



City Council Regular Meeting Agenda

Tuesday, October 14, 2025 at 6:00 PM

9103 E Frederick Ave.

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1. CALL TO ORDER & ROLL CALL
2. PLEDGE OF ALLEGIANCE
3. APPROVAL OF MEETING AGENDA
4. LOCAL AGENCY REPORTS/PRESENTATIONS
 - a. SVFD - Quarterly Report - Chief Frank Soto
5. OTHER PRESENTATIONS

- a. [Millwood Water System Capital Improvement Plan Update - Ashley Williams & Sandy Faulkner - Welch Comer](#)
- b. Broadlinc -Spokane Regional Broadband Development Authority - Ariane Schmidt, Executive Director Broadlinc

6. PUBLIC COMMENTS CONCERNING ACTION ITEMS

In compliance with the requirements of the Washington State Open Public Meetings Act (OPMA) the City accepts public comments concerning agenda items proposed for final action by the City Council ("Action Items"). Written public comments are accepted up to 24 hours prior to this meeting by (1) USPS mail to: City of Millwood, 9103 E Frederick Avenue, Millwood, WA 99206; (2) electronic mail to comments@millwoodwa.us, or; (3) direct at City Hall. All received comments are distributed to the City Council, Mayor, and City Staff prior to this meeting for review and consideration before action.

7. EXECUTIVE SESSION (if necessary)

8. ACTION ITEMS FOR FIRST READING

- a. [PUBLIC HEARING - Comprehensive Plan Periodic Update and introduction of the following:](#)
 - i. [Ordinance #551 Amending MMC Section 14.04.010](#)
- b. [PUBLIC HEARING - Identifying 2026 Revenue Sources and introduction of the following:](#)
 - i. [Resolution 2025 - 11 Certifying the 2026 Property Tax Levy per RCW 84.55.120](#)
 - ii. [Resolution 2025-12 - 2026 Property Tax Levy Certification per RCW 84.52.020](#)
- c. [ORDINANCE #549 Reduction of Speed Limit on Argonne Road](#)
- d. [ORDINANCE #550 Amending City Council Monthly Meetings](#)
- e. [ORDINANCE #552 Regulating Public Camping](#)
- f. [Winterfest Special Event Permit](#)
- g. [Irvin Water District #6 Request to Purchase Wholesale Water](#)

9. ACTION ITEMS FOR CONSIDERATION

a. Consent Agenda

(1) September 2025 City Council Regular Meeting Minutes, (2) September 2025 Treasurer's Report, (3) September 2025 Claims, (4) September 2025 Payroll, and (5) Accepting Department of Commerce PUG Grant, and (6) Change to Banner Bank Authorized Account Signers

b. Interlocal Agreement between SCRAPS and the City for Animal Protection Services

10. REPORTS (no action)

a. Treasurer - Consultant Dave Armstrong - DTA Diversified

b. Clerk/Public Records and Code Enforcement – Lisa Cassels

c. Facilities - Kyle Schiewe

d. Utilities - Matt Erdahl

e. Planning - Amanda Tainio - Upward 7 Consulting

f. Legal - Brian Werst - Witherspoon Brajcich McPhee, PLLC

g. Mayor - Mayor Kevin Freeman

11. COUNCIL INFORMATION (no action or discussion)

12. PUBLIC REMARKS

Public Remarks are an opportunity for citizens to address the Council, 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.

13. COUNCIL REMARKS

14. ANNOUNCEMENTS

15. SET NEXT MEETING - City Council Special (Regular) Meeting - November 12, 2025 at 6:00 pm. *(City's regular meeting moved to accommodate Veterans' Day; meeting is required to be held as a "Special" Meeting)*

16. ADJOURNMENT

File Attachments for Item:

a. Millwood Water System Capital Improvement Plan Update - Ashley Williams & Sandy Faulkner - Welch Comer

City of Millwood Water System Capital Improvement Plan Update

October 14, 2025



Introductions

- Matt Erdahl – Utilities Supervisor
- Ashley Williams, PE Project Manager
- Sandy Faulkner, EIT Project Engineer

Purpose

- Update Capital Improvement Plan for Water System based on recent investigations
 - Refine funding plan, providing potential funding methods (“pay as you go”, loan usage, etc.)



What We've Been Working On

- Leak Detection - Cast Iron Pipe
 - No major leaks or concerns reported
- Meter Calibration
 - Detailed meter report in September 2025
 - Production meters reading slightly high (~10 gpm total)
 - Large customer meters reading slightly high (~8.5 gpm total)
- Tank Inspection
 - Video Inspection in August 2025
 - Few rust spots, otherwise good condition
 - Feedback from Tnemec: Great condition, plan for re-lining in 3-5 years



Revisions to Capital Improvement Plan

- Projects
 - Cast Iron may not need to be addressed immediately but within the next 3-5 years
 - Tank coating in the next 3-5 years
- Assumptions
 - Current CIP funding available: \$64k per year
 - Assume 3% annual inflation

Capital Improvement Plan – 5-year

		Current Cost	2026	2027	2028	2029	2030
Distribution	Leak Detection – City-wide	\$2,500	\$2,500				
	Cast Iron Main Replacement (4,890 LF)	\$3,620,700			\$640,200		\$679,188
Storage	Interior Tank Coating	\$597,500					\$672,492
Source	Butler Pump Replacement	\$60,000		\$61,800			
	VFD on Old Park Well (triggered by interior tank coating)	\$18,000			\$19,096		
Misc.	Structure Maintenance (roof sealant, windows)	\$36,000	\$23,000	\$13,390			
	Well Improvements (chlorination, well monitors, SCADA)	\$42,600	\$28,600	\$14,420			
	Meter Replacement	\$20,000	\$20,000	\$20,600	\$21,218	\$21,855	\$22,510
	Total 5-year Plan	\$4,397,300	\$74,100	\$110,210	\$680,514	\$21,855	\$1,374,190

*inflation included in future pricing

Capital Improvement Plan – 10-year

		Current Cost	2031	2032	2033	2034	2035	2036
Distribution	Cast Iron Main Replacement (4,890 LF)	\$3,620,700		\$720,551		\$764,432		\$810,986
Storage	Exterior Tank Coating	\$372,200		\$444,426				
Source	Old Park Pump Replacement	\$130,000						\$174,709
	Butler Well Generator	\$204,000						\$274,159
Misc.	Meter Replacement	\$20,000	\$23,185	\$23,881	\$24,597	\$25,335	\$26,095	\$26,878
	Total 10-year Plan	\$4,346,900	\$23,185	\$1,188,858	\$24,597	\$789,767	\$26,095	\$1,286,732

*inflation included in future pricing

Capital Improvement Plan – 20+ year

		Current Cost	Year Due	Notes
Distribution	Cast Iron Main Replacement (4,890 LF)	\$3,620,700	2039	
Storage	Tank Replacement	\$3,500,000	2069	\$430,000 per year (2038 to 2068)
	Interior Tank Coating	\$597,500	2045	
	Exterior Tank Coating	\$372,200	2049	
Source	New Park Pump Replacement	\$175,000	2044	
	Butler Pump Replacement	\$60,000	2048	
	VFD on Old Park Well	\$18,000	2047	
Misc.	Structure Maintenance (roof sealant)	\$26,000	2046	
	Meter Replacement	\$20,000	annual effort	\$20,000 per year (plus inflation)
	Total 20-year Plan	\$8,389,400	--	--

Rates and Reserve: “Pay As You Go”

	2026	2027	2028	2029	2030
Total CIP	\$74,100	\$110,210	\$680,514	\$21,855	\$1,374,190
Current Rate CIP Funding	\$64,080	\$64,080	\$64,080	\$64,080	\$64,080
Needed CIP Funding	\$328,020	\$374,880	\$421,740	\$468,600	\$515,460
Reserve Balance	\$318,000	\$646,750	\$452,056	\$962,881	\$168,231
Rate Increase per Connection	\$35	\$40	\$45	\$50	\$55

Rate increase range (through 2045): \$35 to \$70

Loan Funding Option

- Public Works Board (20 years, at 1.71%) or DWSRF-DOH
- Looked at three different loan options:
 - For main replacement only
 - For main replacement and tank coatings
 - For main replacement, tank coatings, and eventual tank replacement

Rates and Reserve: Loan for Main Replacement Only

	2026	2027	2028	2029	2030
Total CIP	\$74,100	\$110,210	\$40,317	\$21,855	\$695,002
Loan Payment	\$0	\$0	\$164,000	\$164,000	\$164,000
Current Rate CIP Funding	\$64,080	\$64,080	\$64,080	\$64,080	\$64,080
Needed CIP Funding	\$187,440	\$234,300	\$281,160	\$328,020	\$328,020
Reserve Balance	\$177,420	\$395,590	\$506,516	\$712,761	\$245,860
Rate Increase per Connection	\$20	\$25	\$30	\$35	\$35

Rate increase range (through 2045): \$25 to \$60

Rates and Reserve: Loan for Main Replacement and Tank Coatings

	2026	2027	2028	2029	2030
Total CIP	\$71,600	\$110,210	\$40,314	\$21,855	\$22,510
Loan Payment	\$0	\$0	\$164,000	\$164,000	\$227,000
Current Rate CIP Funding	\$64,080	\$64,080	\$64,080	\$64,080	\$64,080
Needed CIP Funding	\$28,116	\$46,860	\$93,720	\$140,580	\$187,440
Reserve Balance	\$20,596	\$83,126	\$55,708	\$74,513	\$76,523
Rate Increase per Connection	\$3	\$5	\$10	\$15	\$20

Rate increase range (through 2045): \$3 to \$60

Rates and Reserve: Loan for Main Replacement, Tank Coatings and Replacement

	2026	2027	2028	2029	2030
Total CIP	\$71,600	\$110,210	\$40,314	\$21,855	\$22,510
Loan Payment	\$0	\$0	\$164,000	\$227,000	\$227,000
Current Rate CIP Funding	\$64,080	\$64,080	\$64,080	\$64,080	\$64,080
Needed CIP Funding	\$28,116	\$46,860	\$93,720	\$140,580	\$187,400
Reserve Balance	\$20,596	\$83,126	\$55,708	\$74,513	\$76,523
Rate Increase per Connection	\$3	\$5	\$10	\$15	\$20

Rate increase range (through 2045): \$3 to \$25

CIP Questions for Council

1. How does the Council want to fund the CIP?
 - Begin review grant/loan options? Target funding year of 2027 or 2028
2. Does the Council wish to make any changes to the Plan?

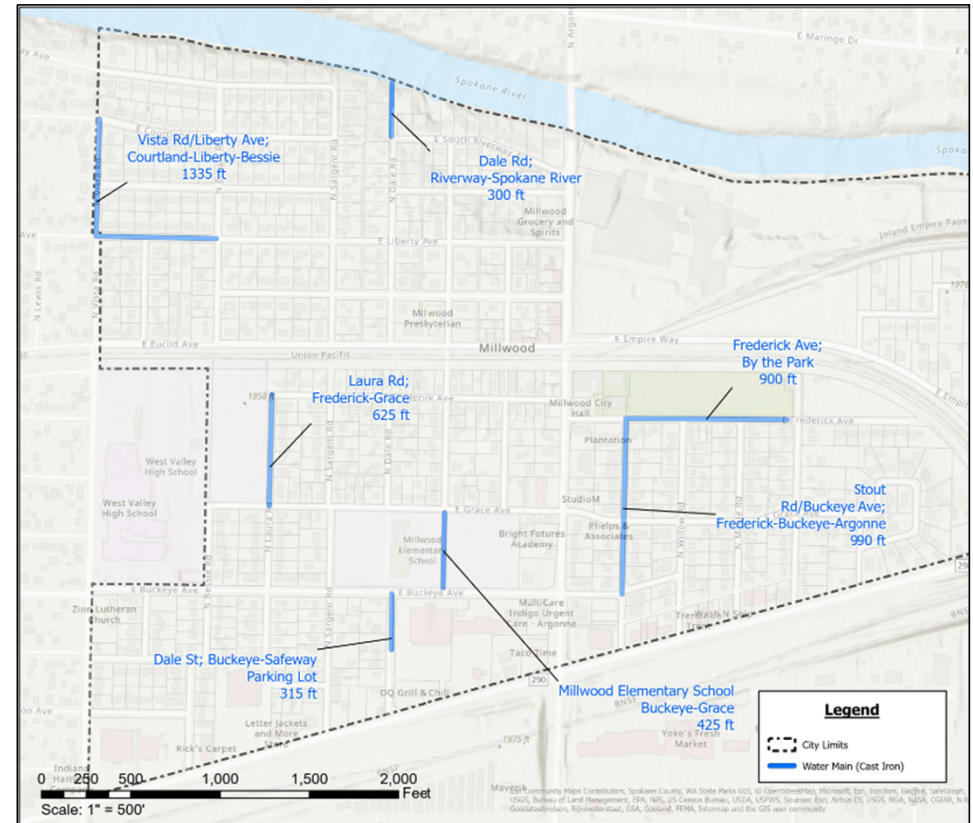


Questions

Extra Slides

Capital Improvement Projects - Distribution

- Cast Iron Pipe Replacement
 - 4,890 Linear Feet remaining in City
 - Major breaks within the last several years
 - Estimated costs:
 - \$2,754,000 if completed in one bid package (\$563 per LF)
 - \$3,620,700 if completed in ~800 LF bid packages over the next 10 years (\$500 per LF)



Capital Improvement Projects

- Tank Coatings and Structure Life

- Discussed anticipated structure life with steel tank manufacturer – if coatings are maintained ~100 year life span
- Coatings:
 - Interior - last completed in 1992 (due 2017)
 - Interior coating will require the tank to be offline – plan to install a Variable Frequency Drive on Old Park Well to facilitate this (during fall season)
 - Exterior – last completed in 2016 (due 2031)
 - City will conduct inspection of both interior and exterior

- Estimated costs:

Project	Cost
Interior Tank Inspection	\$10,000
Interior Tank Coating	\$597,500
Exterior Tank Coating	\$372,200
VFD on Old Park Well	\$18,000
Tank Replacement	\$3,500,000



Capital Improvement Projects

- Pump Replacements and Generators
 - Estimate 20-year lifespan on pumps
 - Estimated costs:

Project	Cost
New Park Pump Replacement	\$175,000
Old Park Pump Replacement	\$130,000
Butler Pump Replacement	\$60,000
Butler Well Generator	\$204,000



Capital Improvement Projects

- Miscellaneous Improvements

- Structure Maintenance

- Old Park Well and Butler Well Roof Sealant
 - Windows at Old Park

- Well Improvement

- Add Chlorination at New Park Well
 - Well Level and Temperature Monitors (all wells)
 - SCADA Update/Upgrade

- Meter replacement, source meter replacement

Project	Cost
Old Park Well Roof Sealant	\$13,000
Butler Well Roof Sealant	\$13,000
Windows at Old Park	\$10,000
Add Chlorination to New Park Wells	\$14,000
Well Level and Temperature Monitors	\$20,800
SCADA Update/Upgrade	\$15,000
Meter Replacement, Source Meter Replacement	\$20,000 / year

File Attachments for Item:

- a. PUBLIC HEARING - Comprehensive Plan Periodic Update and introduction of the following:
 - i. Ordinance #551 Amending MMC Section 14.04.010

ORDINANCE NO. 551

November 12, 2025

AN ORDINANCE OF THE CITY OF MILLWOOD, WASHINGTON, AMENDING MILLWOOD MUNICIPAL CODE (MMC) SECTION 14.04.010 TO ADOPT THE UPDATED MILLWOOD COMPREHENSIVE PLAN, AND PROVIDING FOR OTHER MATTERS RELATED THERETO

WHEREAS, the City of Millwood (the “City”), Spokane County, Washington, is a non-charter code city, by virtue of the Constitution and the laws of the State of Washington; and

WHEREAS, pursuant to chapter 35A.11 RCW, the City Council (the “Council”) may adopt and enforce ordinances of all kinds relating to and regulating its local or municipal affairs and appropriate to the good government of the city; and

WHEREAS, the Growth Management Act (“GMA”) was established in the State of Washington in 1990 to provide a framework for land use planning and development regulation; and

WHEREAS, Spokane County and the cities within it were mandated to plan under the GMA in 1993; and

WHEREAS, as a City within Spokane County, Millwood crafted a Comprehensive Plan and Development Regulations which reflect and implement the community’s vision for land use; and

WHEREAS, the GMA, RCW 36.70A.130 requires the City to enact a Comprehensive Plan, and to review and revise, if necessary, the Plan and development regulations periodically (currently every 10 years) to ensure that it complies with the requirements of GMA; and

WHEREAS, updates to the City Comprehensive Plan must be consistent with the Countywide Planning Policies for Spokane County, as amended, and must plan to accommodate the urban growth projected to occur within the next 20 years as well as the City’s housing allocation; and

WHEREAS, the Washington State Department of Commerce provided a “Periodic Update Checklist for Cities” to guide cities through the periodic update requirements along with guidance for updating comprehensive plan elements such as housing to comply with recent changes to the GMA; and

WHEREAS, the City completed the “Periodic Update Checklists for Cities” to determine which elements of the Comprehensive Plan would need to be reviewed and updated; and

WHEREAS, the City also prepared a Land Capacity Analysis (LCA) consistent with the Countywide Planning Policies for Spokane County, as well as a Racially Disparate Impacts Analysis (RDI) and updates to its Housing Element consistent with guidance provided by the Washington State Department of Commerce for Tier 3 cities; and

WHEREAS, the City’s 2026 Comprehensive Plan Periodic Update process has followed the City Periodic Update Public Participation Plan and the Periodic Update Work Plan that were adopted by the City Council on August 13, 2024, and provided extensive public participation opportunities consistent with these plans, as identified in the Staff Report to the Planning Commission dated August 16, 2025; and

WHEREAS, in accordance with WAC 197-11, notice was given that a SEPA Checklist had been completed on the periodic update to the Comprehensive Plan. The City determined that the proposal would have no significant adverse environmental impacts and issued a Determination of Nonsignificance (“DNS”) on August 8, 2025. Copies of the SEPA Checklist and the Non-Project DNS Threshold Determination were available for review beginning on August 8, 2025, through 4pm, August 25, 2025. In addition to the publication and posting, notice was provided to:

- City of Millwood Staff, City Council, & Planning Commission,
- City of Millwood Engineer,
- Millwood Periodic Update Notice List,
- Utility & Service Providers,
- Public Agencies,

ORDINANCE NO. 551

November 12, 2025

- Adjacent Jurisdictions, Felts Field, and Tribes,
- SEPA Review Agencies,
- WA State Dept. of Commerce - Growth Management Services Contacts; and

WHEREAS, the proposed updated Comprehensive Plan was reviewed for consistency with Washington Law and was sent to the Washington State Department of Commerce and other state agencies on August 28, 2025, for the required 60-day state notification (under RCW 36.70A.106); and

WHEREAS, the City Planning Commission held properly noticed open record public hearings on April 30, 2025, August 27, 2025, and September 24, 2025, to review the proposed updates to the City Comprehensive Plan; and

WHEREAS, the 2026 Comprehensive Plan Periodic Update is complete, with the exception of the Climate Change & Resiliency Element which is being coordinated with Spokane County and is planned to be completed in 2026; and

WHEREAS, at their September 24, 2025, meeting, the City Planning Commission, after considering the public testimony and staff report, voted 5-0 to recommend approval with modification(s) of the August 28, 2025, version of the City Comprehensive Plan, to the Council; and

WHEREAS, pursuant to MMC 14.04.020(F), properly noticed public hearings were held on October 14, 2025, and November 12, 2025, where the Council reviewed the Planning Commission's recommendation on the updated City Comprehensive Plan; and

WHEREAS, all procedural requirements have been completed and a copy of this Ordinance will be submitted with a Notice of Final Adoption to the Washington State Department of Commerce Growth Management Services within ten (10) days of final adoption; and

WHEREAS, the periodic update review process will continue with updates to the critical areas ordinance and development regulations to be consistent with the updated City Comprehensive Plan and the "Periodic Update Checklists for Cities", following the City Periodic Update Public Participation Plan and the Periodic Update Work Plan, along with SB 5558 passed in April 2025 that provides a final compliance deadline of December 2026; and

WHEREAS, prior to the December 2026, deadline for the Periodic Update, the Climate Change & Resiliency Element will be properly reviewed and added to the updated Comprehensive Plan in 2026, in order to complete the Comprehensive Plan Periodic Update.

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF MILLWOOD DO ORDAIN AS FOLLOWS:

Section 1. Modification of Millwood Municipal Code Section 14.04.010. The City ~~Comprehensive Plan~~ of Millwood comprehensive plan adopted by Ordinance No. ~~384~~ 551 as amended is available in its entirety in the office of the city clerk.

Section 2. Adoption of the Updated City Comprehensive Plan. The Council adopts the updated City Comprehensive Plan, as recommended by the City Planning Commission, and attached hereto as Exhibit A.

Section 3. Severability. If any section, sentence, clause, or phrase of this ordinance should be held to be invalid or unconstitutional by a court of competent jurisdiction, such invalidity or unconstitutionality shall not affect the validity or constitutionality of any other section, sentence, clause or phrase of this ordinance.

Section 4. Effective Date. This ordinance shall be in full force and effect from and after its adoption and five (5) days after its publication or a publication of a summary of this ordinance in the official newspaper of the City.

ORDINANCE NO. 551

November 12, 2025

PASSED BY THE COUNCIL OF THE CITY OF MILLWOOD THIS _____ DAY
OF _____, 2025.

Kevin Freeman, Mayor

Attest:

Lisa Cassels, City Clerk

STATE OF WASHINGTON)
County of Spokane):

Lisa Cassels, being first duly sworn on oath deposes and says: I am the City Clerk of the City of Millwood, Washington, and the foregoing ordinance entitled “AN ORDINANCE OF THE CITY OF MILLWOOD, WASHINGTON, AMENDING MILLWOOD MUNICIPAL CODE (MMC) SECTION 14.04.010 TO ADOPT THE UPDATED MILLWOOD COMPREHENSIVE PLAN, AND PROVIDING FOR OTHER MATTERS RELATED THERETO” is the true and correct original copy of the City of Millwood’s Ordinance numbered #551 and that the same was posted and published according to law.

Lisa Cassels, City Clerk

SUBSCRIBED AND SWORN TO BEFORE ME THIS _____ DAY OF _____, 2025.

Notary Public in and for the State of Washington.
Residing at Spokane.
My Commission expires _____.

ORDINANCE NO. 551

November 12, 2025

ORDINANCE 551 - EXHIBIT A

DRAFT

NOTICE OF PERIODIC UPDATE - PUBLIC HEARINGS MILLWOOD CITY COUNCIL

The Comprehensive Plan for the City of Millwood has been updated in accordance with the WA State Growth Management Act (GMA) Periodic Update requirements. The 2026 Comprehensive Plan Periodic Update is complete, with the exception of the Climate Change & Resiliency Element which is being coordinated with Spokane County and is planned to be completed in 2026. The periodic update review process will continue with updates to the critical areas ordinance and development regulations to be consistent with the updated Millwood Comprehensive Plan and the "Periodic Update Checklists for Cities" in 2026.

HEARING #1 DATE/TIME: Tuesday, October 14, 2025, at 6:00pm during the regularly scheduled City Council Meeting (*Updated Comprehensive Plan - Planning Commission Recommendation*)

HEARING #2 DATE/TIME: Wednesday, November 12, 2025, at 6:00pm during the special City Council Meeting (*Updated Comprehensive Plan - Planning Commission Recommendation*)

HEARING LOCATION: Millwood City Hall 9103 E. Frederick Ave. Millwood, WA 99206

DECISION MAKING AUTHORITY: Millwood Planning Commission provides a recommendation to the Millwood City Council on updates to the Comprehensive Plan. The City Council shall, after an examination of the Planning Commission's recommendation and reasons therefore, render the final decision.

LOCATION OF PROPOSAL: City of Millwood

HEARING PROCESS: Pursuant to MMC 14.04.020(F), the city council shall consider the findings and recommendations of the commission and may hold a public hearing pursuant to council rules (*two public hearings have been scheduled*). The department shall distribute notice of the council's public hearing pursuant to MMC 14.04.020(B). All annual amendments to the comprehensive plan shall be considered concurrently.

All interested persons may testify at the public hearings and may submit written comments and documents before or at the hearings. All hearings are conducted in facilities that are accessible to persons with physical disabilities.



PLANNING COMMISSION FINDINGS & RECOMMENDATION, STAFF REPORT, AND INSPECTION OF FILE: The Planning Commission's findings & recommendation, the staff report, and the 2026 Comprehensive Plan Periodic Update file may be inspected at Millwood City Hall, 9103 E. Frederick Ave., between 7:00 am and 4:00 pm, Monday-Friday, excluding holidays. Copies of documents are available for purchase.

City Contact: Amanda Tainio, Contract City Planner - (509) 924-0960 or planner@millwoodwa.us.

Information is also available on the City website at <https://www.millwoodwa.us/periodic-updates>.

NOTICE: Individuals planning to attend the meeting who require special assistance to accommodate physical, hearing, or other impairments, please contact the City Clerk at (509) 924-0960 as soon as possible so that arrangements may be made.

2026 Comprehensive Plan Periodic Update - Planning Commission Recommendation

October 14, 2025 City Council Public Hearing



Comprehensive Plan 2026 Periodic Update

Section 8, Item a.

- The Growth Management Act, RCW 36.70A.130 requires the City of Millwood to enact a Comprehensive Plan, and to review and revise, if necessary, the Plan and development regulations periodically (currently every 10 years) to ensure that it complies with the requirements of the Growth Management Act.
- Updates to the City of Millwood Comprehensive Plan must be consistent with the Countywide Planning Policies for Spokane County, as amended, and must plan to accommodate the urban growth projected to occur within the next 20 years as well as the City's housing allocation.
- The WA State Department of Commerce provided a "Periodic Update Checklist for Cities" to guide cities through the periodic update requirements along with guidance for updating comprehensive plan elements such as housing to comply with recent changes to the GMA.
- The City of Millwood completed the "Periodic Update Checklists for Cities" to determine which elements of the Comprehensive Plan would need to be reviewed and updated.
- Millwood also prepared a Land Capacity Analysis (LCA) consistent with the Countywide Planning Policies for Spokane County, as well as a Racially Disparate Impacts Analysis (RDI) and updates to its Housing Element consistent with guidance provided by the Washington State Department of Commerce for Tier 3 cities.
- Millwood's 2026 Comprehensive Plan Periodic Update process has followed the City of Millwood Periodic Update Public Participation Plan and the Periodic Update Work Plan that were adopted by the City Council on August 13, 2024, and provided extensive public participation opportunities consistent with these plans, as identified in the Staff Report to the Planning Commission.
- The proposed updated Comprehensive Plan was reviewed for consistency with WA State Law and internally.
- The 2026 Comprehensive Plan Periodic Update is complete, with the exception of the Climate Change & Resiliency Element which is being coordinated with Spokane County and is planned to be completed in 2026.

Comprehensive Plan Update & Draft Review

July 2024 - October 2025

- Community Survey
 - City of Millwood Stakeholders / Citizen Interviews
 - City of Millwood Staff, City Council, & Planning Commission
 - City of Millwood Engineer
 - Utility & Service Providers
 - Adjacent Jurisdictions, Felts Field, and Tribes
 - SEPA Review Agencies
 - WA State Dept. of Commerce - Growth Management Services Contacts
 - Public Agencies
 - Millwood Periodic Update Notice List - Emails
 - Spokesman Review Publications
 - Notice Board Postings
 - Millwood Daze Booths (2024 & 2025)
 - WA State 60 Day Review - State Agencies
 - Millwood Periodic Update Webpage
- Comments received from
July 2024 - August 26, 2025 were incorporated into the
August 28, 2025 Comprehensive Plan Update Final Draft*

GMA 60 Day Review - 8/28/25 to 10/27/25

Section 8, Item a.

Agency comments on the draft updated Comprehensive Plan were also solicited as part of the 60-day review process and through continued coordination.

- **WA State Dept. of Fish & Wildlife - *Comments Pending***
 - Met w/ WDFW on 10/9/25
- **WA State Dept. of Commerce - *Comments Pending***

60 Day Review Comment Deadline is October 27, 2025

Comprehensive Plan Update

Planning Commission Recommendation

Section 8, Item a.

- A staff report to the Planning Commission was issued on August 16, 2025, posted on the City's Periodic Update webpage, and emailed to the periodic update notice group.
- The Planning Commission held a properly noticed public hearing on Wednesday, August 24, 2025 where they voted 5-0 to recommend approval of the Comprehensive Plan Periodic Update with modifications, to the City Council.

Planning Commission Findings:

The Planning Commission recommends approval with modification(s) of the August 28, 2025 version of the Millwood Comprehensive Plan and finds that the factors in MMC Section 14.04.020(D)(2) have been considered and the criteria in MMC Section 14.04.020(D)(1), as applicable, have been met. The following proposed modification(s) are to be included with the recommendation:

1. P. 206, re-write 1st paragraph under Table 11-8

~~As shown in Table 11-8 (Table 6) above,~~ According to Welch Comer, the City did not meet their goal to reduce consumption per connection by 1% during the peak months, ~~as shown in Table 11-8 (Table 6) above.~~ Consumption per connection increased 19,000 gallons or 16% from 2010 to 2023. Consumption per connection for the 2021-2023 average was 6% higher than the 2016 baseline or 6,415 gallons.

Updated Comprehensive Plan Adoption

Section 8, Item a.

- **October 14, 2025 Public Hearing & 1st Read of City Council Ordinance 551**
- **October 27, 2025 - 60 Day Review Comment Period Ends**
- **November 12, 2025 Public Hearing & 2nd Read of City Council Ordinance 551**

11/12/25 CITY COUNCIL ACTION ITEM – UPDATED COMPREHENSIVE PLAN

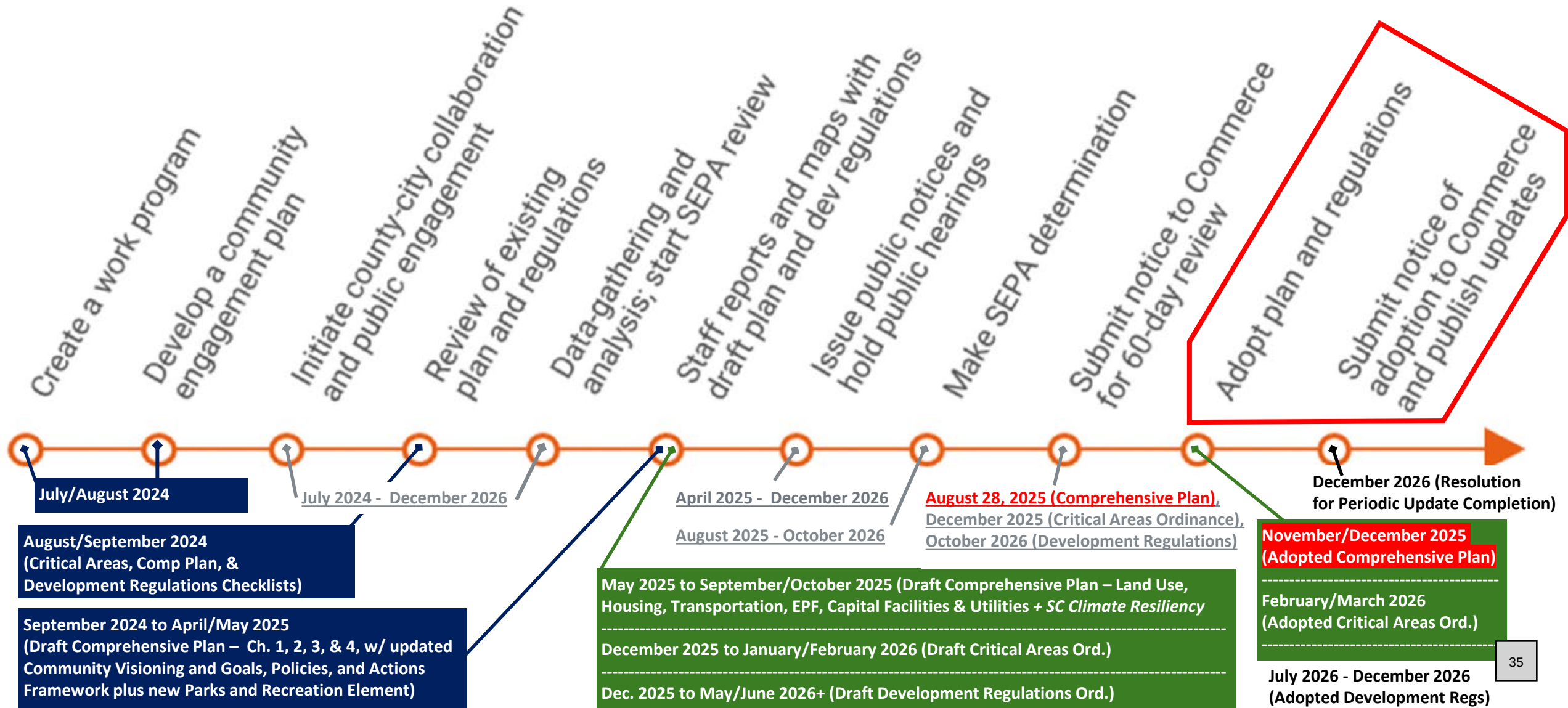
Pursuant to MMC 14.04.020(F), the city council shall consider the findings and recommendations of the commission and may hold a public hearing pursuant to council rules. The department shall distribute notice of the council's public hearing pursuant to MMC 14.04.020(B). All annual amendments to the comprehensive plan shall be considered concurrently.

By a majority vote of its membership, the city council shall:

- 1. Approve the application (updated Comprehensive Plan);**
- 2. Disapprove the application (updated Comprehensive Plan);**
- 3. Modify the application (updated Comprehensive Plan).** If the modification is substantial, the council must either conduct a public hearing on the modified proposal in accordance to MMC 14.04.020(B); **or**
- 4. Refer the proposal back to the planning commission for further consideration.**

Periodic update process overview

City of Millwood Adopted Schedule for 2026 Periodic Update (Work Plan Resolution 2024-03)



Comprehensive Plan Update

Comprehensive Plan & Development Regulations Periodic Update 2026



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



Questions?

**FINDINGS AND RECOMMENDATIONS OF THE MILLWOOD PLANNING COMMISSION FOR
2026 COMPREHENSIVE PLAN PERIODIC UPDATE
September 24, 2025**

Background:

1. The Growth Management Act was established in the State of Washington in 1990 to provide a framework for land use planning and development regulation.
2. Spokane County and the cities within it were mandated to plan under the GMA in 1993.
3. As a City within Spokane County, Millwood crafted a Comprehensive Plan and Development Regulations which reflect and implement the community's vision for land use.
4. The Growth Management Act, RCW 36.70A.130 requires the City of Millwood to enact a Comprehensive Plan, and to review and revise, if necessary, the Plan and development regulations periodically (currently every 10 years) to ensure that it complies with the requirements of the Growth Management Act.
5. Updates to the City of Millwood Comprehensive Plan must be consistent with the Countywide Planning Policies for Spokane County, as amended, and must plan to accommodate the urban growth projected to occur within the next 20 years as well as the City's housing allocation.
6. The WA State Department of Commerce provided a "Periodic Update Checklist for Cities" to guide cities through the periodic update requirements along with guidance for updating comprehensive plan elements such as housing to comply with recent changes to the GMA.
7. The City of Millwood completed the "Periodic Update Checklists for Cities" to determine which elements of the Comprehensive Plan would need to be reviewed and updated.
8. Millwood also prepared a Land Capacity Analysis (LCA) consistent with the Countywide Planning Policies for Spokane County, as well as a Racially Disparate Impacts Analysis (RDI) and updates to its Housing Element consistent with guidance provided by the Washington State Department of Commerce for Tier 3 cities.
9. Millwood's 2026 Comprehensive Plan Periodic Update process has followed the City of Millwood Periodic Update Public Participation Plan and the Periodic Update Work Plan that were adopted by the City Council on August 13, 2024, and provided extensive public participation opportunities consistent with these plans, as identified in the Staff Report to the Planning Commission.
10. In accordance with WAC 197-11, notice was given that a SEPA Checklist had been completed on the periodic update to the Comprehensive Plan. The City of Millwood determined that the proposal would have no significant adverse environmental impacts and issued a Determination of Nonsignificance (DNS) on August 8, 2025. Copies of the SEPA Checklist and the Non-Project DNS Threshold Determination were available for review beginning on August 8, 2025 through 4pm, August 25, 2025. In addition to the publication and posting, notice was provided to:
 - a. City of Millwood Staff, City Council, & Planning Commission
 - b. City of Millwood Engineer
 - c. Millwood Periodic Update Notice List

- d. Utility & Service Providers
 - e. Public Agencies
 - f. Adjacent Jurisdictions, Felts Field, and Tribes
 - g. SEPA Review Agencies
 - h. WA State Dept. of Commerce - Growth Management Services Contacts
11. Notice of Public Hearings (8/27/25 & 9/24/25) & SEPA Availability was issued, posted on the City's Periodic Update webpage, and emailed to interested parties / agencies on August 8, 2025. The comment deadline was identified as 4pm, August 25, 2025.
 12. Notice of Public Hearings (8/27/25 & 9/24/25) & SEPA Availability was published in the Spokesman Review on August 11, 2025.
 13. Notice of Public Hearings (8/27/25 & 9/24/25) & SEPA Availability was posted on the City notice boards on August 15, 2025.
 14. The proposed updated Comprehensive Plan was reviewed for consistency with WA State Law and was sent to the Washington State Department of Commerce and other state agencies on August 28, 2025, for the required 60-day state notification (under RCW 36.70A.106) and solicited agency comments. The comment period ends on October 27, 2025.
 15. The 2026 Comprehensive Plan Periodic Update is complete, with the exception of the Climate Change & Resiliency Element which is being coordinated with Spokane County and is planned to be completed in 2026.
 16. A staff report to the Planning Commission was issued on August 16, 2025, posted on the City's Periodic Update webpage, and emailed to the periodic update notice group.
 17. The Planning Commission held a properly noticed public hearing on Wednesday, August 24, 2025 where they voted 5-0 to recommend approval of the Comprehensive Plan Periodic Update with modifications, to the City Council.

Planning Commission Findings:

The Planning Commission recommends approval with modification(s) of the August 28, 2025 version of the Millwood Comprehensive Plan and finds that the factors in MMC Section 14.04.020(D)(2) have been considered and the criteria in MMC Section 14.04.020(D)(1), as applicable, have been met. The following proposed modification(s) are to be included with the recommendation:

1. P. 206, re-write 1st paragraph under Table 11-8

As shown in Table 11-8 (Table 6) above, According to Welch Comer, the City did not meet their goal to reduce consumption per connection by 1% during the peak months, as shown in Table 11-8 (Table 6) above. Consumption per connection increased 19,000 gallons or 16% from 2010 to 2023. Consumption per connection for the 2021-2023 average was 6% higher than the 2016 baseline or 6,415 gallons.

Conclusion(s):

1. The review process for Millwood’s 2026 Comprehensive Plan Periodic Update complies with MMC requirements, as applicable, and WA State Law.
2. The City of Millwood 2026 Comprehensive Plan Periodic Update meets all applicable criteria for amendment under MMC Section 14.04.020(D)(1).
3. All of the factors listed in MMC Section 14.04.020(D)(2) have been considered during the City of Millwood 2026 Comprehensive Plan Periodic Update.
4. The City of Millwood 2026 Comprehensive Plan Periodic Update has met internal consistency review.
5. The Climate Change & Resiliency Element is being coordinated with Spokane County and is planned to be completed for inclusion in the Comprehensive Plan in 2026.
6. The GMA requires proposed comprehensive plans and development regulations, including proposed amendments, be forwarded to the WA State Department of Commerce Growth Management Services for review and comment 60 days prior to the final City Council adoption, unless expedited review is requested and approved under RCW 36.70A.106. The proposed Comprehensive Plan Amendment for the GMA periodic update was received by Commerce on August 28, 2025, and processed with the Submittal ID 2025-S-9800. The procedural requirement has been met.

Signed this 24 day of September 2025



Mike Ankney, Chair

ATTEST



Amanda Tainio, Contract City Planner



Comprehensive Plan





2026 - 2046



Contents

CHAPTER 1 - INTRODUCTION..... 5

1.1 MILLWOOD’S HISTORY7

1.2 GROWTH MANAGEMENT ACT (GMA)8

1.3 COMPREHENSIVE PLANNING8

CHAPTER 2 – PURPOSE OF THE COMPREHENSIVE PLAN10

2.1 STATE REQUIREMENTS AND REGIONAL PLANNING10

2.2 COUNTY-WIDE PLANNING POLICIES.....11

2.3 CONSISTENCY AND CONCURRENCY12

2.4 AMENDMENT PROCESS.....13

2.5 PUBLIC PARTICIPATION PROGRAM13

CHAPTER 3 – COMMUNITY VISION15

3.1 OVERVIEW OF COMMUNITY VISIONING PROCESS15

3.2 GOALS, POLICIES / OBJECTIVES, AND ACTIONS FRAMEWORK.....18

CHAPTER 4 – PLANNING AREA, DEMOGRAPHICS, AND PROJECTIONS.....33

4.1 INTRODUCTION33

4.2 PLANNING AREA.....33

4.3 DEMOGRAPHICS35

4.4 PROJECTIONS46

4.5 LAND CAPACITY ANALYSIS (LCA).....47

4.6 RELEVANCE TO THIS PLAN48

CHAPTER 5 - LAND USE.....49

5.1 INTRODUCTION49

5.2 EXISTING LAND USE CONTEXT49

5.3 SPOKANE FELTS FIELD AIRPORT63

5.4 URBAN GROWTH AREA (UGA).....64

5.5 FUTURE LAND-USE66

5.6 CRITICAL AREAS.....67

5.7 OPEN SPACE CORRIDORS71

5.8 POLICY DIRECTION71

CHAPTER 6 – HOUSING.....72

6.1 INTRODUCTION72

6.2 GMA REQUIREMENTS72

6.3 HOUSING DEMOGRAPHICS74

6.4 ADEQUATE EXISTING HOUSING STOCK83

6.5 PROJECTED HOUSING NEEDS88

6.6 BARRIERS TO HOUSING DEVELOPMENT.....91

6.7 RACIALLY DISPARATE IMPACTS & DISPLACEMENT92

6.8 POLICY DIRECTION94

CHAPTER 7 – HISTORIC PRESERVATION97

7.1 INTRODUCTION97

7.2 COMMUNITY SUPPORT97

7.3 MILLWOOD HISTORIC PRESERVATION COMMISSION98

7.4 EXISTING HISTORIC PROPERTIES99

7.5 CONCLUSION.....103

CHAPTER 8 – TRANSPORTATION.....104

8.1 INTRODUCTION.....104

8.2 GMA REQUIREMENTS104

8.3 TRANSPORTATION STUDIES105

8.4 TRANSPORTATION CHOICES AND MODES.....110

8.5 FUNCTIONAL CLASSIFICATION OF STREETS119

8.6 LEVEL OF SERVICE STANDARDS125

8.7 TRANSPORTATION FORECAST127

8.8 INTERGOVERNMENTAL COORDINATION129

8.9 FUNDING.....133

8.10 POLICY DIRECTION133

CHAPTER 9 – ESSENTIAL PUBLIC FACILITIES.....134

9.1 INTRODUCTION.....134

9.2 MODEL PROJECT REVIEW PROCESS.....134

9.3 AMENDMENTS134

9.4 POLICY DIRECTION135

CHAPTER 10 – PARKS & RECREATION136

10.1 INTRODUCTION.....136

10.2 GOALS AND OBJECTIVES.....140

10.3 INVENTORY AND CONDITIONS ASSESSMENT140

10.4 PUBLIC INVOLVEMENT169

10.5 DEMAND AND NEED ANALYSIS179

10.6 CAPITAL IMPROVEMENT PROGRAM (CIP).....188

CHAPTER 11 – CAPITAL FACILITIES & UTILITIES.....198

11.1 INTRODUCTION.....198

11.2 GMA REQUIREMENTS198

11.3 EXISTING FACILITIES, UTILITIES, & SERVICES INVENTORY & FORECAST198

11.4 CITY OF MILLWOOD CAPITAL FACILITY LEVEL OF SERVICE STANDARDS213

11.5 CAPITAL FACILITIES, UTILITIES, AND SERVICES PRIORITIZATION214

11.6 CAPITAL FACILITIES, UTILITIES, AND SERVICES SUMMARY219

11.7 FINANCING221

11.8 POLICY DIRECTION224

11.9 CITY OF MILLWOOD CAPITAL FACILITIES PLAN (CFP).....225

CHAPTER 12 – CLIMATE CHANGE & RESILIENCY233

APPENDICES.....234

APPENDIX A - DEFINITIONS & ACRONYMS234

APPENDIX B - BOARD OF COUNTY COMMISSIONERS RESOLUTION 24-0348 (POPULATION ALLOCATION).....234

APPENDIX C - MILLWOOD COMMUNITY SURVEY RESULTS234

APPENDIX D - LAND CAPACITY ANALYSIS REPORT FOR CITY OF MILLWOOD234

APPENDIX E - RACIALLY DISPARATE IMPACTS (RDI) ANALYSIS FOR CITY OF MILLWOOD234

APPENDIX F - SPOKANE COUNTY REGIONAL SITING PROCESS FOR ESSENTIAL PUBLIC FACILITIES.....234

APPENDIX G - TIB STREET INVENTORY REPORT234

APPENDIX H - 2025 TIP RESOLUTION234

APPENDIX I - 2026 PERIODIC UPDATE PUBLIC PARTICIPATION PROGRAM234

Comprehensive Plan Amendments & Updates

Date	Type	Ordinance	Element(s)
October 4, 2010	Amendment	403	Historic Preservation
December 6, 2010	Amendment	406	Capital Facilities
December 13, 2011	Amendment	424	Capital Facilities
May 8, 2012	Amendment	433	Land Use
August 13, 2013	Amendment	447	Land Use
January 20, 2014	Amendment	454	Land Use
February 10, 2015	Amendment	471	Land Use
August 2019 <u>September 10, 2019</u>	Periodic Update	<u>Resolution 2019-05</u>	All
<u>October 8, 2019</u>	<u>Amendment</u>	<u>501</u>	<u>Land Use Map</u>
<u>April 12, 2022</u>	<u>Amendment</u>	<u>524</u>	<u>Historic Preservation</u>
<u>April 12, 2022</u>	<u>Amendment</u>	<u>525</u>	<u>Transportation</u>
<u>TBD</u>	<u>Periodic Update</u>	<u>TBD</u>	<u>All</u>

CHAPTER 1 - INTRODUCTION

The City of Millwood is small, urban in development, and adjacent to the scenic Spokane River. What started as agricultural development transformed itself into a company town and finally into the small urban municipality it is today.

The city is ~~situated around~~bordered on three sides by the City of Spokane Valley with unincorporated Spokane County along the northern border. Millwood has a 2024 population of 1,784~~1,925~~ according to the (Census Bureau, 2017)WA State Office of Financial Management (OFM) and is approximately 7/10 of a square mile within its incorporated boundaries.

Millwood has grown into a well-developed community with two distinct commercial areas, a choice of housing types, and efficient public services. Several historic buildings preserve the legacy of the company town Millwood once was. Fine parks, tree-lined streets, convenient access to major travel ways, and the beautiful Spokane River make Millwood a desired city to live, work, and play.



Figure 1-1: Spokane River from Argonne Bridge in Millwood.



Map 1-1: Millwood Location Map

1.1 MILLWOOD’S HISTORY

For centuries, the Upper Spokane Indians wintered next to the Spokane River at present-day Millwood. They built sweat lodges and dried the salmon they trapped in the swift river.

A former fur trader, Antoine Plante, brought European culture to the area. Mr. Plante settled on the Spokane River just east of Millwood and established a ferry sometime between 1852 and 1856. Mullan Road served as the location to cross the river until a bridge was built near the Idaho border in 1864.

When a newly-formed Coeur d’Alene-Spokane Railroad Co. was planning an electric rail line in 1903, local settler Seth Woodard and his father, Joseph, enticed the company with the promise of free right-of-way through their adjoining properties. In gratitude, the railroad company located “Woodard Station” on the edge of Seth Woodard’s land.

A north-south road was established through Woodard Station in 1908. The following year, a new bridge across the river connected Woodard Station to agricultural regions to the north.

The transportation and river attracted industry. In 1909, W. A. Brazeau convinced Nekoosa-Edwards Paper Co. of Appleton, Wisconsin to invest in building a paper mill at Woodard Station. The new mill began producing paper in September 1911. The mill’s management wanted a town name that would promote the mill. “Millwood” was chosen to represent both the Mill and the Woodard’s.

By 1911, Millwood had a lumber yard, restaurant, barber shop, general store, and the Wiley hotel. 1912 brought the Millwood Hotel and the first Byram Building. Later, a two-story Masonic Temple building (1921) housed a street-level bank and a mercantile company. The two-story Brown Building (1925) contained a pharmacy, doctor, and dentist. In 1928, a brick Byram Building replaced the wood one and a matching meat market was built next door.

There was little suitable housing for the mill-workers’ families. In 1923, Paper Mill management established a revolving home loan fund to help employees build homes. The company offered lots for sale and provided books of house plans for reference. Homes were built in 1923, 1926 and 1928.

The development of northeastern Millwood (platted as “Grandview Acres”) was shaped by the early 1900s dream of owning rural land within easy commuting distance to shopping and work - a healthy place to raise food and children.



Figure 1-2: Inland Empire Paper Company

In 1928, Millwood became the first incorporated Town in the Spokane Valley. Increased housing demand following WWII

spurred Millwood to annex and plat numerous tracts of land north and west of its historic core. These Millwood neighborhoods now display a variety of post-WWII ranch-style homes.

In 2001, the commercial buildings and homes located in Millwood’s core were collectively listed on the National Register of Historic Places as “Millwood Historic District”. In 2010, a new element was added

to the Millwood Comprehensive Plan that discusses the community’s goals and values concerning the importance of recognizing and maintaining additional historic properties within the city.

When Mr. Brazeau began promoting a paper mill in 1909, there were three homes in the area. One hundred years later, Millwood has grown to a population over 1,700 and the “paper mill”, Inland Empire Paper Company (IEPC), continues to produce paper in the city center.

1.2 GROWTH MANAGEMENT ACT (GMA)

In the State of Washington, over the last several years, significant increases in population and suburban sprawl have increased traffic congestion and threatened forest land, agricultural land, and critical areas such as wetlands, and wildlife habitat conservation areas. Drinking water sources have been threatened. Flooding and landslides have occurred in areas of new development. To address these problems, and to respond to concerns that Washington State is losing the quality of life we have come to enjoy, the Washington State Legislature passed, and the Governor signed into law, the Growth Management Act (GMA) in 1990. Due to population increases at the county and city level were required to complete their Comprehensive Plans which would render them in compliance with GMA by 1994. The GMA has continued to be refined over the past 30 years with recent updates to topics such as housing and climate. The fifteen (15) GMA Goals are identified in RCW 36.70A.020 and included in Section 2.1 below.

1.3 COMPREHENSIVE PLANNING

A comprehensive plan is the basic frame of reference for all administrative and regulatory actions concerned with the municipality’s physical development. The purpose of a comprehensive plan is to coordinate land use decisions and municipal services, while at the same time, protecting identified critical areas and ensuring the efficient expenditure of public funds.

Municipalities continually evolve, and planning is an attempt to address change in a well thought out and structured manner. Because conditions change, planning is an ongoing process. The entire community must become involved in planning if the comprehensive plan is to be successful; everyone’s interest must be considered.

A comprehensive plan is both a written and graphic portrayal of future land use and development within the community. The citizen’s vision becomes embodied in the goals and policies of the plan which then guides both public and private decision makers so that land use and development decisions are made which reflect the desires of the community.



Figure 1-3: The City Hall provides a meeting place for the community.

Millwood has prepared this Comprehensive Plan in accordance with the State GMA. The Plan confronts growth and development issues facing the City during a period of moderate to heavy growth in Spokane

County. Pressures from growth and development, if not managed correctly, threaten the character that the City’s residents cherish.

This Plan is internally consistent, in that its various elements have been prepared as an integral whole. For example, the demographics chapter contains the population forecasts that were used in determining the land use forecasts in the land use element, as well as calculations in the transportation, utilities, and capital facilities elements.

This Plan is externally consistent, in that it aligns with neighboring jurisdictions, county-wide and state-wide planning documents, policies, and goals all of which are the basis for this document. This plan has been reviewed by other local agencies and jurisdictions for overall regional consistency.

Millwood’s Comprehensive Plan is medium to long range in nature, covering needs for a projected twenty years (~~2017-2037~~2026 - 2046). To maintain the effectiveness of the plan, it must be reviewed on a regular basis and revised, as needed.

An effective means of implementation is essential to achieve the desired goals set forth in the Plan. Implementation includes, at a minimum, subdivision regulations, zoning ordinances, development guidelines, public participation, environmental awareness, and an annual review and update ~~of process~~ for the Plan. Implementation measures shall be consistent with the goals and policies set forth in this Plan.

CHAPTER 2 – PURPOSE OF THE COMPREHENSIVE PLAN

2.1 STATE REQUIREMENTS AND REGIONAL PLANNING

In response to legislative findings that uncoordinated growth together with a lack of common goals toward land conservation poses a threat to the public health, safety, and general welfare the state legislature enacted the GMA in 1990. The GMA requires all cities and counties in the state to plan and mandates the fastest growing counties to plan in accordance with state goals and requirements.

A basic objective of the legislation is to guide communities in planning for future growth. This objective is accomplished through the setting of state goals and planning requirements. The state goals emphasize the conservation of important timber, agriculture, and mineral resource lands, protection of critical areas, planning coordination among neighboring jurisdictions, consistency of capital and transportation plans with land use plans, and early and continuous public participation in the planning process.

To guide the development of comprehensive plans and land use regulations for those municipalities and counties to which the GMA applies. The GMA establishes the following goals (RCW 26.70A.030, updated in 2021 and 2023):

Urban Growth. Encourage development in urban areas where adequate public facilities and services exist or can be provided in an efficient manner.

Reduce Sprawl. Reduce the inappropriate conversion of undeveloped land into sprawling, low-density development.

Transportation. Encourage efficient, multi-modal transportation systems that will reduce greenhouse gas emissions and per capita vehicle miles traveled, and are based on regional priorities and coordinated with county and city comprehensive plans.

Housing. Plan for and accommodate housing affordable ~~Encourage the availability of affordable housing~~ to all economic segments of the population of this state, promote a variety of residential densities and housing types, and encourage preservation of existing housing stock.

Economic Development. Encourage economic development throughout the state that is consistent with adopted comprehensive plans, promote economic opportunity for all citizens of this state, especially for unemployed and for disadvantaged persons, promote the retention and expansion of existing businesses and recruitment of new businesses, recognize regional differences impacting economic development opportunities, and encourage growth in areas experiencing insufficient economic growth, all within the capacities of the state’s natural resources, public services, and public facilities.

Property Rights. Private property ~~Property rights~~ shall not be taken for public use without just compensation having been made. The property rights of landowners shall be protected from arbitrary and discriminatory actions.

Permits. Applications for both state and local government permits should be processed in a timely and fair manner to ensure predictability.

Natural Resource Industries. Maintain and enhance natural resource-based industries, including productive timber, agricultural, and fisheries industries. Encourage the conservation of productive forest lands and productive agricultural lands and discourage incompatible uses.

Open Space and Recreation. Retain open space and green space, enhance recreational opportunities, enhance ~~conserve~~ fish and wildlife habitat, increase access to natural resource lands and water, and develop parks and recreation facilities.

Environment. Protect and enhance the environment and enhance the state’s high quality of life, including air and water quality, and the availability of water.

Citizen Participation and Coordination. Encourage the involvement of citizens in the planning process, including the participation of vulnerable populations and overburdened communities, and ensure coordination between communities and jurisdictions to reconcile conflicts.

Public Facilities and Services. Ensure that those public facilities and services necessary to support development shall be adequate to serve the development at the time the development is available for occupancy and use without decreasing current service levels below locally established minimum standards.

Historic Preservation. Identify and encourage the preservation of lands, sites, and structures that have historical or archeological significance.

Climate Change and Resiliency. Ensure that comprehensive plans, development regulations, and regional policies, plans, and strategies under RCW 36.70A.210 and chapter 47.80 RCW adapt to and mitigate the effects of a changing climate; support reductions in greenhouse gas emissions and per capita vehicle miles traveled; prepare for climate impact scenarios; foster resiliency to climate impacts and natural hazards; protect and enhance environmental, economic, and human health and safety; and advance environmental justice.

Shorelines of the State. For shorelines of the state, the goals and policies of the shoreline management act as set forth in RCW 90.58.020 shall be considered an element of the county's or city's comprehensive plan.

2.2 COUNTY-WIDE PLANNING POLICIES

In 1991, the State Legislature amended the GMA to require that counties adopt county-wide planning policies (RCW 36.70A.210) in cooperation with local municipalities. County-wide planning policies are written policy statements used to establish a framework by which the county and all city comprehensive plans are developed and adopted. This county-wide framework ensures that city and county comprehensive plans are consistent. The policies also guide how jurisdictions should interact with one another regarding specific issues.

Copies of the Spokane County’s County-wide Planning Policies are available at the Millwood Planning Department and at the County. Developing the County-wide Planning Policies was coordinated by the Steering Committee of Elected Officials which consists of officials from Spokane County and its eleven cities and towns, along with representatives from water, school and fire districts, utility companies and the public. Policies are categorized as follows:

- ~~Policy Topic 1 Urban Growth Areas Designation of UGA’s.~~
- ~~Policy Topic 2 Joint Planning within Urban Growth AreasPromotion of contiguous and orderly development of urban services.~~
- ~~Policy Topic 3 Promotion of Contiguous and Orderly Development and Provision of Urban Services Siting of countywide or statewide public capital facilities.~~
- ~~Policy Topic 4 Parks and Open SpaceParks and open space.~~
- ~~Policy Topic 5 Transportation Countywide transportation facilities and strategies.~~
- ~~Policy Topic 6 Siting of Capital Facilities of a Countywide or Statewide Nature Considering the need for affordable housing for all economic segments.~~

- ~~Policy Topic 7 Affordable Housing Joint County and City planning within UGAs.~~
- ~~Policy Topic 8 Economic Development Countywide economic development and employment.~~
- ~~Policy Topic 9 Fiscal Impacts Producing an analysis of the fiscal impact of GMA.~~

Topics such as Tribal coordination and climate may also be added during the current periodic update process.

2.3 CONSISTENCY AND CONCURRENCY

One of the most important tenets of GMA is consistency, meaning consistency between:

- Comprehensive plans and the planning goals identified in RCW 36.70A.020.
- Municipal and county comprehensive plans.
- The comprehensive plans of each municipality and county with those of neighboring municipalities and counties.
- The elements within the comprehensive plan (internal consistency).
- The comprehensive plan and development regulation.
- The comprehensive plan and capital budgets.
- State agency actions and municipal and county comprehensive plans.

This “consistency doctrine” has its beginnings in the State Planning Act of 1935 and has been continually strengthened by state statutes and court decisions.

Another important tenet of the GMA is **concurrency**, meaning public facilities and services must be developed concurrently with the new land uses they are intended to serve, so that adopted level of service standards are consistently maintained. Regarding transportation, the concurrency requirement is specific:

“...local jurisdictions must adopt and enforce ordinances which prohibit development approval if the development causes the level of service...to decline below the standards adopted in the...comprehensive plan, unless transportation improvements or strategies to accommodate the impacts of development are made concurrent with the development.”

The City must ensure that transportation, capital facilities, and utilities elements included improvements to support housing density and consider underserved areas where system improvements may need to be prioritized.

Because of the strong relationship between urban growth and the public facilities and services necessary to serve that growth, the GMA has mandated a concurrency requirement. This relationship is defined by the concept of Urban Growth Areas (UGA), wherein land development and public infrastructure improvements are scheduled concurrently. To accomplish these new planning requirements, the GMA expressly authorizes the use of innovative techniques, including impact fees.

The City must also evaluate proposed regulatory or administrative actions to assure that such actions do not result in an unconstitutional taking of private property, consistent with RCW 36.70A.370.

2.4 AMENDMENT PROCESS

Amendments to the Comprehensive Plan must be consistent with the requirements of RCW 36.70A.130 and follow the amendment process outlined in the Millwood Municipal Code (MMC). Specifically, amendments shall not occur more than once a year, except under certain circumstances as outlined in RCW 36.70A.130 and as summarized below.

- The initial adoption of a subarea plan;
- The adoption or amendment of a shoreline program;
- The amendment of a capital facilities element of the Plan that occurs concurrently with the adoption or amendment of a city budget;
- The adoption of Plan amendments necessary to enact a planned action under RCW 43.21C.031(2)

Periodic updates to the Comprehensive Plan and Development Regulations must be conducted every ten (10) years. Additionally, when enacting moratoria and interim controls, the requirements in 36.70A.390 must be met.

2.5 PUBLIC PARTICIPATION PROGRAM

The GMA requires the city to provide for public participation in the development and amendment of the comprehensive plan and development regulations implementing the plan (RCW 36.70A.140).

The city should provide for wide distribution of proposals and alternatives, an opportunity for written comments, public meetings and hearings, provision for open discussion, communication programs, information services, and consideration of and response to public comments.

The city should provide notice as required in RCW 36.70A.035 to property owners and other affected and interested individuals, tribes, government agencies, businesses, school districts, and organizations of proposed amendments to comprehensive plans and development regulations.

The City must comply with the Countywide Planning Policies for Spokane County (CWPP) for regional coordination with Spokane County, tribes, and other jurisdictions, consistent with RCW 36.70A and Section 2.3 above.

A 2026 Periodic Update Public Participation Plan and Work Plan were adopted on August 13, 2024 and utilized for the update process. The plans included efforts to engage vulnerable populations and provide a broad outreach effort.

Millwood Community Survey, Imagine Millwood, and Stakeholder Interviews

From mid-September to mid-October 2024, a community survey was conducted for the periodic update and the responses have been disbursed throughout this Comprehensive Plan based on the element topic. The survey responses were statistically representative of Millwood. In December 2024, the results of the community survey were presented at a joint Planning Commission – City Council meeting. The survey results have been included in the Appendix.



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









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



Please Complete Community Survey

Go to Periodic Update webpage for a link to complete the survey
or follow survey QR code with your mobile phone!

Hard copies are also available at City Hall or contact City Hall at 509-924-0960 to have one mailed to you.





