



Planning Commission Regular Meeting Agenda

Wednesday, June 24, 2026 at 6:00 PM

9103 E Frederick Ave.

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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 \(from 5/27/26 meeting\)](#)
 - b. [Periodic Update -Public Workshop Presentation \(Development Regulations\)](#)

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 May 2026](#)

7. COMMISSIONER COMMENTS

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

- a. [Periodic Update - Review Draft Development Regulations MMC Updates](#)
 - b. Cancellation of July 29th Planning Commission Meeting?
 - c. Periodic Update Planning Commission Public Hearing - Scheduled for August 26, 2026

9. ADJOURNMENT



Planning Commission Special Meeting Minutes

Wednesday, May 13, 2026 at 6:00 PM

9103 E Frederick Ave.

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1. CALL TO ORDER & ROLL CALL

The Planning Commission Special Meeting was called to order by Commissioner Ankney at 6:02pm. A quorum was present.

PRESENT

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

ABSENT

Commissioner Bill Rickard

2. APPROVAL OF MEETING AGENDA

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

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

3. ACTION ITEMS

a. Periodic Update - Requested Modifications from 4/29/26 meeting (Review Tracker 5-4-26)

Ms. Tainio discussed review tracker edits from April 29 were incorporated and reflected in the packet.

b. Periodic Update - Review Title 16, Subdivisions (4-30-26)

Ms. Tainio discussed Title 16 describing it as a heavy lift with numerous historical references back to 1954 through 2022 which are now reconciled by consolidating RCW language, removing duplicative or incorrect language and moving processing requirements into Title 14. Ms. Tainio asked the Commission if they had any questions or clarification for Title 16.

Ms. Tainio and the Commission discussed cleaning and streamlining Title 16 (subdivisions) with several wording, procedural and cross-reference fixes were agreed upon. The discussion included clarifying language on "safe walking conditions for students" to broaden to include "other pedestrians", along with density language (minimum vs maximum) and lot-size/density references removing the word "minimum" where it is not applicable. Ms. Tainio and the Commission discussed the definition of Alley and ADU access rules with a strong consensus to treat alleys as secondary access only, noting practical implications being the City does not maintain or plow an Alley and should not be treated as the primary access.

Ms. Tainio explained subdivision types with short subdivisions being 9 or fewer lots, standard subdivisions being 10 or more lots and unit-lot subdivisions being individual lots may not meet individual setbacks/coverage, but the overall parent parcel must meet standards.

Commissioner Molitor asked for clarification on scratched-out fees of \$250 per-lot deposit, Ms. Tainio noted she will reference "adopted fee schedules" for per-lot deposits and other plan/utility fees to allow flexibility and avoid inconsistencies. The Commission and Ms. Tainio discussed public hearings and publication costs on notices, noting they can be expensive. Ms. Tainio discussed removing routine requirements and replaced with site postings, property owner mailings for the 250 boundaries, when possible, website postings and email lists also as primary notice mechanisms, with publication only when legally required or practical.

4. 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 comments were made.

5. SET NEXT MEETING - May 27, 2026 at 6:00pm

a. Anticipated Agenda Items:

Periodic Update - Review Draft Development Regulations Updates

6. ADJOURNMENT

Commissioner Ankney discussed the road work coming up on Argonne along with the North-South freeway, emphasizing the need to let residents know once these construction projects are complete these are 30-year plans and will help improve traffic flow through Millwood.

Ms. Tainio gave update on a planning grant that the City may potentially be a match for in which she will focus on sending in that application.

Commissioner Ankney and Commissioner Beese gave reminder of the neighborhood block party that is joint between the City and Hutton Hope where the kids will be serving free pizza on May 15, 2026.

Commissioner Ankney moved to adjourn the Planning Commission Special Meeting, Seconded by Commissioner Beese at 7:25 pm.

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 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> |
|------------|------|------|------|-----|-----|-----|-------------------------|----------------------------------|
| | | | | | | | | |
- 5/28/26
- 2026 PERIODIC UPDATE - DEVELOPMENT REGULATIONS REVIEW TRACKER
- 2
- 5

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	<u>PR P-1</u>	<u>USE REGULATIONS</u>
<u>Stacked Flat</u>	<u>P</u>	<u>P</u>	<u>P</u>	<u>X S</u>	<u>X 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 S	X S	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. 15 ft.		
Side Yard Setback		5 ft. min.	N/A 0 ft.		
Flanking Street		15 ft. min.	N/A		
<u>Abutting Residential Zone (up to 2 Story Height)</u>		15 ft. min. (2)	5 ft.		
<u>Adjacent Abutting to Residential Zone (3 Story Height)</u>		15-20 ft. min. (2)	10 ft.		
<u>Abutting Residential Zone (4 Story Height)</u>		25 ft. min. (2)	15 ft.		
<u>Maximum Total Lot Coverage (3)</u>		<u>Mixed use (4)</u>	<u>Commercial Only</u>	<u>Mixed use (4)</u> <u>Total Lot Coverage</u>	<u>Commercial Only</u> <u>Total Lot Coverage (1)</u>
<u>Site Coverage including impervious surfaces</u>		85%	75 70%	85%	70%
<u>Building Height (5)(7)</u>		up to 3 stories / 35 ft. max (36)		up to 3 stories / 35 ft. max (26)	
<u>Building Height - Trent Frontage (5)(7)</u>		45-up to 4 stories / 48 ft. max (4)(5)			
<u>Adjacent to Residential—no intervening street or alley</u>		Residential zone standards apply			

- 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:~~
 - a. ~~Where the required setback is greater than five feet, a deviation of five feet or less~~
 - b. ~~Minimum lot area where the deviation is for ten percent or less of the required lot area.~~
 - c. ~~Maximum impervious coverage where the deviation is for ten percent or less of the maximum impervious coverage.~~
 - 1. ~~Any dimensional requirement which does not exceed one foot.~~
 - 2. ~~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.~~
 - 3. ~~Minimum lot area requirements where the deviation is for 10% or less of the required lot area.~~
 - 4. ~~Minimum lot width requirements where the deviation is for 10% or less of the required lot width.~~
 - 5. ~~Maximum building coverage or lot coverage requirements where the deviation is for 10% or less of the maximum building / lot coverage.~~
 - d. ~~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.~~
 - 7. ~~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~~ 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</u> Setbacks					
<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 & <u>030</u>	
Rear Yard Setback		15 ft. min.		<u>20 ft. min.</u> <u>15 ft.</u>	
Side Yard Setback		5 ft. min.		<u>N/A-0 ft.</u>	
Flanking Street		15 ft. min.		<u>N/A-0 ft.</u>	
<u>Abutting Residential Zone (up to 2 Story Height / 30 ft.)</u>		<u>15 ft. min. (2)</u>		<u>5 ft.</u>	
<u>Adjacent-Abutting to Residential Zone (3 Story Height / 35 ft.)</u>		<u>15-20 ft. min. (2)</u>		<u>10 ft.</u>	
<u>Abutting Residential Zone (4 Story Height / 48 ft.)</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)</u> <u>Total Lot Coverage</u>	<u>Commercial Only</u> <u>Total Lot Coverage (1)</u>
<u>Site Coverage including impervious surfaces</u>		<u>85%</u>	<u>75-70%</u>	85%	70%
<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>			

