PLANNING COMMISSION MEETING AGENDA
WEDNESDAY, MAY 13, 2026
4 P.M.
CITY HALL
HELD REMOTELY& IN-PERSON AT CITY HALL

To participate remotely, you can:

- Sign up to provide Public Comment at the meeting via calling in.
- Submit Written Public Comment Prior to 2 pm on May 13, 2026.
- Join the Zoom Meeting.

Questions? Assistance? Please contact Kathy Cummings at kcummings@libertylakewa.gov .

1. Call to Order – 4:00 pm

2. Roll Call

3. Pledge of Allegiance

4. **GENERAL BUSINESS**

- Review of Agenda
- Approval of Minutes from April 22, 2026

5. **WORKSHOPS:**

- Required Development Code Amendments

6. **CITIZEN COMMENTS**

7. **REPORTS**

- Secretary's Report
- Planning Commissioner Reports

8. Adjournment

Next Meeting: June 10, 2026

PUBLIC COMMENT

If you wish to provide oral public comments or testimony during the Planning Commission meeting, please follow the directions below to Join the Zoom Meeting.

WRITTEN PUBLIC COMMENTS

If you wish to provide written public comments for the upcoming council meeting, please email your comments to kcummings@libertylakewa.gov **by 2:00 p.m**. the day of the Planning Commission meeting and include all of the following information with your comments:

1. The Meeting Date
2. Your First and Last Name
3. If you are a Liberty Lake resident
4. The Agenda Item(s) which you are speaking about

JOIN ZOOM MEETING

To view the meeting live via Zoom Meeting, join the Zoom web meeting:

Meeting Instructions:

To join the Zoom web meeting:

https://us02web.zoom.us/s/86818958997

Dial In Phone Numbers:

- +1 253 215 8782 US (Tacoma)
- +1 253 205 0468 US

Meeting ID: 868 1895 8997

PLANNING COMMISSION MEETING MINUTES
WEDNESDAY, April 22, 2026
HELD VIA ZOOM & IN PERSON AT CITY HALL

Planning Commission Members Present: Tom Sahlberg (Chairperson), Phil Folyer, DG Garcia, Charlie Jencks, and Gene Heuschel. Joe Mann was in attendance via Zoom.

Adjunct Member(s) Present: Abby Sprague

Staff Present: Amy Mullerleile, Lance Mueller, Mark McAvoy, and Kathy Cummings

Call to Order: Meeting was called to order at 4:00 p.m.

Roll Call: A quorum of members was present. A motion to excuse Commissioners Jim Baumker and Troy Mullenix was made by Commissioner Jencks, seconded by Commissioner Garcia. The motion was carried unopposed.

Commissioner Sahlberg asked Commissioner Mann to lead everyone for the Pledge of Allegiance.

Review of Agenda: Commissioner Jencks motioned to approve the agenda, seconded by Commissioner Garcia.

Approval of Minutes: Chairperson Sahlberg mentioned the misspelling of a fellow commissioner name in the minutes to be approved. Commissioner Jencks motioned to approve the March 25th meeting minutes with the spelling revisions, seconded by Commissioner Garcia. The motion passed unanimously and was voted on together with the previous motion for the approval of the agenda.

Workshops:

Draft Comprehensive Plan Proposed Changes: Staff presented updates to the Land Capacity Analysis and the Housing & Community Services element drafts. These changes reflect Spokane County's reduced housing allocation and a new requirement from the Washington State Department of Commerce under HB 1220 related to the Affordable Housing Funding Gap. Additional updates were made to the Transportation element, including the addition of and references to two appendices. The Commission provided minimal comments for the proposed changes, asking that a reference to an appendix in the Transportation element be reduced in size.

Full Draft Comprehensive Plan Review: The full Comprehensive Plan draft had been previously sent to the commission to review prior to this meeting. There were no questions, comments, or changes from the commission. Commissioner Folyer made a motion to approve the full Comprehensive draft plan with the amendments discussed today, April 22nd, for consideration to the City Council. Commissioner Mann seconded the motion. The motion passed unanimously.