[Click Here to Complete the Community Survey!](https://forms.gle/GZlebm4TC3heDV7A)

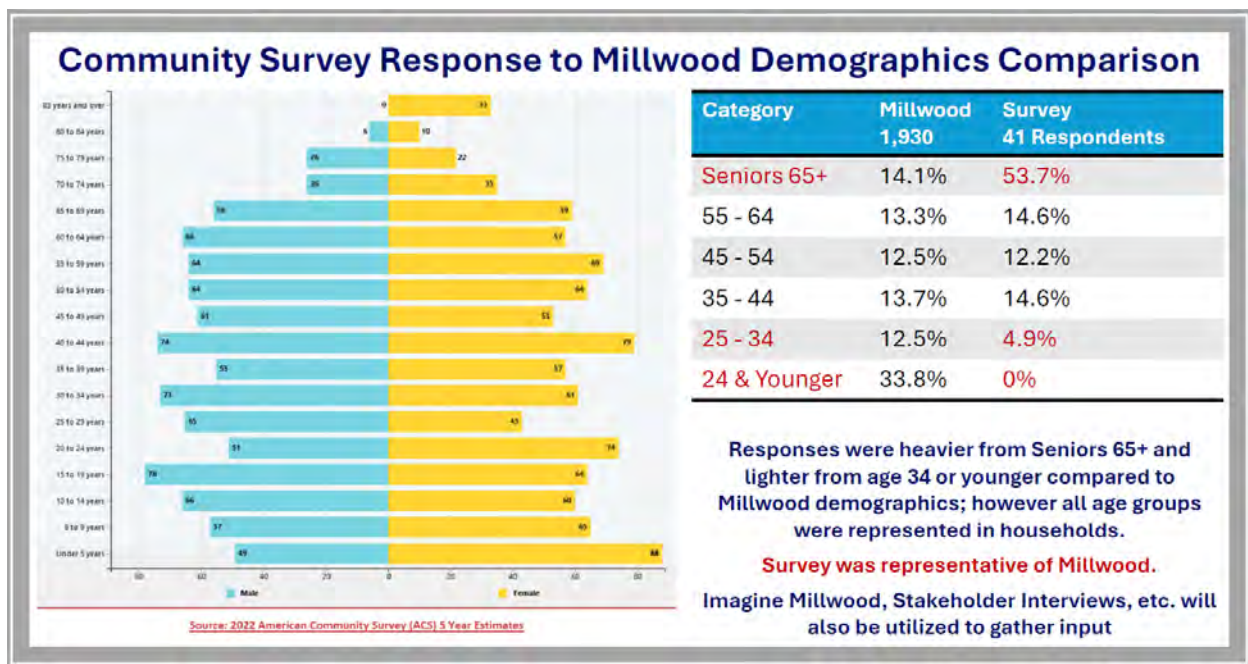
(<https://forms.gle/GZlebm4TC3heDV7A>)

Community survey hard copies are also available at City Hall or contact City Hall at 509-924-0960 to have one mailed to you.

[Click here to view the Periodic Update - Community Survey Flyer](#)

Available September 12th - October 23rd

- Advertised at Millwood Daze
- Sent out by email to interested parties (sign up sheet) & community groups
- Posted on community boards
- Periodic Update webpage
- Social media posts & reminders
- Flyer in October water bill
- Included in City newsletter
- Hard copies available at City Hall - mailed out as needed



Imagine Millwood was conducted beginning in August 2024 at Millwood Daze through the start of the school year in September. Kids of all ages participated with almost every response of “what could make Millwood better” and every “Imagine Millwood” drawing was pertaining to something parks, recreation, open space, or trails related. The vast majority of responses received for “Imagine Millwood” were from the under 24 age category. Additional information on Imagine Millwood has been included in the Parks and Recreation Element. Stakeholder interviews were also conducted to gain additional insight from various segments of Millwood’s population as well as community associations, service providers, and topic experts for elements such as Transportation and Parks and Recreation.

CHAPTER 3 – COMMUNITY VISION

3.1 OVERVIEW OF COMMUNITY VISIONING PROCESS

Introduction

In February of 1993 Millwood carried out a community visioning project. Top planning issues back then included Argonne Road, police, fire, and water service. At an open house in June 1993, a task force divided into three groups to create visions for the central business district, parks and open space, and land use.

From the meeting held in 1993, the following general goals were envisioned:

- Create an attractive and inviting Central Business District, providing shopping and services for people with diverse interests and needs.
- Enhance the identity of the community to both residents and visitors.
- Improve the economic vitality of the Millwood business community.
- Provide designated areas for large animals, multi-family dwellings, mobile homes, adult bookstores, and low-income housing.
- Provide for parking in the central business district and along Argonne.
- Enhance esthetics within the central business district and along the arterials.
- Provide more parks, open space, and public access along the Spokane River.
- Create a link to the Centennial Trail.
- Improve existing parks.



Figure 3-1: Millwood’s Central Business District

Two Land Use element meetings were held in 1996, where citizens created land use maps according to how they wanted the city to look in the future. A future land use map was created. Furthermore, the community identified vision statements for the major districts within the town.

As part of the 2026 Periodic Update, community visioning was reviewed. The general goals and land use element vision statements below are reflective of Millwood today.

City of Millwood General Goals:

1. Encourage the Central Business District to be attractive and inviting with shopping and services for people with diverse interests and needs.
2. Enhance the identity of the community to both residents and visitors.
3. Consider methods to improve the economic vitality of the Millwood business community.

4. Integrate housing for all with existing land uses to accommodate a range of housing types, densities, and affordability levels, as well as providing opportunities for small scale, neighborhood-based food production.
5. Provide for a variety of parking options in the central business district.
6. Enhance aesthetics along the city's arterials.
7. Provide more parks, open space, and public access along the Spokane River.
8. Coordinate with Spokane County, applicable agencies, and property owners to encourage construction of a safe, pedestrian/bicycle connection to the Centennial Trail from Millwood.
9. Improve existing parks.

Below is the list of the land use elements and the updated community vision for each:

Central Business District (CBD)

The CBD should remain a dense commercial / mixed use area along Argonne Road, visual enhancement of the district is desired and should include distinctive decorative features and a pedestrian focus that distinguish it from the other commercial areas. The atmosphere and design of the district should be inviting to ~~travelers to stop and shop~~encourage patronage of the CBD.

The commercial areas on Argonne Road shall be distinguished from the commercial areas on Trent Road (Highway 290). Development along Argonne Road, in the CBD, should include small retail, service businesses, offices, and mixed-use residential. Larger, commercialized developments, such as supermarkets and big-box retail should be located in the commercial districts along Trent Road.

Industrial Development

The residents desired to keep the Inland Empire Paper Company (IEPC) site zoned industrial for the Paper Company's present use, allowing it to expand as needed in accordance with federal, state, and local laws. However, if for any reason IEPC should leave Millwood, the desire of the community is to limit the land use types allowed for this area. In the event that the IEPC were to relocate, a subarea plan should be developed for the property to guide any rezoning of the land. Rezoning of the land should match community expectations.

Historic Preservation

Millwood residents² value their historic heritage, they want to continue to recognize and grow the number of historic designated homes and districts within the city. Resources and incentive programs offered by the National Register of Historic Places and the Local Register should be readily available for those interested in the restoration of their historic site. To encourage participation from property owners, a professional staff liaison for the Historic Preservation Commission that is knowledgeable about all aspects of historic preservation including grants and funding opportunities, could be utilized. Preservation of Millwood's historical heritage allows the City to maintain its unique character while increasing property values and community pride.

Housing

Millwood needs to accommodate existing and projected housing needs for all economic segments of the community, consistent with the County-wide Planning Policies for Spokane County, Affordable Housing Policy Topic. In addition to the singleSingle-family, two-familyduplexes, triplexes, quadplexes, accessory dwelling units, and other innovative housing types can be utilized to bridge the gap between single-family and multi-family development. and multi-family housing, accessory dwelling units, and one-room

~~occupancy units will be allowed.~~ The currently sited mobile home park will continue to be allowed through appropriate zoning. Multi-family housing will be located near the central business district and public transit routes. Larger residential lots ~~for single-family homes and duplexes will be required~~ are envisioned on the east side of the city ~~to preserve the character of the neighborhood~~, while other residential areas of the city will maintain ~~the character of a~~ more dense development pattern(s).

Public and Open Space

~~The city shall try to purchase land on the northeast side of the city, between Davis Road and Butler Road, adjacent to the river along the shoreline of the Spokane River. The best use for this property would be to remain as open space due to its steep slopes. In addition to protecting the hillside from erosion, leaving this as open space would allow the public much-needed access to the Spokane River. Pedestrian access to the River could also be provided by using the right-of-way on the east side of the Argonne Road Bridge. A pedestrian corridor creating a link to Millwood's parks and the river could be realized if the railway along Euclid Avenue, Empire Way, and the spur line on IEPC's south border were purchased. Millwood needs a safe, pedestrian/bicycle connection to the adjacent Centennial Trail as well as Spokane River access that is safely useable or river view access, if useable land isn't appropriate or available. The Interurban Trail provides a non-motorized connection through the City of Millwood, south of E. Euclid Ave. / E. Empire Way connecting Millwood City Park to the CBD and the western City neighborhoods via former railroad right-of-way. Millwood should encourage adjoining municipalities to improve the trail west of Vista Rd. as well as to the east, to provide continued linkage. Millwood will preserve and maintain the City's tree-lined boulevards and improve Millwood's parks, recreation, and open space for a variety of users.~~

Transportation systems

~~The city's only major arterial, Argonne Road, should not be widened because it would further divide the community and increase the difficulty that pedestrians presently experience when crossing the road. The other roads in Millwood, including Euclid Avenue and Empire Way, should remain as two-lane roads to preserve the residential districts through which they pass. If they are to expand at all, it should be to provide bicycle and pedestrian lanes for non-motorized traffic. Argonne Rd., which passes through the pedestrian-oriented CBD, is the primary north-south transportation corridor through Millwood and provides the only Spokane River crossing. Euclid Ave and Empire Way provide the primary east-west connection from residential neighborhoods through the CBD. Millwood has bus service by Spokane Transit and a network of sidewalks and the Interurban Trail provide non-motorized circulation. Millwood's transportation system is multi-modal and considerations need to be made for the safety, functionality, and integration of all components (vehicular, pedestrian, bicycle, and public transportation – complete streets) throughout the city, consistent with the existing and proposed land uses.~~

Stormwater Management

The city, through its development regulations, shall provide for stormwater management and aquifer protection.

Shoreline Protection

The city will provide for the protection of the Spokane River ~~by adopting the Spokane County (Millwood) Shoreline Master Program as it may be amended~~ through the adopted City of Millwood Shoreline Master Program.

Millwood’s Visioning Process

In 1997, several meetings were held, each emphasizing a different element of the Comprehensive Plan. In July, the citizens participated in a general overview of the planning process and assisted in prioritizing the desirable needs of the Capital Facilities Element. Transportation issues were discussed at the August meeting and citizens began to determine the Level of Service (LOS) for transportation within the city. In September, citizens provided guidance on housing issues during the Housing Element meeting.

In November of 2000, an additional transportation open house was held to gather further input on transportation issues in the city. Top citizen transportation priorities were traffic congestion on Argonne Road and cut-through traffic in the neighborhoods. Other important issues were buffer strips and trails or paths to the Spokane River and Centennial Trail. Transportation goals and policies were determined by the transportation meetings.

The outcome of the Community Visioning meetings was the realization that the City of Millwood would like to preserve its character and identity, it's “small town atmosphere”. This goal can be accomplished through policies and actions, which are appropriate for our community. The goals are deemed to be essential in maintaining a satisfactory quality of life for Millwood. The goals and policies will guide the implementation of the plan. As the Plan is updated to account for changing conditions the goals will provide direction for revisions. As noted above, community visioning was reviewed, received, and renewed as part of the 2026 Periodic Update and Section 3.2 has been refined to be consistent with updated city general goals and vision statements, as well as changes necessitated by the WA State legislature.

3.2 GOALS, POLICIES / OBJECTIVES, AND ACTIONS FRAMEWORK

The tables below present the ~~nuts and bolts~~structure of the comprehensive plan, listing the goals, policies, and actions that put the plan into motion.

Goals are broad statements indicating a general aim or purpose to be achieved. A goal is a direction setter. It is an ideal future state or condition related to the public health, safety or general welfare toward which planning, and implementation actions are directed. A goal is a general expression of community values and is somewhat abstract in nature. Consequently, a goal is generally not quantifiable, time-dependent, or suggestive of specific actions for its achievement.

Policies are statements providing guidelines for current and future decision-making or position-taking. A policy indicates a clear commitment of the Millwood City Council. It is an extension of the plan’s goals, reflecting topical nuance as well as an assessment of conditions and how the City will respond. For parks and recreation, policies are objectives. Objectives are more specific and measurable (or reportable). Objectives help describe when a goal has been attained.

Actions are initiatives, projects or programs to put policy into motion. Actions may include the development of more detailed and localized plans, formal agreements, regulations or other strategies necessary to realize community goals. Actions are immediately implementable through staff work programs and annual budget cycles. Every action must be supported by guiding policies or objectives, establishing the context within which the action is to be undertaken.

Table columns show how the goals, policies / objectives, and actions interrelate. In many cases, a single goal serves the needs of multiple planning topics. ~~For instance, Goal G.03 applies to the Land Use, and Economic Development elements.~~ Also, in many cases, single policies can serve the needs of multiple topics, too. ~~Policy P.05 relates to Land Use, Historic Preservation, Transportation, and Economic Development.~~ This multiple-purpose orientation of goals and policies / objectives allows this single

compilation to serve the entire plan, and the tables help users navigate how the goals and policies / objectives both serve multiple topics and interrelate with each other. Table 3-1 shows the abbreviations of each chapter listing;

Table 13-1: Chapter Listings

Name	Abbreviation
<u>Land Use</u>	<u>LU</u>
<u>Housing</u>	<u>H</u>
<u>Historic Preservation</u>	<u>HP</u>
<u>Transportation</u>	<u>XP</u>
<u>Essential Public Facilities</u>	<u>EPF</u>
<u>Parks & Recreation</u>	<u>PR</u>
Economic Development	ED
Land Use	LU
Transportation	XP
Historic Preservation	HP
Parks & Recreation	PR
Housing	H
<u>Capital Facilities</u>	<u>CF</u>
Utilities	U
Essential Public Facilities	EPF
<u>Climate Change & Resiliency</u>	<u>CR</u>
<u>Economic Development</u>	<u>ED</u>

Implementing actions all have direct policy references, demonstrating how these actions will advance the plan’s policy objectives. Where a single action has multiple policy references, that single action helps satisfy the needs of multiple objectives. The community can use this table, then, to gauge the relative effectiveness of the various actions and use that as a tool to prioritize what might be most important to implement.

Goals

Table 23-2: Goals

Chapter Listing	Number	Goal	Implementing Policy
ED LU <u>HP</u> XP HP <u>ED</u>	G.01	A prosperous, identity-rich central commercial core, with opportunities for local businesses to flourish, walkable and bicycle friendly, and people to remember as a place uniquely Millwood.	1, 2, 5, 6, <u>10</u> , 15, 28, 31, <u>36, 42</u>
LU ED XP PR H U <u>CR</u> <u>ED</u>	G.02	Types and quantities of land use that support community needs and business development.	3, 4, <u>35</u> , 36, <u>39, 42, 43</u> , <u>44, 45</u>
ED LU <u>H</u> <u>XP</u> <u>ED</u>	G.03	Distinct shopping districts that provide uniquely different shopping experiences.	<u>1, 5, 10, 36</u>
<u>XP</u> PR XP <u>CR</u>	G.04	An integral trails system that connects parks and open space for passive and active transportation and activity.	7, 8, 24, 28, <u>36, 42</u>
PR	G.05	Parks and recreation system that is convenient, enjoyable, and a source of civic pride.	7, 8, 14, 18, 21, <u>36, 42</u> , <u>43, 44</u>
<u>LU</u> <u>H</u>	G.06	A built environment reflecting Millwood's <u>inviting walkability, inclusive sense of place, architectural history and spatial scale, form and open space</u> community character and history.	<u>1</u> , 4, 5, 9, 10, 11, 15, 16, <u>17, 31, 36</u>

Chapter Listing	Number	Goal	Implementing Policy
HP H LU			
LU H LU	G.07	A larger variety of housing options.	<u>3, 6, 11, 12, 36, 39, 41, 42</u>
LU H	G.08	<u>Foster strong, inclusive neighborhoods and empower active, diverse community groups to equitably shape local decision-making.</u> Strong neighborhoods and active community groups.	9, 10, 13, <u>36, 42</u>
LU U PR U LU CR	G.09	Preservation and stewardship of our natural environment and resources.	14, 15, 16, 17, 18, 19, 20, 21, 22, 23, 24, 25, 36, <u>40, 42, 45</u>
XP CR	G.10	An efficient transportation pattern with coordinated land use that supports walking, cycling and use of transit.	6, 26, 27, 28, 29, 30, <u>31, 36, 42</u>
XP EPE CF U EPE CR	G.11	Adequate public facilities and utility services that align with desired growth and land use types.	<u>20, 26, 30, 32, 33, 34, 35, 36, 42</u>
LU HP LU PR ED	G. 12	Identify and encourage the preservation of lands, sites, structures, cultures and social customs that have historic or archaeological significance.	1, 4, 9, 10, 11, <u>36, 42, 43, 45</u>

Chapter Listing	Number	Goal	Implementing Policy
<u>HP</u>	<u>G.13</u>	<u>Retain the historic atmosphere of Millwood while contributing to its future economic development.</u>	<u>9, 10, 11</u>
<u>HP</u>	<u>G.14</u>	<u>Pursue the acquisition of historic data and the accumulations of collections that have relevance to Millwood's local heritage and identify a central storage site for these collections.</u>	<u>9, 10, 13</u>
<u>HP</u>	<u>G. 15</u>	<u>Provide public awareness of, and education about, Millwood's rich local heritage through participation in local events.</u>	<u>1, 9, 10</u>

Policies / Objectives

Table 13-3: Policies / Objectives

Chapter Listing	Number	Policy / Objective	Goal Reference	Implementing Action
LU ED	P.01	Coordinate business, City and community efforts, and investment to enhance Millwood's central business district.	G.01 <u>G.03</u> <u>G.06</u> G.12 <u>G. 15</u>	1, 2, 3, <u>4</u> , 5, 7, <u>9</u> , 11, <u>16, 24, 31</u> , <u>32, 10, 19, 25, 26</u>
LU <u>H</u> HP	P.02	Ensure commercial building design standards are appropriate and effective.	G.01	1, 2, 3, <u>11, 16</u> , <u>32, 7, 25, 26</u>
ED LU <u>H</u> <u>ED</u>	P.03	Limit barriers to development caused by development fees or other institutional requirements, as appropriate.	G.02 <u>G.07</u>	1, 3, <u>11, 29, 32</u> , <u>34, 7, 23, 26, 28</u> , <u>38, 39</u>
LU <u>H</u> HP <u>CR</u>	P.04	Elevate site and building design expectations for housing and business projects.	G.02 G.06 G.12	1, 2, 3, <u>6, 7, 11</u> , <u>13, 16, 23, 32, 9</u> , <u>10, 18, 26</u>

Chapter Listing	Number	Policy / <u>Objective</u>	Goal Reference	Implementing Action
ED LU HP XP <u>ED</u>	P.05	Differentiate the CBD along Argonne Rd from the commercial business area along Trent Ave.	G.01 G.03 G.06	1, 2, 3, 7, 25, 32 <u>20, 26</u>
LU H <u>HP</u> ED HP	P.06	Allow multi-family housing to be located near <u>the</u> CBD, and <u>also along Trent Ave. near</u> public transit routes, this will increase density and foot traffic in the CBD <u>and commercial areas</u> .	G.01 <u>G.07</u> G.10	1, 2, 3, 54, 7, 9, 11, 16, 31, 32 <u>25, 26,</u> <u>36</u>
<u>LU</u> <u>XP</u> PR LU XP	P.07	Enhance connectivity of parks and open space areas.	<u>G.04</u> G.05	14, 17, 18, 11, 13, 19, 24, 30, 37 <u>31,</u> <u>35</u>
<u>LU</u> PR LU	P.08	Pursue opportunities to expand and enhance the parks system, including pocket parks <u>(mini-parks)</u> .	G.04 G.05	1, 5, 9, 4, 12, 13, 15, 16, 17, 18, 20, 21, 30 <u>24</u>
HP	P.09	Provide opportunities that empower citizens to take part in the conservation of historic districts, sites, and structures	G.06 G.08 G.12 <u>G.13</u> <u>G.14</u> <u>G.15</u>	1, 12, 22, 33, 35 <u>8,</u> <u>16, 17, 27, 29</u>
<u>LU</u> HP LU	P.10	Support the preservation, restoration, and adaptive reuse of historic homes, buildings, and properties in Millwood.	G.01 G.03 G.06 G.08	1, 2, 3, 6, 78, 9, 10, 12, 13, 23, 31, 32, 33, 34 <u>18, 25,</u> <u>26, 27, 28, 36</u>

Chapter Listing	Number	Policy / <u>Objective</u>	Goal Reference	Implementing Action
			G.12 <u>G.13</u> <u>G.14</u> <u>G.15</u>	
<u>LU</u> H LU HP	P.11	Align new housing design styles and remodels with the historic fabric of the surrounding neighborhood.	G.06 G.07 G.12 <u>G.13</u>	1, 2, 3, 6, 7, 13, 16, 23, 31, 33, 34 <u>9, 10, 18, 25, 27, 28</u>
<u>LU</u> H LU	P.12	Encourage the development of low and moderate-income housing in places close to services and easily served by transit.	G.07	1, 2, 6, 7, 11, 14, 32, 34 <u>26, 28, 35, 36</u>
ED	P.13	Support active local groups and neighborhoods in their work to reinforce community identity, social networks, and community leadership.	G.08 <u>G.14</u>	1, <u>4, 5, 7, 8, 9, 10, 12, 13, 16, 17, 18, 22, 23, 32, 35</u> <u>26, 29</u>
LU CF U <u>CR</u>	P.14	Protect the sole source Spokane Rathdrum Prairie Aquifer through appropriate siting of land uses and implementation of stormwater management regulations.	G.05 G.09	<u>14, 21, 22</u>
<u>XP</u> PR XP <u>CR</u>	P.15	Preserve Millwood's tree city designation.	G.01 G.06 G.09	1, 2, 8, 10, 18, 20, 24 <u>5, 6, 13, 15, 16</u>
<u>LU</u> <u>XP</u> PR XP <u>CR</u>	P.16	Support a comprehensive urban forestry program.	G.06 G.09	10, 18, 20, 21 <u>6, 13, 15, 16</u>

Chapter Listing	Number	Policy / <u>Objective</u>	Goal Reference	Implementing Action
LU <u>CR</u>	P.17	Ensure development aligns with and protects natural features and wildlife habitat.	G.06 G.09	3, 27 , 28 <u>21, 22</u>
LU PR <u>CR</u>	P.18	Align and enforce goals, policies, best available science and best practice with the City of Millwood Shoreline Master Program manual and Shoreline Master Program	G.05 G.09	13, 16, 23, 28 <u>9, 10, 18, 22</u>
<u>LU</u> U <u>CR</u>	P.19	Improve City and community management and treatment of stormwater runoff.	G.09	1, 2, 10, 26, 27, 28 <u>6, 14, 21, 22</u>
<u>LU</u> EPF CF U <u>CR</u>	P.20	Manage stormwater runoff to minimize contamination of drinking water supplies, degradation of habitat, and soil erosion.	G.09 G.11	1, 10 <u>6</u> , 14, 19, 26, 27, 28 <u>21, 22</u>
LU PR	P.21	Consider goals and policies incorporated in the City's shoreline master program as part of this comprehensive plan.	G.05 G.09	16, 28 <u>22</u>
LU <u>CR</u>	P.22	Incorporate best available science (BAS) in any update to the City's critical areas ordinance (CAO).	G.09	27, 28 <u>21, 22</u>
LU PR <u>CR</u>	P.23	Conserve fish and wildlife habitat areas to preserve ecological functions and values, maintain public safety, and prevent the degradation of natural resources.	G.09	18, 19, 28 <u>13, 14, 22</u>
LU	P.24	Restrict or discourage development in potential slide hazard areas.	G.04 G.09	5, 9, 28 <u>4, 22</u>
LU	P.25	Protect groundwater quality <u>and quantity</u> from development impacts.	G.09	1, 2, 19, 27, 28 <u>14, 21, 22</u>

Chapter Listing	Number	Policy / <u>Objective</u>	Goal Reference	Implementing Action
LU XP	P.26	Prohibit the siting of land uses that are incompatible with aviation operations in the Airfield Influence Areas designated on Comprehensive Plan maps.	G.10 G.11	<u>418</u>
XP	P.27	Routinely engage local and regional agencies and neighboring jurisdictions in developing a holistic transportation system.	G.10	1, <u>8, 14, 15, 25, 36, 37</u> <u>5, 11, 12, 20, 30, 31, 35</u>
XP	P.28	Enhance safety, accessibility, and efficiency for all modes of transportation, ensure the compatibility of motor vehicles, bicycles, bus transit and pedestrians for the benefit of all.	G.01 <u>G.04</u> G.10	1, 2, 3, <u>8, 9, 14, 15, 16, 17, 18, 24, 25, 36, 37</u> <u>4, 5, 11, 12, 13, 19, 20, 30, 31</u>
XP	P.29	Ensure transportation compatibility, connectivity, and enhancement between agencies and jurisdictions through regional coordination.	G.10	1, <u>14, 15, 24, 25, 36, 37</u> <u>11, 12, 19, 20, 30, 31, 33, 34, 35</u>
XP <u>EPF</u> <u>CF</u> U <u>CF</u> <u>EPF</u>	P.30	Ensure levels of public services and public facilities are adequate to satisfy the community's needs now and as new development occurs.	<u>G.10</u> G.11	<u>8, 15, 18, 19, 25, 36, 37</u> <u>5, 11, 12, 13, 14, 20, 30, 31, 33, 34, 35</u>
XP	P.31	Strategically approach street improvements to satisfy transportation, economic development, and community identity needs.	G.01 G.06 G.10	1, 2, 3, <u>4, 5, 8, 9, 14, 17, 25, 36, 37</u> <u>11, 20, 30, 31, 33, 34, 35</u>
<u>EPF</u> U <u>EPF</u>	P.32	Prioritize the list of facility and utility improvement projects using criteria based on this plan.	G.11	<u>8</u> <u>5, 11, 12, 13, 14, 15, 18, 19, 25, 36, 37</u> <u>20, 30, 31, 35</u>

Chapter Listing	Number	Policy / <u>Objective</u>	Goal Reference	Implementing Action
EPF CF	P.33	Participate in Spokane County's Essential Public Facilities siting process in accordance with County-wide Planning Policies.	G.11	38 <u>18</u>
CF	P.34	Ensure local budget decisions are consistent with the adopted comprehensive plan.	G.11	8, 14, 18, 39 <u>5, 11, 13, 32, 35</u>
<u>LU</u> CF LU	P.35	Reassess the land use element and its forecast levels of development if the ability to fund public services falls short.	G.02 G.11	39 <u>32, 33, 34, 35</u>
<u>LU</u> <u>XP</u> <u>EPF</u> CF LU ED XP EPF <u>ED</u>	P.36	Ensure overall comprehensive plan consistency with applicable Countywide Planning Policies.	<u>G.01</u> G.02 <u>G.03</u> <u>G.04</u> <u>G.05</u> <u>G.06</u> G.07 <u>G.08</u> G.09 G.10 G.11 <u>G.12</u>	15, 37 <u>1 - 39</u>
<u>HP</u>	<u>P.37</u>	<u>Encourage the owners of properties with historic significance to list their properties on a National Register of Historic Places, Washington Heritage Register, or Millwood Register of Historic Places.</u>	<u>G.12</u>	<u>10</u>
<u>HP</u>	<u>P.38</u>	<u>Provide regional support of similar organizations; recognizing that Millwood is a part of a broader realm of historic relevance.</u>	<u>G.8</u>	<u>8</u>

Chapter Listing	Number	Policy / <u>Objective</u>	Goal Reference	Implementing Action
<u>H</u>	<u>P.37</u> <u>P.39</u>	<u>Encourage multi-story buildings with mixed-use (i.e. residential use above commercial/retail use at ground level) in the commercial districts.</u>	<u>G.02</u> <u>G.07</u>	<u>3, 7, 25, 26, 27, 28</u>
<u>LU</u> <u>U</u>	<u>P.38</u> <u>P.40</u>	<u>Continue to coordinate with Spokane County on a Solid Waste Management Plan via Interlocal Agreement that complies with RCW 70A.205.040 and RCW 36.70A.142, as amended.</u>	<u>G.09</u>	<u>37</u>
<u>LU</u> <u>H</u>	<u>P.39</u> <u>P.41</u>	<u>Allow for additional moderate density housing options (missing middle housing) including, but not limited to, duplexes, triplexes, and townhomes as well as Accessory Dwelling Units (ADUs).</u>	<u>G.07</u>	<u>27, 28, 39</u>
<u>LU</u>	<u>P.40</u> <u>P.42</u>	<u>Consider opportunities to promote public health and address racially and environmentally disparate health outcomes by providing or enhancing opportunities for safe and convenient physical activity, social connectivity, protection from exposure to harmful substances and environments, and denser housing in potential future changes to land use designations, as appropriate to serve the needs of the City of Millwood.</u>	<u>G.01</u> <u>G.02</u> <u>G.04</u> <u>G.05</u> <u>G.07</u> <u>G.08</u> <u>G.09</u> <u>G.10</u> <u>G.11</u> <u>G.12</u>	<u>4, 7, 13, 14, 19, 20, 21, 22, 24, 27, 28, 33, 36, 38, 39</u>
<u>PR</u>	<u>P.41</u> <u>P.43</u>	<u>Update and improve Millwood Park to be ADA accessible, expand multi-use components, incorporate community event infrastructure, and provide additional capacity including water play capacity while maintaining a historic connection.</u>	<u>G.02</u> <u>G.05</u> <u>G.12</u>	<u>5, 13, 24, 35</u>
<u>PR</u>	<u>P.42</u> <u>P.44</u>	<u>Add small scale amenities to Butler Mini-Park to provide passive green space for the adjoining neighborhood.</u>	<u>G.02</u> <u>G.05</u>	<u>13, 24, 35</u>

Chapter Listing	Number	Policy / <u>Objective</u>	Goal Reference	Implementing Action
<u>PR</u>	<u>P.43</u> <u>P.45</u>	<u>Provide safe small/neighborhood scale public river access which accommodates a canoe/kayak put-in</u>	<u>G.02</u> <u>G.09</u> <u>G.12</u>	<u>13, 22, 24, 35</u>

Implementing Actions

Table 3-42: Implementing Actions

Number	Action	Policy
1	Develop a Central Business District Plan for development along Argonne Road <u>which includes parking locations with wayfinding signage and inclusion of public art.</u>	1, 2, 3, 4, 5, 6, 8, 9, 10, 11, 12, 13, 15, 19, 20, 25, 27, 28, 29, 31, <u>36</u>
2	Initiate a Parking Study along Argonne Road to better understand how parking is being utilized in the Central Business District and where opportunities exist.	1, 2, 4, 5, 6, 10, 11, 12, 15, 19, 25, 28, 31, <u>36</u>
3	Adopt design standards for commercial development.	1, 2, 3, 4, 5, 6, 10, 11, 17, 28, 31, <u>36</u> , <u>39</u>
4	Provide an interconnected bike and pedestrian trails system that connects to the Spokane River and Millwood's public parks.	1, 6, 8, 13, 24, 28, 31, <u>36</u> , <u>42</u>
5	Invite the Millwood Community Association to identify infrastructure opportunities or needs.	<u>1</u> , 13, 15, 27, 28, 30, 31, 32, 34, <u>36</u> , <u>43</u>
6	Annually apply for the Tree City USA designation.	10, 13, 15, 16, 19, 20, <u>36</u>
7	Collaborate with housing agencies to locate and develop affordable housing options, identify partnerships with fiscally responsible agencies to manage and implement the development of housing utilizing public funds.	1, 2, 3, 4, 6, 12, <u>36</u> , <u>39</u> , <u>42</u>
8	Provide public awareness of, and education about, Millwood's rich local heritage through local events that are city led and/or community led.	9, 10, 13, <u>36</u> , <u>38</u>

Number	Action	Policy
9	Heighten the awareness of <u>what constitutes land use, development, and</u> nuisance code violations across the city by providing resource brochures and <u>outlining the outline</u> process to address each violation type, <u>with an emphasis on education and voluntary compliance</u> .	4, 10, 11, 13, 18, <u>36</u>
10	Develop and provide resource information for historic preservation incentives, National Register of Historic Places, Washington Heritage Register, and the Local Register	<u>1</u> , 4, 10, 11, 13, 18, <u>36, 37</u>
11	Adopt a Six-Year Transportation Improvement Program (TIP) that adequately develops and maintains a transportation system supportive of multiple modes of travel. The Six-Year TIP should include a multiyear financing plan and analysis of future funding capabilities in order to evaluate needs against probably funding resources.	<u>1</u> , 7, 12, 27, 28, 29, <u>2030</u> , 31, 32, 34, 36
12	Evaluate and adopt level of service standards for public facility and utility services.	8, 27, 28, 29, 30, 32, 36
13	Establish a park plan for the City of Millwood.	7, 8, 13, 15, 16, 23, 28, 30, 32, 34, <u>36, 42, 43, 44, 45</u>
14	Evaluate the cities dry well system and develop a plan for scheduled replacement and decommissioning of dry wells and other potentially ineffective or harmful practices to protect the Spokane Rathdrum Prairie Aquifer.	19, 20, 23, 25, 30, 32, <u>36, 42</u>
15	Develop programs which support the maintenance and planting of street trees.	8, 15, 16, <u>36</u>
16	Update the street tree inventory and vegetation maintenance plan.	8, 15, 16, <u>36</u>
17	Update and make available resource materials for special events permits, create a community event calendar.	9, 13, <u>36</u>
18	Enforce the city codes for land use, development and public nuisances impacting neighborhood properties. <u>Education and voluntary compliance should be utilized prior to issuing fines or citations and possibly utilize partnerships with community organizations to assist vulnerable residents with meeting code requirements without displacement.</u>	4, 10, 11, 13, 18, <u>36</u>
19	Develop the proposed shared pedestrian/bicycle path on the east side of Argonne Rd from Empire to the Spokane River.	1, 7, 28, 29, <u>36, 42</u>

Number	Action	Policy
20	Develop the two shared roadway sections, on Argonne Road between Trent and Liberty, and on Liberty from Argonne to Vista Road.	5, 27, 28, 29, 30, 31, 32, <u>36, 42</u>
21	Implement best practices, goals, and policies of the Eastern Washington Stormwater Manual.	17, 19, 20, 22, 25, <u>36, 40</u>
22	Implement the goals and policies of the Critical Areas Ordinance <u>(CAO)</u> and the Shoreline Master Program <u>(SMP)</u> .	17, 18, 19, 20, 21, 22, 23, 24, 25, <u>36, 42, 45</u>
23	Evaluate and modify, if necessary, the city's development code fee structure.	3, <u>36</u>
24	Identify opportunities for expansion and enhancement of the parks systems, including pocket parks <u>(mini-parks) and Spokane River access</u> .	7, 8, <u>36, 42, 43, 44, 45</u>
25	Evaluate and modify, if necessary, design regulations for housing and businesses.	1, 2, 6, 10, 11, <u>36, 39</u>
26	Refine business districts and development strategies to create economically strong districts targeting specific business types <u>while integrating the districts through use of the City identity symbols (trees, architectural arches, brick, and trains)</u> .	1, 2, 3, 4, 5, 6, 10, 12, 13, <u>36, 39</u>
27	Evaluate and improve, if necessary, zoning regulations related to housing density and type to ensure compatibility with historic neighborhoods, <u>while also addressing and mitigating any racially disparate impacts that regulations may have on housing access and affordability</u> .	9, 10, 11, <u>36, 39, 41, 42</u>
28	Evaluate development regulations to remove impediments to the development of low and moderate-income housing.	3, 10, 11, 12, <u>36, 39, 41, 42</u>
29	Develop community resource information to support active civic organizations and neighborhoods.	9, 13, <u>36</u>
30	Identify and prioritize a list of street improvements <u>including integration of complete streets</u> .	27, 28, 29, 30, 31, 32, <u>36</u>
31	Identify specific actions to achieve transportation LOS standards.	7, 27, 28, 29, 30, 31, 32, 36
32	Evaluate the budget process to incorporate comprehensive plan references <u>to ensure level of service standards will be met, especially for transportation</u> .	34, 35, <u>36</u>

Number	Action	Policy
33	Millwood to create and adopt a master Bike and Pedestrian Plan.	29, 30, 31, 35, <u>36</u> , <u>42</u>
34	Evaluate transportation demand management (TDM) strategies to be utilized.	29, 30, 31, 35, <u>36</u>
35	Adopt a Six-Year Capital Facilities Plan (CFP). The CFP should include a multiyear financing plan and analysis of future funding capabilities in order to evaluate needs against probably funding resources.	7, 12, 27, 29, 2030 , 31, 32, 34, 36, <u>43</u> , <u>44</u> , <u>45</u>
<u>36</u>	<u>Facilitate opportunities for property owners to connect with housing providers and non-profit organizations to create and preserve affordable housing.</u>	<u>6</u> , <u>10</u> , <u>12</u> , <u>36</u> , <u>42</u>
<u>37</u>	<u>Maintain an Interlocal Agreement with Spokane County for a Solid Waste Management Plan that includes the City of Millwood.</u>	<u>40</u>
<u>38</u>	<u>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).</u>	<u>3</u> , <u>42</u>
<u>39</u>	<u>Update zoning, development, and land division regulations to allow for infill development consistent with neighborhood scale and form.</u>	<u>3</u> , <u>36</u> , <u>41</u> , <u>42</u>

CHAPTER 4 – PLANNING AREA, DEMOGRAPHICS, AND PROJECTIONS

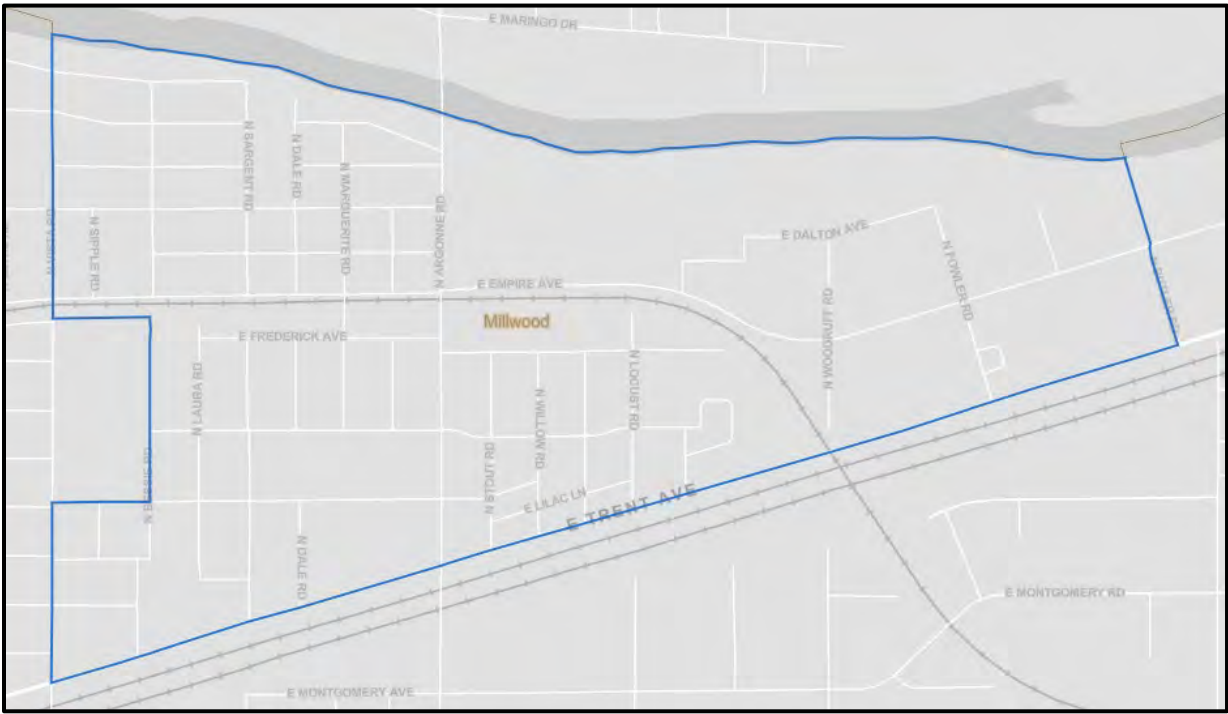
4.1 INTRODUCTION

The Growth Management Act requires the city to plan for future population growth, as such, the City of Millwood coordinates with Spokane County in determining population growths for all municipalities within the county. On ~~August 3, 2016~~June 18, 2024, the Spokane County Board of Commissioners (BoCC) adopted a population forecast for planning purposes under approved BoCC Resolution ~~2016-055324-0348~~. The forecast utilized the Office of Financial Management’s medium level forecast for Spokane County and each municipality’s populations for ~~2017-2037~~2023-2046. The resolution allocated a population ~~growth~~ of ~~1,947~~1,974 to the City of Millwood by ~~2037~~2046 (a ~~1394~~9-person population increase from the ~~2017-2023 estimate-baseline~~ of ~~1,808~~1,925) ~~or 0.05% of Spokane County’s growth~~.

4.2 PLANNING AREA

Geography

The City of Millwood is bordered on three sides by the City of Spokane Valley with unincorporated Spokane County along the northern border. The Spokane River flows along the northern edge of the city. The topography of the city is mostly flat as it lies on the floor of the Spokane Valley, though it does slope gently down towards the north. The northern edge of town is defined by the Spokane River, where the terrain drops about 20 feet down to the riverbank. According to the US Census Bureau, the city has a total area of 0.73 square miles, of which, 0.70 square miles is land and 0.03 square miles is water. Argonne Rd. is the primary north-south transportation corridor through Millwood and provides the only Spokane River crossing. Argonne Rd. is also downtown Millwood’s main street. Euclid Ave and Empire Way provide the primary east-west connection through the city. Active railroad lines run parallel to the south boundary of the city along Trent Ave (Hwy 290) and through the central portion of the city.



Map 4-1: City of Millwood, WA



Map 4-2: City of Millwood Aerial Map July 2023

Map 4-3 depicts Millwood in July 1995, one year before the railroad underpass was constructed south of the city at Argonne Rd. and Trent Ave. (Hwy 290), further facilitating Argonne Rd. as a popular commute route through Millwood's CBD.



Map 4-3: City of Millwood Aerial Map July 1995

Climate

Millwood has a mild climate throughout the year with average temperatures ranging from a low of 24°F to the mid-50s in winter and a low of the mid-70s to 89°F in summer. In Millwood, the humidity level remains comfortable throughout the summer, providing a pleasant environment. Rainfall occurs throughout the year, though it usually does not exceed five inches per month. Millwood gets an average of 18 – 21 inches of rain per year, less than the US average of 38 inches. Snow accumulates in Millwood during winter months. Millwood averages 40 - 43 inches of snow per year, more than the US average of 28 inches. Millwood gets some kind of precipitation (rain, snow, sleet, or hail that falls to the ground), on average, 117 days per year. During the summer months, dry air from nearby mountains may create warm nights but cooling breezes often keep temperatures pleasant. On average, there are 176 sunny days per year in Millwood compared to a US average of 205 sunny days. The overall climate of Millwood is mild and comfortable for residents most of the year.

4.23 DEMOGRAPHICS

Population

As seen in Table 4-1, Millwood experienced a moderately declining population between 1960 and 1980. This decline became more rapid in the period from 1980 to 1990 when the city lost 9.20% of its population over ten years. Since 1990, the overall population growth has been minimal, but the city did see an increase in the population of 5.77% between 1990-2000, and an increase of 8.31% between 2000-2010, and an increase of 5.32% between 2010-2020.

Table 54-1: Millwood Historical Population Trends

	1960	1970	1980	1990	2000	2010	2020
Population Change	1,776	1,770	1,717	1,559	1,649	1,786	1,881
Percent of Change	-	-.34%	-2.99%	-9.20%	5.77%	8.31%	5.32%

Source: Office of Financial Management, Decennial Census Counts 1890-2010 & 2020

From 2010 to 2018, Millwood’s population, on average, has been was 0.37% of the county’s population, and reached a high point of 0.38% of the county’s population between 2010-2012. Since 2013, a small but steady decline begins to occur because the city’s population remains steady, except for a small decrease in 2014, whereas the population of Spokane County continues to increase. In 2018, Millwood’s population was 1,790.

Table 4-2 compares the city’s population to that of Spokane County as a whole from 2018 to 2024. Millwood’s population has remained fairly steady with only slight increases to reach a population of 1,925 in 2024 and has averaged 0.35% of Spokane County’s population from 2018 to 2024.

Table 64-2: Total Population, City of Millwood & Spokane County, 2010-20182018-2024

	2018 OFM	2019 OFM	2020 OFM	2020 Census Population	2021 ¹ OFM	2022 OFM	2023 OFM	2024 OFM
Millwood	1,790	1,795	1,840	1,881	1,915	1,915	1,925	1,925

Spokane County	507,950	515,200	522,600	539,339	542,100	550,700	554,600	559,400
Millwood's Percent of County's Population	0.35%	0.35%	0.35%	0.35%	0.35%	0.35%	0.35%	0.34%

Source: Office of Financial Management, 2024 Population Trends - Table 4. Populations of cities, towns, and counties: April 1, 2020, to April 1, 2024 & 2020 OFM Population according to OFM Postcensal Estimates of April 1 Population, 1960 to Present 6/28/24.

¹ The 2021 estimates in this table were revised November 30, 2021, after the 2020 Census P.L. 94-171 became available. These 2021 estimates supersede the estimates OFM released on June 30, 2021.

Figure 4-1 shows the growth per year of Millwood compared to Spokane County based on OFM population from 2018 to 2024. Millwood has experienced an average growth rate of 1.2% from 2018 to 2024, compared to Spokane County at 1.6%. Millwood's lowest growth per year was 0% and the highest growth per year was 2.45% in 2020 followed by 1.81% in 2021, likely at least partially corresponding with household changes and increased opportunities for remote work during Covid-19.

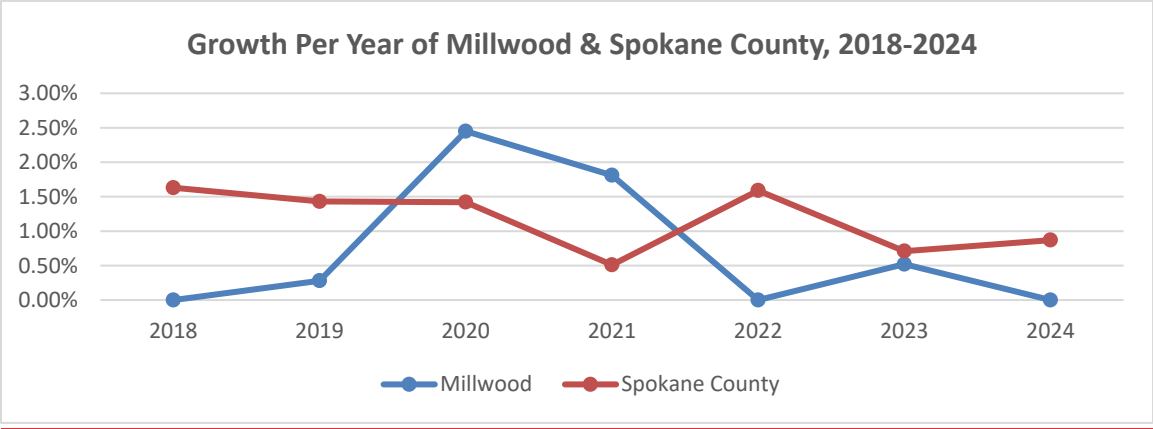


Figure 4-1: Growth Per Year of Millwood vs. Spokane County, 2018-2024

	2010	2011	2012	2013	2014	2015	2016	2017	2018
Millwood	1,786	1,785	1,785	1,790	1,785	1,790	1,790	1,790	1,790
Spokane County	471,221	472,650	475,600	480,000	484,500	488,310	492,530	499,800	507,950
Millwood's Percent of County's Pop.	.38%	.38%	.38%	.37%	.37%	.37%	.36%	.36%	.35%

Source: Office of Financial Management, Postcensal Estimates 1960-2018.

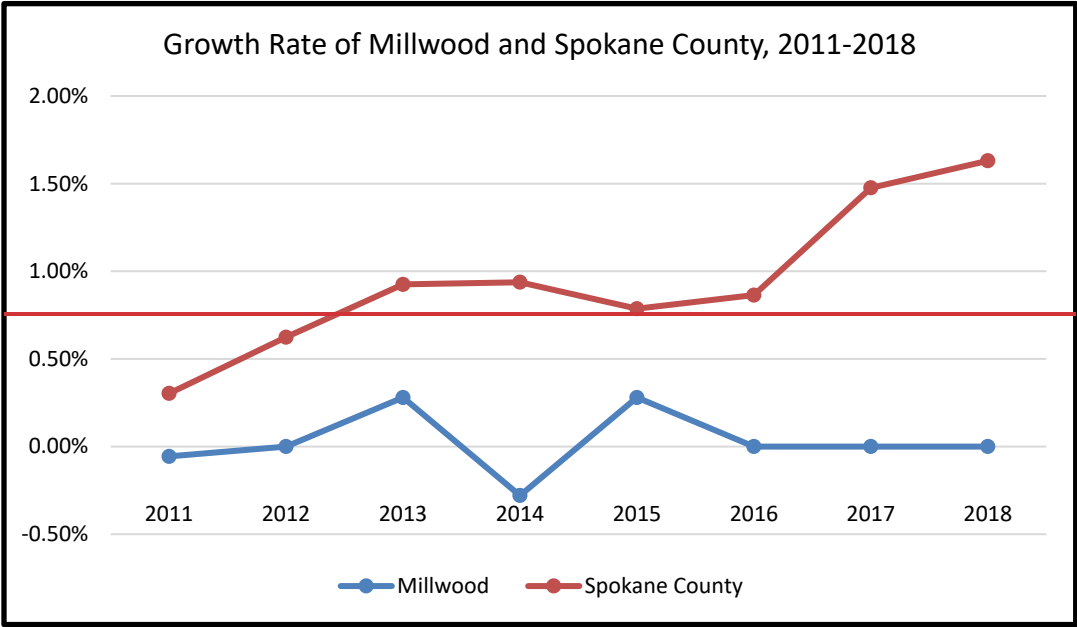


Figure 4-1: Growth Rate of Millwood vs. Spokane County, 2011-2018

Age Distribution

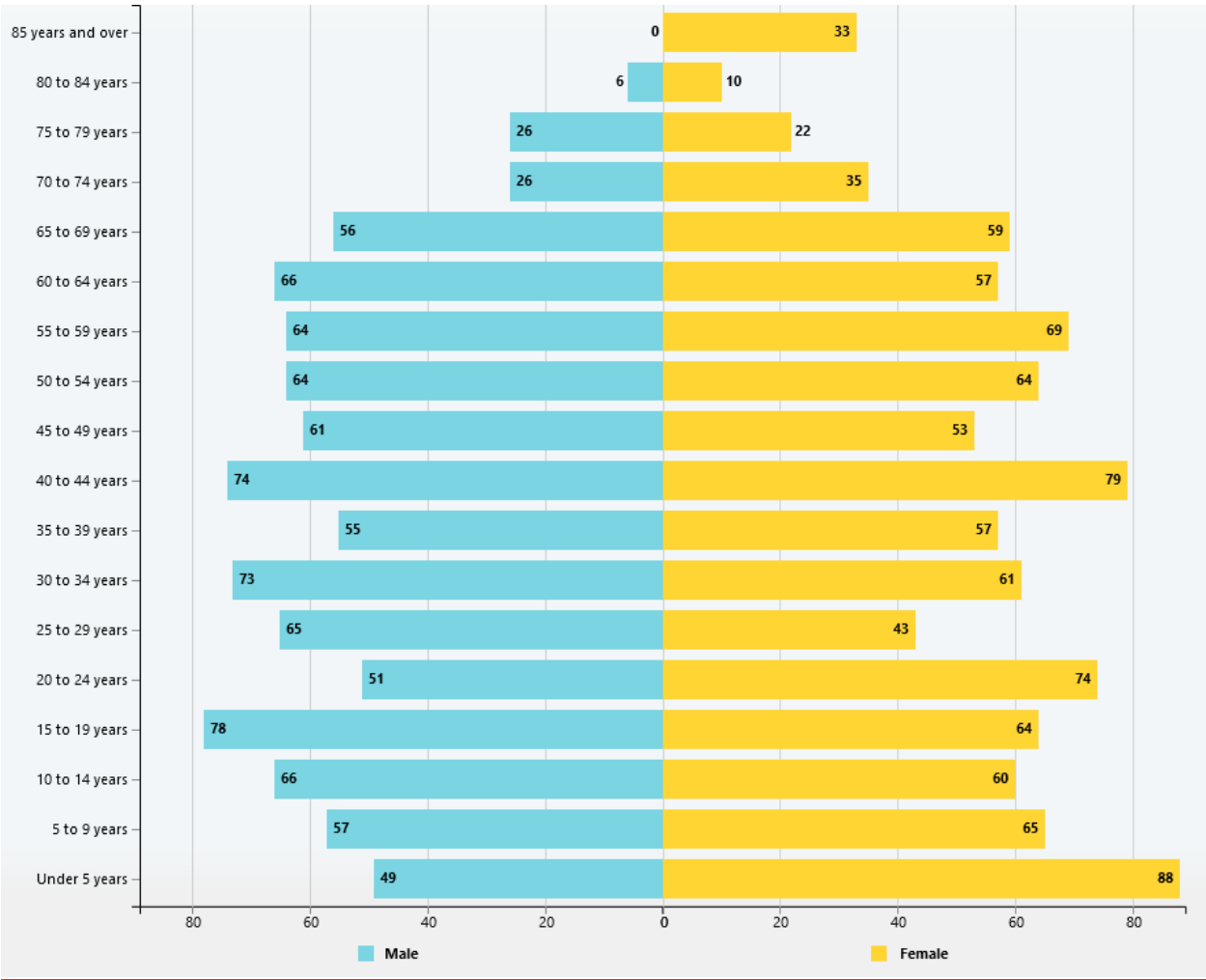
The median age in the City of Millwood is 40.937.4 years, and the median age for Spokane County is 37.338.7 years of age (2012-20162022 American Community Survey 5-Year Estimates). According to Table 4-3 the younger population group, between birth and 19 years, and the older population group, 55 years and up, are close in size. The 55 and up age group will likely continue to increase as the large distribution of population currently in the 25 to 54-year groups ages and lives longer. There may be a need for increased senior services due to the aging of the population likely to occur over the next 20 years in addition to services for the youth.

Table 74-3: Age Distribution for City of Millwood

Age-Group	City of Millwood, estimate	Percent of Total	Spokane County (%)
<5	106	6.4	6.2
5 to 9	70	4.2	6.2
10 to 14	126	7.6	6.3
15 to 19	91	5.5	6.5
20 to 24	84	5.1	7.7
25 to 34	201	12.1	14.3
35 to 44	222	13.4	11.9

45 to 54	278	16.8	13
55 to 59	115	6.9	6.8
60 to 64	118	7.1	6.4
65 to 74	146	8.8	8.6
75 to 84	58	3.5	4.3
85+	40	2.4	1.9
Total	1,655	100.0	100.0

Source: American FactFinder – 2012-2016 American Community Survey 5-Year Estimates



Source: 2022 American Community Survey (ACS) 5 Year Estimates

Racial Distribution

According to Table 4-4, most people in Millwood fall under the white racial category, which accounts for over 92% of the city’s total population. Other racial distribution categories, combined, account for a little over 7% of the city’s population. This closely resembles the racial distribution of Spokane County. Data provided by the WA State Department of Commerce has been included with Figure and Chart labels to represent current demographics and a comparison to 2015 demographics comparisons. Millwood’s racial distribution has gotten less diverse since 2015, while Spokane County as a whole has gotten slightly more diverse. Millwood has a small population of Persons of Color and Hispanic or Latino (of any race) but is becoming more diverse according to Census numbers. According to 2022 ACS 5 Year Estimates, 2.1% of the Millwood population speaks a language other than English at home (Spanish, Other Indo-European languages, and Asian/Pacific Islander languages).

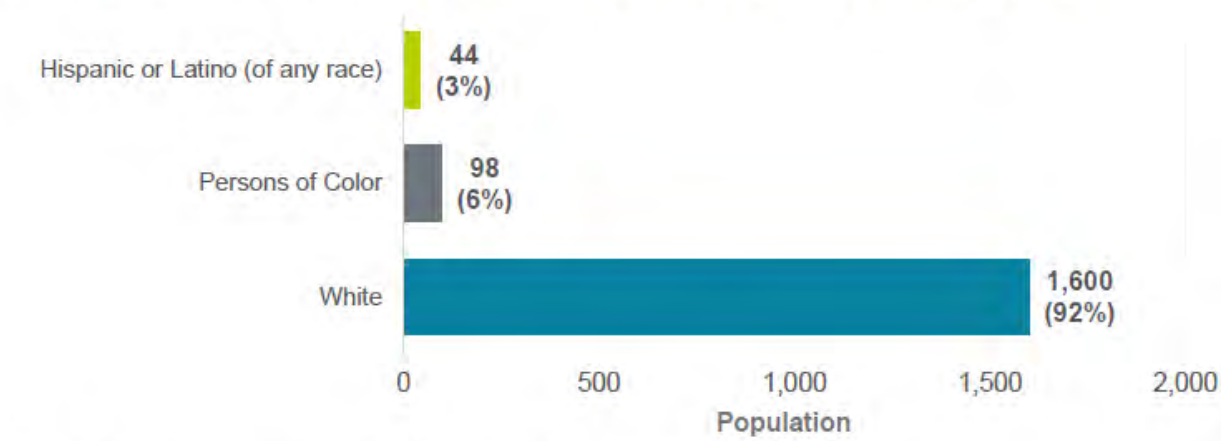
Table 8: Racial Distribution

Race	City of Millwood	Percent of Total	Spokane County (%)
White	1,537	92.9	88.8
Black or African American	63	3.8	1.8
American Indian or Alaskan Native	12	0.7	1.3
Asian	6	0.4	2.3
Native Hawaiian and Other Pacific Islander	3	0.2	0.4
Other Race	7	0.4	1.2
Two or More Races	27	1.6	4.1
Total	1,655	100.00	100.0

Source: American FactFinder — 2012–2016 American Community Survey 5-Year Estimates

Figure 4-2: Millwood population by race and Hispanic ethnicity, 2020*

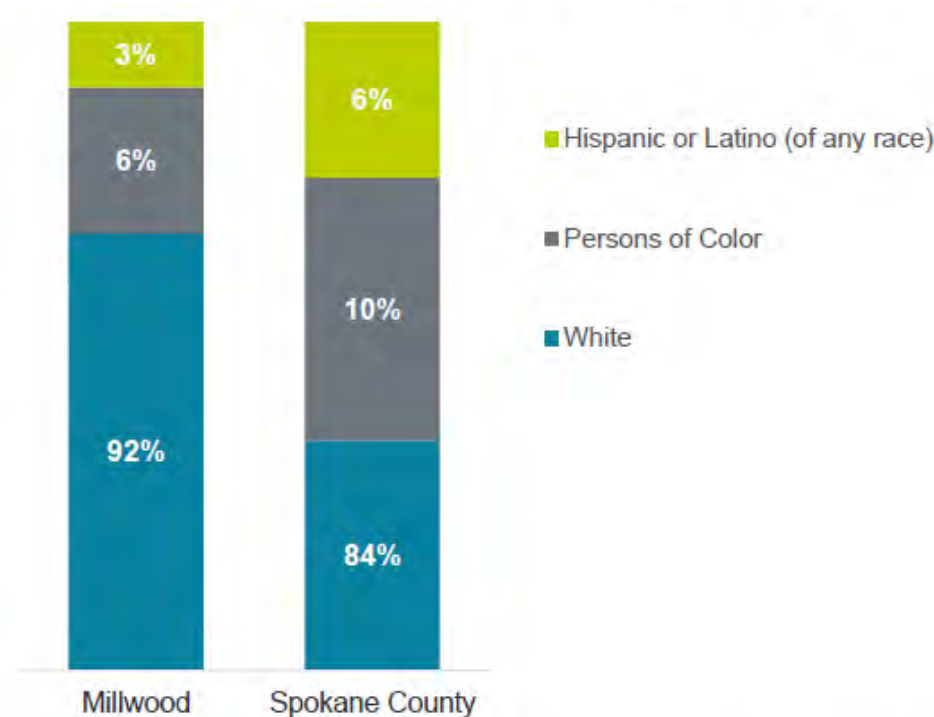
Chart 1a. Millwood population by race and Hispanic ethnicity, 2020



Source: US Census Bureau, 2016-2020 American Community Survey 5-Year Estimates (Table DP05); Washington Department of Commerce, 2023

Figure 4-3: Millwood and Spokane County population by race and Hispanic ethnicity, 2020*

Chart 2a.

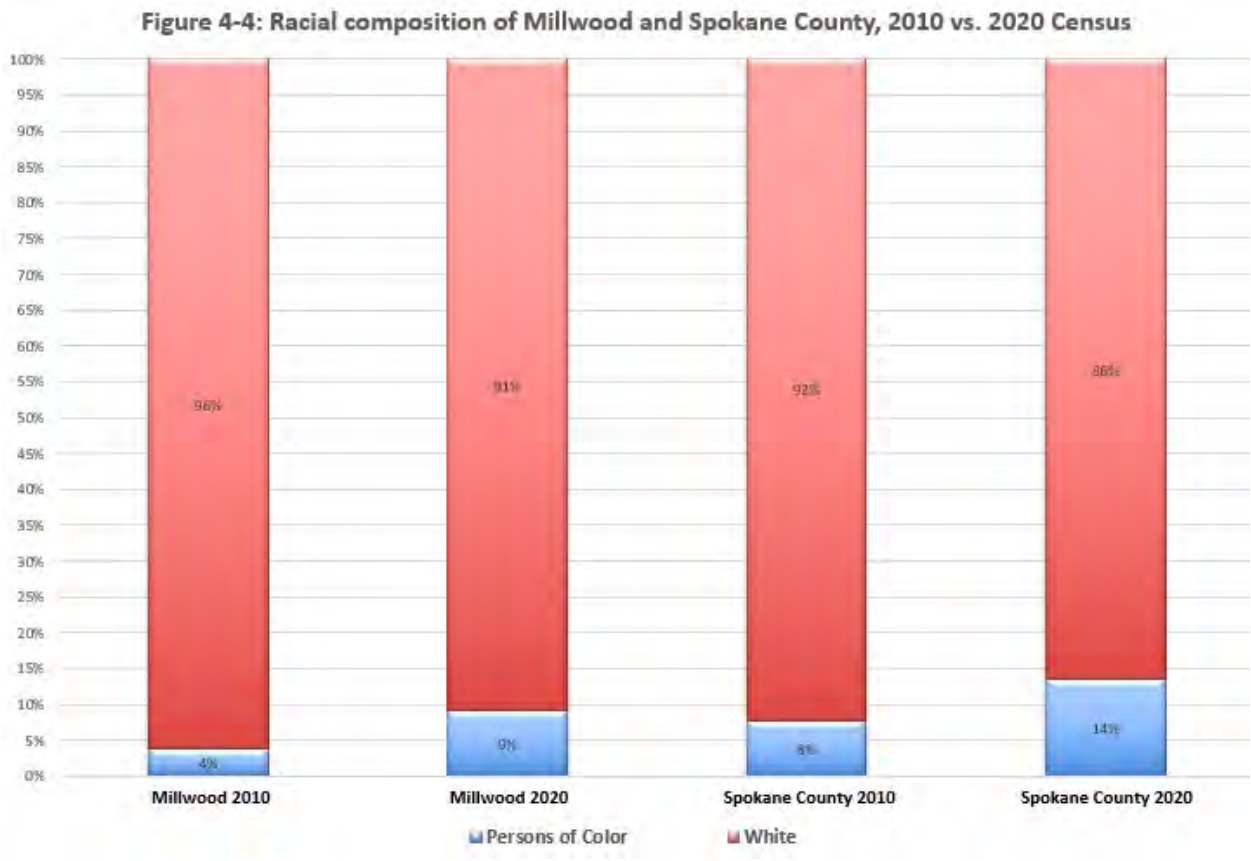


Source: US Census Bureau, 2016-2020 American Community Survey 5-Year Estimates (Table DP05); Washington Department of Commerce, 2023

* The American Community Survey (ACS) and HUD's Comprehensive Housing Affordability Strategy (CHAS) estimates are based on a sample of the population and have sampling error. Sampling error is the difference

between the sample value and the population value (if one were to survey the entire population). To help users understand the degree of sample error in a given estimate, the data sources publish a Margin of Error for every estimate. The Margin of Error allows the user to assess the reliability of the estimates. There are no steadfast rules as to what constitutes a reliable estimate. Long range planning often tolerates a range of estimates for informing long range targets. For many jurisdictions, there are no alternative data sources that could provide more reliable data. The model provided by the WA State Department of Commerce uses a default Coefficient of Variation threshold of 30% to indicate that some estimates may have low reliability. When an estimate has a CV higher than the threshold, the model includes a warning and recommends the user use the less detailed charts for the RDI analysis. For the City of Millwood, when a less detailed chart was available, it was utilized. Less detailed charts are labeled with an “a”.

