



Planning Commission Regular Meeting Minutes

Wednesday, February 25, 2026 at 6:00 PM

9103 E Frederick Ave.

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1. CALL TO ORDER & ROLL CALL

Meeting called to order by Commissioner Ankney at 6:00pm. A quorum was present.

PRESENT

Commissioner Mike Ankney
Commissioner Bobbie Beese
Commissioner Jay Molitor
Commissioner Bill Rickard

2. APPROVAL OF MEETING AGENDA

Chairman Ankney welcomed Commissioner Bobbie Beese back, updated commission that Mayor Beese has received several resumes for the vacancy with hopes on having a full commission next month, noted commission not full but a quorum was present.

Motion was made by Commissioner Rickard, Seconded by Commissioner Molitor

Voting Yea: Commissioner Ankney, Commissioner Beese, Commissioner Molitor, Commissioner Rickard

3. APPROVAL OF MINUTES

- a. Motion to approve meeting minutes as presented or with any modifications.

Commissioner Molitor requested modification of a minor typo on action item 4, 3rd paragraph down changed from "explorer to explore".

Motion was made by Commissioner Rickard, Seconded by Molitor to approve the January 28, 2026 meeting minutes with modification.

Voting Yea: Commissioner Ankney, Commissioner Molitor, Commissioner Rickard

Commissioner Beese Abstained, noted pending reinstatement at time of last meeting minutes.

4. ACTION ITEMS

Ms. Tainio discussed reviewing municipal code against Washington State Law requirements and the periodic update checklist, including 2025 updates, with focusing on mandatory requirements for the periodic update.

- a. Periodic Update - Review Ch. 17.04 (2/19/26)

Ms. Tainio invited the Commission to review materials and discuss any changes or proposals. Ms. Tainio discussed focusing the meeting on updates to the zoning use table and the incorporation of RCW/state changes with several sections to continue review for next month. Ms. Tainio discussed once the preferred direction for permit processing and land use

processing is decided, she will begin to write the code changes next month to streamline permit processing.

b. Periodic Update - Review Ch. 17.06, Table of Permitted Uses (2/19/26)

Ms. Tainio discussed changes made to definitions within the regulations altering "C" to "S" for clarity, regarding "specific use regulations" to avoid confusion with "conditional use permits", due to feedback and confusion on "C". Ms. Tainio discussed the addition of a Contractor Yard, introducing the concept of a Contractor Yard as a newly defined use that had been frequently inquired about, making it clear that definitions are now included for all terms.

Ms. Tainio defined clarification on Family Daycare Provider based on the RCWs. Ms. Tainio discussed addition of Laundromats to the regulations as it serves as a relevant use in certain areas, noting it is one of the few uses for the Bank of America site, due to deed restrictions.

Ms. Tainio defined Transitional Housing serving formerly homeless individuals transitioning into stable housing, along with Permanent supportive housing provides housing for low-income families with on-site counseling and employment assistance services.

Commissioner Beese requested clarification on Family Daycare Provider being defined as just kids or adults, suggesting having verbiage added for older adults.

Ms. Tainio explained the distinction between Dance and Art Studio's, galleries specifically pertain to the display of art, while dance studios focus on teaching and practice.

Commissioner Beese requested clarification on courtyard apartments being allowed in C2. Ms. Tainio explained courtyard apartments would only be allowed in C1 and C2 under mixed use development.

Ms. Tainio discussed telecom and antenna rules, noting accessory facilities may include equipment storage, unmanned operation and operation up to 4 hours. Ms. Tainio described antenna measurement requirements based on size, Type 1 antennas equal or less than 4 feet in height with an area of not more than 480square inches in the aggregate. Ms. Tainio explained Type 2 antennas up to 15 feet in height and 1 meter in diameter.

Commissioner Beese discussed community input emphasizing growing needs for communication technology while also considering community interests. Commissioner Beese discussed having type 1 antennas allowed in C2 with placement requirements of roof only and not on a separate structure.

c. Periodic Update - Review Ch. 17.08 to 17.18, Residential Zones (2/19/26)

Ms. Tainio discussed Beekeeping verbiage, defining UR1 Beekeeping or other agricultural uses as defined in Appendix A, may be considered a nuisance to surrounding properties will not be permitted on less than one half acre, if a use is classified as a nuisance, then it shall be discontinued, and currently prohibited in UR2 and UR3.

Commissioner Beese suggested discussion on allowance of Beekeeping in UR2, including input from the public.

Ms. Tainio discussed Accessory building regulations and enforcement with UR2 and UR3 limited to 1,200sq ft each, with addition of 5-foot separation between buildings to prevent connections. Ms. Tainio explained trends, workarounds and rationale with most shop requests being 1,400sq ft as 1,200 sq ft is often too small leaving applicants sometimes adding 1,500-1,600sq ft house additions to create shops.

Commissioner Beese discussed limits are intended to preserve modest post-WWII house scales and avoid oversized garages to keep a residential neighborhood appearance.

