the criteria for a Shoreline Conditional Use Permit and a Shoreline Variance under Sections III.B.2 and III.B.3 of the Medical Lake Shoreline Master Program. The utility use is conditionally allowed in the Urban Conservancy and Shoreline Residential designations. Public stormwater treatment facilities are classified as utility uses under the Shoreline Master Program and therefore require Shoreline Conditional Use review within applicable shoreline environments. The variance is warranted for the portions of Sites 1 through 4 that cannot meet the applicable shoreline utility setbacks because existing streets, parking areas, drainage outlets, grades, and the shoreline constrain a setback-compliant location. The project is designed to treat existing runoff before it reaches Medical Lake, will not interfere with normal public shoreline use, and, with mitigation and maintenance, is expected to improve water-quality functions without causing a net loss of shoreline ecological functions.

RECOMMENDATION

Approval of six swales and one catch basin to treat stormwater before it enters Medical Lake as shown in Exhibit A.1, with the following conditions of approval:

1. Substantial conformance. Development shall be in substantial conformance with the site plans (Exhibit A.1). A significant change in facility location, footprint, treatment function, or distance from the ordinary high-water mark requires review by the Shoreline Administrator and may require a permit revision or new shoreline approval.
2. Final engineering. Before construction, the applicant shall submit final engineered plans demonstrating compliance with the current applicable Stormwater Management Manual for Eastern Washington, including design flows, treatment sizing, inlet and outlet protection, overflow routing, erosion protection, and maintenance access.
3. Minimum necessary encroachment. Facilities within shoreline setbacks shall be located as far landward as practicable and shall be limited to the minimum footprint and disturbance

necessary to provide the required stormwater treatment. No work is authorized waterward of the ordinary high-water mark.

4. Construction controls. Before ground disturbance, the limits of work shall be marked in the field. Temporary erosion, sediment, and turbidity controls shall be installed and maintained so that sediment-laden or untreated construction runoff does not enter Medical Lake. Exposed soils shall be stabilized promptly.

5. Vegetation and restoration. Clearing shall be minimized. Disturbed areas shall be restored with native shoreline-appropriate vegetation or approved noninvasive species. The applicant shall maintain plantings, replace failed vegetation, and control invasive species until the approved performance standard is achieved.

6. Public access and safety. Construction and operation shall preserve safe use of existing streets, parking areas, trails, parks, and shoreline access. Temporary closures shall be limited to the shortest practicable duration and shall include appropriate notice, barriers, and detours.

7. Operations and maintenance. The City shall implement a long-term inspection and maintenance plan addressing sediment and debris removal, vegetation care, repair of erosion, maintenance of inlets and outlets, and proper disposal of accumulated material. Maintenance shall preserve treatment performance and avoid discharge of pollutants to the lake.

8. Other approvals. The applicant shall obtain and comply with all other required local, state, and federal permits and approvals.

THE PLANNING COMMISSION MAY CHOOSE TO DO ONE OF THE FOLLOWING:

Option 1: Approve the proposal, with conditions, as presented in the staff report.

Option 2: Approve the proposal, with amended conditions (requires a statement of why the conditions are being amended).

Option 3: Deny the application (requires a statement of how the approval criteria are not met).

EXHIBITS

- A. Application Materials
 - 1. Site Plans
- B. Public Notifications
 - 1. Notice of Application (not attached)
 - 2. Notice of Application Mailing List (not attached)
 - 3. Legal Public Notice Published in Cheney Free Press (not attached)
- C. SEPA
 - 1. SEPA Checklist (not attached)
 - 2. SEPA Determination of Non-significance (not attached)
- D. Public Comments
 - 1. Scott Kneeshaw

Elisa Rodriguez

From: Scott Kneeshaw <scott@scottgraphics.net>
Sent: Saturday, August 1, 2026 3:56 PM
To: Elisa Rodriguez
Subject: Questions about the proposed swales

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Elisa, my name is Scott Kneeshaw. I live at 404 N Martin which is right between the proposed swales at the Martin Street right-of-way and the Third Street right-of-way. I understand that you are the person with the city that is to be contacted with questions. My wife and I are in favor of taking care of the lake but we are greatly concerned with the proposal for those two sites. I have questions...

Why are the swales so big, especially the Third Street right-of-way? I have lived here going on 20 years and I've never seen a volume of runoff that requires such a large swale.

How deep will the swales be?

Will they be lined with grass or will they just be dirt and eventually weeds? Who will be responsible to take care of them?

What is the permeability of the soil? Will water that flows into the swales become areas of standing water? I can tell you that when landscaping my home and planting bushes, I dig a hole and fill it with water - the prescribed method for planting - and it sometimes takes more than a day for the hole to drain.

If they are slow draining, are these going to become mosquito breeding areas so close to myself and other home owners?

Also, if they are areas of standing water I'm concerned that they will start to smell.

Part of the Third Street site extends quite far into the area between my yard and the lake. I know that I do not own the right of way but I have taken care of it for 20 years, even before our house was built. I cleared the horrible infestation of noxious weeds, sometimes needing to use a brush cutter because it was so thick. I planted grass and keep it watered during the Spring, Summer, and Fall months to maintain it. I mow it but collect the clippings to avoid adding nutrients. This is going to be hard to take as we see this huge swale extending into a large portion of the area that has been utilized as part of our yard.