Figure 4-4: Racial composition of Millwood and Spokane County, 2015 and 2020*2010 vs. 2020 Census

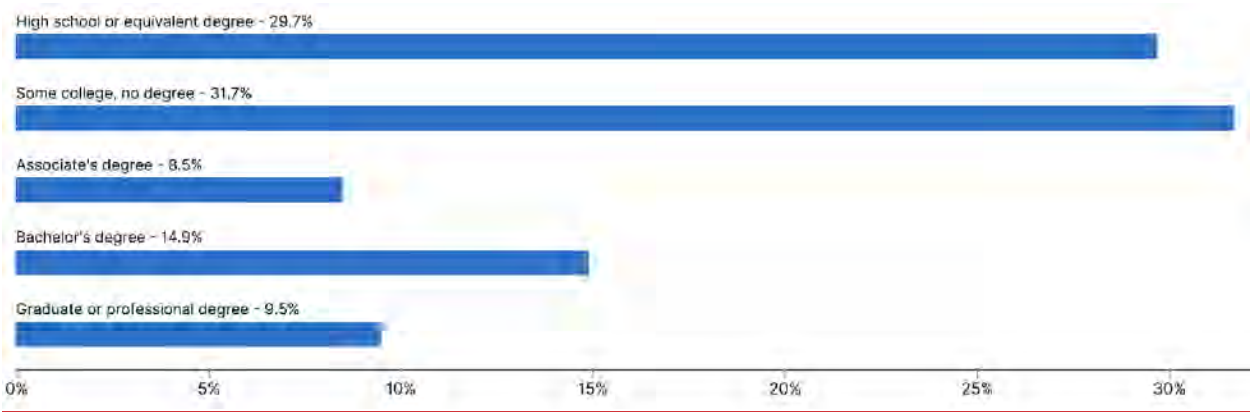


Educational Attainment

Table-Figure 4-5 shows the distribution of educational attainment among the population that is 25 years of age or older. This data shows that those with no high school diploma ('Less than 9th Grade' plus '9th to 12th Grade, No Diploma' categories) make up 7.5% of the population. Many residents have obtained a high school diploma as their highest degree achieved ('High School Graduate' plus 'Some College, No Degree' categories) at 58.8% of the population. About one-third (33.6%) of the city's population has achieved a college-level degree ('Associate Degree' plus 'Bachelor's Degree' plus 'Graduate or Professional Degree' combined). Millwood's distribution of educational attainment is similar to the distribution in Spokane County, however, the county has a slightly higher rate of college-level degree attainment at 40.8% of the population. The majority of the city population (61.4%) have a high school

diploma or some college with no degree. Only 32.9% of the city population has a college degree (Associate, Bachelor, or Graduate/Professional) compared to 44.9% of Spokane County.

Figure 4-5: Educational Attainment of City Population 25 Years and Older



Source: 2022 American Community Survey 5 Year Estimate

Table 9: Educational Attainment of Population 25 Years and Older

Population 25-year and over	City of Millwood	Percent of Total	Spokane County (%)
Less than 9 th -Grade	32	2.7	2.0
9 th to 12 th -Grade, No-Diploma	57	4.8	4.9
High-School-Graduate	319	27.1	25.1
Some-College, No-Degree	374	31.7	27.2
Associate-Degree	143	12.1	12.0
Bachelor's-Degree	179	15.2	18.2
Graduate-or-Professional-Degree	74	6.3	10.6
Total persons >25-years	1,178	100.00	100.00

Source: 2012-2016 American Community Survey 5-Year Estimate

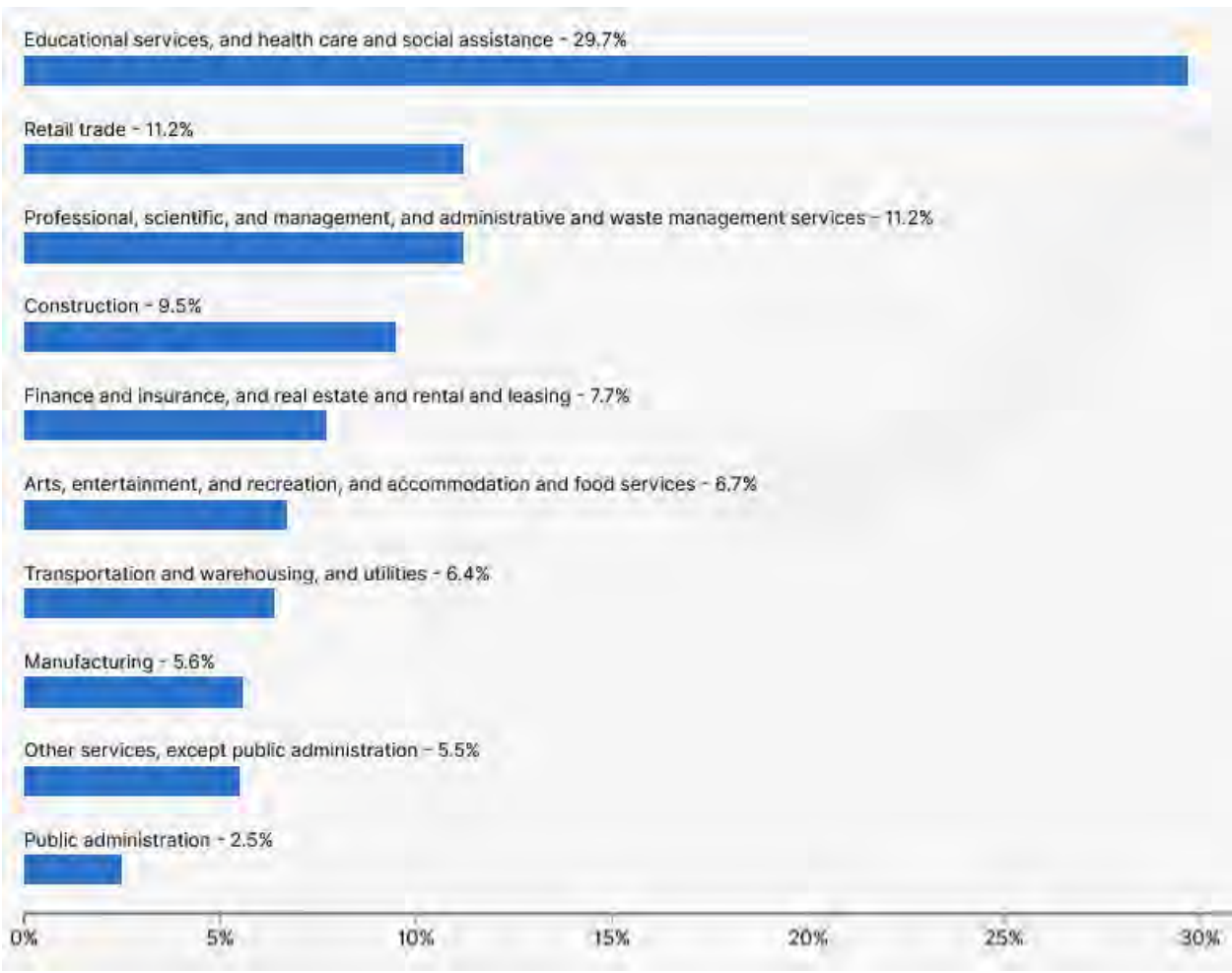
Employment

There are approximately ~~1,330~~1,375 people of working age (age 16 or older) living in Millwood. Of this total, ~~807 (60.7%)~~66.5% are employed compared to approximately 62% in Spokane County. According to ~~Table-Figure~~ 4-6, the largest employment sector in the City of Millwood is in the ~~management, business, science, and arts occupations~~educational services, and health care, and social assistance occupations, which account for ~~27.6%~~29.7% of all occupations. ~~Other major occupational categories in Millwood are sales and office occupations, at 22.4%, and service occupations at 23.8%. Natural resources, construction, and maintenance occupations account for 14.5%, and production, transportation, and material moving occupations account for the final 11.6%.~~

~~Spokane County has a similar distribution of occupations, but with an even higher percentage of management, business, science, and arts occupations at 35.2%. Sales and office occupations (26.0%) and~~

service occupations (19.4%) in the county, like the city, are the next major employment categories. The county has the exact same percentage of employees working in production, transportation, and material moving occupations at 11.6%. Natural resources, construction, and maintenance occupations only make up about 7.7% of employment at the county level.

Figure 4-6: Industry for the Civilian Employed Population 16 Years and Over



Source: 2022 American Community Survey 5 Year Estimate

Table 10: Occupation of Employed Persons

Occupation	Workers	Percent of Total	Spokane County (%)
Management, business, science, and arts occupations	223	27.6	35.2
Sales and office occupations	192	22.4	26.0
Service occupations	181	23.8	19.4
Natural resources, construction, and maintenance occupations	117	14.5	7.7
Production, Transportation and material moving occupations	94	11.6	11.6

Employed Civilian Population 16 years and over	807	100.0	100.0
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Source: Economic Characteristics, 2012-2016 American Community Survey 5-Year Estimates

Income

The largest income category in Millwood is the \$50,000 to \$74,999 range, which applies to 27.1% of households, as shown in Table 4-7. total households have an annual income below \$50,000 is at 44.4%, while many households, at 55.7%, earn over \$50,000 annually. In comparison, 50.6% of households in Spokane County and 60.2% of households in Washington State make over \$50,000 per year.

As Table 4-7 shows, ~~the~~the median household income for Millwood in 2016 was \$54,000 per year. According to 2022 ACS 5 Year Estimates, the median household income for Millwood in 2022 was \$70,313, an increase of \$16,313 or an approximately 23% increase in six (6) years. The Spokane County median household income in 2016 was \$50,550 and the Washington State median household income in 2016 was \$62,848. In 2022, the Spokane County median household income was \$70,394 (an approximately 28% increase from 2016) and Washington State was \$94,605 (an approximately 33% increase from 2016). Millwood’s median income is trailing behind the increase percentages for Spokane County by 5% and Washington State by 10%.

Figure 4-7 shows the number of Millwood households by income category and race, 2019. Almost 40% of Millwood’s total households fall into the extremely low, very low, and low-income categories. Figure 4-8 shows Millwood’s distribution of households by income and race, 2019. The majority of Millwood white households fall into the moderate income to above median income categories while the majority of Millwood’s households of color fall into the extremely low-income category or low-income category. Figure 4-9 shows Millwood’s percentage of households by income category and race for 2015 vs. 2020. Income category percentage only changed slightly when looking at all households, but significant changes were recorded for various households of color.

Overall, Millwood tends to have a higher household income than Spokane County, but less than Washington State as a whole.

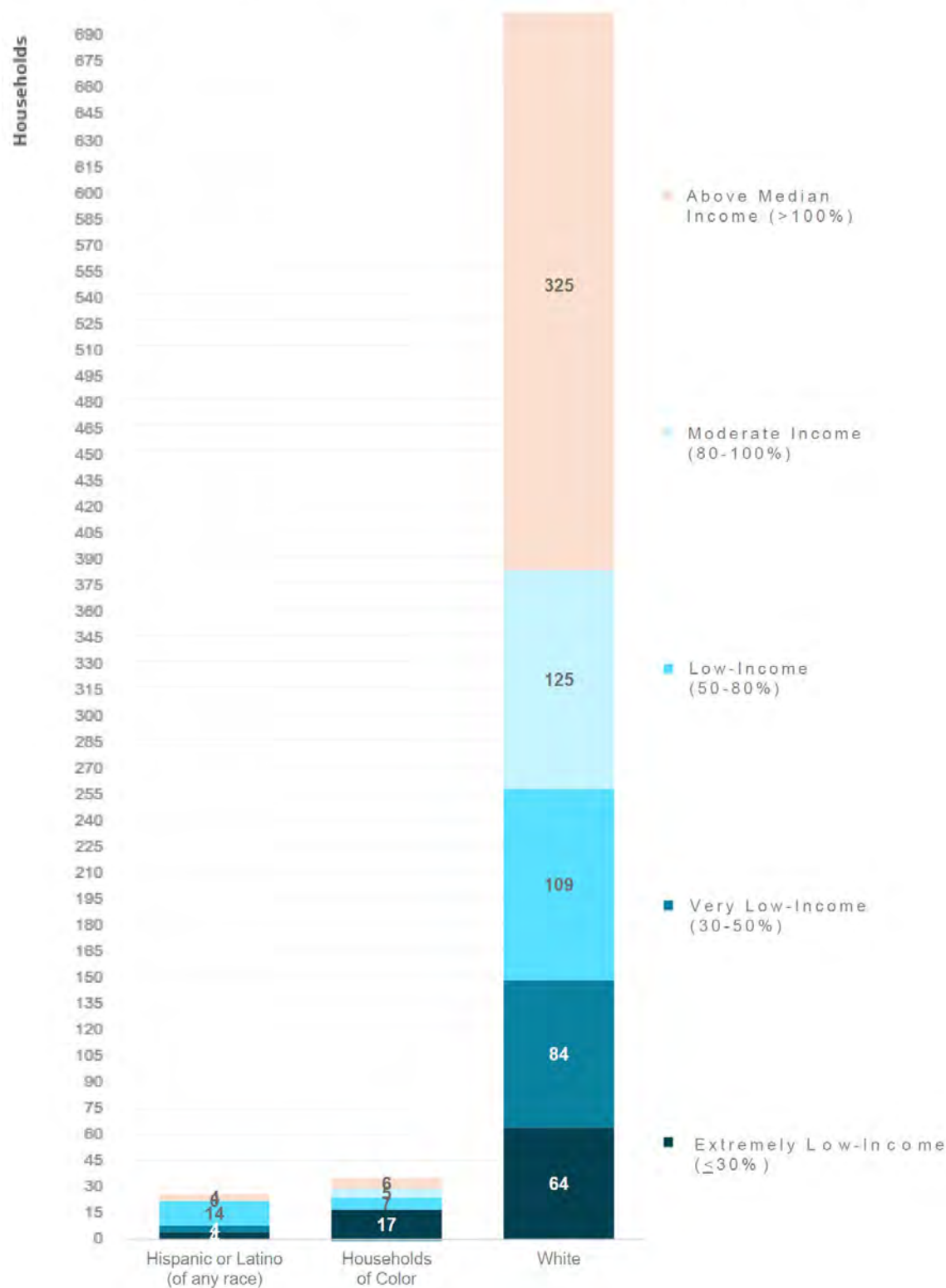
Table 11: Percentage of Households in Each Income Category, 2016

Income	Millwood (%)	Spokane County (%)	Washington (%)
<\$10,000	7.8	7.2	5.9
\$10,000 to \$14,999	2.5	5.3	4.9
\$15,000 to \$24,999	11.6	11.9	8.4
\$25,000 to \$34,999	8.2	11.2	8.2
\$35,000 to \$49,999	14.3	14.3	12.7
\$50,000 to \$74,999	27.1	19.1	18.4
\$75,000 to \$99,999	12.8	12.6	12.4
\$100,000 to \$149,999	12.1	11.8	15.6
\$150,000 to \$199,999	2.3	4.1	6.5
\$200,000 or more	1.4	2.9	6.3
Median household income	\$54,000	\$50,550	\$62,848

Source: Economic Characteristics, 2012-2016 American Community Survey 5-Year Estimates

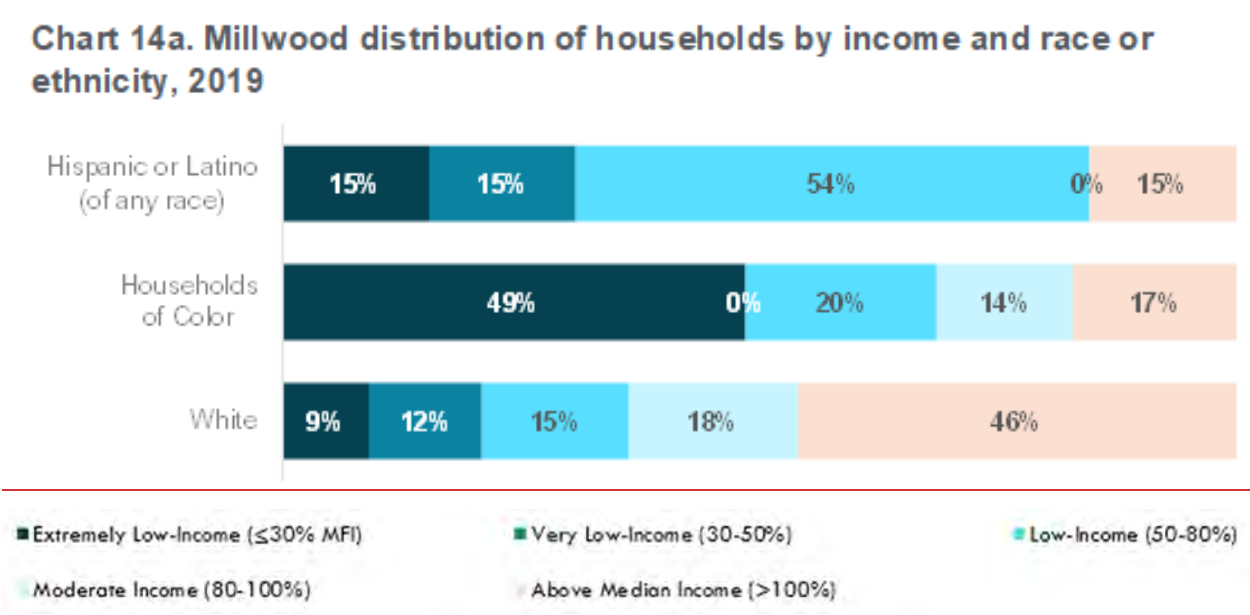
Figure 4-7: Millwood number of households by income category and race in 2019*

Chart 13a. Millwood number of households by income category and race, 2019



Sources: US HUD, 2015-2019 Comprehensive Housing Affordability Strategy (CHAS) (Table 1)

Figure 4-8: Millwood distribution of households by income and race or ethnicity in 2019*



Sources: US HUD, 2015-2019 Comprehensive Housing Affordability Strategy (CHAS) (Table 1)

** The American Community Survey (ACS) and HUD's Comprehensive Housing Affordability Strategy (CHAS) estimates are based on a sample of the population and have sampling error. Sampling error is the difference between the sample value and the population value (if one were to survey the entire population). To help users understand the degree of sample error in a given estimate, the data sources publish a Margin of Error for every estimate. The Margin of Error allows the user to assess the reliability of the estimates. There are no steadfast rules as to what constitutes a reliable estimate. Long range planning often tolerates a range of estimates for informing long range targets. For many jurisdictions, there are no alternative data sources that could provide more reliable data. The model provided by the WA State Department of Commerce uses a default Coefficient of Variation threshold of 30% to indicate that some estimates may have low reliability. When an estimate has a CV higher than the threshold, the model includes a warning and recommends the user use the less detailed charts for the RDI analysis. For the City of Millwood, when a less detailed chart was available, it was utilized. Less detailed charts are labeled with an "a".*

Additional demographic information for the City of Millwood is contained in Chapter 6, Housing and Chapter 10, Parks and Recreation.

4.34 PROJECTIONS

Population Forecast Method

A first step to ensuring comprehensive plans, development regulations and urban growth areas comply with the requirements of the GMA, local jurisdictions adopt a population forecast. Forecasts and allocations are adopted by the Board of County Commissioners following recommendations by the Planning Technical Advisory Committee (PTAC) and the Steering Committee of Elected Officials (SCEO). The PTAC recommends the population forecast, for each city and town, to the Office of Financial Management (OFM) for the 2037-2046 forecast. ~~Within Spokane County, estimated medium growth of 583,409 was forecasted for cities and towns based on historic growth patterns.~~ The PTAC recommendation for population forecasts is intended to provide a reasoned forecast of population combining historic growth patterns with forecasts of countywide populations provided by OFM.

Millwood Population Forecast

On ~~August 3, 2016~~June 18, 2024, the Board of County Commissioners for Spokane County adopted a population forecast for planning purposes under approved BoCC Resolution ~~24-0348 2016-0553~~ (See Appendix). The forecast utilized the Office of Financial Management’s medium level forecast for Spokane County. ~~The resolution allocated a population of 1,947 to the City of Millwood by 2037.~~

~~The resolution allocated the City of Millwood 0.05% of Spokane County’s growth through the year 2046, equating to a 2046 population of 1,974 or an additional 49 persons, a decrease of 0.12% from the 2017 Periodic Update Cycle. With a 2023/2024 baseline population of 1,925 and an allocated population of 1,974 in 2046, the City of Millwood is planning for a 0.11% rate of growth over the next 20 years or 0.30% of Spokane County’s projected population in 2046.~~

4.5 LAND CAPACITY ANALYSIS (LCA)

~~As part of the 2026 Periodic Update, the City of Millwood was tasked with completing a Land Capacity Analysis (LCA), in accordance with the adopted methodology for Spokane County. The Millwood LCA (see Appendix) was done conservatively, factoring in historic development patterns. The City of Millwood’s LCA was completed in December 2024 and submitted to Spokane County on January 7, 2025, for inclusion in the Land Capacity Analysis for Spokane County that is being completed as part of the 2026 Periodic Update process. Table 4-8 below summarizes the results of the Millwood LCA.~~

- ~~• The City’s LCA was completed per the 2024 adopted Spokane County Land Capacity Analysis (LCA) Methodology.~~
- ~~• Millwood has vacant and underutilized land, no partially utilized land (as defined in the methodology).~~
- ~~• A 30% market factor reduction was incorporated.~~
- ~~• Per the US Census Bureau 2022 American Community Survey (ACS), Millwood has an average of 2.44 persons per household.~~
- ~~• Millwood’s LCA has determined that the City has adequate capacity, without expanding our surrounding UGA, to accommodate our designated population allocation of 49 additional persons (0.05% of Spokane County population).~~
- ~~• As of November 2024, Millwood needs to plan for up to 106 additional housing units (dependent on share of housing % allocated to the City of Millwood) with housing units allocated across income bands as well as 2 - 5 temporary emergency housing units.~~
- ~~• Total population and housing allocation can be accommodated within Millwood’s UGA, which is the City boundary, under current zoning designations utilizing infill development; however, code amendments will be required to comply with state legislation for Accessory Dwelling Units (ADU) and the Housing for All Planning Tool (HAPT) for allocated housing units across income bands and number of units.~~

Table 4-8: Millwood LCA Summary

Comparison (Step #6) and Conclusions

Zoning Category	Vacant & Underutilized Remaining Available Land	Total Dwelling Unit Capacity (Vacant & Underutilized Land)	Estimated Additional Population
Industrial (I-1 & I-2)	1.23 Acres	N/A	12.30 - 18.45 Employees
Commercial (C-1* & C-2**)	4.35 - 5.53 Acres	Varies	52.20 - 110.60 Employees
Residential (UR-1, UR-2, & UR-3)	3.85 Acres	53.04	129.42 People
* Additional residential units on parcels without a commercial use or with mixed use can also be accommodated in the <u>C-1 zone</u> based on current development regulations, but likely at a smaller household/family size.			
** Additional residential units can also be accommodated in the <u>C-2 zone</u> through mixed use based on current development regulations, but likely at a smaller household/family size. Example: C-2 has an 85% mixed use lot coverage with the opportunity for shared parking and 2.87 acres (125,017 sq. feet) of remaining available land. Using a typical three-story (3 story), 10,950 sq. ft mixed use building that encompasses a footprint of 3,650 sq. ft (0.08 acres) with at least 25% of the building or one floor being devoted to residential and units sized at approximately 750 sq. ft. each, the building could accommodate 4 units. Based on this example building, if 15% of the available land (18,752 sq. ft.) was utilized for mixed use, the land could accommodate an additional 20 units.			
Housing Allocation (per HAPT for Spokane County)	As of November 2024, Millwood needs to plan for up to 106 additional housing units (dependent on share of housing % allocated to the City of Millwood) with housing units allocated across income bands as well as 2 - 5 temporary emergency housing units.		

Total population and housing allocation can be accommodated within Millwood’s Urban Growth Area (UGA) which is the City boundary, under current zoning designations utilizing infill development; however, code amendments will be required to comply with state legislation for Accessory Dwelling Units (ADU) and the Housing for All Planning Tool (HAPT) for allocated housing units across income bands and number of units.

4.4-6 RELEVANCE TO THIS PLAN

Overall, the population of Millwood is not expected to change or grow significantly in the near future. While the population of the surrounding region continues to grow at a more rapid rate. The City of Millwood will maintain a slow and steady increase in population growth. The city ~~anticipates, with the growth of 139 people by the year 2037, all~~anticipates all required planning elements are within a level of service to accommodate ~~this the projected~~ growth.

CHAPTER 5 - LAND USE

5.1 INTRODUCTION

The land use chapter is often known as the heart of the comprehensive plan. It is thought of as the heart of the plan because it identifies how the projected population will be accommodated and it is the guiding force of the development regulations and land use decisions. The land use chapter is an important tool for the management and coordination of future growth and redevelopment. The County-wide Planning Policies and outcomes of the community visioning process are, also, incorporated within this chapter.

In this chapter, the city is described through its natural and built environments and current land use patterns. Millwood’s development regulations implement how and where growth may occur and are compatible with the goals and policies of this chapter.

Today, the land use pattern in Millwood is urban in character. The city is divided from east to west by Argonne Road. Commercial uses lie adjacent to Argonne Road on the east and west sides of the street. Moving further west and south lies single-family residential homes. Land uses on the east side of the Argonne Road includes residential, public, commercial, and industrial. To the southeast of the industrial lands lies more single-family housing and duplexes.



Figure 5-1: Millwood is defined by its connection to the Spokane River.

Trent ~~Road~~Avenue (State Highway 290) forms the southern border of the City. The north side of Trent ~~Road~~Avenue lies within the City boundaries and is lined with commercial and light industrial businesses.

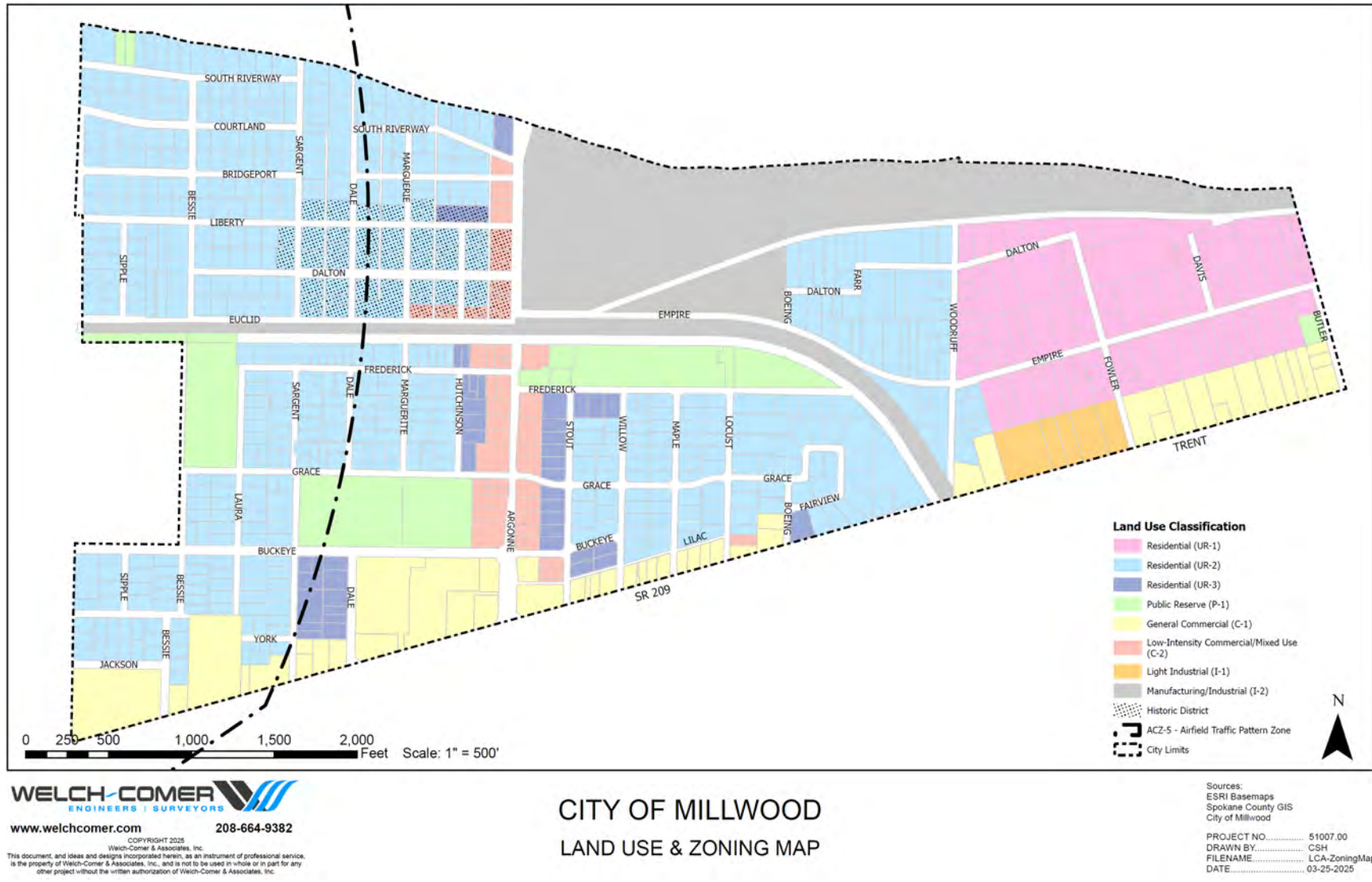
The land use chapter covers important factors which influence where and how development may or may not occur. Those factors include Spokane Felts Field Airport and its restrictions to development, the urban growth area, critical areas, ~~and~~ open space corridors, and shoreline management areas.

5.2 EXISTING LAND USE CONTEXT

The City of Millwood is a small community with limited land for expansion. Therefore, Millwood has adopted zoning which will meet the demands of the growing population and enhance economic activity by increasing the density of residential and commercial development.

By adopting the following zoning categories, the city hopes to achieve a denser commercial development along Trent Avenue and Argonne Road, infill development in the residential areas and the creation of a multi-family zone to allow for higher density residential development. ~~Below in~~ Table 5-1 ~~are lists~~ the zoning categories with descriptions and Map 5-~~2~~1 show this information in the land use / zoning map.

-ZONING MAP



Map 2-5-1:- Millwood Land Use / Zoning Map

Table 125-1: Zoning Categories

Zone Name	Abbreviation	Description
Residential	UR-1	<u>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. Residential for single-family housing and manufactured housing on individual lots, minimum lot size of 10,000 sq. ft. and 80 ft. street frontage; duplexes with a minimum lot size of 12,000 sq. ft. and 100 ft. street frontage. Maximum lot size of one acre.</u>      
	UR-2	<u>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</u>

		<u>permitted. Residential for single family homes, minimum lot size of 5,000 sq. ft. and 50 ft. street frontage; duplexes with a minimum lot size of 7,200 sq. ft. and 70 ft. street frontage. Also includes accessory dwelling units. Maximum lot size of one acre.</u> 
	UR-3, MF	<u>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. Residential for multi-family structures, minimum lot size of 2,500 sq. ft. per dwelling unit and 100 ft. of street frontage. Duplexes require a minimum lot size of 7,200 sq. ft. and 70 ft. of street frontage. Single occupancy units and accessory dwelling units are also allowed. (50 ft for single 100 for duplex) check code to make sure this information is correct</u>

		     
General Commercial	C-1	<u>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. for large, high-traffic-generating businesses. Grocery stores and big-box retail stores are examples of typical businesses that would be encouraged in this zone.</u>   
Low-Intensity Commercial / Mixed Use	C-2	<u>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</u>

		<u>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. for sSmall retail and service businesses up to three stories—A and apartments or other living quarters will be allowed 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 Historic District.</u> Automobile-related uses such as drive-up windows would be discouraged. 
Light Industrial	I-1	<u>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. Light Industry This zone also allows for hotels and temporary emergency housing to meet Washington State requirements.</u>

		 
Manufacturing / Industrial	I-2	<u>The Manufacturing / Industrial designation, also known as the Paper Mill Alternative zone for the historic Inland Empire Paper Mill, allows up to four stories, and is intended to preserve the existing use of the property without negatively affecting the aesthetics of the Argonne Road corridor and the Millwood Historic District, nor the quality of life for surrounding residences and businesses. If the site is abandoned, future uses would be mixed use commercial / residential and light industrial. (light industry, C-2 type commercial, and mixed-use residential if the site is abandoned by the IEPC Mill.)</u>  

		
Public Reserve	P-1	Public Reserve for public facilities, utilities, parks, (including a pedestrian link between parks) and open space.  

Building Intensities by Zone

Acres by zone, in Table 5-2, indicates there are ~~827~~ **829** total parcels (excluding right-of-way) within the city limits. This is an increase of only two (2) parcels since the last Comprehensive Plan update. The table further breaks down this information by each zoning category for parcels, acres, and percent of the total. Table 5-2 corresponds to Section 4.5, Land Capacity Analysis and are included in the adopted City of Millwood Land Capacity Analysis contained in the Appendix.

Table ~~5-213~~ **5-214**: Acres by Zone

Zoning Category	# of Parcels	Acres	Percent
Residential (UR-1)	85	46.98	10.5%
Residential (UR-2)	575	162.79	36.3%
Residential (UR-3)	42	12.44	2.8%
General Commercial (C-1)	49	38.24	8.5%
Low-Intensity Commercial / Mixed Use (C-2)	53	13.06	2.9%
Light Industrial (I-1)	5	5.65	1.3%
Industrial / Manufacturing (Paper Mill Alternative I-2)	6	53.29	11.9%
Public Reserve (P-1)	14	27.10	6.0%
Zoning Total	829	359.55	80.3%
Right-of-Way & Railroad Parcel (10.66 Acres)	N/A	88.45	19.7%
City Total (0.7 Square Miles in City Boundary)	829	448	100%

Residential (UR-1)	85	45.81	10.5%
Residential (UR-2)	576	161.66	36.9%
Multi-family Residential (UR-3)	43	14.12	3.2%
General Commercial (C-1)	48	36.47	8.3%
Low-Intensity Commercial/Mixed Use (C-2)	53	12.52	2.9%
Light Industrial (I-1) & Paper Mill Alternative (I-2)	8	63.68	14.6%
Public Reserve (PR-1)	14	32.2	7.4%
Right of Way	N/A	71.11	16.3%
Total	827	437.5	100.0

Buildable ~~Residential~~ Lots

Spokane County adopted a revised Land Capacity Analysis (LCA) Methodology in March 2024. Based on this methodology, the City of Millwood completed a LCA, discussed in Section 4.5, with the adopted City of Millwood Land Capacity Analysis contained in the Appendix. The analysis of buildable ~~residential~~ lots identifies the total number of vacant and ~~partially-used~~under-utilized lots for each of the ~~three~~ residential zones. To identify the number of partially-used lots the value of assessed land for each parcel is identified and compared to the total land value (includes any upgrades or improvements to property). Based on a fair market value of \$100,000 those properties that meet the criteria of $\leq$ \$100,000 built investment per acres and/or under \$100,000 total in improvements are deemed partially-used. Additionally, a market factor of 30% of the vacant lots and 90% of the partially-used lots were deducted from the total available lots.

Table 5-3 and 5-4 correspond to Section 4.5, Land Capacity Analysis and are included in the adopted City of Millwood Land Capacity Analysis contained in the Appendix.

Table 5-3: Residential Land Analysis

Zoning Category	Vacant Residential Acreage	Partially Used Residential Acreage	Underutilized Residential Acreage	Utilized Residential Acreage	Total Acreage	Total Sq. Ft.
Residential (UR-1)	2.32	0	1.65	43.01	46.98	2,047,825.45
Residential (UR-2)	0.94	0	2.00	159.85	162.79	7,082,862.44
Residential (UR-3)	0.26	0	6.62	5.56	12.44	541,970.52
Zoning Total	3.52	0	10.27	208.42	222.21	9,672,658.41

Table 5-4: Commercial and Industrial Land Analysis

Zoning Category	Vacant Commercial / Industrial Acreage	Underutilized Commercial / Industrial Acreage	Utilized Commercial / Industrial Acreage	Total Acreage	Total Sq. Ft.
General Commercial (C-1)*	0.44	4.63	33.17	38.24	1,665,528.76
Low-Intensity Commercial / Mixed Use (C-2)*	0.40	4.42	8.24	13.06	567,973.40
Light Industrial (I-1)	0.71	1.62	3.32	5.65	245,805.00
Industrial / Manufacturing (Paper Mill Alternative I-2)	0	0	53.29	53.29	2,321,447.95
Zoning Total	1.55	10.67	98.02	110.24	4,800,755.11
* Additional mixed use and residential can also be accommodated in the C-2 and C-1 zones based on current development regulations.					

~~Market factors were~~ Consistent with the adopted LCA methodology, a 30% market factor was deducted from the actual number of available lots because not all property will go on the market for sale and not all property owners will want increased densities on their lots. Most of the lots have the necessary infrastructure (roads, water, and sewer) in place to accommodate future growth; ~~with some infill development requiring access and utility easements to provide service.~~ Based on the ~~buildable residential lots analysis in Table 5-3~~ LCA, prior to market factor consideration, there are a combined total of ~~229-39~~ lots ~~are~~ available ~~between~~ within the residential zones (UR-1 & UR-2) and multi-family residential (UR-3) that are either vacant or ~~partially-used~~ under-utilized. Within the commercial and industrial zones, there are a combined total of 61 lots that are vacant or under-utilized. ~~With a population projection of 139 additional people by the year 2037 and the number of people per household of 2.28 (2017 American Community Survey), the projected housing need would be 61 additional homes or housing units by 2037. Based on the 229 lots that are either vacant and/or partially used the City has the ability to accommodate this growth within this planning horizon (Table 5-3).~~

Table 14: Buildable Residential Lots

Land Use Type	Total Lots	Total Acres	Deductions	Acres Remaining
Vacant UR-1	8	6.2	30%	4.34
Partially-used UR-1	35	16.9	90%	1.69
UR-1 Total	43	23.1	-	6.03
Vacant UR-2	16	3.9	30%	2.66
Partially-used UR-2	157	41.1	90%	4.11
UR-2 Total	173	44.9	-	6.77
Vacant UR-3	2	1	30%	0.7
Partially-used UR-3	11	2.8	90%	0.28
UR-3 Total	13	3.8	-	0.98
Total	229	71.8	-	13.78

Housing Types

The following are example housing types provided by the Municipal Research and Services Center of Washington (MRSC) and Washington State Department of Commerce (Commerce), with a focus on middle housing between detached single family housing and mid-rise multi-family housing.

Figure 5-2: Missing Middle Housing Type Examples



Figure 5-3: Example Middle Housing Images

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

Townhouses



**Courtyard
Apartments**



Image credits (courtyard apartment): Steve Butler, MRSC (left) & © Opticos Design, Inc. (right)

Population and Housing Growth

As discussed in Section 4.4 Projections, the City of Millwood must plan for 0.05% of Spokane County’s population growth through the year 2046, equating to a 2046 population of 1,974 or an additional 49 persons. Additionally, the City must plan for 0.14% of Spokane County’s housing growth or up to 106 units. Per the Washington State Department of Commerce, housing allocations are higher than the population growth number, as the housing number accounts for historic underproduction.

Based on Millwood’s LCA, total population and housing allocation can be accommodated within Millwood’s Urban Growth Area (UGA) which is the City boundary, under current zoning designations utilizing infill development; however, code amendments will be required to comply with state legislation for Accessory Dwelling Units (ADU) and the Housing for All Planning Tool (HAPT) for allocated housing units across income bands and number of units.

The number of housing units that are possible for full buildout are shown in Table 5-4. Table 5-4 considers partially developed lots and vacant lots from table 5-3. The 150 residential units created at full buildout would house 192 persons if the average persons per household remain at 2.28 (2017 American Community Survey). Housing density for single-family (SF), two-family, and multi-family (MF) residential units in the residential zones are based on the following maximum bulk density standards, with at least two (2) units per lot permitted, consistent with RCW 36.70A.635(1)(c):

Table 15-5-5 Bulk Density Standards

Bulk Standards	UR-1	UR-2	UR-3
Maximum density*	<u>1 Dwelling Unit per 5,000 Sq. Ft.</u> 2 units per 10,000-sq. ft.	<u>1 Dwelling Unit per 3,600 Sq. Ft.</u> 1 Unit per 5,000-sq. ft. or 2 units per 7,200-sq. ft	<u>1 Dwelling Unit per 2,500 Sq. Ft.</u> 2,500-sq. ft. per dwelling unit

* Accessory dwelling units (ADU) are counted towards unit density in UR-1, UR-2, & UR-3 and per RCW 35A.21.440, new housing in existing buildings are excluded from the maximum density calculations. When the calculation of density results in a fraction, fractions of 0.50 or greater are rounded up, while fractions less than 0.50 are rounded down.

Housing Density

Table 16: Density (Full Buildout)

Land Type	Lots	Acres	SF Units	Two-family Units	MF Units	Total
UR-1	43	6.03	0	26	-	52
UR-2	173	6.77	1	40	-	81
UR-3	13	0.98	0	-	17	17
Total Units	-	-	1	66	17	150
Persons/Household	-	-	2.28	150.48	38.76	192

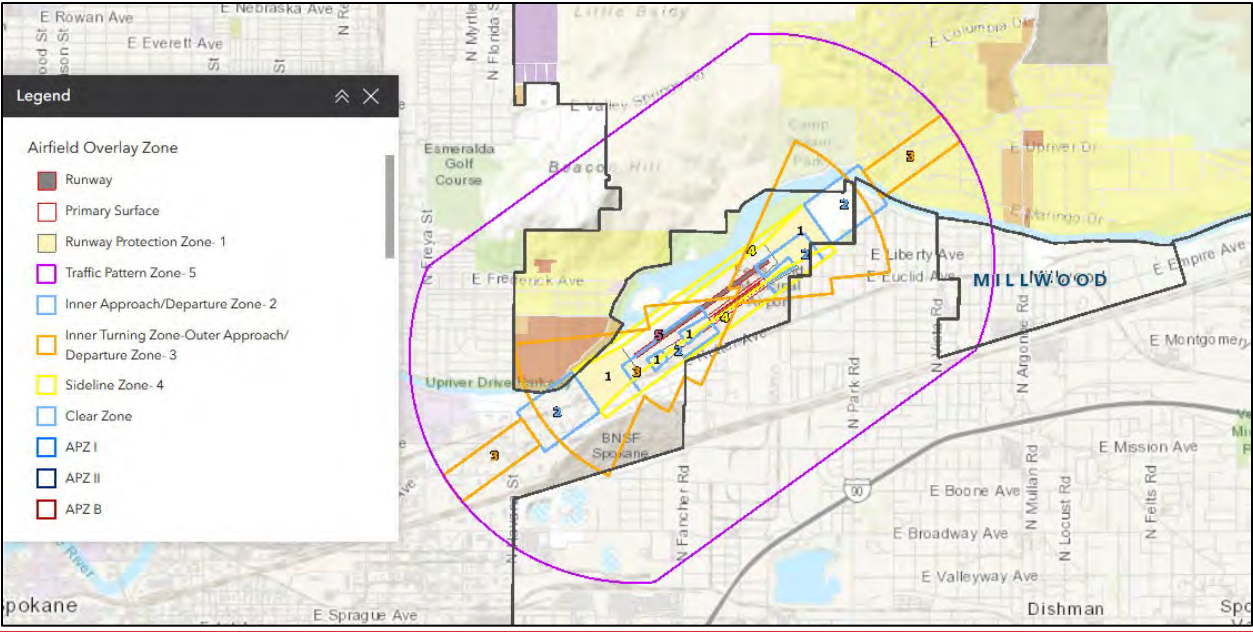
Most of the developable lots have the infrastructure in place necessary for development. Property may be required for public services such as roads and utility corridors between long, partially-used lots if they are developed. A market factor of 30% of the vacant lots and 90% of the partially-used lots were deducted from the total available lots, this assumes the deduction of market factors accounts for any wetlands, utility corridors, or other infrastructure needed for development. Furthermore, the table does not account for any special use permits for residential development. These projections do not consider other changes in the housing stock that are difficult to foresee, for example, demolition of houses in commercial areas, the number of residential units' built in mixed-use structures, conversion of single-family structures into two-family or multi-family structures, or the addition of accessory dwelling units.

5.3 SPOKANE FELTS FIELD AIRPORT

Spokane Felts Field Airport lies to the west of the city, while the airport does not abut the western border of the city there are restrictions to development along the western edge due to the Airfield Overlays Zones (AOZ). The AOZ, established by the WSDOT Division of Aviation guidelines, are based on federal aviation accident data from the National Transportation Safety Board (NTSB). Felts Field has five (5) overlays zones which are called, “airfield compatibility zones” (ACZ). ACZ’s modify the density and land use standards of the underlying zoning districts. The modifications provide protection to the public and general welfare of the community, airport users, and citizens working and residing within the zone.

There are five (5) ACZ designations in total. ACZ-1 is more intense, meaning there are more restrictions on development and density requirements than ACZ-5 which is the least intense. ACZ-5 overlays a portion of the western edge of the city and is an Airport Traffic Pattern Zone. ~~Many of the lots in this area are designated UR-2 thus restricting development of single-family homes, to the south the lots are designated C-1, there is also some overlap with the historic district and public reserve land. Per the City of Millwood LCA, Residential (UR-2), Residential (UR-3), General Commercial (C-1), and Public Reserve (P-1) are land uses located within the ACZ-5 overlay with a total acreage of approximately 100 acres plus 30 acres of right-of-way (ROW). Multiple uses, including residential uses are permitted in the ACZ-5 overlay.~~

The City of Millwood coordinates with Felts Field when development occurs within the ACZ-5 area in order to comply with the overlay development standards.



5.4 URBAN GROWTH AREA (UGA)

As identified in the demographics chapter, the ~~projected population for the~~ City of Millwood is ~~expected to increase by 8.8% (1,947 people) by 2037-planning for a 0.11% rate of growth over the next 20 years for an allocated population of 1,974 in 2046.~~ The Board of County Commissioners for Spokane County (BoCC) adopted this medium level population forecast for planning purposes. The projection was adopted by the BoCC Resolution ~~2016-055324-0180~~. Overall, the increase in population growth is minimal even for a medium level population projection, for this reason, Millwood has decided to focus growth within its current boundaries.

Currently, the City of Millwood has not identified any county designated UGA area, outside the city limits, that it is interested in or needs to annex to accommodate its future growth. ~~Because of this,~~ the city is planning for growth to occur within its incorporated boundaries as there is adequate land available. Furthermore, the city will continue to encourage greater densities of development through zoning and land use. However, in the future, if the city does decide to expand its municipal boundaries then growth would need to occur to the north of the city, across the Spokane River, as the city is surrounded by Spokane Valley to the east, south, and west. Spokane County has designated a fairly large area to the north as a designated UGA, referred to as Valley UGA. The UGA establishes a boundary around developing areas, everything outside the boundary is intended for rural land use.

~~In July 2013 the Board of County Commissioners adopted a new UGA boundary. The UGA establishes a boundary around developing areas, everything outside the boundary is intended for rural land use. The expanded UGA is deemed appropriate due to the current urban development and services occurring here. The UGA to the north of the City of Millwood would add 5,972 more acres which include 2,062 acres of commercial and industrial land classification. The total population growth capacity within the UGA is 127,271 people, far exceeding Millwood's expected population growth over the planning horizon.~~

~~Map 2 – Millwood Urban Growth Area Land Use Map~~



Map 5-3: Valley UGA Boundary

5.5 FUTURE LAND-USE

Millwood is a small community of a little more than one-half (0.7) square mile in size. The ~~city's~~city's first development regulations were adopted in 1955. The zoning at the time was comprised of five districts: commercial, industrial, public and two residential district zones. Today Millwood has expanded zoning further by creating one additional industrial zone, commercial zone, ~~and~~a third residential zone, ~~and a public reserve zone~~. This has allowed the city to focus land use types and intensities to certain areas within the City. ~~By diversifying~~Diversifying the zoning types allows for a higher level of focused development to specific areas. This approach allows the city to achieve its goal to increase density within city limits and promote infill development by identifying vacant and ~~partially-used~~underutilized lots, ~~as described in the Millwood LCA~~.

Currently, there are no large unplatted parcels of land for subdivision for sale within the city. It's worth mentioning the Inland Empire Paper Company (IEPC) owns a large area of land with some vacant parcels to the east, however, in the foreseeable future the IEPC has no plans of leaving Millwood or selling off portions of the land. Should land become available, this would open up vacant land within the city boundary and allow for new growth within the, ~~currently zoned,~~ current industrial/manufacturing zone.

Millwood will continue to consider ways to creatively implement land use practices in a way that accommodates all socioeconomic groups and reduces environmental risks imposed by climate change and wildfires, consistent with Chapter 12, Climate Change and Resiliency. Map 5-1 above identifies the land use and zoning for City of Millwood.

~~The following future land use map combines like zoning categories into one land use type. By combining zoning categories the map depicts four (4) land use types and shows their areas of concentration.~~

~~Map 3—Millwood Existing Land Use Map~~

~~Map 4—Millwood Future Land Use Map~~

5.6 CRITICAL AREAS

The City has identified certain lands as “critical areas” because they are susceptible to destructive unnatural hazards or they currently sustain some unique, fragile, or vulnerable environmental and/or ecological resources. Critical areas being planned for include; aquifer recharge, shorelines, flood hazard areas, soils susceptible to erosion, wetlands, and fish and wildlife habitat conservation areas.

Aquifer Recharge Area

The entire City is situated over the Spokane Valley Rathdrum Prairie Aquifer. The Aquifer is located approximately 50 to 75 feet below ground and is the sole source of drinking water for Millwood and the greater Spokane area. The water in the Aquifer is vulnerable to contamination from a variety of sources. These sources of contamination can be the unlawful discharge of chemicals and fertilizers to the ground or *via* flow to stormwater drywells. If rainwater reaches the Aquifer during the infiltration process without adequate filtration, contaminants that are not removed enter the Aquifer. Each parcel should have enough area available for stormwater to properly filter and drain; this means restricting the impervious surface coverage of a parcel. By strictly regulating uses, including in some cases restricting the use and storage of hazardous chemicals on site, and by requiring stormwater management on site, the necessary measures will be in place to ensure the continued safety of the City’s drinking water supply.

Shorelines

The shoreline is an area where the water meets the land along such bodies of water as lakes, rivers, and oceans. The northern boundary of the City is the southern shoreline of the Spokane River. Because the Spokane River has been determined to have a Shoreline of Statewide Significance, all development within 200 feet of the Ordinary High-Water Mark (OHWM) is regulated. Federal, State, and local laws must all be consulted prior to development in the shoreline area. Limiting vegetation removal and restricting the use and development of hard structures such as bulkheads and buildings will be necessary to preserve this shoreline.



Figure 5-24: The Spokane River has a “shoreline of statewide significance”

The City adopted the ~~Spokane County~~Millwood Shoreline Master Program (SMP) ~~as Millwood’s SMP in 2014~~2021.

The City of Millwood Comprehensive plan acknowledges that for shorelines of the state, the goals and policies of the Shoreline Management Act (RCW 90.58.020), City of Millwood Shoreline Master Program and Spokane County Shoreline Master Program are added as the goals of this chapter.

Flood Hazard Areas

The Federal Emergency Management Agency (FEMA) maps flood areas throughout the nation. To have an area mapped by FEMA and be eligible for National Flood Insurance, a jurisdiction must join the

National Flood Insurance Program (NFIP). The City of Millwood joined the NFIP and through their analysis, FEMA has determined that Millwood does not have a Special Flood Hazard Area (SFHA). All of Millwood has been classified as Zone C, “areas that have been identified in the community flood insurance study as areas of moderate or minimal hazard from the principal source of the flood in the area. However, buildings in these zones could be flooded by severe, concentrated rainfall coupled with inadequate local drainage systems.” This would indicate that an adequate stormwater control system including requiring stormwater control plans for each individual development is necessary.

Soils Susceptible to Erosion

The majority of the soil in Millwood is Garrison gravel loam (GgA) as indicated on the USGS Soil Map. GgA is soil that was formed from a mixture of glacial outwash and volcanic ash. This soil is associated with slopes from 0 to 5 percent. The only other soil classified by the USGS in Millwood is Garrison very gravelly loam (GmB). GmB soils are located along the south bank of the Spokane River east of Argonne Road. GmB is generally associated with slopes from 0 to 8 percent. Neither soil type is particularly susceptible to erosion.

All soils and bare rock surfaces are subject to the natural erosive forces of chemical weathering and physical erosion. Erosion is a natural process of wearing away of the land by falling and running water, wind, and glacial scouring. Of these geological forces, erosion by running water and wind erosion are the most prevalent in the Millwood area.

The susceptibility of any soil type to erosion depends upon the physical and chemical characteristics of the soil in addition to the protective vegetative cover, topographic position, temperature, the intensity of rainfall and the velocity of runoff water. Adequate storm water control systems and maintaining vegetation on slopes and along shorelines are preventative measures for areas prone to erosion.

Potential Slide Hazard Areas

Natural slope stability results from the interaction of several factors. The physical and chemical properties of soils, local climatic conditions, underlying geologic material slope, vegetative cover, and water content, the location of streams and proximity of fault activity all influence the ability of a slope to remain stable. Altering one or more of the stability factors can cause unstable slope conditions and landslides may occur. Human disturbances which alter slope characteristics may hasten landslides. Throughout the western United States, human activity has resulted in large landslides even in those areas that have historically been stable.

Slopes of 30 percent or greater are generally not suitable for development. Building in Slide Hazard Areas may require special review by geologists and other specialists on a site-specific basis. The few steep slopes to be found in Millwood are primarily on the east side of City on land located near the river (Map 5-4 Millwood Critical Areas) Restricting the development activity in this area will be necessary to protect the public from landslides. Development regulations regarding grading, building, foundation design, housing density, and other land development shall be devised in order to lessen the risk of potential personal and property damage. Maintaining this area as open space and available for public access to the river is one alternative to development.

Wetlands

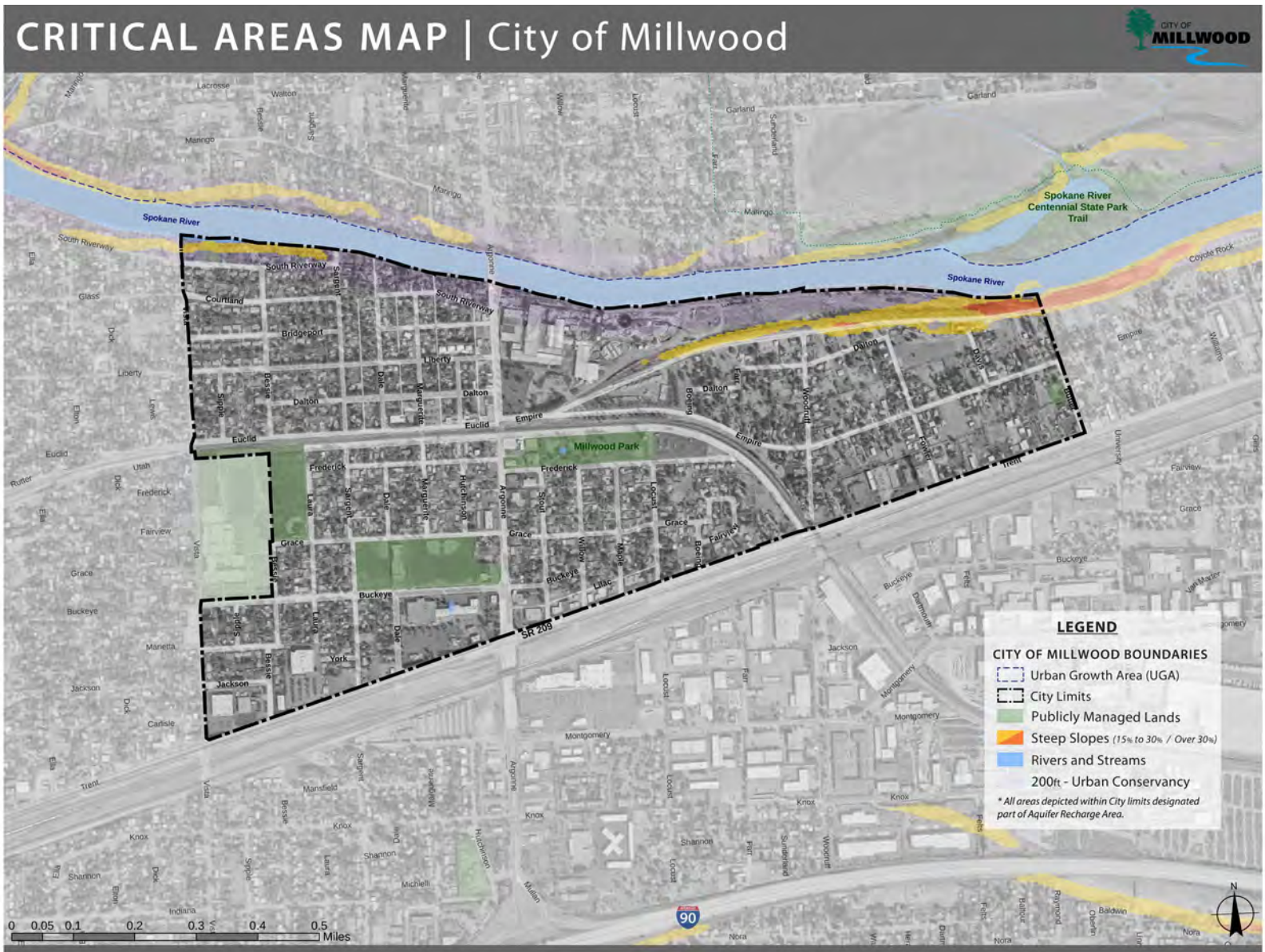
Wetlands are generally defined as those areas that are inundated or saturated by groundwater or surface water at a frequency and duration sufficient to support, and, under normal circumstances do support, a prevalence of vegetation typically adapted for life in saturated soil conditions. Wetlands usually include swamps, marshes, bogs, and similar areas. Wetlands are not generally considered

suitable for development. A variance may be necessary for reasonable use of the property. There are no known wetlands within the City of Millwood boundaries.

Fish and Wildlife Habitat Conservation Areas

Fish and wildlife habitat areas should be conserved for the management and maintenance of fish and wildlife resources. Habitats can be broadly defined as areas containing water, food, and shelter required for the survival of animals, birds or fish. The City recognizes the role that these areas play in the local ecosystem and supports their conservation for public health, safety, and well-being, as well as for the aesthetic value they bring the community.

There are sections of land within the City and surrounding areas that perform valuable functions as fish and wildlife habitat. Some of the land along the river’s shore still has native vegetation or has adequate vegetation to provide a habitat for animals and birds as well as shade for the trout, walleye, and other fish that frequent the river. In the Critical Areas Ordinance (CAO) the city identifies the first 50 feet inland of the Ordinary High Water Mark (OHWM) of the Spokane River as a Critical Fish and Wildlife Habitat area buffer. This same area is identified by the Shoreline Master Plan, for all environmental designations, as the Minimum Native Conservation Area.



Map 5-54: Millwood Critical Areas Map

5.7 OPEN SPACE CORRIDORS

The north bank of the Spokane River shares the same urban conservancy characteristics as the south side, but it also serves as an open space corridor. The Centennial Trail runs east to west along the Spokane River on the north bank and serves the community at a regional level.

5.8 POLICY DIRECTION

Millwood’s land use policies help guide the citizen’s vision for the future. ~~Allow enhancing and densifying~~ Allowing enhancement and densification of the business districts along Trent Avenue and Argonne Road, providing new opportunities for multi-family and middle housing, and protecting environmentally critical areas, will help to shape Millwood into the community it has envisioned.

CHAPTER 6 – HOUSING

6.1 INTRODUCTION

Millwood is a small city both in population and in land area. Many citizens identify with the small-town community image and want to preserve this ideal. Millwood, however, is also a dense urban municipality surrounded by land which is characterized by high-density zoning and urban development. This contrast, the desire to remain a small town and being a part of a large urban center, creates some unique situations. Because Millwood is part of a larger metropolitan area, the city is part of a regional housing market which can offer a wide variety of housing choices.



Figure 6-1: Residential Neighborhood in Millwood

Millwood, like many communities, desires to maintain the character and vitality of its established neighborhoods. The purpose of this housing chapter is to demonstrate how the City of Millwood can accommodate its future growth by providing housing. When growth exceeds the ~~city's~~ capacity for housing then the city would also demonstrate its efforts to accommodate future growth through other means, such as dense development via infill, desire to annex land to accommodate growth, and/or in a regional setting like Millwood's, creating programs with neighboring municipalities. Fortunately, Millwood can accommodate its future population growth and the housing needed to accommodate this growth for all economic segments of the community. This Housing Element works in conjunction with land use, transportation, capital facilities, and utilities elements in this Comprehensive Plan.

6.2 GMA REQUIREMENTS

To aid in the development of comprehensive plans, the GMA lays out ~~thirteen~~ fifteen planning goals. One of these goals is "Housing;" "Plan for and accommodate housing affordable to all economic segments of the population of this state, promote a variety of residential densities and housing types, and encourage preservation of existing housing stock. Encourage the availability of affordable housing to all economic segments of the population of the state, promote a variety of residential densities and housing types, and encourage preservation of existing housing stock." According to the GMA, ~~the housing chapter~~ the housing element needs to ensure the vitality and character of established residential neighborhoods and must include:

- An inventory and analysis of existing and projected housing needs that identifies the number of housing units necessary to manage projected growth, as provided by the department of commerce, including:
 - o Units for moderate, low, very low, and extremely low-income households; and
 - o Emergency housing, emergency shelters, and permanent supportive housing;

- A statement of goals, policies, objectives, and mandatory provisions for the preservation, improvement, and development of housing, including single-family residences, and within an urban growth area boundary, moderate density housing options including, but not limited to, duplexes, triplexes, and townhomes;
- Identifies sufficient capacity of land for housing including, but not limited to, government-assisted housing, housing for moderate, low, very low, and extremely low-income households, manufactured housing, multifamily housing, group homes, foster care facilities, emergency housing, emergency shelters, permanent supportive housing, and within an urban growth area boundary, consideration of duplexes, triplexes, and townhomes;
- Makes adequate provisions for existing and projected needs of all economic segments of the community, including:
 - o Incorporating consideration for low, very low, extremely low, and moderate-income households;
 - o Documenting programs and actions needed to achieve housing availability including gaps in local funding, barriers such as development regulations, and other limitations;
 - o Consideration of housing locations in relation to employment location; and
 - o Consideration of the role of accessory dwelling units in meeting housing needs;
- Identifies local policies and regulations that result in racially disparate impacts, displacement, and exclusion in housing, including:
 - o Zoning that may have a discriminatory effect;
 - o Disinvestment; and
 - o Infrastructure availability;
- Identifies and implements policies and regulations to address and begin to undo racially disparate impacts, displacement, and exclusion in housing caused by local policies, plans, and actions;
- Identifies areas that may be at higher risk of displacement from market forces that occur with changes to zoning development regulations and capital investments; and
- Establishes antidisplacement policies, with consideration given to the preservation of historical and cultural communities as well as investments in low, very low, extremely low, and moderate-income housing; equitable development initiatives; inclusionary zoning; community planning requirements; tenant protections; land disposition policies; and consideration of land that may be used for affordable housing.

