



Planning Commission Regular Meeting Agenda

Wednesday, July 29, 2026 at 6:00 PM

9103 E Frederick Ave.

www.youtube.com/@cityofmillwood

1. CALL TO ORDER & ROLL CALL

2. APPROVAL OF MEETING AGENDA

3. APPROVAL OF MINUTES

- a. [Motion to approve meeting minutes as presented or with any modifications.](#)

4. ACTION ITEMS

- a. [Periodic Update - Review Requested Modifications \(from 6/24/26 meeting / workshop & 60 day / SEPA review\)](#)
- b. [Periodic Update - Residential Setbacks \(from 7/14/26 joint meeting & public comment\)](#)
- c. [2027 Budget - Proposed Projects Discussion](#)

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.

6. CITY PLANNER REPORT

- a. [City Planning Report for June 2026](#)

7. COMMISSIONER COMMENTS

8. SET NEXT MEETING -

Planning Commission Public Hearing - August 26, 2026 at 6:00 PM

- a. Anticipated Agenda Items:

Periodic Update - Draft Development Regulations MMC Updates

9. ADJOURNMENT



Planning Commission Regular Meeting Minutes

Wednesday, May 27, 2026 at 6:00 PM

9103 E Frederick Ave.

www.youtube.com/@cityofmillwood

1. CALL TO ORDER & ROLL CALL

The Planning Commission Regular Meeting was call to order by Chairman Ankney at 6:00pm. A quorum was present.

PRESENT

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

2. APPROVAL OF MEETING AGENDA

Motion was made by Commissioner Rickard, Seconded by Commissioner Molitor to approve the Meeting Agenda.

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

3. APPROVAL OF MINUTES

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

Chairman Ankney and Commission Beese requested specific editorial corrections, on name spellings and date corrections referencing incorporation and clarification of when the first council meeting was held. The Commission agreed minutes should be more concise with a generalized summary, with YouTube being the records retained for play-by-play details of the meeting.

Motion made by Commissioner Molitor, Seconded by Commissioner Chernioglo to approve the April 22nd Meeting Minutes with suggested edits.

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

The Commission provided several scrivener's errors on the April 29th Minutes.

Motion made by Commissioner Rickard, Seconded by Commissioner Chernioglo to approve the April 29th Meeting Minutes with suggested edits.

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

4. ACTION ITEMS

a. Periodic Update - Review Requested Modifications (from 5/13/26 meeting)

Ms. Tainio discussed the requested changes from the 5/13 meeting have been incorporated into the packet and signature block language has been standardized to align with other jurisdictions.

b. Periodic Update - Review Title 14, Land Use (5-20-26)

Ms. Tainio discussed Title 14 has been consolidated and streamlined to be consistent with state law, along with including several tables to help address type 1 to type 5 processing. Ms. Tainio explained the structure of permit types detailing Type 4 containing quasi-judicial project permits with 5 sub types, and Type 5 in the matrix includes procedural determination from planning director. The Commission and Ms. Tainio agreed on adding language from Type 5 into Section A to explain the planning director may assign procedural routing when an application does not clearly fit Type 1-4.

Ms. Tainio discussed conditional use permits and provided the option of leaving conditional use as Type 4 (Planning Commission/hearing body) or move conditional uses into Type 3 (hearing examiner only if required by state law) for better consistency. Commissioner Beese emphasized the value of having City representation if the Commission decides on going with a hearing examiner system in the future, and the importance of community input with hearings allowing the public to feel heard. The Commission came to a consensus that conditional use permits will remain under Type 4.

Ms. Tainio clarified permit types and notices with Type 1 requiring no public notice, Type 2 having a notice of application, Type 3 needing notice and public hearing and higher types involving hearing/zone changes. Ms. Tainio discussed notice options and requirements for each permit type.

c. Periodic Update - Review Chapter 17.44, Administration and Enforcement (5-19-26)

Ms. Tainio discussed ADU addressing and emergency response labels explaining language was revised to remove the old "Unit A" to provide more clarity for emergency response vehicles by requiring a primary residence designation. Ms. Tainio provided an example using "101 East Main Avenue, Unit B/C" which help identify the separate primary residence and ADU unit entries. Commissioner Molitor requested minor punctuation edits to include semicolons to separate primary residence and ADU unit entries.

Commissioner Rickard requested clarification on duration for temporary use permits. Ms. Tainio noted she will add the maximum duration for temporary use permits to be consistent with other jurisdictions.

d. Periodic Update - Review Title 17 Appendix A, Definitions (Addressing 5-18-26)

Chairman Ankney asked the Commission if there were any questions or comments on Title 17 Appendix A, Definitions. Ms. Tainio explained the only changes made were highlighted in blue. There were no questions or comments made on Title 17 Appendix A, Definitions.

e. Periodic Update - Discuss Minimum Lot Size

Ms. Tainio discussed revisiting taking away the Minimum lot size as the entire code has been reviewed and currently using the adopted bulk density standards, front lot line width and depths, lot coverage and setbacks to define the lots. Ms. Tainio provided an example of how many units can be placed on a lot based on state requirements on infill. No comments were made on taking away minimum lot size.

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 April 2026

Ms. Tainio presented her April 2026 City Planning Report. Ms. Tainio discussed the Historic Preservation's requested historic street signs and or markers, asking the Commission if they would consider the request exempted as a historic marker. The Commission viewed historic markers as exempt from sign permits.

b. City Council Workshop - June 9, 2026 at 5pm (Financial & Regulatory Incentives for Housing)

Ms. Tainio gave reminder for the City Council Workshop on June 9, 2026, inviting the Commission to join as members of the audience, and will advertise the meeting as a Special Meeting.

7. COMMISSIONER COMMENTS

Chairman Ankney thanked Ms. Tainio for her hard work.

No other comments were made.

8. SET NEXT MEETING - Regular Meeting / Public Workshop June 24, 2026 at 6:00pm

a. Periodic Update - Review Draft Development Regulations MMC Updates & Design Review Discussion

b. Joint Planning Commission & City Council Workshop - July 14, 2026 at 5pm?

The Commission confirmed the Joint Planning Commission & City Council Workshop on July 14, 2026, at 5:00 pm.

c. Cancellation of July 29th Planning Commission Meeting?

The Commission discussed the decision for possible cancellation of July 29th Planning Commission Meeting could be decided at the June meeting.

d. Periodic Update Planning Commission Public Hearing - Scheduled for August 26, 2026

9. ADJOURNMENT

Motion made by Commissioner Molitor, Seconded by Commissioner Chernioglo to adjourn the Planning Commission Regular Meeting at 7:47 pm.

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



Planning Commission Regular Meeting Minutes

Wednesday, June 24, 2026 at 6:00 PM

9103 E Frederick Ave.

www.youtube.com/@cityofmillwood

1. CALL TO ORDER & ROLL CALL

The Planning Commission Regular Meeting was called to order by Chairman Ankney at 6:00 pm. A quorum was present.

PRESENT

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

2. APPROVAL OF MEETING AGENDA

Motion made by Commissioner Molitor, Seconded by Commissioner Rickard to approve the meeting agenda.

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

3. APPROVAL OF MINUTES

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

Motion made by Commissioner Chernioglo, Seconded by Commissioner Molitor to approve the Meeting Minutes for the Planning Commission Special Meeting on May 13, 2026.

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

4. ACTION ITEMS

- a. Periodic Update - Review Requested Modifications (from 5/27/26 meeting)

Ms. Tainio presented the requested modifications from the 5/27/26 meeting to the Commission and opened the room for any questions.

Commissioner Molitor requested clarification on ADU addressing. Commissioner Beese explained ADU numbering as the first ADU becomes B, second C and the primary house retains its historical address.

Chairman Ankney thanked everyone for their good work.

- b. Periodic Update -Public Workshop Presentation (Development Regulations)

Ms. Tainio discussed she will present the Public Workshop Presentation and explained the workshop format will allow the Commission to converse with members of the public free

flowing without testimony. Ms. Tainio explained the Workshop will provide an overview of proposed modifications to the regulations and attendees are encouraged to ask questions or provide comments for discussion.

Ms. Tainio presented the Public Workshop Presentation starting with a brief overview that GMA requires cities to update the comprehensive plan and development regulations every 10 years. Ms. Tainio discussed the comp plan was completed back in November, a slight adjustment was made for climate and one sentence in housing was added and was adopted in March. Ms. Tainio discussed the Commission is currently at the tail end of the development regulations portion. Ms. Tainio explained changes were made to update everything in accordance with Washington state law with best available science for critical areas, and development regulations were updated to be consistent with the City comprehensive plan as well as internally.

Ms. Tainio outlined the next steps include: CEPA review and public hearing notification, Planning Commission public hearing at the end of August, recommendation to Council in September, two council readings in September/October and adoption in mid-October and a Resolution for the entire periodic update completion by end of November, one month ahead of statutory deadline.

Commissioner Beese requested clarification on the minimum 10 feet driveway requirements, expressing concern on how larger emergency vehicles are able to gain access to the lot. Ms. Tainio explained projects with constrained rear access will require coordination with the fire district to confirm turnaround and radius/clearance requirements with expectations of case-by-case handling for very deep rear infill lots.

Ms. Tainio presented examples of model scenario outcomes with the proposed zoning and design review updates, using properties within Millwood to help assess outcomes. The Commission and Ms. Tainio discussed design standards, Ms. Tainio noted it is optional to include within the update, the Commission chose to keep design standards to help create guidelines on features within a lot.

Chairman Ankney asked the audience if there were any further remarks or comments before closing the public workshop. Council Member Seifert was in the audience and thanked the Commission for their hard work and for being ahead of schedule.

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.

Chloe Clark, 8609 E Courtland Ave, presented a formal statement after doing some research of the ordinances specifically on camper and trailer use as dwellings. Ms. Clark stated she was looking for ordinances on long term storage and how size and placement of recreational vehicles being stored on properties, asking for direction from the Commission on where to find more information. Ms. Clark stated she wanted to propose a review with concern of neighbors in the area, noting most people with recreation vehicles seem to store them in a way that is respectful to other neighbors, however there are a few that are not. Ms. Clark provided a copy of her proposal to the Commission.

Todd Beese, 8610 East South Riverway, thanked the Commission, Ms. Tainio and Ms. Gill for their hard work. Mr. Beese gave information on a bike ride and walk on July 4th at 9:00 am which will start behind Bottles and wished to see everyone there.

6. CITY PLANNER REPORT

- a. City Planning Report for May 2026

Ms. Tainio presented her City Planning Report for May 2026.

7. COMMISSIONER COMMENTS

Chairman Ankney stated he sits on the Advisory Board for SRTC he highlighted a few upcoming projects on I-90 encouraging other Commissioners to read up on upcoming projects. Chairman Ankney also gave reminder for the STA ballot that renews the sales tax that goes to STA if approved it will be till 2048, if not it expires January 1st, 2029, emphasizing the importance to keep STA funded.

Commissioner Chernioglo thanked the Commission and the City for everyone for providing a very wonderful and supportive group to work with, stating it is truly a pleasure and is looking forward to seeing more positive reinforcement and direction for the City. Commissioner Chernioglo thanked the public for their attendance.

