



Planning Commission Special Meeting Minutes

Wednesday, April 22, 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 Chairman Ankney at 6:00pm. A quorum was present.

PRESENT

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

2. APPROVAL OF MEETING AGENDA

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

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

3. ACTION ITEMS

a. Periodic Update - Review Requested Modifications and Research (from 3/31/26 meeting)

Ms. Tainio presented the Periodic Update - Review Requested Modifications and Research, including all corrections requested by the Planning Commission, including: removing neighborhood commercial from the code, adjusting unit lot counts, appendix updates for public utilities, adding duplex and stacked flats to mixed-use, adjusted wording of ADUs, updated setbacks for C-2, and updated research on urban agriculture and beekeeping.

Commissioner Chernioglo asked what type of beekeeping license was required by Millwood to prevent armatures from causing Colony Collapse Disorder (CCD) and other adverse environment effects. Ms. Tainio stated the City only required a beekeeping license and didn't specify the type. Commissioner Molitor asked if the definition of beekeeping was included in the code and Ms. Tainio said that all activities related to beekeeping were clearly defined in the code.

Commissioner Beese asked if livestock was clearly defined in the code and Ms. Tainio clarified section UR-1 included "livestock units" which were defined as, "horse, mule, donkey, burrow, bovine, llamas, alpaca or sheep," and that, "no other animals including pigs or swine shall be allowed." Ms. Tainio proposed adding the description to the definitions in the code. Commissioner Beese and the rest of the Planning Commission agreed.

b. Periodic Update - Review Existing vs Proposed Review Processes Presentation

Ms. Tainio presented updates clarifying the difference between the Hearing Examiner, City Council and the Hybrid Review Processes. Ms. Tainio outlined the pros and cons of each Review Process and recommended the Hearing Examiner system after consulting legal counsel and other local city leaders. Ms. Tainio explained how it would make the code easier to enforce, since the Quasi-Judicial system required the City Council and Planning Commission to act in a judicial capacity, which could make further appeals more difficult. However, since Millwood is a small jurisdiction and reviews a limited number of appeals, a Hearing Examiner may be unnecessary.

Chairman Ankney requested clarification on the financial obligations of a Hearing Examiner, Ms. Tainio explained that a Hearing Examiner would be added to the Professional Services portion of the fee schedule, so the applicant would pay for the Hearing Examiner.

Commissioner Beese expressed concerns about using a Hearing Examiner which would limit Millwood's judicial power and the authority of the City Council and the community's voice. Chairman Ankney and Commissioner Beese agreed that Millwood's current legal counsel already provided adequate help in appeals hearings to protect the interests of the City.

Ms. Tainio discussed how adoption of a Hearing Examiner would also streamline the permit review process and timeline, which may require additional meetings of the Planning Commission to fulfill various deadlines. Ms. Tainio assured the Planning Commission that the Hearing Examiner would have a thorough knowledge of the code and the Millwood Comprehensive Plan.

The Commission came to a consensus to keep the current Hybrid Review Process until such time as a Hearing Examiner became necessary, such as a WA state mandate. Commissioner Molitor asked if a motion was needed to keep the current Hybrid Review Process, and Ms. Tainio said that no motion was needed and the Planning Commission's recommendation would help her revise further updates to the code and different permit types that required administrative and quasi-judicial procedures.

c. Periodic Update - Review Ch. 17.06, Table of Permitted Users (3/23/26)

Chairman Ankley asked if further discussion was needed of Review Ch. 17.06, Table of Permitted Users. Ms. Tainio stated it had previously been discussed at the March 31, 2026, regular meeting. The Commission agreed to remove it from the agenda.

d. Periodic Update - Review Ch. 17.08 to 17.18, Residential Zones (3/23/26)

Chairman Ankley asked if further discussion was needed of Periodic Update - Review Ch. 17.08 to 17.18, Residential Zones. Ms. Tainio stated it had previously been discussed at the March 31, 2026, regular meeting. The Commission agreed to remove it from the agenda.

e. Periodic Update - Review Ch. 17.20 to 17.36, Commercial Industrial Public Zones (3/23/26)

Ms. Tainio outlined updates to the Commercial Zones table requested at the last meeting by Commissioner Beese. Ms. Tainio discussed some of the changes made to table, including changing the maximum building height from three to four stories, which must be no higher than 48 feet where the structure is at least 25% residential. Ms. Tainio also included new items for roof mounted solar and exceptions to roof height for retrofits of existing buildings for residential housing. Ms. Tainio explained how she added new requirements from RCW for sections C-1 and C-2, updating language about parking requirements for mixed-used buildings to both sections.