The housing element should link jurisdictional goals with overall county goals, established in the Countywide Planning Policies, to ensure that the housing element goals are met.

Goals, policies/objectives, and an actions framework have been included in Chapter 3, above.

- ~~• An inventory and analysis of existing and projected housing needs.~~
- ~~• A statement of the goals, policies, and objectives for the preservation, improvement, and development of housing.~~

- Identification of sufficient land for housing, including, but not limited to, government assisted housing, housing for low income families, manufactured housing, multi-family housing, and group homes and foster care facilities.
- Adequate provisions for existing and projected housing needs of all economic segments of the community.

The GMA also mentions the use of inventive implementation techniques to help create affordable housing opportunities and to assist in the preservation of existing neighborhoods.

6.3 HOUSING DEMOGRAPHICS

Existing Housing & Occupancy

The ~~total~~ number of homes in Millwood has remained consistent from 2008 through 2016, only varying by a one or two home difference from year after year. In 2017 there was a decline of four homes from the single-family housing stock. Mobile homes saw an increase from 2010 to 2011 and have remained steady since. Table 6-1 inventories the primary housing types in Millwood from 2008 - 2017, middle housing such as duplexes and triplexes as well as ADUs, have not been included. Mobile / manufactured homes on individual lots would be included under single family today. There is only one mobile home park in the City of Millwood and it currently contains 5 mobile homes & 1 cabin per 2024 Assessor records.

Table 6-1: Number of Housing Units by Type 2008 - 2017

Year	Total Housing	Single Family	Multi-Family	Mobile / <u>Manufactured</u> Home
2008	795	679	105	11
2010	793	675	107	11
2011	793	673	106	14
2012	793	673	106	14
2013	792	672	106	14
2014	792	672	106	14
2015	792	672	106	14
2016	793	673	106	14
2017	789	669	106	14

Sources: Office of Financial Management, Historical Estimates of April 1 Housing for State, Counties, Cities.

Data is collected to support OFM's annual postcensal population and housing unit estimates program. Per the Office of Financial Management, Historical Estimates of April 1 Housing for State, Counties, Cities, from 1990 – 2024, Millwood has:

- Permitted / completed 35 single family units and had 30 demolitions of single family units.
- Permitted / completed 14 duplexes with no demolitions.
- Permitted / completed 33 triplexes or fourplexes with no demolitions.
- No 5+ unit complexes were permitted or demolished.
- Unfortunately, ADU data was not collected until 2010 so there is inadequate data for permitted / completed or demolished ADUs in Millwood; however, per the Millwood LCA, there are ADUs in Millwood with the number likely to increase significantly when less restrictive regulations are implemented as part of the 2026 Periodic Update.

According to the 2020 Census, there are a total of 821 housing units in Millwood. 768 units (93.5%) are occupied and 53 (6.5%) are vacant. Based on the Millwood LCA, the housing units are a mixture of single-family homes, duplexes, triplexes, fourplexes, multi-family units, manufactured/mobile homes, accessory dwelling units (ADUs), and group homes / adult family homes, with single-family homes being the predominant housing type.

Per 2023 American Community Survey 5-Year Estimates, 64.5% of occupied housing units have 2 or 3 bedrooms, 23.8% have 4 or more bedrooms, 11.7% have one bedroom, and none are studio units without a bedroom.

Occupancy

Table 6-2 shows the owner and renter-occupied housing for Millwood and Spokane County. ~~In Spokane County, 62.4 percent of housing is owner-occupied while Millwood shows 68.8 percent of the units are owner-occupied. The percentage of owner-occupied units decreased in Millwood between 2016 and 2023 with more people choosing to rent. There is now a slightly higher owner-occupancy rate in Millwood~~ Spokane County ~~than in Spokane County~~ Millwood.

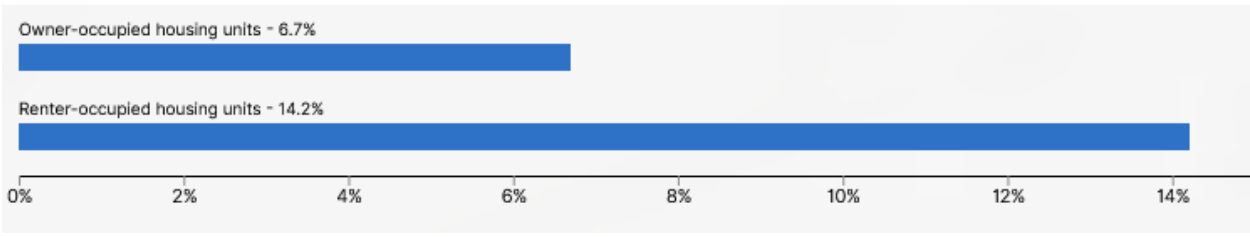
Table 6-2: ~~Percent of Occupied Housing Units, 2016 vs. 2023~~

Location	Owner Occupied <u>2016</u>	<u>Owner Occupied</u> <u>2023</u>	Renter Occupied <u>2016</u>	<u>Renter Occupied</u> <u>2023</u>
Spokane County	62.4%	<u>63.9%</u>	37.6%	<u>36.1%</u>
Millwood	68.8%	<u>62.4%</u>	31.2%	<u>37.6%</u>

Source: American FactFinder 2013-2017 American Community Survey 5-Year Estimates ~~& 2023 American Community Survey 5-Year Estimates~~

Based on 2023 ACS 5-Year Estimates, 9.5% of the population moved in 2021 or later into occupied housing units in Millwood. Of those, the majority moved into rentals as shown in Figure 6-2 below.

Figure 6-2: Owner/Renter (Householder) Characteristics



Source: 2023 American Community Survey

Between 2016 and 2020, vacancy rates have increased; however, Spokane County continues to have a lower vacancy rate than the City of Millwood, as shown in Table 6-3 below.

Table 6-3: Vacancy Rate 2016 vs. 2020

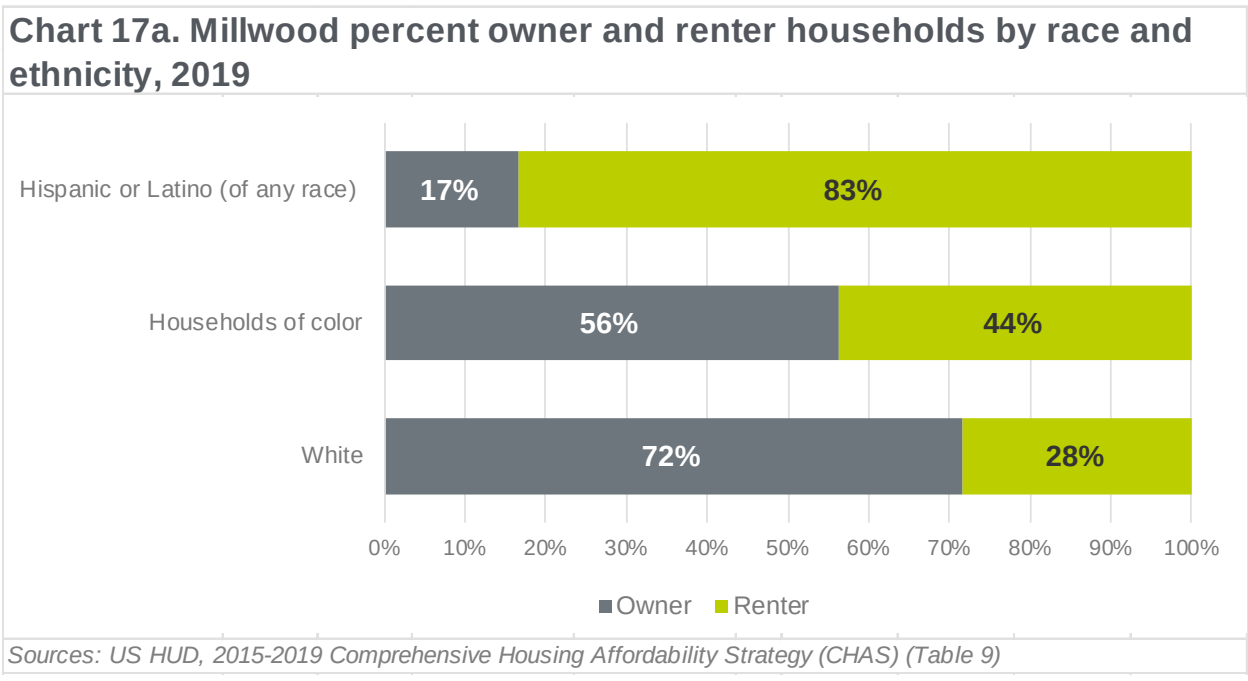
Location	Vacancy Rate 2016	<u>Vacancy Rate 2020</u>
Spokane County	4.1%	<u>5.2%</u>
Millwood	4.8 %	<u>6.5%</u>

Source: American FactFinder 2013-2017 American Community Survey 5-Year Estimates & 2020 Census

It is important that adequate housing is provided for those individuals and families who chose to rent or own their home. Rental housing can be single-family units, accessory dwelling units, or single-room occupancy units as well as the traditional multi-family structures or various middle housing types. Mobile and manufactured housing has also been an option.

Households of color have a slightly higher owner vs. renter percentage while Hispanic or Latino (of any race) households are predominantly renters and white households are predominantly owners as shown in Figure 6-3.

Figure 6-3: Millwood Percent of Owner and Renter Households by Race & Ethnicity, 2019*



Cost Burden

As shown in Figure 6-4, based on data provided by WA State Dept. of Commerce, Millwood persons of color tend to have a higher percentage of households that are cost-burdened or severely cost-burdened, compared to white households. Over half of Millwood residents that are Hispanic or Latino (of any race) are cost-burdened, but none are severely cost-burdened. Refer to sampling error note for ACS and CHAS data identified with a * below, concerning provided data for small populations.

Both owner and renter households experience cost-burden as identified in Figures 6-5 and 6-6. Overall renter households have higher percentages of cost-burden compared to owner households.

Figure 6-4: Millwood Total Housing Cost Burden by Racial and Ethnic Group, 2019*

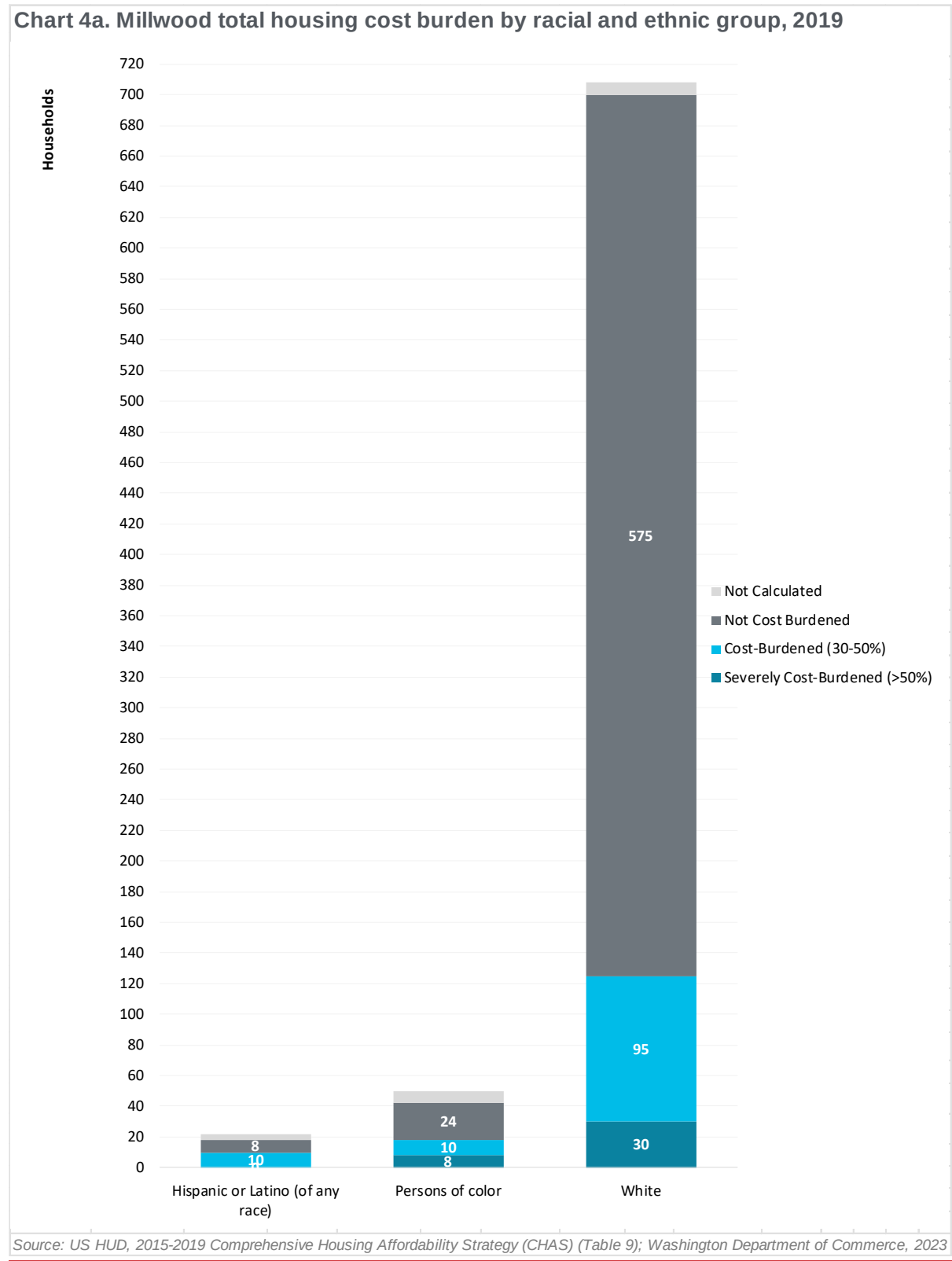


Figure 6-5: Millwood Owner Households Experiencing Housing Cost Burden, 2019*

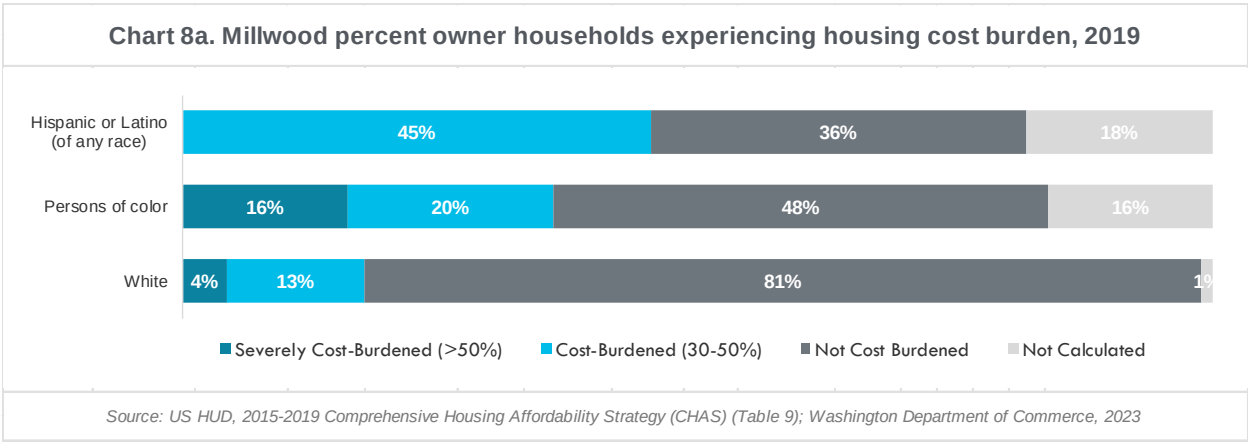
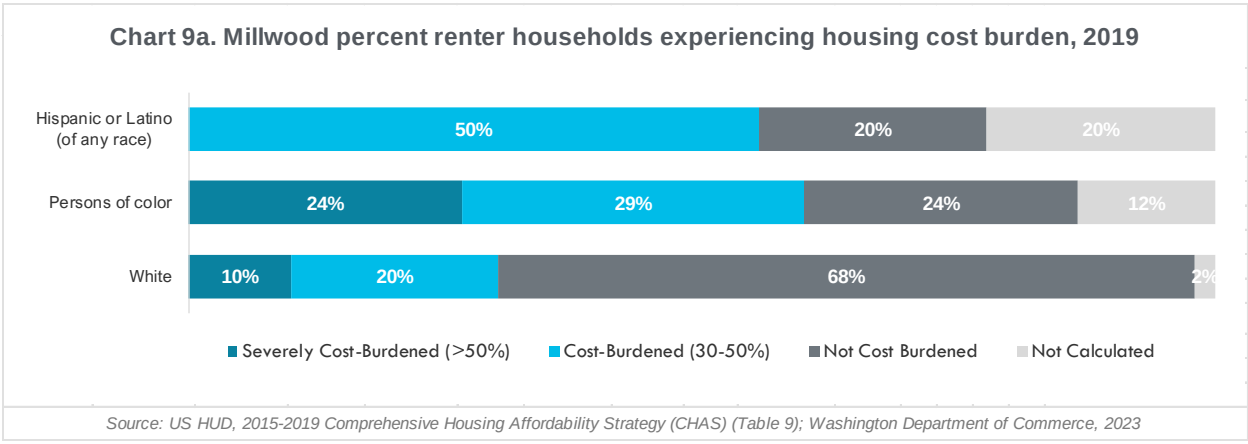


Figure 6-6: Millwood Renter Households Experiencing Housing Cost Burden, 2019*



** The American Community Survey (ACS) and HUD's Comprehensive Housing Affordability Strategy (CHAS) estimates are based on a sample of the population and have sampling error. Sampling error is the difference between the sample value and the population value (if one were to survey the entire population). To help users understand the degree of sample error in a given estimate, the data sources publish a Margin of Error for every estimate. The Margin of Error allows the user to assess the reliability of the estimates. There are no steadfast rules as to what constitutes a reliable estimate. Long range planning often tolerates a range of estimates for informing long range targets. For many jurisdictions, there are no alternative data sources that could provide more reliable data. The model provided by the WA State Department of Commerce uses a default Coefficient of Variation threshold of 30% to indicate that some estimates may have low reliability. When an estimate has a CV higher than the threshold, the model includes a warning and recommends the user use the less detailed charts for the RDI analysis. For the City of Millwood, when a less detailed chart was available, it was utilized. Less detailed charts are labeled with an "a".*

Rental Affordability of Housing Units

According to the 2023 American Community Survey (ACS) 5-Year Estimates, the median gross rent in Millwood is \$1,097. Table 6-4 and Figure 6-7, provide data from the Washington State Department of Commerce for rental affordability of housing units in Millwood compared to Spokane County. Rental housing unit counts include vacant units available for rent and do not include housing units lacking complete kitchen or plumbing facilities. Millwood and Spokane County are lacking rental units for the

extremely-low income and moderate-income brackets with an excess of units in the very-low income and low-income brackets. This will be a factor in the projected housing needs discussed in Section 6.5 below.

Table 6-4: Millwood and Spokane County Rental Units By Affordability and Households By Income, 2019

Table 5. Millwood and Spokane County rental units by affordability and households by income, 2019						
	Millwood		Millwood		Spokane County	
	Households	Rental Units	Households	Rental Units	Households	Rental Units
Extremely-Low Income (<30% AMI)	35	20	15%	9%	24%	10%
Very-Low Income (30-50% AMI)	45	75	20%	33%	19%	32%
Low-Income (50-80% AMI)	50	130	22%	57%	25%	48%
Moderate-Income (80%-100% AMI)	30	4	13%	2%	11%	9%
Greater than 100% of AMI	65	-	28%		22%	
Total	230	229				
Sources: US HUD, 2015-2019 Comprehensive Housing Affordability Strategy (CHAS) (Table 8) & US HUD, 2015-2019 Comprehensive Housing Affordability Strategy (CHAS) (Table 15C)						

Figure 6-7: Millwood and Spokane County Renter Households By Income Compared to Rental Units By Affordability, 2019

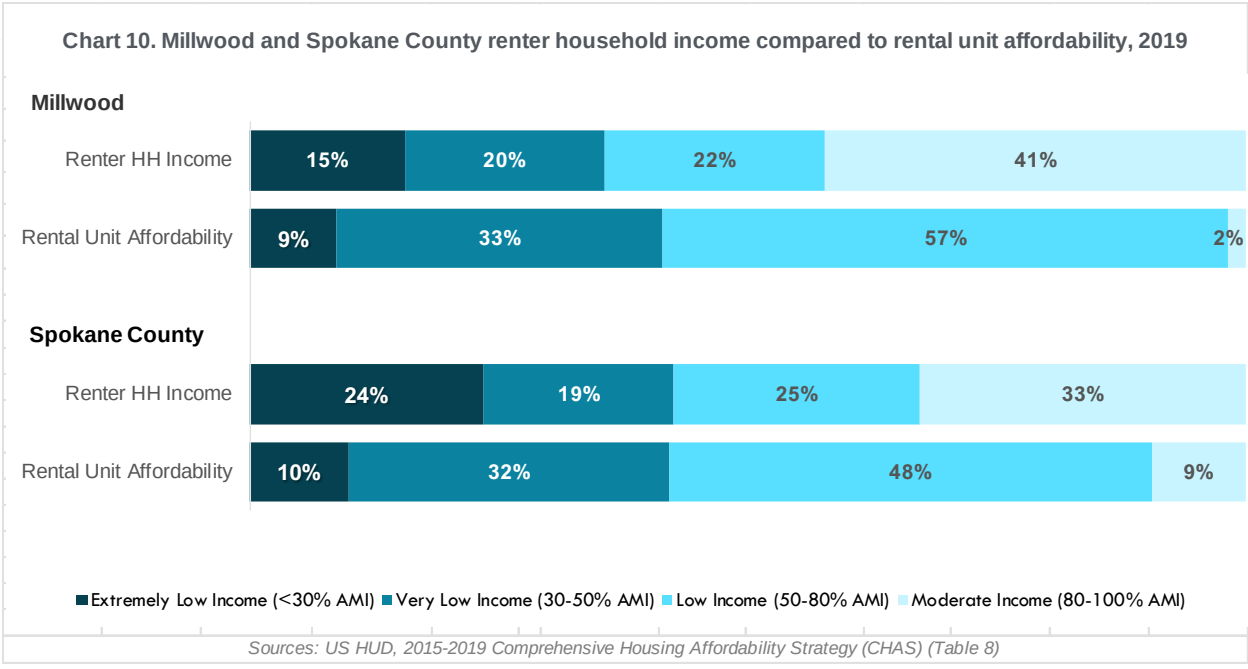


Figure 6-8, provided by Commerce as Chart 11, compares the estimate of rental households and rental housing units (both occupied and vacant) at each income or affordability level. The comparison helps identify gaps in the available rental housing for the renter households in the jurisdiction. Shortfalls and

surpluses suggest a mismatch between the rental housing need and availability. A surplus could indicate that either a lower-income household is experiencing housing cost burden by paying more than 30% of its income on housing or a higher-income household is "down renting" by paying less than they can afford in rental housing. High rates of downrenting by moderate-income households can be associated with an undersupply of entry-level homeownership options, or may reflect housing choices made by seniors.

Figure 6-8: Millwood Renter Households By Income Compared to Rental Units By Affordability, 2019

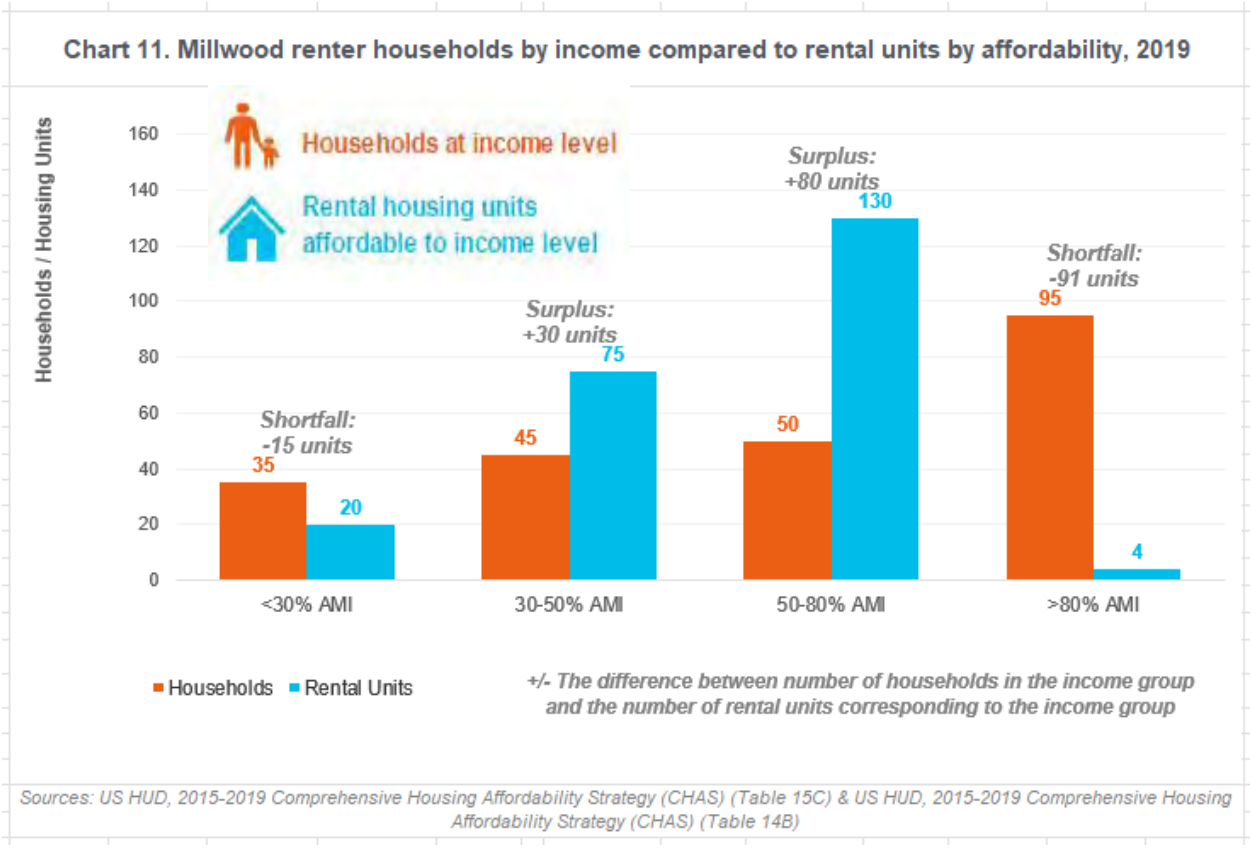
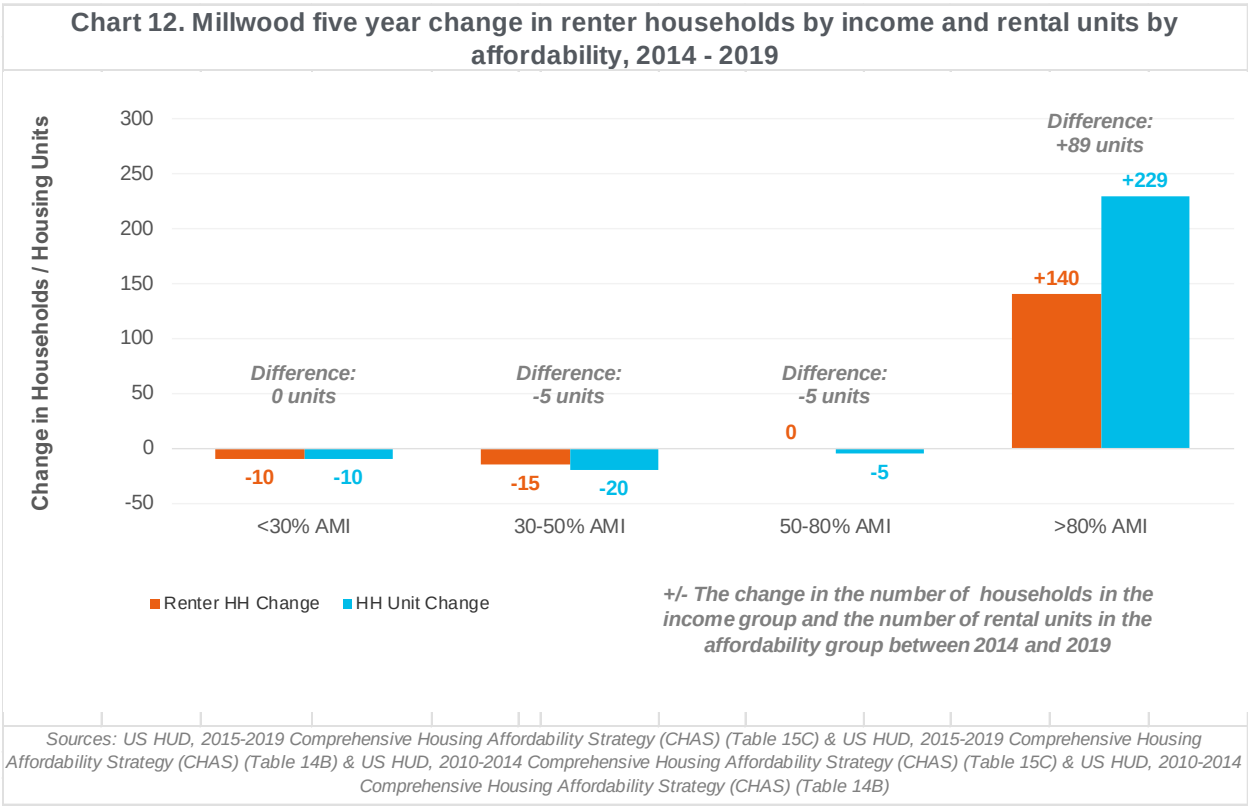


Figure 6-9, provided by Commerce as Chart 12, compares the estimated change in the number of households in the income group and the number of housing units in the affordability group. The change in households could be new households in the jurisdiction or households switching between income groups due to an increase or decrease in income relative to county-wide patterns. Changes in rental units could indicate a loss of housing units, new housing units, or the relative affordability of the housing unit changing between 2014 and 2019.

As identified under Existing Housing & Occupancy above, there was a decline of four homes from the single-family housing stock in 2017 and between 1990 and 2024, there was only a net gain of 5 single family homes (35 permitted / completed and 30 demolished).

Figure 6-9: Millwood Renter Households By Income Compared to Rental Units By Affordability, 2019

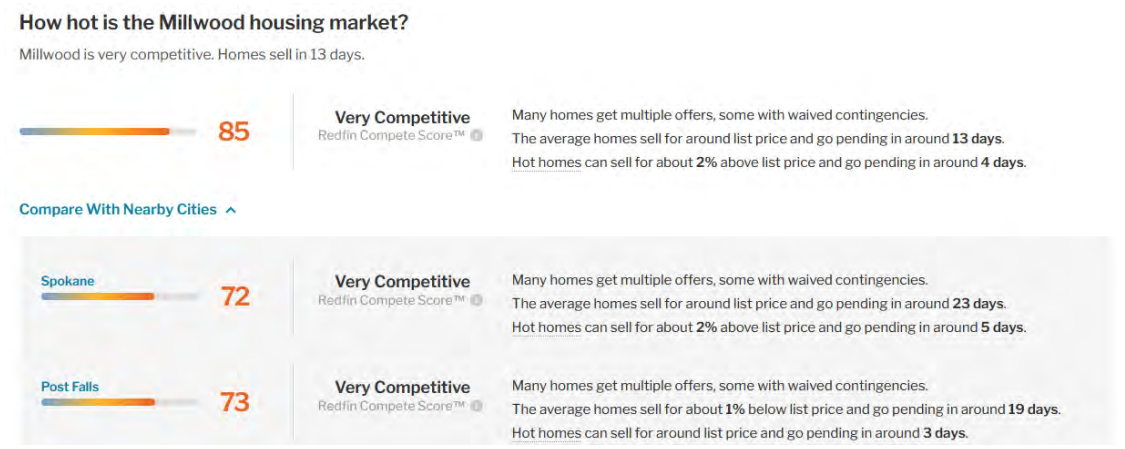


Millwood Housing Market 2025

Compared to early 2024, the median sales price of Millwood homes are up 13% for early 2025 (compared to Spokane County at 1.4%); while the median sale price per square foot is down 1.5% to \$191.00. Spokane County median sale price per square foot increased 1.1% over the same timeframe to \$225.00. The increase in home price with a reduction in price per square foot could mean the homes that have sold are larger homes that have not been updated.

Based on data obtained from Redfin, the Millwood housing market is very competitive, even more so than nearby larger cities, as shown in Figure 6-10 below.

Figure 6-10: Millwood Housing Market Comparison, 2025 (Redfin)



6.5 PROJECTED HOUSING NEEDS

~~The 2017 estimate of person per household for the City of Millwood is 2.32. Based on the medium population projection estimate identified in the Spokane County Population Forecast of 139 additional people in Millwood by 2037 the projected housing need would be 59 additional homes or housing units to accommodate for this growth.~~

6.64 ADEQUATE EXISTING HOUSING STOCK

Affordable housing is defined under RCW 84.14.010. "Affordable housing" means residential housing that is rented by a person or household whose monthly housing costs, including utilities other than telephone, do not exceed thirty percent of the household's monthly income. For the purposes of housing intended for owner occupancy, "affordable housing" means residential housing that is within the means of low or moderate-income households.

Per the US Department of Housing and Urban Development (HUD), "Affordable housing is generally defined as housing on which the occupant is paying no more than 30 percent of gross income for housing costs, including utilities." This is also known as the 30% rule. Households that spend more than 30% of their income on housing costs are cost burdened, while those that spend more than 50% of their income are severely cost burdened.

according to the interpretation found in the Growth Management Act – Procedural Criteria [WAC 365-195-07(6)]. Per definitions for the Growth Management Act (GMA) under 36.70A.030, Affordable housing "applies to the adequacy of the housing stocks to fulfill the housing needs of all economic segments of the population. "Affordable housing" means, unless the context clearly indicates otherwise, residential housing whose monthly costs, including utilities other than telephone, do not exceed thirty percent of the monthly income of a household whose income is:

(a) For rental housing, 60 percent of the median household income adjusted for household size, for the county where the household is located, as reported by the United States department of housing and urban development; or

(b) For owner-occupied housing, 80 percent of the median household income adjusted for household size, for the county where the household is located, as reported by the United States department of housing and urban development.

The underlying assumption is that the marketplace will guarantee adequate housing for those in the upper economic brackets but that some combination of appropriately zoned land, regulatory incentives, financial subsidies, and innovative planning techniques will be necessary to make adequate provisions for the needs of middle- and lower-income persons."

Income and Housing Affordability

~~The U.S. Department of Housing and Urban Development (HUD)~~ determined that a household should not pay more than 30 percent of their income for housing (including utilities and maintenance) for that housing to be affordable. Housing affordability is generally assessed for the following four income groups (RCW 36.70A.030):

- Extremely low-income households are those with household incomes below 30 percent of the area's median household income (AMI).
- Very low-income households are those with household incomes between 31 and 50 percent of the area's median household income (AMI).

- Low-income households are those with household incomes between 51 and 80 percent of the area’s median household income (AMI).
- Moderate-income households are those with household incomes between 81 and 95-100 percent of the area’s median household income (AMI).
- Above Median Income households are those with household incomes greater than 100 percent of the area’s median household income (AMI).

AMI, as utilized throughout this Comprehensive Plan, including in Section 6.5 below, is for the Spokane Metro Area. To account for regional variation in labor and housing markets, AMI is utilized. AMI represents the midpoint of an area's income distribution. Fifty percent (50%) of households have an income higher than area median income and 50% have an income lower than the AMI. Income data and housing affordability estimates are provided by US Housing and Urban Development's Comprehensive Housing Affordability Strategy (CHAS) data.

The following is the approximate HUD estimated AMI and income by groups for the Spokane Metro Area for 2020 – 2025 based on a 4-person household.

Table 6-5: Spokane AMI / Median Family Income (MFI), 2020 – 2025

<u>Year</u>	<u>Median Family Income (100% AMI)</u>	<u>Low-Income (80% AMI)</u>	<u>Very-Low Income (50% AMI)</u>	<u>Extremely-Low Income (30% AMI)</u>
<u>2020</u>	<u>\$78,500</u>	<u>\$62,800</u>	<u>\$39,250</u>	<u>\$23,550</u>
<u>2021</u>	<u>\$77,100</u>	<u>\$61,680</u>	<u>\$38,550</u>	<u>\$23,130</u>
<u>2022</u>	<u>\$84,100</u>	<u>\$67,280</u>	<u>\$42,050</u>	<u>\$25,230</u>
<u>2023</u>	<u>\$92,100</u>	<u>\$73,680</u>	<u>\$46,050</u>	<u>\$27,630</u>
<u>2024</u>	<u>\$100,100</u>	<u>\$80,080</u>	<u>\$50,050</u>	<u>\$30,030</u>
<u>2025</u>	<u>\$100,800</u>	<u>\$80,640</u>	<u>\$50,400</u>	<u>\$30,240</u>

Source: <https://www.huduser.gov/portal/datasets/il.html> (FY 2020-23 HUD Metropolitan FMR Area's Median Family Income rounded per HUD policy to the nearest \$100)

Table 6-6 lists the Fair Market Rents (FMRs) for the Spokane Metro Area for 2020 – 2025. FMRs are the gross rent (cost of shelter plus utilities, excluding telephone, television, and internet). FMRs are estimates of 40th percentile gross rents for standard quality units within a metropolitan area or nonmetropolitan county. Millwood is in the Spokane, WA HUD Metro Area.

Table 6-6: Spokane, WA HUD Metro Fair Market Rent (FMR), 2020 – 2025

<u>Year</u>	<u>Efficiency</u>	<u>One-Bedroom</u>	<u>Two-Bedroom</u>	<u>Three-Bedroom</u>	<u>Four- Bedromm</u>
<u>2020</u>	<u>\$597</u>	<u>\$696</u>	<u>\$910</u>	<u>\$1,305</u>	<u>\$1,551</u>
<u>2021</u>	<u>\$674</u>	<u>\$774</u>	<u>\$1,007</u>	<u>\$1,441</u>	<u>\$1,718</u>

<u>2022</u>	<u>\$701</u>	<u>\$795</u>	<u>\$1,033</u>	<u>\$1,467</u>	<u>\$1,745</u>
<u>2023</u>	<u>\$812</u>	<u>\$926</u>	<u>\$1,198</u>	<u>\$1,703</u>	<u>\$1,987</u>
<u>2024</u>	<u>\$890</u>	<u>\$1,012</u>	<u>\$1,304</u>	<u>\$1,835</u>	<u>\$2,131</u>
<u>2025</u>	<u>\$998</u>	<u>\$1,123</u>	<u>\$1,444</u>	<u>\$1,997</u>	<u>\$2,339</u>

Source: <https://www.huduser.gov/portal/datasets/fmr.html>

As discussed in the Chapter 4, subsection on Income, the City of Millwood’s median household income in 2016 was \$54,000 per year, in 2022 the Millwood median household income was \$70,313, according to the 2022 ACS 5 Year Estimate, and in 2023, Millwood’s median household income was \$71,875, according to the 2023 ACS 5 Year Estimate. Almost 40% of Millwood’s total households fall into the extremely low, very low, and low-income categories. Table 6-7 provides a breakdown of the 2023 Millwood median household income by approximate ranges. Table 6-7 is for information only since the AMI is the correct figure to utilize for housing analysis to be consistent with other Spokane County jurisdictions.

Table 6-7: City of Millwood Median Household Income Approximate Ranges, 2023

<u>Extremely-Low Income (Below 30%)</u>	<u>\$0 - \$21,563</u>
<u>Very-Low Income (31% - 50%)</u>	<u>\$21,564 - \$35,938</u>
<u>Low-Income (51% - 80%)</u>	<u>\$35,939 - \$57,500</u>
<u>Moderate Income (81% - 99%)</u>	<u>\$57,501 - \$71,874</u>
<u>Millwood Median Household Income</u>	<u>\$71,875</u>

For Millwood, the annual household income ranges for the groups described above, are as follows:

- ~~Extremely low income~~ ~~Below \$ 10,369~~
- ~~Very low income~~ ~~Between \$ 10,370 and \$17,282~~
- ~~Low income~~ ~~Between \$ 17,283 and \$ 27,652~~
- ~~Moderate income~~ ~~Between \$ 27,653 and \$ 32,837~~

Commerce’s Guidance For Updating Your Housing Element provides an overview on the most common kinds of barriers that fit into four categories:

- Development regulations:** Development regulations can limit or effectively prohibit the production of housing types needed to serve all economic segments. Unclear development regulations and restrictive development standards such as high minimum lot sizes, high off-street parking requirements, large setback requirements, restrictive ADU standards, ground floor retail requirements, complex design standards, maximum impervious surface cover, tree retention regulations, and historic preservation requirements can all be limitations to housing production.
- Process obstacles:** Permitting processes can be a major barrier for housing production for both larger and smaller developers. Limitations relating to permitting may be due to complex, unclear or

onerous processes; high fees; lengthy review and processing times; or staffing challenges. While the conditional use permit process is not outright prohibited, the discretionary process adds unpredictability as well as costs and time to a proposed housing project and can be a strong disincentive for development. Communities can consider using an administrative conditional use permit process vs. a public hearing process as well as clear and objective design regulations that are administered by staff to control for any impacts; however, a city, county or other local governmental entity or agency may not adopt, impose or enforce requirements on an affordable housing development that are different than the requirements imposed on housing developments generally. Transparency and clear information about fees and steps in the permitting process, fee exceptions or reductions for needed housing types that are not as easy to develop, such as income-restricted affordable housing, raising SEPA exemption thresholds for minor new construction, and utilizing the Optional Determination of Nonsignificance (DNS) process can all assist with reducing or eliminating processing obstacles.

- **Limited land availability and environmental constraints:** “While a jurisdiction may have enough land capacity to accommodate all housing needs on paper, in some cases that land is difficult to develop. This may occur when sewer is not available to allow higher density or when most of the capacity is on under-developed parcels that would need to be assembled to provide for feasible multifamily housing development. Environmental constraints, such as the location of critical areas, may affect the feasibility of development on available lands. If local conditions do not provide suitable sites, developers may look elsewhere. Flexible regulations, such as Planned Unit Development and cluster subdivisions, can help mitigate site constraints, or expansion of infrastructure to enable higher density development.”
- **Funding gaps:** Local jurisdictions are required to document “gaps in local funding” in their list of programs and actions needed to achieve housing availability. Typically, most affordable housing funding comes from state and federal sources; however, local funding can also play an important role. A lack of available public funding can be a barrier to housing production and meeting all housing needs in several ways. Some examples include:
 - o “Infrastructure or service costs: Lack of public funding can be a barrier to infrastructure or service level improvements necessary to make new housing development feasible.
 - o Capital costs for new affordable housing development: This gap includes public subsidies to support the development of new housing for low-income households that cannot afford local market-rate housing costs. Available federal, state and local funding and financing tools are currently insufficient to support construction of enough homes to meet the needs of all low, very low and extremely low-income households.
 - o Operational costs for affordable and supportive housing: Rents for moderate (80-120% AMI) and some low-income (50-80% AMI) units are typically high enough to cover operational costs for housing. However, in many communities, rents for units affordable to very low (30-50% of AMI) and extremely low (0-30% of AMI) income households are not enough to cover operational costs. Additionally, PSH and emergency housing require additional support services for residents. These services may include basic case management or coordination with medical, behavioral health or other service providers to remain stable and safely housed. Communities or developers may be reticent to build or acquire properties without commitments to provide services in place. Therefore, even if funding is available to build these kinds of housing, lack of funding for operational costs can make these types of housing infeasible.

To address the requirements of RCW 36.70A.070(2)(d)(ii), Commerce recommends that all jurisdictions, at minimum, complete a checklist to document which available local funding tools or incentives are already being used and which tools can be implemented to help close the funding gap. These tools may include ways to raise additional funds for supporting affordable housing development as well as tools to reduce the cost of affordable housing development, such as impact fee waivers and multifamily property tax exemption. While Commerce recognizes that local tools alone are likely to be insufficient for supporting enough subsidized housing production to meet all housing needs, local funding can play an important role. For example, local funding can often be critical during the pre-development phase to make projects more competitive in attracting additional state, federal or private funding.”

Additionally, there are other factors that are outside of local jurisdiction control that influence housing production and affordability including:

- “State-level regulations,
- Inadequate regional transit investments,
- Lack of builder capacity and workforce to meet housing demands,
- Disruptions to building material supply chains,
- Rising labor and materials costs,
- Population growth,
- Employment trends,
- Economic downturns,
- Interest rates, and/or
- Lack of service providers (such as healthcare, mental health treatment, or case management) to support affordable housing and PSH projects.
- Housing production is also dictated by development market preferences, as some housing types and price points are more profitable than others.”

For the City of Millwood, the most likely factors contributing to housing affordability issues that the City can address are development regulations, process obstacles, offsetting limited land availability, and addressing funding gaps. Additionally, continued coordination with Spokane Transit for transit system improvements can contribute to reducing affordable housing barriers in Millwood. The minimal development that Millwood has had and/or approved in recent years is trending in the direction of meeting local needs and maximizing permitted densities. Barriers to housing development are discussed more in Section 6.6 below.

Affordable Housing Need

~~The number of households in Millwood, in each of the above categories, is shown in Table 6-3. Of the 780 households in 2000, 250 or 37.4 percent were considered low income. The percentage of households which fall into the HUD income levels should remain the same for the next 20 years. The number of persons per household in Millwood (2.28 for single family and 2.1 for rental housing) stated in the 2000 Census should also remain consistent for the next 20 years.~~

~~**Table 3: Households by Income Category**~~

Income Level	2000 Households	Percent of 2009 Households	Additional 2030 Households
Extremely low	76	9.8	4
Very Low	69	8.8	3
Low	147	18.8	7
Moderate	74	9.5	4
Other	414	53.1	21
Total	780	100	39

Using the 2.28 persons per household single family and 2.1 for rental units, the number of units needed from 2009 to 2030 is 39. The city would have to plan for 18 affordable housing units (Moderate, Low, Very Low and Extremely Low) in the next 20 years.

The City of Millwood will plan for its fair share of affordable housing for the next 20 years based on these figures. Proposed future zoning should be adopted and implemented as it allows a variety of housing types for all income levels.

6.5 PROJECTED HOUSING NEEDS

The 2024 estimate of persons per household for the City of Millwood is 2.44 and the projected estimate for 2046 is 2.28 for average household size (which is consistent with the 2000 Census for single family as identified in the 2019 Millwood Comprehensive Plan). Per the GMA, an inventory of existing and projected housing needs that identifies the number of housing units necessary to manage projected growth by income band, as provided by the department of commerce, must be included in the housing element. This data has also been referred to as Housing for All Planning Tool or HAPT data.

Table 6-8 below identifies the assumed affordability of the various housing types by income level, based on Commerce exhibits with the assumed affordability adjusted for City of Millwood.

Table 6-8: Assumed Affordability of Housing Type By Income Level

Assumed Affordability of Housing Type by Income Level *		
Zone Category	Typical Housing Types Allowed (see Land Use Element Table 5-1)	Assumed Affordability **
Residential (UR-1)	Detached single family homes, ADUs, duplexes, triplexes, cottage housing	>80% - >120% AMI & ADUs >80 - 100% AMI
Residential (UR-2)	Detached single family homes, ADUs, duplexes, triplexes, fourplexes, cottage housing	>80% - >120% AMI & ADUs >50 - 80% AMI
Residential (UR-3)	Existing detached single family homes, ADUs, fiveplexes, sixplexes, courtyard apartments, stacked flats, multi-family units	0% - 120% AMI (including PSH) & ADUs >50 - 80% AMI
Low-Intensity Commercial / Mixed Use (C-2)	Multi-family units in mixed use buildings	0% - 100% AMI (including PSH) w/ mixed use projects on vacant land in the Millwood Historic District at >120%
General Commercial (C-1)	Existing residential on lots without a commercial use and mixed use middle housing / multi-family on lots with a commercial use, well as allowing hotels and temporary emergency housing to meet Washington State requirements	0% - 80% AMI (including PSH) & Temporary Emergency Housing
Light Industrial (I-1)	Hotels and temporary emergency housing to meet Washington State requirements	Temporary Emergency Housing
* Based on Washington State Department of Commerce - Exhibits 12 & 13 of "Guidance for Updating Your Housing Element"		
** AMI is for Spokane Metro Area. Categories are based on HB 1220 Book 2 Exhibits 12 & 13		

Table 6-9 outlines the residential capacity in Millwood by zones with adopted or assumed residential density standards, consistent with the data contained in Millwood's LCA.

Table 6-9: Millwood Residential Capacity

City of Millwood Land Uses/Zones	Land Available for Infill Development (acres)		Acres After Market Factor Reduction (30%)	Assumed Residential Density (consistent w/ Residential Bulk Density Standards, as applicable)	Gross Residential Capacity (units)*	Approximate Potential Accessory Dwelling Unit (ADU) Capacity ****	# of ADUs Adjusted for a 5% Participation Rate (HB 1220 Book 2 - Section 1.6)
Residential (UR-1)	Vacant	2.32	1.62	Bulk Density = 1 Dwelling Unit per 5,000 Sq. Ft.	24.22	135	6.75
	Underutilized	1.65	1.16				
Residential (UR-2)	Vacant	0.94	0.66	Bulk Density = 1 Dwelling Unit per 3,600 Sq. Ft.***	24.93	1,094	54.70
	Underutilized	2.00	1.40				
Residential (UR-3)	Vacant	0.26	0.18	Bulk Density = 1 Dwelling Unit per 2,500 Sq. Ft.***	83.81	71	3.55
	Underutilized	6.62	4.63				
Low-Intensity Commercial / Mixed Use (C-2)	Vacant	0.40	0.28	19 Dwelling Units / Acre or 1 Dwelling Unit per 2,250 Sq. Ft.	65.24	N/A	N/A
	Underutilized	4.42	3.09				
General Commercial (C-1)**	Vacant	0.44	0.31	19 Dwelling Units / Acre or 1 Dwelling Unit per 2,250 Sq. Ft.	17.18	N/A	N/A
	Underutilized	4.63	3.24				
Light Industrial (I-1)**	Vacant	0.71	0.50	40 Beds / Acre Assumption for Temporary Emergency Housing **	6.52 **	N/A	N/A
	Underutilized	1.62	1.13				
Totals		26.01	18.20		215.38	1,300	65.00
When allowed building/lot coverage or required open space is factored, unit count could potentially be reduced to 121 units based on a remaining total of 10.61 acres, consistent with Millwood's LCA. Millwood's HAPT allocation analysis has been completed based on the conservative numbers.							
Manufacturing/Industrial (I-2) & Public Reserve (P-1) do not allow residential uses							
* Includes market factor reduction. Unit count may be affected by percentage of allowed building/lot coverage or required open space (without factoring units per story). Estimation of 25% of C-1 available land would be utilized for residential based on development data. Capacity includes replacement of 54 existing units on underutilized land throughout the City of Millwood.							
** Hotel and motel uses are allowed; therefore, temporary emergency housing would be allowed. Assumed density based on Washington State Department of Commerce - Exhibit 18 of "Guidance for Updating Your Housing Element". I-1 Zone capacity factored at 10% of available land would be utilized for temporary emergency housing.							
*** Shoreline bulk standard in UR-2 is 8.7 DU/Acre & UR-3 is 17.4 DU/Acre maximum density per MMC 18.16.050 Bulk Standards							
**** Allowing 2 ADUs per parcel that allows single family homes consistent w/ RCW 36.70A.681(1)(c) for lots that meet the minimum lot size required for the principal housing unit, based on ADUs being counted towards unit density in UR-1, UR-2, & UR-3.							

Table 6-10 factors in assumed density / development standards and assigns the adjusted residential unit capacity in each Millwood zone to a Commerce assigned zone category, with the total unit capacity outlined by type.

Table 6-10: Summary of Capacity By Zoning Category

Summary of Capacity by Zoning Category			
Zone Category	Residential Unit Capacity *	Assigned Zone Category	Capacity in Zone Category
Residential (UR-1)	10	Low Density	10
Residential (UR-2)	10	Moderate Density	10
Residential (UR-3)	33	Low-Rise Multifamily	33
Low-Intensity Commercial / Mixed Use (C-2)	55	Low-Rise Multifamily (Mixed Use)	68
General Commercial (C-1) **	13		
Light Industrial (I-1) **	5	Temporary Emergency Housing	5
ADUs***	65	ADUs	65
Total Units:			121 Units + 65 ADUs + 5 Temporary
* Unit capacity was adjusted based on factors included in Table 6-9 above and is consistent with Table 6-12 below for assumed density / development standards			
** Temporary emergency housing would be allowed in both C-1 & I-1; however I-1 has been utilized to demonstrate capacity based on factors included in Table 6-9			
*** ADUs are permitted in UR-1, UR-2, and UR-3 Zones. Adjusted capacity is based on a 5% participation rate as identified in Table 6-9			

Table 6-11 below is the data that has been provided, consistent with the HAPT for Spokane County with Millwood’s allocated share of 106 units, broken down by income level plus 5 emergency housing beds for temporary housing needs.

Table 6-11: City of Millwood HAPT

City of Millwood	Permanent Housing Needs by Income Level (% of Area Median Income)							Emergency Housing Needs (Temporary)	
	Total Allocated Units (2020-2046)	0 - 30%		>30-50%	>50-80%	>80-100%	>100-120%		>120%
		Non PSH	PSH*						
0.14% Share of Spokane County Housing Growth									
Existing (Estimate)	820	27	0	147	413	142	37	54	0
Future Allocation**	106	30	9	21	12	7	6	21	5
* Permanent Affordable Housing (PSH)		** Development regulations need to allow for the construction of housing units allocated							

Table 6-12 utilizes the data in Table 6-8, Table 6-9, and Table 6-10 to show that Millwood meets or exceeds the allocated and assigned share of Spokane County’s permanent housing needs by income band as well as meeting the assigned emergency housing needs for temporary beds.

Table 6-12: City of Millwood HAPT Capacity

City of Millwood	Total Allocated Units (2020-2046)	Permanent Housing Needs by Income Level (% of Area Median Income)							Emergency Housing Needs (Temporary)
0.14% Share of Spokane County Housing Growth		0 - 30%		>30-50%	>50-80%	>80-100%	>100-120%	>120%	
		Non PSH	PSH*						
Existing (Estimate)	820	27	0	147	413	142	37	54	0
Future Allocation**	106	30	9	21	12	7	6	21	5
Capacity Based on Assumed Density & Development Standards	121 Units + 65 ADUs + 5 Temporary	30	9	25	58	9	32	23	5
* Permanent Affordable Housing (PSH)		** Development regulations need to allow for the construction of housing units allocated							
>50-80% includes ADUs in UR-2 / UR-3 Zones & >80-100% includes ADUs in UR-1 Zone. Capacity accounts for replacement of 54 existing units on underutilized land.									

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.

The minimal development that Millwood has had and/or approved in recent years is trending in the direction of meeting local needs and maximizing permitted densities.

Chapter 3 includes goals, policies/objectives, and an actions framework to address affordable housing such as:

- Goal: A larger variety of housing options.
 - Policy: Limit barriers to development caused by institutional requirements, as appropriate.
 - Policy: Encourage the development of low and moderate-income housing in places close to services and easily served by transit.
 - Policy: Allow for additional moderate density housing options (missing middle housing) including, but not limited to, duplexes, triplexes, and townhomes as well as Accessory Dwelling Units (ADUs).
 - Implementing Actions: Evaluate development regulations to remove impediments to the development of low and moderate-income housing.
 - Implementing Actions: Update zoning, development, and land division regulations to allow for infill development.
 - Implementing Actions: Facilitate opportunities for property owners to connect with housing providers and non-profit organizations to create and preserve affordable housing.

As suggested in the updated *Countywide Planning Policies for Spokane County*, the City of Millwood will not only look at updating development regulations to reduce barriers, but Millwood will also be considering the establishment of regulatory or financial incentives to support extremely low, very low, low, and moderate-income housing options or encouraging participation in existing programs such as:

- A sales and use tax deferral program that could apply to commercial buildings which incorporate affordable housing (RCW 82.59),
- A Multi-Family Tax Exemption Program (RCW 84.14),
- Advertisement of the Commercial Property Assessed Clean Energy + Resiliency (C-PACER) program as an innovative financing tool for more efficient, resilient commercial and multi-family properties that can benefit incorporated and unincorporated areas in Spokane County,
- Millwood is eligible to participate in the New Markets Tax Credit Benefits (NMTC) Program that incentivizes community development and economic growth by using tax credits that attract private investment to distressed communities,
- Becoming a Washington Main Street Community through the Washington Main Street Program for encouraging residential and commercial mixed use in Millwood’s downtown through the Main Street Tax Credit Incentive Program which provides a Business & Occupation (B&O) or Public Utility tax (PUT) credit for private contributions given to eligible downtown organizations which once a business’s donation is approved, they are eligible for a tax credit worth 75% of the contribution to the designated Washington Main Street Community, and
- Working with the community to develop pre-approved designs for a range of housing types that can be permitted expeditiously.

Some of the suggestions included above are contained in Table 6-13 under Section 6.8 below, which the City of Millwood will utilize to assist with implementation updates in order to reduce barriers to housing development.

6.7 RACIALLY DISPARATE IMPACTS & DISPLACEMENT

In 2021, the Washington State Legislature passed House Bill 1220 (HB 1220) as an amendment to the state Growth Management Act (GMA). HB 1220 requires that local governments plan for housing at all income levels and assess the racially disparate impacts (RDI) of existing housing policies. Conditions that indicate that policies have racially disparate impacts can include segregation, cost burden, displacement, educational opportunities, and health disparities.

According to the Washington Department of Commerce, Racially Disparate Impacts are “when policies, practices, rules, or other systems result in a disproportionate impact on one or more racial groups.”

There are five steps to understanding and addressing racially disparate impacts:



RDI Evaluation Methodology: Policy and Regulation Evaluation



The Millwood RDI Analysis, included in Appendix, accounts for Steps 1, 2, and 3 – it includes a summary of findings based on data from the US Census Bureau, US Department of Housing and Urban Development (HUD), WA State Department of Commerce (Commerce), and other sources. These findings then inform the policy evaluations and recommendations found at the end of the report.

The updated Countywide Planning Policies for Spokane County also require jurisdictions to “identify and undo racially discriminatory impacts.”

- “Jurisdictions shall document the local history of racially exclusionary, classist, and discriminatory zoning and housing practices and the extent to which that history is reflected in current development patterns, housing conditions, tenure, and access to services by examining:
 - o Trends in minority homeownership.
 - o Trends in cost burden among minority households.
 - o Trends in the diversity among residents.
- Jurisdictions shall demonstrate how current strategies are undoing the impacts of historically discriminatory practices. If current strategies are insufficient, new regulations shall be developed to undo racially disparate impacts.”

Key Findings from Millwood’s RDI Analysis

- Based on the EWU Racial Covenants Project, 33% of the parcels in the City of Millwood have racial covenants.
- Millwood has a small population of Persons of Color and Hispanic or Latino (of any race) but is becoming more diverse according to Census numbers.
- According to 2022 ACS 5 Year Estimates, 2.1% of the Millwood population speaks a language other than English at home (Spanish, Other Indo-European languages, and Asian/Pacific Islander languages).

- Almost 40% of Millwood’s total households fall into the extremely low, very low, and low-income categories. The majority of Millwood white households fall into the moderate income to above median income categories while the majority of Millwood’s households of color fall into the extremely low-income category or low-income category. In 2015 vs. 2020, income category percentage only changed slightly when looking at all households, but significant changes were recorded for various households of color.
- Based on data provided by the WA State Department of Commerce (included in Comprehensive Plan Chapter 6 Housing), households of color have a slightly higher owner vs. renter percentage in Millwood, while Hispanic or Latino (of any race) households are predominantly renters and white households are predominantly owners.
- Cost burden and rental affordability are a challenge for Millwood, especially for persons of color and Hispanic / Latino residents which can result in racially disparate impacts.-Both owner and renter households experience cost-burden. Overall renter households have higher percentages of cost-burden compared to owner households.
- Millwood is lacking rental units for the extremely-low income and moderate-income brackets with an excess of units in the very-low income and low-income brackets.
- Based on data from the WA State Department of Commerce, Millwood is at low risk for displacement with no social vulnerability, no demographic change, and an accelerating market trend; however examples of seniors and young adults being “priced out of Millwood” did arise in community feedback.

Step #4 – The City of Millwood goals, policies/objectives, and actions framework that is included in Chapter 3 above, have been revised and supplemented in an attempt to undo impacts and while it’s currently a low risk for Millwood, displacement is also addressed if it becomes an issue in the future for Millwood.

Step #5 – Regulations will be updated to be consistent with this Comprehensive Plan, including a review for strategies outlined in Table 6-13 below and programs such as those included in Section 6.6 above, will also be considered.

6.78 POLICY DIRECTION

The development of housing in Millwood is based on the projected growth of the community and Millwood’s allocation of Spokane County’s housing share by income band. Based on the housing analysis for projected housing needs, Millwood has the ability to accommodate the housing need for future growth within this planning period, including housing across all income bands, permanent supportive housing, and temporary emergency housing. Goals, policies/objectives, and an actions framework have been included in Chapter 3, above to address GMA requirements and provide direction for Millwood’s development regulations updates.

It is a goal and policy of Millwood’s to provide a variety of housing to all income levels.

The following Table 6-13 has been provided in Commerce’s Guidance For Updating Your Housing Element to identify housing strategies that will help to address common themes and needs for communities across the state (increasing housing supply, housing diversity, affordable homeownership, middle-income rental housing, senior housing, and very low-income housing). This table can be utilized to assist the City of Millwood with identifying the kinds of housing strategies most effective and applicable for implementation based on Millwood’s needs.