Commissioner Beese, Commissioner Molitor and Commissioner Rickard had no comment.

8. SET NEXT MEETING - Special Joint Planning Commission & City Council Workshop - July 14, 2026 at 5:00 PM

Commissioner Chernioglo stated she will be unable to attend the July 14th special meeting, and the July 29th regular meeting.

Commissioner Beese stated she will not be in attendance at the July 14th special meeting, and the July 29th regular meeting, noting her and Commissioner Chernioglo are not traveling together.

- a. Periodic Update - Review Draft Development Regulations MMC Updates
- b. Cancellation of July 29th Planning Commission Meeting?

Chairman Ankney confirmed with Commissioner Rickard and Commissioner Molitor they will be in attendance for a quorum at the July 29th Planning Commission Regular Meeting, in preparation for the August 26th Public Hearing.

- c. Periodic Update Planning Commission Public Hearing - Scheduled for August 26, 2026

9. ADJOURNMENT

Motion made by Commissioner Molitor, Seconded by Commissioner Beese to adjourn the Planning Commission Regular Meeting at 7:53 pm.

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

2026 PERIODIC UPDATE - DEVELOPMENT REGULATIONS REVIEW TRACKER

Periodic Update requirements and modifications for consistency / clarity have been incorporated into drafts prior to presentation to the Planning Commission:

- Chapter_18.08__CRITICAL_AREAS (10-20-25 & 12-31-25)
 - Chapter_17.04__TITLE__USE_ZONES__BOUNDARIES_AND_ZONES (2-19-26)
 - Chapter_17.06__TABLE_OF_PERMITTED_USES (2-19-26 & 3-23-26)
 - Chapter_17.08-Chapter_17.18_RESIDENTIAL (2-19-26 & 3-23-26)
 - Chapter_17.20-Chapter 17.36_COMMERCIAL-INDUSTRIAL-PUBLIC (2-19-26 & 3-23-26)
 - Chapter_17.38__GENERAL_PROVISIONS (2-19-26)
 - Chapter_17.42__WIRELESS_TELECOMMUNICATION_FACILITIES (3-23-26)
 - Chapter_17.48__ESSENTIAL_PUBLIC_FACILITIES (2-19-26)
 - Title 17 APPENDIX_A__DEFINITIONS (2-19-26)
 - 2026 Periodic Update - Existing vs. Proposed Review Processes 3-31-26
- **2/25/26 Planning Commission Meeting**
 - **Table of Permitted Uses - PR-1 changed to P-1**

Table 17-1

<u>USE</u>	UR-1	UR-2	UR-3	C-1	C-2	I-1	<u>PR P-1</u>	<u>USE REGULATIONS</u>
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- Title 17 Appendix A Definitions - check definition of family daycare provider to include adult daycare (Definition from RCW, Adult Family Home includes adult daycare)
- **Allow short roof mounted wireless antennas in C-2 (add to Table of Permitted Uses and Type 1 in MMC Ch. 17.42)**

Table 17-1

<u>USE</u>	UR-1	UR-2	UR-3	C-1	C-2	I-1	<u>PR P-1</u>	<u>USE REGULATIONS</u>
<u>Wireless Telecommunication Towers, Antennas, and Facilities</u>	<u>X/A</u>	<u>X/A</u>	<u>X/A</u>	<u>S</u>	<u>X S</u>	<u>S</u>	<u>S</u>	<u>Refer to Chapter 17.42 for specific requirements and location limitations</u>

17.42.050 Development standards for Type I facilities on existing buildings or other existing support structures.

- A. Type I facilities are not permitted in residential districts/zones. Type I facilities are permitted on existing buildings or other existing support structures in areas zoned C-1 commercial district/zone, C-2 low-intensity commercial/mixed use zone, I-1 light industrial district/zone, and PR-1 public reserve district/zone subject to the conditions listed in this section.

- G. Type I facilities located in C-1 and C-2 commercial / mixed use districts-zones shall be stealth facilities or concealed antennas. Within the C-2 zone, Type I facilities shall only be located on roofs.
 - **Adjust wording of ADUs #8 (17.16.010A) for clarity**
 - 8. ADUs must comply with MMC 17.08.010 Residential Development Standards and standards shall not be more restrictive than those for principal units. The parcel must meet all code requirements including site coverage with the exception of the rear yard and side yard setbacks which can be reduced to five feet,
 - **Animals / urban agriculture section corrections in UR-2, UR-3, C-1, and C-2, allow fowl / rabbits in UR-3, and bees in additional zones.** Review continued at 3/31/26 meeting.
 - MMC Ch. 17.04 (2/19/26), Ch. 17.48 (2/19/26), & Ch. 18.08 (12/31/25) review is complete
 - Request by citizen to review Millwood Historic District language under UR-2, UR-3, and C-2 (**changed shall to should consider for consistency with historic register**) - only designated registry properties are required to comply, other properties it is optional and at owner's discretion, provided as a resource for homeowners
- Millwood Historic District.
- In addition to the design standards above, parcels within the Millwood Historic District should consider the Historic Millwood Resource Guide, v1-0 dated September 5, 2025 or as amended and adopted by the Millwood Historic Preservation Commission and Millwood City Council, for improvements, repairs, and modifications of Millwood's historic homes and structures.
- **3/31/26 Planning Commission Meeting & 4/10/26 Meeting w/ Commissioner Beese**
 - **Remove Neighborhood Commercial from Table of Permitted Uses, Residential Zones, and Title 17 Appendix Definitions** (keep in file for possible future inclusion)
 - Bring back review process for discussion of Hearing Examiner system use
 - Keep Development Regulations amendments as multiple times per year instead of once per year w/ Comp Plan option
 - **Raise short plats up to 9 lots and subdivisions to 10+ lots**
 - **Added definition in Title 17 Appendix for “Public Utility Local Distribution Facility”, corrected “Public Utility Transmission Facility” definition, removed “Utility Services Systems” from Table of Permitted Uses (duplicative and not commonly used in area), and added Public Utility Local Distribution Facility with Public Utilities / corrected Public Utility Transmission Facility with EPF reference added**

Table 17-1

<u>USE</u>	UR-1	UR-2	UR-3	C-1	C-2	I-1	<u>PR</u> <u>P-1</u>	<u>USE</u> <u>REGULATIONS</u>

Public Utilities / <u>Public Utility Local Distribution Facility</u>	P	P	P	P	P	P	P	
Public Utility Local Distribution <u>Transmission Facility</u>	X	X	X	X	X	P	CUP	<u>CUP 17.44.070 - 130 & Refer to 17.48.050 Location of EPFs</u>
Utility Services Systems	X	X	X	X	X	P	X	

"Public Utility" means a regulated public or private enterprise with an exclusive franchise for providing public service paid for directly by the recipient of that service.

"Public Utility Local Distribution Facility" means any building, structure, or device which transfers directly to the public the service or supply provided by a public utility, including telephone, electric, gas, cable television, water and sewer, and all other facilities, equipment and structures necessary for conducting a local distribution service by a government or public utility.

"Public Utility Transmission Facility" means any building, structure, or device which does not directly transfer to the public the service or supply provided by a public utility, including telephone, electric (greater than 55,000 volts or 55 KV), gas, cable television, water and sewer, and all other facilities, equipment, and structures, including substations, switching stations, and reservoirs.

"Public Utility Transmission Facility" means any building, structure, or device which transfers directly to the public the service or supply provided by a public utility, including telephone, electric, gas, cable television, water and sewer, and all other facilities, equipment and structures necessary for conducting a local distribution service by a government or public entity.

- Added Duplex & Stacked Flat to C-1/C-2 in Table of Permitted Uses (C-1/C-2 - Refer to Residential / Commercial Mixed Use 17.26.010(B))

Table 17-1

<u>USE</u>	UR-1	UR-2	UR-3	C-1	C-2	I-1	PR P-1	<u>USE REGULATIONS</u>
<u>Stacked Flat</u>	<u>P</u>	<u>P</u>	<u>P</u>	X <u>S</u>	X <u>S</u>	<u>X</u>	<u>X</u>	<u>C-1/C-2 - Refer to Residential / Commercial Mixed Use 17.26.010(B)</u>
Duplex	P	P	P	C <u>S</u>	X <u>S</u>	X	X	<u>C-1/C-2 - Refer to Residential / Commercial Mixed Use 17.26.010(B)</u>

- Added "Must be" to UR-1, UR-2, and UR-3 under subsection B

17.10.040 Libraries, churches, art galleries, schools.

B. Must be on property of not less than twelve thousand (12,000) square feet with not less than one hundred (100) feet of continuous frontage on an improved street, with a minimum lot width the same as that of the lot frontage.

17.12.030 Libraries, churches, art galleries, schools.

B. Must be on property of not less than twelve thousand (12,000) square feet with not less than one hundred (100) feet of continuous frontage on an improved street, with a minimum lot width the same as that of the lot frontage.

17.14.030 Libraries, churches, art galleries, schools.

B. Must be on property of not less than twelve thousand (12,000) square feet with not less than one hundred (100) feet of continuous frontage on an improved street, with a minimum lot width the same as that of the lot frontage.

- Concern with Accessory Buildings being taller (to accommodate Detached ADUs) when they are a pole building style. Detached ADUs must be allowed to be at least 24 feet in height and ADU requirements cannot be more restrictive than those for a principal unit. Pole buildings / metal is not currently a prohibited building type / material for Millwood residential zones. Revised 17.08.010, Table 17-2 to adjust heights and setbacks for accessory buildings and added a note about sq. footage under lot coverage to comply with RCW as well as 5' separation exemption.

17.08.010 Residential UR-1, UR-2, and UR-3 development standards.

Residential Development in the UR-1, UR-2, and UR-3 zones shall meet the standards shown in Table 17-2.

Table 17-2

		UR-1	UR-2	UR-3
Building Setbacks	Front	25 ft.	25 ft.	25 ft.
	Rear	25 ft.	25 ft.	25 ft.
	Side			
	1 Story / Height up to 20 ft.	5 ft.	5 ft.	5 ft.
	1.5 Story / Height up to 28 ft.	10 ft.	10 ft.	10 ft.
	2 Story / Height up to 35 ft.	15 ft.	15 ft.	15 ft.
	Flanking Street	15 ft.	15 ft.	15 ft.
Accessory Building Setbacks (2)	Side	5 ft.	5 ft.	5 ft.
	Rear	5 ft.	5 ft.	5 ft.
Maximum Building Coverage (3)		40%	40%	40%
Maximum Total Lot Coverage (14)		60%	60%	60%
Building Height (5) (6) (7)		35 ft.	35 ft.	35 ft.
	Accessory Buildings	25 ft.	20 ft.	20 ft.
Building Height (2) (4)	Single Family & Duplex	35 ft.	35 ft.	35 ft.
	Accessory Bldg. (3) (5)	25 ft.	20 ft.	20 ft.

(2) Accessory Buildings shall not be located closer than 25 feet to the front of the lot, consistent with front setbacks for principal units. Accessory Buildings taller than twenty (20) feet shall be set back 10 feet from side and rear property lines. Detached ADUs can be sited at a lot line if the lot line abuts a public alley, unless the City of Millwood routinely plows snow on the public alley. Also refer to Accessory Building regulations within each zone with Detached ADUs being exempt from the prescribed size limitations applicable to Accessory Buildings. When multiple buildings that require site plan and/or building permit review are located on a parcel, each building must be separated by at least 5 feet.