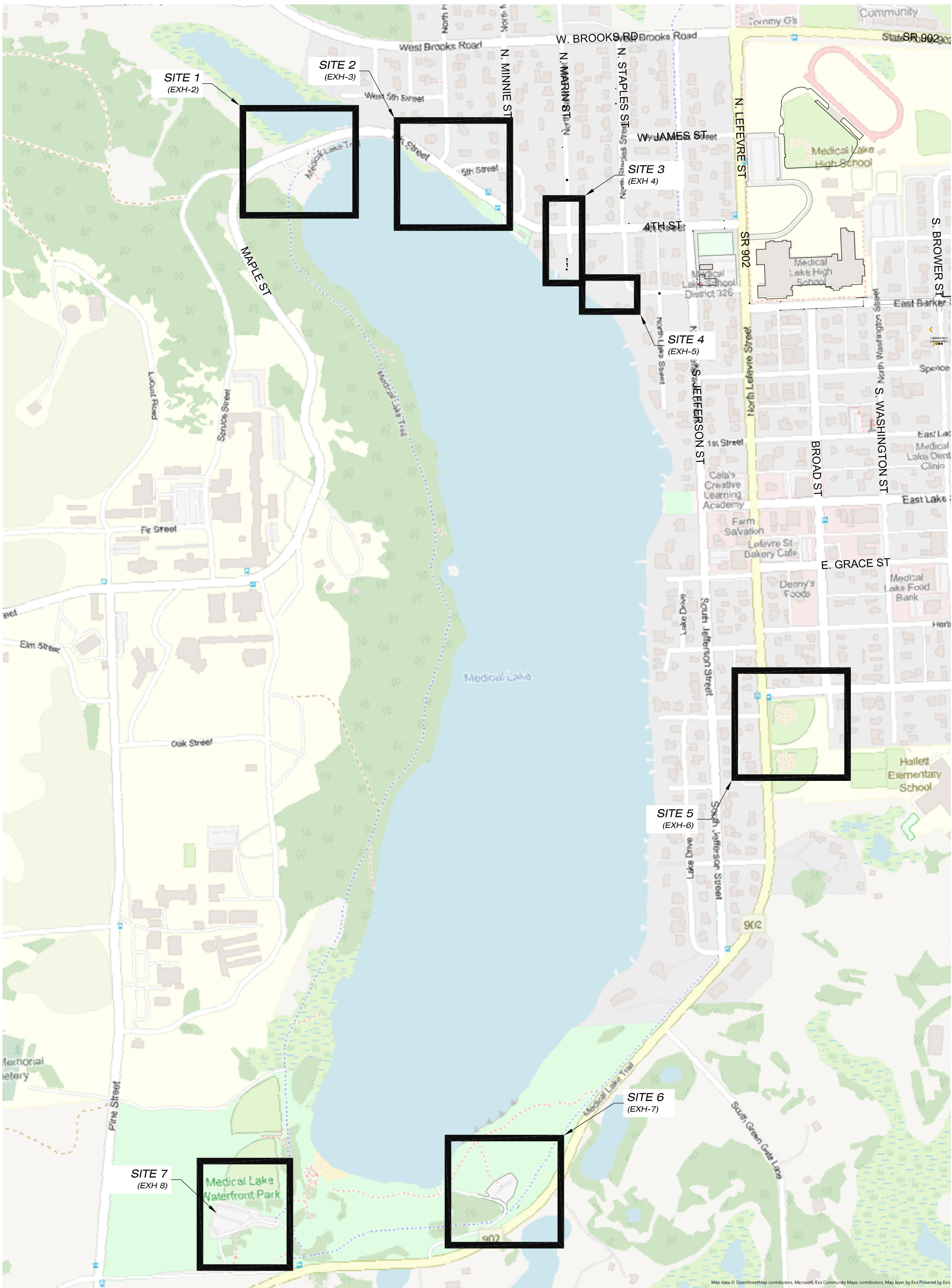
Having swales on both sides of us, what is that going to do to our property value? We are needing to rely on the equity in our home as part of our retirement.

I'm sure I will have more questions but that's enough for now.

I look forward to hearing back from you.

Thanks,

Scott Kneeshaw



E

&

H

ENGR.

E&H ENGINEERING, INC.