Table 6-13: Housing strategies for implementing housing policies (Commerce Exhibit 25)

Matrix Legend: ★ Potential high impact ☆ Potential moderate impact Strategy name and number from HAP Guidance	Increase housing supply	Distinct Housing Needs				
		Housing diversity	Affordable homeownership	Middle-income rental housing	Senior housing	Very low income housing
Revised Zoning Standards						
Reduce Minimum Lot Sizes (Z-1)	☆	☆	★	☆		
Require a Minimum Density (Z-2)	☆		☆			
Upzone (Z-3)	★	☆	☆	☆		
Increase Building Height (Z-4)	☆			☆		
Integrate or Adjust Floor Area Ratio Standards (Z-5)	☆	☆		☆		
Increase Allowed Housing Types in Existing Zones (Z-6) (cottages; 2, 3, 4-plexes; townhouses; micro-housing)	☆	★	★	★	★	
Increase or Remove Density Limits (Z-7)	★	☆	☆	★		
Revise ADU Standards (Z-8)	☆	☆	☆	★	★	
Offer Density and/or Height Incentives for Desired Unit Types (Z-9)	☆		☆	★	☆	☆
Additional Regulatory Strategies						
Reduce Off-Street Parking Requirements (R-1)	☆	☆		★	★	
Relax Ground Floor Retail Requirements (R-2)	☆			☆		
Reduce Setbacks, Lot Coverage and/or Impervious Area Standards (R-3)	☆	☆	☆	☆		
Adopt Design Standards (R-4)		☆				
Use a Form-Based Approach (R-5)	☆			☆		
PUD/PRD and Cluster Subdivisions (R-6)	☆	☆				
Manufactured Home and Tiny House Communities (R-7)	☆	☆	☆	☆	☆	★
Process Improvements						
SEPA Threshold Exemptions (P-1)	☆	☆	☆	☆	☆	☆
SEPA Infill Exemption (P-2)	☆	☆	☆	☆		

Matrix Legend: ★ Potential high impact ☆ Potential moderate impact Strategy name and number from HAP Guidance	Increase housing supply	Distinct Housing Needs				
		Housing diversity	Affordable homeownership	Middle-income rental housing	Senior housing	Very low income housing
Subarea Plan with Non-Project EIS (P-3)		☆	☆	☆		
Planned Action (P-4)	☆☆	☆	☆	☆		
Protection from SEPA Appeals on Transportation Impacts (P-5)	☆		☆	☆		
Permitting Process Streamlining (P-6)	☆	☆	☆	☆	☆	☆
Subdivision Process Streamlining (P-7)	☆		☆			
Affordable Housing Incentives						
Multifamily Tax Exemption (A-1)	★		☆	★	★	☆
Density Bonuses for Affordable Housing (A-2)	★	☆	☆	☆	☆	☆
Alternative Development Standards for Affordable Housing (A-3)		☆	☆	☆		☆
Fee Waivers for Affordable Housing (A-4)			★	☆	☆	★
Inclusionary Zoning (A-5)	☆		☆	★		☆
Funding Options for Affordable Housing						
Local Option Taxes, Fees and Levies (F-1)	☆		☆	☆	☆	☆
Local Housing Trust Fund (F-2)	☆		☆	☆	☆	☆
"Found Land": Surplus Land and Other Opportunities (F-3)	☆		☆	☆	☆	★
Partner with Local Housing Providers (F-4)	☆		☆	★	★	★
Other Strategies						
Strategic Infrastructure Investments (O-1)	☆		☆	☆		☆
Simplify Land Use Designation Maps (O-2)	☆	☆	☆	☆		☆
Local Programs to Help Build Missing Middle Housing (O-3)	☆	☆	☆	☆	☆	☆
Strategic Marketing of Housing Incentives (O-4)	☆	☆	☆	☆	☆	☆
Temporary Emergency Housing (O-5)						☆

CHAPTER 7 – HISTORIC PRESERVATION

7.1 INTRODUCTION

Millwood has a long history that predates the town's founding in 1910 and incorporation in 1928. The earliest recorded settlement to occupy the land that became Millwood was the winter camp of the Upper Spokane Tribe. The land now occupied by the paper mill was the center of a relatively large winter community for the tribe. The river provided salmon and, due to swiftness, never froze over. The first European influence in this area came from Antoine Plante, who established a ferry across the river about two (2) miles east of Millwood around 1856.

The paper mill on the north side of Millwood provided the spark that ignited the town's rapid growth and development during the first four (4) decades of the 20th Century. The original platted town site, with its showcase of the 1920s and 1930s era homes and commercial buildings, contrasted with the more rural Grandview Acres neighborhood. Following World War II, the increased demand for housing created the annexation and platting of several tracts of land in 1946 and in the 1950s. These subdivisions reflect the suburban family-oriented values of the mid-20th Century. These have all combined to create a diverse community nestled along the south bank of the Spokane River.

Millwood residents recognize the importance of their city's unique history, its neighborhoods and access to the Spokane River. The Rosebush House, with its distinctive architecture and history, was placed on the National Historic Register and the Washington Heritage Register in 2000. In 2001, this house and its surrounding core neighborhood were listed on both registers as the Millwood Historic District. In 2020, the first properties were added to the Millwood Register of Historic Places.

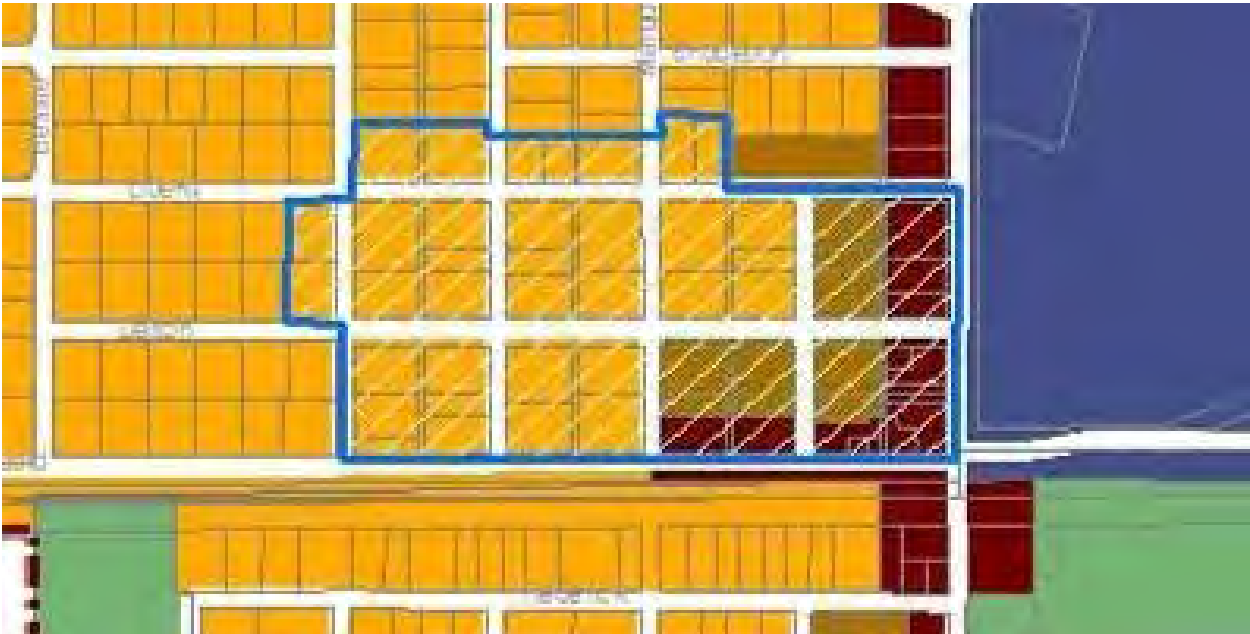


Figure 7-1: The Historic District of Millwood, community heritage and pride.

7.2 COMMUNITY SUPPORT

For more than ~~a two~~ decades, the Millwood Historic District has been the subject of West Valley School District field trips and special homework assignments. ~~For many years~~ Various community partners occasionally sponsor ~~Community Colleges of Spokane Institute for Extended Learning Program sponsored a two-hour~~ Millwood History and Walking Tours ~~class each spring and fall.~~ Millwood's residents enjoy watching professional and amateur photographers use Millwood's trees and historic buildings as backdrops for their work. Tourists who travel to Millwood to tour the Historic District are welcomed in the shops and cafes. Even without formal promotion, tourists travel to Millwood each year specifically to tour the Millwood Historic District.

Map 6-7-1: Millwood Historic District



7.3 MILLWOOD HISTORIC ~~SOCIETY~~PRESERVATION COMMISSION

In August 2014, the Millwood City Council created the Millwood Historic Preservation Commission and established the City as a Certified Local Government with the Washington State Department of Archaeology and Historic Preservation. The duties of the commission include:

Provide access to historic information for the benefit of the public;

Retain the historic appearance of the community by encouraging businesses and residents to take pride in their own and the city’s history;

Participate in local events to enhance public relations, provide awareness of historic preservation and restoration, and provide community support;

Periodically attend City Council and Planning Commission meetings to present updates of committee activities.

In April 2007, the Millwood Historic Society (the “Society”) was formed as a grass-roots organization dedicated to honoring its hometown, both it’s past and its present. The consensus in the community indicates support for historic preservation. Members of the Society do not have to live in a “historic” area. All residents of Millwood are encouraged to join and participate. The focus of the Society is in three main areas:

Archival—To work with the city to establish a repository for documents, photographs, recordings, videos or any other artifacts that document Millwood’s surviving older buildings.



Figure 7-2: Historic District Architecture & Character

~~Beautification and Preservation — Downtown beautification, pursuing grants for improvements, signage, supporting Tree City USA and city cleanups, promoting the Millwood Historic District, having a voice in issues affecting Millwood, and identifying potential sites for recognition.~~

~~Community Education and Awareness — Hosting lectures, conducting house tours, publicizing regional events of interest, networking with other preservation organizations and establishing a community resource via the Internet.~~

~~A goal of the Society is to help Millwood gain status as a Certified Local Government through the State Department of Archaeology and Historic Preservation. The intent is to encourage local preservation.~~

7.4 EXISTING HISTORIC PROPERTIES

Table 47-1: National Register of Historic Places and Washington Heritage Register, Millwood Historic District

Address	Year Built	Name	Status
3204 N. Sargent	1946		Contributing
3208 N. Sargent	1939		Non-Contributing
3305 N. Sargent	1947	Maurer House	Contributing
3306 N. Sargent	1926	Aucutt House	Contributing
3203 N. Dale	1923	Martin House	Contributing
3215 N. Dale	1923		Contributing
3221 N. Dale	1912	Posey-Leitner House	Contributing
3305 N. Dale	1923		Non-Contributing
3306 N. Dale	1926	Stevens House	Contributing
3311 N. Dale	1920		Contributing
3312 N. Dale	1931	Williams House	Contributing
3315 N. Dale	1925	Brazeau House	Contributing
3318 N. Dale	1923	Banta House	Contributing
3303 N. Marguerite	1923	Bennett House	Contributing
3318 N. Marguerite	1923	Rosebush House	Contributing
3209 N. Hutchinson	1945		Non-Contributing
3212 N. Hutchinson	1928	VanSteenbergen House	Contributing

Address	Year Built	Name	Status
3216 N. Hutchinson	1928	Clearwater House	Contributing
3303 N. Hutchinson	1926	Beguelin House	Contributing
3304 & 3308 N. Hutchinson	1951		Non-Contributing
3307 N. Hutchinson	1928		Contributing
3310 N. Hutchinson	1928	Joe Butler Sr House	Contributing
3315 N. Hutchinson	1926	Ruud House	Contributing
3201 – 3209 N. Argonne	1928	Byram Block	Contributing
3209 N. Argonne	1928	Peterson's Meat Market Building	Contributing
3215 N Argonne	1946		Contributing
3219 – 3223 N. Argonne	1921	Brick Block	Contributing
3301 N. Argonne	1925	Brown Building	Contributing
3307 N. Argonne			Non-Contributing
3309 N. Argonne			Non-Contributing
3311 N. Argonne	1920's		Non-Contributing
3315 N. Argonne	1953 (?)		Non-Contributing
3319 N. Argonne			Non-Contributing
8800 Block of East Euclid	1946		Contributing
8800 Block of East Euclid	1923		Non-Contributing
8911 E. Euclid	1950's / 1960's		Non-Contributing
8917 – 8919 E. Euclid	1947	Post Office Building	Contributing
8921 E. Euclid	1946		Contributing
9001 – 9013 E. Euclid	1940's / 1950's		Non-Contributing

Address	Year Built	Name	Status
9015 E. Euclid	1928	<u>Van Steenbergen Shoe Repair Building</u>	Contributing
9017 E. Euclid	1946	<u>Sugar Bowl Building</u>	Contributing
9021 E. Euclid	1928	<u>Byram Block Apartment</u>	Contributing
8704 E. Dalton	1928	Koshman-Schleef House	Contributing
8804 E. Dalton	1926	Farnsworth House	Contributing
8903 E. Dalton	1926	Butler House	Contributing
8910 E. Dalton	1928	Sharpless House	Non-Contributing
8918 E. Dalton	1928	Black House	Contributing
9009 E. Dalton	1912	<u>Millwood Hotel</u>	Contributing
8622 E. Liberty	1931	<u>Brazeau-Black House</u>	Contributing
8703 E. Liberty	1938	<u>Victor Maurer House</u>	Contributing
8710 E. Liberty	1926	<u>Wayerski-Mork House</u>	Contributing
8717 E. Liberty	1933	Bailey House	Contributing
8801 E. Liberty	1939		Contributing
8809 E. Liberty	1927		Non-Contributing
8820 E. Liberty	1923	Buckland House	Contributing
8827 E. Liberty	1927	New Salmons House	Contributing
8903 E. Liberty	1910	Salmons House	Contributing
8905 E. Liberty	1949	<u>Kester House</u>	Contributing
9002 E. Liberty	1929		Contributing
9010 E. Liberty	1938		Contributing

Source: Spokane County Assessors Records

7.5 GOALS AND POLICIES

Historic preservation goals and policies have been built from open meeting discussions held between the Millwood Planning Commission, the community and the Society. The following goals and policies came out of this work:

Goals

Retain the historic atmosphere of Millwood and contribute to its future economic development.

Identify and encourage the preservation of lands, sites, structures, cultures and social customs that have historic or archaeological significance.

Encourage the owners of properties with historic significance to list their properties on a National Register of Historic Places, Washington Heritage Register, or Local Register.

Promote the preservation and rehabilitation of historic structures whenever possible.

Pursue the acquisition of historic data and the accumulation of collections that have relevance to Millwood’s local heritage and identify a central storage site for these collections.

Provide regional support of similar organizations; recognizing that Millwood is a part of a broader realm of historic relevance.

Provide public awareness of, and education about, Millwood’s rich local heritage through participation in local events.

Provide a contact list of resources for Millwood residents to use in researching historic data for their properties.

Explore becoming a Certified Local Government through the Washington State Department of Archaeology and Historic Preservation.

Consider establishing an Historic Preservation Commission to promote and oversee preservation activities and protect local properties. The Commission’s duties would include:—

Provide access to historic information for the benefit of the public.

Retain the historic appearance of the community by encouraging businesses and residents to take pride in their own and the city’s history.

Participate in local events to enhance public relations; provide awareness of historic preservation and restoration and provide community support.

Periodically attend City Council and Planning Commission meetings to present updates of committee activities.

Policies

Millwood will promote preservation of the historic elements of the community, buildings, trees and relevant sites; including the diverse trades, cultures and social customs that contribute to Millwood’s identity and local heritage.

Millwood will work with property owners, government agencies and other resources, to identify, document, restore and preserve historic resources.



Figure 7-2 Historic District Architecture & Character

Figure 7-2 Historic District Architecture & Character

~~Millwood will take appropriate steps to ensure that property owners have the opportunity to qualify for any available incentives to encourage voluntary placement on a Local Register.~~

7.65 CONCLUSION

This Historic Preservation element includes a list of current properties within the Millwood city limits that are listed on the National Register of Historic Places ~~and Washington Heritage Register, Millwood Historic District~~. Also presented are future considerations that will aid the city in preserving historic properties through the ~~creation of~~ Historic Preservation Commission, a Certified Local Government, which can use education and tax incentives to encourage voluntary preservation of Millwood’s Local Heritage. Preserving our local heritage will contribute to economic development and improve property values while increasing Millwood’s sense of community.

CHAPTER 8 – TRANSPORTATION

8.1 INTRODUCTION

When Millwood was incorporated in 1927 it was a small isolated community built around its major employer, the paper mill. Its location was well east of the urban area and bordered by agriculture lands in the Valley. There was a distinctive design element to the City; unique housing, a fine grid pattern of streets, narrow lane widths with tree-lined buffers, and retail and services on “the main street” accessible by walking. Elements of that earlier small-town character and its historical patterns are still in place. The area surrounding Millwood, however, has changed. It’s now part of the expanding metropolitan region stretching from the City of Spokane to Post Falls and Coeur d’Alene Idaho. One of the region’s major north-south travel ways, Argonne, bisects the City. The challenge for Millwood is to develop transportation design strategies that restore and reconnect those desirable historical patterns while at the same time accommodating regional travel needs. The transportation chapter provides an assessment of existing conditions and future needs for the City of Millwood’s transportation system.

Transportation should enhance the livability of the community. To do that, it must be sensitive to land use design. The City will preserve and maintain its existing transportation network as in-fill and redevelopment occur with the goal to continually enhance transportation alternatives to better accommodate bicyclists and pedestrians.

8.2 GMA REQUIREMENTS

A strong policy intent of the city is to have transportation services as a tool for implementing its community vision. This policy relates closely to the Growth Management Act’s (GMA) requirement of consistency between land use and transportation. Other transportation policy requirements include:

- An inventory of transportation facilities and services including active transportation and ADA evaluations;
- Consideration of multiple modes and a forecast of multimodal transportation based on land use assumptions;
- Identification of levels of service (LOS) for major streets, including multimodal LOS for locally owned arterials and transit routes (consistent with RCW 36.70A.070);
- Consistency with other elements of the comprehensive plan;
- Provision of adequate transportation service concurrent with development; and
- Preparation of six-year Transportation Improvement Program (TIP).

Millwood’ transportation element complies with these requirements. To ensure a level of consistency among all comprehensive plans within a given County, GMA requires counties and its jurisdictions to develop countywide planning policies. Highlights of those transportation policies for Spokane County include:

- Intergovernmental coordination with the Spokane Regional Transportation Council (SRTC);
- The requirement that all transportation plans be consistent at a regional scale;
- The requirement that plans address multiple modes and pedestrian-friendly design;
- Minimize new construction through maintenance and optimal use of existing roads;

- Establish consistent roadway standards, classifications, and levels of service;
- Support telecommuting and other electronic means to reduce travel demand;
- Support energy conservation and reduction of single-occupant vehicle travel;
- Protect rail facilities to reduce impacts of roadway shipment; and
- Maintain facilities to avoid costly replacement and achieve public safety.

Millwood's transportation element also adheres to these policies.

8.3 TRANSPORTATION STUDIES

Argonne Corridor Study 2007

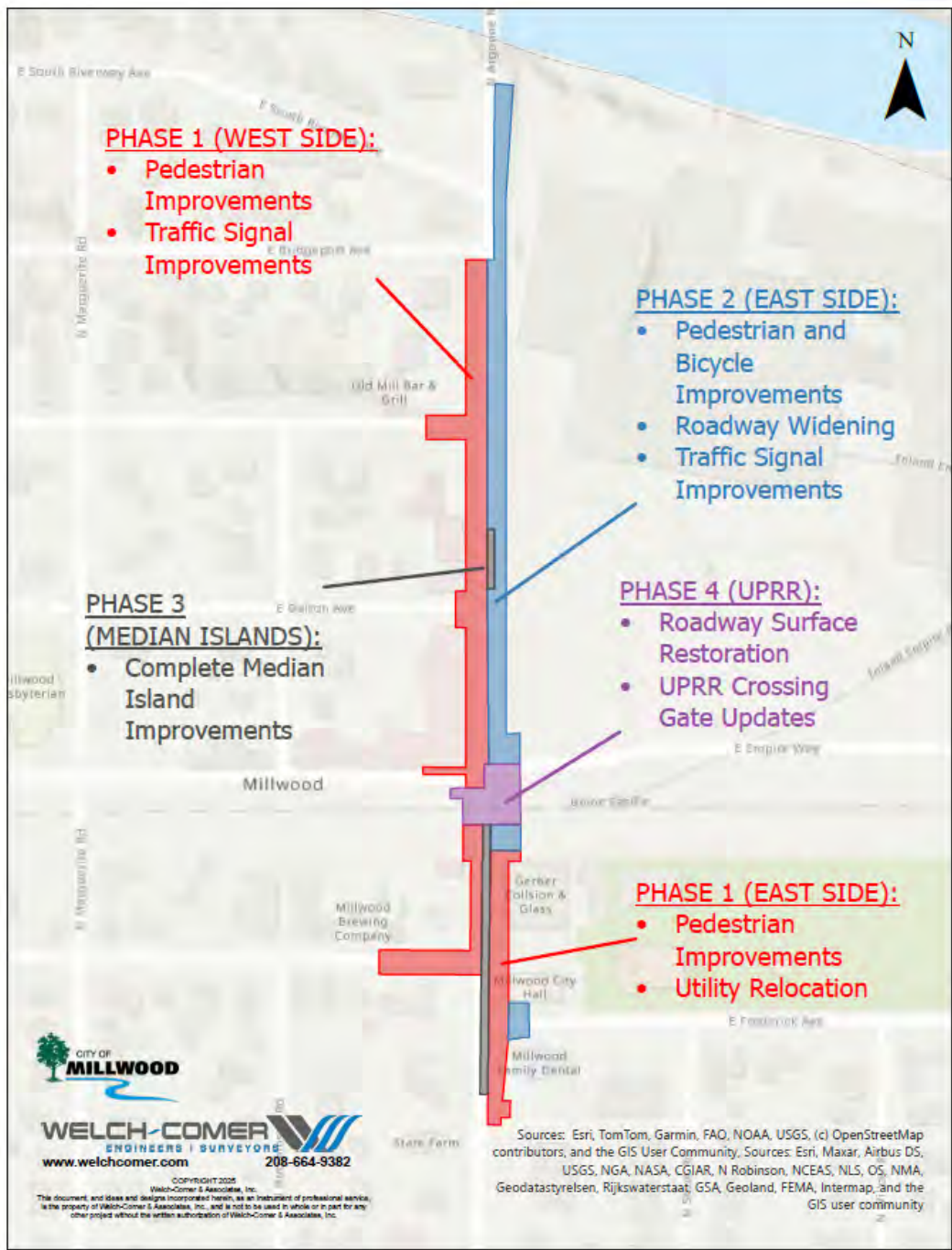
In 2007 the City of Millwood undertook an intensive planning effort for the portion of Argonne Road in Millwood. The study included extensive public participation and produced a list of common vision elements for this high-volume corridor.

- Manage and tame the traffic on Argonne Road.
- Improve walkability on Argonne Road – both along the corridor and across the corridor.
- High volumes, high speeds, and congestion make Argonne Road a barrier for motorized and non-motorized traffic in Millwood.
- Emergency access and response times are compromised by congestion and backups.
- Traffic signals need to work better.
- Turning movements to and from Argonne Road need to be safer.
- Millwood should be identified as a community and town – give it a presence along Argonne Road.
- The corridor should be beautified with trees, plantings, benches, banners, and signs.
- The sidewalks need to be completed, and the crossings made safe and inviting.
- The trucks in the corridor need to be handled – improve the turns and accommodate the deliveries.
- Look for opportunities to collaborate – IEPC with wider sidewalks and improved truck access.
- A new trail should be developed along County sewer right-of-way parallel to the UPRR tracks.
- The transportation system should connect the schools and parks – improve east-west travel across Argonne Road.

The stakeholders involved in the process and public sentiment, in general, recognize the demand for Argonne to move vehicles and freight through the City efficiently while establishing an emphasis on managing traffic safety within Millwood. There is a strong desire to reclaim Argonne Road as a traditional "Main Street." It is important that drivers moving through the city on Argonne recognize that they are no longer on a high-speed rural route, rather they are passing through a community, where lower speeds and safety are mandatory.

Since 2007, the Interurban Trail has been constructed (refer to Section 10.3 under the Parks and Recreation Element, Millwood Facilities for more information) and construction commenced on the

Argonne Rd. Corridor Improvement Project in 2025 with four phases of construction from south of Frederick Ave. to just before the Spokane River Bridge, to enhance safety in the corridor and redesign the streetscape for improved pedestrian and local traffic use.



Map 8-1: Argonne Rd. Improvement Project

Horizon ~~2040–2050~~

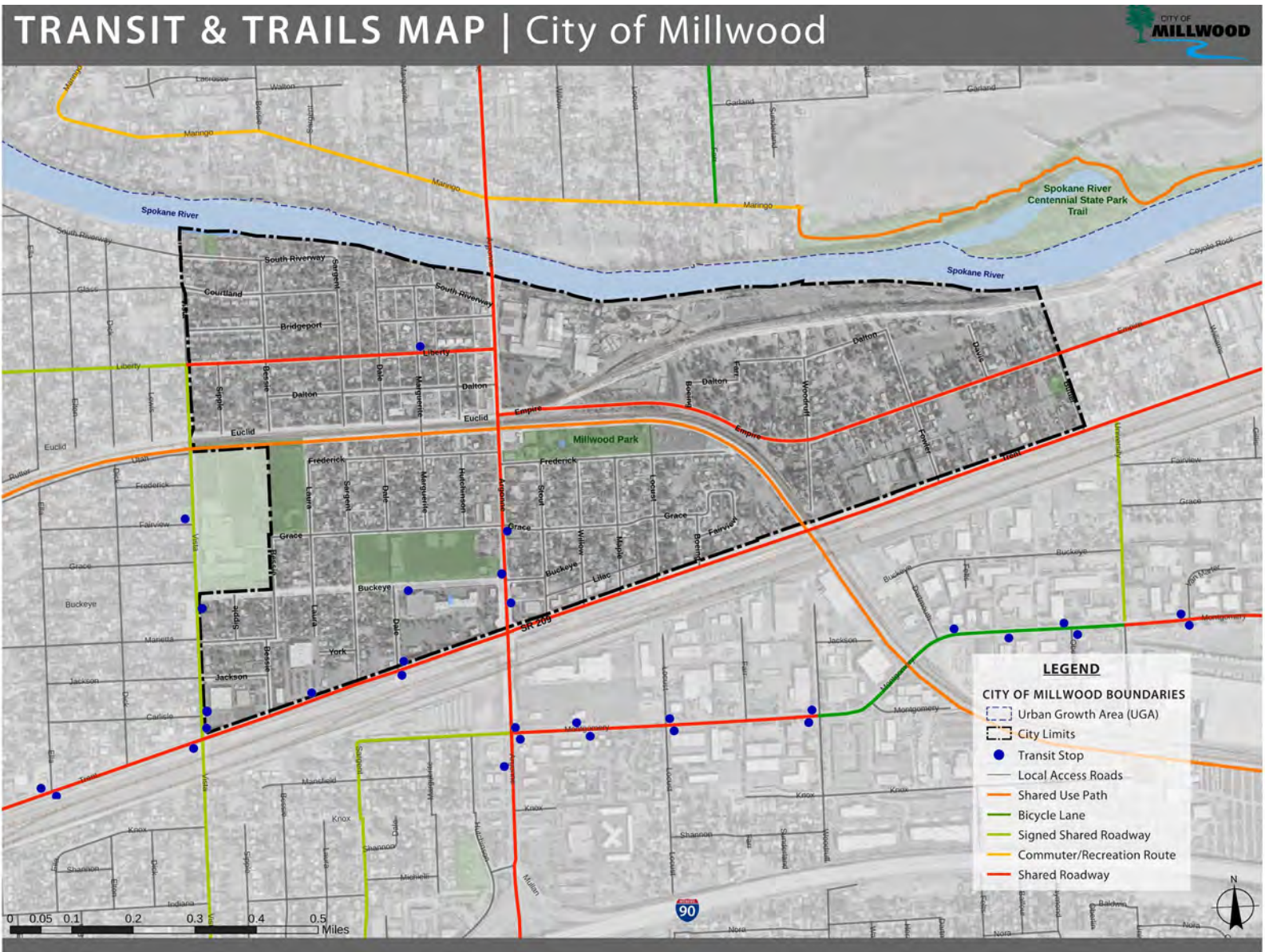
Horizon ~~2040–2050~~ is the Metropolitan Transportation Plan (MTP) and Regional Transportation Plan (RTP) for Spokane County. The purpose of the plan is to integrate, access and multi-modal transportation systems to safely and efficiently move people and goods through the year ~~2040–2050~~.
~~The plan~~

~~Horizon 2040~~ established guiding principles and policies for achieving the regional transportation vision. The highlights of the plan included:

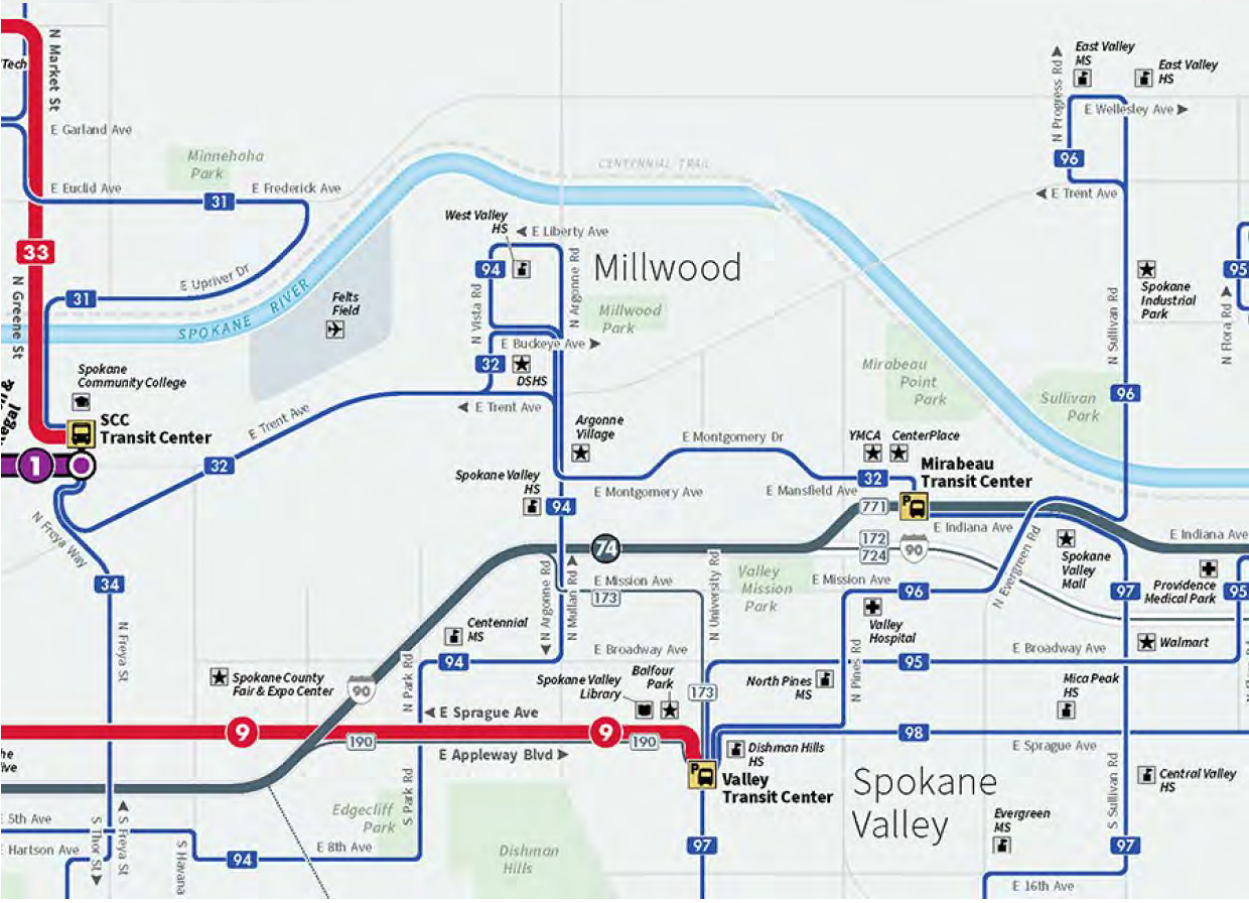
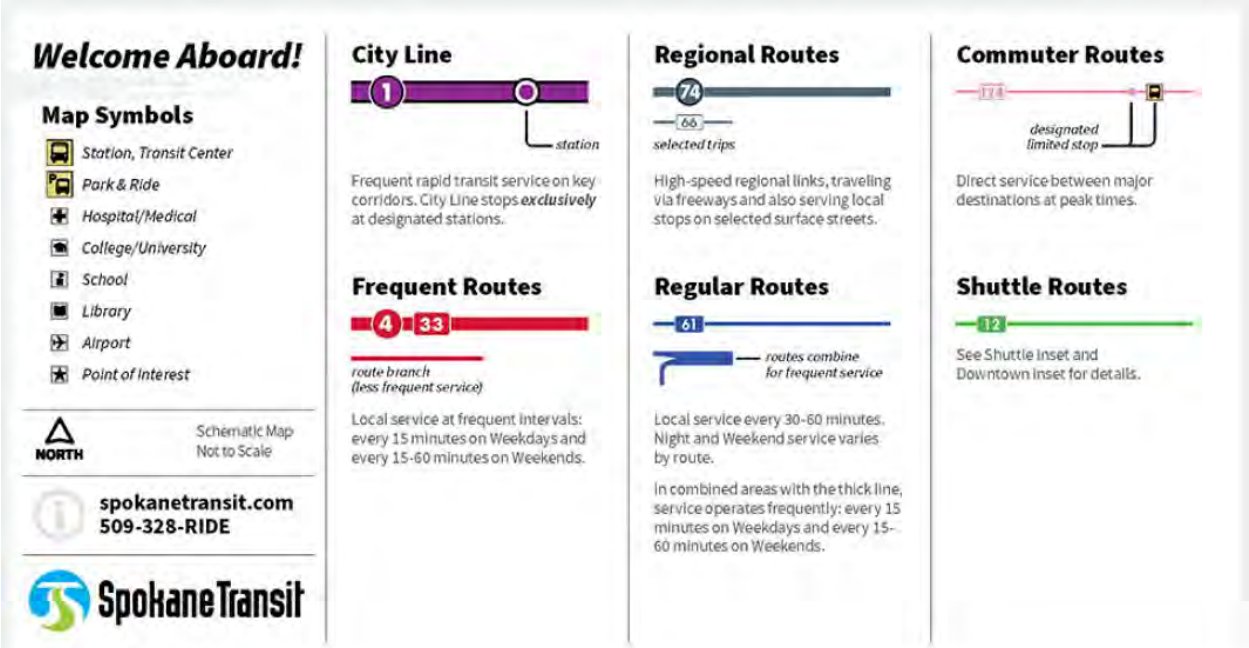
- Projected transportation demand of persons and goods based on county and municipal comprehensive plans;
- Existing and proposed transportation facilities;
- Strategies to operate and maintain local transportation facilities;
- Processes and strategies to manage congestion now and in the future;
- Assessments of capital investments;
- Descriptions of existing and proposed transportation facilities;
- Pedestrian bicycle facilities
- Transportation and transit improvement activities; and
- A financial plan.

~~Horizon 2050 expands on the work completed with Horizon 2040 and 2045 to include an improved Needs Assessment, drawing from recent agency studies (e.g., Regional Safety Action Plan, Congestion Management, Resiliency Plan, Smart Mobility) to identify and prioritize transportation needs and performance objectives and it incorporates updated growth and demographic projections. There is also a stronger focus on performance-based planning in Horizon 2050, establishing clear metrics aligned with equity, safety, resiliency, climate, and smart mobility initiatives as well as integration of recent multimodal planning efforts to ensure a more comprehensive review of all transportation modes.~~

~~Horizon 2040–2050 is a strategic refresh with deeper data analysis, stronger performance metrics, more robust community involvement, and broader integration of resilience, climate, and smart technology goals. It represents the next evolution in long-term, multimodal transportation planning for Spokane County. comprehensive, multi-modal “blueprint” for the future of transportation and mobility needs of Spokane County. In order to implement this strategy, the plan prioritizes project, identifies possible funding streams, and coordinates with member jurisdictions.~~



Map 28-2: Millwood Trails & Transit Map 2025



Map 8-3: Spokane Transit Authority (STA) Route Map Surrounding Millwood

8.4 TRANSPORTATION CHOICES AND MODES

As outlined in Chapter 3 above, Millwood’s transportation system is multimodal and the safety, functionality, and integration of all components are considered as system improvements are made. Adopting a “Complete Streets Ordinance” which will allow the City to pursue additional funding opportunities for future projects. A complete street is defined as a road all users can move along and across safely. These roads are designed with all users in mind including:

- Public Transportation Vehicles
- Transit Riders of all Ages and Abilities
- Bicyclists
- Pedestrians
- Drivers of Private vehicles

Complete streets projects may include the following features:

- Crosswalks
- Well-placed crossing opportunities
- Sidewalks
- Separated sidewalks
- Pedestrian signals
- Lighting
- Median Islands
- Landscaping/Street trees
- Bike facilities
- Transit stop enhancements like benches, shelters and more
- Congestion relief measures

Public Transportation

The Spokane Transit Authority (STA) is a regional public transportation agency who provides public transportation service within the Spokane County Transportation Benefit Area, including unincorporated areas of Spokane County and the five cities of Airway Heights, Cheney, Medical Lake, Spokane, and Millwood. Bus service between Millwood and both the incorporated and unincorporated areas of Spokane County is provided using fixed-route and paratransit service.

Millwood is served by two bus routes which loop through Millwood along Trent, Vista, ~~and Buckeye~~, Liberty, and Argonne, connecting the community to three east-west routes and the Spokane Valley transit center (currently regular routes 32 and 94 as shown in Map 8-3 above). All buses begin and end their routes at the Plaza in downtown Spokane, which serves as the hub for all transit trips in the region. STA also provides intra-city and inter-city paratransit service for qualified riders within 3/4 mile of the regular fixed-route bus line, during the same hours and days. All of Millwood’s multi-family housing and major employment locations and a large majority of its single-family household and commercial areas are within a ¼ mile of a transit route.

With the passage of STA Moving Forward in 2016, STA is proposing a plan that aims to maintain the existing transit system while adding more resources to improve service levels throughout the region. For Millwood, this means exploring route options to connect Millwood residents more directly to Upriver Transit Center at Spokane Community College, the Valley Transit Center, and the Plaza in downtown Spokane. Argonne Station Park and Ride is also in the planning stages and will be located between Argonne and Mullan, south of Interstate 90, a little over ½ mile south of the City of Millwood. Millwood currently does not have any major transit stops within ½ mile and none are currently planned. The new service planned to serve Argonne Station (future Route 7, in addition to the 32 and 94) are not considered bus rapid transit routes. Millwood will continue to coordinate STA to provide transit service throughout the City, including a future stop east of Argonne Rd.

STA meets requirements under ADA Title II by providing accessible vehicles and facilities along with complementary paratransit service for individuals with disabilities who cannot use fixed-route buses.

Rail Transportation

Rail transportation played a major role in the historical development of Millwood, and the railroads continue to provide a portion of the regional transportation system for the Spokane Metropolitan Area. However, currently, there is no scheduled passenger rail service in Millwood. AMTRAK provides regularly scheduled service out of facilities located in the Spokane Intermodal Center in downtown Spokane.

The Burlington Northern Santa Fe (BNSF) and the Union Pacific (UP) service the Spokane area. BNSF operates a main-line providing service between Portland/Seattle and Chicago. UP provides rail service from Hinkle, Oregon to Cranbrook, Canada through East Port, Idaho, in addition to operations in eastern Washington and northern Idaho.

The rail tracks in Millwood are owned by UP. UP's tracks run west-east from Vista Road along the south side of Euclid Avenue to Argonne Road and then east along the south side of Empire Way to the underpass below Trent Avenue, within Millwood. A spur line serves Inland Empire Paper Company just east of Argonne Road. There are at-grade crossings at Vista Road, Marguerite Road, and Argonne.

Air Transportation

Commercial and general aviation air transportation are available to Millwood residents at Spokane International Airport (GEG), approximately ten miles to the west, and at Spokane Felts Field (SFF), approximately one mile to the west.

GEG is a 6,000-acre commercial service airport served by seven airlines and three air cargo carriers. The airport processed a record 4.1 million passengers and more than 77,000 U.S. air cargo tons in 2023. It is the second largest airport in the State of Washington and recognized by the FAA as a small hub. GEG is the primary commercial service airport, which is served by six airlines providing nonstop service to 16 destinations. In 2017, GEG handled over 3.5 million passengers and 72,400 tons of cargo.

SFF is a 400-plus acre active general aviation relief airport which has two paved runways and a turf landing strip as well as the ability to accommodate water landings on the adjacent Spokane River. Over 170 aircraft and 65 tenants are based at Felts Field. The Airport has a fixed-base operator and avionics services are available. In 2022, the Felts Field aviation operations totaled 69,796 aircraft operations. This figure represents the combined number of takeoffs and landings. SFF is the designated General Aviation Reliever Airport for GEG and serves a mix of fixed and rotary-wing military, medevac, corporate and general aviation aircraft. The airfield offers two paved runways and a turf runway. The latter turf runway supports the large collection of classic and antique aircraft based at Felts Field. The airfield supports four fixed and one rotary-wing flight schools and a Federal Contract Air Traffic Control Tower which controls aircraft on the ground and in the air and ensures aircraft maintain proper separations.

Bicycle & Pedestrian Infrastructure (Active Transportation)

Providing access to bicycle and pedestrian infrastructure as an alternative mode of transportation and for recreational use is a priority for the City of Millwood. The city currently offers several bicycle routes within city limits, some of which are designated specifically to cyclists and pedestrians. All the routes connect with adjacent jurisdiction infrastructure allowing for continuous connectivity. Refer to Map 8-2: Millwood Trails and Transit Map above and Map 10-2: Bicycle Regional Priority Network Map, Millwood Area (Spokane Regional Transportation Council, SRTC) contained in the Parks and Recreation Element.

Bicycle infrastructure is defined by three types:

- Shared use path (cyclists and pedestrians) - a path on separated right-of-way with the minimal cross flow by motor vehicles.
- Bike lane – a portion of the roadway designated by striping, signing or pavement marking for the preferential or exclusive use of bicyclists.
- Shared roadway – signed or unsigned roadways allowing both vehicular traffic and bicycle traffic.

As shown on Map 8-2, the following routes offer bicycle and pedestrian connectivity throughout Millwood:

- The Millwood Interurban Trail is approximately 1.2 of a 1 mile from east to west and is located on the former Great Northern Railway right-of-way. The trail is designated for bicyclists and pedestrians, vehicular traffic is prohibited. The trail connects to Vista Road to the west, a signed shared roadway and Trent Ave. to the southeast, an unsigned shared roadway.
- Vista Road from Liberty Avenue to Trent Avenue is designated a signed shared roadway and borders the western edge of the city limits.
- Argonne Road, Empire Way, Trent Avenue, and Liberty Avenue are designated unsigned shared roadways. Argonne Road connects cyclists and pedestrians north and south, while the other routes span east and west. Additionally, Argonne Road connects users to the Centennial Trail which runs east to west along the Spokane River. Empire is unsigned but does have pavement markings for a bike path on the North side of the roadway. Liberty is striped with a pathway on the North side but has no signs or pavement markings.
- Additionally, the City has 4.09 miles of sidewalks as described in Table 8-1 and shown on Map 8-4 below.

The Centennial Trail, located one-half mile north of Millwood, offers a thirty-seven-mile-long shared use path for pedestrians and cyclists. The trail runs east-west through the entire urbanized region from the City of Spokane to the Washington/Idaho border. The trail offers a safe alternative path for cyclists throughout the region, providing a convenient connection from Millwood to the Greater Spokane area.

Section 10.3 under the Parks and Recreation Element, Millwood Facilities contains more information on the ADA accessibility status and improvements needed for Millwood's active transportation network. Improvements will likely be completed as road improvement projects are conducted, such as the Argonne Rd. Corridor Improvement Project discussed below.

Table 8-1: City of Millwood Sidewalk Inventory*

<u>Street</u>	<u>Segment</u>	<u>Segment Length (approx.)</u>	<u>Sidewalk Width</u>	<u>ADA Compliant</u>
<u>Argonne Road</u>	<u>West side of Argonne Rd. from Spokane River bridge (northern City limits) to South Riverway</u>	<u>0.05 miles</u>	<u>5'</u>	<u>Yes</u>
<u>Argonne Road</u>	<u>East side of Argonne Rd. from Spokane River bridge (northern City limits) to South Riverway</u>	<u>0.05 miles</u>	<u>4'-5'</u>	<u>No</u> <u>Sidewalk will be replaced w/ ADA compliant pathway as part of the Argonne Rd. Corridor Improvement Project in 2025</u>
<u>Argonne Road</u>	<u>West side of Argonne Rd. from South Riverway to Bridgeport Ave.</u>	<u>0.02 miles</u>	<u>5'</u>	<u>Yes</u>
<u>Argonne Road</u>	<u>East side of Argonne Rd. from South Riverway to Bridgeport Ave.</u>	<u>0.02 miles</u>	<u>4'-5'</u>	<u>Partially</u> <u>Sidewalk will be replaced w/ ADA compliant pathway as part of the Argonne Rd. Corridor Improvement Project in 2025</u>
<u>Argonne Road</u>	<u>West side of Argonne Rd. from Bridgeport Ave. to Liberty Ave.</u>	<u>0.05 miles</u>	<u>7'</u>	<u>Yes</u>
<u>Argonne Road</u>	<u>East side of Argonne Rd. from Bridgeport Ave. to Liberty Ave.</u>	<u>0.05 miles</u>	<u>4'-5'</u>	<u>Partially</u> <u>Sidewalk will be replaced w/ ADA compliant pathway as part of the Argonne Rd. Corridor Improvement Project in 2025</u>
<u>Argonne Road</u>	<u>West side of Argonne Rd. from Liberty Ave. to Dalton Ave. (Historic District)</u>	<u>0.05 miles</u>	<u>7'-9'+</u>	<u>Yes</u>

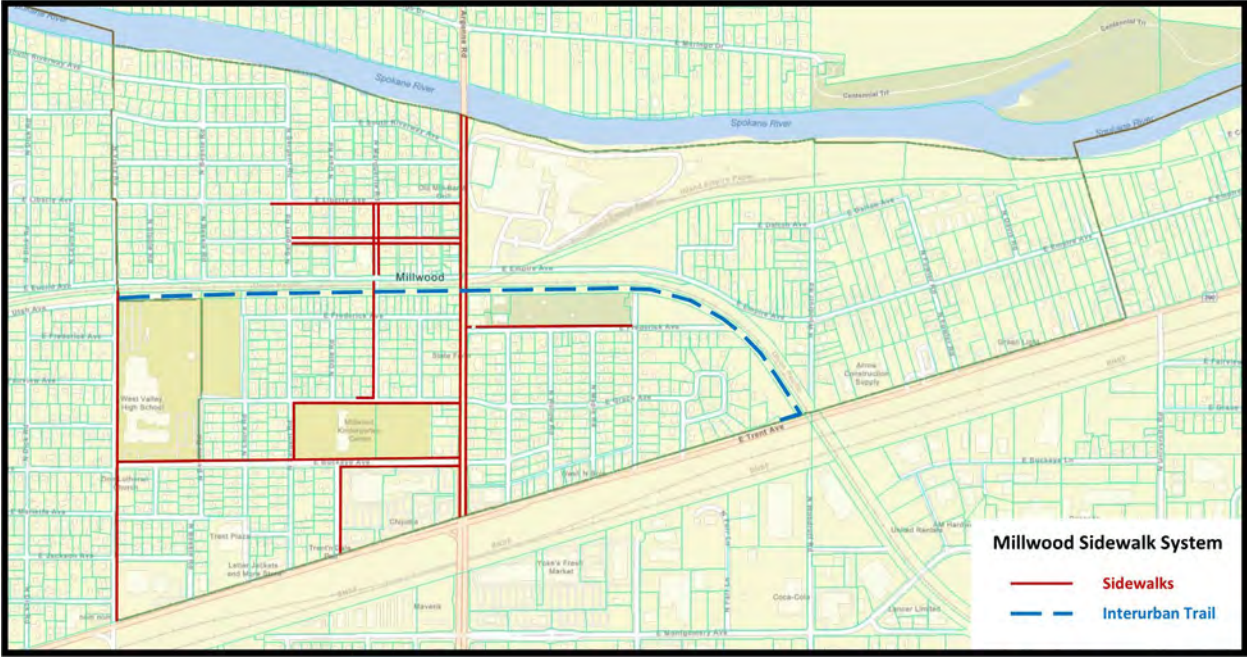
<u>Street</u>	<u>Segment</u>	<u>Segment Length (approx.)</u>	<u>Sidewalk Width</u>	<u>ADA Compliant</u>
<u>Argonne Road</u>	<u>East side of Argonne Rd. from Liberty Ave. to Dalton Ave.</u>	<u>0.05 miles</u>	<u>4'-5'</u>	<u>Partially</u> <u>Sidewalk will be replaced w/ ADA compliant pathway as part of the Argonne Rd. Corridor Improvement Project in 2025</u>
<u>Argonne Road</u>	<u>West side of Argonne Rd. from Dalton Ave. to Euclid Ave. (Historic District)</u>	<u>0.05 miles</u>	<u>9'+</u>	<u>Yes</u>
<u>Argonne Road</u>	<u>East side of Argonne Rd. from Dalton Ave. to Empire Ave.</u>	<u>0.05 miles</u>	<u>4'-5'</u>	<u>Partially</u> <u>Sidewalk will be replaced w/ ADA compliant pathway as part of the Argonne Rd. Corridor Improvement Project in 2025</u>
<u>Argonne Road</u>	<u>West side of Argonne Rd. from Euclid Ave. to Frederick Ave.*</u>	<u>0.06 miles</u>	<u>5'</u>	<u>Partially (older sidewalk mixed with new Interurban Trail access & railroad track / utility interferences)</u> <u>Improvements will be made as part of the Argonne Rd. Corridor Improvement Project in 2025</u>
<u>Argonne Road</u>	<u>East side of Argonne Rd. from Empire Ave. to Frederick Ave.</u>	<u>0.08 miles</u>	<u>5'</u>	<u>Partially (older sidewalk mixed with new Interurban Trail access & railroad track / utility interferences)</u> <u>Improvements will be made as part of the Argonne Rd. Corridor Improvement Project in 2025</u>

<u>Street</u>	<u>Segment</u>	<u>Segment Length (approx.)</u>	<u>Sidewalk Width</u>	<u>ADA Compliant</u>
<u>Argonne Road</u>	<u>West side of Argonne Rd. from Frederick Ave. to Grace Ave.*</u>	<u>0.12 miles</u>	<u>5'</u>	<u>Yes</u> <u>(some older approaches could pose future issues)</u>
<u>Argonne Road</u>	<u>East side of Argonne Rd. from Frederick Ave. to Grace Ave.</u>	<u>0.10 miles</u>	<u>5'</u>	<u>Partially (some older approaches & utility interferences)</u> <u>Improvements will be made as part of the Argonne Rd. Corridor Improvement Project in 2025</u>
<u>Argonne Road</u>	<u>West side of Grace Ave. to Buckeye Ave.*</u>	<u>0.09 miles</u>	<u>5'-6'</u>	<u>Yes</u> <u>(some older approaches could pose future issues)</u>
<u>Argonne Road</u>	<u>East side of Grace Ave. to Buckeye Ave.</u>	<u>0.09 miles</u>	<u>5'-6'</u>	<u>Yes</u> <u>(some older approaches could pose future issues)</u>
<u>Argonne Road</u>	<u>West side of Argonne Rd. from Buckeye Ave. to Trent Avenue / SR 290 (southern City limits)*</u>	<u>0.08 miles</u>	<u>5'-6'</u>	<u>Yes</u> <u>(some older approaches could pose future issues)</u>
<u>Argonne Road</u>	<u>East side of Buckeye Ave. to Trent Avenue / SR 290 (southern City limits)</u>	<u>0.08 miles</u>	<u>5'-6'</u>	<u>Yes</u> <u>(some older approaches could pose future issues)</u>
<u>Buckeye Avenue</u>	<u>North side of Buckeye Ave. from Argonne Rd. to Vista Rd.*</u>	<u>0.50 miles</u>	<u>6'</u>	<u>Yes</u>

<u>Street</u>	<u>Segment</u>	<u>Segment Length (approx.)</u>	<u>Sidewalk Width</u>	<u>ADA Compliant</u>
<u>Buckeye Avenue</u>	<u>South side of Buckeye Ave. from Argonne Rd. to Dale Rd.*</u>	<u>0.16 miles</u>	<u>6'</u>	<u>Partially (older sidewalk - not all curb ramps have detectable warning device)</u>
<u>Dale Road</u>	<u>East side from south of Buckeye Ave. to Trent Ave.*</u>	<u>0.12 miles</u>	<u>6'</u>	<u>Partially (older sidewalk - not all curb ramps have detectable warning device)</u>
<u>Dalton Avenue</u>	<u>North side of Dalton Ave. from Argonne Rd. to Sargent Rd.</u>	<u>0.24 miles</u>	<u>4'-5'</u>	<u>Partially (older sidewalk - not all curb ramps have detectable warning device)</u>
<u>Dalton Avenue</u>	<u>South side of Dalton Ave. from Argonne Rd. to Sargent Rd.</u>	<u>0.24 miles</u>	<u>4'-5'</u>	<u>Partially (older sidewalk - not all curb ramps have detectable warning device)</u>
<u>Frederick Avenue</u>	<u>North side of Frederick Ave. from east of Argonne to Locust</u>	<u>0.24 miles</u>	<u>5'-7'</u>	<u>Partially (have to climb 4 steps from Argonne sidewalk at west end & go around City Hall building encroachment into parking spaces to continue east on sidewalk)</u> <u>Improvements will be made as part of the Argonne Rd. Corridor Improvement Project in 2025</u>
<u>Grace Avenue</u>	<u>North side of Grace Ave. from west of Marguerite to 1/2 a block east of Dale Rd.*</u>	<u>0.02 miles</u>	<u>6'</u>	<u>Yes</u>
<u>Grace Avenue</u>	<u>South side of Grace Ave. from east of Sargeant Rd. to Argonne Rd.*</u>	<u>0.24 miles</u>	<u>6'</u>	<u>Yes</u>

<u>Street</u>	<u>Segment</u>	<u>Segment Length (approx.)</u>	<u>Sidewalk Width</u>	<u>ADA Compliant</u>
<u>Liberty Avenue</u>	<u>South side of Liberty Avenue from Argonne Rd. to west of Sargent Rd.</u>	<u>0.27 miles</u>	<u>4'-5'</u>	<u>Partially (older sidewalk - not all curb ramps have detectable warning device)</u>
<u>Marguerite Road</u>	<u>West side of Marguerite Rd. from railroad tracks north of Euclid Ave. to Liberty Ave.</u>	<u>0.10 miles</u>	<u>4'-5'</u>	<u>Partially (older sidewalk - not all curb ramps have detectable warning device)</u>
<u>Marguerite Road</u>	<u>East side of Marguerite Rd. from railroad tracks north of Euclid Ave. to Liberty Ave.</u>	<u>0.10 miles</u>	<u>4'-5'</u>	<u>Partially (older sidewalk - not all curb ramps have detectable warning device)</u>
<u>Marguerite Road</u>	<u>West side of Marguerite Rd. from railroad tracks south of Euclid Ave. to Grace Ave.*</u>	<u>0.17 miles</u>	<u>5'</u>	<u>Yes</u>
<u>Sargent Road</u>	<u>East side of Sargent Rd. from Grace Ave. to Buckeye Ave.*</u>	<u>0.08 miles</u>	<u>6'</u>	<u>Yes</u>
<u>Vista Road</u>	<u>East side of Vista Rd. from railroad tracks south of Euclid Ave. to Trent Ave.*</u>	<u>0.47 miles</u>	<u>5'-9'</u>	<u>Partially (some older sidewalk sections - not all curb ramps have detectable warning device)</u>

* Areas in the City of Millwood located south of the railroad tracks at Euclid Ave. and west of Argonne Rd. would be eligible for Safe Routes to School funding (WVSD buses children that live north of the railroad tracks and east of Argonne Rd.)



Map 8-4: Millwood Sidewalk System

Roads

Millwood's road connections are shown in map 8-28-5. The City has 12 center line miles of paved streets/roads with 3 traffic signals. Argonne Road is a main thoroughfare in Millwood, running down the middle of the city's central business district. Argonne is a roadway of regional significance due to its connectivity from Interstate-90 headed north through the City of Spokane, City of Spokane Valley, City of Millwood, and onward into Spokane County. Argonne connects with minor arterials Euclid Avenue and Empire Avenue as well as many local access streets.

The city approved and with participation by Federal and State transportation agencies funded and constructed the Argonne Road Congestion Relief Project in 2025 to enhance non-motorized, vehicle, and rail safety in the corridor and redesign the streetscape for improved pedestrian, cyclist, and local traffic use. Argonne Road is a regionally significant four-lane (two lanes northbound and two lanes southbound) arterial roadway and is classified by WSDOT as a principal arterial and T2 Truck Route with a current peak volume of 2,037 vehicles per hour in the city.

Prior to the project, there were no left-turn channels on Argonne north of Buckeye. Traffic in the left travel lane had to stop behind left-turning traffic at these intersections along Argonne, creating unsafe stopping conditions and causing traffic delays. These issues are further compounded by the frequent closure of the Union Pacific Railroad Argonne crossing located south of Euclid/Empire. Trains of up to nearly two miles in length cross Argonne multiple times per day. The project adds left-turn channels on Argonne north-bound at the intersections of Fredrick, Dalton, and Liberty and south-bound at the intersection of Empire. The channels at Empire and Liberty are signalized. This is accomplished by adjustment of travel lane width in combination with an additional 10 feet of road surface width between Frederick and Liberty.

Currently, there are sidewalks and pedestrian ramps on both sides of Argonne Road and no bus transit stops. As part of the project, the city plans to provide a new transit stop at Liberty with the widened sidewalk. Additionally, the city will improve signalization timing at the intersection of Empire/Euclid to

better serve safety for buses trying to cross the railroad tracks and the intersection. Buses must stop prior to crossing the railroad tracks.

The city has proposed a congestion relief project for Argonne Road, the intent of the project to widen Argonne Road between Empire and Liberty to make room for signalized left turn lanes at the intersections of Fredrick, Euclid, Empire, Dalton, and Liberty. Currently, there are no turn lanes north of Buckeye on Argonne. The city will continue to pursue this project via regional coordination with the surrounding municipalities, SRTC, STA, applying for grant funding, and designating funding via the annual transportation improvement plan (TIP). A project as identified in the 2019-2022 Transportation Improvement Program provide by Spokane Regional Transportation Council calls for adding signalized intersections at Argonne and Empire/Euclid, Argonne and Liberty, and Argonne and Dalton. This project is under review and additional funding is being sought. Through traffic traveling in the left hand lane must stop behind left turning traffic at these intersections along Argonne Rd. This causes delay through traffic for ~0.25 miles in the project area between Fredrick and Liberty. With the project improvements, this unnecessary delay can be reduced by 8 seconds per vehicle on average through the project area during peak hour. Future congestion levels will be worse: travel times will more than double to 107 seconds/vehicle in 10 years during the peak hour without improvements. With the improvements, that travel time will only be 76 seconds per vehicle, a savings of 31 seconds/vehicle on average through the project area during the peak hour.

Currently, there are sidewalks and pedestrian ramps on both sides of Argonne Road and no bus transit stops. With the widening of the road the city plans to provide a new transit stop at Liberty with the widened sidewalk. Additionally, the city will improve signalization timing at the intersection of Empire/Euclid to better serve safety for busses trying to cross the railroad tracks and make it through the intersection. Currently, busses must stop prior to crossing the railroad tracks once the bus begins to proceed it is difficult to know whether they will make the light in time.

Given ~~Millwoods~~Millwood's established transportation network, ~~little to no vacant land within the city limits, low projected population growth and subsequently and plan for infill development with~~ no need to expand into the designated urban growth boundary, the city does not anticipate major new road construction/development. ~~Often the city is in the postion to~~ and will plan to maintain the established network with multimodal improvements as needed.

8.5 FUNCTIONAL CLASSIFICATION OF STREETS

The Washington State Department of Transportation (WSDOT) has developed a Functional Classification System which all municipalities in the state use as a guideline for designation of streets. This classification system was developed to ensure consistent determinations of street types throughout the state. The classifications of streets in Millwood was developed by the Spokane Regional Transportation Council (SRTC) which is the designated Metropolitan Planning Organization (MPO) for all of Spokane County. A listing of current principal, minor, and collector streets is presented in Table 21-8-2 and are shown in Map 8-25, with traffic volumes associated with these classifications shown in Table 228-3. The City of Millwood is coordinating with SRTC for possible modifications to the classifications. A listing of the potential proposed principal and collector streets is presented in Table 8-4. As shown in Table 8-4, Euclid Ave. would be re-classified from a minor arterial to a collector and additional collector streets would be added. Upon completion of the Argonne Road Congestion Relief Project in the Fall of 2025, the City will be in a better position to gather updated traffic data to proceed with the possible modification requests.

Functional classification designations are used for data and planning purposes. It is important to properly classify roads so that design standards and access control standards are applied to allow the road to function properly. A complete list of the current roads in Millwood is provided in the Appendix.

The following street classifications are applied in Millwood:

Principal Arterials

Principal arterials are streets or roadways connecting primary community centers with major facilities. Principal arterials are generally intended to serve through traffic. Along principal arterials, it is desirable to limit direct access to abutting property.

Minor Arterials

Minor arterials are streets and roadways connecting community centers with principal arterials. In general, minor arterials serve strips of moderate length. Access is partially controlled with infrequent access by abutting property.

Collector streets

Collector streets are streets and roadways connecting residential neighborhoods with smaller community centers and facilities as well as access to the minor and principal arterial system. Property access is generally a higher priority for collector streets and through traffic service is a lower priority.

Access Streets

Access streets have a variety of functions to perform with the principle purpose to provide vehicular and pedestrian access to property abutting the public right-of-way. Moving traffic is a secondary function of access streets. Land service is the primary function, and being such, these streets should not carry through-traffic. Buses and heavy trucks should be excluded from access streets except where the access street is in a commercial or industrial district of the City. Access streets also serve as an easement for utilities, open spaces between buildings and as an element of the urban landscape. Typically, these are alleys and other small, narrow public rights-of-way. Access streets are white on Map 8-5 below and comprise the remainder of Millwood’s street system. Additionally, individual lot or unit access can be provided by access easements / driveways or private streets that connect to public streets for infill development.