(3) For infill development, when existing homes are preserved and middle housing is added elsewhere on the lot, the existing home is exempted from the maximum building coverage. Lot coverage limitations cannot require an ADU to be less than 1,000 sq. feet; however, an applicant may choose to build a smaller size.

(4) Includes all other impervious surfaces

(25) Building height shall be measured from average grade level to the highest point of the structure

(36) In compliance with RCW 36.70A.681, Accessory Buildings taller than 24 feet (at highest point of structure) shall comply with Building Setbacks based on height for side setback (10 ft. for 25 ft. to 28 ft. and 15 ft. for 29 ft. to 35 ft.). Rear setback shall match required side setback from property line for accessory buildings taller than 24 feet when an accessory building contains a Detached ADU, it is permitted to be up to 25 feet in height. Maximum wall height not to exceed 16 feet

(7) A building can exceed maximum roof height limit by 48 inches to accommodate a roof-mounted solar energy panel.

Additional exceptions to roof height and setbacks apply to retrofits of existing buildings for residential housing in accordance with RCW 36.70A.810. Refer to MMC 17.18.050 for more information.

(4) No structure shall exceed 2 stories in height

(5) Accessory buildings taller than sixteen (16) feet shall be set back an additional one foot for each one foot of building height in excess of sixteen (16) feet to a maximum setback of ten feet from any property line.

- Research on beekeeping, fowl, and rabbits in urban environments / review other jurisdictions (City of Spokane Valley). Added definitions for beehive and beekeeping in Title 17 Appendix, prepared City of Spokane Valley and Spokane County zoning comparison exhibit, and included draft language based on zoning comparison. Also added rabbits to UR-1 consistent with fowl (apparent oversight on previous non-inclusion).

"Beehive" means a structure designed to contain one colony of honey bees (*apis mellifera*) and registered with the Washington State Department of Agriculture per Chapter 15.60 RCW or as hereafter amended.

"Beekeeping" means the keeping of beehives on a lot. See Agriculture (Urban) / Animal Keeping, use category.

17.10.010 Animals (Animal Keeping - Large and Small) and Agriculture (Urban).

In the UR-1 zone animal requirements are as follows:

A. An occupant or resident may keep or maintain for his/her own personal use animals and fowl on the premises of his/her dwelling (provided that any building housing animals or fowl, or yards, or runways shall be not less than fifteen (15) feet from any property line, and further provided that no fowl, animal or animals may be slaughtered on such premises) as follows:

- A1. Household pets as defined in the animal control ordinance are permitted provided, they are maintained in compliance with the animal control ordinance;
- 2B. Up to twenty-five (25) female fowl or rabbits for the personal use of occupants on the premises are permitted;
- 3C. Livestock units are defined as: one horse, mule, donkey, burro or bovine or two goats, llamas, alpacas, or sheep. No other animals including pigs or swine shall be allowed;
- 4D. One livestock unit shall be allowed per gross half-acre. No livestock shall be permitted on less than one-half acre;
- 5E. Private and commercial kennels are prohibited;
- 6F. The keeping, maintaining and raising of exotic animals as defined by the Spokane County animal control regulations, as may be amended with the addition of nonhuman primates, is not allowed.

B. An occupant or resident may utilize open space for agriculture as follows:

1. Garden cultivation, orchards, seed production, flower growing, etc. are allowed for personal use;
2. Sales will only be permitted through an approved Home Business;
3. Community gardens are permitted with up to two parking spaces and outdoor lighting that complies with 17.18.030 (Residential outdoor lighting);
4. Hobby beekeeping is allowed when the following requirements are met:
 - a. The number of beehives shall be limited to one beehive per 4,356 gross square feet of lot area;
 - b. Beehives shall be set back a minimum of five feet from a side or rear property line and 25 feet from the front property line;
 - c. A flyaway barrier shall be provided that is at least six feet high and consists of a solid wall, solid fencing material, dense vegetation, or combination thereof, that is parallel to the side or rear property line(s) and extends beyond the beehive(s) in each direction that bees are forced to fly at an elevation of at least six feet above ground level over the property lines in the vicinity of the beehives;
 - d. Beekeepers shall maintain an adequate supply of water for bees located close to the hives; and
 - e. The beekeeper shall be certified by the Washington State Beekeeper's Association.

17.12.010 Animals (Animal Keeping - Small) and Agriculture (Urban).

A. In the UR-2 zone animal requirements are as follows:

- A1. Household pets as defined in the animal control ordinance are allowed provided, they are maintained in compliance with the animal control ordinance;
- 2B. The keeping of up to four female fowl or four rabbits is allowed. Other livestock is prohibited.

- ~~3C.~~ The ~~keeping, maintaining or~~ slaughtering of any animals, livestock or poultry is prohibited.
- ~~4D.~~ The keeping, maintaining and raising of exotic animals as defined by the Spokane County animal control regulations, as may be amended with the addition of nonhuman primates, is not allowed.
- B. An occupant or resident may utilize open space for agriculture as follows:
1. Garden cultivation, orchards, seed production, flower growing, etc. are allowed for personal use;
 2. Sales will only be permitted through an approved Home Business;
 3. Community gardens are permitted with up to two parking spaces and outdoor lighting that complies with 17.18.030 (Residential outdoor lighting);
 4. Hobby beekeeping is allowed when the following requirements are met:
 - a. The number of beehives shall be limited to one beehive per 4,356 gross square feet of lot area;
 - b. Beehives shall be set back a minimum of five feet from a side or rear property line and 25 feet from the front property line;
 - c. A flyaway barrier shall be provided that is at least six feet high and consists of a solid wall, solid fencing material, dense vegetation, or combination thereof, that is parallel to the side or rear property line(s) and extends beyond the beehive(s) in each direction that bees are forced to fly at an elevation of at least six feet above ground level over the property lines in the vicinity of the beehives;
 - d. Beekeepers shall maintain an adequate supply of water for bees located close to the hives; and
 - e. The beekeeper shall be certified by the Washington State Beekeeper's Association.

17.14.010 Animals (Animal Keeping - Small) and Agriculture (Urban).

- A. In the UR-3 zone, animal requirements are as follows:
- ~~A1.~~ Household pets as defined in the animal control ordinance are allowed provided, they are maintained in compliance with the animal control ordinance;
 2. The keeping of up to four female fowl or four rabbits is allowed. Other livestock is prohibited.
 - ~~3B.~~ The ~~keeping, maintaining or~~ slaughtering of any animals, livestock or poultry is prohibited.
 - ~~4G.~~ The keeping, maintaining and raising of exotic animals as defined by the Spokane County animal control regulations, as may be amended with the addition of nonhuman primates, is not allowed.
- B. An occupant or resident may utilize open space for agriculture as follows:
1. Garden cultivation, orchards, seed production, flower growing, etc. are allowed for personal use;
 2. Sales will only be permitted through an approved Home Business;
 3. Community gardens are permitted with up to two parking spaces and outdoor lighting that complies with 17.18.030 (Residential outdoor lighting);
 4. Hobby beekeeping is allowed when the following requirements are met:
 - a. The number of beehives shall be limited to one beehive per 4,356 gross square feet of lot area;
 - b. Beehives shall be set back a minimum of five feet from a side or rear property line and 25 feet from the front property line;
 - c. A flyaway barrier shall be provided that is at least six feet high and consists of a solid wall, solid fencing material, dense vegetation, or combination thereof, that is parallel to the side or rear property line(s) and extends beyond the beehive(s) in each direction that bees are forced to fly at an elevation of at least six feet above ground level over the property lines in the vicinity of the beehives;
 - d. Beekeepers shall maintain an adequate supply of water for bees located close to the hives; and
 - e. The beekeeper shall be certified by the Washington State Beekeeper's Association.

Chapter 17.26 SUPPLEMENTARY USE REGULATIONS IN COMMERCIAL ZONES

SUPPLEMENTAL DEVELOPMENT REGULATIONS

17.26.010 [Supplemental-Supplementary development use regulations-]

Where permitted pursuant to Table 17-1, the following conditions shall apply

D. Animals (Animal Keeping - Small) and Agriculture (Urban).

1. Animal requirements are as follows:

- a. Household pets as defined in the animal control ordinance are allowed provided, they are maintained in compliance with the animal control ordinance;
- b. The keeping of up to four female fowl or four rabbits is allowed. Other livestock is prohibited.
- c. The ~~keeping, maintaining or~~ slaughtering of any animals, livestock or poultry is prohibited.
- d. The keeping, maintaining and raising of exotic animals as defined by the Spokane County animal control regulations, as may be amended with the addition of nonhuman primates, is not allowed.

2. An occupant or resident may utilize open space for agriculture as follows:

- a. Garden cultivation, orchards, seed production, flower growing, etc. are allowed for personal use;
- b. Sales will be permitted through an approved business or Home Business;
- c. Community gardens are permitted;
- d. Hobby beekeeping is allowed when the following requirements are met:
 1. The number of beehives shall be limited to one beehive per 4,356 gross square feet of lot area;
 2. Beehives shall be set back a minimum of five feet from a side or rear property line and 25 feet from the front property line;
 3. A flyaway barrier shall be provided that is at least six feet high and consists of a solid wall, solid fencing material, dense vegetation, or combination thereof, that is parallel to the side or rear property line(s) and extends beyond the beehive(s) in each direction that bees are forced to fly at an elevation of at least six feet above ground level over the property lines in the vicinity of the beehives;
 4. Beekeepers shall maintain an adequate supply of water for bees located close to the hives; and
 5. The beekeeper shall be certified by the Washington State Beekeeper's Association.

- Adjusted Commercial lot coverage and setbacks based on review of C-1 and C-2 parcel locations.

17.20.010 Commercial-C-1 and C-2 development standards.

~~Commercial development~~ in the C-1 and C-2 zones shall meet the standards shown in Table 17-3.

Table 17-3

		C-1 <u>(1)</u>		C-2	
<u>Front Yard Building Setbacks</u>					
<u>Structure Front Setback</u>	Minimum	25 ft. min.		N/A	
	Maximum	N/A		25 ft. max.	
Parking		15 ft. min		See 17.24.020 & 030	
Rear Yard Setback		15 ft. min.		20 ft. min. <u>15 ft.</u>	
Side Yard Setback		5 ft. min.		N/A <u>0 ft.</u>	
Flanking Street		15 ft. min.		N/A	
<u>Abutting Residential Zone (up to 2 Story Height)</u>		<u>15 ft. min. (2)</u>		<u>5 ft.</u>	
<u>Adjacent Abutting to Residential Zone (3 Story Height)</u>		<u>15-20 ft. min. (2)</u>		<u>10 ft.</u>	
<u>Abutting Residential Zone (4 Story Height)</u>		<u>25 ft. min. (2)</u>		<u>15 ft.</u>	
<u>Maximum Total Lot Coverage (3)</u>		<u>Mixed use (4)</u>	<u>Commercial Only</u>	<u>Mixed use (4) Total Lot Coverage</u>	<u>Commercial Only Total Lot Coverage (1)</u>
<u>Site Coverage including impervious surfaces</u>		<u>85%</u>	<u>75</u> <u>70%</u>	<u>85%</u>	<u>70%</u>
<u>Building Height (5)(7)</u>		<u>up to 3 stories / 35 ft. max (36)</u>		<u>up to 3 stories / 35 ft. max (26)</u>	
<u>Building Height - Trent Frontage (5)(7)</u>		<u>45-up to 4 stories / 48 ft. max (4)(5)</u>			
<u>Adjacent to Residential—no intervening street or alley</u>		<u>Residential zone standards apply</u>			

- Adjusted administrative exceptions under 17.35.005(H)(5) was modified to reduce lot coverage exception from a proposed 25% to 10% since RCW/WAC exception was included.