12611 W. Sunset Hwy., Suite B

Airway Heights, WA. 99001

(509) 744-0245

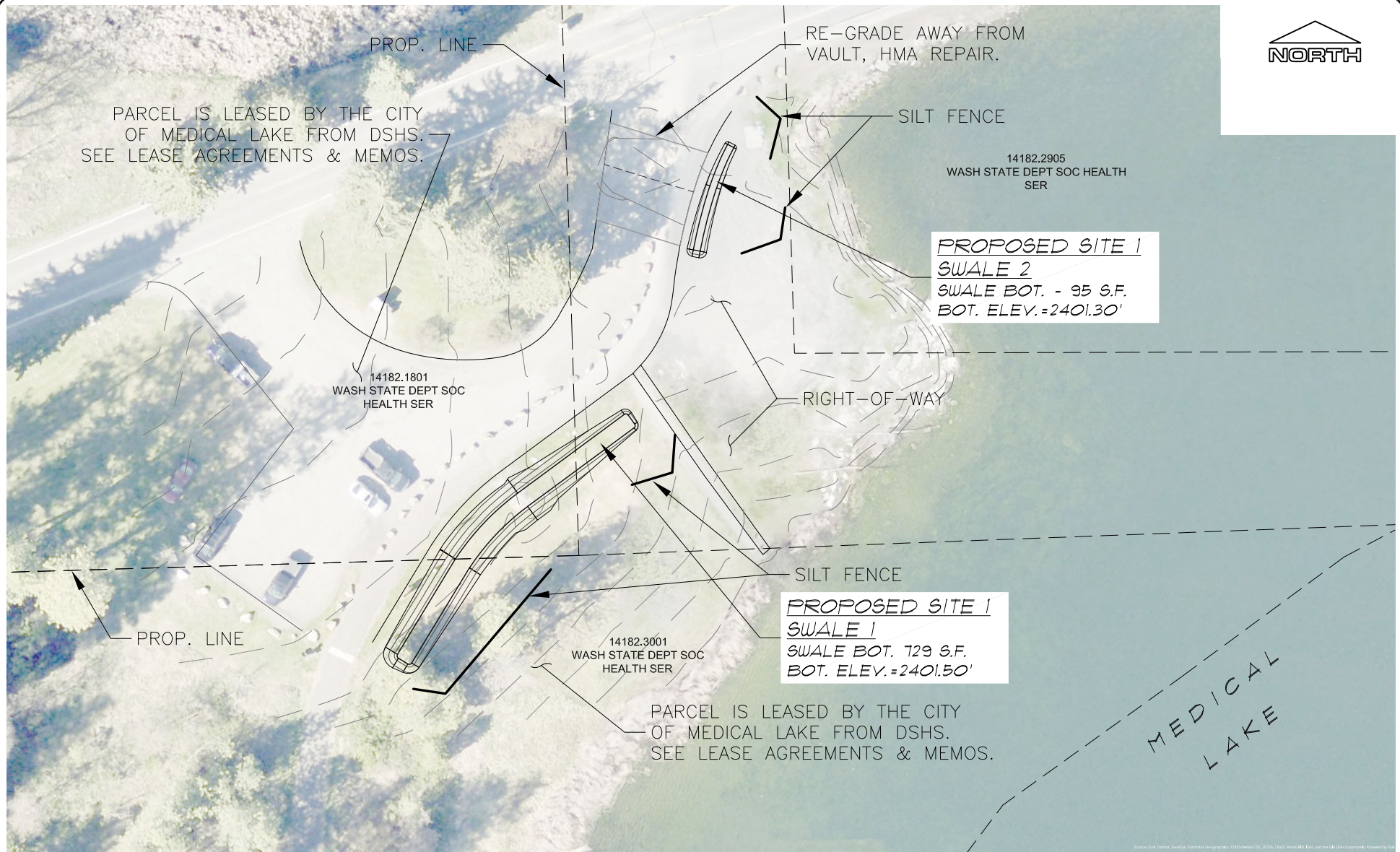
FAX: (509) 744-0062

OVERALL SITE MAP

STORMWATER MITIGATION
CITY OF MEDICAL LAKE

HORIZ. 1"=500

EXH-1

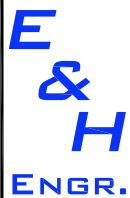


PROPOSED SITE 1

STORMWATER MITIGATION CITY OF MEDICAL LAKE

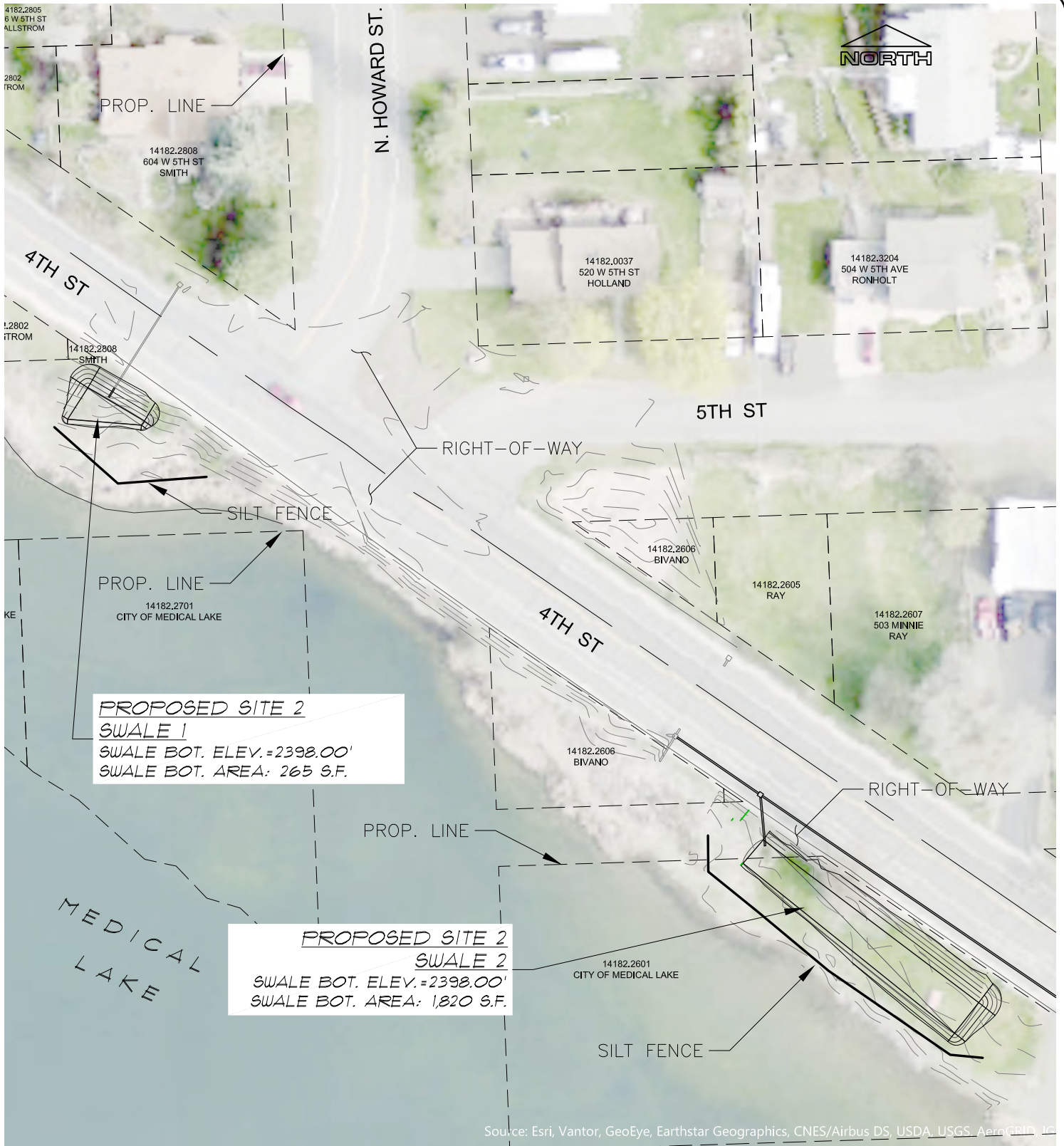
HORIZ. 1"=50'