Citizen Comments: None

Mark McAvoy, addressed the commission regarding the appointment of Amy Mullerleile as the new Community Development Director by the City Council.

Secretary's Report: Staff asked if anyone on the Planning Commission would be willing to give a status report to City Council on May 5th. Commissioners Abby Sprague and Gene Heuschel both volunteered.

Commissioner's Reports: Commissioner Folyer asked about the remainder of the commissioner meeting agenda schedule and the possibility of going back to one meeting a month. Staff reminded commission of the upcoming Development Code changes and anticipate that monthly meetings may take longer if reduced to once a month. The commission was in favor of attending additional meetings within a particular month if necessary. Commissioner Garcia motioned to change our meeting schedule to once a month, seconded by Commissioner Jencks. One commissioner voiced concerns about this change being implemented prematurely. The motion passed 6 to 1. Commissioner Folyer mentioned how having the redlined changes presented in advance streamlines the discussion and expedites final approval which is time being used wisely.

Adjournment: Commissioner Jencks motioned to adjourn the meeting, seconded by Commissioner Heuschel. The motion carried unanimously. The meeting was adjourned at 4:38 p.m.

DRAFT

SCJ ALLIANCE
CONSULTING SERVICES

Liberty Lake Development Code Update

To	Amy Mullerleile, Community Development Director, City of Liberty Lake
From:	Liam J. Taylor, AICP, Planner, SCJ Alliance Shareefa Abdulsalam, AICP, Project Manager, SCJ Alliance
Date:	May 7, 2026
Project:	Liberty Lake On-Call Planning (24-000540)
Subject	Outline of Updates to the City's Development Code

Introduction

After reviewing the City of Liberty Lake's Development Code against the Washington State Department of Commerce's Growth Management Act (GMA) Checklist, and taking into account the policies and strategies in the updated Housing Element, SCJ prepared this memo outlining the necessary revisions to the City's Development Code to ensure it is up to date with current state statutes.

Mandated Revisions

10-3D-3, Vehicle Parking Standards:

- RCW 36.70A.620 and 36.70A.600 limit the amount of parking a government can require for low-income, senior, disabled, and market-rate units located near high-quality transit services. This section lacks this distinction.
- Limit the required spaces to one off-street parking space per unit for two-unit middle housing types on lots smaller than 6,000 square feet (HB 1110 and HB 2321).
- Eliminate parking requirements from middle housing and ADUs within one-half mile of major transit stops (HB 1110 and HB 2321).
- Revise parking requirements for multi-unit housing based on unit size or number of bedrooms.
- Adjusting parking mandates for PSH and emergency housing.

10-2A-4, Zoning Districts Matrix, and 10-2B-3(C)(10), Manufactured Homes on Individual Lots: Manufactured housing must be regulated the same as site-built housing (RCW 35.21.684, 35.63.160, 35A.21.312, and 36.01.225), so the matrix will need to be updated, and 10-2B-3(C)(10) can be eliminated.

10-2B-3(C)(7-8), Accessory Dwelling Units (attached and detached):

- Regulations and the definition of Accessory Dwelling Units (ADUs) will need to be revised to align with state standards (RCW 36.70A.680, 36.70A.681, 36.70A.696, 36.70A.697, 36.70A.698, and 36.70A.699), such as the maximum size limit (increase maximum allowable size to at least 1,000 square feet) and number of ADUs per lot (up to two) (HB 1337).

Religious Organization Shelters: The current zoning standards do not prohibit religious organizations from providing shelter to the homeless (RCW 36.01.290). No changes are needed, but this is to keep in mind for future updates.

Unit Lot Subdivisions: Add a section(s) on Unit Lot Subdivisions (RCW 58.17.060(3)).

Impact Fees: Amend the fee schedule to allow for the deferment of impact fees for single-family detached and attached residential construction. Limit/exempt impact fees on early learning centers and low-income and emergency housing development. Ensure impact fees are not assessed on the construction of accessory dwelling units that are greater than 50 percent (50%) of the impact fees that would be imposed on the principal unit. Ensure the impact fees reflect the proportionate impact of new housing units (RCW 82.02.050, 82.02.060, 82.02.090, 36.70A.681, 36.70A.070).