H. Administrative Exceptions. An administrative exception may be approved for the following ~~when~~:

- ~~Where the required setback is greater than five feet, a deviation of five feet or less~~
 - ~~Minimum lot area where the deviation is for ten percent or less of the required lot area.~~
 - ~~Maximum impervious coverage where the deviation is for ten percent or less of the maximum impervious coverage.~~
- Any dimensional requirement which does not exceed one foot.
 - A setback deviation of up to four feet, when the required setback is five feet or greater and the deviation will not result in a building or fire code violation.
 - Minimum lot area requirements where the deviation is for 10% or less of the required lot area.
 - Minimum lot width requirements where the deviation is for 10% or less of the required lot width.
 - Maximum building coverage or lot coverage requirements where the deviation is for 10% or less of the maximum building / lot coverage.
 - Any improved property rendered nonconforming through voluntary dedication of right-of-way, the exercise of eminent domain proceedings or purchase of right-of-way by the city, county, state, or federal agency.
 - Exceptions required to meet current RCW/WAC requirements.

- 4/22/26 Planning Commission Meeting

- Instead of switching to a full Hearing Examiner System, Millwood will keep the current hybrid review system with refinements for process and prepare a development regulations layout that is easily converted to a full Hearing Examiner System in the future.
- It was determined that the requirement for certification by the Washington State Beekeeper's Association (<https://wasba.org/education/introduction/>) for Hobby Beekeeping under Agriculture (Urban), could be any of the certification levels with Beginning Beekeeper identified for hobby beekeeping per the WASBA.
- In UR-1, UR-2, and UR-3, under "Cottage Housing", **change typo of quality to qualify**
e. Critical areas and their buffers, including steep slopes, shall not qualify as common open space.
- **Add height reference in feet to accompany stories in Commercial and Industrial. Also added shoreline open space reference to I-2 and corrected CUP option for increased height in I-2.**

17.20.010 Commercial-C-1 and C-2 development standards.

Commercial development in the C-1 and C-2 zones shall meet the standards shown in Table 17-3.

Table 17-3

		C-1 (1)		C-2	
Front Yard Building Setbacks					
Structure Front Setback	Minimum	25 ft. min.		N/A	
	Maximum	N/A		25 ft. max.	
Parking		15 ft. min.		See 17.24.020 & 030	
Rear Yard Setback		15 ft. min.		20 ft. min. 15 ft.	
Side Yard Setback		5 ft. min.		N/A-0 ft.	
Flanking Street		15 ft. min.		N/A-0 ft.	
Abutting Residential Zone (up to 2 Story Height / 30 ft.)		15 ft. min. (2)		5 ft.	
Adjacent Abutting to Residential Zone (3 Story Height / 35 ft.)		15-20 ft. min. (2)		10 ft.	
Abutting Residential Zone (4 Story Height / 48 ft.)		25 ft. min. (2)		15 ft.	
Maximum Total Lot Coverage (3)		Mixed use (4)	Commercial Only	Mixed use (4) Total Lot Coverage	Commercial Only Total Lot Coverage (1)
Site Coverage including impervious surfaces		85%	75-70%	85%	70%
Building Height (5)(7)		up to 3 stories / 35 ft. max (36)		up to 3 stories / 35 ft. max (26)	
Building Height - Trent Frontage (5)(7)		45-up to 4 stories / 48 ft. max (4)(5)			
Adjacent to Residential—no intervening street or alley		Residential zone standards apply			

17.30.010 Industrial-I-1 and I-2 development standards.

Industrial development in the I-1 and I-2 zones shall meet the standards shown in Table 17-5.

Table 17-5

		I-1	I-2
Building Setbacks	Front	25 ft. and 15 ft. for all parking areas, signage, and storage areas.	No minimum setbacks required 25 ft. and 15 ft. for all parking areas, signage, and storage area (Empire Ave. is front)
	Rear	25 ft.	25 ft.
	Side	5 ft. (4)	5 ft.
	Abutting Residential Zone (up to 2 Story Height / 30 ft.)	15 ft. min. (1)	15 ft. min. (1)
	Abutting Residential Zone (3 Story Height / 35 ft.)	20 ft. min. (1)	20 ft. min. (1)
	Abutting Residential Zone (4 Story Height / 48 ft.)	25 ft. min. (1)	25 ft. min. (1)
	Flanking Street	15 ft.	25 ft. + 10 ft. for each story above 2 stories (30 ft.) to reduce noise and visual impacts to adjacent Millwood Historic District (Argonne Rd. is flanking)
Maximum Building Coverage & Open Space		75% 25% of the site shall be left as open space free from structures and other impervious surfaces.	N/A 75% 25% of the site shall be left as open space free from structures and other impervious surfaces with the majority located at Argonne & Empire, as well as SMP and CAO requirements for the Spokane River shoreline area (refer to Title 18)
Building Height (2) (3)		45-48 ft., shall not exceed four stories in height (1)	45-48 ft., shall not exceed four stories in height (1) (4)
(1) N/A when a street or alley separates the parcels. (2) Building height shall be measured from average grade level to the highest point of the structure. (3) A building can exceed maximum roof height limit by 48 inches to accommodate roof-mounted solar energy panel(s). (1) When a lot in the I-1 and I-2 zone is located within one hundred (100) feet to a residential zone, with no intervening street or alley, the permissible number of stories and the maximum height of buildings shall not exceed that allowed in the adjacent residential zone. (24) Building height 85' with CUP			

- In the C-2 Zone, change Millwood incorporation date from 1928 to 1927* with a footnote added from Commissioner Beese.

In ~~1928~~1927*, Millwood became the first incorporated Town in the Spokane Valley. The mill, the historic homes west of the mill and the downtown area that was to become the C-2 zone, were already in existence. The city has developed a unique character and ambience based on the community's residential and commercial structures, combined with the natural setting along the Spokane River. Millwood has an overall character and environment which is cherished by its residents and instantly recognized by visitors.

These guidelines contain a clear statement of community expectations to assist property and business owners. These guidelines are intended to establish a balance that preserves and enhances the city's livability and sense of place while supporting the economic vitality that provides the resources for community services and makes Millwood a complete community.

For uses permitted in the C-2 zone, see Table 17-1.

(On October 15, 1927, residents voted to incorporate Millwood as a 4th Class Washington town. Millwood's first City Council meeting was held January 21, 1928.)*

(Ord. No. 527, § 1, 6-14-2022)

17.24.010 Development and design standards.

- Under Chapter 17.28 REGULATIONS APPLICABLE TO ALL COMMERCIAL DISTRICTS, 17.28.010 Site improvements, **added clarification language and corrected word order in subsection (E)(1).**

E. Off-street parking design shall be in accordance with the following requirements, with the exception of ADA parking which shall meet building code requirements.

1. Parking shall **be designed so** that vehicles will not back out into public rights-of-way, with exceptions permitted in the C-2 zone, **when no other option exists.**

- In the P-1 Zone under 17.36.030, **changed shall to should for employee parking location under subsection (G).**

G. All employees ~~shall~~**should** park on the parcel with the commercial or public use.

- Title 17 Appendix A Definitions - **added additional development regulations Title references, definition for livestock to match livestock unit in UR-1, and definition for bicycle stall.**

APPENDIX A DEFINITIONS

For the purpose of this title, certain words and terms are defined as set out in this section. Words used in the present tense include the future; words in the singular include the plural and words in the plural number include the singular. Words not defined in this section shall be construed as defined in Title 1, **Title 14, or Title 15, Title 16, or Title 18** of this Code, if defined therein, per WA State Law, per Appendix A of the City Comprehensive Plan, or per Merriam Webster Dictionary.

In the event of a conflict between the ~~two~~-MMC titles, **chapters, or sections,** Title 17 of this Code **or the most recent definition contained in Title 14, Title 15, Title 16, Title 18, or WA State Law** shall prevail.

"Livestock" means horses, mules, donkeys, burros, bovine, goats, llamas, alpacas, and sheep. Definition does not include pigs, swine, fowl, or rabbits. (Also refer in Livestock Unit in UR-1 Zone).

"Bicycle stall" means parking for a bicycle in a designated, often secured area or device used to store bicycle(s), either a shared bike rack or racks within a corral that allows the bicycle frames to be secured with a lock, hung on bike hangers, put in a storage locker, stored within garages or bike rooms, etc., calculated at a ratio of required bicycle stalls to vehicle stalls or dwelling / sleeping units.

- Chapter_17.06__TABLE_OF_PERMITTED_USES (2-19-26 & 3-23-26 w/ modifications), Chapter_17.08-Chapter_17.18_RESIDENTIAL (2-19-26 & 3-23-26 w/ modifications), and Chapter_17.20-Chapter 17.36_COMMERCIAL-INDUSTRIAL-PUBLIC (2-19-26 & 3-23-26 w/ modifications) review is complete.

Periodic Update requirements and modifications for consistency / clarity have been incorporated into drafts prior to presentation to the Planning Commission:

- Chapter_15.04-15.16-15.20_CONSTRUCTION (4-15-26)
- **4/29/26 Planning Commission Meeting**
 - Added (30 ft.) to 2 story reference for Flanking Street in I-2 *(included in table above)*
 - Added fowl and rabbits to livestock definition exclusions (included in definition above)
 - Corrected Title 15 references to “his” to be “his/her/their” or “their”, as applicable throughout chapters.
 - Corrected Section 15.04.016(D) to remove repealed code and reference current code.

~~(D.)~~ Chapter 51-19 WAC, Washington State Historic Building Code, as amended-Chapter 51-50 WAC, International Existing Building Code (IEBC), as amended (also refer to the Washington State Department of Archaeology & Historic Preservation for current building codes adopted by Washington State that affect historic buildings).

- Chapter_17.38__GENERAL_PROVISIONS (2-19-26), Chapter_17.42__WIRELESS_TELECOMMUNICATION_FACILITIES (3-23-26 w/ modifications), and Chapter_15.04-15.16-15.20_CONSTRUCTION (4-15-26 w/ modifications) review is complete.

Periodic Update requirements and modifications for consistency / clarity have been incorporated into drafts prior to presentation to the Planning Commission:

- Title_16__SUBDIVISIONS (4-30-26)
- **5/13/26 Planning Commission Meeting**
 - In UR-1, UR-2, and UR-3, under “Cottage Housing”, updated subsection (e) to exclude CARA

e. Critical areas and their buffers, including steep slopes, shall not qualify as common open space. The entire city is within a critical aquifer recharge area (CARA) and therefore CARA land is not included in this exclusion.
 - MMC 16.02.025(F), 16.04.030, & 16.12.080(A)(1) add “other pedestrians”.