EXH-2



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FAX: (509) 744-0062



PROPOSED SITE 2
SWALE 1
SWALE BOT. ELEV.=2398.00'
SWALE BOT. AREA: 265 S.F.

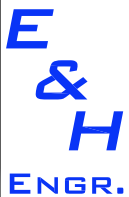
PROPOSED SITE 2
SWALE 2
SWALE BOT. ELEV.=2398.00'
SWALE BOT. AREA: 1,820 S.F.

PROPOSED SITE 2

STORMWATER MITIGATION CITY OF MEDICAL LAKE

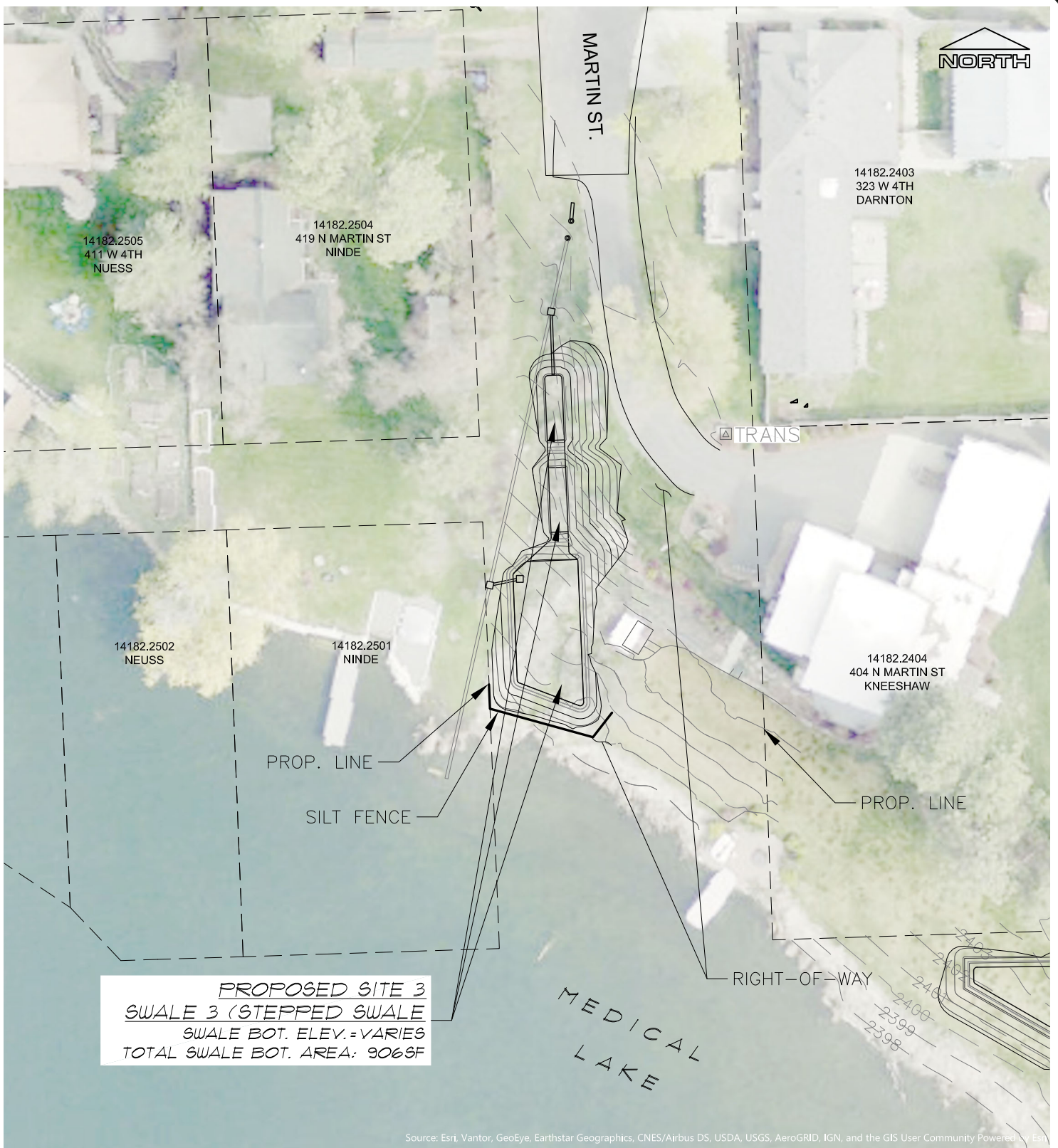
HORIZ. 1"=60'

EXH-3



E&H ENGINEERING, INC.