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 (4)	45-48 ft., shall not exceed four stories in height (4) (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 suppliers, 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 commission hearing body with conditions of approval, as needed.
- 9I. After approval of the preliminary plat has been recommended by the planning commission hearing 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				
<u>Type I (Administrative)</u>	<u>Type II (Administrative)</u>	<u>Type III (Quasi-Judicial)</u>	<u>Type IV (Quasi-Judicial)</u>	<u>Type V (Quasi-Judicial)</u>
<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 of 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



Periodic Update – Planning Commission Public Workshop 6/24/26

Updates to the City Development Regulations
& Design Review in Millwood

City of Millwood Deadline is:

- *Millwood Development Regulations
- by December 2026*

Public Workshop Overview

- The Washington State Growth Management Act (GMA) requires cities and counties to adopt comprehensive plans and development regulations for their communities and conduct a periodic update of those documents every ten (10) years.
- The Comprehensive Plan portion of the periodic update has been completed and the updates to the development regulations are in process.
- The City must make revisions necessary to comply with changes to WA State law, update best available science, and update development regulations to be consistent with the updated City Comprehensive Plan as well as for internal consistency.
- The Public Workshop today will focus on an overview of proposed modifications to the Development Regulations and attendees are encouraged to ask questions or provide comments for discussion.

Checklist Navigation		
Section I: Comprehensive Plan	Section II: Development Regulations	Appendices
LAND USE ✓	CRITICAL AREAS	APPENDIX A: HOUSING UNIT MINIMUMS PER POPULATION ✓
HOUSING ✓	ZONING CODE	APPENDIX B: ELEMENT UPDATES UNDER HB 1181 ✓
CAPITAL FACILITIES ✓	SHORELINE MASTER PROGRAM	Reviewed all applicable sections of the MMC for consistency, clarity, and cross-reference corrections, and updated as needed ✓
UTILITIES ✓	RESOURCE LANDS	
TRANSPORTATION ✓	ESSENTIAL PUBLIC FACILITIES	
SHORELINE ✓	SUBDIVISION CODE	
ESSENTIAL PUBLIC FACILITIES ✓	STORMWATER	
TRIBAL PLANNING ✓	ORGANIC MATERIALS MANAGEMENT	
CLIMATE CHANGE & RESILIENCY ✓	IMPACT FEES	
ECONOMIC DEVELOPMENT ✓	CONCURRENCY & TDM	
PARKS & RECREATION ✓	TRIBAL PARTICIPATION	
OPTIONAL ELEMENTS ✓	REGULATIONS FOR OPTIONAL ELEMENTS	
CONSISTENCY ✓	PROJECT REVIEW PROCEDURES	
PUBLIC PARTICIPATION ✓	PLAN & REGULATION AMENDMENTS	

