



Amanda Tainio, Principal

November 4, 2024

Memo To: Millwood City Council

RE: October 2024 Planning Report

Here is a summary of the planning activities for the month of October 2024:

- The Planning Commission met on October 29th (Special Meeting) to review initial drafts of Comprehensive Plan Chapters 1-4 and work on community visioning for the 2026 Periodic Update.
 - The next regular meeting is the day before Thanksgiving, so a Special Meeting is being scheduled for November 26th at 6pm and following items are currently on the agenda:
 - Periodic Update - Introduction to new Draft Comprehensive Plan Parks and Recreation Element
- Permit/license/land use application review and processing:
 - 8915 E. Trent - Starbucks site / landscape inspection & follow-up (MW-2024-0007)
 - 2802 N. Stout – Adult Family Home (AFH) zoning review (MW-2024-0095)
 - 3303 E. Bessie – Accessory Dwelling Unit (ADU) routing, review, & approval (MW-2024-0016)
 - 10423 E. Trent – Business License review for Checkpoint Transport
 - 10423 E. Trent – Code enforcement assistance
 - 8911 E. South Riverway – Shoreline Development Permit Exemption review (SDPE-2024-03)
 - 8307 E. Trent - North 40 finalization & Certificate of Occupancy issuance (MW-2023-0001)
 - 3330 N. Fowler – Detached garage review / approval (MW-2024-0105)
 - Zoning Text Amendment – Adoption by reference (ZTA-2024-02) City Council presentation
 - Misc. zoning reviews / information / other jurisdiction SEPA reviews
- 2026 Periodic Update
 - Checklist presentation and community visioning City Council workshop
 - Community Survey monitoring and shutdown on 10/23/24
 - Work on Comprehensive Plan Chapters 1- 4
 - Preparation for new Comprehensive Plan Parks & Recreation Element + inventory / conditions assessment field work
 - Local Project Review Webinar
 - Website content, email list, & social media updates
 - Planning Commission Special Meeting Notice, community survey shutdown, website link updates, public notice list email additions and welcome email
 - Land Capacity Analysis Report



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- Planning Technical Advisory Committee (PTAC) topic review and meeting attendance for 2026 Periodic Update topics.

With best regards,
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