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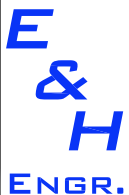


PROPOSED SITE 3

STORMWATER MITIGATION CITY OF MEDICAL LAKE

HORIZ. 1"=40'

EXH-4



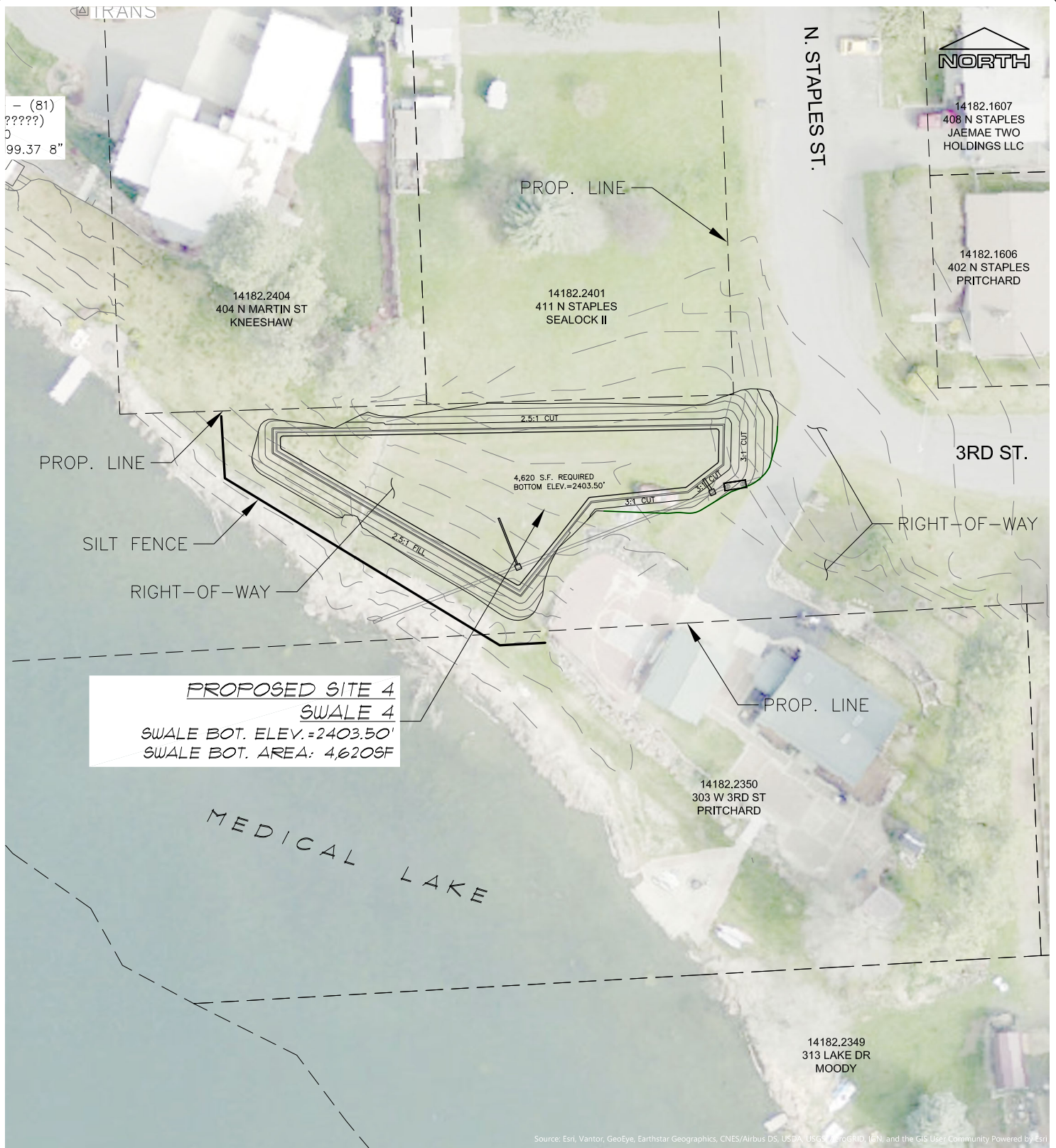
E&H ENGINEERING, INC.

12611 W. Sunset Hwy., Suite B

Airway Heights, WA. 99001

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FAX: (509) 744-0062

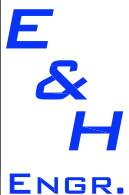


PROPOSED SITE 4

STORMWATER MITIGATION CITY OF MEDICAL LAKE

HORIZ. 1"=50'

EXH-5



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PROPOSED SITE 5

**STORMWATER MITIGATION
CITY OF MEDICAL LAKE**

HORIZ. 1"=60'

EXH-6

24



PARCEL IS LEASED BY THE CITY
OF MEDICAL LAKE FROM DSHS.
SEE LEASE AGREEMENTS & MEMOS.

14192.0001
1318 S LEFEVRE ST
WASH STATE DEPT GENERAL ADMIN

NEW CATCH BASIN TO
CAPTURE PARKING LOT
RUNOFF & DISCHARGE TO
NATURAL VEGETATED SWALE.