**2024 - 2025
Comprehensive Plan
(Adopted)**

**2025 - 2026
Development Regulations
(Reviewed for Updates)**

**2024 - 2025 Comprehensive Plan
2026 Development Regulations**

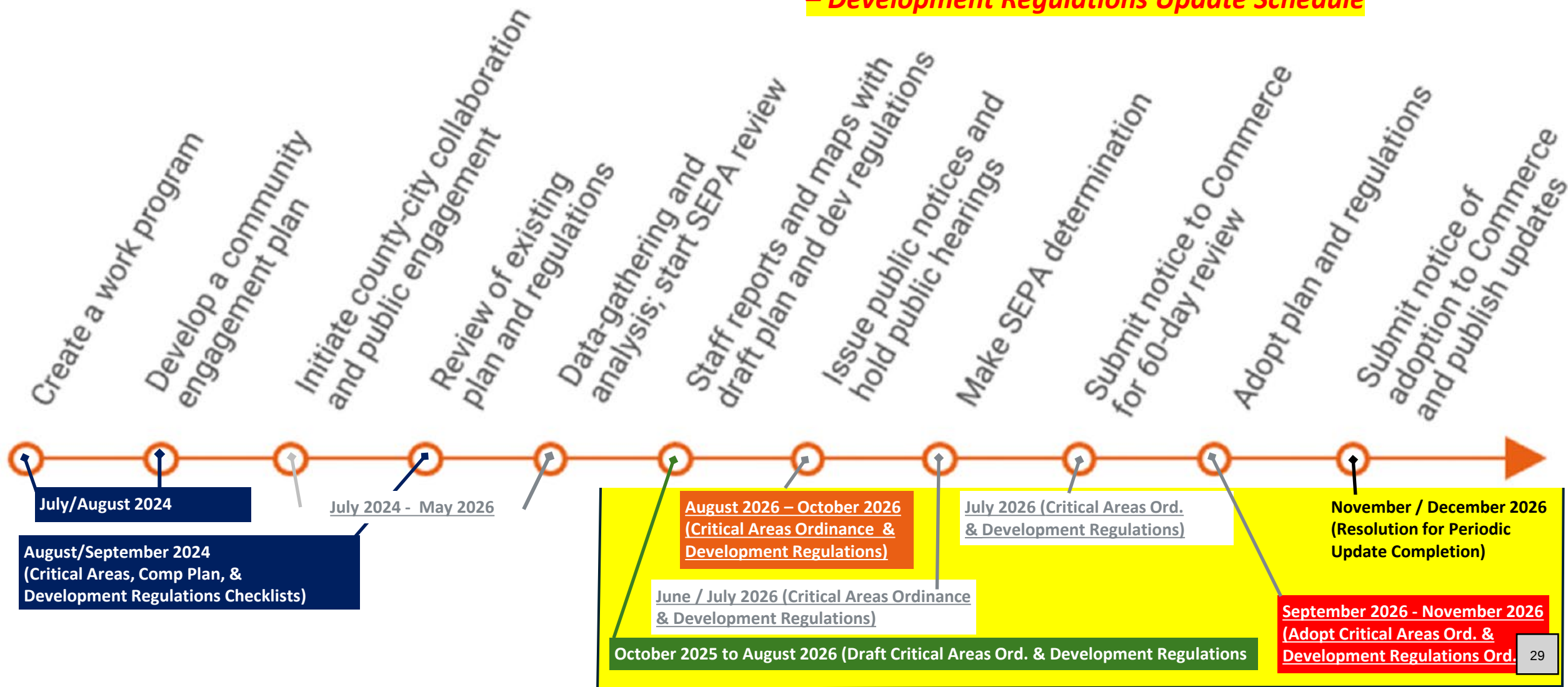
PERIODIC UPDATE CHECKLIST FOR FULLY PLANNING CITIES – REVISED JULY 2024

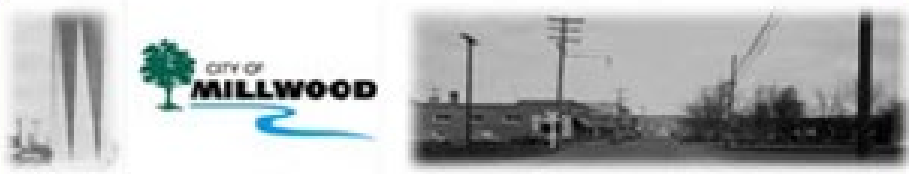
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Periodic update process overview

City of Millwood Adopted Schedule for 2026 Periodic Update (Work Plan Res. 2024-03 w/ Administrative Updates)

– Development Regulations Update Schedule





**Comprehensive Plan & Development Regulations
Periodic Update 2026**

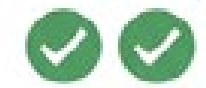


<https://www.millwoodwa.us/periodic-updates>



- Chapter 18.08 Critical Areas**
- Chapter 15.04-15.16-15.20 Construction**
- Title 16 Subdivisions**
- Title 14 Land Use**
- Title 17 Zoning**
 - Ch. 17.04 Use-Zones**
 - Ch. 17.06 Table of Permitted Uses**
 - Ch. 17.08-17.18 Residential**
 - Ch. 17.20-17.36 Commercial, Industrial, Public**
 - Ch. 17.38 General Provisions**
 - Ch. 17.42 Wireless Telecommunication Facilities**
 - Ch. 17.44 Administration and Enforcement**
 - Ch. 17.48 Essential Public Facilities**
 - Title 17 Appendix A Definitions**

**March 2026 –
Comprehensive Plan
Adoption – Complete**



**Development Regulations
Update – In Process**



**December 2026 –
Final Deadline**

Many New Housing Element Requirements

Local housing element to:

- 1) Conduct an **inventory and analysis of all housing needs**
–by income, PSH and emergency housing
- 2) **Identify sufficient capacity of land** for identified housing needs
- 3) Plan for and accommodate housing for all income brackets.
policies for middle housing
- 4) **Make adequate provisions for all housing needs**, including
“document barriers to housing availability such as gaps in
local funding, development regulations, etc.”
- 5) Address **racially disparate impacts, displacement, exclusion
and displacement risk** in housing through policies and
regulations

*Housing for All Planning Tool
(HAPT) – Spokane County*

Millwood Comprehensive Plan Section 6.6 - Barriers to Housing Development

Reviewing past projects, analyzing current projects and data, discussions with developers and community members, Comprehensive Plan and development regulations code review, and research were the methods utilized to determine the likely barriers to housing development in Millwood. As discussed in Section 6.4 above, for the City of Millwood, the most likely factors contributing to housing affordability and housing supply issues that the City can potentially address are:

- **Development regulations** (adding a variety of middle housing types as permitted uses, reducing minimum lot sizes to be consistent with adopted bulk density standards, reducing off-street parking requirements, updating ADU regulations, reducing setbacks/lot coverage/impervious surface standards, etc.).
- **Process obstacles** (increasing SEPA Threshold Exemptions and Infill Exemptions, streamlining of permitting processes, and subdivision process streamlining).
- **Offsetting limited land availability** (maximizing use of land through development regulation modifications listed above and encouraging infill development).
- **Addressing funding gaps** (exploring funding options and incentives for affordable housing including pre-approved designs).
- Additionally, continued coordination with Spokane Transit for transit system improvements can contribute to reducing affordable housing barriers in Millwood.

Washington State Requirements

- Development standards for the selected middle housing types may not be more restrictive than those required for single-family homes.
- Permit and environmental review processes for middle housing must be the same as those for single-family homes.
- Design review for middle housing is limited to administrative design review.
- Within UGAs, at least two ADUs are allowed on all lots that meet the minimum lot size in zoning districts that allow for single-family homes.

Millwood Comprehensive Plan – Examples of Implementation Actions for Housing Infill

- #27 - Evaluate and improve, if necessary, zoning regulations related to housing density and type to ensure compatibility with historic neighborhoods, while also addressing and mitigating any racially disparate impacts that regulations may have on housing access and affordability.
- #28 - Evaluate development regulations to remove impediments to the development of low and moderate-income housing.
- #38 - Remove any local policies and/or regulations that have been determined to result in racially disparate impacts, displacement, and exclusion in housing (see demographics in Section 4.3 and the Housing Element in Chapter 6).
- #39 - Update zoning, development, and land division regulations to allow for infill development consistent with neighborhood scale and form.



MIDDLE HOUSING MODEL ORDINANCE TIER 3 CITIES

TIER 3 CITIES MIDDLE HOUSING MODEL ORDINANCE

January 23, 2024

UPDATE | October 24, 2024

The Tier 3 provisions of this Middle Housing Model Ordinance apply to cities with a population of less than 25,000, that are within a contiguous urban growth area with the largest city in a county with a population of more than 275,000, based on 2020 Office of Financial Management population estimates.

***Model ordinances:** Preempt/supersede local development regulations if a city has not passed HB 1110 development regulations by the due date and remains in effect until the city takes all actions to implement RCW 36.70A.635.



Draft Millwood Development Regulations modifications in the periodic update:

➤ Make zoning changes to ensure capacity for all housing needs and reduce regulatory barriers

✓ **Table of Permitted Uses updates for housing uses (MMC 17.06.010 – Table 17.1)**

- Added 7 new Middle Housing uses plus Co-Living Housing and Senior Independent Housing
- Refined Residential / Commercial Mixed Use to allow for 3 types dependent on location (vertical mixed use developments, horizontal mixed use developments, and live-work buildings)
- Updated / Added Group Home & Supportive, Transitional, Emergency, and Permanent Housing (STEP), as required by WA State Law