Ms. Tainio also added updates to bicycle parking which was discussed at the last meeting. Commissioner Rickard and Commissioner Beese asked for further clarification about the definition of bicycle racks and Ms. Tainio explained that a bicycle parking stall/space is required with five or more vehicle parking stalls/spaces at a ratio of 1:5. Commissioner Beese and Commissioner Rickard requested that Ms. Tainio add a definition of what constituted a "bicycle stall," including some of the common types available like loop styles, wave styles, grid

styles and even decorative racks shaped like bicycles. Ms. Tainio agreed to add that information and said that most styles were permitted if the racks could hold at least five bikes.

Commissioner Chernioglo asked for clarification of the date when Millwood became the first incorporated town in Spokane Valley. Commissioner Beese explained the first Mayor was elected in November of 1927, and the election was certified in 1927. However, the first meeting of the City Council was in January of 1928, when Millwood formed an official government, which is why there is still some dispute about the correct date of incorporation. Commissioner Beese and Ms. Tainio discussed changing the date to 1927/1928 in the document and adding a footnote about the exact dates of the election and the first City Council Meeting.

Commissioner Beese asked for clarification on Churches/ Places of Worship being allowed outdoor encampments. Ms. Tainio explained that it was covered under the Conditional Use Permit. Chairman Ankney and Ms. Tainio also explained that outdoor encampments were still subject to review and that Conditional Use Permits allowed the Planning Commission to condition them under certain parameters of the law.

Commissioner Rickard asked Ms. Tainio about the additional information on Off-Street Parking Design. Ms. Tainio explained that the language was incorporated to make Millwood standards consistent with the Spokane County Standards and covers certain topics such as public rights-of-way, painting markers, dimensions of parking stalls and a new visual of the required parking layouts. Ms. Tainio explained that the new parking dimensions are required by WA state law.

Commissioner Beese asked about exceptions permitted in the C-2 zone for backing out into the public right-of-way and Ms. Tainio said that these exceptions were for those parking spots where there was no other option to turn around in a parking lot or driveway. Commissioner Beese was concerned that the language wasn't specific enough. Ms. Tainio offered to add "when no other option exists," and the Planning Commission agreed.

Ms. Tainio discussed adding new references to loading spaces in commercial zones because Millwood did not previously have them. Some of the new references include not backing out into a public street, located at a minimum of 25 feet from a property line, 50 feet from any residential zone and requirements for off-street loading. Commissioner Beese asked for clarification of Temporary Loading Zones for businesses, and Ms. Tainio explained that it was covered under exceptions for Marked Commercial Loading Zones or Temporary Loading Zones.

Commissioner Beese suggested that the language for "flanking streets" be consistent for commercial and residential and reference "height in feet" instead of "stories." Commissioner Beese and Ms. Tainio agreed to research previous building height requirements for I-2 and cross reference correct information between I-1 and I-2, which may have additional requirements. Ms. Tainio suggested adding additional building height requirements for I-2.

Ms. Tainio described how she cross referenced and cleaned unnecessary and redundant information in I-2 Manufacturing/Industrial Zone-Paper Mill Alternative Zone. Commissioner Beese asked if the language still outlined the requirements for redevelopment of the paper mill if it ceased to operate. Ms. Tainio explained how she eliminated unnecessary information that referenced group care homes and how the regulations for redeveloping the paper mill parcel for commercial and residential use are still intact. Commissioner Beese expressed concerns about allowing another "box plant" to use the space, and Ms. Tainio assured Commissioner Beese that the I-1 Light Industrial Zone requirements are still in the code.

Commissioner Rickard requested changes to Off-Street Parking language that stated, "all employees shall park on the parcel with the commercial or public use" noting that it made it sound like a violation if an employee parked on the street. Commissioner Rickard was in favor of removing the line. Commissioner Beese suggested changing the word "shall" to "should" to encourage employees to park where they work but specify that it is not a requirement. The Planning Commission agreed to keep the item but change the wording.

- f. Periodic Update - Review Ch. 17.38, General Provisions (2/19/26)
- g. Periodic Update - Review Title 17 Appendix A, Definitions (2/19/26)
- h. Periodic Update - Review Ch. 17.42, Wireless Communication Facilities (3/23/26)
(added due to Table of Permitted Uses update for C-2 antennas)

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 public remarks were made.

5. SET NEXT MEETING - April 29, 2026 at 6:00pm

- a. Periodic Update - Review Draft Development Regulations Updates

Ms. Tainio suggested including action items f. General Provisions, g. Title 17 Appendix A, Definitions, h. Wireless Communication Facilities on the next meeting agenda and adding Title 15 Construction as an additional action item.

6. ADJOURNMENT

Motion made by Commissioner Rickard, Seconded by Commissioner Chernioglo to adjourn the Planning Commission Special Meeting at 7:28 pm.

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