SILT
FENCE

R/W LINE

RIGHT-OF-WAY

LAKE SHORE - LAKE TYLER RD.
(SR 902)

PROPOSED SITE 6
EXIST. NATURAL
VEGETATED SWALE.

14192.0002
SOLO CHENEY, LLC

MEDICAL
LAKE

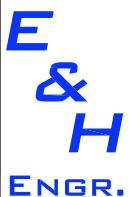
Source: Esri, DigitalGlobe, GeoEye, Earthstar Geographics, CNES/Airbus DS, USDA, USGS, AeroGRID, IGN, and the GIS User Community Powered by Esri

PROPOSED SITE 6

STORMWATER MITIGATION CITY OF MEDICAL LAKE

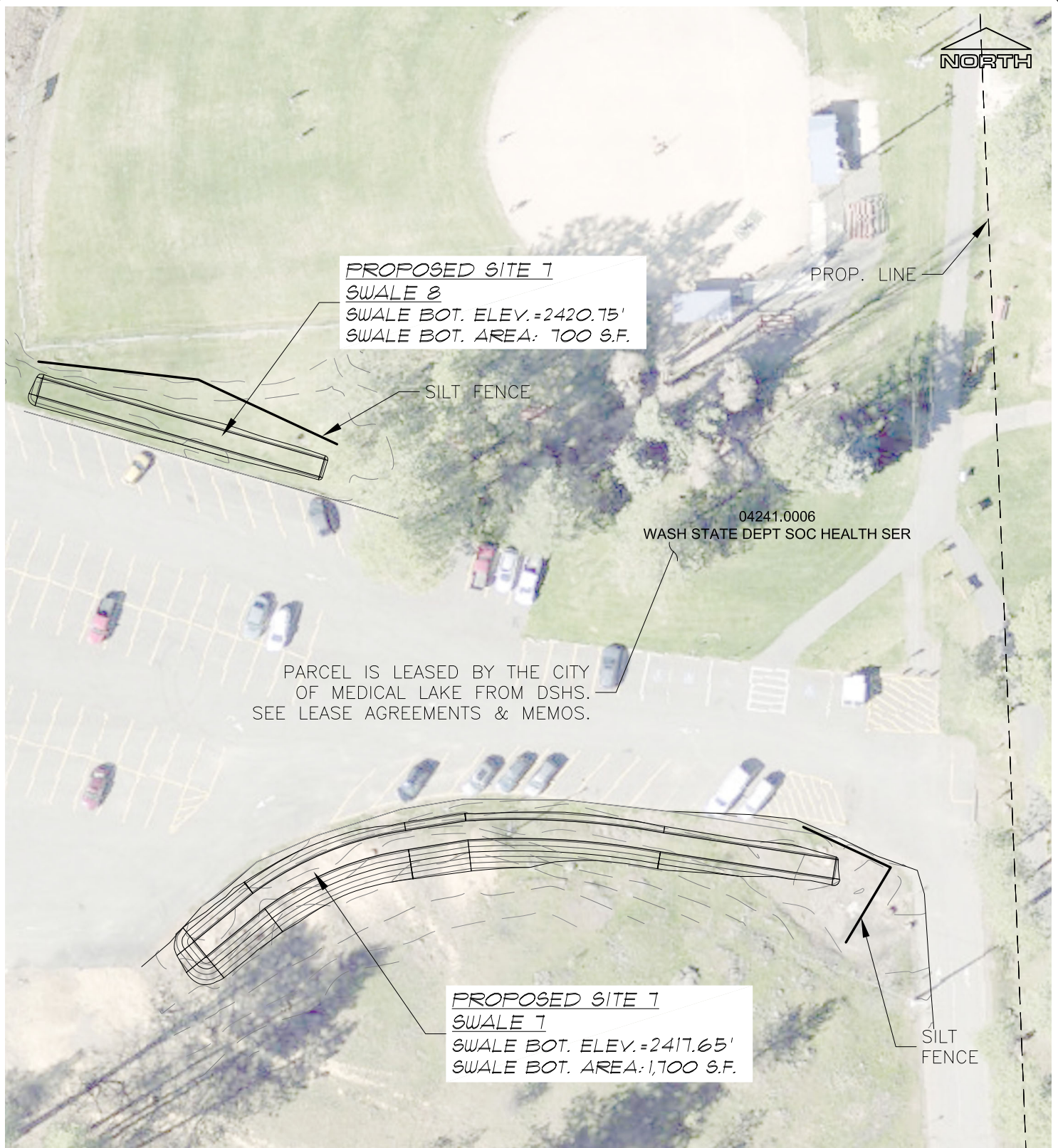
HORIZ. 1"=50'

EXH-7



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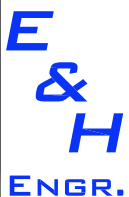


PROPOSED SITE 7

STORMWATER MITIGATION CITY OF MEDICAL LAKE

HORIZ. 1"=50'

EXH-8



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FAX: (509) 744-0062



8/27/2026 Planning Commission Meeting

To: Planning Commission
From: Elisa Rodriguez, Senior Planner
TOPIC: Periodic Update: Comprehensive Plan

Requested Action:

Continue a public hearing and make a recommendation to City Council regarding adoption of the proposed Medical Lake Comprehensive Plan 2046.