Table 21-8-2:- <u>Current</u> City of Millwood Street Classifications (SRTC)				
Principal Arterial Sections	<u>Classification</u>	Segment	<u>Segment Length (approx.)</u>	No. of Lanes
<u>Argonne Road</u>	<u>Principal Arterial</u>	<u>Spokane River bridge (northern City limits) to South Riverway</u>	<u>0.05 miles</u>	<u>4</u>
<u>Argonne Road</u>	<u>Principal Arterial</u>	<u>South Riverway to Bridgeport Ave.</u>	<u>0.02 miles</u>	<u>4</u>
<u>Argonne Road</u>	<u>Principal Arterial</u>	<u>Bridgeport Ave. to Liberty Ave. - traffic signal at Argonne Rd. & Liberty Ave.</u>	<u>0.05 miles</u>	<u>4</u>
<u>Argonne Road</u>	<u>Principal Arterial</u>	<u>Liberty Ave. to Dalton Ave.</u>	<u>0.05 miles</u>	<u>4</u>
<u>Argonne Road</u>	<u>Principal Arterial</u>	<u>Dalton Ave. to Euclid Ave. / Empire Ave. - traffic signal at Argonne Rd. & Euclid Ave. / Empire Ave.</u>	<u>0.05 miles</u>	<u>4</u>
<u>Argonne Road</u>	<u>Principal Arterial</u>	<u>Euclid Ave. / Empire Ave. to Frederick Ave.</u>	<u>0.08 miles</u>	<u>4</u>

<u>Argonne Road</u>	<u>Principal Arterial</u>	<u>Frederick Ave. to Grace Ave. - traffic signal at Argonne Rd. & Grace Ave.</u>	<u>0.10/0.12 miles</u>	<u>4</u>
<u>Argonne Road</u>	<u>Principal Arterial</u>	<u>Grace Ave. to Buckeye Ave.</u>	<u>0.09 miles</u>	<u>4</u>
<u>Argonne Road</u>	<u>Principal Arterial</u>	<u>Buckeye Ave. to Trent Avenue / SR 290 (southern City limits) - traffic signal outside City limits at Argonne Rd. & Trent Ave.</u>	<u>0.08 miles</u>	<u>6</u>
Argonne Rd.		E. Buckeye Ave.		6
Argonne Rd.		E. Grace Ave.		4
Argonne Rd.		E. Frederick Ave.		4
Argonne Rd.		E. Empire Ave.		4
Argonne Rd.		E. Dalton Ave.		4
Argonne Rd.		E. Liberty Ave.		4
Argonne Rd.		E. S. Riverway Ave.		4
Argonne Rd.		E. Bridgeport Ave.		4
Minor Arterial Sections	<u>Classification</u>	Segment	<u>Segment Length</u>	No. of Lanes
E. Euclid Avenue	<u>Minor Arterial</u>	<u>West of Argonne Rd. to Vista Rd. (western City limits)</u>	<u>0.50 miles</u>	<u>2</u>
E. Empire Avenue		Argonne		2 (southbound turn lane at Argonne)
Collector Street Sections	<u>Classification</u>	Segment	<u>Segment Length</u>	No. of Lanes
Liberty Avenue (west of Argonne, only)		Argonne Rd.		2
Buckeye Avenue (west of Argonne, only)	<u>Major Collector</u>	<u>West of Argonne Rd. to Vista Rd. (western City limits)</u>	<u>0.50 miles</u>	<u>2</u>
<u>Empire Avenue</u>	<u>Major Collector</u>	<u>East of Argonne Rd. to Butler Rd. (eastern City limits)</u>	<u>0.94 miles</u>	<u>2 (traffic signal at Argonne)</u>
Grace Avenue (west of Argonne, only)		Argonne Rd.		2

<u>Vista Road</u>	<u>Major Collector</u>	<u>South of Euclid Ave. to Trent Avenue / SR 290 (southern City limits) - traffic signal outside City limits at Vista Rd. & Trent Ave.</u>	<u>0.50 miles</u>	<u>2</u>
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Table 22-8-3: –Street Classification and Traffic Traffic Volumes

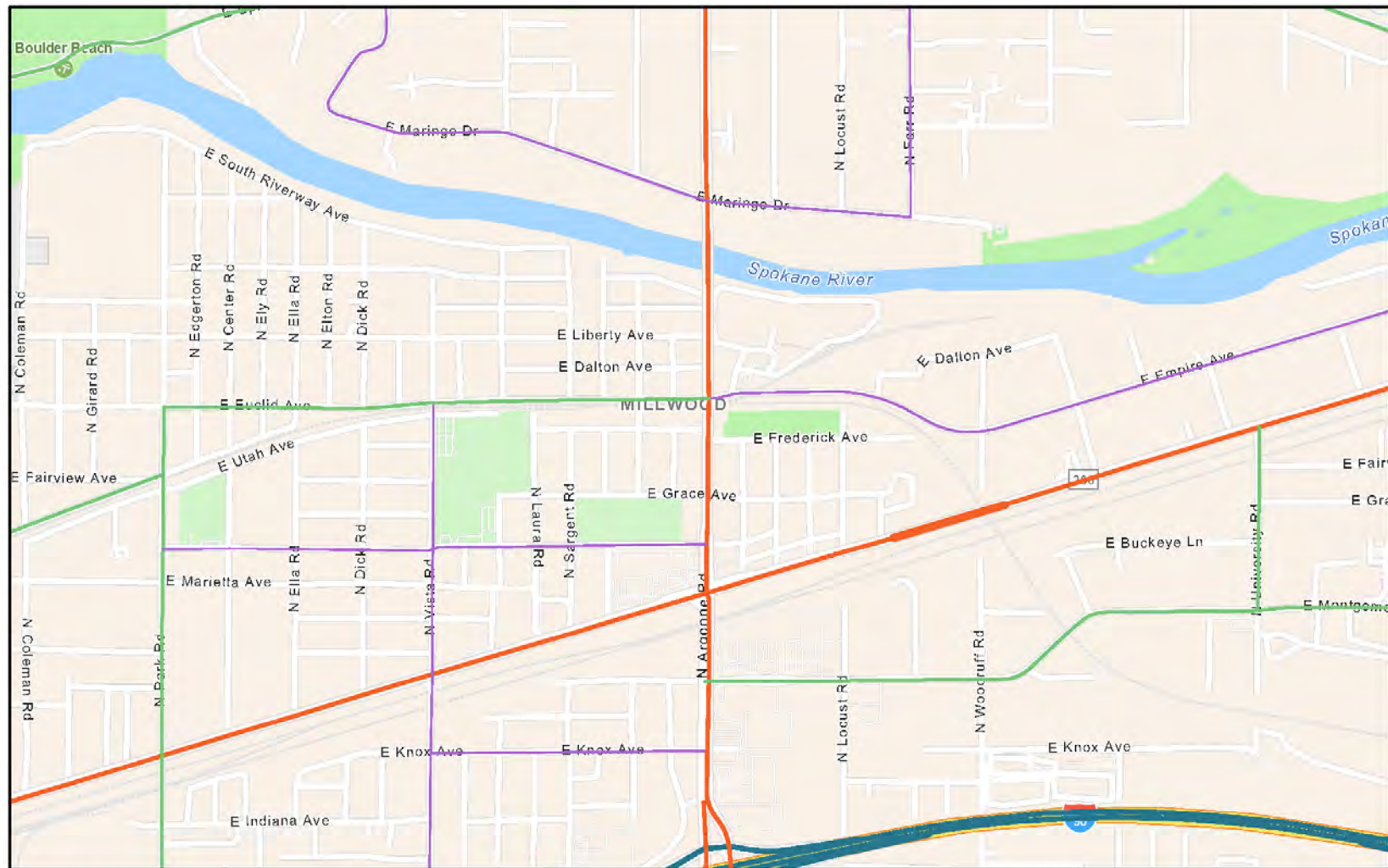
Street Classification	Daily Traffic Volumes
Access Street	0-500
Collector Street	501 – 2,000
Minor Arterial	2,001 – 5,000
Principal Arterial	5,001 or more

Table 8-4: Potential Proposed City of Millwood Street Classifications *

<u>Principal Arterial Sections</u>	<u>Classification</u>	<u>Segment</u>	<u>Segment Length (approx.)</u>	<u>No. of Lanes</u>
<u>Argonne Road</u>	<u>Principal Arterial</u>	<u>Spokane River bridge (northern City limits) to South Riverway</u>	<u>0.05 miles</u>	<u>4</u>
<u>Argonne Road</u>	<u>Principal Arterial</u>	<u>South Riverway to Bridgeport Ave.</u>	<u>0.02 miles</u>	<u>4</u>
<u>Argonne Road</u>	<u>Principal Arterial</u>	<u>Bridgeport Ave. to Liberty Ave. - traffic signal at Argonne Rd. & Liberty Ave.</u>	<u>0.05 miles</u>	<u>4</u>
<u>Argonne Road</u>	<u>Principal Arterial</u>	<u>Liberty Ave. to Dalton Ave.</u>	<u>0.05 miles</u>	<u>4</u>
<u>Argonne Road</u>	<u>Principal Arterial</u>	<u>Dalton Ave. to Euclid Ave. / Empire Ave. - traffic signal at Argonne Rd. & Euclid Ave. / Empire Ave.</u>	<u>0.05 miles</u>	<u>4</u>
<u>Argonne Road</u>	<u>Principal Arterial</u>	<u>Euclid Ave. / Empire Ave. to Frederick Ave.</u>	<u>0.08 miles</u>	<u>4</u>
<u>Argonne Road</u>	<u>Principal Arterial</u>	<u>Frederick Ave. to Grace Ave. - traffic signal at Argonne Rd. & Grace Ave.</u>	<u>0.10/0.12 miles</u>	<u>4</u>
<u>Argonne Road</u>	<u>Principal Arterial</u>	<u>Grace Ave. to Buckeye Ave.</u>	<u>0.09 miles</u>	<u>4</u>
<u>Argonne Road</u>	<u>Principal Arterial</u>	<u>Buckeye Ave. to Trent Avenue / SR 290 (southern City limits) - traffic signal outside City limits at Argonne Rd. & Trent Ave.</u>	<u>0.08 miles</u>	<u>6</u>

<u>Minor Arterial Sections</u>	<u>Classification</u>	<u>Segment</u>	<u>Segment Length</u>	<u>No. of Lanes</u>
<u>None</u>				
<u>Collector Street Sections</u>	<u>Classification</u>	<u>Segment</u>	<u>Segment Length</u>	<u>No. of Lanes</u>
<u>Buckeye Avenue</u>	<u>Major Collector</u>	<u>West of Argonne Rd. to Vista Rd. (western City limits)</u>	<u>0.50 miles</u>	<u>2</u>
<u>Empire Avenue</u>	<u>Major Collector</u>	<u>East of Argonne Rd. to Butler Rd. (eastern City limits)</u>	<u>0.94 miles</u>	<u>2</u> <u>(traffic signal at Argonne)</u>
<u>Euclid Avenue</u>	<u>Major Collector</u>	<u>West of Argonne Rd. to Vista Rd. (western City limits)</u>	<u>0.50 miles</u>	<u>2</u> <u>(traffic signal at Argonne)</u>
<u>Grace Avenue</u>	<u>Major Collector</u>	<u>West of Argonne Rd. to Bessie Rd.</u>	<u>0.37 miles</u>	<u>2</u> <u>(traffic signal at Argonne)</u>
<u>Grace Avenue</u>	<u>Major Collector</u>	<u>East of Argonne Rd. to Boeing Rd.</u>	<u>0.32 miles</u>	<u>2</u> <u>(traffic signal at Argonne)</u>
<u>Liberty Avenue</u>	<u>Major Collector</u>	<u>West of Argonne Rd. to Vista Rd. (western City limits)</u>	<u>0.50 miles</u>	<u>2</u> <u>(traffic signal at Argonne)</u>
<u>Marguerite Road</u>	<u>Minor Collector</u>	<u>North of Grace Ave. to E. South Riverway Ave.</u>	<u>0.39 miles</u>	<u>2</u>
<u>Vista Road</u>	<u>Major Collector</u>	<u>South of Euclid Ave. to Trent Avenue / SR 290 (southern City limits) - traffic signal outside City limits at Vista Rd. & Trent Ave.</u>	<u>0.50 miles</u>	<u>2</u>

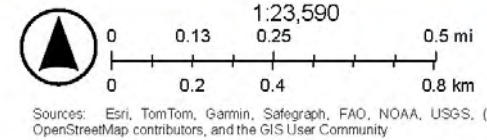
* Dependent on updated traffic data following completion of the Argonne Road Congestion Relief Project in the Fall of 2025.



6/10/2025

Functional Classification

- Principal Arterial
- Major Collector
- Interstate
- Minor Arterial



Map 8-5: Current Millwood Area Transportation System Map (Spokane Regional Transportation Council, SRTC) (6/10/25)

8.6 LEVEL OF SERVICE STANDARDS

Level of service (LOS) standards measure the minimum capacity of a public facility which must be provided to meet the community’s basic needs and ~~expectation~~expectations. Multimodal level of service standards are required under RCW 36.70A.070(6) and the City of Millwood has selected a WSDOT Urban Minimum LOS, working towards an Urban Equitable LOS.

Urban Minimum Multimodal LOS

- Access for transit riders with no disabilities is roughly one twentieth the access for drivers, access for riders with disabilities may be even lower due to limitations in sidewalk infrastructure and other factors.
- Transit of level 3 frequency or better is available within a half-mile walk from any origin. Transit of level 2 frequency and rarely level 1 frequency is available at key destinations or along certain corridors. High-capacity transit may or may not be available.
- Paratransit service is available but may require reservation the day before the trip.
- Public bikeshare or other micromobility services may or may not be available.
- There is mostly a complete accessible sidewalk network, although individual blocks or small areas may be missing sidewalks or curb cuts, and active transportation lanes and other facilities are only present on a certain streets.
- Many bus stops have a shelter and bench, but lack other amenities, but generally there is no real-time signage, customer service staff, or restrooms available except at major transit stations.
- Public-sponsored programs may be available and induce use of non-drive alone modes through Transportation Demand Management.
- Information about all public transportation modes are accessible to all users through mobile devices and printed products, but most available apps may not be fully real-time enabled and online booking may not be available for trips requiring reservations.

Urban Equitable Multimodal LOS

- Access for transit riders is roughly half the access for drivers.
- Transit of level 2 frequency or better runs is available within a half mile-walk from any origin; level 1 frequency or better transit in a high-capacity mode (e.g. rail or BRT) is available on certain corridors.
- On-demand paratransit service is available with a 15 minute or less wait time
- Public bikeshare or other micromobility services support highly local trips; public rideshare may be available to provide service where fixed-route transit and micromobility are not sufficient.
- All streets have wide sidewalks and active transportation lanes or other multimodal facilities are present near all transit stops
- All transit stops have shelters, benches, lighting, trash cans, real-time signage, and restrooms available (though restroom access for minor transit stops may be nearby public restrooms);

customer service staff members are available at all stations serving high-capacity modes and found onboard some vehicles or at some transit stops throughout the system.

- Public-sponsored programs are available and well-budgeted to induce use of non-drive alone modes through Transportation Demand Management
- High-quality information about all public transportation modes are accessible to all users through mobile devices and printed products, and services requiring booking can be reserved easily without downloading a special-purpose app.

Roads

LOS standards are established on arterials to evaluate the performance of existing systems and help plan future transportation facility needs.

LOS standards determine if a street is operating at a level acceptable to the community. When a street, or a segment of a street, falls below the acceptable LOS assigned, it indicates that traffic volume is exceeding the capacity of the street or traffic controls such as signalization, turning lanes, or travel lanes. Millwood's minimum LOS for all arterials is level D based on traffic count information which indicates that no streets will fail to meet the LOS criteria within the planning period. The city will continue to coordination with Spokane County, City of Spokane, the City of Spokane Valley and SRTC to provide the proper function of the arterial.

Bicycle & Pedestrian Infrastructure (Active Transportation)

Even though there is no need for capacity based on roadway improvements, the city may elect to enhance its roadway network to better suit the needs of pedestrians and cyclists in order to exceed the WSDOT Urban Minimum Multimodal LOS. As discussed in Chapter 10, Parks and Recreation Element, the City will coordinate with adjoining jurisdiction for trail expansions and connections. The City will also work towards increasing the sidewalk network around schools and ADA compliance with detectable warning device additions and sidewalk improvements. The City of Millwood has explored franchise agreements for public bikeshare and scooter share services such as the Lyme scooters that are utilized throughout the Spokane area; however, there have been issues with the scooters being thrown into the Spokane River from the Argonne Rd. bridge, which has delayed interlocal agreement establishment. Improvements to Millwood's active transportation network will likely be completed as road improvement projects are conducted, such as the Argonne Rd. Corridor Improvement Project or when funding is available and has been obtained through programs such as safe routes to school.

Public Transportation

As described under Section 8.4 Transportation Choices and Modes above, Millwood is served by two STA bus routes which loop through Millwood along Trent, Vista, Buckeye, Liberty, and Argonne (currently regular routes 32 and 94 as shown in Map 8-3 above). With two buses servicing Millwood, wait times range from 15 minutes along the double bus route of Argonne Rd. from Trent Ave. to Buckeye Ave. and along Buckeye Ave. between Argonne Rd. and Vista Rd. on weekdays and 15-60 minutes on weekends to 30-60 minutes for single bus routes on weekdays with night and weekend times varying by route. The City wants to maintain this service as the minimum level of service for public transportation which would equate to a WSDOT Level 3 for single route and Level 2 for double routes, consistent with a WSDOT Urban Minimum Multimodal LOS although, the majority of the City meets the WSDOT Equitable Multimodal LOS with transit of level 2 frequency or better runs available within a half mile-walk from any origin. Millwood will continue to coordinate with STA to provide optimal service to residents and

businesses, including working towards providing bus shelters with benches and real time screens for Millwood’s transit stops in the central business district.

Table 8-5: Transit Frequency Levels

Transit frequency	Description
Level 1	12 min headway days; 15 nights and weekends
Level 2	15 min headway days; 30 nights and weekends
Level 3	30 min headway days; 60 nights and weekends
Level 4	60 min headway minimum 5 days a week
Level 5	6 trips per day on weekdays
Level 6	2 trips per day on weekdays
24-hour	1 trip every 2 hours overnight

Source: WSDOT Multimodal Level of Service Interim Guidance (Aug 2024)

Annually the city goes through an evaluation process to identify roadway improvements and funding for the transportation improvement plan (TIP).



Figure 8 1: Traffic at the intersection of Trent Avenue and Argonne Road

8.7 TRANSPORTATION FORECAST

Future travel forecast results from modeling land use change and related travel demand. Given the expected population projection (population projections are adopted by the Board of County Commissioners following recommendations by the Planning Technical Advisory Committee (PTAC) and the Steering Committee of Elected Officials (SCEO) increase of 8.8% (1,947 people) by 2037The City of Millwood’s 2046 allocated population is 1,974, an increase of only 27 people from the previous 2037 allocation of 1,947. The City must also plan for a housing allocation of up to an additional 106 units which will be achieved through infill development throughout the City. No zone changes are required in order to accommodate Millwood’s future growth and a substantial change in land use and travel demand is not anticipated within the City of Millwood. Furthermore, there are no substantial development project(s) within city limits currently that would contribute to higher demands on the

transportation network. The largest vacant parcel available is two adjoining parcels that total just under 2 acres along Empire Ave. (a major collector) in the eastern portion of the City, which could accommodate 17 units based on the adopted UR-1 bulk density standard. A traffic review was conducted in 2024 for this potential development and adding the amount of traffic expected was not anticipated to cause measurable increases in delay. However, t

Travel demand modeling was provided by SRTC for the Argonne Road corridor given its regional significance and the need to provide the most recent and accurate demand information for this roadway. The travel demand model (TDM) considers changes in the urbanizing portions of Spokane County and Spokane Valley and trip generation – number of trips made along Argonne Rd. This information is useful for users in providing forecasted volumes for roadway(s) with functional classes. TDM metrics, as described above, were provided by the City of Spokane Valley, Spokane County, and SRTC. At this time there are no significant development project on record currently or in the immediate future within the City of Millwood, therefore no metrics were provided as part of the TDM as there is no anticipated increase of vehicle traffic from a new development. The City of Millwood conducted traffic counts in 2015-2016 as provided in the 2015 Daily Model Volume. Overall, the 2015 numbers reveal high daily volume counts especially at the intersection of Argonne/Buckeye and Argonne/Trent. The 2040 Daily Model Volume is projected by multiplying the 2015 volume by a 1% growth rate. The change between the 2015 volume and the 2040 volume show that while there is a decrease in overall volumes, the percent of change is still in the 85-89.5% range. Additionally, traffic Counts were taken by the City on Wednesday, May 3, 2017 in the eastern portion of the City. Not much development has occurred since the traffic counts were taken with the exception of the Millwood Estates 29-unit senior community on 3.25 acres along Fowler Rd., north of Empire Ave. in 2019, which was factored into the 2024 traffic review discussed above. Figure 4-1 in Chapter 4 above, shows the growth per year of Millwood based on OFM population from 2018 to 2024. Millwood has experienced an average growth rate of 1.2% from 2018 to 2024. Only a 0.2% increase from the 2040 Daily Model Volume projections.

The regional travel demand model forecasts demand on the regional transportation network. The previous model discussed below forecasted into the horizon year of 2040. The model considers factors that could potentially impact demand into the future such as housing growth, shifts in employment, increased or decreased capacity, etc. Millwood has coordinated with the City of Spokane Valley, Spokane County, and SRTC and determined that little or no impacts are planned that would affect the demand on the regional network within the City of Millwood. The below model volumes are representative of this and demonstrate a forecasted decrease in volume on the only regional facility in the City limits, Argonne Rd. The volumes in 2040 are forecasted to decrease by approximately 12%*.

Table ~~8-36~~: –2015 and 2040 Average Daily Volumes

Road Segment (north bound only)	2015 Daily Model Volume	2040 Daily Model Volume	Change
Argonne/Trent	31,340	28,030	-10.56%
Argonne/Buckeye	31,140	27,810	-10.69%
Argonne/Euclid	29,840	25,850	-13.37%
Argonne/Liberty	29,660	25,430	-14.26%

* It should be noted that due to limited data, the model outputs have not been post-process with actual counts to arrive at forecasted volumes. Instead, the below represents model volumes only. However, this analysis represents the best available data at the time.

Forecasted regional traffic for 2020 shows a significant increase in the north to east travel flows (SRTC 2020 Traffic Forecast). The County’s ~~planned~~ improvements on Bigelow Gulch, a growing east-west arterial in the northern portion of the metropolitan area, will be designed to accommodate portions of this increased traffic. When the Bigelow Gulch improvement extends further east and connects to Sullivan Road, the County’s traffic model indicates a portion of Argonne traffic through Millwood would be diverted to Sullivan and thus average daily traffic will decrease. This has been factored into the Horizon 2050 planning. An updated SRTC Travel Demand Model was released in 2024 as part of the planning process.

Additionally, the future North Spokane Corridor connectivity will be designed to meet high-speed mobility needs along the eastern edge of the City of Spokane. Once finished this roadway is expected to capture a large portion of the projected north to south and north to east regional traffic flow. This would potentially relieve any projected traffic demand on Argonne.

Horizon 2050

The Metropolitan Transportation Plan, or MTP, is the Spokane region’s long-range transportation plan looking 20 years into the future. This foundational document includes:

- Significant projects, plans & programs
- Key transportation challenges
- Opportunities for the future
- Projections of regional growth
- Financial forecasts
- Strategies for meeting future needs

The MTP is updated every 4-5 years and includes coordination with other local and regional planning efforts. Since the 2019 Comprehensive Plan update, SRTC has adopted a Horizon 2045 and is now completing Horizon 2050.

8.8 INTERGOVERNMENTAL COORDINATION

The GMA requires jurisdictions to ensure that existing and future development are adequately served by public facilities (i.e. roadways) to meet the demand of the current and future need. Coordination and consistency are key to adequately providing facilities and services. The City of Millwood regularly coordinates with neighboring jurisdictions, agencies (i.e. Spokane Transit Authority) and SRTC for future road improvements. There are several programmed transportation improvement projects by neighboring jurisdictions in the coming years, that have been included in the Horizon 2050 Needs Assessment. For Millwood, the Horizon 2050 Needs Assessment has identified the Argonne Rd. Improvement Project (to be completed in 2025). The identified projects aim to improve roadway function ~~by widening sections of the road~~ and in STAs case, improving transit services and adding ~~on/off loading platform at selected stop~~ a new park and ride in addition to multiple trail projects in the City of

Spokane and City of Spokane Valley that will benefit Millwood through enhancement of the regional trail systems. Table 24-8-7 provides a summary overview of future projects.

Table 8-47: Neighboring Jurisdictions Transportation Improvements

Agency	Project	TypeDescription	Year
<u>City of Spokane</u>	<u>Millwood Trail, from SCC to Felts Field</u>	<u>The project will continue the design of a multi-use Path from Spokane Community College near Greene St. to Felts Field along the Spokane River. The trail will also connect with the future Children of the Sun connections to the Centennial Trail and Tuffy's Trail. The project may be constructed in phases</u>	<u>2026-2027 Construction</u>
<u>Spokane County</u>	<u>Bigelow Gulch/Forker Rd Urban Connector</u>	<u>Widening with the addition of pedestrian and bicycle shoulder</u>	<u>2021</u>
<u>Spokane County</u>	<u>Argonne Rd Safety Improvements</u>	<u>Reconstruct Argonne Rd/Upriver Dr Intersection, upgrade bike/ped and ADA connections, and add safety improvements at Wellesley Ave intersection.</u>	<u>2025 Planning</u>
<u>Spokane County</u>	<u>Centennial Trail / Argonne Gap Project</u>	<u>Improve connectivity at the Argonne Rd crossing adjacent to Centennial Trail, including improved crossings to reduce bike/ped vs vehicular incidents and reduce stress at Argonne Rd/Upriver Dr intersection.</u>	<u>2025 Planning</u>
Spokane Valley	Argonne Rd/I-90 Interchange Bridge Widening	<u>Widen or replace existing Argonne Rd bridge over I-90, including the addition of a third travel lane and shared use path. Bridge replacement, widened shoulder, new sidewalk</u>	<u>2021</u> <u>2023 Planning</u> <u>Anticipated 2028 Construction</u>

Agency	Project	TypeDescription	Year
Spokane Valley	Pines Rd (SR 27)/BNSF Grade Separation	Realign Pines Rd (SR 27) to go under the BNSF mainline railroad tracks and reconstruct the intersection of Pines and Trent Ave. (SR 290) <u>with a roundabout.</u> <u>The project also includes the construction of a new trailhead for the Centennial Trail and associated parking lot, equipped with restrooms, electric vehicle charging and non-motorized access to the trail and Spokane River.</u>	2023 <u>2025-2026 Construction</u>
Spokane Valley	Sullivan Rd/BNSF Grade Separation	<u>Reconstruct the existing interchange at Sullivan Road and Trent Avenue (SR 290).</u> <u>This project replaces both Sullivan Road bridges over the BNSF Railway tracks and four lanes of Trent. The existing signalized intersections will be replaced with a "peanut" roundabout. The project seeks to improve mobility and safety for all users: vehicles, pedestrians and bicyclists. A shared-use path will be added along Sullivan's west side and a new, wider sidewalk will be built on the east side.</u> <u>Reconstruct and widen the Sullivan Rd bridges over the BNSF R/R @ Trent Ave.</u>	2025 <u>2019 - 2026 Planning / Design with Construction Date TBD</u>
<u>City of Spokane Valley</u>	<u>Citywide Trail Improvements</u>	<u>Appleway Trail (Farr to Dishman Mica) and Millwood Trail (Connecting Spokane Valley to Millwood and Centennial Trail).</u>	<u>Anticipated 2029 Construction</u>

Agency	Project	TypeDescription	Year
Spokane Transit Authority	Argonne Station Park and Rides	Build a transit station adjacent to I-90 with connectivity to new bus service on Argonne and up to 60 car parks. Includes bus platforms and geometric changes to accommodate bus operations. Includes property acquisition. Install park and rides and platforms at Argonne & I-90	2029 2024-2025 Planning Anticipated 2028 Construction
<u>Spokane Transit Authority</u>	<u>I-90/Valley High Performance Transit (HPT)</u>	<u>Revise to a HPT corridor, from West Plains/SIA to Spokane Valley and Liberty Lake. Construct two new park & rides (Appleway Station and Argonne Station) and modify Mirabeau Point Park & Ride.</u>	<u>2021-2024 Planning / Design</u> <u>Construction 2023-2028 (w/ Argonne Station)</u>
Spokane Transit Authority	US 395/North South Corridor Transit - <u>Division Street Bus Rapid Transit (BRT)</u>	Transit service on US 395 North Spokane Corridor	2030 <u>after completion of N/S Corridor</u>
Spokane Valley	Park Rd/BNSF Grade Separation	Railroad grade separation project raising Park Rd over the BNSF railroad tracks and developing and constructing an at grade intersection on Trent Ave. (SR 290)	2030
<u>WSDOT</u>	<u>US 395/North South Corridor</u>	<u>The North Spokane Corridor (NSC) is a 10.5-mile multi-modal corridor. When complete, the NSC will be a 60-mile per hour, north/south limited access facility that connects I-90 at the south (just west of the existing Thor/Freya interchange) and connects to US 2 (at Farwell Road) and US 395 (at Wandermere) on the north</u>	<u>2001 - 2030</u>

Agency	Project	Type Description	Year
		<u>end. Various stages of construction remain to complete the project. 7 miles are now completed with only 3.5 left to go.</u>	

8.9 FUNDING

The City of Millwood prepares a budget and project list for their Transportation Improvement Plan (TIP) annually. The purpose of the TIP is to demonstrate that available resources are being used to implement the region’s long-range transportation plan through transportation projects. Transportation improvement projects are coordinated with surrounding jurisdictions, the City of Spokane Valley, City of Spokane, and Spokane County. Projects of regional significance or are multi-jurisdictional are submitted to SRTC for inclusion in their regional TIP.

Funds ~~were~~are allocated through the annual budget, state, and federal funds, and grants. The city conducts an evaluation process for identifying the portion of funds contributed by the city, any additional funding needed is then applied for through the appropriately available funding streams. When funding falls short the city then re-evaluates their funding needs and source. When funding is available a budget amendment will be evaluated and ~~processes~~processed, otherwise the city will evaluate the possibility of applying for additional funds.

If probable funding ever falls short of meeting the identified needs of the transportation system, the City will discuss how additional funds will be raised or how land use assumptions will be reassessed, to ensure that LOS standards will be met.

8.10 POLICY DIRECTION

The intent of the policy direction over the next planning period is to continue inter-governmental coordination for arterial traffic impacting Millwood (e.g. Argonne Road), enhance the transportation network by providing infrastructure to accommodate other modes of transportation (bicycle, pedestrian, and transit), increase options for bicycle and pedestrian connectivity to parks and trails, and ~~establish complete annual updates to~~ the Six-Year Transportation Improvement Plan (TIP). The City’s current TIP is kept and maintained by the City Clerk’s office with a copy of the 2025 TIP included in the Appendix.

CHAPTER 9 – ESSENTIAL PUBLIC FACILITIES

9.1 INTRODUCTION

Spokane County jurisdictions are required to plan for essential public facilities (EPFs) pursuant to the Growth Management Act (GMA). RCW 36.70A. In 2001 planning staff from all jurisdictions in Spokane County formed a task force to cooperatively develop a regional siting process for all essential public facilities, including Secure Community Treatment Facilities (SCTFs). The Essential Public Facilities Task Force, with assistance from the Office of Community Development (OCD), the Department of Social and Health Services (DSHS), and technical staff from the jurisdictions developed a regional siting process for essential public facilities titled *Spokane County Regional Siting Process for Essential Public Facilities*.

Essential public facilities, per RCW 36.70A.200, include those facilities that are typically difficult to site, such as airports, state education facilities and state or regional transportation facilities as defined in RCW 47.06.140, regional transit authority facilities as defined in RCW 81.112.020, state and local correctional facilities, solid waste handling facilities, opioid treatment programs including both mobile and fixed-site medication units, recovery residences, harm reduction programs excluding safe injection sites, and inpatient facilities including substance use disorder treatment facilities, mental health facilities, group homes, community facilities as defined in RCW 72.05.020, and secure community transition facilities as defined in RCW 71.09.020.

9.2 MODEL PROJECT REVIEW PROCESS

The regional process provides for a review process with a location analysis. Public involvement takes place throughout the process by providing public comment periods as well as public hearings. The review process requires the applicant for an EPF to assume responsibility for the bulk of the analysis and processing of the proposal. The analysis includes two parts:

1. An analysis of functional criteria of all potential sites is conducted to select the highest-ranking ten (10) semifinalist sites.
2. The ten semi-finalist sites are analyzed using more qualitative criteria and resulting in the selection of at least three (3) preferred sites.

Both analyses include public comment periods. Next, the Board of County Commissioners (BoCC) conducts a public hearing on the Preferred Site List to allow for further public comment, identify strategies to address any issues associated with particular sites, and rank the finalist sites. The BoCC ranking is advisory to but not binding on the applicant. Last, the applicant, after selecting a specific site, will work directly with local jurisdiction and its regulatory requirements to permit the construction and operation of the EPF.

The regional siting process is based on a coordinated inter-jurisdictional approach, which in combination with consistent development regulations among the jurisdictions will implement the requirement of equitable distribution of EPFs of a statewide or regional/countywide nature. No local comprehensive plan or development regulation may preclude the siting of essential public facilities.

9.3 AMENDMENTS

The siting process may be amended through established procedures for amending the Comprehensive Plan in accordance with local codes and the GMA.

9.4 POLICY DIRECTION

Continuous inter-governmental coordination is a priority for the city. The city will continue to participate in Spokane County's Essential Public Facilities siting process in accordance with County-wide Planning Policies and the need to address EPFs based on projected growth within Millwood.

CHAPTER 10 – PARKS & RECREATION

10.1 INTRODUCTION

The City of Millwood has prepared this Comprehensive Plan Parks and Recreation Element to plan for the future of Millwood’s parks and recreation facilities. The City of Millwood has not previously adopted a comprehensive parks plan and has elected to include a parks and recreation element in this Comprehensive Plan update, in conformance with the guidelines of the Washington State Recreation and Conservation Office (RCO). For recreation and conservation grant programs administered by RCO, applicants must complete a long-range comprehensive parks and recreation plan along with documentation of the public outreach used to develop the plan, to be eligible to apply for several of the grant programs. Plans developed in compliance with RCO requirements are eligible for six years from the date of adoption to meet the applicable grant planning requirements and subsequently must be updated every six years to retain eligibility for a variety of grant and other funding opportunities; however, the City of Millwood has elected to combine parks, recreation, and/or open space planning into this required periodic updates to the City’s Comprehensive Plan under the Growth Management Act and plans to request extended eligibility beyond six years. This will allow Millwood to maintain RCO planning eligibility until the next required periodic update (currently required every 10 years).

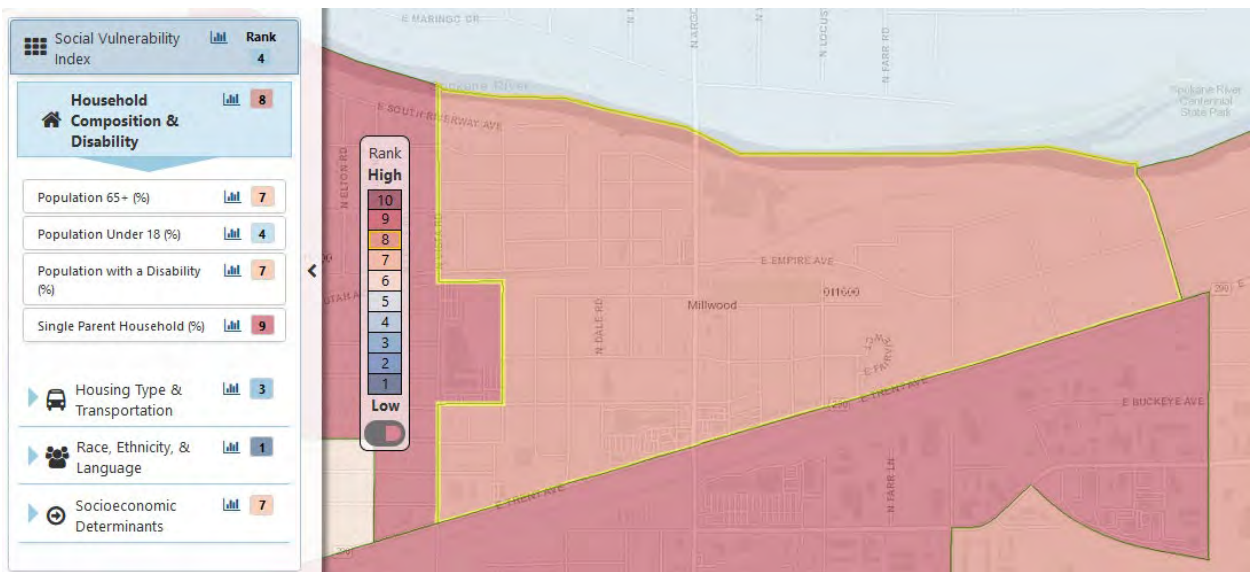
This Comprehensive Plan Parks and Recreation Element is designed to meet or exceed the RCO Manual 2 Planning Guidelines and has been developed utilizing the results of the 2024 Millwood Periodic Update Community Survey, along with stakeholder interviews, and other public outreach/planning efforts including the “Imagine Millwood” activity. This parks and recreation element (Chapter 10) is contained within the City of Millwood Comprehensive Plan and therefore will reference multiple Chapters / Sections for parks, recreation, and/or open space planning:

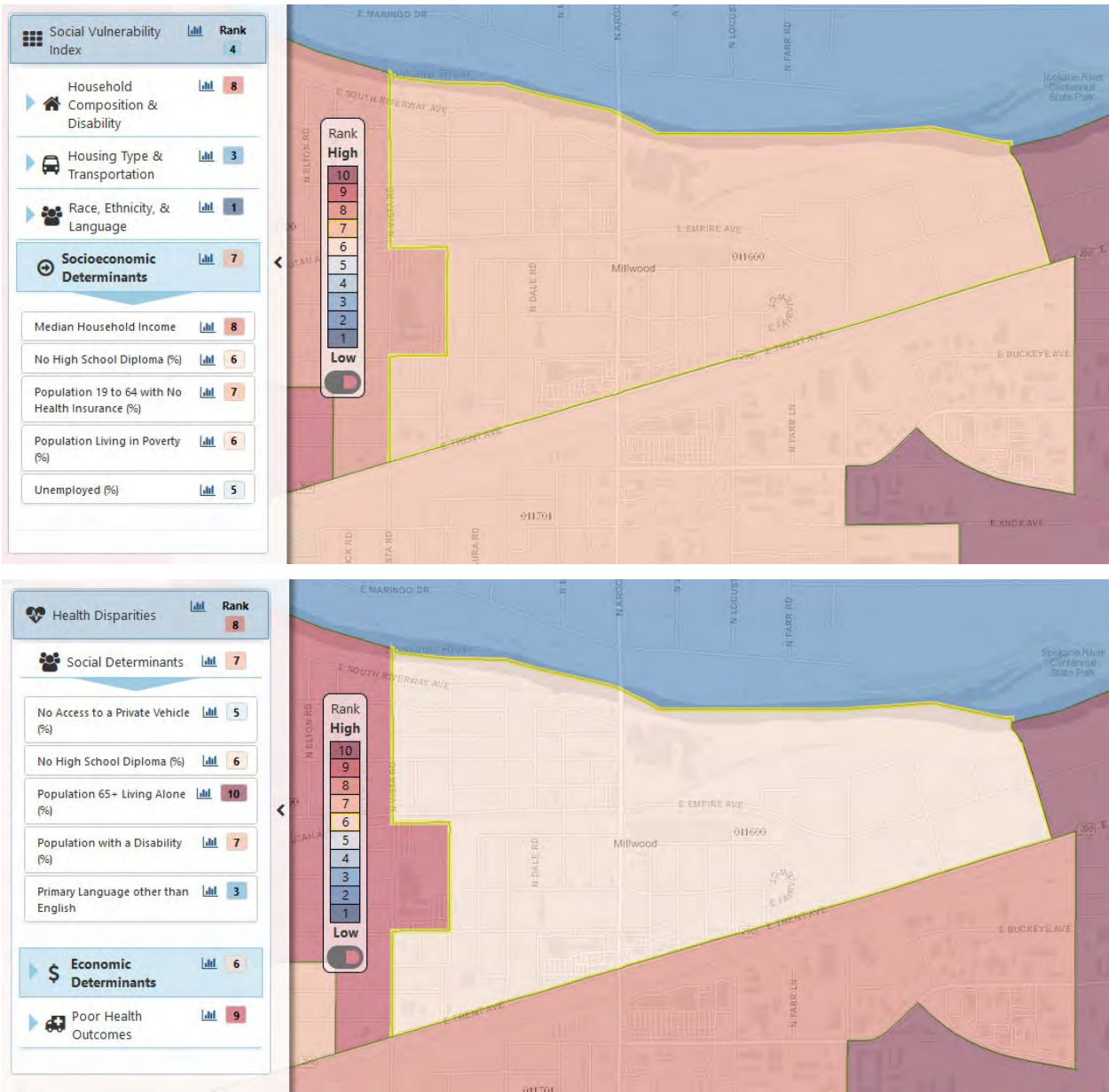
- Section 10.1 as well as Chapter 1 (Introduction) contains background information on the City of Millwood along with Chapter 4 (Planning Area, Demographics, and Projections), and Chapter 5 (Land Use), Chapter 6 (Housing);
- Section 10.2 and Chapter 3 (Community Vision) establishes the goals, objectives, and actions framework for Millwood’s parks and recreation system;
- Section 10.3 contains Millwood’s parks, recreation, open space, and trails inventory and conditions assessment which is also supplemented by the habitat and open space corridor information in Chapter 5 (Land Use), and the sidewalks and trails information contained in Chapter 8 (Transportation);
- Section 10.4 and Chapter 2 (Purpose of the Comprehensive Plan) outlines the public participation process utilized to prepare this plan with the adopted Public Participation Plan and Millwood Community Survey results contained in the Appendix;
- Section 10.5 contains a demand and needs analysis for Millwood’s parks and recreation system;
- Section 10.6 summarizes the Capital Improvement Program (CIP) for Millwood’s priority parks, recreation, open space, and trails projects from the Capital Facilities Plan (CFP) contained in Chapter 11 (Capital Facilities and Utilities); and
- The Appendix contains the 2026 Periodic Update Public Participation Plan and the Millwood Community Survey Results.

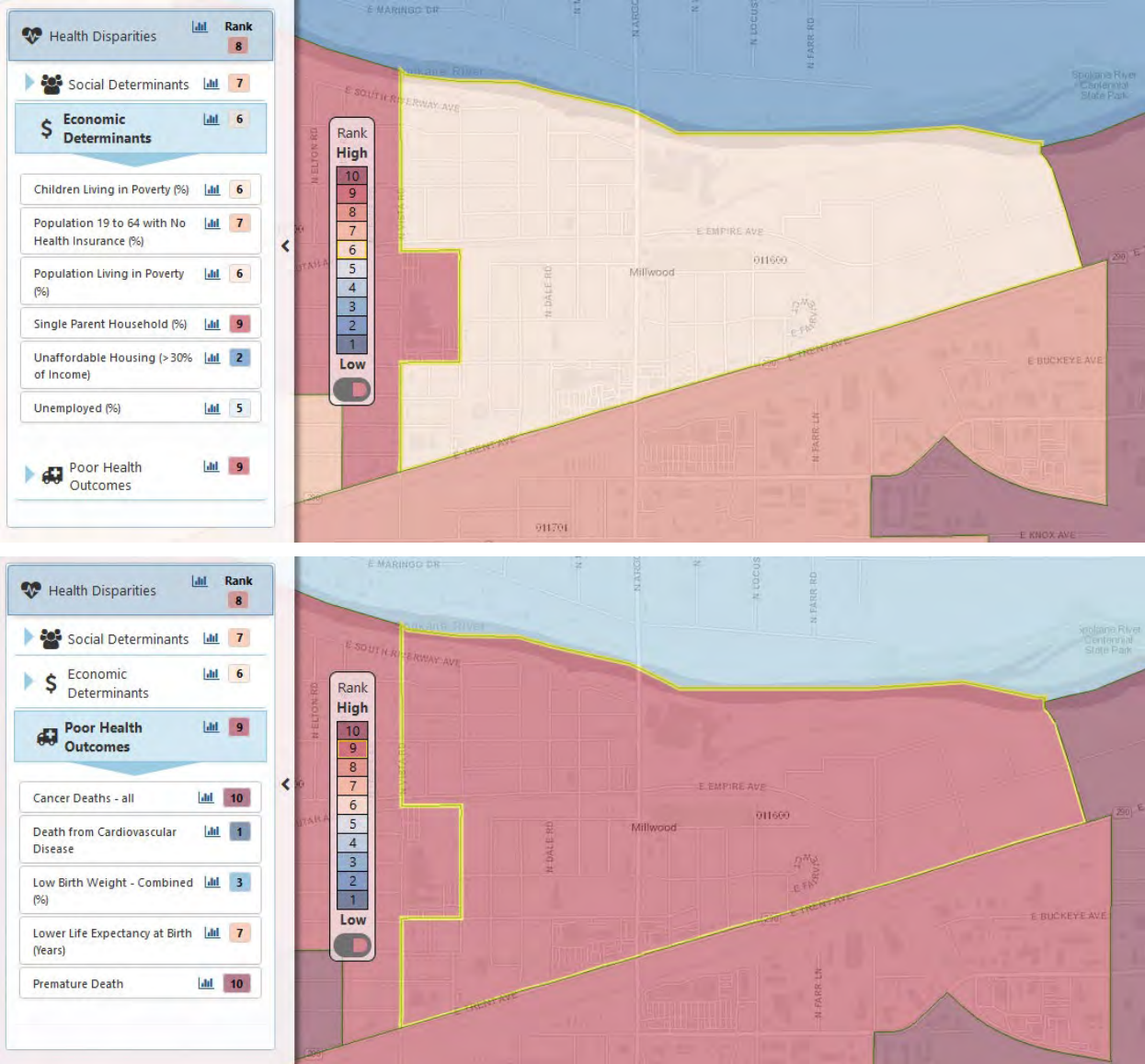
Project Need - Statewide Priorities

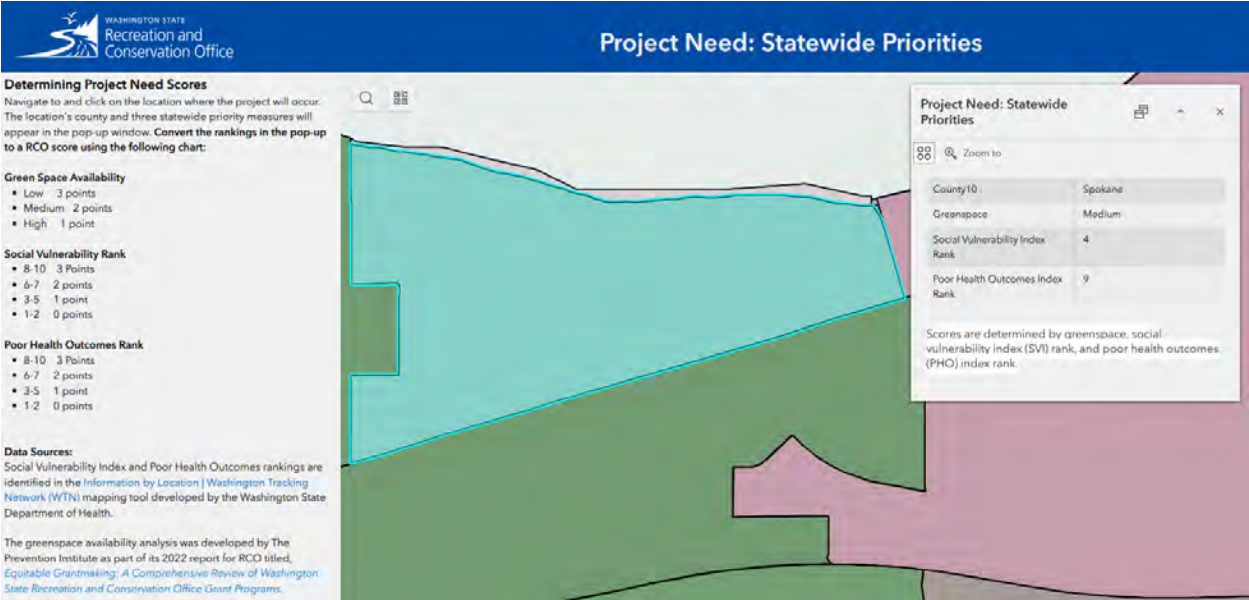
In December 2023, the WA State Recreation and Conservation Funding Board adopted updates to four grant evaluation criteria used commonly in six recreation and conservation focused grant programs with a goal to close gaps in access to greenspace, address disparities in access to grant funding, align criteria consistently across programs, and simplify and provide greater direction. One of the updates was to project need. “Project Need is comprised of two parts: one scored by RCO staff, and another scored by the program’s advisory committee. The staff scored portion reflects statewide priorities as determined by the 2023 Washington State Recreation and Conservation Plan and recommendations from the 2022 equity review of grant programs. The advisory committee scored portion is a narrative description of local priorities and an opportunity for applicants to discuss their project in context with local conditions.” Statewide Priorities - “points will be awarded based on social vulnerability, health outcomes, and greenspace availability. Social vulnerability and health scores are based on information from the Washington Tracking Network’s Information by Location (IBL) mapping tool. Social vulnerability scores use a combination of 16 social and economic conditions such as limited English, crowded housing, or population living in poverty. Health scores are from the IBL’s Poor Health Outcomes ranking. Greenspace availability scores are determined using spatial data analysis from RCO’s equity review of grant programs. For that review, census tracts were classified as having High (more than 8 acres per 1,000 residents), Medium (3-8 acres per 1,000 residents), and Low (less than 3 acres per 1,000 residents) greenspace per capita.”

Millwood’s census tract scored High on the Social Vulnerability index for Household Composition & Disability and Medium-High on the Socioeconomic Determinants as well as Medium-High on the Health Disparity Indexes. Millwood scores Medium on the Greenspace availability.









10.2 GOALS AND OBJECTIVES

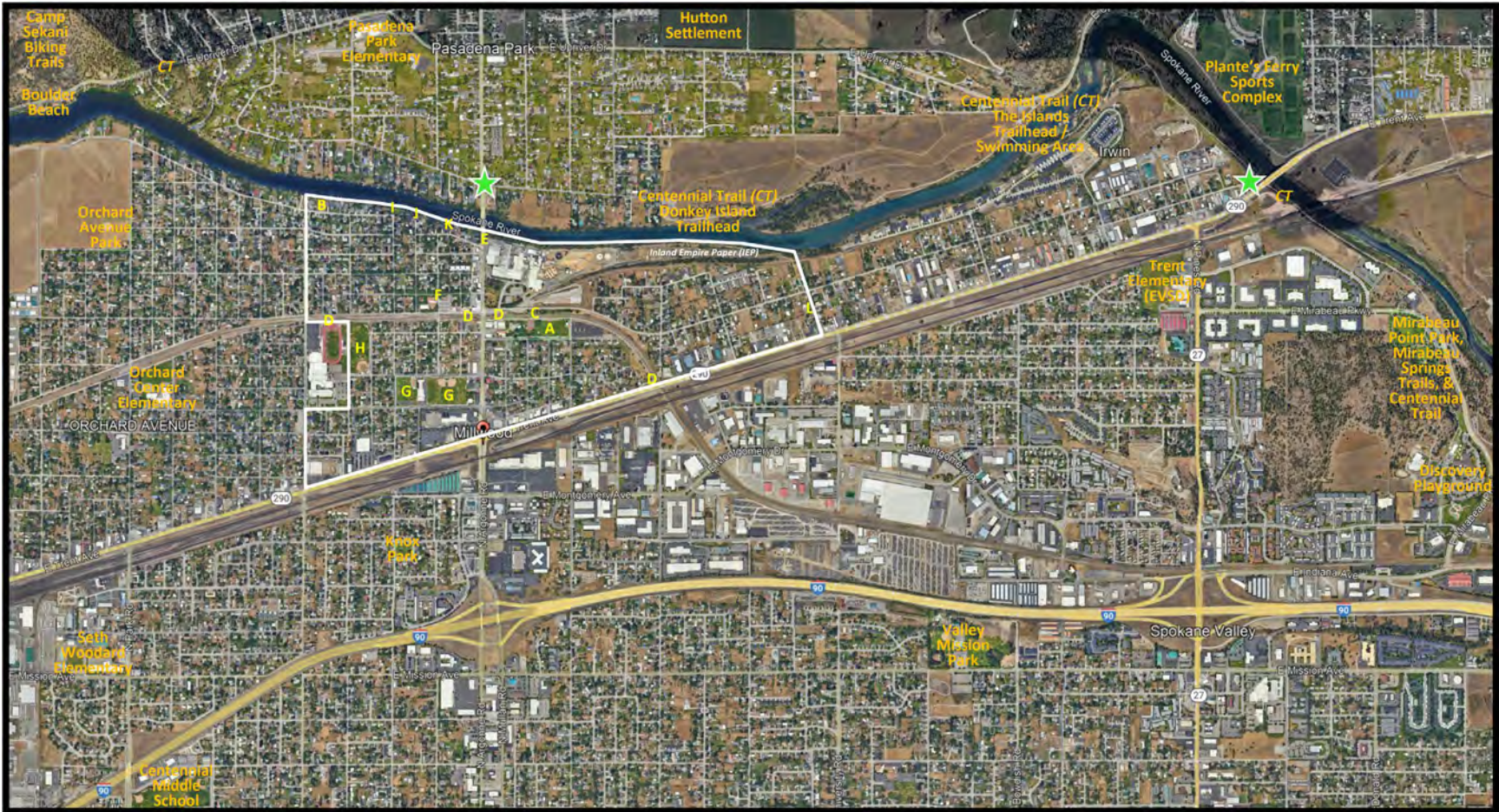
Refer to City Comprehensive Plan, Chapter 3 Community Vision – Section 3.2 Goals, Policies / Objectives, and Actions Framework. Goals, Objectives, and Actions for Parks and Recreation are labeled “PR” in the tables.

10.3 INVENTORY AND CONDITIONS ASSESSMENT

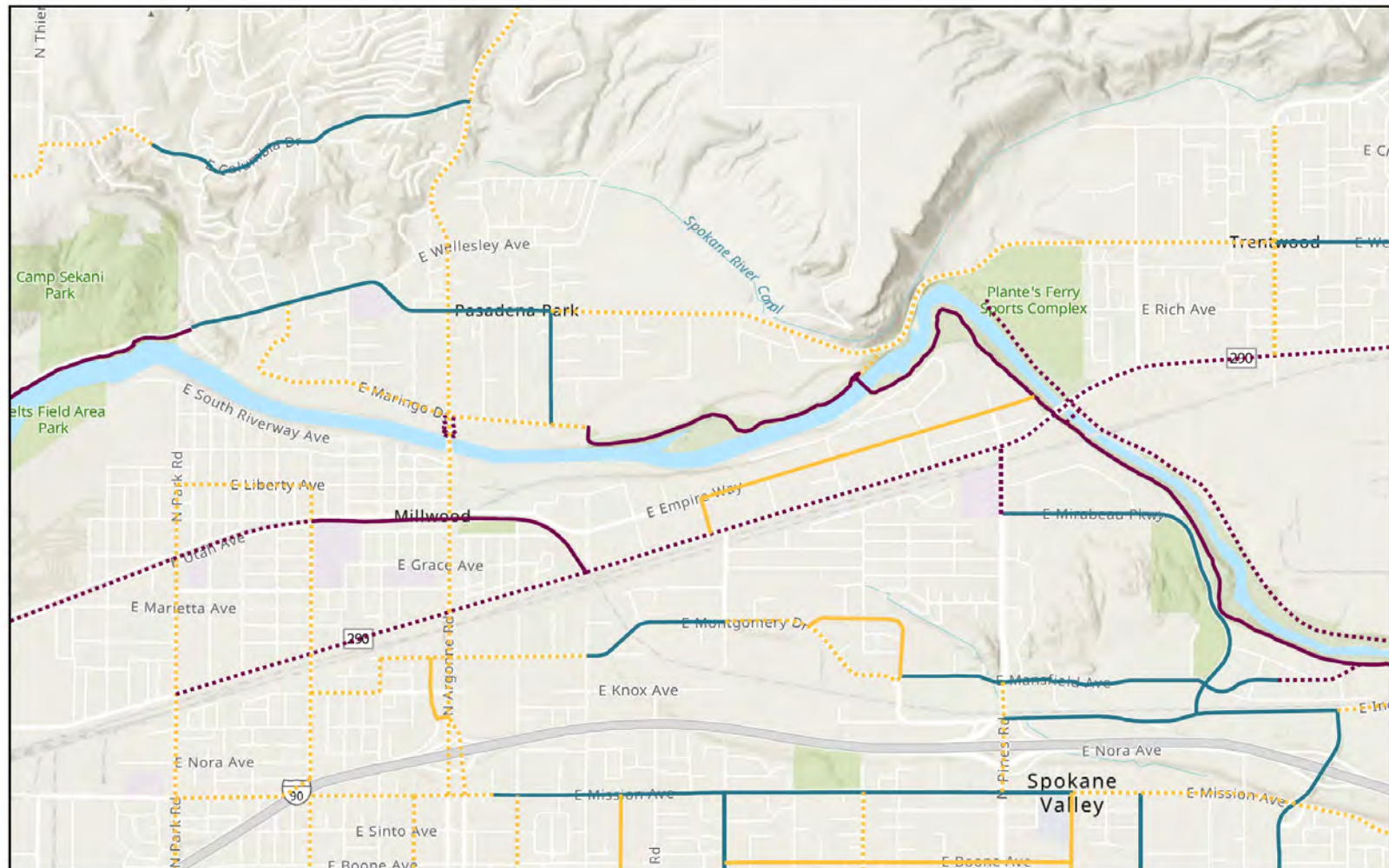
Per RCO Manual 2 requirements, this plan must include “an inventory or planning area description, which is a description of the service area facilities, lands, programs, and their conditions. It also may include local, state, federal, and private facilities, and extend beyond the applicant’s service area.”

“The purpose of an inventory is to provide the context for proposed projects and assessing the condition of the inventory is important. Sites and facility conditions will reveal weaknesses in the organization’s maintenance and operation, help identify facilities that may need renovation or replacement, and provide indicators of use levels. Organizations with habitat or natural areas will want to assess the health of the natural systems, the extent of invasive species, adjacent land uses, and other issues. Habitat conservation inventories may assess habitat types, particular species, threats, ownerships, and historical gains or losses.”

Map 10-1 identifies the Millwood Parks and Recreation Inventory and Service Area. Within the city limits, Millwood has outdoor parks and recreation facilities owned and managed by the City of Millwood and the West Valley School District (letters A-K). Adjacent to the City of Millwood is the Centennial Trail which is under WA State Parks and Recreation. Green stars represent predominant Centennial Trail access points via surrounding roads. Surrounding the City are Spokane County, City of Spokane Valley, and East Valley School District parks and recreation facilities. Map 10-1 has been extended to include most of the schools that Millwood children attend in the West Valley School District, the surrounding parks that residents can utilize, and the adjoining Centennial Trail trailheads (see Map 10-2). Additionally, the Pasadena Park area north of the City of Millwood is generally considered part of the Millwood community as well as the Hutton Settlement whose youth residents and staff utilize Millwood Park and trails, and participate in Millwood events and activities. Millwood Park also has a wading pool that draws summer users from surrounding areas.



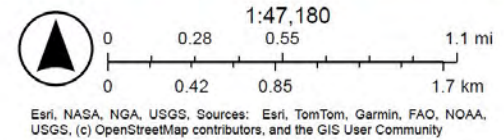
Map 10-1: Millwood Parks and Recreation Inventory & Service Area Map



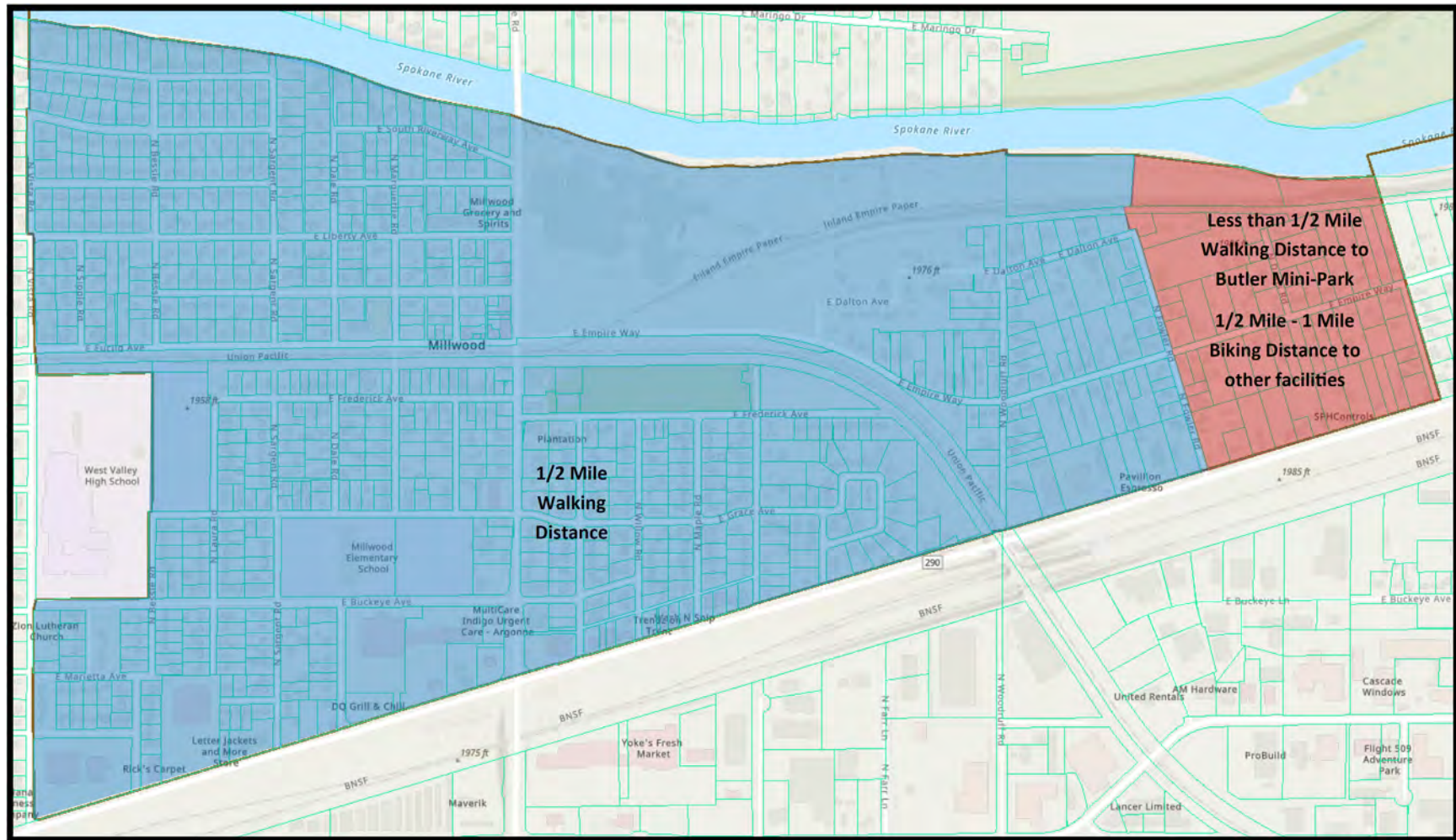
3/4/2025

Bicycle Regional Priority Network

- Bike Lane (existing)
- Multi-Use Path (existing)
- Multi-Use Path (proposed)
- Shared Route
- Shared or Other Facility



Map 10-2: Bicycle Regional Priority Network Map, Millwood Area (Spokane Regional Transportation Council, SRTC)



Map 10-3: City of Millwood Parks, Recreation, Open Space, and Trails Facility Distances

Millwood Facilities

The following inventory and conditions assessment comprises Millwood’s publicly owned parks, recreation, open space, and trails facilities that are located within the City of Millwood’s 0.70 square miles, as shown in letters A-L on Map 10-1. Millwood’s citizens west of Fowler Rd. have facilities within a ½ mile walking distance with intermittent sidewalk and trail connectivity and citizens east of Fowler Rd. have facilities within a ½ mile to 1 mile biking distance with the exception of Butler Mini-Park that is within ½ mile walking distance; however, there is currently no sidewalk or trail connectivity east of Fowler (see Map 10-3). The City of Millwood has approximately 3.254 total miles of sidewalks. A complete sidewalk inventory has been included in the Chapter 8 (Transportation Element).