6F. To facilitate adequate provisions for potable water, sanitary sewerage, drainageways, transit stops, parks, open space, and recreation areas, sites for schools and school grounds, and all other relevant factors, including sidewalks and other planning features that assure safe walking conditions for students who walk to and from school as well as other pedestrians, and other public requirements;

16.04.030

The administrator shall determine and make written findings that appropriate provisions are made for, but not limited to, the public health, safety, and general welfare, for utilities including electric, ~~and gas, and telephone,~~ for fire safety, open spaces, drainage ways, streets or roads, alleys, other public ways, transit stops, potable water supplies, sanitary wastes, parks and recreation, playgrounds, schools and school grounds, and shall consider all other relevant facts including sidewalks and other planning features that ensure safe walking conditions for students who walk to and from school as well as other pedestrians; and whether the public interest will be served by the short subdivision and any dedications.

16.12.090-080 Factors to be considered.

- A. The city ~~council~~ shall ~~inquire into~~ review the public use and interest proposed to be served by the establishment of the subdivision and dedication. It shall determine:
 - 1. If appropriate provisions are made for, but not limited to, the public health, safety, and general welfare, for utilities including electric and gas, for fire safety, open spaces, drainage ways, streets or roads, alleys, other public ways, transit stops, potable water supplies, sanitary wastes, parks and recreation, playgrounds, schools and school grounds, and shall consider all other relevant facts, including sidewalks and other planning features that assure safe walking conditions for students who only walk to and from school as well as other pedestrians; and
- MMC 16.04.025(I) & 16.12.025(I), ~~change “of” to “or”~~
 - g!. ~~A utility plan showing existing and proposed utilities and easements adjacent to the property being subdivided, the vertical scale of street and sewer profiles shown shall be at ten (10) feet or less to the inch, with a horizontal scale of four hundred (400) feet or less to the inch. Letters from each utility provider indicating whether easements are necessary, and if necessary, a description of the easement.~~
- MMC 16.06.010(A)(11(b)), ~~remove . in middle of sentence, after roadway~~
 - b. ~~All property owners and the community within 250 feet of the unit lot subdivision shall be provided notice, consistent with RCW 36.70B.110, including through notice posted on the closest public sidewalk or roadway, of how to provide written comments to the administrative decision maker.~~
- MMC 16.06.020(K), ~~remove “minimum” since Millwood uses bulk density standards which are maximums~~
 - K. ~~The newly created lot must meet any locally adopted minimum density requirements.~~
 - 1. ~~Lots created through the administrative lot split process are exempt from the detailed middle housing requirements of RCW 36.70A.635 (including the requirement that the city allow for a minimum of 2 units per residential lot).~~
- The was concern about 16.06.010(B) showing ULS access from alleys and whether or not this would require the city to maintain an alley. Research has found that no, the city is not required to maintain an alley just because a zoning example or plat shows lot access from it. In Washington state, alley maintenance is typically the responsibility of the adjacent property owners, unless the city has formally adopted the alley into its public works maintenance program. ULS example can remain as shown.

- MMC 16.06.020(M), modified to remove appeal of ordinance language which is in WA State law and only include project approval appeal language in WA State law for clarification.

M. Ordinances adopted to comply with RCW 58.17.145 are not subject to administrative or judicial appeal under chapter 43.21C RCW and The city is immune from any liability, loss, or other damage suffered by another that is related to the city's approval of a lot split under chapter 301, Laws of 2025, including if the lot split creates a lot that is later determined to not be buildable.

- MMC 16.08 Definitions & Title 17 Appendix A Definitions, add clarification language to alley definition and ensure definitions match

"Alley" means a strip of land, up to twenty (20) feet in width, dedicated and open to public use and providing vehicular and pedestrian access to the rear and/or side of properties which abut and have access to a road. Alleys shall only provide secondary access to properties, unless otherwise approved by the city.

"Alley" means a strip of land, up to twenty (20) feet in width, dedicated and open to public use and providing vehicular and pedestrian access to the rear and/or side of properties which abut and have access to a road. Alleys shall only provide secondary access to properties, unless otherwise approved by the city. ~~a vehicular right-of-way not over twenty (20) feet in width.~~

- Abbreviated 16.12.020 to remove duplicative information contained in Title 14 and changed "his" to "their"

16.12.020 General procedure.

Prior to filing an application with the city, the applicant shall have a pre-application conference with the planning department and applicable agencies to obtain application forms and receive general information regarding the subdivision process. Following the pre-conference, the applicant may submit a preliminary plat application for review. The subdivider may consult with the planning commission or the planning department freely and without prejudice in developing a proposal for a subdivision, before making formal application for approval. The general procedure is as follows:

- 1A. The subdivider, his, their land surveyor, or his, their agent, while the proposed plat is in sketch form and before application is made for approval by the planning commission, shall meet with the planning department and applicable agencies to determine the proposed site's current designation under the city's zoning code and comprehensive plan as well as any regulations relating to the development of the site, and the process of obtaining preliminary and final plat approval. Nothing contained in this meeting shall be construed to create or form the basis for any liability on the part of the city, or its officers, employees, or agents for any injury or damage resulting from the failure to comply with city regulations, or by reason or in consequence of any inspection, notice, order, certificate, permission or approval authorized or issued or done in connection with the implementation or enforcement of said regulations, or by reason of any action or inaction on the part of the city related in any manner of the enforcement of these regulations by its officers, employees, or agents.
- 2B. The applicant shall make written application in accordance with Section 16.12.025, and pay the city an application processing fee as established by the city council, and provide six copies of the preliminary plat to the planning department. The applicant shall also file a copy of the environmental checklist, if necessary, and pay a SEPA review fee as established by city council.
- 3C. In accordance with MMC Section 14.12.025, the planning department will process the application, review and route the application, and provide public notice and comment opportunities, within twenty-eight (28) days will notify the applicant as to its completeness. If the application is deemed incomplete, the planning department will notify the applicant and specify what is required to complete the application.
4. Within fourteen (14) days of receiving a completed application, the city will make public notice that the application has been received. The public will then have not less than fourteen (14) days and not more than thirty (30) days to review the application and make comments.

5. The preliminary plat application, development plan, and SEPA checklist will be internally circulated and reviewed by city departments for comment and recommended environmental threshold determination and possible mitigation measures.
6. The planning department will inform the applicant, in writing, of the SEPA threshold determination and of any changes or mitigation measures that will be required of the project.
7. Once an approved development plan has been accepted, the planning department will schedule a public hearing before the planning commission and distribute all pertinent information to the planning commission before the public hearing is held.
- 8D. Reports of all officials concerned shall be reviewed at the an open record public hearing, and final form agreed upon, with or without modification of original proposal. When the final form is presented, the preliminary plat is recommended for approval or disapproval by the planning commissionhearing body with conditions of approval, as needed.
- 9I. After approval of the preliminary plat has been recommended by the planning commissionhearing body, the recommendation shall be submitted to city council for action, unless the hearing body also renders the decision. Refer to MMC Section 14.12.025, Applications / Project Classification Types and Review Process.
- 10J. The preliminary approval of the proposed plat shall be effective for five years from the date of approval by the city council a period of time outlined in Section 16.02.060 Time Limitations, unless an extension of time is approved, unless extended by the planning commission. All requests for an extension must be in writing, and signed by the applicant. Two one-year extensions may be granted by the planning commission, and processed in accordance with Section 16.02.060 Time Limitations.
- 11K. The subdivider completes minimum improvements as specified in the conditions of preliminary plat approval, consistent with Chapter 16.16, and any required SEPA mitigation.
- 12L. The applicant files for final plat approval, in accordance with the timeline outlined in Section 16.02.060 Time Limitations and Chapter 16.20, Final Plats.
- MMC 16.16.020, change “he/she” to “they” and “elects” to “elect”
- 16.16.020 Notice of method.**
- The subdivider shall give written notice of the method he/she electsthey elect to carry out minimum improvements to the planning department.
- 16.16.070(M), added clarification wording
- M. The subdivider shall pay to the city of Millwood and/or applicable utility provider, two hundred fifty dollars (\$250.00) a per lot deposit (in accordance with adopted fee schedules), for the installation of underground ~~electric~~ utilities, and upon payment of such charges, the city shall cause or direct the same to be installed within a reasonable time thereafter.
- MMC 16.20.070, modified subsections A and B to reflect current best practice examples and remove all outdated language up to next subsection.

16.20.070 Dedication, acknowledgment and endorsement.

A. The following signatures, as applicable, shall be on the face of the final plat.

- 1. Property owners of record (refer to 16.20.070, subsection B)
- 2. Spokane County Auditor's Certificate (refer to 16.20.070, subsection B)
- 3. Surveyor's Certificate (refer to 16.20.070, subsection B)
- 4. Spokane County Assessor (refer to 16.20.070, subsection B)
- 4. Spokane County Treasurer (refer to 16.20.070, subsection B)

5. SPOKANE COUNTY ASSESSOR:

Examined and approved this _____ day of _____, 20__.

Spokane County Assessor

6. CITY OF MILLWOOD PLANNING DEPARTMENT:

Examined and approved this _____ day of _____, 20__.

City of Millwood Planning Director

7. CITY OF MILLWOOD ENGINEER:

Examined and approved this _____ day of _____, 20__.

City of Millwood Engineer

8. CITY OF MILLWOOD PUBLIC WORKS DEPARTMENT:

Examined and approved this _____ day of _____, 20__.

City of Millwood Public Works / Utilities Director

9. CITY OF MILLWOOD CITY COUNCIL:

Examined and approved this _____ day of _____, 20__.

Mayor, City of Millwood

B. The legal description of the plat and the following information shall appear ~~in the following sequences~~ on the final plat, lettered in ink either by hand or mechanical device, ~~with wording to be updated as needed to reflect current best practices.~~

1. A notarized certification and acknowledgments by the owner(s) and beneficiary, if other than the city, as shown on a current plat certificate shall be provided dedicating streets, areas intended for other public use, and granting of easements for slope, access, and utilities.
2. A certification signed by the Spokane County Auditor that verifies when the map was recorded and the volume/page it occupies as shown in example below.

AUDITOR'S CERTIFICATE

FILED FOR RECORD THIS _____ DAY OF _____, 20, AT
_____ MINUTES PAST _____ O'CLOCK _____.M., IN BOOK _____ OF
_____ AT PAGE(S) _____, RECORDS OF SPOKANE
COUNTY, WASHINGTON, AT THE REQUEST OF
_____.

SPOKANE COUNTY AUDITOR OR DEPUTY

3. A certification signed by a professional land surveyor registered in the state of Washington stating that the final plat was surveyed and prepared by him/her, or under his/her supervision; that the plat is a true and correct representation of the subject land; and that monumentation has been established as required by City standards. Certification must be consistent with Chapter 58.09 RCW.

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(Supp. No. 21)

4. A certification signed by the Spokane County Treasurer stating that all taxes for the property included in the final plat have been paid.