Ms. Tainio and the commission discussed allowed types of animals with restrictions prohibiting the slaughtering of any animals, poultry or livestock in certain designated zones. Ms. Tainio discussed the keeping of some types of fowl may be permitted under specific conditions. Ms.

Tainio and the Commission discussed consistency across zones with the regulations of keeping fowl and rabbits in UR2 allowed, to be followed into UR3. Commissioner Beese discussed how the keeping of fowl can contribute to the community and food sufficiency goals within residential areas.

Ms. Tainio discussed setbacks for accessory buildings versus an accessory building with an attached ADU. Ms. Tainio explained detached ADU's are treated the same as single-family residences; ADU-specific design standards cannot be imposed if not applied to single-family.

Ms. Tainio discussed Table of Permitted Uses listed short-term rentals as equivalent to Bed and Breakfast establishments, but the zoning section lacked matching language, the code was corrected to consolidated them. Commissioner Beese highlighted owner-residency requirements of Bed Breakfast/short term rental house conflicts with allowing short term rentals, requesting future review.

Commissioner Rickard commented on discussing setbacks for multistory buildings at 15 ft to possibly increasing the setback. Ms. Tainio clarified front, rear and lot orientation definitions are to protect backyards and address two-story privacy impacts. Ms. Tainio explained definitions for 'front' and 'back ' were clarified for private-street orientations to address privacy and prevent two-story uses from overlooking neighbors' backyards; public comments were focused on driveways, private streets, and corner lots, not same-road adjacencies.

d. Periodic Update - Review Ch. 17.20 to 17.36, Commercial Industrial Public Zones (2/19/26)

Ms. Tainio and Commissioner Beese discussed language carried into C1 and C2 requires sales of cultivated produce only through an approved home business or approved business. Commissioner Beese commented on regulations to allow occupants or residents to utilize growing their own produce to sell. Ms. Tainio updated verbiage to include 'sales will only be permitted through an approved home business or approved business'.

Ms. Tainio discussed Conditional Use Permits will be presented at the next meeting and will chart which processes goes to Council, hearing examiner, planning commission or staff to streamline decision paths. Ms. Tainio discussed State law governs church organizations, outdoor encampment and housing shelters with decision-making authority remaining under discussion. Ms. Tainio explained Condition Use Permits cannot prohibit a use, only impose conditions and heavy conditions can tightly control uses.

e. Periodic Update - Review Ch. 17.38, General Provisions (2/19/26)

Ms. Tainio discussed bringing General Provisions back to review at the next meeting.

f. Periodic Update - Review Ch. 17.48, Essential Public Facilities (2/19/26)

Ms. Tainio and the Commission discussed no further review needed until the next public hearing.

g. Periodic Update - Review Title 17 Appendix A, Definitions (2/19/26)

Ms. Tainio and the Commission discussed bringing Appendix A, Definitions, back to review at the next meeting.

h. Periodic Update - Review Ch. 18.08, Critical Areas (12/31/25)

Ms. Tainio and the Commission discussed no further review needed until public hearing.

5. PUBLIC REMARKS

Public Remarks are an opportunity for citizens to address the Planning Commission either in-person or by submitting their remarks to remarks@millwoodwa.us. We ask that in-person speakers limit themselves to two minutes and follow the Citizen Participation Guidelines Policy as posted on the City of Millwood website www.millwoodwa.us/government#CityCouncil or available at City Hall prior to this meeting.

No public remarks were made.

6. CITY PLANNER REPORT

a. City Planning Report for January 2026

Ms. Tainio presented her January 2026 planning report.

7. COMMISSIONER COMMENTS

Commissioner Beese praised Ms. Tainio's work and requested time to understand changes to explain to citizens what is unavoidable versus modifiable, recommending careful consideration of design standards.

Commissioner Rickard made no comment.

Commissioner Molitor commended Mayor Beese on involvement with the Hutton House.

Chairman Ankney commented on the "Coffee with the Mayor" function bringing lively discussions and welcomes everyone to discuss concerns, along with Mayor Beese forming a public works committee that he is involved with along with Council Member Stravens. Chairman Ankney commented the possible new location of the Farmers Market which will be west of Argonne due to the anticipated summer construction.

8. SET NEXT MEETING - March 25, 2026 at 6:00pm

a. Anticipated Agenda Items:

Periodic Update - Review Ch. 17.38, General Provisions (2/19/26), Periodic Update - Review Title 17 Appendix A, Definitions (2/19/26).

Chairman Ankney announced possibly needing to remote in for the next Planning Commission Meeting on March 25, 2026.

9. ADJOURNMENT

Motion made by Commissioner Molitor, Seconded by Commissioner Beese to adjourn the Planning Commission Regular Meeting at 7:33 pm.

Voting Yea: Commissioner Ankney, Commissioner Beese, Commissioner Molitor, Commissioner Rickard