The City of Millwood does not utilize facility reservations or collect fees, use is on a first come-first serve basis with the exception of events for 30+ people which requires a special event permit for use of facilities and/or right-of-way. Annually, the City of Millwood issues a few special event permits for events such as the Farmer’s Market at Millwood Park, Millwood Daze in the Historic Dalton Median area, Winterfest in the Dalton Avenue area of downtown, and previously for events such as Oktoberfest and Hot Wheels in Millwood (car show).

The West Valley School District does reserve elementary and middle school facilities (indoor such as gyms with a fee and outdoor fields). Teams that have West Valley students have first priority for rental.

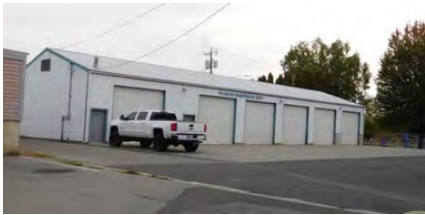
Map 10-1 Label	Facility	Location	Facility Type	Owner / Manager	Description / Comments	Condition
A	Millwood Park	9241 E Frederick Ave, Millwood (located in the center of the City of Millwood)	City Park	City of Millwood	Constructed in 1946+ 5.19 acres + 0.49 acres for maintenance shop Park currently has no ADA access / circulation beyond parking and park entrances First come / first serve use with the exception of Special Event Permits for 30+ people events	
						

Map 10-1 Label	Facility	Location	Facility Type	Owner / Manager	Description / Comments	Condition
A-1	Playground	 			Circa 1985 – 2016 Separate preschool and older play structures plus swings and monkey bars Pea gravel surfacing w/ concrete edging (no ADA access)	Fair – Good (Merry Go Round removed due to poor condition – replacement anticipated)
A-2	Wading Pool	  			Originally installed in 1954 Circular wading pool up to 14" depth w/ 45' inside diameter + 5' wide walkway around it (55' total diameter) and water spray fountains along sides Open mid-June through Labor Day, conditions permitting w/ free admission (2024 hours were Monday-Saturday 11am – 5pm, except 2 - 2:30pm for lifeguard lunch & Sunday 1 - 5pm) Occasional capacity issues in summer Insurance liability issues and requires lifeguards	Fair Concrete surfacing is delaminating
A-3	Splash Pad				Circa 2005 Approximately 30' x 44' with 2 fountains and 7 arch sprays Occasional capacity issues in summer (receives more use than wading pool)	Fair

Map 10-1 Label	Facility	Location	Facility Type	Owner / Manager	Description / Comments	Condition
A-4	Restroom				Remodeled in 2023 Open seasonally Men's (2 urinals & 1 toilet stall) & Women's (2 toilet stalls)	Good
A-5	Parking	 			68 regular + 3 handicap parking stalls (paved 90-degree) on south and east sides of the park (expanded in 2019 w/ retaining wall addition – removed sledding hill) Capacity issues in Summer w/ lacrosse and wading pool / splash pad use in August with Farmer's Market vendors, customers, and general park use (parking at capacity w/ cars parking on side streets)	Good
A-6	Multi-Use Grass Fields	  			Circa 1956 Utilized for youth soccer practice and lacrosse (Summer – Fall) with portable nets Issues w/ lacrosse balls being hit into properties south of Frederick (no barrier currently installed) No capacity issues Baseball field w/ mound in SE corner removed in 2016 due to deteriorated back stop & lack of use	Fair (irrigation system)
A-7	Basketball Courts				2 mini courts Approximately 22' x 42' No capacity issues	Fair (court closest to tennis court) Poor (needs re-surfacing & crack sealing)

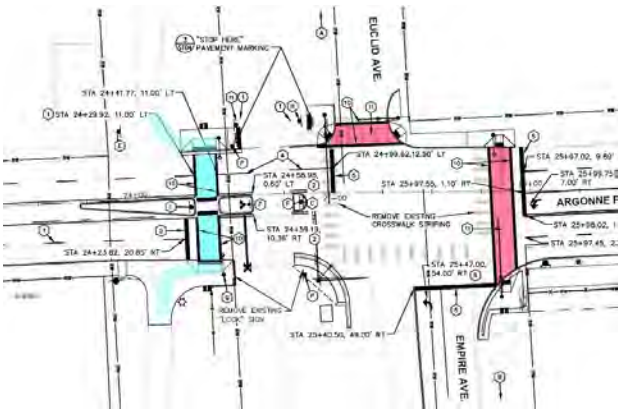
Map 10-1 Label	Facility	Location	Facility Type	Owner / Manager	Description / Comments	Condition
A-8	Tennis / Pickleball Courts				Relocated to current location in 1990's, repainted in 2021, lights added in 2022 2 multi-use courts Occasional capacity issues with pickleball use and tennis players waiting (utilized 3 - 4 times per week for summer pickleball)	Fair - Good
A-9	Gazebo / Picnic Shelter				Circa 1993 Approximately 30' diameter octagon	Good
A-10	Picnic Shelter				Circa 2006 Approximately 30' x 30' square	Good
	Benches	 			2 by playground circa 2018 2 green wood benches (circa 1993)	Good Fair - Poor

Map 10-1 Label	Facility	Location	Facility Type	Owner / Manager	Description / Comments	Condition
	Picnic Tables				11 green w/ black frames circa 2018 6 total red & white, blue & white, & gray in concrete circa 2002	Good Fair - Poor
	Trash Cans				14 circa 2018	Good
	BBQ Pits				5 circa 2023	Good
	Drinking Fountains				2 circa 1985 or older	Fair - Good
	Trees				Age varies Approximately 20 trees of varying types	Good - Healthy Trees

Map 10-1 Label	Facility	Location	Facility Type	Owner / Manager	Description / Comments	Condition
A-11	Maintenance shop				Fleet enlargement would require more space (limited room to expand)	Good
B	Spokane River Property	North Side of E. South Riverway Ave, Millwood (Parcels 45064.0059 & 0060)	City Open Space / Habitat Area	City of Millwood	0.51 acres Flat / gentle slope for 2/3rd of property towards river then steep slopes for 1/3rd of property adjoining the Spokane River (30%+ slope with approximately 7'-10' drop to river, dependent on water level) Currently fenced without public access Potential conservation area, neighborhood riverfront park, and/or river access	Natural
						

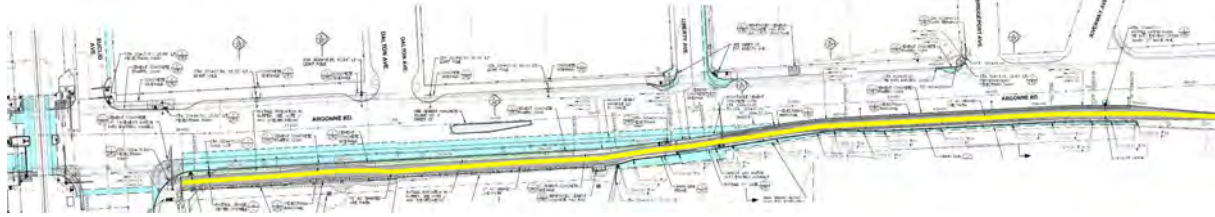
Map 10-1 Label	Facility	Location	Facility Type	Owner / Manager	Description / Comments	Condition
C	Jeanne Batson Arboretum	South Side of E. Empire Way, Millwood (East of Argonne Rd. w/ open space to 9700 block of Empire)	City Arboretum	City of Millwood	Circa 2007 Approx. 1.5 acres + open space No designated pedestrian or ADA access / circulation First come / first serve use	Good - Healthy Trees Poor - No ADA access
						
D	Millwood Interurban Trail / Millwood Trail	South Side of E. Euclid Ave/ E. Empire Ave. from Vista Rd. to Trent Ave., south of the railroad right-of-way	Shared Use Path (Class I)	City of Millwood	1 mile trail completed in 2019 and frequently used all year (plowed in winter) Paved, 10' wide shared use pathway with dryland grass 7'-10' along sides of trail and 4 landscaped / irrigated rest areas (2 west of Argonne and 2 east of Argonne), lighting, and historical markers (5 completed and 2 blank at east end)	
						

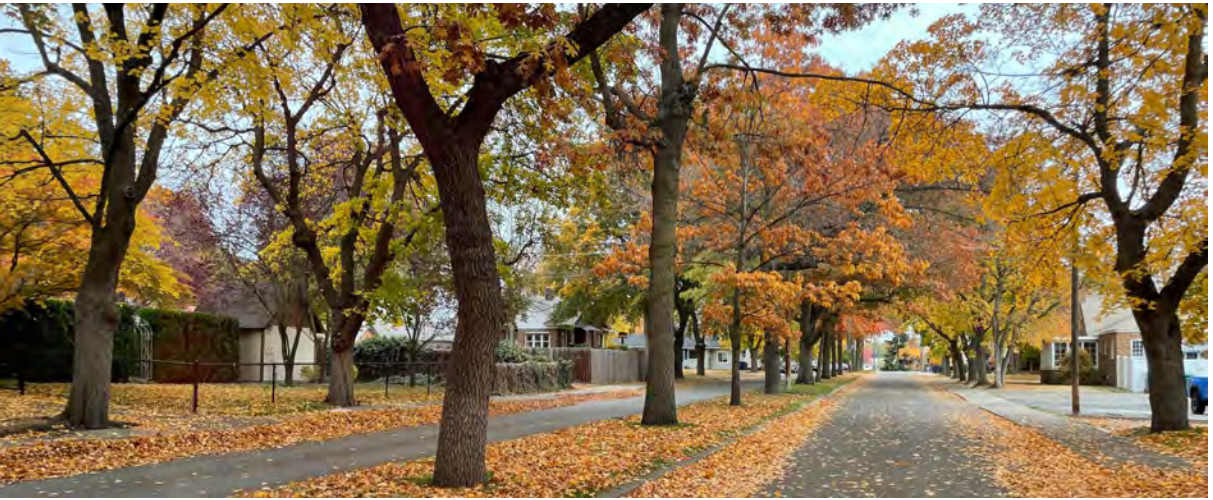
Map 10-1 Label	Facility	Location	Facility Type	Owner / Manager	Description / Comments	Condition
D - West End					West end of trail at Vista Rd. does not have an ADA ramp at end of trail (must exit off sidewalk driveway ramp to south) Adjoins West Valley High School	Good but needs trail ADA ramp at Vista
						
						
D – West Center					West side rest areas w/ bike rack at Argonne end	Good
						

Map 10-1 Label	Facility	Location	Facility Type	Owner / Manager	Description / Comments	Condition
D – Center	  				Argonne Rd. crossing will be improved with a pedestrian actuated crosswalk, island, and illumination - anticipated Summer 2025 completion	Currently Poor Crossing Will be Good after 2025 improvement
D – East Center	 				Adjoins Millwood Park w/ park entrances, restrooms (no ADA access), & a rest area w/ bike rack	Good

Map 10-1 Label	Facility	Location	Facility Type	Owner / Manager	Description / Comments	Condition
						
D - East End					East of Millwood Park East side rest area East end of trail connects to Trent Ave. via a frontage road	Good Fair-Good (Frontage Road Access)

Map 10-1 Label	Facility	Location	Facility Type	Owner / Manager	Description / Comments	Condition
						
E	Millwood Trail Extension	East Side of Argonne Rd. from Empire Ave. to Spokane River Bridge	Planned Shared Use Path (Class IP)	City of Millwood	0.23 Mile, 10' wide, separated, shared use pathway that connects to sidewalk at Argonne Rd. bridge Anticipated Summer 2025 completion	
						

Map 10-1 Label	Facility	Location	Facility Type	Owner / Manager	Description / Comments	Condition
						
E-1	Argonne Rd. Bridge ROW Pedestrian View Corridor	 			It has been determined that there is no physical Spokane River access at the east side of the Argonne Rd. Bridge right-of-way (ROW) The area is steep, completely fenced, & no parking or ADA access possible View corridor only from walkways over bridge (both sides of the road – predominantly outside city limits)	Fair (narrow walkway)
F	Historic Dalton Median	Dalton Rd. from West of Argonne to N. Sargent Rd.	Boulevard	City of Millwood	0.2 intermittent miles (5 blocks) 10.5' wide grass median w/ trees (majority are oaks) planted circa 1920's & sidewalks on both sides of Dalton Ave. First come / first serve use (Fall pictures, & occasional Summer enjoyment) + Special Event Permit for Millwood Daze	Good – Predominantly Healthy Trees No root issues Marguerite block has 1 tree that needs replacement due to fungus, trees replaced as needed Canopies along median and sides need thinning for tree & grass health

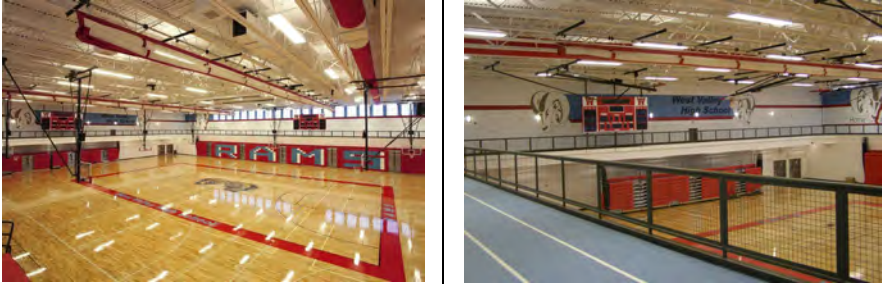
Map 10-1 Label	Facility	Location	Facility Type	Owner / Manager	Description / Comments	Condition
 						
Map 10-1 Label	Facility	Location	Facility Type	Owner / Manager	Description / Comments	Condition
G	Millwood Elementary School / Kindergarten Center (Early Learning Center)	8818 E. Grace Ave., Millwood	School	West Valley School District	Circa 1980 Approximately 8.5 outdoor acres (excluding the school building) Reservations through West Valley School District	

Map 10-1 Label	Facility	Location	Facility Type	Owner / Manager	Description / Comments	Condition
						
G-1	Ballfields				Smith Field 2 Softball / Little League Ballfields w/ bleachers, dugouts, and a batting cage Porta Potty	Good
G-2	Soccer Field				Soccer Field Goals Porta Potty	Good
G-3	Multi-Use Field				Smith Field Multi-Use Soccer Field w/ Portable Goals	Good
G-4	Playground				Elementary school age play structure + 2 diggers & swings	Good
G-5	Parking				Approximately 127 regular (16 parallel & 111 angled / 90 degree parking stalls) + 4 handicap parking stalls (paved angled / 90 degree) w/ ADA access around facility	Good

Map 10-1 Label	Facility	Location	Facility Type	Owner / Manager	Description / Comments	Condition
H	West Valley High School	8511 E. Grace Ave. (Partially inside & partially outside city limits)	School	West Valley School District	Circa 1957, remodeled in 2008 Approximately 12 outdoor acres (excluding the school buildings) Not reservable for community use	



H-1	Ballfields		Jack Spring Stadium 2 Baseball fields w/ pitching mounds, dugouts, & bleachers (no lights) ADA access for seating & 2 handicap parking stalls	Fair - Good
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Map 10-1 Label	Facility	Location	Facility Type	Owner / Manager	Description / Comments	Condition
						
H-2	Track & Field & Football				Ward Maurer Football Field Rubberized 8 lane track w/ field events & surrounding grass football field Grandstands & press box	Good
H-3	Tennis Courts				8 Courts w/ 2 painted for pickleball (no lights)	Good
H-4	Gym (3)					
H-5	Parking				Approximately 399 regular + 15 handicap parking stalls (paved 90-degree), 4 parallel regular stalls, & additional gravel parking areas for ballfields (parking also utilized for adjoining Interurban Trail)	Good (paved) Fair (gravel)

Map 10-1 Label	Facility	Location	Facility Type	Owner / Manager	Description / Comments	Condition
I	Sargent Rd. Spokane River Corridor (Sewer Lift Station #3)	E. South Riverway Ave. & N. Sargent Rd.	City ROW / Public Utility / Open Space	City of Millwood	Approximately 4,600 sq. ft. area (approx. 41' wide) with beach exposed late July – winter (about 2'-5' rise in river to 2 nd cinder block up from beach), beach exposure dependent on water level	Poor – access issues (grass to intermittent cinder block with dirt to river beach)
					Currently posted “use at own risk” Could possibly be improved for canoe/kayak put in:	
					- Fence vault & electrical panel - Add ADA accessible pathway from ROW through grass - Improve river access w/ stairway and landing at beach or ADA accessible winding pathway and landing at beach - Possibly add 2 (90 degree or angled) parking stalls at edge of ROW into property (make 1 ADA) - Need minimal impact to adjoining neighbors	
						

Map 10-1 Label	Facility	Location	Facility Type	Owner / Manager	Description / Comments	Condition
J	Sewer Lift Station #2 – Spokane River Corridor	E. South Riverway Ave. & N. Dale Rd.	City ROW / Public Utility / Open Space	City of Millwood	Approximately 2,400 sq. ft. area (approx. 20' wide) Not currently suitable for river access & has adjoining property encroachment	Poor – access issues



Map 10-1 Label	Facility	Location	Facility Type	Owner / Manager	Description / Comments	Condition
K	Sewer Lift Station #1 – Spokane River Corridor	E. South Riverway Ave. (east of 8911 – former sewer treatment plant land)	City ROW / Public Utility / Open Space	City of Millwood	Approximately 2,400 sq. ft. area (approx. 14' wide) Not suitable for river access & adjoining property's dock extends into river frontage	Poor - access issues w/ electrical for utilities blocking



Map 10-1 Label	Facility	Location	Facility Type	Owner / Manager	Description / Comments	Condition
L	Butler Mini-Park	3131 N. Butler Rd.	Public Utility / Open Space	City of Millwood	Approximately 4,400 sq. ft of open space A portion of the Butler well site serves as a mini park with grass	Fair



City of Millwood Operations and Maintenance

The City of Millwood employs a four (4) person year-round maintenance crew to handle public works, parks, and facilities maintenance.

- The General Parks portion of the 2025 preliminary budget is \$163,750.
- The Special Purpose Paths portion of the 2025 preliminary budget is \$64,150.
- Money is also allocated for fall leaf removal, winter snow and ice control, year-round lighting of trails, and sidewalks to maintain the useability of the Millwood trails system.

Additionally, due to the water depth, the existing wading pool at Millwood Park requires seasonal lifeguards with a 2025 preliminary budget amount of \$20,600.

Surrounding Area Facilities

The following public / non-profit facilities are located outside the City of Millwood, as identified on Map 10-1 and 10-2, with distances measured from the center of Millwood.

Map 10-1 Label / Facility	Location	Facility Type	Owner / Manager	Description / Comments	Distance from Millwood (approximate)
Centennial Trail (CT)	Along the Spokane River adjacent to Millwood in Spokane County & City of Spokane Valley	Regional Trail	WA State Parks and Recreation / Friends of Centennial Trail & Participating Municipalities	Paved approximately 12' wide shared use trail	Approximately 1 mile to closest trailhead / access point (Donkey Island)
CT Donkey Island Trailhead (Mile 13)	North on Argonne Road through Millwood, over Spokane River and turn east on Maringo Drive, proceed east to dead end to find trailhead (see inventory map)	Regional Trail Trailhead	WA State Parks and Recreation / Friends of Centennial Trail & Participating Municipalities	Trailhead	Approximately 1 mile
CT Boulder Beach (Mile 16)	North on Argonne Road through Millwood, over Spokane River and turn west on Upriver Drive, approximately 1 mile upstream from Upriver Dam (see inventory map)	Regional Trail Trailhead	WA State Parks and Recreation / Friends of Centennial Trail & Participating Municipalities	Trailhead	Approximately 2 miles
CT Islands Trailhead / Swimming Area (Mile 12)	North on Argonne Road through Millwood, over Spokane River and turn east on Upriver Drive, proceed east to Islands Trailhead, just west of Plante's Ferry Park (see inventory map)	Regional Trail Trailhead	WA State Parks and Recreation / Friends of Centennial Trail & Participating Municipalities	Trailhead	Approximately 2.5 miles
CT Mirabeau Park (Mile 10.5)	East on Trent Ave., south on Pines Rd., east on Mirabeau Pkwy, proceed 0.7 miles to Trailhead on left (see inventory map)	Regional Trail Trailhead	WA State Parks and Recreation / Friends of Centennial Trail & Participating Municipalities	Trailhead	Approximately 3.5 miles
Knox Park	8699 E. Knox Ave., Spokane Valley, WA	Neighborhood Park	Unknown	Manicured open grass field with a building and swale	Approximately 1 mile

Map 10-1 Label / Facility	Location	Facility Type	Owner / Manager	Description / Comments	Distance from Millwood (approximate)
Orchard Center Elementary	7519 E Buckeye Ave, Spokane Valley, WA	School	West Valley School District	Playground & multi- use field Reservations through West Valley School District	Approximately 1 mile
Orchard Avenue Park	3300 N. Park Rd. Spokane Valley, WA	Open Space	Spokane County Parks	Park officially closed in 2022 due to Felts Field proximity and amenities were removed. Fenced grass field remains for dog walking, etc.	Approximately 1.3 miles
Pasadena Park Elementary School	8508 E Upriver Dr, Spokane Valley, WA	School	West Valley School District	Playground, trail, basketball courts, multi-use fields, & ballfield Reservations through West Valley School District	Approximately 1.3 miles
Seth Woodard Elementary School	7401 E Mission Ave, Spokane Valley, WA	School	West Valley School District	Playground, basketball courts, & multi-use field Reservations through West Valley School District	Approximately 1.8 miles
Hutton Settlement Children's Home	9907 E. Wellesley Ave. Spokane	Private / Non- Profit Facility <i>(school groups allowed to visit for field trips)</i>	Hutton Settlement Children's Home	319 acres of pristine natural settings with opportunities for learning and recreation (tennis courts, basketball courts, a swimming pool, a 2-mile hiking trail, a baseball field, playground equipment, an art studio, a music room, and a gym)	Approximately 1.9 miles

Map 10-1 Label / Facility	Location	Facility Type	Owner / Manager	Description / Comments	Distance from Millwood (approximate)
Camp Sekani & Beacon Hill Trail System	6722 E Upriver Dr, Spokane, WA	Conservation Area	City of Spokane Evergreen East Mountain Bike Alliance	Wooded park providing dog- friendly trails for mountain biking & hiking, plus a frisbee golf course. Over 30 mountain biking trails winding through 1,000 acres of public and private land	Approximately 2 miles
Valley Mission Park & Pool	11123 E Mission Ave, Spokane Valley, WA	Community Park	City of Spokane Valley	24 acres and 115 parking spaces with overed picnic shelter, picnic table, restrooms, play equipment, swimming pool and zero depth entry pool, pool shade structure and furniture, ball field, basketball, and tennis courts	Approximately 2.2 miles
Centennial Middle School	915 N Ella Rd, Spokane Valley, WA	School	West Valley School District	Tennis courts, ballfields, & multi- use fields Reservations through West Valley School District	Approximately 2.3 miles
Park Road Pool	906 N Park Road Spokane Valley, WA (abutting Centennial Middle School)	Aquatic Facility (seasonal)	City of Spokane Valley	2 acres, 101 parking spaces, swimming pool with slide, pool shade structure and furniture, picnic tables and restrooms	Approximately 2.3 miles
Trent Elementary School	3303 N Pines Rd, Spokane Valley, WA	School	East Valley School District	Playground & multi-use fields	Approximately 2.5 miles

Map 10-1 Label / Facility	Location	Facility Type	Owner / Manager	Description / Comments	Distance from Millwood (approximate)
Plante's Ferry Sports Complex	12320 E Upriver Drive Spokane Valley, WA	Regional Park / Sports Complex	Spokane County / Spokane County, Spokane Rapids Soccer, & Spokane Indians Youth Baseball	95-acre regional park / multi-sport stadium along the Spokane River with 5 baseball / softball fields, 13 soccer fields, playgrounds, walking trails, green space, bbq areas, picnic shelters, meeting rooms, concessions stand, multiple restrooms, over 650 parking spots, and 20 handicap parking spots. Plante's Ferry was the original site of Antoine Plante's ferry, which was the first established "dry" river crossing on the Spokane River.	Approximately 3.2 miles
Mirabeau Point Park, Mirabeau Springs Trails, & Discovery Playground	13500 Mirabeau Parkway, Spokane Valley, WA	Regional Park	City of Spokane Valley	55.51-acres of meadows, forest & springs with a discovery playground, trails, shelters & a horse arena.	Approximately 3.5 miles

Millwood Activities

Activities are provided through the West Valley School District and Millwood Community Organizations with additional activities provided by the local churches. The following is a summary of typical Millwood activities.

Activity	Description	Provider	Age Group	Timeframe / Location
West Valley School District Athletics	School sports including boys baseball, boys football, girls softball, girls volleyball, and boys/girls soccer, wrestling, basketball, tennis, cross country, track & field	WVSD (elementary ages in cooperation w/ HoopTown USA & YMCA)	Youth (Grades K-12)	School Year at Schools and Off-Site Locations

Activity	Description	Provider	Age Group	Timeframe / Location
West Valley School District Clubs	Before school Chess Club, Communities in Schools, etc.	WVSD	Youth (Grades K – 5)	School Year at Schools
West Valley School District Events	School skate nights, movie nights, elementary conference camps at West Valley Learning Center, May Block Party, etc.	WVSD Schools & School PTO	Youth (Grades K-12)	School Year at Schools and Off-Site Locations
Star Club	STAR Club is an after-school program designed to invest in the relationships of 3rd-5th grade students from Orchard Center & Ness Elementary Schools,	Millwood Impact	Youth (Grades 3 – 5)	Monday - Thursday 3:30-5:30pm when school is in session
Argonne Library	Educational programming for all ages and stages of life as well as Millwood historic display	Spokane County Library District - Argonne Library	All Ages	Year-round Historic display is for one month every year
Friday at the Lodge	Community activities, demonstrations, and education	Masonic Lodge	All Ages	Monthly in Winter & Weekly in Summer
Millwood Daze	Community celebration	Millwood Community Association	All Ages	Saturday before Labor Day weekend in August Historic Dalton Median, Millwood Community Presbyterian Church, & Downtown Millwood
Millwood Farmer's Market	Farmer's market, music, themed activities, etc.	Millwood Community Association	All Ages	Wednesdays, 3-7pm from May – October in Millwood Park, 9241 E Frederick Ave, Millwood
Millwood Impact	Millwood Impact addresses unmet essential needs for the health and well-being of kids and families in the Millwood & West Valley Community (Millwood Community Meals, Summer Camp, etc.)	Millwood Impact	All Ages	Year-round Various Locations including Millwood Community Center (Millwood Presbyterian Church), 8863 E. Euclid Ave, Millwood, WA
Millwood Walking Tours	Historical walking tours of Millwood	Varies	All Ages	Spring - Fall in Downtown Millwood

Activity	Description	Provider	Age Group	Timeframe / Location
Millwood Community Garden	Community garden	Millwood Impact	All Ages	Spring - Fall 9108 East Maringo Drive, Spokane, WA
West Valley Outdoor Learning Center	Providing opportunities for young people to investigate and learn about the natural world around them.	West Valley School District	All Ages	Year-round West Valley Outdoor Learning Center (next to Pasadena Park Elementary), 8508 E Upriver Dr Bldg B, Spokane, WA
Winterfest / Tree Lighting	Community celebration with Tree Lighting at Inland Empire Paper (IEP), Christmas Market on Dalton, and special events through the business community.	Millwood Community Association & Inland Empire Paper (IEP)	All Ages	1st Friday of December Downtown Millwood
Downtown Millwood Business Community Activities	Various activities at local businesses,	Downtown Millwood Businesses	Varies	Varies

10.4 PUBLIC INVOLVEMENT

The GMA requires early and continual citizen participation in the development and updates of comprehensive plans and development regulations. A specific goal of the GMA is to encourage the involvement of citizens in the planning process. The City of Millwood provided several opportunities for the public to participate, provide comments, and learn about the Periodic Update. Specifically for the Parks and Recreation Element, the 2024 Millwood Periodic Update Community Survey, along with stakeholder interviews, and other public outreach/planning efforts including the “Imagine Millwood” activity, informed this element. While traditional methods (meetings, workshops, presentations, etc.) remained an important role in public engagement, the City also used alternative participation tools to make it easier for the public to participate.

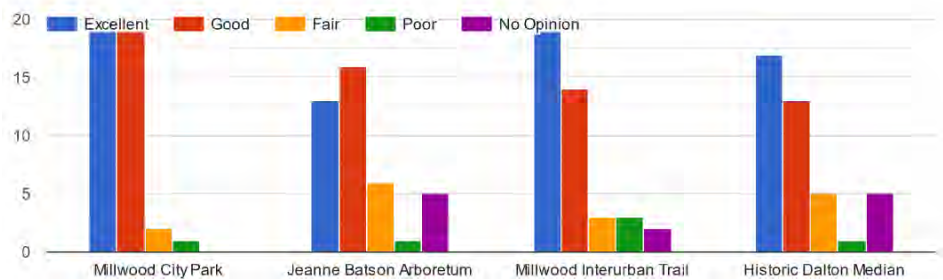
Millwood Community Survey

From mid-September to mid-October 2024, a community survey was conducted for the periodic update and the responses have been disbursed throughout this Comprehensive Plan based on the element topic. Questions that were specifically related to parks, recreation, open space, and trails have been included below. The survey responses were statistically representative of Millwood.

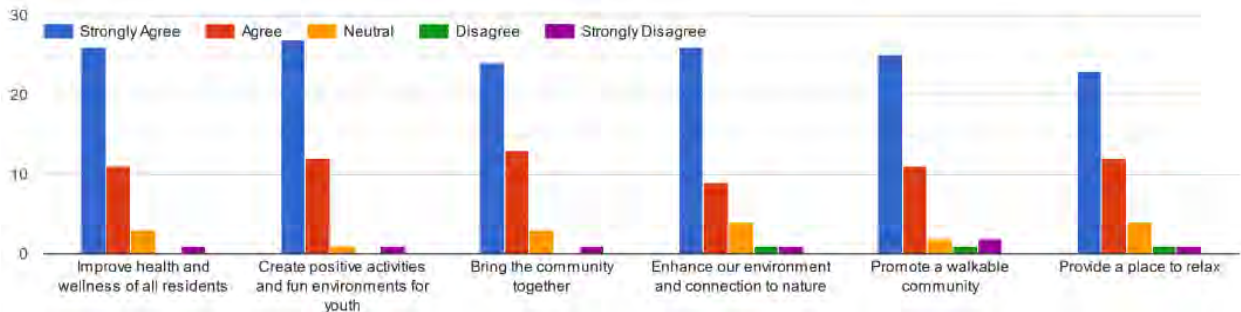
Overall, citizens and user groups feel the City’s parks, open space, and trails facilities are well maintained, they provide multiple benefits, access is very important, pedestrian and bicycle paths as well as overall walkability is good but sidewalks could be improved, and the City needs to work on having adequate Spokane river access.

Within project and funding prioritization responses, sidewalks, multi-use pathways, and park features ranked highly overall (charts will be included in the Capital Facilities element).

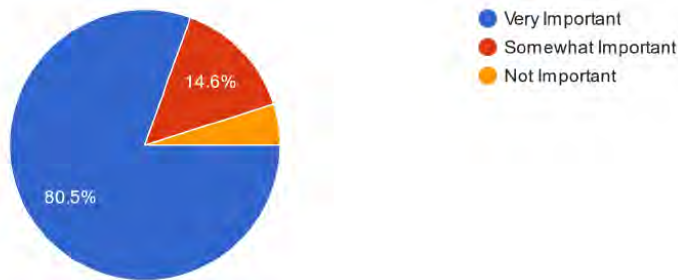
How would you rate the overall quality and maintenance of City of Millwood parks, open space, and trails?



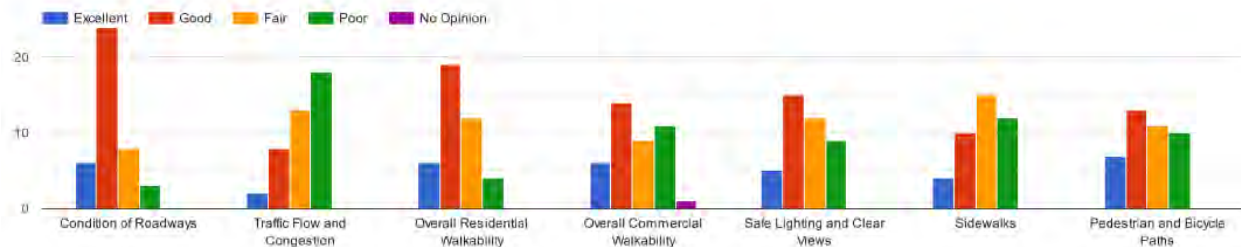
What are the most important things Millwood parks, recreation, open space, and trails can do for our community?



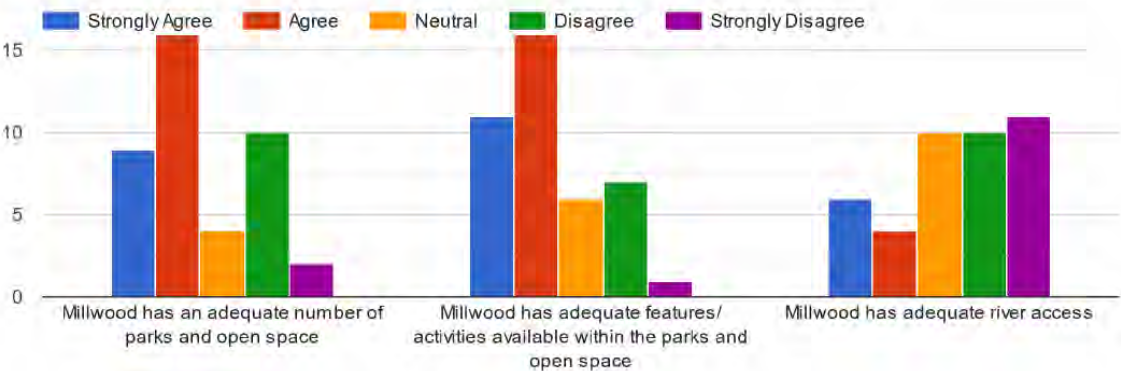
How important is access to parks, recreation, open space, and trails within the City of Millwood?
41 responses



How would you rate the quality of the following transportation conditions?



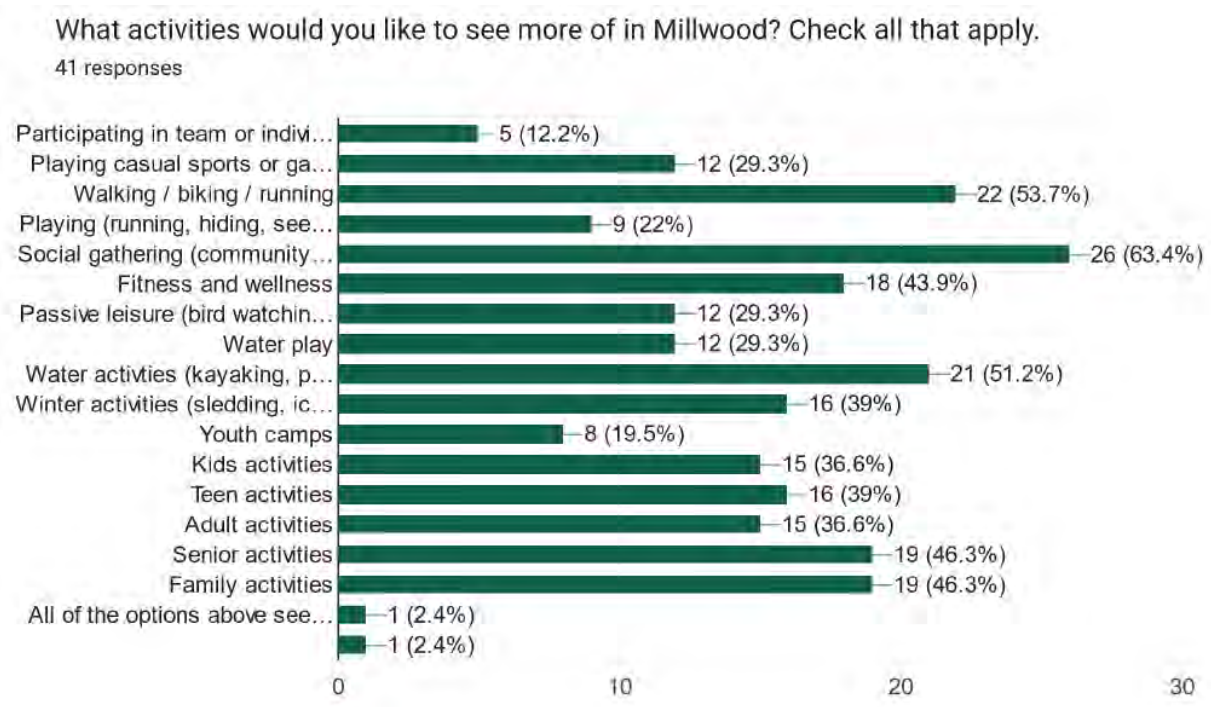
How do you feel about the following statements about how well Millwood's parks and open space meet community needs?



Respondents were asked to expand upon their answers to the community needs question and the following is a summary of the responses by topic and majority opinion:

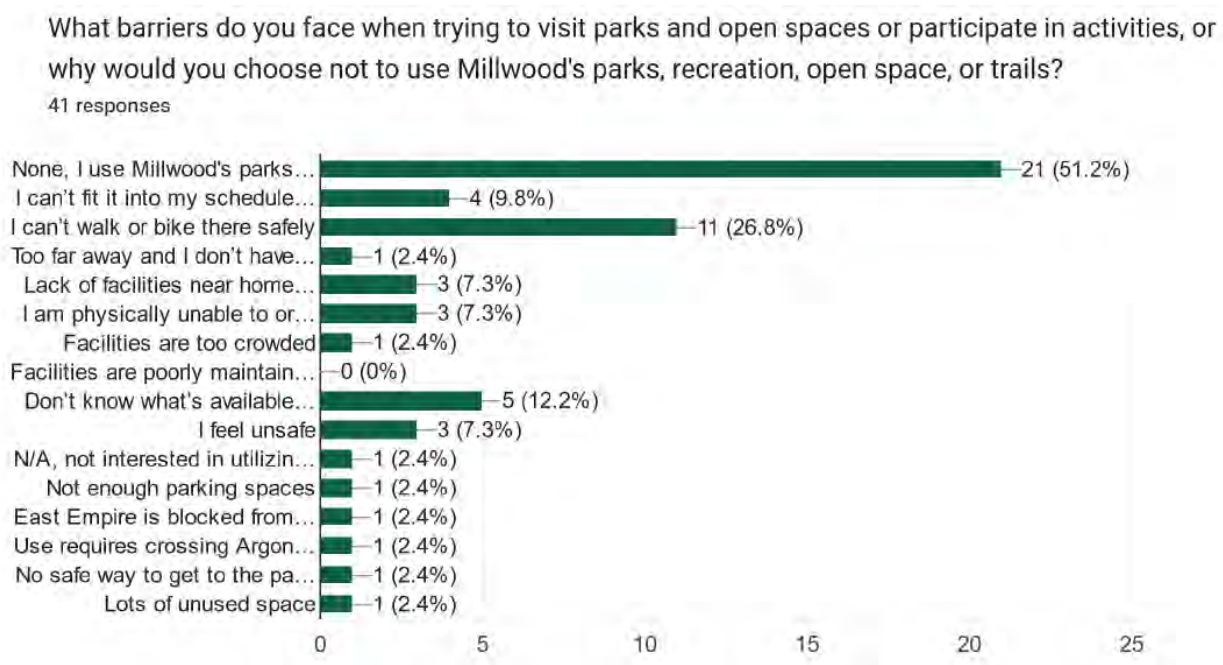
- There is only one park and playing at the school playgrounds isn't a good daytime option unless it is summer. The park is nice but it has limited parking and no handicap accessibility. Parts of the park could be updated and used for more activities / amenities (i.e. pickleball courts, space for food trucks at events, space for performances, adding power outlets, etc.). The current City Park has gotten smaller over the years for construction of the city shop building, the fire station, etc. that have all taken land without adding replacement park land.
- The river is an important Millwood feature yet there is no direct public access and very minimal visual access to the river for anyone that does not own a house on the river, we need clean and safe river access for Millwood residents. We are a City bordered by the Spokane River and the city owns property on the river. Residents should have access to small walk-to neighborhood river parks to launch kayaks, paddle boards, and small canoes, and enjoy the river views.

There were also individual responses about selling the city's lots on the Spokane River / not creating river access, not adding more walkability, having the city work on maintaining / beautifying trail connections between residences, issues with residents / animal control near parks, needing a way to cross Argonne on the Centennial Trail, and the need for sidewalks and streetlights throughout the whole community (especially the east side of Millwood), as well as other element topics such as traffic and transit.



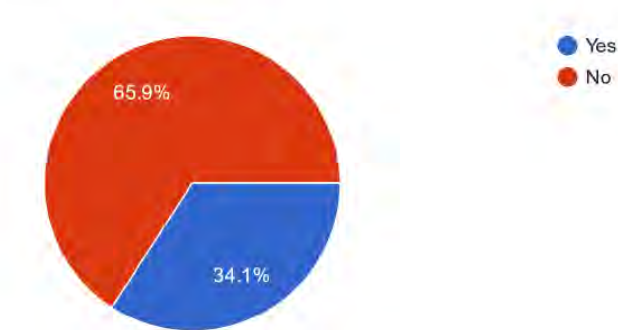
Concerning Millwood activities, the top five activities that respondents would like to see more of in Millwood are social gatherings / community events, walking/biking/running opportunities, water activities (kayaking, paddle boarding, etc.), senior activities, and family activities.

The majority of respondents do not face barriers to visiting parks and open spaces or participating in activities; however some do experience barriers such as not being able to walk or bike there safely and 34.1% do encounter barriers to individuals with disabilities accessing Millwood’s parks, recreation, open space, or trails.



Do you encounter any barriers to individuals with disabilities accessing Millwood's parks, recreation, open space, or trails ?

41 responses



Developing river access is the most important thing the city can do followed by upgrading facilities/amenities at existing sites like Millwood Park. Although walking / biking / running received the second highest response to “what activities would you like to see more of in Millwood,” adding more trails / better trail connectivity tied for fourth place on most important improvement.

What is the most important thing the City could do to improve Millwood's parks, recreation, open space, and trails?

41 responses



Imagine Millwood

Imagine Millwood was conducted beginning in August 2024 at Millwood Daze through the start of the school year in September. Kids of all ages participated with almost every response of “what could make Millwood better” and every “Imagine Millwood” drawing was pertaining to something parks, recreation, open space, or trails related.

Millwood Daze 2024 "Imagine Millwood" activity for kids of all ages!

What makes Millwood great?

- All the great people
- I feel comfortable with how it's handled
- Neighbors, local businesses, trees
- Caring staff and lovely events
 - Events and trees
- I love the splashpad
- The playground

What could make Millwood better?

- Add more rainbows
- To have carnival rides
- Hot air balloons
- Fishing pond
- More trees
- Boulevard down Argonne
- Less squatters



Imagine Millwood 20 years from now and draw how it would look, something you want Millwood to have, etc.



Stakeholder Interviews

Stakeholder interviews were conducted to gain additional insight from various segments of Millwood's population as well as community associations, service providers, and topic experts for elements such as Transportation and Parks and Recreation. The following are summaries of interviews concerning parks and recreation including pedestrian / bike connectivity:

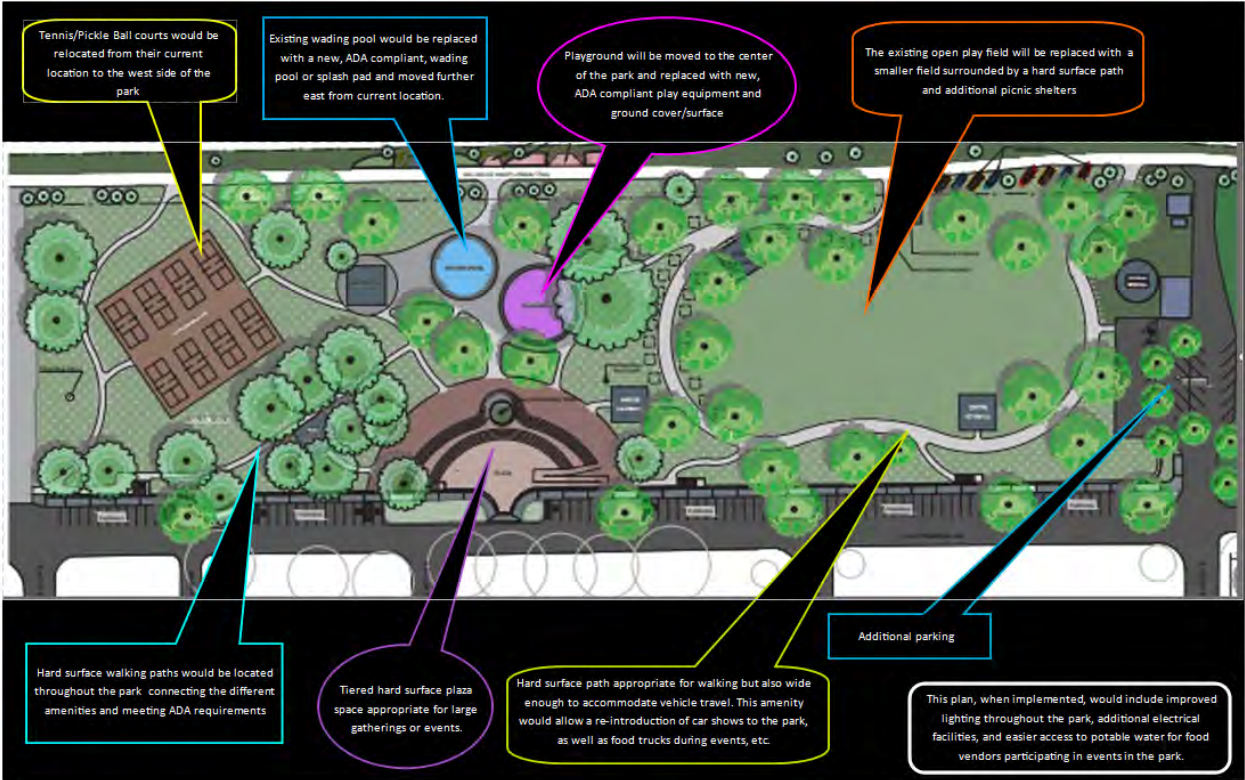
- WA State Dept. of Ecology (DOE) - Encourage safe public river access at small scale, Spokane River (South Riverway property) could have a small canoe/kayak put in but it would be costly and preservation is encouraged, Centennial Trail pedestrian connection via Argonne and Maringo Drive to the east would be best current Centennial Trail connection with a pedestrian bridge over the Spokane River being a future possibility (may require Shoreline Master Program (SMP) amendment).
- Spokane County Conservation District (SCCD) - Areas surrounding the City of Millwood within 2-2.5 miles have large scale Spokane River access and Millwood has a centrally located park within 1 mile of residents, SCCD worked on Islands Trailhead project NE of Millwood with put-in, any Millwood Spokane River access project needs to consider overall cost with maintenance, access issues, traffic in residential area, the need for bathrooms, etc. (projects similar to Glover site downtown - just past Spokane Club and Peaceful Valley informal put-in change neighborhoods), maintain a healthy streambank from erosion through land preservation, try to maintain integrity of south side of river, already have wakeboat issues from Argonne bridge to the west, explore Spokane County Conservation Futures for potential funding for protecting Spokane River habitat area(s) by preserving micro eco-systems and SCCD would look at partnership for Spokane River Property land preservation (South Riverway property), could establish hours for school tours with an outdoor learning shelter, etc. to learn more about our natural environment and possibly coordinate with West Valley Outdoor Learning Center, SCCD recommends preservation of Spokane River property (South Riverway property) and providing a small scale canoe/kayak improvement project at Sargent Rd.
- Spokane Regional Transportation Council (SRTC) - west side of Felts Field will have south side river trail that terminates at Felts Field, SRTC shows a multi-use trail should connect west from Interurban through City of Spokane Valley (not an immediate project for Spokane Valley but SRTC would advocate and support), Interurban eastern connection feasibility should also be considered for future, a Centennial Trail connection directly from Millwood (i.e. pedestrian bridge over the Spokane River) may not be identified as a high need at the regional level, explore safe routes to school grants through WSDOT for sidewalk connections in SW portion of Millwood, non-motorized SRTC grants via call for projects utilize Federal funds (i.e. STBG - Surface Transportation Block Grant) are usually regional projects, Spokane County is studying Argonne/Upriver intersection and Centennial Trail connection (across Argonne) using updated 2025 SRTC travel demand model, SRTC is also interested in a Centennial Trail Connection via Argonne crossing, TIB funding can assist with sidewalk gaps (sidewalk infill project) but need a City of Millwood complete streets ordinance, SRTC will coordinate with Millwood on 2025 metropolitan transportation plan update (Horizon 2050 anticipated to be adopted in November 2025).
- West Valley School District (WVSD) - Shared use is allowed, elementary and middle school fields and gyms can be reserved (high school facilities cannot), WVSD has communities in schools on-site that is similar to Star Club, Hooptown USA and YMCA program for elementary age basketball in the winter and an elementary age before school chess club, safe routes to school

would be supported for the SW portion of Millwood to get kids to West Valley High School (kids ride a school bus in other areas due to railroad tracks and Argonne Rd. / Trent Rd. crossing and Orchard Center Elementary is only a ¼ mile walking radius which wouldn't extend past Vista Rd.), existing sidewalks on Buckeye are great for the open high school campus. Millwood Kindergarten Center will transition to early learning center in 2025/2026 school year with kindergarteners returning to elementary schools, great communication between Millwood Community Association and WVSD for events with flyers in packets, etc.

- Spokane County Library District / Argonne Library (SCLD) - SCLD provides educational programming for all ages and stages of life at the Argonne Library, meeting facilities are also reservable during library hours large meeting room and conference rooms get a lot of use), SCLD is working on a Library Facilities Master Plan that likely will be completed in 2026, current level of service is national average but will re-assess with master plan (sq. footage per capita), Argonne Library has capacity for growth and maintains an approximately 3 mile service area radius (serves Millwood and beyond).
- Millwood Community Association - Consider infrastructure for events and the Farmer's Market during improvements to Millwood Park (i.e. vegetables need to be washed for cooking demonstrations and samples during Farmer's Market and they currently have to be hauled back and forth for washing at the church community center), a food truck/trailer could be utilized for sinks if park design provides way to get truck/trailer down into park (rinse, wash, sanitize, handwash, separate vegetable prep sink w/ indirect drain, and mop sink), consider adding a mop sink like Mirabeau Meadows picnic shelter has (this would still be needed with food truck/trailer sinks), having food trucks bring people to events, park design should incorporate a way to easily utilize a screen for movies in the park, like Millwood Park Reimagined master plan and could add exercise stations to circulation trail, switching from wading pool to larger splash pad would benefit all ages (incorporate wading pool historic fountain), include a plaza that is large enough to accommodate a band and electrical outlets for events, add more trees and wider path would accommodate food trucks, 4 acre per 1,000 population LOS is enough with school parks and Millwood Park has the right amenities (balance pickleball and tennis), Millwood Park is easy to walk to via Interurban Trail (adding complete streets could improve neighbors walking to downtown), desire to expand events to include Halloween and West Valley Foundation wants to add a summer cornhole tournament, add more art downtown (like Chelan murals - go find the apple), could event add art to chain link fence, identity symbols for Millwood are trees, arches, brick, and trains which led to gateway signs (based on Millwood Business Association exploration - now Millwood Community Association 501c3), wayfinding signage for shared parking downtown and public parking on appropriate side streets that works w/ neighbors (i.e. Pearl St. parking map in Portland, OR) for Millwood Park and downtown, connect Interurban Trail east on Trent to access Centennial Trail from north side of Trent.

Millwood Park Reimagined 2022 - 2023

A master planning project for Millwood Park was conducted in 2022 - 2023 entitled Millwood Park Re-Imagined. Park project priorities were established via a public outreach effort that included booths at the Millwood Farmer's Market throughout the summer of 2022, a sticker feedback exercise, public meetings, and additional public comment solicitation.



Based on the public input, the following master plan was prepared for Millwood City Park.



Refer to Policy 43 in Table 3-3 for the intended theme of updates to Millwood Park. The updated park will maintain a historic connection that can include incorporation of the Millwood water tower, Inland Empire Paper Mill, the Spokane River, native landscapes, electric trains, etc. while ensuring any train depictions within the amenities do not encourage children to play on our near railroad tracks.

A question was included in the Millwood Community Survey discussed above that asked respondents to rank the priority of the proposed Millwood Park amenities / features. New Playground (ADA Compliant) and Wading Pool / Splash Pad (ADA Compliant) were clearly the highest priorities while the remaining were closely ranked. The results derived were as follows:

- 1. New Playground (ADA Compliant)
- 2. Wading Pool / Splash Pad (ADA Compliant)
 - Tiered Hard Surface Plaza for Gatherings, Events, etc.
 - Additional Parking
 - New Tennis / Pickleball Courts
 - Picnic Shelters
 - Wider Multi-Use Paths (ADA Compliant)
 - Walking Paths (ADA Compliant)
 - New Basketball Court / Sport Court
 - Additional Bathroom

10.5 DEMAND AND NEED ANALYSIS

General population and other demographic information were explored in Chapter 4 and Section 10.1, public involvement and a survey results snapshot were included in Section 10.4 and Chapter 2 with the full community survey results contained in the Appendix, and an inventory and condition assessment were examined in Section 10.3. This chapter balances the public demand and the capacity of the City of Millwood that is discussed in Section 10.6 and Chapter 11, to provide for the identified needs, while meeting the established goals and objectives for Millwood's parks and recreation referenced in Section 10.2 and established in Chapter 3.

Regardless of the metrics that are used, the NRPA recognizes that every community is unique and has specific circumstances, so it encourages local jurisdictions to use park planning metrics that are tailored to local needs. While noting that the "acres of parkland per 1,000 population" metric – also known as a community’s level of service (LOS) – is the most common technique for determining whether a community has enough parkland, the NRPA cautions that LOS can vary widely due to a community’s history, culture, demographics, density, development patterns, and other factors. The public engagement activities that have been conducted for this element and the responses received, address the community’s thoughts about Millwood’s level of service. We have been able to gain user perspectives on the existing facilities, what improvements are needed, where and what should be developed for new facilities, and Millwood’s true opinion of the level of service provided with the optional RCO Level of Service Tool utilized to supplement.

The City has the flexibility and freedom to establish a LOS standard for parks that reflects the expressed need and desire of the community. The City also has the obligation to ensure that the operation and maintenance needs of existing parks are met. The City of Millwood’s established LOS for parks is 4 acres per 1,000 population. As described in Section 10.3 Inventory above, there is approximately 28.76 acres total of parks and open space (including Millwood Park, school facilities, the Historic Dalton median, and open space with some currently unavailable for use), ~~3.254~~ miles of sidewalks, and 1.23 miles of trails within the City of Millwood. With a 2023 City population of 1,925 and a projected 2046 population of 1,974, the City of Millwood is exceeding the established LOS for parks by about 20 acres (just under 8 acres is needed), excluding sidewalks and trails.

RCO Level of Service Tool

The WA State Recreation and Conservation Office (RCO) has included a Level of Service (LOS) tool in their RCO (January 2024) *Manual 2: Planning Policies and Guidelines* which is recommended as a planning tool for grant recipients. The RCO LOS tool provides one set of indicators for federal and state agencies and another for local agencies. It also provides a set of standards for measuring strengths and weaknesses of outdoor recreation facilities and opportunities, suggesting where additional resources

may be needed. While the City's current adopted Parks LOS of 4 acres per 1,000 population serves as the primary LOS standard for the City of Millwood, the RCO LOS tool analysis has been provided as a comparison tool for evaluating services. RCO's current LOS tool provides specific criteria for local agencies to assess three primary areas: quantity, quality, and distribution/access. Each of these areas are measured to meet specific criteria. The LOS tool uses an A to E grading system with "A" being the highest possible score and "E" being the lowest possible score. A lower score indicates the need for more investment to achieve a target level of service. Whether to include school facilities is a community choice.

- **Quantity Criteria** (number of facilities). It could be helpful to present results of the quantity criteria to support a request for a new ball field or splash pad.

Level of Service Summary: Local Agencies

Indicators and Criteria	A	B	C	D	E
Quantity Criteria					
Number of Parks and Recreation Facilities Percent difference (the gap) between existing quantity of parks and recreation facilities and the desired quantity (e.g., eight out of ten would be a Level B: 20 percent gap) (also may use per capita average)	<10%	11-20%	21-30%	31-40%	>41%
Facilities that Support Active Recreation Opportunities Percentage of facilities that support or encourage active (muscle-powered) recreation opportunities (e.g., eight out of ten would be Level A: more than 60 percent)	>60%	51-60%	41-50%	31-40%	<30%
Facility Capacity Percentage of demand met by existing facilities (e.g., 65 percent of reservation requests at a facility can be met would be Level B)	>75%	61-75%	46-60%	30-45%	<30%

RCO Level of Service (LOS) Millwood Assessment - Quantity

Number of Parks and Recreation Facilities:

The City of Millwood currently scores an "A" for exceeding the established LOS of 4 acres / 1000 population based on a total of 28.76 acres of parks and open space plus 1.5 acres of trails. If you remove school facilities and utilize only City owned land, the City has 8.26 total acres of just parks and open space land which still exceeds the established LOS.

Facilities that Support Active Recreation Opportunities:

The City of Millwood currently scores an "A" for facilities that support active recreation opportunities. Millwood Park's 5.19 acres and the Interurban Trail plus Millwood Trail Extension at

approximately 1.5 acres total are the only City owned active recreation facilities. When you include the school facilities, the total active recreation is 27.19 acres. Approximately 90% (27.19 acres) of the City’s 30.26 total acres of parks, open space, and trails is active and 10% (3.07 acres) is passive. If you remove school facilities and utilize only City owned land, the City has 9.76 total acres of parks, open space, and trails land of which 6.69 acres or 69% is active and 3.07 acres or 31% is passive, which still scores an “A”.

Facility Capacity:

Since the City of Millwood does not utilize facility reservations nor schedules programming, it is impossible to calculate precisely if the facilities are meeting demand in a quantitative form. In a qualitative comparison, the City heard that river access is needed. Since land is available for river access, improvements would need to be made. Additionally, the City heard about some capacity issues at Millwood Park with the splash pad, wading pool, and parking in the summer as well as the tennis / pickleball courts. These capacity issues could be remedied through improvements to Millwood Park. Based on the qualitative results, it is estimated that the City of Millwood currently scores a “B” or a “C” for facility capacity which can be remedied through facility improvement projects.

- **Quality Criteria** (public satisfaction and facility function). This is useful for building a budget request for additional maintenance resources or facility improvements.

Level of Service Summary: Local Agencies

Indicators and Criteria	A	B	C	D	E
Quality Criteria					
Agency-based Assessment Percentage of facilities that are fully functional for their specific design and safety guidelines (staff assessment)	>80%	61-80%	41-60%	20-40%	<20%
Public Satisfaction Percentage of population satisfied with the condition, quantity, or distribution of existing active park and recreation facilities (public feedback assessment)	>65%	51-65%	36-50%	25-35%	<25%

RCO Level of Service (LOS) Millwood Assessment - Quality

Agency-Based Assessment:

The City of Millwood currently scores a “C” for percentage of facilities that are fully functional for their specific design and safety guidelines since only 58% of the Millwood facilities rate Good for inventory condition.

Public Satisfaction:

Based on community feedback, it is estimated that the City of Millwood currently scores a “B” or a “C” for percentage of population satisfied with the condition, quantity, or distribution of existing active park and recreation facilities. Based on the community survey, respondents overwhelmingly

ranked parks and recreation as a City strength, the overall quality and maintenance rank of the predominant facilities was good to excellent, and the majority of respondents agreed that Millwood has an adequate number of parks and open space as well as adequate features/activities available. However, river access ranked very poorly, people do identify barriers to accessing Millwood’s parks, recreation, open space, and trails facilities, and upgrades to existing facilities as well as trail extensions are needed.

- **Distribution and Access Criteria** (population served and accessibility). The distribution and access criteria could help justify providing new parks or trails.

Level of Service Summary: Local Agencies

Indicators and Criteria	A	B	C	D	E
Distribution and Access Criteria					
Population within Service Areas Percentage of population within the following services areas (considering barriers to access): • Half-mile of a neighborhood park or trail • Five miles of a community park or trail • Twenty-five miles of a regional park or trail	>75%	61-75%	46-60%	30-45%	<30%
Access Percentage of parks and recreation facilities that may be accessed safely via foot, bicycle, or public transportation	>80%	61-80%	41-60%	20-40%	<20%

RCO Level of Service (LOS) Millwood Assessment - Distribution & Access

Population within Service Areas:

As shown on Map 10-3, the City of Millwood currently scores an “A” for percentage of population within the following services areas (considering barriers to access): 0.5 mile of a neighborhood park/trail, 5 miles of a community park/trail, and 25 miles of a regional park/trail.; however, walkability may be limited based on a lack of sidewalk and trail connectivity. As described in the “Surrounding Area Facilities” inventory and shown on Maps 10-1 and 10-2, there are community and regional parks / trails that are located less than 5 miles from the City of Millwood, which exceeds the requirement.

Access:

The key to the access criteria is whether facilities can be accessed “safely” via foot, bicycle, or public transportation. As shown on Map 10-3 and discussed above, all areas of the City of Millwood are located within ½ mile of parks, open space, and /or trails facilities; however, due to a lack of sidewalk and trail connectivity, walkability may be limited. The easternmost portion of the City (east of the Interurban trail) does not have sidewalks within the neighborhoods (sidewalks are only on the majority of the north side of Trent) nor any public transportation available. The north side of the Trent Avenue bridge is currently only a shared roadway/narrow walkway for bicycles to access the

Interurban Trail via the frontage access road connecting to Trent. The central portion of the City lacks sidewalks as well but does have five total (5) access points to the Interurban Trail. Crossing Argonne Road is also difficult in the central portion of the city due to traffic volume. The western portion of the City has four (4) official and multiple unofficial access points to the Interurban Trail, shared roadways for bicycles, and intermittent sidewalks for connectivity. Community feedback shows a strong need for improvements to the City's non-motorized transportation network; therefore, with only half of the facilities being safely accessible (predominantly via the Interurban Trail), the City of Millwood currently scores a **"C"** for percentage of parks and recreation facilities that may be accessed safely via foot, bicycle, or public transportation. The City has a fantastic amenity in the Interurban Trail, but it needs the non-motorized connectivity to help fully utilize it.

City of Millwood Priorities

The following chart lists project priorities for the City of Millwood and identifies the multi-faceted approach of how the need was determined.

Projects will be prioritized based on funding availability and timing / coordination with other projects.