USE	UR-1	UR-2	UR-3	C-1	C-2	I-1	PR P-1	USE REGULATIONS
Residential								
<u>Accessory Dwelling Units (ADU)</u>	C-S	C-S	C-S	C-X	X	X	X	17.16.010(A)
<u>Manufactured Home</u>	C-S	C-S	C-S	C-X	X	X	X	17.16.010(C)
Single Family	P	P	P	C-X	X	X	X	Only on lots without a commercial use
<u>Cottage Housing</u>	P	P	P	S	X	X	X	C-1 - Refer to Residential / Commercial Mixed Use 17.26.010(B)
<u>Stacked Flat</u>	P	P	P	X-S	X-S	X	X	C-1/C-2 - Refer to Residential / Commercial Mixed Use 17.26.010(B)
<u>Courtyard Apartments</u>	P	P	P	S	S	X	X	C-1/C-2 - Refer to Residential / Commercial Mixed Use 17.26.010(B)

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

<u>USE</u>	UR-1	UR-2	UR-3	C-1	C-2	I-1	PR <u>P-1</u>	<u>USE REGULATIONS</u>
Residential								
Multi-Family	CUP	X	P	C-S	X-S	X	X	<u>17.10.030 (UR-1), C-1/C-2 - Refer to Residential / Commercial Mixed Use 17.26.010(B)</u>
<u>Co-Living Housing</u>	<u>CUP</u>	<u>X</u>	<u>P</u>	<u>S</u>	<u>S</u>	<u>X</u>	<u>X</u>	<u>17.10.030 (UR-1), C-1/C-2 - Refer to Residential /</u>
								<u>Commercial Mixed Use 17.26.010(B)</u>
<u>Senior Independent Housing</u>	<u>P</u>	<u>P</u>	<u>P</u>	<u>S</u>	<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>
Residence attached to commercial use <u>Residential / Commercial Mixed Use</u>	X	X	X	C-S	C-S	X	X	C-1 - 17.22.010 C-2 - 17.26(B) <u>17.26.010(B)</u>

<u>USE</u>	UR-1	UR-2	UR-3	C-1	C-2	I-1	PR <u>P-1</u>	<u>USE REGULATIONS</u>
<u>Group Home & Supportive, Transitional, Emergency, and Permanent Housing (STEP)</u>								
Group Home (I-A) / <u>Adult Family Home (AFH)</u>	P	P	P	CUP <u>P</u>	CUP <u>P</u>	X	X	
Group Home (I-B)	P	CUP	X	P <u>CUP</u>	CUP	X	X	<u>CUP 17.44.070 - 130</u>
Group Home (I-C)	X	X	X	X	CUP	X	X	<u>CUP 17.44.070 - 130</u>
Group Home Class II	X	X	X	CUP	X	CUP	X	<u>CUP 17.44.070 - 130</u>
<u>Permanent Supportive Housing (PSH)</u>	<u>P</u>	<u>P</u>	<u>P</u>	<u>P</u>	<u>X</u>	<u>P</u>	<u>X</u>	
<u>Transitional Housing</u>	<u>P</u>	<u>P</u>	<u>P</u>	<u>P</u>	<u>X</u>	<u>P</u>	<u>X</u>	
<u>Emergency Housing (Indoor)</u>	<u>X</u>	<u>X</u>	<u>X</u>	<u>P</u>	<u>X</u>	<u>P</u>	<u>X</u>	
<u>Emergency Shelter (Indoor)</u>	<u>X</u>	<u>X</u>	<u>X</u>	<u>P</u>	<u>X</u>	<u>P</u>	<u>X</u>	

- ✓ **MMC Title 17 Zoning** – Updates for compliance w/ state law, conformity w/ Countywide Planning Policies for Spokane County, use and design refinements including incorporation of driveway requirements, off-street parking design, pedestrian access, and loading spaces for commercial uses, incorporation of Blue Zone principals such as urban agriculture updates, consistency, & clarity
- ✓ **MMC Chapter 17.08 - 17.18 Residential (UR-1, UR-2, and UR-3 Zones)**
 - Removed requirement for frontage on a public street and reduced front lot line widths to allow for infill development that may utilize a private driveway / access and utility easement for the rear of the lot
 - Removed minimum lot size requirement and referenced consistency with adopted Bulk Density Standards in Millwood Comprehensive and utilization of lot width/depth, setbacks, and maximum building/lot coverage to define lot sizes
 - Updated ADU standards to be consistent with WA State Law which will allow for a significant increase in ADUs
 - Updated parking requirements to be consistent with WA State Law
 - Added provisions for new housing in existing buildings (per RCW 35A.21.440)
 - Added provisions for an increased density bonus for affordable housing located on property owned by a religious organization (per RCW 36.70A.545)
 - Added provisions for retrofits of existing buildings for residential housing and accommodation for passive house requirements (per RCW 36.70A.810 & 812)
 - Added provisions for conversion of single-family homes to middle housing

✓ **MMC Title 16 Subdivisions**

- Increased short plats from 4 lots to 9 lots
- Added provisions for Unit Lot Subdivisions (ULS) to short plat and subdivision regulations
- Added provisions for Administrative Lot Splits (ALS)
- Clarified and streamlined regulations

✓ **MMC Title 14 Land Use and Chapter 17.44**

- The sections have been streamlined to reflect local project review requirements in state law and updated for consistency as well as current best practices

✓ **MMC Chapter 17.20 - 17.36 Commercial, Industrial, Public (C-1, C-2, I-1, I-2, and P-1 Zones)**

- Updated setbacks to provide consideration for adjoining residential zones, providing clarification and consistency for development standards, and incorporating provisions in WA State Law
- Added provisions for new housing in existing buildings (per RCW 35A.21.440) and focused C-1 allowed residential on higher density mixed use with commercial
- Outlined requirements and options for commercial shared parking
- Updated parking requirements to be consistent with WA State Law and added residential / mixed use parking requirements as well as bicycle parking

✓ **MMC Chapter 17.38 General Provisions**

- Inclusion of state law requirements
- Clarified administrative exceptions & added alternative methods of compliance
- Clarified non-conforming use, structure, & lot provisions
- Added Green Infrastructure & Low-Impact Development (LID) provisions
- Updated fencing regulations to be easier to utilize
- Enhanced sidewalks, trails, shared roadways, and complete streets
- Provided graphic for clear-view triangle

✓ **MMC Chapter 15.04 – 15.20 (Construction)**

- Clearly identified Building Official
- Updated adopted building code list
- Updated for current administration practices, consistency, and clarity

➤ **MMC Chapter 18.08 (Critical Areas)**

- ✓ Inclusion of state law requirements including best available science, updated definitions, etc.
- ✓ Updated for consistency and clarity



Millwood Housing Scenarios

UR-1 Rear Infill Scenario w/ Unit Lot Subdivision

28,900 Sq. Ft. Lot w/ 64 Ft.
Wide Front Lot Line split into
Parent Lot & 2 ULS Lots for
1 Story Duplex,
10 Ft. - 12 Ft. Wide
Private Driveway
(utility & access easement)

- Parent Lot - Existing Home w/ 816 sq. ft. footprint & Shop (Approx. 13,900 Sq. Ft. Lot)
- ULS Lots #2 & #3 - Approx. 2,000 Sq. Ft. Unit Lots w/ Private Open Space
- Approx. 11,000 sq. ft. Common Space

UR-1 Development Regulations		
Minimum Lot Area		N/A
Maximum Lot Area		1 Acre
Minimum Front Lot Width		50 ft.
Minimum Lot Depth		Minimum Lot Depth same as Minimum Lot Width
Building Setbacks		
	Front	25 ft.
	Rear	25 ft.
	Side	
	1 Story / Height up to 20'	5 ft.
	1.5 Story / Height up to 28'	10 ft.
	2 Story / Height up to 35'	15 ft.
	Flanking Side	15 ft.
Maximum Building Coverage		40%
Maximum Total Lot Coverage		60%
Building Height (Maximum)		35 ft.
Accessory Buildings		25 ft.