Know all men by these presents that _____, the undersigned _____ owner
_____ in fee simple, and encumbrances of the land hereby platted, hereby declare this
plat and dedicate(s) to the use of the public forever, all streets and easements or whatever public
property there is shown on the plat and the use thereof for any and all public purposes; also, the
right to make all necessary slopes for cuts or fills upon the lots, blocks, tracts, etc., shown on this
plat in the reasonable original grading of all streets, shown hereon.

IN WITNESS WHEREOF, we have hereunto set our hand(s) and seal(s) this _____ day of _____, A.D.,
19____.

- MMC 16.24.050(A)(2), changed referenced “Concurrency section from MMC 14.12.055 to MMC.14.12.045 due to re-numbering of section in Title 14.
- 2. No development shall be approved if such development, at full occupancy, will result in or increase traffic on an arterial or collector so that the street does not function at or above a minimum level of service as described in the Millwood comprehensive plan and MMC Chapter 17.38.005(J) for level of service under General Provisions. The applicant may propose and construct approved traffic mitigation measures to provide adequate roadway capacity for the proposed development, consistent with MMC 14.12.045 Concurrency. The applicant for any development projected to generate more than one thousand (1,000) vehicle trip ends per day shall submit a traffic impact analysis prepared by a competent transportation planning professional.

Periodic Update requirements and modifications for consistency / clarity have been incorporated into drafts prior to presentation to the Planning Commission:

- Title 14__LAND_USE (5-20-26)
- Chapter 17.44__ADMINISTRATION_AND_ENFORCEMENT (5-19-26)
- Title 17 APPENDIX_A__DEFINITIONS (Addressing 5-18-26)
- **5/27/26 Planning Commission Meeting**
 - MMC Title 14 - add labels to all tables (Table 14-1, Table 14-2, Table 14-3, Table 14-4, & Table 14-5).
 - MMC 14.12.025(A)(4), keep CUP under Type IV project permits & remove duplicative civil construction from Type I.

4. Administrative / Quasi-Judicial Project Permits (RCW 36.70B) - refer to Table 14-1

TABLE 14-1				
Type I (Administrative)	Type II (Administrative)	Type III (Quasi-Judicial)	Type IV (Quasi-Judicial)	Type V (Quasi-Judicial)
<u>Administrative Lot Split</u>	<u>Commercial, Grading, Residential & other building permits (SEPA review required)</u>	<u>Shoreline Conditional Use Permit</u>	<u>Conditional Use Permit</u>	<u>Zone Change / Property Rezone (individual properties)</u>
<u>Boundary Line Adjustments / Eliminations</u>	<u>Preliminary Binding Site Plan (BSP)</u>	<u>Shoreline Variance</u>	<u>Development Agreements (RCW 36.70B & WAC 365-196-845)</u>	
<u>Final Binding Site Plan / Record of Survey (ROS) Lot Finalization</u>	<u>Preliminary Short Subdivision (Preliminary Short Plat) / Unit Lot Subdivision (up to 9 lots)</u>	<u>Variance</u>	<u>Preliminary Subdivision (Preliminary Plat) / Unit Lot Subdivision (10 or more lots)</u>	

- MMC 14.12.025(A)(5), delete #5 and add language to A.

14.12.025 Applications / Project Classification Types and Review Process

A. City of Millwood permit applications / projects and similar applications / projects shall be classified under the following Administrative, Quasi-Judicial, and Legislative Permit Types. The planning director / city planner or designee shall determine the proper procedure for all development applications. Questions concerning the appropriate procedure shall be resolved in favor of the higher numbered procedure.

- MMC 14.12.025(B)(3), change “application” to “applicant”

3. Ministerial Permits (Exempt) ^{1/2}

May have specific processing requirements identified in the MMC but do not require a determination of completeness, etc. Unless otherwise stated in the MMC, exempt ministerial permits should be approved or returned to the applicant for modification within twenty-one (21) days) from complete application submittal.

- MMC 14.12.080(B)(12), change “is” to “be”

~~7.12.~~ A notice of public hearing may also be issued concurrently with a notice of application which states the date, time, place, and type of hearing, if applicable, and scheduled at the date of the notice of application

- MMC 14.12.090(C), remove “the”

C. The application fee as well as actual costs of any public notice, hearing, or appeal ~~not otherwise required~~ will be borne by the person requesting the review (project applicant) or objecting to a decision, as applicable. Security for the costs must be posted prior to the setting ~~or the~~ notice of hearing or appeal, per Chapter 14.16. The failure to post security is a waiver of any objection. Project application fees, as set forth by resolution of the city council, shall be submitted at time of application or prior to issuance of a decision, as determined by the planning director/ city planner for each application, permit, or review type, consistent with Chapter 14.16.

- MMC 14.16.050, add / between and or

14.16.050 Time and manner of payment of fees.

Fees required pursuant to this chapter shall be paid as follows. Following receipt of an application relating to any proposal within the scope of this chapter, the city clerk-treasurer, or designee, shall send a written notice to the applicant stating the amount of the initial deposit required. The amount of the initial deposit shall equal the total estimated amount of fees required for the processing of such proposal. The applicant shall then deposit such amount with the city. The city shall deduct city costs relating to the processing of such proposal as they are incurred. If the initial deposit is exhausted prior to the completion of processing, the city clerk-treasurer shall require the applicant to make one or more additional deposits in amounts equal to estimated additional costs which will be incurred by the city to complete processing of the proposal. All estimates of fees shall be made by the city clerk-treasurer after consultation with the city attorney ~~and, city engineer, and/or city planner.~~

- MMC 17.44.030, change his/her to their

With the exception of project permits where the appeal process is outlined in Section 14.12.025, Any interested person or administrative officer of the city may appeal to the city council from any ruling of the planning commission pertaining to an administrative interpretation when such ruling is adverse to his/her/their interest, by filing with the City Clerk within twenty-one (21) days from such ruling a written notice of appeal. Thereupon the chair of the planning commission shall forthwith transmit to the city council all papers constituting the record upon which the action appealed from was taken, and in addition thereto, the city council may, at its hearing, receive such further evidence as seems to be relevant. Upon due and public hearing, the city council shall have power to overrule or alter any such ruling of the planning commission pertaining to an administrative interpretation so applied for.

- MMC 17.44.040(A), add language to cover any activity that would require a permit.

17.44.040 Permit required for erection or alteration.

A. No person, company or corporation shall erect a building or structure of any kind, or alter any building or structure already erected when said alteration is made for the purpose of changing the use or purpose of occupancy, or institute or change a property use, or make any other modifications or additions that require a permit in accordance with the applicable building code (refer to Title 15), without first obtaining a permit, in writing, from the city. Any permit shall expire at the end of one year after issuance unless the permittee has completed the structure or structures or instituted the use authorized by said permit, which shall conclude the permit, or obtained an extension in accordance with Title 15.

- MMC 17.44.055(F), remove #6 since it is duplicative to subsection E and re-number subsections.

~~6. Addresses along a street shall have even numbers on one side of the street and odd numbers on the other side of the street pursuant to 17.44.055, as now adopted or hereafter amended.~~

6. Individual address numbers shall be assigned to fit within the block range of the street segment to which the address is assigned (e.g., a new address that is assigned to the 9000 block of E. Frederick Ave. shall be assigned a number between 9001 and 9099). Individual addresses shall be assigned to be consistent with adjacent blocks of the same north-south or east-west orientation.

7. Addresses accessed via a shared driveway shall be assigned based on the point of origin of the driveway from the connecting street and shall be sequential.

8. Addressable property or structures shall be assigned based upon the street from which primary vehicular access to the property or structure is obtained, with the following exceptions as determined by the planning director / city planner:

a. Commercial and public facility structures may be assigned an address based upon the street the main entrance faces and not necessarily the access street.

b. Residential structures on corner lots may be assigned an address based upon the street the main entrance faces and not necessarily the access street.

9. Fractional addresses shall not be used (e.g., no "101 1/2 E. Main Ave.").

10. Address numbers shall not contain any nonnumeric characters (e.g., no "118a").

11. Addresses on individual parcels in the city of Millwood shall comply with the following:

a. The street number shall be four or five numbers.

b. No address shall have two or more zeros in a row at end of address unless referencing the location of a utility or communication facility.

- MMC 17.44.055(H)(2), replace 2 commas with semicolons for readability & modify ADU addressing standards to clarify use of Unit A designation for primary residence.

2. Accessory dwelling units (ADUs) shall be assigned a unit designation with reference to the same address as the primary dwelling and shall follow the addressing standards in this section (e.g. primary residence is 101 E. Main Ave; Unit A, ADU #1 is 101 E. Main, Unit B, and ADU #2 is 101 E. Main, Unit C). Primary residence may be required to utilize a Unit A designation for emergency response purposes, as determined by the planning director / city planner in consultation with the fire district.

- MMC 17.44.055(H)(14), add language for mixed use buildings, re-number original subsection 14 to 15, and add a comma after location in 15.

14. When secondary addresses are assigned to a mixed use commercial / residential building, the building should use the unit designator for unit (Unit) or select unit designators based on #15 below to best fit the project (i.e. combination of Ste for commercial floors and Unit for residential floors with individual dwelling units such as Suite 100, Suite 200, and Units 301, 302, 303, and 304).

15. All other multiple-unit structures not previously described shall contain a unit designator which most closely identifies the unit's location, and which is in accordance with current postal addressing standards.

- MMC 17.44.055(J)(2 & 3), add language to address when structures cannot be seen from the street.

2. Structures located in excess of 100 feet from the street fronting the property or that are unable to be seen from the street fronting the property, shall display the address on a sign, monument, or post not less than three feet or greater than seven feet above the ground and located at the entrance to the property from the nearest street. The structure shall display additional posting at the structure location.

3. If two or more addressable structures share a common primary access, and any one of the addressable structures is located more than 100 feet from the street designated in the assigned address or a structure is unable to be seen from the street designated in the assigned address, the addresses for each structure shall be posted at the intersection of the shared access and the named street on a sign or post not less than three feet or more than seven feet above the ground, and each structure shall display additional posting at the structure location.

- MMC 17.44.135, add subsections for maximum duration of a TUP and process for use of right-of-way or public land.

F. The director may approve a temporary use for a period not to exceed six months in any 12-month period.

G. Uses proposed to take place in the public right-of-way, including on sidewalks, or in publicly owned places shall obtain a right-of-way and/or special event permit in accordance with MMC Title 12. Millwood Public Works shall coordinate with the planning director as needed for the specific use.

- MMC 17.44.160(A)(1), add “or designee” after planning director and change “its” to “their”

17.44.160 Violation—Penalty.

It is the intent of this section to provide the procedures to be used in enforcing the provisions of this title, Title 14, Title 15, Title 16, and Title 18, as applicable, to further the purposes and objectives thereof. It shall be the duty of the planning director, or a designated representative, to interpret and enforce the provisions of this title and conditions of approval imposed by actions of the city council, planning commission, hearing examiner, or planning department. This section shall apply to any violation of this title and shall be in addition to other remedies or penalties prescribed in any other section or subsection for the violation. The procedures set forth in this section are not exclusive. These procedures shall not in any manner limit or restrict the City of Millwood from remedying violations or abating violations in any manner authorized by law.