Transportation Demand Management (TDM): Include specific language prohibiting development when the level-of-service standards for transportation facilities cannot be met (RCW 36.70A.070). Additionally, include measures to bring locally owned or operated transportation facilities that are below the level of service into compliance. 10-4A-2(B)(2) should exempt Highways of Statewide Significance (HSS).

Two Residential Units Per Lot: Allow at least two residential units (such as duplexes) per lot on all lots zoned predominantly for residential use, unless the lot is smaller than 1,000 square feet (RCW 36.70A.635, HB 1110, 2321).

Condominiumization: Allow separate ownership of duplex units or ADUs on a single lot through condominiumization or subdivision (HB 1110, HB 2321, HB 1337).

Condominium Plats: Establish review procedures for condominium plats.

Emergency and Permanent Supportive Housing:

- Remove arbitrary limitations on the number of units and residents at a facility and instead utilize parameters such as occupant load per square foot or generally applicable health and safety provisions to determine occupancy (RCW 35A.21.314).
- Remove spacing requirements between shelters and PSH facilities.
- Increase or remove transit proximity requirements for PSH and emergency housing.
- Allow offices in conjunction with PSH and emergency housing across all residential zones.

Co-living: Allow co-living housing as a permitted use in any zone that allows at least six multifamily residential units, including lots zoned for mixed-use (RCW 36.70A.535).

Adaptive Reuse: Relax the design and development standards for adaptive reuse to encourage the conversion of existing non-residential buildings into housing developments (HB1042).

Recommended Revisions

Expanded Housing Types: Expand allowable housing options, such as tiny homes, cottage clusters, and co-living developments in R-2, R-3, and mixed-use zoning districts in order to increase the diversity of housing options citywide.

Housing Density: Increase the maximum density for attached housing in R-2 zones from 12 to 16 units per acre.

Transitional Housing: Explore temporary or short-term rental programs as transitional housing options for specific groups.

ADUs: Remove ADU design standards such as the maximum number of bedrooms, the six-foot fence, and the minimum roof slope.

Manufactured Homes: Remove manufactured home design standards, such as multi-sectional designs and minimum roof slope.

Commercial Space Requirements: Allow more flexibility in commercial space requirements for housing developments in neighborhood-oriented mixed-use zones.

Minimum Enclosed Area: Eliminate the minimum enclosed floor area of 1,000 square feet to allow for "tiny home" developments.

Design Review: Eliminate design reviews in R-1, R-2, and R-3 zones for moderate-density housing, and utilize administrative Design Review for multi-family housing of more than 6 units to streamline the approval process.

Parking for Multifamily Housing: Revise parking requirements for multi-unit housing based on unit size or number of bedrooms.

Emergency and Permanent Supportive Housing:

- Adjusting parking mandates for emergency and permanent supportive housing.
- Remove spacing requirements between shelters and emergency and permanent supportive housing.
- Increase or remove transit proximity requirements for emergency and permanent supportive housing.
- Allow offices in conjunction with emergency and permanent supportive housing across all residential zones.

Temporary or Short-Term Housing: Explore temporary or short-term rental programs as transitional housing options for specific groups.

Multi-family in Light Industrial Zone: Allow multi-family residential as a limited use in light industrial zones with appropriate buffers.

Landscape Code:

- Update the tree schedule in coordination with the City's arborist.
- Ensure that tree species selection and planting guidance are updated to be resilient to climate change (Climate Element, Resiliency, Policy 3.5).
- Revisit required landscaped areas for new developments (Climate Element, Greenhouse Gas Policy, 6.1.1). Are the current standards sufficient?

10-4D-5, Approval Criteria: Preliminary Plat and Short Plat: Consider making the requirements for adequate public facilities (streets, sidewalks, etc.) more explicit.

River District Specific Area Plan: Review for compliance and consistency with the rest of the City's development code.