Scenarios are for approximate examples only. A full code review would be required prior to project approval.

UR-1 Infill Scenario w/ Administrative Lot Split for Single Family Home

22,400 Sq. Ft. Parent Parcel @ 1 unit per 5,000 sq. ft. = 4 Units

Lot #1 - 15,768 Sq. Ft. Parent Lot & Lot #2 (Administrative Lot Split) - 6,632 Sq. Ft. Lot @ 1 unit per 5,000 sq. ft. = SFH or SFH + 1-2 ADUs (lots created through new residential lot split process are exempt from the detailed middle housing requirements of RCW 36.70A.635)

- Both the parent lot and the newly created lot must meet the minimum lot size allowed under applicable development regulations (*consistent w/ adopted Bulk Density Standards & utilization of lot width/depth, setbacks, and maximum building/lot coverage to define lot sizes*).
- If a lot split results in a new lot of a size that would allow for further land division, the lot is not eligible for an administrative split.
- A city may not impose a limit on the total number of dwelling units allowed on the parent lot or newly created lot that is less than the number of dwelling units allowed by the underlying zoning of the parent lot prior to the administrative lot split (i.e. 4 unit limit).



Scenarios are for approximate examples only.
A full code review would be required prior to project approval.

UR-1 Development Regulations		
Minimum Lot Area		Section 4, Item b.
Maximum Lot Area		1 Acre
Minimum Front Lot Width		50 ft.
Minimum Lot Depth		Minimum Lot Depth same as Minimum Lot Width
Building Setbacks		
Front		25 ft.
Rear		25 ft.
Side		
1 Story / Height up to 20'		5 ft.
1.5 Story / Height up to 28'		10 ft.
2 Story / Height up to 35'		15 ft.
Flanking Side		15 ft.
Maximum Building Coverage		40%
Maximum Total Lot Coverage		60%
Building Height (Maximum)		35 ft.
Accessory Buildings		25 ft.

UR-2 Development Regulations	
Minimum Lot Area	N/A
Maximum Lot Area	1 Acre
Minimum Front Lot Width	40 ft.
Minimum Lot Depth	Minimum Lot Depth same as Minimum Lot Width
Building Setbacks	
Front & Rear	25 ft.
Side	
1 Story / Height up to 20'	5 ft.
1.5 Story / Height up to 28'	10 ft.
2 Story / Height up to 35'	15 ft.
Flanking Side	15 ft.
Maximum Building Coverage	40%
Maximum Total Lot Coverage	60%
Building Height (Maximum)	35 ft.
Accessory Buildings	20 ft. (25 ft. w/ ADU)

UR-2 Historic District Infill Scenario w/ Administrative Lot Split

14,000 Sq. Ft. Parent Parcel @ 1 unit per 3,600 sq. ft. = 4 Units

Lot #1 - 9,700 Sq. Ft. Lot @ 1 unit per 3,600 sq. ft. = SFH w/ 1-2 ADUs

& Lot #2 (Admin. Lot Split) - 4,300 Sq. Ft. Lot @ 1 unit per 3,600 sq. ft. = SFH or SFH + 1-2 ADUs

No More Than 4 Units Total on Both Lots



Scenarios are for approximate examples only. A full code review would be required prior to project approval.

UR-2 Infill Scenario w/ Unit Lot Subdivision or Short Plat

40,802 Sq. Ft. Parent Parcel @ 1 unit per 3,600 sq. ft. = 11 Units

Approx. Lot #1 - 29,638 Sq. Ft. Parent Lot,

Approx. Lot #2 - 4,300 Sq. Ft. Lot & Lot #3 - 6,864 Sq. Ft. Lot w/ SFH or Middle Housing Unit + 1-2 ADUs Each



Lot #1 - Existing home is approx. a 1,000 sq. ft. footprint (picture above).

Picture below is a multi-story example of the same footprint that would fit within the scale and form of UR-2 (Admin. Design Standards)



UR-2 Development Regulations	
Section 4, Item b.	
Minimum Lot Area	N/A
Maximum Lot Area	1 Acre
Minimum Front Lot Width	40 ft.
Minimum Lot Depth	Minimum Lot Depth same as Minimum Lot Width
Building Setbacks	
Front & Rear	25 ft.
Side	
1 Story / Height up to 20'	5 ft.
1.5 Story / Height up to 28'	10 ft.
2 Story / Height up to 35'	15 ft.
Flanking Side	15 ft.
Maximum Building Coverage	40%
Maximum Total Lot Coverage	60%
Building Height (Maximum)	35 ft.
Accessory Buildings	20 ft. (25 ft. w/ ADU)

Scenarios are for approximate examples only. A full code review would be required prior to project approval.

Commercial Development Regulations

	C-1	C-2
Building Setbacks		
Front Setback	25 ft. min.	25 ft. max.
Parking	15 ft. min.	See 17.24.020 & 030
Rear Yard Setback	15 ft. min.	15 ft. min.
Side Yard Setback	5 ft. min.	0 ft.
Flanking Street	15 ft. min.	0 ft.
Abutting Residential Zone (up to 2 Story Height / 30 ft.)	15 ft. min.	5 ft.
Abutting Residential Zone (up to 3 Story Height / 35 ft.)	20 ft. min.	10 ft.
Abutting Residential Zone (up to 4 Story Height / 48 ft.)	25 ft. min.	15 ft.
Maximum Total Lot Coverage	85% (Res. /Com. MU) 70% (Commercial Only)	
Building Height	up to 3 stories / 35 ft. max. or 4 stories / 48 ft. for mixed use	
Building Height - Trent Frontage	Up to 4 stories / 48 ft. max.	