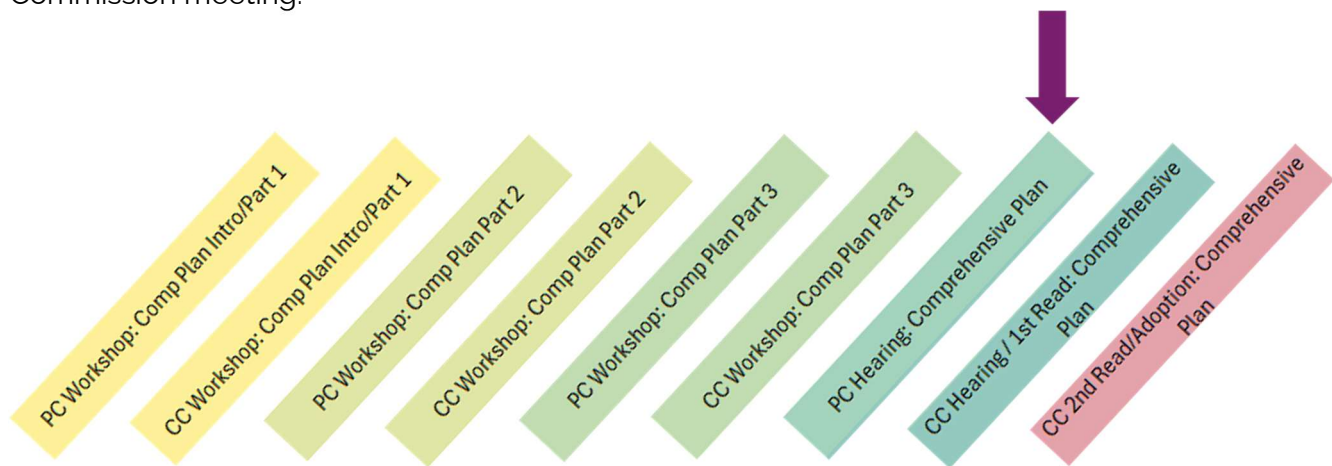
Key Points:

The proposed Comprehensive Plan establishes the City's long-range vision, policies, land use framework, capital facilities planning, housing strategy, transportation planning, and environmental goals through 2046.

Final revisions to the proposed Comprehensive Plan were not complete at the time this packet was prepared. Planning Commissioners received a complete draft in the July meeting packet. A summary of revisions and replacement pages will be provided prior to the August 27 hearing..

Background Discussion:

This public hearing is the seventh step in a nine-step process for adoption of the Medical Lake Comprehensive Plan 2046. The hearing was opened and continued during the 7/23 Planning Commission meeting.



Public Involvement:

Separate public hearings are conducted by both the Planning Commission and the City Council. In addition, draft plan materials are available on the City website for review and comment by the public.

Next Steps:

The Planning Commission recommendation will be presented to the City Council at a public hearing to consider an ordinance on September 1, 2026.



8/27/2026 Planning Commission Meeting

To: Planning Commission
From: Elisa Rodriguez, Senior Planner
TOPIC: Periodic Update: MLMC amendments regarding Impact Fees

Requested Action:

Continue a public hearing and make a recommendation to City Council for proposed amendments regarding impact fees to the Medical Lake Municipal Code (MLMC) and the park impact fee methodology.

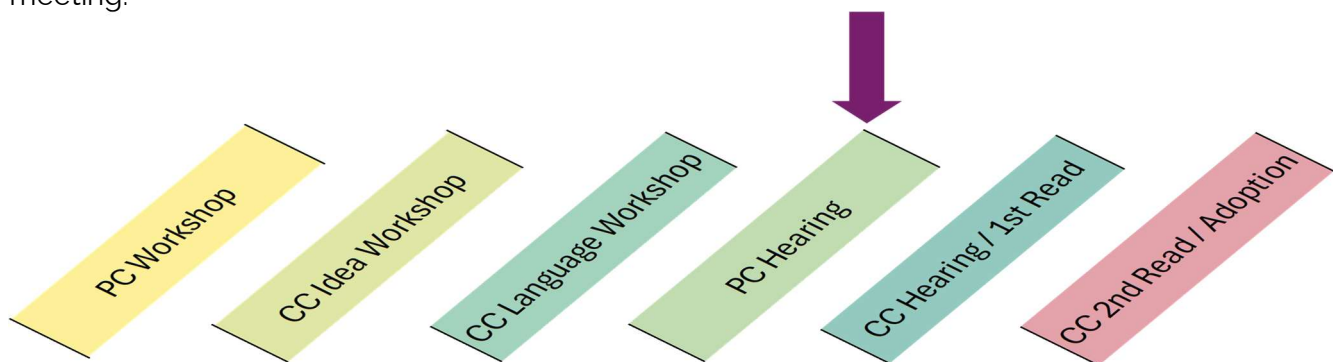
Key Points:

Attached is the staff report, which includes the proposed language and findings of fact supporting the applicable approval criteria to update the City's park impact fee regulations and replace the park impact fee schedule adopted in 2011 with fees supported by the Draft Park Impact Fee Methodology Report. The Planning Commission's recommendation must be based on the approval criteria established in the Medical Lake Municipal Code.

Also attached is the Draft Park Impact Fee Methodology Report. This report outlines the recommended methodology and proposed Park Impact Fees intended to replace the fee schedule currently in effect, which was adopted in 2011. The methodology is intended to establish the proportionate share of eligible park system improvements attributable to new growth and development.

Background Discussion:

This public hearing is the fourth step in a 6-step process for adopting amendments to the municipal code. The hearing was opened and continued during the 7/23 Planning Commission meeting.



Public Involvement:

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

Next Steps:

The Planning Commission Recommendation will be presented to the City Council at a public hearing to consider an ordinance on September 1st.