Definitions

Update or add the following definitions:

- Accessory Dwelling Units (ADUs).
- "Emergency" for an emergency plan amendment, 10-1C-1(B) (RCW 36.70A.130 and WAC 365-196-640).
- All dwelling units.
- Critical Areas and all four types.
- Co-living.
- Specialty Housing.
- All four types of "STEP Housing."
- Condominium.
- Active Channel.
- Active Floodplain.
- Best Available Science (BAS).
- Compensatory Mitigation.
- Ecological Improvement.
- Ecosystem Functions, Services, and Values.
- Habitat Management Plan (HMP).
- Hazard Tree.
- No Net Loss.
- Ordinary High-Water Mark (OHWM).
- Reasonable Use Exception.
- Riparian Ecosystem.
- Riparian Management Zone (RMZ).
- Site-Potential Tree Height ($SPTH_{200yr}$).

Critical Areas Ordinance (CAO)

Incorporate updates to the CAO and definitions as requested and outlined to the City on March 12, 2026, by the Washington Department of Fish and Wildlife.

- Add a “Subdivisions in Critical Areas” and “Mitigation and Survey Requirement” section.
- Adopt Spokane County’s published Priority Habitat and Species list by reference.
- Recommends using the “Site Potential Tree Height” mapping tool for determining tree heights.
- Ensure no net loss of ecological function and value to fish and wildlife species, conservation areas, and habitats.
- Ensure all state priority habitats or species are protected, including Shrubsteppe.

Conclusion

These proposed changes should bring the City of Liberty Lake into compliance with the State's zoning and development standards and meet the City’s desired updates.

PLANNING COMMISSION
TENTATIVE COMP PLAN MEETING SCHEDULE

~~January 14, 2026~~

- ~~Parks Plan Update~~
- ~~Draft Transportation Element (Pt 2)~~
- ~~Update on Climate Element (based on Commerce Feedback)~~

~~January 28, 2026~~

- ~~Transportation Resiliency Plan~~
- ~~Final Transportation Network Analysis~~
- ~~Workshop on Housing & Required Development Code Amendment~~

~~February 11, 2026~~

- ~~Final Natural Environment/Climate Element~~
- ~~Workshop on Housing & Required Development Code Amendment~~

~~February 25, 2026~~

- ~~Cancelled~~

~~March 11, 2026~~

- ~~Sidewalk Master Plan update~~
- ~~Parks Element~~

~~March 25, 2026~~

- ~~Capital Facilities Plan Workshop~~
- ~~Final transportation Element (pt. 1)~~

~~April 8, 2026~~

- ~~Final Capital Facilities Plan Review~~
- ~~Final Transportation Element (pt.2)~~

April 22, 2026

- ~~Review Full Draft Comp Plan Document~~

CITY COUNCIL WORKSHOP, MAY 19
DRAFT TO COMMERCE & OTHER AGENCIES FOR REVIEW, MAY 21 – JULY 20; SEPA, MAY 21 – JUNE 22

May 13, 2026

- Workshop on Development Code Amendments

June 10, 2026

- Workshop on Development Code Amendments

July 8, 2026

- Sign Code Workshop

July 22, 2026

- Review of Any Changes to Comp Plan Required by Commerce or Other Agencies
- Final Review of All Development Code Amendments

COMMERCE REVIEW OF ALL DEVELOPMENT CODE AMENDMENTS, JULY 23– SEPTEMBER 21
SEPA REVIEW OF ALL DEVELOPMENT CODE AMENDMENTS, JULY 23 – AUGUST 21

August 12, 2026

- PC Public Hearing on Periodic Comprehensive Plan Update

CITY COUNCIL COMP PLAN PUBLIC HEARING, AUGUST 18
CITY COUNCIL 1ST & 2ND ORDINANCE READING, SEPTEMBER 1 & SEPTEMBER 15
RESOLUTION, FINAL COMP PLAN PERIODIC UPDATE IN COMPLIANCE W/RCW 36.70A.130(1), SEPT 15

September 9, 2026

- Public Hearing on All Development Code Amendments

DEVELOPMENT CODE PUBLIC HEARING BEFORE CITY COUNCIL, SEPTEMBER 15
CITY COUNCIL 1ST & 2ND ORDINANCE READING, OCTOBER 7 & 21