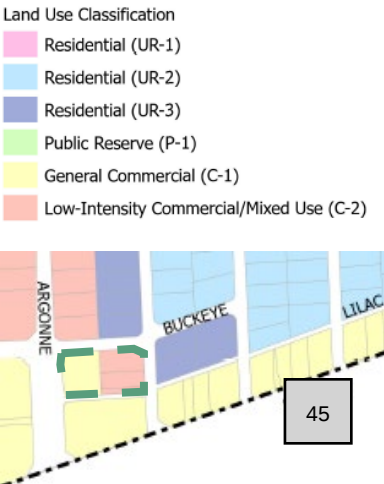
There are some exceptions when street or alley separates the parcel from an abutting residential zone, for roof-mounted solar panels, & for retrofits of existing buildings for housing

C-1/C-2 Mixed Use Infill Scenario (Vertical, Horizontal, or Live-Work Mixed Use)



MMC 17.26.010 Supplementary Use Regulations (C-1 & C-2)

- B. Residential / Commercial Mixed UseResidential uses:
- a. 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;
 - b. 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.
 - c. 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.





Millwood Design Review

Millwood Comprehensive Plan –

Table 5-1: Zoning Categories (Residential)

Zone Name	Abbreviation	Description
Residential	UR-1	This designation applies to the eastern portion of the City that has traditionally accommodated single-family detached homes on large lots with space for urban agriculture while allowing opportunities for infill development. The intent of this designation is to acknowledge the single dwelling residential building type as the primary use with the potential for accessory dwellings, duplexes, triplexes, cottage housing, stacked flats, courtyard apartments, and other small-scale housing forms that are compatible in scale and form with single-family houses while permitting a minimum of two middle housing units per lot.      

UR-2

This designation is the predominant residential land use in Millwood with a small area included in the Millwood Historic District. The intent of this designation is to acknowledge the single dwelling residential building type as the primary use with the potential for accessory dwellings, duplexes, triplexes, fourplexes, cottage housing, stacked flats, courtyard apartments, and other small-scale housing forms in neighborhoods characterized by low traffic volumes, abundant trees and other landscaping features, with easy access to parks and other recreational opportunities. A minimum of two middle housing units per lot are permitted.



UR-3

This designation is located throughout Millwood and is intended as a buffer between the areas of the city zoned for low density residential and the busiest commercial areas throughout the city. It allows for higher density middle housing and multi-family housing up to two stories including townhouses, courtyard apartments, fiveplexes, sixplexes, stacked flats, and multi-family units while accommodating existing single family uses and allowing accessory dwelling units as well as middle housing types allowed in UR-1 and UR-2. This High Density Residential district offers the highest density residential uses on the smallest lots located on or close to major arterials and providing easy access to public services and transit.



Millwood Comprehensive Plan –

Table 5-1: Zoning Categories (Commercial)

General Commercial	C-1	The General Commercial district is intended for large scale, auto oriented commercial uses located primarily along major arterials up to four stories. 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, as well as allowing hotels and temporary emergency housing to meet Washington State requirements.   
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Low-Intensity
Commercial /
Mixed Use

C-2

The Low-Intensity Commercial / Mixed Use district is intended to provide housing opportunities and retail and professional services to a limited trade area. The zone should be developed on pedestrian scale to accommodate neighborhood and local community shopping needs, to provide variety in housing, and to create recreation opportunities without negatively impacting adjoining neighborhoods. C-2 zones shall be grouped along Argonne and Euclid, within one-fourth mile of a public transit route and should be designed to accommodate pedestrians. The zone should create an urban neighborhood and, in addition, serve several neighborhoods within walking distance or within a few miles allowing for short driving distances from home to the zone. The zone should serve as a buffer between residential zones and arterial roads thereby providing an appropriate land use transition. Small retail and service businesses up to three stories and apartments or other living quarters will be encouraged in mixed-use structures up to four stories, for a more diverse environment. The central portion of the district, along Argonne Rd. is included in the Millwood



Millwood Comprehensive Plan –

Table 5-1: Zoning Categories (Industrial)

Light Industrial	I-1	The Light Industrial district is intended for small to medium intensity industrial uses, up to four stories, that produce little to no noise or environmental emissions. This zone also allows for hotels and temporary emergency housing to meet Washington State requirements.  
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Millwood Comprehensive Plan –

Figure 5-3: Example Middle Housing Images

Section 4, Item b.

Duplex /
Triplex /
Fourplex



Image credits (stacked triplex left & duplex right): © Opticos Design, Inc.



Image credit (fourplex): Steve Butler, MRSC

Image credits (fourplex): Steve Butler, MRSC

Stacked Flat -
Duplex



Image credits (stacked flat - duplex): © Opticos Design, Inc.

Cottage
Housing



Image credits (cottage housing): HUD Kirkland Case Study/Wenzlau Architects

Millwood Comprehensive Plan –

Figure 5-3: Example Middle Housing Images

Section 4, Item b.



Millwood Comprehensive Plan – Design Policies and Implementing Action Examples

Policy P.04 –

“Elevate site and building design expectations for housing and business projects.”

Policy P.47 –

“Encourage new and existing development to include features that improve comfort, save resources, and manage heat and stormwater through trees, green spaces, and efficient design.”

Implementing Action #25 –

“Evaluate and modify, if necessary, design regulations for housing and businesses.”

TIER 3 CITIES MIDDLE HOUSING MODEL ORDINANCE

January 23, 2024

UPDATE | October 24, 2024

The Tier 3 provisions of this Middle Housing Model Ordinance apply to cities with a population of less than 25,000, that are within a contiguous urban growth area with the largest city in a county with a population of more than 275,000, based on 2020 Office of Financial Management population estimates.

***Model ordinances:** Preempt/supersede local development regulations if a city has not passed HB 1110 development regulations by the due date and remains in effect until the city takes all actions to implement RCW 36.70A.635.



Design review. The process used for reviewing compliance with middle housing design standards shall be administrative design review.