A. Civil Enforcement.

1. Investigation of alleged violation. The planning director or designee shall, upon receipt of a written complaint of violation from any interested citizen, investigate the claim and determine whether a violation has occurred or is occurring. The planning director or designee may also commence investigation on its-their own initiative when it has reason to believe that a violation has occurred.

a. The planning director or designee shall make the determination based on information derived from sources such as field observations, the statements of witnesses, relevant documents and applicable Millwood codes.

b. Any physical inspection of a property must comply with legal right of entry requirements, as established by state and constitutional law.

- Title_16__SUBDIVISIONS (4-30-26 w/ modifications), Title_14__LAND_USE (5-20-26 w/ modifications), Chapter_17.44__ADMINISTRATION_AND_ENFORCEMENT (5-19-26 w/ modifications), and Title 17 APPENDIX_A__DEFINITIONS (2-19-26 w/ modifications) review is complete.

- 6/24/26 Planning Commission Meeting / Public Workshop

- MMC 17.44.055(H)(14), reword to have suite examples after STE and unit examples after Unit.

14. When secondary addresses are assigned to a mixed use commercial / residential building, the building should use the unit designator for unit (Unit) or select unit designators based on #15 below to best fit the project (i.e. combination of Ste for commercial floors, such as Suite 100, Suite 200, and Unit for residential floors with individual dwelling units, such as Units 301, 302, 303, and 304).

- Concern with potential confusion from minimum lot depth not accounting for setbacks (i.e. 50' wide x 50' deep lot with a 25' front setback and 25' rear setback would have no room for a structure). Revised 17.08.010, Table 17-2 to clarify that lot depth may need to be larger than minimum.

17.08.010 Residential-UR-1, UR-2, and UR-3 development standards.

Residential Development in the UR-1, UR-2, and UR-3 zones shall meet the standards shown in Table 17-2.

Table 17-2

		UR-1	UR-2	UR-3
Minimum Lot Area (1)		10,000 N/A	5,000 N/A	5,000 N/A
Maximum Lot Area		1 acre	1 acre	1 acre
Duplex Minimum Lot Size		10,000	7,200	7,200
Multi-Family Lot Size (per dwelling unit)				2,500
Front Lot Line Width		50 ft.	40 ft.	30 ft.
Lot Frontage (Width)	Single-Family	80 ft.	50 ft.	50 ft.
	Duplex	80 ft.	70 ft.	70 ft.
	Multi-Family	---	---	85 ft.
Minimum Lot Depth		Minimum Lot Depth same as Minimum Lot Width; however, depth may need to be larger to account for setbacks, etc. when using the minimum front lot width.		
Building Setbacks	Front	25 ft.	25 ft.	25 ft.
	Rear	25 ft.	25 ft.	25 ft.
	Side			
	1 Story / Height up to 20 ft.	5 ft.	5 ft.	5 ft.
	1.5 Story / Height up to 28 ft.	10 ft.	10 ft.	10 ft.
	2 Story / Height up to 35 ft.	15 ft.	15 ft.	15 ft.
	Flanking Street	15 ft.	15 ft.	15 ft.
Accessory Building Setbacks (2)	Side	5 ft.	5 ft.	5 ft.
	Rear	5 ft.	5 ft.	5 ft.
Maximum Building Coverage (3)		40%	40%	40%
Maximum Total Lot Coverage (4)		60%	60%	60%
Building Height (5) (6) (7)		35 ft.	35 ft.	35 ft.
	Accessory Buildings	25 ft.	20 ft.	20 ft.

- MMC 17.22.005, added missing “l” on commercial

17.22.005 [Purpose and intent.]

Properties zoned C-1 are intended for large scale, auto oriented commercial uses located primarily along major arterials. Businesses located in this zone provide goods and services to customers throughout the region. A variety of existing residential development is located in this zone, however new residential will focus on higher density and mixed use with commercial. ~~A wide variety of residential development is allowed in this zone.~~

For uses permitted in the C-1 zone, see Table 17-1.

- Question on whether the provision for conversion of existing commercial buildings to residential per RCW 35A.21.440, included under 17.22.010 (C-1) and 17.24.060 (C-2), override the mixed-use requirements for residential in C-1 and C-2. RCW 35A.21.440 reads as follows:

New housing in existing buildings—Prohibitions on local regulation.

(1)(a) Code cities must adopt or amend by ordinance, and incorporate into their development regulations, zoning regulations, and other official controls the requirements of subsection (2) of this section for buildings in commercial, mixed-use, or residential zones no later than June 30, 2026.

(b) The requirements of subsection (2) of this section apply and take effect in any code city that has not adopted or amended ordinances, regulations, or other official controls as required under this section by the timeline in (a) of this subsection and supersede, preempt, and invalidate any conflicting local development regulations.

(2) Through ordinances, development regulations, zoning regulations, or other official controls as required under subsection (1) of this section, code cities may not:

(a) Impose a restriction on housing unit density that prevents the addition of housing units at a density up to 50 percent more than what is allowed in the underlying zone if constructed entirely within an existing building envelope in a building located within a zone that permits multifamily housing, provided that generally applicable health and safety standards, including but not limited to building code standards and fire and life safety standards, can be met within the building;

(b) Impose parking requirements on the addition of dwelling units or living units added within an existing building, however, cities may require the retention of existing parking that is required to satisfy existing residential parking requirements under local laws and for nonresidential uses that remain after the new units are added;

(c) With the exception of emergency housing and transitional housing uses, impose permitting requirements on the use of an existing building for residential purposes beyond those requirements generally applicable to all residential development within the building's zone, including requiring a change of use permit;

(d) Impose design standard requirements, including setbacks, lot coverage, and floor area ratio requirements, on the use of an existing building for residential purposes beyond those requirements generally applicable to all residential development within the building's zone, except as provided in RCW [36.70A.810](#) and [36.70A.812](#);

(e) Impose exterior design or architectural requirements on the residential use of an existing building beyond those necessary for health and safety of the use of the interior of the building or to preserve character-defining streetscapes, unless the building is a designated landmark or is within a historic district established through a local preservation ordinance;

(f) Prohibit the addition of housing units in any specific part of a building except ground floor commercial or retail that is along a major pedestrian corridor as defined by the code city, unless the addition of the units would violate applicable building codes or health and safety standards;

(g) Require unchanged portions of an existing building that have been used for residential or previously permit-approved conditioned space purposes to meet the current energy code solely because of the addition of new dwelling units within the building. When any other existing building is converted to new dwelling units, changed portions of each of those new units must meet the requirements of the current energy code, except if:

(i) The square footage of new dwelling units does not exceed 2,500 square feet or 50 percent of the total building square footage, whichever is greater;

(ii) The building owner submits documentation, in a form acceptable to the code city, showing the building's residential units' projected energy use intensity is less than or equal to the energy use intensity target in accordance with the clean buildings performance standard in RCW [19.27A.210](#); or

(iii) In all areas zoned for residential housing, an additional housing unit is created within an existing home;

(h) Deny a building permit application for the addition of housing units within an existing building due to nonconformity regarding parking, height, setbacks, elevator size for gurney transport, or modulation, unless the code city official with decision-making authority makes written findings that the nonconformity is causing a significant detriment to the surrounding area; or

(i) Require a transportation concurrency study under RCW [36.70A.070](#) or an environmental study under chapter [43.21C](#) RCW based on the addition of residential units within an existing building.

(3) Nothing in this section requires a code city to approve a building permit application for the addition of housing units constructed entirely within an existing building envelope in a building located within a zone that permits multifamily housing in cases in which the building cannot satisfy life safety standards.

(4) For the purpose of this section, "existing building" means a building that received a certificate of occupancy at least three years prior to the permit application to add housing units.

- The MMC requires at least 25% of a project to be residential and at least 25% to be commercial for mixed use, and the conversion provisions allow up to 50 percent more residential; however it would still need to be mixed use with at least 25% commercial.
- Millwood would not “impose permitting requirements on the use of an existing building for residential purposes beyond those requirements generally applicable to all residential development within the building's zone” or “impose design standard

requirements, including setbacks, lot coverage, and floor area ratio requirements, on the use of an existing building for residential purposes beyond those requirements generally applicable to all residential development within the building's zone” since mixed use would be required for all new permitted residential uses included under the Residential use category on the Table of Permitted Uses.

- Millwood would be limited on utilization of 17.24.010 Development and design standards in the C-2 zone based on RCW 35A.21.440(e); however, it would not affect the mixed use requirements. The City may not “impose exterior design or architectural requirements on the residential use of an existing building beyond those necessary for health and safety of the use of the interior of the building or to preserve character-defining streetscapes, unless the building is a designated landmark or is within a historic district established through a local preservation ordinance.”
- RCW 35A.21.440(f) states that the City may not “prohibit the addition of housing units in any specific part of a building except ground floor commercial or retail that is along a major pedestrian corridor as defined by the code city, unless the addition of the units would violate applicable building codes or health and safety standards.” Millwood should still be able to utilize MMC 17.26.010(B) which states “for buildings that front Argonne Rd., Euclid Ave., or Trent Ave., non-residential uses must front the public right-of-way; however, residential uses are permitted on upper floors and on the ground floor, provided that it represents less than fifty (50) percent of the ground floor area” for the majority of the C-1 and C-2 Zones, since the City Comprehensive Plan is incorporated into the MMC through 14.04.010 and the Comprehensive Plan includes provisions for pedestrians and public transit including P.06 (below) and the city / trail sidewalk system, in addition to MMC 17.24.010 Development and design standards in the C-2 zone which focus on pedestrian scale and include buildings on Euclid and the majority of Argonne.