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 Impact Fees

Date of Staff Report: August 20, 2026

Date of Hearing: August 27, 2026

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

SEPA: Determination of Non-Significance was made on June 29, 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 proposed to amend the municipal code to:

1. Replace MLMC Chapter 16.05 – Impact Fees with Chapter 19.190 – Impact Fees.
2. Delete MLMC Chapter 16.06 – Fire Protection Impact Mitigation, discontinuing the Fire Impact Fee.
3. Delete MLMC Chapter 16.07 – Parks, Recreation, and Open Space Impact Mitigation, with a resolution adopting the methodology and fee schedule.
4. Retain MLMC Chapter 16.09 – School Impact Mitigation, until a future date when the Medical Lake School District is able to update the methodology and fee schedule.

Summary: The proposed amendments update and reorganize the City's impact fee regulations to improve clarity, consistency, and compliance with Chapter 82.02 RCW. The proposal relocates impact fee provisions from MLMC Chapter 16.05 to a new Chapter 19.190, which aligns impact fees with other development regulations contained in Title 19. The proposal also discontinues the Fire Impact Fee program by repealing MLMC Chapter 16.06 and repeals MLMC Chapter 16.07, replacing the park impact fee methodology and fee schedule with a City Council resolution. Establishing impact fee schedules by resolution allows the City Council to periodically update fee schedules and methodologies without requiring a full municipal code amendment process, while maintaining consistency with adopted impact fee regulations and state law. School impact fees will continue under MLMC Chapter 16.09 until such time as the Medical Lake School District updates its capital facilities plan, methodology, and fee schedule.

The proposed code language establishes clear procedures for the imposition, calculation, collection, adjustment, deferral, expenditure, and refund of impact fees. The amendments also provide definitions, exemptions, credits, reporting requirements, and appeal procedures consistent with state law. Overall, the proposal streamlines the City's impact fee regulations while ensuring that new development continues to pay a proportionate share of the cost of public facilities needed to serve growth.

PROCEDURAL HISTORY

SEPA DNS Issued – June 29, 2026

Notice of a Public Hearing Published in Cheney Free Press – June 25, 2026

Public Comment Period Closed – July 9, 2026

PROPOSED 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 as established by City Council Resolution.

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

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.

19.190.130 Use of Funds.

Pursuant to RCW 82.02.070, 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.

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 Comprehensive Plan supports the provision of adequate public facilities concurrent with development and encourages growth to pay a proportionate share of the public infrastructure and services required to support that growth. The proposed amendments establish a clear framework for collecting and administering impact fees that help implement the Capital Improvement Plan and ensure that new development contributes toward facilities needed to accommodate future population growth. The amendments therefore further the goals and policies of the Comprehensive Plan related to capital facilities, parks, and orderly growth management. **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 are authorized under Chapter 82.02 RCW and are consistent with the Growth Management Act's requirement that jurisdictions plan for public facility needs, levels of service, and financing strategies. needed to serve growth. The amendments do not modify growth boundaries, development capacity, critical area regulations, or land use designations. Rather, they establish procedures for ensuring that new development contributes its proportionate share toward public facilities. The amendments therefore comply with applicable provisions of the GMA. **For these reasons, the criterion is met.**

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

Findings: The proposed amendments govern the administration and collection of impact fees and do not alter shoreline regulations, shoreline use provisions, development standards, or environmental protections contained in the City's Shoreline Master Program. No conflicts with the Shoreline Master Program have been identified. **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 intended to support implementation of the City's Capital Improvement Plan and related planning documents by providing a mechanism for funding system improvements attributable to new growth. The amendments maintain impact fee authority for parks and schools and ensure that fee calculations are based on adopted capital facilities planning. As a

result, the proposal is consistent with the City's adopted planning framework and long-range infrastructure planning efforts. **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 amendments establish a more streamlined and consolidated impact fee chapter while maintaining statutory requirements related to fee collection, accounting, reporting, and expenditures. By requiring new development to contribute toward the cost of system improvements, the amendments help reduce the financial burden on existing taxpayers and support the efficient provision of public facilities and services. The proposal will not adversely affect the City's ability to provide services in a cost-effective manner. **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 promote transparency, consistency, and predictability in the administration of impact fees. By ensuring that growth contributes toward the facilities necessary to serve new residents, the proposal supports orderly development and helps maintain established service levels for the community. The amendments further the public interest by providing a fair and legally compliant mechanism for financing growth-related infrastructure needs. **For these reasons, the criterion is met.**

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

Findings: The proposal consists of amendments to the City's development regulations governing impact fee administration and does not authorize physical development or construction activities. The amendments will not create direct impacts to critical areas, water resources, businesses, residents, or public infrastructure. Instead, the proposal is intended to help ensure adequate funding for public facilities needed to support future development. No adverse impacts have been identified. **For these reasons, the criterion is met.**

CONCLUSION

The proposed amendments modernize and consolidate the City's impact fee regulations, improve consistency with state law, and establish clear procedures for the collection and administration of impact fees associated with new development. The amendments support implementation of the Comprehensive Plan and Capital Improvement Plan, provide a fair method for allocating growth-related facility costs, and promote the efficient provision of public services. Based on the analysis contained in this staff report, all applicable approval criteria of MLMC 19.143.050 have been met. Therefore, staff recommends that the Planning Commission forward a recommendation of approval to the City Council for adoption of the proposed amendments.

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 staff to address concerns and return with modified language.

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
- Safety surfacing
- Shelter structure
- Benches and tables
- Pathways
- Landscaping and trees
- Lighting
- Utility connections
- Site preparation
- 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.