Draft Millwood Design Standards in the UR-1 Residential Zone:

17.10.020 Design Standards.

- A. ~~Entries. In the UR-1 zone, structures-Buildings~~ must have primary entrances facing the improved public street used as street frontage or the front lot line, as applicable.
- B. ~~At least forty (40) percent of the overall main or first floor wall area facing the improved public street used as street frontage~~ and/or the front lot line, as applicable, shall be devoted to interest creating features such as entrances, windows or decorative detail. Blank walls are not permitted for the main or first floor wall area facing the improved public street used as street frontage and/or the front lot line, as applicable. ~~Buildings separated from the street by a dwelling or located more than 100 feet from a street are exempt from this standard. Each individual condominium unit shall have a width of at least twenty five (25) feet of overall main or first floor wall area facing the improved public street used as street frontage.~~
- C. ~~Buildings shall maintain the architectural design, style, and appearance of a single-family residence using matching or complementary materials, colors, window styles, and roof design, as applicable. Refer to Millwood Comprehensive Plan Table 5-1: Zoning Categories for scale and form examples within Millwood zones and Figure 5-3: Example Middle Housing Images for scale and form examples specific to middle housing.~~
- D. ~~Pedestrian access. A hard surfaced or compacted gravel pedestrian connection at least three feet wide is required between each building and the sidewalk (or the street if there is no sidewalk). Driveways may be used to meet this requirement.~~



Additional use and design standards apply to specific middle housing types, consistent with WA State Law

Draft Millwood Design Standards in the UR-2 Residential Zone:

17.12.020 Design.

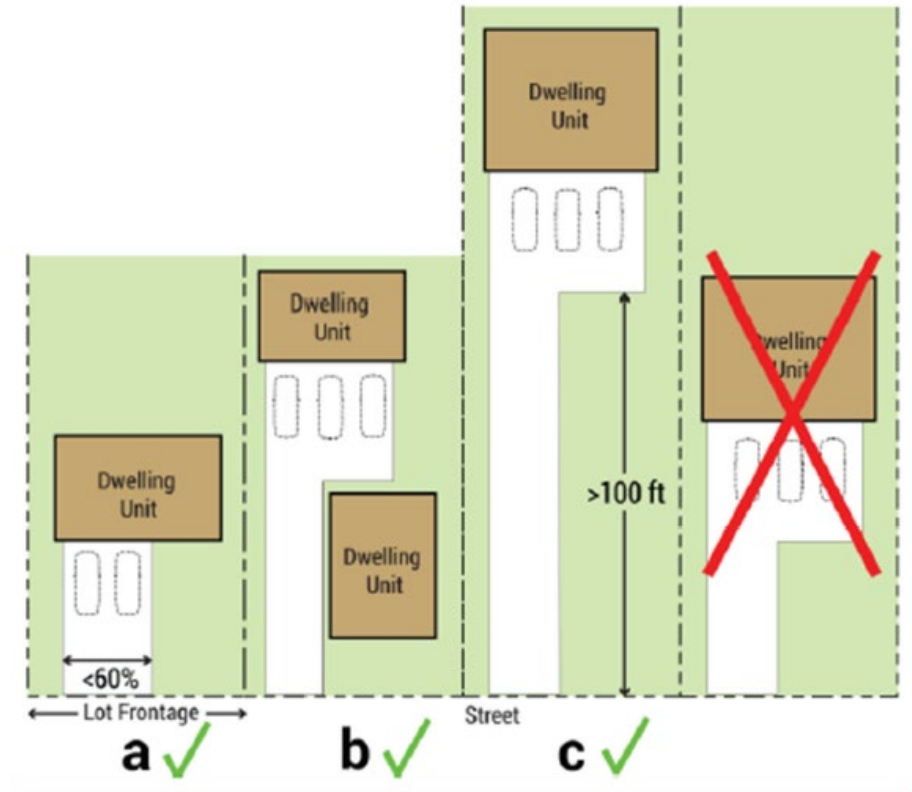
- A. Entries. In the UR-2 zone, structures-Buildings must have primary entrances facing the improved public street used as street frontage or the front lot line, as applicable.
- B. At ~~least~~ least forty (40) percent of the overall main or first floor wall area facing the improved public street used as street frontage and/or the front lot line, as applicable, shall be devoted to interest creating features such as entrances, windows or decorative detail. Blank walls are not permitted for the main or first floor wall area facing the improved public street used as street frontage and/or the front lot line, as applicable. Buildings separated from the street by a dwelling or located more than 100 feet from a street are exempt from this standard.
- C. Buildings shall maintain the architectural design, style, and appearance of a single-family residence using matching or complementary materials, colors, window styles, and roof design, as applicable. Refer to Millwood Comprehensive Plan Table 5-1: Zoning Categories for scale and form examples within Millwood zones and Figure 5-3: Example Middle Housing Images for scale and form examples specific to middle housing.
- D. Pedestrian access. A hard surfaced or compacted gravel pedestrian connection at least three feet wide is required between each building and the sidewalk (or the street if there is no sidewalk). Driveways may be used to meet this requirement.



Draft Millwood Design Standards in the UR-2 Residential Zone *(continued)*:

E. Vehicle access, carports, garages, and driveways.

1. Garages, carports, driveways, and off-street parking areas shall not be located between a building and a public street, except when any of the following conditions are met:
 - a. The combined width of all garages, driveways, and off-street parking areas does not exceed a total of 60 percent of the length of the street frontage property line. This standard applies to buildings and not individual units; or
 - b. The garage, driveway, or off-street parking area is separated from the street property line by a dwelling; or
 - c. The garage, driveway, or off-street parking is located more than 100 feet from a street.
2. All detached garages and carports shall not protrude beyond the front building façade.
3. Refer to Millwood Public Works requirements for driveway separation and limited access from collector streets and arterial streets, as applicable.
4. For lots abutting an improved alley that meets the city's standard for width, vehicular access may be taken from the alley.



Additional use and design standards apply to specific middle housing types, consistent with WA State Law

H. 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.

Draft Millwood Design Standards in the UR-3 Residential Zone:

17.14.020 Design.

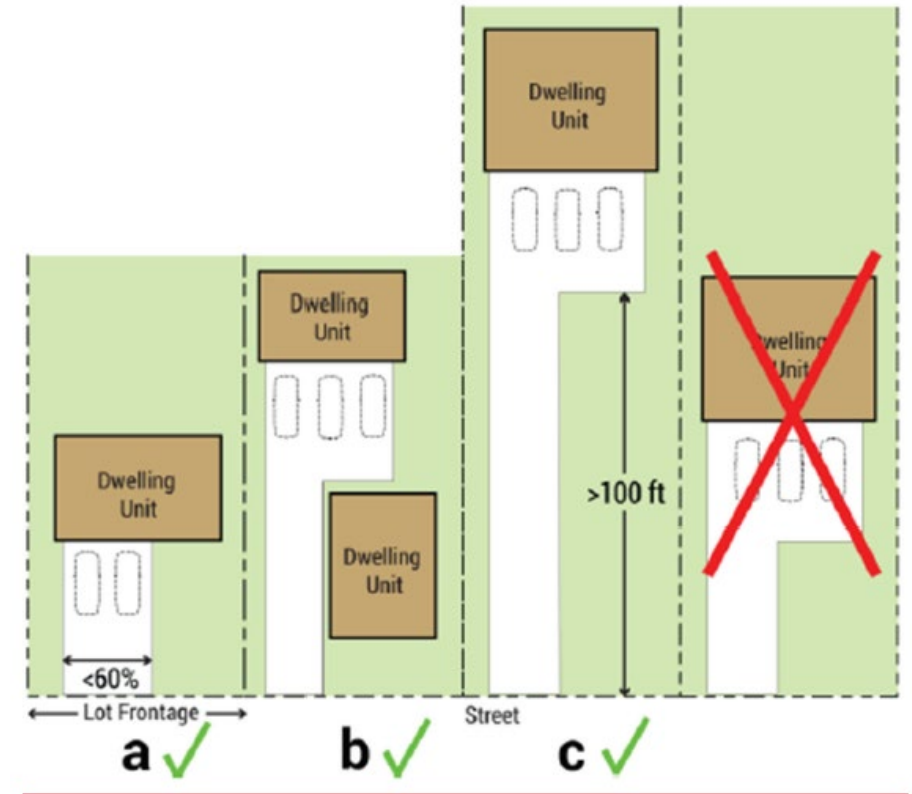
- A. Entries. In the UR-3 zone, structures-Buildings must have primary entrances facing the improved public street used as street frontage or the front lot line, as applicable.
- B. At least forty (40) percent of the overall main or first floor wall area facing the improved public street used as street frontage and/or the front lot line, as applicable, shall be devoted to interest creating features such as entrances, windows or decorative detail. Blank walls are not permitted for the main or first floor wall area facing the improved public street used as street frontage and/or the front lot line, as applicable. Buildings separated from the street by a dwelling or located more than 100 feet from a street are exempt from this standard.
- C. Buildings shall maintain the architectural design, style, and appearance of a single-family residence using matching or complementary materials, colors, window styles, and roof design, as applicable. Refer to Millwood Comprehensive Plan Table 5-1: Zoning Categories for scale and form examples within Millwood zones and Figure 5-3: Example Middle Housing Images for scale and form examples specific to middle housing.
- D. Pedestrian access. A hard surfaced or compacted gravel pedestrian connection at least three feet wide is required between each building and the sidewalk (or the street if there is no sidewalk). Driveways may be used to meet this requirement.



Draft Millwood Design Standards in the UR-3 Residential Zone *(continued)*:

E. Vehicle access, carports, garages, and driveways.

1. Garages, carports, driveways, and off-street parking areas shall not be located between a building and a public street, except when any of the following conditions are met:
 - a. The combined width of all garages, driveways, and off-street parking areas does not exceed a total of 60 percent of the length of the street frontage property line. This standard applies to buildings and not individual units; or
 - b. The garage, driveway, or off-street parking area is separated from the street property line by a dwelling; or
 - c. The garage, driveway, or off-street parking is located more than 100 feet from a street.
2. All detached garages and carports shall not protrude beyond the front building façade.
3. Refer to Millwood Public Works requirements for driveway separation and limited access from collector streets and arterial streets.
4. For lots abutting an improved alley that meets the city's standard for width, vehicular access may be taken from the alley.



Additional use and design standards apply to specific middle housing types, consistent with WA State Law

H. Millwood Historic District.

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Periodic Update

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Planning Commission Public Workshop 6/24/26

Questions /
Comments?

Section 4, Item b.

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CITY OF

MILLWOOD





Amanda Tainio, Principal

June 2, 2026

Memo To: Millwood City Council

RE: May 2026 Planning Report

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

- Permit/license/land use application review and processing:
 - 8919 E. Euclide Ave (MW-2025-0011) - Mixed Use Building Project v3 Coordination (Permit Issued 5/28/26)
 - 8818 E. Grace Ave (MW-2026-0019) - Millwood Preschool Tenant Improvement Review/Approval
 - 3019 N. Argonne (MW-2026-0021) - Code Enforcement Assistance & Tenant Improvement Permit Coordination / Review / Utility SmartGov Approval
 - 3501 N. Argonne - Business License Review / Approval
 - 8605 E. South Riverway (SDPE-2026-01) - Shoreline Tree Removal & Pruning Re-Review / Approval
 - 8502 E. Marietta - Fence Permit Review / Approval
 - Misc. zoning reviews / information / other jurisdiction SEPA reviews / staff assistance
- Planning for Recreation Access (PRA) Grant Webinar & Coordination Meeting w/ City Staff
- 2026 Periodic Update
 - Planning Update Grant (PUG) FY 2027 Email
 - Financial / regulatory incentives for housing presentation prep
 - Millwood Municipal Code proposed modifications
 - Community / agency engagement & webpage updates
 - 5/6/26 Planning Technical Advisory Committee (PTAC) Meeting
 - 5/13/26 Special Planning Commission Meeting - Periodic Update Development Regulations Review
 - Review Requested Modifications from 4/29/26 meeting (Review Tracker 5-4-26)
 - Review Title 16, Subdivisions (4-30-26)
 - 5/27/26 Planning Commission Meeting - Periodic Update Development Regulations Review
 - Review Requested Modifications (from 5/13/26 meeting)
 - Review Title 14, Land Use (5-20-26)
 - Review Chapter 17.44, Administration and Enforcement (5-19-26)



Amanda Tainio, Principal

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- Review Title 17 Appendix A, Definitions (Addressing 5-18-26)
 - Discuss Minimum Lot Size
 - Summer Schedule Review
 - MMC Modifications from 5/27/26 Planning Commission Meeting & Prepare Drafts for Planning Commission Public Workshop
 - 6/9/26 Special City Council Workshop Notice (Financial / Regulatory Incentives for Housing)
 - 6/9/26 Planning Commission Special Meeting Notice (Attend City Council Workshop Presentation)
 - 6/24/26 Planning Commission Public Workshop Notice Prep & Newsletter Article

With best regards,

Amanda Tainio
Millwood Contract City Planner
planner@millwoodwa.us



2026 Periodic Update Completion - Meeting Schedule

(Critical Areas Ordinance & Development Regulations)

- Planning Commission Regular Meeting / Public Workshop - June 24, 2026 at 6:00pm (Scheduled)
- *Special Joint Planning Commission & City Council Workshop - July 14, 2026 at 5pm (Proposed)*
- Planning Commission Regular Meeting - July 29, 2026 at 6:00pm (*if needed*)
- Planning Commission Regular Meeting / Public Hearing - Planned for August 26, 2026 at 6:00pm
- City Council Regular Meeting / Public Hearing & Ordinance 1st Reading -
Planned for September 8, 2026 at 6:00pm
- City Council Regular Meeting / Public Hearing & Ordinance 2nd Reading / Adoption + Periodic Update
Completion Resolution 1st Reading - Planned for October 13, 2026 at 6:00pm
- City Council Regular Meeting w/ Periodic Update Completion Resolution 2nd Reading -
Planned for November 10, 2026 at 6:00pm