LU	P.06	Allow multi-family housing to be located near the CBD, and also along Trent Ave. near public transit routes, this will increase density and foot traffic in the CBD and commercial areas.	G.01 G.07 G.10	1, 2, 3, 4, 7, 25, 26, 36
H				
HP				
ED				

- MMC 17.26.010(B), **changed lowercase letters a-c to numbers 1-3 to correct typo**

B. Residential / Commercial Mixed Use~~Residential uses:~~

- ~~a1. Required minimum percentage of uses are identified within the definition in Appendix A; if they are combined in the same development and structure with any of the permitted uses;~~
 - ~~b2. For buildings that front Argonne Rd., Euclid Ave., or Trent Ave., non-residential uses must front the public right-of-way; however, residential uses are permitted on upper floors and on the ground floor, provided that it represents less than fifty (50) percent of the ground floor area.~~
 - ~~c3. Horizontal mixed use is not allowed within the Millwood Historic District, only vertical mixed use and live-work buildings are permitted.~~
- ~~Residential floor area is permitted on the ground floor, provided that it represents less than fifty (50) percent of the ground floor area, and non-residential uses front on the public right-of-way.~~

7/13/26 60 Day Review/SEPA Review Comments

- MMC Chapter 18.08, Critical Areas modification from WA State DNR WGS Review
 - 18.08.020 Definitions, **modify “Qualified erosion or landslide specialist”**

“Qualified erosion or landslide specialist” means an individual or team that has both the academic qualifications and field experience to implement the provisions of this chapter **and that are a qualified geologist as defined herein.**
 - 18.08.030(A)(2) already requires compliance with other sections in the MMC; however, it was recommended to add more detail. 18.08.030(B), **add subsection #6**

6. Conditions and mitigation requirements may include but are not limited to temporary or permanent fencing and/or signage, recording to title that there are known critical areas on the property and identifying the type of critical areas, provisions for bonding or other monetary means of ensuring compliance with mitigation requirements, etc.
 - 18.08.060(C)(2), **modify to provide more detail about preliminary report requirements**

2. Potential Slide Hazard **(Geologically Hazardous Area)** Evaluation, Preliminary Report. A potential slide hazard **(geologically hazardous area)** evaluation or feasibility report shall be prepared by a qualified landslide or erosion specialist and submitted with applications for preliminary plats, short plats, zone reclassifications, conditional use permits, variances, or ~~manufactured home park~~ site plans located in potential slide hazard areas **(geologically hazardous areas)**. The potential slide hazard **(geologically hazardous area)** evaluation shall document the extent and nature of potential slide / **geologic** hazard on the subject property and shall provide mitigating measures and an assessment of potential slide / **geologic** hazards associated with the proposal. A more detailed potential slide hazard area **(geologically hazardous area)** mitigation plan may be required at the time of building permit application or actual construction approvals. **Reports shall contain information necessary to ensure development will not exacerbate landslide risks or threaten public safety, including but not limited to:**

 - a. **A description of the topography, surface and subsurface hydrology, soils, geology, and vegetation of the site;**
 - b. **An evaluation of the analysis area’s inherent landslide and erosion hazards;**
 - c. **A site plan of the area delineating all portions of the site subject to erosion, landslide, and seismic hazards; and**
 - d. **A contour map of the proposed site at a scale of one inch = 20 feet or as deemed appropriate by the Director. Slopes shall be clearly identified and differentiated for the ranges between 15% and 29%, and 30% or greater.**

7/29/26 Planning Commission Meeting

○

Chapter 17.08 URBAN RESIDENTIAL (UR-1, UR-2, AND UR-3)

17.08.005 [Purpose.]

There is established the UR-1, UR-2 and UR-3 residential zones, standards and regulations by which certain land uses may be permitted therein.

(Ord. No. 527, § 1, 6-14-2022)

17.08.010 ~~Residential~~ UR-1, UR-2, and UR-3 development standards.

~~Residential~~ Development in the UR-1, UR-2, and UR-3 zones shall meet the standards shown in Table 17-2.

Table 17-2

		UR-1	UR-2	UR-3
Minimum Lot Area <u>(1)</u>		10,000 N/A	5,000 N/A	5,000 N/A
Maximum Lot Area		1 acre	1 acre	1 acre
Duplex Minimum Lot Size		10,000	7,200	7,200
Multi-Family Lot Size (per dwelling unit)				2,500
Front Lot Line Width		<u>50 ft.</u>	<u>40 ft.</u>	<u>30 ft.</u>
Lot Frontage (Width)	Single-Family	80 ft.	50 ft.	50 ft.
	Duplex	80 ft.	70 ft.	70 ft.
	Multi-Family	—	—	85 ft.
Minimum Lot Depth		Minimum Lot Depth same as Minimum Lot Width; <u>however, depth may need to be larger to account for setbacks, etc. when using the minimum front lot width.</u>		
Building Setbacks	Front	25 ft.	25 ft.	25 ft.
	Rear	25 ft.	25 ft.	25 ft.
	Side			
	<u>1 Story / Height up to 20 ft.</u>	<u>5 ft.</u>	<u>5 ft.</u>	<u>5 ft.</u>
	<u>1.5 Story / Height up to 28 ft.</u>	10 ft.	10 ft.	10 ft.
	<u>2 Story / Height up to 35 ft.</u>	15 ft.	15 ft.	15 ft.
	Flanking Street	15 ft.	15 ft.	15 ft.
Accessory Building Setbacks <u>(2)</u>	Side	5 ft.	5 ft.	5 ft.
	Rear	5 ft.	5 ft.	5 ft.
Maximum Building Coverage <u>(3)</u>		40%	40%	40%
Maximum Total Lot Coverage <u>(14)</u>		60%	60%	60%
<u>Building Height (5) (6) (7)</u>		<u>35 ft.</u>	<u>35 ft.</u>	<u>35 ft.</u>
Building Height (2) (4)	<u>Accessory Buildings</u>	<u>25 ft.</u>	<u>20 ft.</u>	<u>20 ft.</u>
	Single Family & Duplex	35 ft.	35 ft.	35 ft.
	Accessory Bldg. (3) (5)	25 ft.	20 ft.	20 ft.
<u>(1) Lot area is N/A due to adopted Bulk Density Standards in Millwood Comprehensive Plan (a minimum of two middle housing units per lot are permitted) and utilization of lot width/depth, setbacks, and maximum building/lot coverage to define lot sizes. Per RCW 36.70A.535(7) the city may not treat a sleeping unit in co-</u>				

7.5 ft.?

living housing as more than one quarter of a dwelling unit for the purposes of calculating dwelling unit density, as long as all other development regulations are met.

(2) Accessory Buildings shall not be located closer than 25 feet to the front of the lot, consistent with front setbacks for principal units. Accessory Buildings taller than twenty (20) feet shall be set back 10 feet from side and rear property lines. Detached ADUs can be sited at a lot line if the lot line abuts a public alley, unless the City of Millwood routinely plows snow on the public alley. Also refer to Accessory Building regulations within each zone with Detached ADUs being exempt from the prescribed size limitations applicable to Accessory Buildings. When multiple buildings that require site plan and/or building permit review are located on a parcel, each building must be separated by at least 5 feet.

(3) For infill development, when existing homes are preserved and middle housing is added elsewhere on the lot, the existing home is exempted from the maximum building coverage. Lot coverage limitations cannot require an ADU to be less than 1,000 sq. feet; however, an applicant may choose to build a smaller size.

(4) Includes all other impervious surfaces

(25) Building height shall be measured from average grade level to the highest point of the structure

(36) In compliance with RCW 36.70A.681, Accessory Buildings taller than 24 feet (at highest point of structure) shall comply with Building Setbacks based on height for side setback (10 ft. for 25 ft. to 28 ft. and 15 ft. for 29 ft. to 35 ft.). Rear setback shall match required side setback from property line for accessory buildings taller than 24 feet when an accessory building contains a Detached ADU, it is permitted to be up to 25 feet in height. Maximum wall height not to exceed 16 feet

(7) A building can exceed maximum roof height limit by 48 inches to accommodate a roof-mounted solar energy panel.

Additional exceptions to roof height and setbacks apply to retrofits of existing buildings for residential housing in accordance with RCW 36.70A.810. Refer to MMC 17.18.050 for more information.

(4) No structure shall exceed 2 stories in height

(5) Accessory buildings taller than sixteen (16) feet shall be set back an additional one foot for each one foot of building height in excess of sixteen (16) feet to a maximum setback of ten feet from any property line.

Allow for
all
housing?

(Ord. No. 527, § 1, 6-14-2022)

Chapter 17.10 UR-1 URBAN RESIDENTIAL ZONE LOW DENSITY RESIDENTIAL

17.10.005 [Purpose.]

The UR-1 Low Density Residential district zone is intended to provide for primarily single-family homes on large lots, preserving the existing semi-rural nature of the area with space for urban agriculture, while allowing opportunities for infill development through small-scale housing forms that are compatible in scale and form with single-family houses. Retention of open space is encouraged. Higher density residential uses including (multi-family developments) may be allowed with a Conditional Use permit.

For uses permitted in the UR-1 zone, see Table 17-1.

(Ord. No. 527, § 1, 6-14-2022)



Guidelines & Timeline-

- All anticipated budgeted projects should be submitted by **August 31, 2026**. These are items above our baseline operational budget.
- City Council Meeting **October 13, 2026** – Mayor and Assistant Treasurer will present the initial budget discussion and plan, including revenue estimates and property tax levy considerations.
- **November 2026**: The preliminary budget is presented, followed by required public hearings, and levies are adopted by ordinance and filed before the end of the month.
- **December 2026**: Reconciling the 2026 budget and 2027 budget approval.

Please submit projects for budget consideration by **August 31, 2026**.

- Department Heads will submit their projects to Aaron Hall (cc Shawna Beese) with the anticipation of a follow-up budgeting meeting.
- City Council, Planning Commission, and other commissions/boards will submit their desired projects to Shawna Beese (cc Aaron Hall). Shawna will schedule a follow-up budgeting meeting at your convenience.

Yours in community,

Shawna Beese, Mayor

Proposed 2027 & 2028 Planning Commission Projects w/ Approximate Timelines:

1. Data Center Research / Recommendations (Fall 2026 - Spring 2027)
2. Planning Commission Bylaws (Spring 2027 - Summer 2027)
3. Docketed MMC Amendments (Summer 2027 - Fall 2027)
4. MMC Signage Standards Updates (Fall 2027 - Spring 2028)



Amanda Tainio, Principal

July 7, 2026

Memo To: Millwood City Council

RE: June 2026 Planning Report

Here is a summary of the planning activities for the month of June 2026:

- Permit/license/land use application review and processing:
 - 3121 N. Woodruff (MW-2026-0031) - Site Plan Review / Approval & Project Coordination (Residential Bedroom & Bathroom Addition)
 - 3019 N. Argonne (MW-2026-0021) - Permit Coordination & Siding Change Approval / SmartGov Signoff (Commercial Storefront Renovation / TI)
 - 8614 E. South Riverway - Home Business Review / Approval (Petals & Poses, LLC)
 - 8315 E. Bridgeport - Home Business Review / Approval (Sander Enterprises)
 - Misc. zoning reviews / information / other jurisdiction SEPA reviews / staff assistance / coordination
- SmartGov AI Webinar
- Planning for Recreation Access (PRA) Grant - Application, Cultural Resource Survey Estimate, & Coordination (Millwood Park Redevelopment)
- 2026 Periodic Update
 - Planning Update Grant (PUG) - Year 2 Deliverables
 - Updated Meeting / Completion Schedule
 - Public Workshop presentation prep
 - Community / agency engagement & webpage updates
 - July newsletter article
 - 6/8/26 Staff Consultation Meeting - Development Regulations Modifications
 - 6/9/26 Special City Council Workshop - Financial / Regulatory Incentives for Housing
 - 6/17/26 Steering Committee of Elected Officials (SCEO) Meeting
 - 6/24/26 Spokane County Planning Summit at Avista Headquarters
 - 6/24/26 Planning Commission Meeting / Public Workshop - Periodic Update Development Regulations Review / Discussion & Design Review in Millwood Discussion
 - Review Requested Modifications (from 5/27/26 meeting)



Amanda Tainio, Principal

- Public Workshop Presentation (Development Regulations)
- City Planning Report for May 2026
- July & August Meeting Schedule
- Development Regulations Review Tracker Updates & MMC Modifications from 6/24/26
- Development Regulations SEPA Checklist and Non-Project DNS preparation and issuance w/ Notice of Planning Commission Public Hearing
- GMA 60-day review preparation and issuance of Draft Development Regulations

With best regards,

Amanda Tainio
Millwood Contract City Planner
planner@millwoodwa.us