City of Millwood Projects	Demographic Need (Chapter 4 & Section 10.1)	Public Need (Section 10.4, Chapter 2, & Appendix)	Facility Need (Section 10.3)	G & O (Section 10.2 and Chapter 3)	RCO Level of Service Tool
Spokane River Access	Under Project Need - Statewide Priorities, Millwood's census tract scored High on the Social Vulnerability index for Household Composition & Disability and Medium-High on the Socioeconomic Determinants as well as Medium-High on the Health Disparity Indexes. Millwood scores Medium on the Greenspace availability Figure 4-7 - almost 40% of Millwood's total households fall into the extremely low, very low, and low-income categories. Figure 4-8 - the majority of	Community survey rankings & comments - Developing river access is the most important thing the city can do - The river is an important Millwood feature yet there is no direct public access and very minimal visual access to the river for anyone that does not own a house on the river, we need clean and safe river access for Millwood residents Stakeholder interviews - - Encourage safe public river access at small/ neighborhood scale - SCCD recommends preservation of Spokane River	Currently no safe river access is available in the City of Millwood	G.02, G.09, & G.12 w/ associated policies/objectives & actions, including P.45	Quantity Criteria - Facility Capacity Scored a B/C Quality Criteria - Agency Based Assessment Scored a C Quality Criteria - Public Satisfaction Scored a B/C

City of Millwood Projects	Demographic Need (Chapter 4 & Section 10.1)	Public Need (Section 10.4, Chapter 2, & Appendix)	Facility Need (Section 10.3)	G & O (Section 10.2 and Chapter 3)	RCO Level of Service Tool
	Millwood's households of color fall into the extremely low-income category or low-income category.	property (South Riverway property) and providing a small scale canoe/kayak improvement project at Sargent Rd.			
Millwood Park	Under Project Need - Statewide Priorities, Millwood's census tract scored High on the Social Vulnerability index for Household Composition & Disability and Medium-High on the Socioeconomic Determinants as well as Medium-High on the Health Disparity Indexes. Millwood scores Medium on the Greenspace availability Figure 4-7 - almost 40% of Millwood's total households fall into the extremely low, very low, and low-income categories. Figure 4-8 - the majority of Millwood's households of color fall into the extremely low-income category or low-income category.	Community survey rankings & comments - The 2nd most important thing the City can do is upgrading facilities/amenities at existing sites like Millwood Park (river access is #1) - There is only one park and playing at the school playgrounds isn't a good daytime option unless it is summer. The park is nice but it has limited parking and no handicap accessibility. Parts of the park could be updated and used for more activities / amenities (i.e. pickleball courts, space for food trucks at events, space for performances, adding power outlets, etc.). Stakeholder interviews - - Like Millwood Park Re-Imagined Master Plan	Millwood Park is heavily utilized since it is the only City park facility and several amenities are in Poor or Fair Condition and/or at capacity for use	G.02, G.05, & G.12 w/ associated policies/objectives & actions, including P.43	Quantity Criteria - Facility Capacity Scored a B/C Quality Criteria - Agency Based Assessment Scored a C Quality Criteria - Public Satisfaction Scored a B/C

City of Millwood Projects	Demographic Need (Chapter 4 & Section 10.1)	Public Need (Section 10.4, Chapter 2, & Appendix)	Facility Need (Section 10.3)	G & O (Section 10.2 and Chapter 3)	RCO Level of Service Tool
		Consider infrastructure for events and the Farmer’s Market during improvements to Millwood Park, incorporate a way to easily utilize a screen for movies in the park, could add exercise stations to circulation trail, switching from wading pool to larger splash pad would benefit all ages (incorporate wading pool historic fountain), include a plaza that is large enough to accommodate a band and electrical outlets for events, add more trees and wider path would accommodate food trucks Millwood Park Re-Imagined Master Plan & amenities/ features rankings			

Refer to Chapter 8 - Transportation Element and Chapter 11 - Capital Facilities & Utilities for City sidewalks / non-motorized transportation project prioritization.

Centennial Trail Connectivity

As identified in Chapter 3 (Community Vision), a link to the Centennial Trail has been a City of Millwood goal for 30 years. Due to this, Maps 10-5 and 10-6 have been prepared to identify the only area within the city limits that has the Centennial Trail adjoining the Spokane River, adjacent to the boundary of the City of Millwood. While this has been included for reference, availability of land and project cost prevents a link in the foreseeable future. More feasible connections through surrounding jurisdictions via improvement to Argonne Rd / east on Maringo Dr. and/or eastern extension of the Interurban Trail (shown as green stars on the inventory map below) should be considered first. Additionally, an unofficial

connection to the Centennial Trail exists from E. Empire Way, heading north on N. Lockwood Rd., and east on E. Coyote Rock Dr. via unimproved pathways (shown in red hatched oval) on Map 10-4.



Map 10-4: Unofficial Centennial Trail Connection Location

A Centennial Trail link from within the City of Millwood (as shown on Maps 10-5 & 10-6 below), at a minimum, would require:

- Approval / funding to utilize the currently unused railroad right-of-way that connects from Empire Way and intersects the extended right-of-way at N. Woodruff Rd for a pedestrian and bicycle access trail.
- Approval from Inland Empire Paper / land acquisition and funding for a pedestrian and bicycle access trail and construction of the southern portion of a pedestrian / bicycle bridge to cross the Spokane River.
- Approval from WA State Parks and Recreation and funding to construct the northern portion of a pedestrian / bicycle bridge to cross the Spokane River along with construction of a connecting trail to the Centennial Trail.
- Shoreline development permit review and requirements.



Map 10-5: Potential Centennial Trail Connection Location



Map 10-6: Potential Centennial Trail Connection Detail

10.6 CAPITAL IMPROVEMENT PROGRAM (CIP)

Section 10.6 provides a list of potential funding options for parks, recreation, open space, and trails and summarizes the Capital Facility Plan (CFP) that is included in Chapter 11 (Capital Facilities and Utilities).

Funding Options

The following are funding sources that may be utilized for parks, recreation, open space, and trail projects, maintenance, and planning. Although there are other methods of funding specific projects, the possibilities listed below represent common sources of funding. Funding options include all levels and types of funding sources except those that do not appear to apply to facilities that might be found or located in Millwood. Of course, these opportunities are pending continued funding by the applicable government or other funding agency/source. Multiple funding sources can be explored and utilized as matches for other grants, etc., if allowed by the various grant programs.

- **WA State Recreation & Conservation Office (RCO)** - <https://rco.wa.gov/>

RCO is a WA State agency that manages grant programs to create outdoor recreation opportunities, protect the best of the state’s wildlife habitat, etc. with revenue from multiple funding sources including the WA State Recreation and Conservation Funding Board. RCO grant programs are being developed and modified frequently so check the RCO website for the most up to date information.

The following are RCO grants listed in 2024/2025 that the City of Millwood may qualify to apply for:

- **Aquatic Lands Enhancement Account (ALEA)** - ALEA funding may be used for the acquisition, improvement, or protection of aquatic lands for public purposes. They also may be used to provide or improve public access to the waterfront. Aquatic lands are all tidelands, shore lands, harbor areas, and the beds of navigable waters. The current (2024) grant limit is \$1 million and there is a 50% match requirement.
<https://rco.wa.gov/grant/aquatic-lands-enhancement-account/>
- **Community Outdoor Athletic Facilities (COAF)** - COAF is a new program that will provide grants to build, expand, or renovate outdoor athletic facilities. The program is uniquely focused on helping support meaningful athletic experiences in communities that lack recreational opportunities, have underserved populations, and possess limited financial capacity. The current (2024) grant limit is \$1.2 million and there is currently no match requirement.
<https://rco.wa.gov/grant/community-outdoor-athletic-facilities/>
- **Land and Water Conservation Fund (LWCF)** - LWCF provides funding to preserve and develop outdoor recreation resources, including parks, trails, and wildlife lands. Congress created the fund in 1965 with the passage of the Land and Water Conservation Fund Act, which authorizes the Secretary of the Interior to provide financial assistance to states for the acquisition and development of public outdoor recreation areas. All communities may compete for funding in this program. Applications can be made in the Spring of even numbered years (2024, 2026, 2028, 2030, etc.). The current (2024) grant limit is \$2 million and there is a 50% match requirement. <https://rco.wa.gov/grant/land-and-water-conservation-fund/>
- **Local Parks Maintenance Grants (LPM)** - The Washington State Legislature provided one-time funding in the operating budget to help local parks departments maintain their working facilities to meet the needs of their residents. This program will focus on helping communities in need address maintenance backlogs for key local parks facilities and capital improvements. Accessed through a simple application process, grants may be used for general maintenance of things such as trails, restrooms, picnic sites, playgrounds, signs, and kiosks. The program was last

funded in 2023 and was not available in 2024. Future availability is unknown. The 2023 grant limit was \$100,000 and there was no match requirement.

<https://rco.wa.gov/grant/local-parks-maintenance-grants/>

- **No Child Left Inside (NCLI)** - Washington State Parks and Recreation Commission's No Child Left Inside (NCLI) grant program provides quality opportunities for underserved, underrepresented, and historically excluded youth to learn, play, and experience the outdoors. The Washington State Legislature established the program in 2007 with two primary goals: to improve the overall academic performance, self-esteem, health, community involvement, and connection to nature for youth; and to empower local communities to engage youth in outdoor education and recreation experiences. Research has shown that spending time outdoors produces powerful benefits for youth, including reduced depression and anxiety, improved focus, better social connections, and enhanced learning and creativity. NCLI supports essential youth outdoor programs across the state and helps to remove barriers for youth to access the outdoors. NCLI provides grants for a wide range of outdoor education and recreation activities including environmental education, leadership development, outdoor recreation and adventure, stewardship activities, and camp programs. Applications can usually be made in the Fall of even numbered years (2024, 2026, 2028, 2030, etc.). The current (2024) grant limit is \$150,000 and there is a 25% match requirement. <https://rco.wa.gov/grant/no-child-left-inside/>
- **Outdoor Learning Grants (OLG)** - The Washington State Legislature funded the Outdoor Learning Grants program, administered by the Washington Office of the Superintendent of Public Instruction, with the goal to develop and support outdoor educational experiences for students in Washington public schools. RCO manages the portion of the fund that is available for organizations that partner with public schools. Public schools seeking funding should visit the outdoor education for all webpage. All children deserve access to outdoor spaces where they can learn, play, and grow, but access to outdoor educational opportunities is inequitable. From reducing stress, to improving mental and physical health, outdoor-based learning helps kids thrive. Research shows that kids who participate in outdoor educational activities are more likely to graduate, are better behaved in school, and have more relationships with peers, higher academic achievement, more critical thinking skills, and more direct experience of scientific concepts in the field. They also have better leadership and collaboration skills and a deeper engagement with learning, place, and community. The program was last funded in 2023 and was not available in 2024. Future availability is unknown. The 2023 grant limit was \$300,000 and there was no match requirement. <https://rco.wa.gov/grant/outdoor-learning-grants/>
- **Planning for Recreation Access (PRA)** - The Washington State Legislature created the one-time Planning for Recreation Access program to fund planning projects in communities that lack adequate access to outdoor recreation opportunities. This program specifically focuses on diverse urban neighborhoods, small rural communities, and those that are less experienced with RCO's grant process. Grants are used to support planning, community engagement, and collaboration between local governments, community-based organizations, and residents to define outdoor recreation needs, prioritize investments to address those needs, and prepare on-the-ground projects for RCO and other funding opportunities. The program was last funded in 2022 and was not available in 2024. Future availability is unknown. The 2022 grant limit was \$250,000 and there was no match requirement. <https://rco.wa.gov/grant/plan-rec-access/>
- **Habitat Conservation Projects-Washington Wildlife and Recreation Program (WWRP Habitat)** - WWRP Habitat provides funding for a broad range of land conservation efforts, from conserving natural areas near big cities to protecting the most pristine and unique collections of plants in

the state, including some of last remaining plant species in the world. The Washington Wildlife and Recreation Program was envisioned as a way for the state to accomplish two goals: acquire valuable recreation and habitat lands before they were lost to other uses and develop recreation areas for a growing population. This landmark legislation passed in 1990 and the grant program's continued funding have come about through the support of governors, the Legislature, and groups such as the many organizations comprising the [Washington Wildlife and Recreation Coalition](#). Applications can usually be made in the Spring of even numbered years (2024, 2026, 2028, 2030, etc.). The current (2024) grant limit varies and there is a 50% match requirement. <https://rco.wa.gov/grant/washington-wildlife-and-recreation-program-habitat/>

- **Recreation Projects - Washington Wildlife and Recreation Program (WWRP Recreation) -** WWRP Recreation provides funding for a broad range of land protection and outdoor recreation, including local and state parks, trails, water access, and the conservation and restoration of state land. WWRP was envisioned as a way for the state to accomplish two goals: acquire valuable recreation and habitat lands before they were lost to other uses and develop recreation areas for a growing population. This landmark legislation passed in 1990 and the grant program's continued funding have come about through the support of governors, the Legislature, and groups such as the many organizations comprising the [Washington Wildlife and Recreation Coalition](#). Applications can usually be made in the Spring of even numbered years (2024, 2026, 2028, 2030, etc.). The current (2024) grant limit is \$1 million and there is a varied match requirement with Millwood currently being eligible for a reduced match under the [Communities in Need](#) criteria and the required minimum match is 30 percent. Millwood is also eligible for a reduced match under the [Underserved Populations](#) criteria and the lowest match between the two criteria will be minimum match for projects (based on Match Reduction Mapping Tool). <https://rco.wa.gov/grant/washington-wildlife-and-recreation-program-recreation/>

- **Youth Athletic Facilities (YAF) -** The Youth Athletic Facilities program provides grants to buy land and develop or renovate outdoor athletic facilities such as ball fields, courts, swimming pools, mountain bike tracks, and skate parks that serve youth through the age of eighteen. While the program focuses on youth, RCO strongly encourages grant recipients to design facilities to serve all ages and multiple activities. An athletic facility is an outdoor facility used for playing sports or participating in competitive athletics and excludes playgrounds, tot lots, vacant lots, open or undeveloped fields, and level open space used for non-athletic play. Applications can be made in the Spring of even numbered years (2024, 2026, 2028, 2030, etc.). The current (2024) grant limit for the Small Grants Category which the City of Millwood would be eligible under is up to \$350,000 (total project cost including match must be no greater than \$700,000) and there is a varied match requirement with Millwood currently being eligible for a reduced match under the [Communities in Need](#) criteria and the required minimum match is 30 percent. Millwood is also eligible for a reduced match under the [Underserved Populations](#) criteria and the lowest match between the two criteria will be minimum match for projects (based on Match Reduction Mapping Tool). <https://rco.wa.gov/grant/youth-athletic-facilities/>

- **Washington State Dept. of Commerce (DOC) -** <https://www.commerce.wa.gov/>

- **Youth Recreational Facilities -** <https://www.commerce.wa.gov/buildinginfrastructure/capital-facilities/youth-recreational-facilities/>. Capital facilities matching grants to defray up to 25 percent of eligible capital costs for the acquisition, construction and/or major renovation of nonresidential youth recreational

facilities. There is a maximum grant award amount of \$1,200,000 and applications can usually be made in the Spring of even numbered years (2024, 2026, 2028, 2030, etc.).

- **Washington State Dept. of Transportation (WSDOT)**
 - **Pedestrian & Bicycle Program** - <https://wsdot.wa.gov/business-wsdot/support-localprograms/funding-programs/pedestrian-bicycle-program>. The Pedestrian and Bicycle program objective is to improve the transportation system to enhance safety and mobility for people who choose to walk or bike.
 - **Safe Routes to School Program (SRTS)** - <https://wsdot.wa.gov/business-wsdot/supportlocalprograms/funding-programs/safe-routes-school-program>. The purpose of the Safe Routes to Schools Program (SRTS) is to improve safety and mobility for children by enabling and encouraging them to walk and bicycle to school. Funding from this program is for projects within two-miles of primary, middle and high schools (K-12).
 - **Sandy Williams Connecting Communities Program** - <https://wsdot.wa.gov/businesswsdot/support-local-programs/funding-programs/sandy-williams-connecting-communitiesprogram>. The Sandy Williams Connecting Communities Program (SWCCP) was established to improve active transportation connectivity for people walking, biking, and rolling along and across current and former state highways. The program focuses on communities with high equity needs, which are those most affected by barriers to opportunity and environmental health disparities. The SWCCP can fund any project phase from planning through construction. Projects such as active transportation planning studies, sidewalks, shared use paths, crossings and neighborhood greenways. The program name honors Sandy Williams, a community activist who worked to reconnect her African American neighborhood after the construction of Interstate 90 through Spokane split it in half.
 - **Surface Transportation Block Grant (STBG)** - <https://wsdot.wa.gov/businesswsdot/support-local-programs/funding-programs/surface-transportation-block-grant>. The Surface Transportation Block Grant (STBG) continues to be the most flexible of all the highway programs and provides the most financial support to local agencies. WSDOT allocates STBG funds to Metropolitan Planning Organizations (MPO's) and County Lead Agencies for prioritizing and selecting projects that align with their regional priorities involving all entities eligible to participate in a public process. In addition, WSDOT sets annual delivery targets for each MPO and county lead agency. Eligible projects include bicycle, pedestrian and recreational trails.
 - **Transportation Alternative (TA)** - <https://wsdot.wa.gov/business-wsdot/supportlocalprograms/funding-programs/transportation-alternatives>. Transportation Alternatives (TA) projects and activities encompass smaller-scale transportation projects such as pedestrian and bicycle facilities, historic preservation, safe routes to school and other transportation-related activities. Since 1991, the Federal Transportation Acts have provided funding for transportation alternatives/enhancement activities, through a set-aside from the Surface Transportation Block Grant (STBG) program.
- **Transportation Improvement Board (TIB)** - <http://www.tib.wa.gov/>. The TIB provides funding for small jurisdictions like the City of Millwood through the Small City Programs that can complement trail projects. The Small City Active Transportation Program (ATP) provides funding to improve pedestrian and cyclist safety, enhance pedestrian and cyclist mobility and connectivity, or improve the condition of existing facilities and the Small City Preservation Program (SCPP) provides funding

for sidewalk maintenance. Additionally, the Complete Streets Program (CSP) is a funding opportunity for cities and counties that have an adopted complete streets ordinance. Grant awards are evaluated on constructability and for showing the practice of planning and building streets to accommodate all users, including pedestrians and cyclists of all ages and abilities.

- **Transportation Benefit District (TBD) -**
<https://mrsc.org/explore-topics/finance/revenues/transportation-benefit-districts>. The City of Millwood could potentially establish a TBD and impose a sales tax up to 0.3% to fund TBD projects. Up to 0.1% may generally be approved by legislative body; beyond that requires voter approval. Another common TBD funding source is a vehicle license fee. TBDs may impose councilmanic vehicle license fees up to \$50 without voter approval, subject to conditions, or may impose fees up to \$100 with voter approval. A TBD sales tax may only be imposed for a maximum of 10 years, although it may be renewed for subsequent 10-year periods; however, a TBD sales tax may exceed 10 years if it is used for the repayment of debt. The revenues may be used for eligible “transportation improvements” listed in a local, regional, or state transportation plan in accordance with RCW 36.73. Improvements can include sidewalks and trails. Construction, maintenance, and operation costs are eligible.
- **Spokane County Conservation Futures Program -**
<https://www.spokanecounty.org/1592/Conservation-Futures>. The Spokane County Conservation Futures Program was conceived in 1994 with the voters approval of an advisory ballot measure authorizing a property tax levy of (up-to) 6.25-cents per \$1,000 assessed property value, in order to acquire and preserve Spokane County's open space, streams, rivers, and other natural resources. This equates to approximately \$2 million dollars a year. Spokane County's Conservation Futures Program was created to protect, preserve, maintain, enhance, restore, limit the future use of or otherwise conserve selected open space land, farmland, forests, wetlands, wildlife habitats, and other lands having significant recreational, environmental, social, scenic or aesthetic values within the boundaries of Spokane County. Acquired properties will not be developed as a typical park (no ball fields, playgrounds, irrigated turf, etc.), but kept in an enhanced natural state consistent with the Revised Code of Washington (RCW) Chapter 84.34.200. In 2016, State Law was amended to allow up to 25% of the revenue generated through the Conservation Futures Tax to be allocated for the maintenance and operations of Conservation Futures properties. This funding is used to care for and enhance these properties. The program requires a 4-step process. 1. Properties are nominated for the program, 2. a review and evaluation process is completed, 3. the Spokane County Board of County Commissioners (BoCC) adopts a prioritized acquisition list, and then 4. a property may proceed to property acquisition.
- **Real Estate Excise Tax (REET 1 & REET 2) -**
<https://mrsc.org/explore-topics/finance/revenues/real-estate-excise-tax>. REET is a tax on the sale of real property. All sales of real property in the state are subject to REET unless a specific exemption is claimed. REET also applies to transfers of controlling interest (50% or more) in entities that own real property in the state. The City of Millwood (fully planning under GMA but less than 5,000 population) must spend **REET 1** revenues “for any capital purpose identified in a capital improvements plan and local capital improvements, including those listed in RCW 35.43.040” (see RCW 82.46.010(2)(a)). RCW 35.43.040 lists local improvements that can be funded through a local improvement district (LID), which includes projects such as parks, swimming pools, and gymnasiums. Local capital improvements include the acquisition of real and personal property associated with such improvements – so for instance, land acquisition for parks is a permitted expenditure. In addition, a portion of the REET 1 proceeds (up to \$100,000 or 25% of available REET 1 funds –

whichever is greater, but not to exceed \$1 million per year) may be used for the maintenance of REET 1 capital projects with additional reporting requirements. REET 1 funds may not be used for developing or updating a capital improvement plan, but they can be used for design, engineering, surveys, etc. associated with a specific qualifying project listed in a CIP. In addition to REET 1, any city or town that is fully planning under the Growth Management Act (GMA) may impose an additional 0.25% real estate excise tax – known as “**REET 2**” or the “second quarter percent” ([RCW 82.46.035](#)). For jurisdictions that are *required* to fully plan under GMA (like City of Millwood), REET 2 may be imposed by the legislative body and does not require voter approval. REET 2 revenues are restricted and may only be used for financing “capital projects” specified in the capital facilities plan element of the city’s comprehensive land use plan. [RCW 82.46.035](#)(5) defines “capital project” as: (a) Planning, acquisition, construction, reconstruction, repair, replacement, rehabilitation, or improvement of streets, roads, highways, sidewalks, street and road lighting systems, traffic signals, bridges, domestic water systems, storm and sanitary sewer systems and (b) Planning, construction, reconstruction, repair, rehabilitation, or improvement of parks. Note that the definition of “capital project” for REET 2 is more restrictive than it is in the REET 1 statute. REET 2 funds are more specifically directed to infrastructure and parks capital projects. (However, note that park lands “acquisition” is not an allowed use for REET 2.) REET 2 funds *may* be used for REET 1 projects, as well as REET 2 maintenance, subject to certain limitations. REET 2 funds may not be used for developing or updating a capital facilities plan (CFP) or capital improvement plan (CIP), but they can be used for design, engineering, surveys, etc. associated with a specific qualifying project listed in a CFP or CIP.

- **Parks and Recreation Districts -** <https://mrsc.org/explore-topics/parks/financing/comparison-of-recreation-districts>. The City of Millwood could potentially form a park and recreation district, park and recreation service area, or metropolitan park district. These districts may levy property taxes, issue bonds, and generate other revenues for park purposes.
- **Lodging Tax (Hotel-Motel Tax) -** <https://mrsc.org/explore-topics/finance/revenues/lodging-tax>. The City of Millwood has the authority to levy lodging taxes, also known as “hotel/motel taxes,” on all charges for furnishing lodging at hotels, motels, and short-term rentals (STR), including such activities as Airbnb / VRBO, bed and breakfasts (B&Bs), RV parks, and other housing and lodging accommodations for periods of time less than 30 days. The tax is collected as a sales tax and paid by the customer at the time of the transaction. These taxes may be imposed by the legislative body and do not require voter approval. There are two lodging tax options that total up to 4%. Revenues are restricted and must generally be used for tourism promotion, acquisition of tourism related facilities, or operation of tourism-related facilities (RCW 67.28.1815-.1816).
- **Community Development Block Grants (CDBG) -** <https://www.commerce.wa.gov/servingcommunities/community-development-block-grants/>. The City of Millwood is a non-entitlement community that may be eligible for CDBG funding through the WA State CDBG program or the Spokane County CDBG / HOME Programs through a cooperative agreement. CDBG eligible projects need to principally benefit Low- and Moderate-Income Persons (LMI - 80% of median household income by family size as calculated by HUD). The following are
- **Community Economic Revitalization Board -** <https://www.commerce.wa.gov/cerb/>. Limited funding for studies that evaluate high-priority economic development projects targeting job growth and long-term economic prosperity. Work can include site-specific plans, studies, and analyses that address environmental impacts, capital facilities, land use, permitting, feasibility, marketing, project

engineering, design, site planning, and project debt and revenue impacts. The City of Millwood may be eligible to apply for funding.

- **Bonds & Levies.** The City of Millwood may issue bonds or levy property taxes to fund projects. These options typically require voter approval and often (but not always) require a 60% majority and minimum levels of voter turnout (validation).
- **Additional Funding / Land Acquisition Opportunities**
 - **Adopt-A-Park** - Encourage innovative strategies and incentives (e.g., adopt-a-park, adopt-a-trail, adopt-a-space) to enhance existing programs for park maintenance, safety, and accessibility.
 - **Concessions** - Local governments may sign concession agreements with vendors to conduct business within parks (such as selling food and beverages or renting equipment) and charge the vendors a concession fee. Concession/beverage requests for proposals (RFPs) and requests for qualifications (RFQs) and generally utilized to solicit vendors.
 - **Corporate and Foundation grants** - provide direct funding for specific projects when the project benefits them or the communities in which they do business. Foundations are established as an extension of a corporation or as independent organizations. Corporations that have provided grants include Starbucks, REI, and the Gates Foundation.
 - **Community groups**
 - **Donations (funds, labor, gift catalogs, memorials, etc. from individuals or groups)**
 - **Grants.gov** - <https://www.grants.gov/search-grants>
 - **Land Surplus / Sale** - If City owned property is determined to no longer be needed, it may be declared surplus and sold at fair market value for the common benefit. Sale of surplus properties can maintain easements for utilities.
 - **Parks/open space dedication requirement (subdivisions), fee in lieu of dedication / impact fees, and development agreements**
 - **Park foundation**
 - **Planned giving (legacy/estate gifts)**
 - **Private foundations or other funders**
 - **Spokane Parks Foundation**
 - **Trust for Public Land**
 - **User fees (including scholarship funds)**

Also refer to <https://www.wafunddirectory.wa.gov/recreation/> for available funding opportunities.

- **Miscellaneous Parks, Recreation, and Outdoor Athletic Facility Grant Databases.** Online resources such as Foundation Directory - <https://fconline.foundationcenter.org/>, Grant Watch - <https://washington.grantwatch.com/cat/34/sports-and-recreation-grants.html>, etc. to search for available grants with a current membership.

CIP Project List

The following table contains the priority projects that were identified in Section 10.5 - Demand & Need Analysis outlined by year with cost estimates. Project prioritization, may be adjusted based on funding availability and timing / coordination with other projects in order to maximize proposed funding sources and reduce project impacts on existing facilities. Project types are defined in RCO Manual 2 - Appendix A.

Project Name & Type	Description	Proposed Funding Source*	2026**	2027**	2028**	2029**	2030**	2031**	2032**	2033**	2034**	2035** +
Spokane River Access - Sargent Rd. Spokane River Corridor (Development / Restoration)	<u>Safety improvements to the existing non-motorized put in at Sargent Rd.</u> <u>ADA improvements to the existing non-motorized put in at Sargent Rd.</u>	• RCO ALEA or Other Grants • Land Surplus / Sale • City General Fund • Donations / In-Kind Contributions	\$20,000 (Safety)	\$20,000 (ADA)								
Spokane River Access - Spokane River Property (Development / Restoration)	<u>Potential conservation area, neighborhood riverfront park, and/or river access</u>	• RCO ALEA, LWCF, and/or WWRP Grants • Spokane County Conservation Futures • Donations / In-Kind Contributions					TBD	TBD	TBD			
Millwood Park (Development / Renovation)	<u>Complete Renovation of Millwood Park (demolition, earthwork, utilities, hardscape, irrigation, landscaping, site furnishings, storm drainage and erosion control):</u>	• RCO COAF, LWCF, WWRP, and/or YAF Grants • REET 2 • City General Fund		\$42,000	\$1.7 Million	\$1.7 Million						

Project Name & Type	Description	Proposed Funding Source*	2026**	2027**	2028**	2029**	2030**	2031**	2032**	2033**	2034**	2035** +
	• <u>New Playground (ADA Compliant),</u> • <u>Wading Pool / Splash Pad (ADA Compliant),</u> • <u>Tiered Hard Surface Plaza for Gatherings, Events, etc.</u> • <u>Additional Parking</u> • <u>New Tennis / Pickleball Courts</u> • <u>Picnic Shelters</u> • <u>Wider Multi-Use Paths (ADA Compliant)</u> • <u>Walking Paths (ADA Compliant)</u> • <u>New Basketball Court / Sport Court</u> • <u>Additional Bathroom</u> • <u>Irrigation modifications, drinking fountain, site stormwater management</u> • <u>Facility improvements for events such as addition of a mop sink, prep trailer water access, electrical outlets, movie screen mounts</u>	• Donations / In-Kind Contributions										

Project Name & Type	Description	Proposed Funding Source*	2026**	2027**	2028**	2029**	2030**	2031**	2032**	2033**	2034**	2035** +
<i>* Proposed funding source is dependent on final project scope / design</i> <i>(RCO Grants currently includes ALEA, COAF, LWCF, WWRP, & YAF, as applicable based on project)</i> <i>** 2025 Construction Cost Estimate - need to adjust for inflation, add A&E, SEPA, & Cultural Resources, as needed</i> <i><u>Parks and Recreation CIP Project List has been included in the City of Millwood Capital Facilities Plan in Chapter 11 below, under the Parks category.</u></i>												

~~CHAPTER 10~~ **CHAPTER 11 – CAPITAL FACILITIES & UTILITIES**

110.1 INTRODUCTION

The City collects tax dollars and utility fees to provide facilities and services to the public. It is Millwood's continual goal to provide the maximum benefit to the residents with current service requirements as well as planning for future demand. Residents expect facilities and services to be maintained and improved as necessary to meet the growth of the community. Coordination and intentional planning for future growth, facilities, and services is a priority in providing uninterrupted and adequate facilities and services.

Capital Facilities and Utilities are two required elements of the Growth Management Act. These services and facilities are provided by both public and private entities.

Capital facilities are public infrastructures, such as roads, sidewalks, pathways, bridges, street lighting systems, traffic signals, sewer, water and stormwater facilities, solid waste systems, public buildings, fire protection, law enforcement, and parks and recreation facilities. Typically, the facilities have a long, useful lifespan, and present a significant expenditure to construct.

Utilities are services provided to the community, such as electricity, natural gas, cable, and telephone services.

110.2 GMA REQUIREMENTS

The GMA requires jurisdictions to ensure that existing and future development are adequately served by public facilities and services which meet the demand of the current population as well as the projected population within this planning timeframe. It is expected that where deficiencies exist provisions for improvements must be addressed. While the premises of this concept are simple the planning process is not. Coordination and consistency are key to adequately providing facilities and services. The city, intergovernmental coordination with the county, state, and federal agencies, as well as the private sector all play a role. In order for a jurisdiction to maintain concurrency, RCW 36.70A.070(6)(b) requires that adequate public facilities must be set in place to serve new development as it occurs or within six years of it occurring.

110.3 EXISTING FACILITIES, UTILITIES, & SERVICES INVENTORY & FORECAST

The City's existing capital facilities, utilities, and services are listed below along with a forecast of future need based on the City's projected population and adopted levels of service (LOS) over the planning period. Public facilities, utilities, and services are currently adequate to provide service to the existing developed areas of the City with surplus capacity for development. ~~A list of existing capital facilities and utility services is provided below.~~

Law Enforcement

Police protection is provided to the City of Millwood via an interlocal agreement with the Spokane County Sheriff's Department. As of Fall 2024, one dedicated (1 FTE) Patrol Officer is assigned to the City of Millwood. Per the interlocal agreement, the patrol officer has dayshift 10 hours, 4 days a week schedule, as determined by agreement between the Sheriff and the City. An office is supplied at City Hall for the Patrol Officer. Additional officers are available to respond during off hours or as needed. The City contracts with Spokane County District Court for Municipal Court Services. Millwood also has a Sheriff's

Community Oriented Policing Effort (S.C.O.P.E.) Station at City Hall (West Valley Station) with S.C.O.P.E. public safety volunteers.

The comprehensive planning process has determined the minimum level of service to be 24-hour coverage and a six minute or less response time. The national level of police protection to address the safety of local citizens is adopted in this plan. National law enforcement standards are:

- 2.2 patrol officers/1,000 population
- 0.3 support personnel/patrol officer
- 134 square feet of facility space/personnel

Via the interlocal agreement, the Spokane County Sheriff’s office will provide adequate law enforcement services within this planning period.

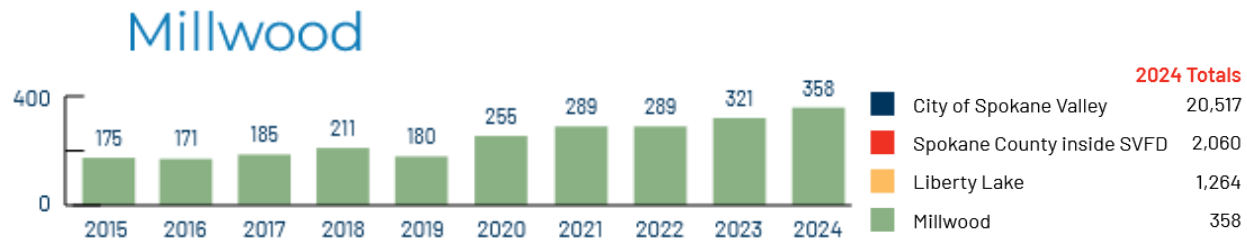
Fire Protection

The City has been annexed into Spokane County Fire Protection District No. 1 (Spokane Valley Fire / SVFD); fire protection services ~~and~~ emergency services, and fire inspection services are provided in the city by the Fire District. The city owned the firehouse located at 9111 E Frederick Ave., until the bond which supported the firehouse expired in 2018. At that time, Spokane Valley Fire ~~the Spokane County Fire District~~ became responsible for the management and ownership of the firehouse, which was constructed in 2002 and is adequate to meet the needs of the Millwood community. SVFD will endeavor to maintain the Fire Insurance Rating of “2”. All jurisdictions, regardless of size, shall ensure that the urban areas have adequate fire flow and hydrant distribution in accordance with the edition of the International Fire Code, adopted by the jurisdiction.



Figure 11-1: SVFD Millwood Firefighter

Table 11-1: Incidents Within the SVFD Boundary for Millwood Jurisdiction & 2024 SVFD Totals



Parks

The parks inventory is contained in Chapter 10, Parks and Recreation Element, Section 10.3 - Inventory and Conditions Assessment.

The Millwood City Park consists of 5.44 acres located off Argonne Road on E. Frederick. The facility includes playground equipment, a wading pool, splash pad, restrooms, tennis courts, and a multi-use field. A portion of the Butler well site also serves as a mini park and is approximately 0.16 acres. There are no public amenities at this location and it has not been formally designated as a park facility.

The Sargent Road right-of-way abutting the Spokane River, 0.1 acres, has also serves as an informal park again without additional public amenities. There are other park facilities owned by other jurisdictions located nearby, including Plante’s Ferry Park, John C. Shields Park (Camp Sekani), and Orchard Avenue Park. These facilities, some of which are regional, augment Millwood’s park system.

Approximately 53% of Millwood residents are located within ¼ mile of a neighborhood park.

Transportation

The transportation inventory is contained in Chapter 8, Transportation Element.

~~The City has adopted a LOS level of “D” for all arterials within city limits. Currently, all arterials are functioning at or above this level. Collector and arterial improvements and/or needs are addressed in the Six Year Transportation Improvement Program. Alternative modes of transportation, other than private auto are important to the citizens of Millwood. Opportunities for additional bicycle and pedestrian infrastructure, as well as funding, will continue to be a priority for the city.~~

Water Service

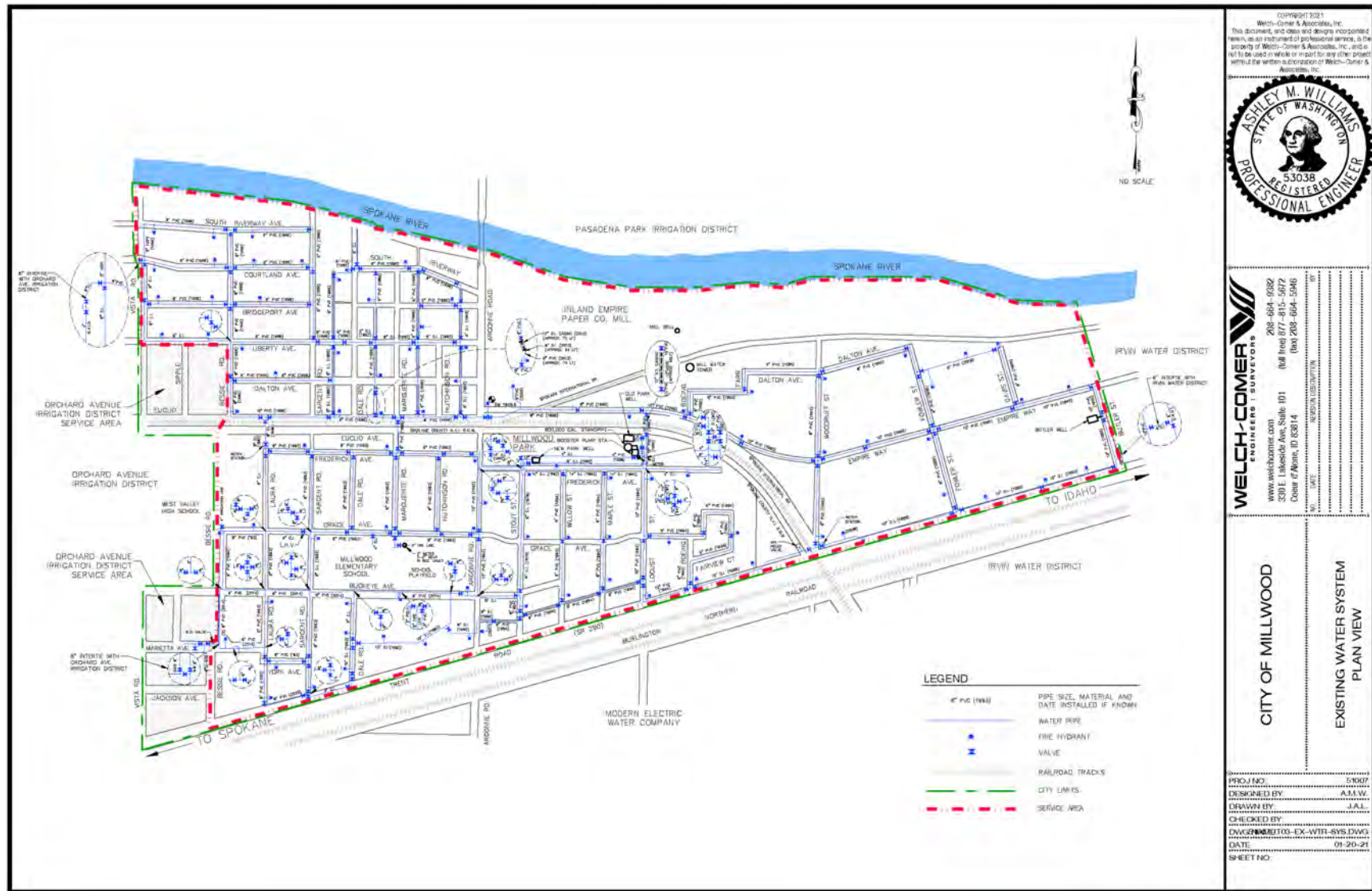
Major components of Millwood’s water system consist of: three wells, a diesel-powered backup power generator currently connected to the Old Park well, an 800,000-gallon standpipe with two 75-Hp variable speed driven booster pumps, approximately 12 miles of distribution system main pipelines; a SCADA control system; and ~~three-two~~ separate interties to neighboring water utilities. All demands are normally supplied either directly from the pumps or by pumping from the standpipe via booster pumps. The Water System Plan shows the system does have some maintenance and improvement projects that will be completed; however, the water system will easily have capacity to handle serve projected population growth beyond the year ~~2037~~2046.

The 2018 Millwood Water System Plan (approved by DOH in 2018, “expires” in 2028 with updates currently in process in 2025). Refer to the current Plan for a full list of forecasted needs, maintenance, and expenditures. Water system operation and maintenance manual updates will also be completed in this planning period.

The City is a member and coordinates with the Spokane Aquifer Joint Board for wellhead protection, conservation, and protection of associated Water Rights.



Figure 11-~~12~~: Millwood Water Tower



Map 11-2: Millwood Existing Water System Plan

The city has three wells, two of which are in the City Park, and one is located at the eastern City limits. Most of the city is serviced by the city’s own water system which is drawn from the Spokane Rathdrum Prairie Aquifer. As of ~~the year 2018~~June 2025, there are ~~737-749~~ water accounts/connections and ~~856 845~~ units, ~~733-735~~ of which are residential single and multi-family units while ~~123-110~~ are non-residential or commercial units. As shown on Map 11-1, portions of the City along the western boundary at Vista Rd. have water service from Orchard Avenue Irrigation District, since they were annexed into the City of Millwood in 1991. Additionally, the City of Millwood has a water intertie with Irvin Water District on the east side of Butler (outside the eastern City boundary). The total water service area population is approximately 1,674. As discussed in Section 4.4 Projections in Chapter 4 above, the City of Millwood overall is planning for a 0.11% rate of growth over the next 20 years.

~~Water service area population and water demand are projected to grow by approximately 8% over the next 20 years.~~

Existing Infrastructure

The existing wells have adequate capacity to supply the existing and projected twenty-year demand. Groundwater from the Spokane Rathdrum Prairie Aquifer which stretches from Idaho west into Spokane County is the sole source of the City of Millwood’s water supply. The city owns and operates three wells:

- Butler well is located south of the intersection of Empire & Butler.
- New Park well is located at the west end of the Millwood municipal park north of Frederick Avenue.
- Old Park well is in the Millwood Park at the east end near the standpipe.

During normal conditions, the city can meet its water needs with just one well in operation. In the summer typically one of the other wells is also in use. Water is pumped from these wells and distributed to customers through the municipal water system. Technical information for all three wells is given in table ~~2511-2~~. The lifespan of water pumps is estimated to be 20 years. In 2021, the City of Millwood had 3,248 inchoate water rights and at full buildout, the City is anticipated to have a remaining 3,037.

Table ~~511-2~~: Millwood Water Wells

Well	Date Drilled	Depth (ft.)	Capacity (gallons/min.)	Static Water Level (at time of drilling)	<u>Volume Pumped (2021)</u> <u>acre-feet per year (AF/yr)</u>	<u>Volume Projected for Full Buildout (AF/yr)</u>
Butler	1959	130	750 <u>700</u>	70 ft.	<u>184</u>	<u>237</u>
New Park	1981	197	2,200	50 ft.	<u>351</u>	<u>451</u>
Old Park	1952	112	1,000 <u>1,200</u>	40 ft.	<u>205</u>	<u>263</u>
<u>Total</u>					<u>740 AF/yr</u>	<u>951 AF/yr</u>

Storage

The current water storage system is owned by the city. Water originating from all three wells is pumped and stored in a steel standpipe, located in the municipal park, for distribution throughout the city. The capacity of the 110 ft. water tower, constructed in 1969, holds 800,000 gallons of water. The water tower is utilized as part of the routine daily supply to the City and in emergency situations, the water in the tower would help maintain system pressure.~~The water is used for emergency situations.~~ Recent improvements to the backup generator and exterior surface have brought the facility up to excellent condition. Inspections of the interior and exterior of the tower are scheduled on a regular basis. The interior coating was last completed in 1992 and is due again in the near future. An exterior coating was last completed in 2016 and will be due again around 2031. The lifespan of the water tank is estimated to be 100 years if coatings are maintained.

Treatment

The Department of Health (DOH) generates a Water Quality Monitoring Report (WQMR) for water systems on an annual basis. All monitored water quality constituents are within permissible levels. Disinfection for emergencies is available to the system by liquid hypochlorite solution injected at the Old Park Well. Butler Well also has a chlorinator available. The City plans to add a similar standby disinfection systems to the New Park ~~and Butler Wells~~ within the 10-year planning horizon.

Production

The City monitors water use efficiency annually in relation to its water use reduction goal. Table 11-3 (Table 1 from the 2024 Draft Water Use Efficiency Report) shows total annual well production for the years 2010-2023, as well as the average production of the last three years. Table 11-4 (Table 2 from the 2024 Draft Water Use Efficiency Report) provides the average annual production on a per connection basis from 2010 to 2023.

Table 11-3: Millwood Total Annual Water Production

Table 1: Total Annual Production	
Year	Total Annual Production (gal)
2010	251,511,000
2011	253,823,000
2012	231,272,000
2013	211,239,000
2014	225,954,000
2015	242,991,000
2016	224,262,800
2017	217,551,000
2018	226,448,000
2019	220,007,000
2020	220,125,000
2021	241,457,000
2022	206,315,000
2023	216,527,702
3-Yr. Avg	221,433,234

Table 11-4: Annual Water Production Per Connection

Table 2: Annual Production Per Connection			
Year	No. Connections	Total Production (gal)	Annual Production Per Connection (gal)
2010	735	251,511,000	342,192
2011	730	253,823,000	347,703
2012	733	231,272,000	315,514
2013	730	211,239,000	289,368
2014	734	225,954,000	307,839
2015	736	242,991,000	330,151
2016	736	224,262,800	304,705
2017	740	217,551,000	293,988
2018	744	226,448,000	304,366
2019	747	220,007,000	294,521
2020	751	220,125,000	293,109
2021	755	241,457,000	319,811
2022	757	206,315,000	272,543
2023	759	216,527,702	285,280
3-Yr. Avg.	757	221,433,234	292,545

Source: Welch Comer Water Use Efficiency Memo 6/25/24

As shown in Table 11-3 (Table 1), the average annual production has trended downward since 2010. There has been a 13.91% decrease in total production from 2010 to 2023. The last three-year average (2021-2023) is approximately 2.83 million gallons less (1.26% reduction) than the 2016 baseline. As shown in Table 11-4 (Table 2), connections increased by 3.2% since 2010. On an annual basis, production per connection decreased 16.6% from 2010 to 2023. The last three-year average (2021-2023), annual production per connection decreased approximately 4% (12,160 gallons per year per connection).

The downward trend in annual production reflected in Tables 11-3 (Table 1) and 11-4 (Table 2) shows that the City’s efforts toward water use efficiency are working, despite an increase in connections and some very hot and dry years in this time frame.

As the City’s water use efficiency goal was focused on a reduction in use during the peak months, Table 11-5 (Table 3) shows total production per connection for the peak months, June through August, from 2010 to 2023, as well as an average total production per connection for the peak months from the last three years. Please note the peak months for 2010 and 2011 are July through September. 2012 data to current data are based on peak months June through August.

Table 11-5: Millwood Peak Month Production Per Connection

Table 3: Peak Month Production Per Connection

Year	No. Connections	Total Production in Peak Months (gal)	Peak Months	Production per Connection in Peak Months (gal)
2010	735	116,286,000	July, Aug, Sept	1,720
2011	730	124,845,000	July, Aug, Sept	1,859
2012	733	111,152,000	June, July, Aug	1,648
2013	730	102,645,000	June, July, Aug	1,528
2014	734	107,232,000	June, July, Aug	1,588
2015	736	121,756,000	June, July, Aug	1,798
2016	736	102,191,800	June, July, Aug	1,493
2017	740	116,121,000	June, July, Aug	1,687
2018	744	113,733,000	June, July, Aug	1,644
2019	747	110,585,000	June, July, Aug	1,592
2020	751	107,448,000	June, July, Aug	1,538
2021	755	125,234,000	June, July, Aug	1,784
2022	757	101,413,000	June, July, Aug	1,441
2023	759	114,599,923	June, July, Aug	1,624
3-Yr. Avg.	757	113,748,974	June, July, Aug	1,616

Source: Welch Comer Water Use Efficiency Memo 6/25/24

As shown in Table 11-5 (Table 3), production per connection during the peak months (as with the annual total production) has generally trended downward since 2010. 2023 peak month production per connection was 5.6% lower than 2010. However, the 2021-2023 production per connection average during the peak months was 123 gallons per connection more than the 2016 baseline.

Consumption

An Equivalent Residential Unit (ERU) is defined as the amount of water consumed by a typical full-time single-family residence. ERUs are calculated based on water sales records for the period of January 2016 through December 2016. Residential sales (single-family and multifamily dwellings) comprised 119,871,025 gallons (71% of total sales), and non-residential sales (commercial, schools, irrigation, etc.) contributed 50,072,111 gallons (29% of total sales).

In 2023/2024, the City’s average daily water consumption was 0.51 million gallons per day (MGD).

Table 11-6 (Table 4) below shows the total annual consumption from 2010-2023, as well as the average consumption of the last three years.

Table 11-6: Millwood Total Annual Consumption

Table 4: Total Annual Consumption

Year	Total Annual Consumption (gal)
2010	150,195,861
2011	151,396,973
2012	162,109,788
2013	151,311,955
2014	169,426,624
2015	187,274,656
2016	171,386,463
2017	172,158,086
2018	172,112,048
2019	167,314,466
2020	168,613,761
2021	192,224,169
2022	157,703,234
2023	173,817,483
3-Yr. Avg.	174,581,629

Table 11-7: Annual Water Consumption Per Connection

Table 5: Annual Consumption Per Connection

Year	No. Connections	Total Annual Consumption (gal)	Annual Consumption Per Connection (gal)
2010	735	150,195,861	204,348
2011	730	151,396,973	207,393
2012	733	162,109,788	221,159
2013	730	151,311,955	207,277
2014	734	169,426,624	230,826
2015	736	187,274,656	254,449
2016	736	171,386,463	232,862
2017	740	172,158,086	232,646
2018	744	172,112,048	231,333
2019	747	167,314,466	223,982
2020	751	168,613,761	224,519
2021	755	192,224,169	254,602
2022	757	157,703,234	208,327
2023	759	173,817,483	229,009
3-Yr. Avg.	757	174,581,629	230,646

Source: Welch Comer Water Use Efficiency Memo 6/25/24

While the City’s annual production has trended down since 2010, Table 11-6 (Table 4) shows that total annual consumption has increased. This discrepancy is likely the result of reducing overall system loss and increasing metered connections. 2023’s total annual consumption is 15.73% higher than 2010. The 2021-2023 average is 3,195,166 gallons higher than the 2016 baseline (1.86% higher). Connections have increased by 3.2% since 2010.

Table 11-7 (Table 5) shows total annual consumption per connection from 2010-2023, as well as the average consumption per connection over the last three years. On a per connection basis, the total annual consumption increased 24,660 gallons from 2010 to 2023 (12%). Looking at the 2021-2023

average per connection to the 2016 baseline, there was a slight reduction, 2,216 gallons-just under 1% per connection.

Table 11-8 (Table 6) shows total consumption per connection for the peak months from 2010-2023, as well as the average consumption per connection for peak months over the last three years.

Table 11-8: Millwood Peak Month Production Per Connection

Table 6: Peak Month Consumption Per Connection

Year	No. Connections	Total Consumption in Peak Months (gal)	Consumption per Connection in Peak Months (gal)
2010	735	87,537,453	119,099
2011	730	92,359,293	126,520
2012	733	85,705,914	116,925
2013	730	86,349,052	118,286
2014	734	93,136,486	126,889
2015	736	107,439,332	145,977
2016	736	94,005,939	127,725
2017	740	106,810,592	144,339
2018	744	101,378,426	136,261
2019	747	97,724,696	130,823
2020	751	93,847,647	124,964
2021	755	109,257,893	144,712
2022	757	90,429,377	119,458
2023	759	104,930,921	138,249
3-Yr. Avg	757	101,543,706	134,140

1. Note the peak months for 2010 and 2011 are July through September. 2012 data to current data are based on peak months June through August.

Source: Welch Comer Water Use Efficiency Memo 6/25/24

As shown in Table 11-8 (Table 6) above, the City did not meet their goal to reduce consumption per connection by 1% during the peak months. Consumption per connection increased 19,000 gallons or 16% from 2010 to 2023. Consumption per connection for the 2021-2023 average was 6% higher than the 2016 baseline or 6,415 gallons.

To determine trends in each user category and better understand where the increases in connections are occurring, consumption per connection for each category between 2017 and 2023 was also evaluated. The data is summarized in Table 11-9 (Table 7).

Table 11-9: Millwood Annual Consumption Per Connection (gallons/connection) By Billing Category

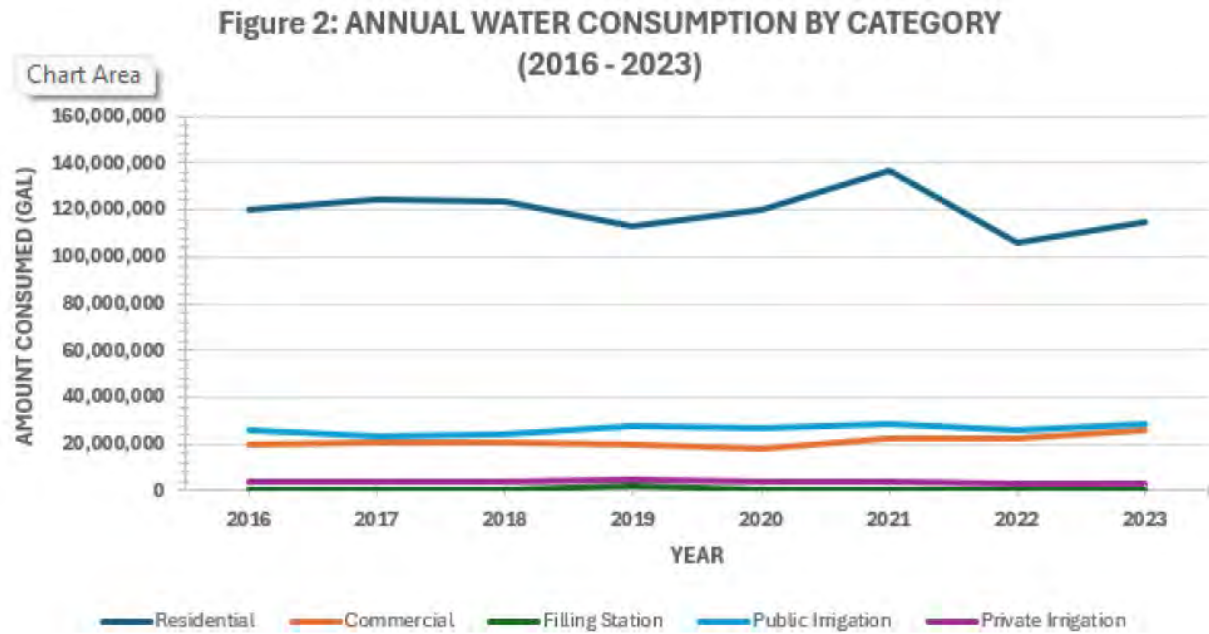
Table 7: Annual Consumption Per Connection (gallons/connection) by Billing Category

Year	Residential	Commercial	Filling Station	Public Irrigation	Private Irrigation
2017	168,382	27,392	281	31,957	4,832
2018	166,443	27,516	267	32,066	5,042
2019	151,700	26,554	2,797	37,074	5,856
2020	159,256	23,609	206	36,170	5,278
2021	181,427	29,859	261	38,072	5,243
2022	140,446	30,156	147	33,816	3,902
2023	151,584	34,598	296	38,086	4,446
3-Yr. Avg.	157,819	31,538	235	36,658	4,530
Reduction (%)	6.27	-15.13	16.53	-14.71	6.25

Source: Welch Comer Water Use Efficiency Memo 6/25/24

As shown, the annual residential consumption is trending downward. The City saw a 6% decrease (over 10,000 gallons per connection) in annual residential use since 2017 when compared to the 2021-2023 average. Private irrigation was also down 6%. Commercial and Public Irrigation rose approximately 15% each. The relationship between the consumption of the billing categories is shown in Figure 11-2 (Figure 2) below.

Figure 11-2: Millwood Annual Water Consumption By Billing Category



Source: Welch Comer Water Use Efficiency Memo 6/25/24

Because the residential category makes up approximately 2/3 of the annual total consumption, reducing consumption per connection in this category is significant to the City's overall savings. It is anticipated that the City's water use efficiency measures, specifically public education and water rates that promote

water conservation can be attributed to the reductions in the residential category. Assuming similar growth and increase in connections (901 by 2030 which includes up to 106 housing units), this is expected to save approximately 1,049,833 gallons per year by 2030.

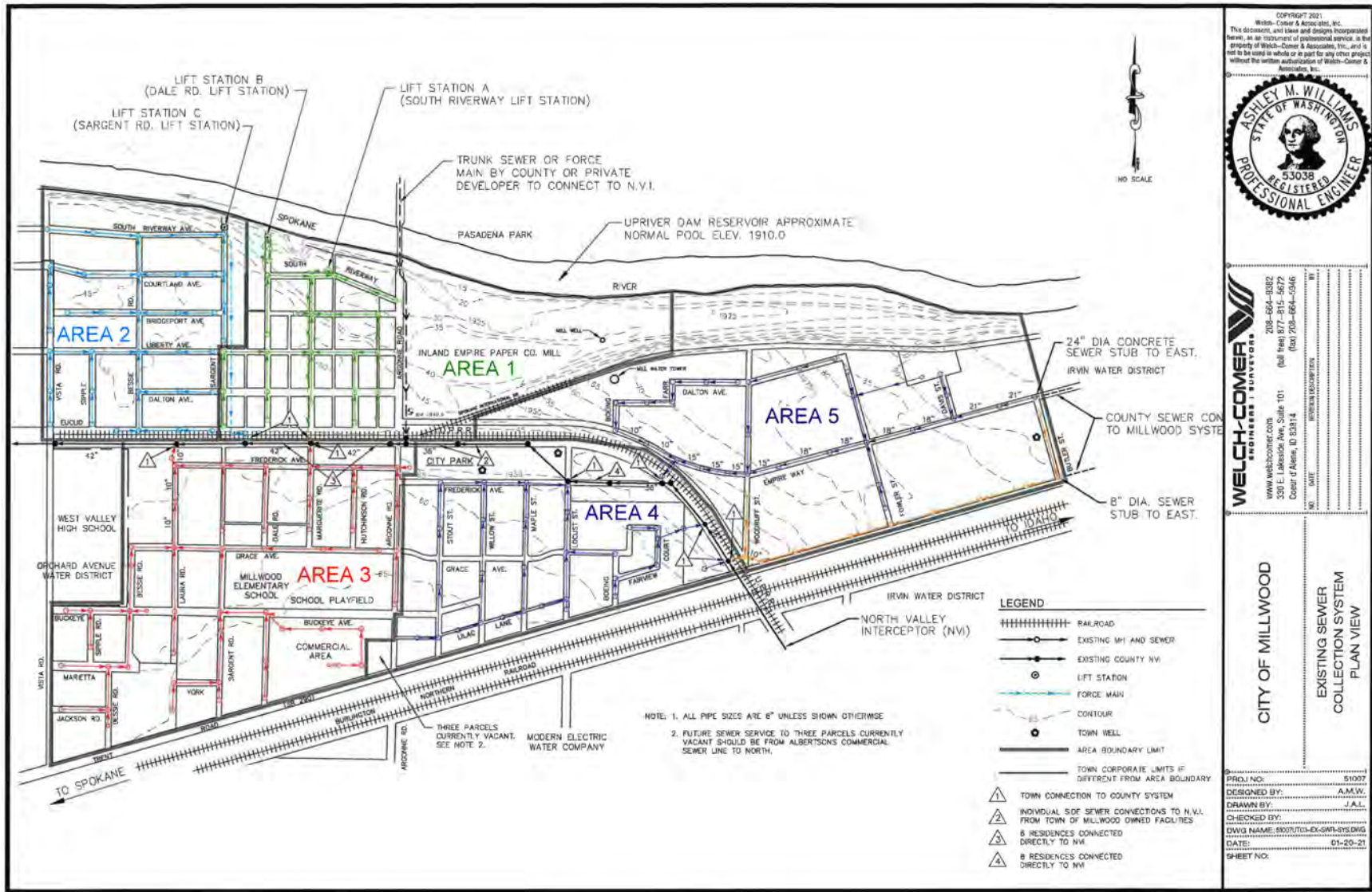
Based on the City of Millwood Water Quality Report for 2024, the total water that was produced (water pumped) was 224,237,139 gallons with an authorized consumption (metered water and calculated flushing) of 183,123,453 gallons for 749 connections. System leakage (unmetered water and leaks) accounted for 41,113,686 gallons, an increase from 2023.

Sewer Service

The nine (9) miles of sanitary sewer collection system, which the city owns, was established within the corporate limits in 1996. The city does not have its own treatment facility, however; it has an Interlocal Agreement with Spokane County for 400,000 gallons per day (GPD) of treatment capacity through the County's share of the capacity (10 MGD) at the City of Spokane Riverside Park Water Reclamation Facility or through treatment at the Spokane County Regional Water Reclamation Facility. at the City of Spokane Advanced Wastewater Treatment Plant. The County has also constructed its own Water Reclamation Facility for treatment of sewage effluent from the Valley area, including Millwood. The ERU standard for Millwood wastewater is 171 200 GPD per dwelling unit. Based on this figure, the 400,000 GPD treatment capacities could serve over approximately two thousand equivalent residential units (ERUs). The present collection system will meet the demand forecasted within the planning period.

The City does not currently have a Sewer Master Plan or formal capital improvement plan dedicated to wastewater. An approved, adopted Sewer Master Plan will be an asset in managing system priorities, setting rates, and addressing future issues that may arise with Treatment. It is anticipated that a Millwood Sewer System Plan will be developed in this planning horizon.

As of June 2025, per Spokane County Utilities, there are 1115.8 Millwood ERU's, of which approximately 85% are utilized by residential single and multi-family units while approximately 15% are utilized by non-residential or commercial units. Millwood sewer extends outside City limits along the western boundary at Vista Rd. and eastern City boundary at Butler Rd. per the Interlocal Agreement with Spokane County. As discussed in Section 4.4 Projections in Chapter 4 above, the City of Millwood overall is planning for a 0.11% rate of growth over the next 20 years.



Map 11-2: Millwood Existing Sewer System Plan

Existing Infrastructure

Currently, the city sewer system services the entire city with the exception of the Inland Empire Paper Company (IEPC). The system was completely rebuilt in a series of projects from 1990-1996 with an anticipated useful life of 75 years (60% of the useful life remaining as of 2024). It utilizes three major lifting pumps to move the flow through the city system to the counties sewer infrastructure. For the IEPC, the city provides domestic sewer service to the facility and they hold their own National Pollutant Discharge Elimination System (NPDES) permit for processing water treatment and discharge.

Treatment

Currently, the City of Millwood does not treat its own wastewater. An Inter-Local Agreement with Spokane County signed in 19922024, with an indefiniteup to a 15-year duration, states the city may treat 400,000 gallons per day through the County's share of the capacity (10 MGD) at the City of Spokane Advanced Wastewater Treatment Plan (AWTP)City of Spokane Riverside Park Water Reclamation Facility (RPWRF) or through treatment at the Spokane County Regional Water Reclamation Facility (SCRWRF). Wastewater is collected by the city's collection system, discharged into the Spokane County collection system, and then carried via the City of Spokane collection system to the AWTP RPWRF or SCRWRF for treatment and disposal. The Interlocal Agreement allows for the possibility of the IEPC to process their discharge at the AWTP in addition to the 400,000 gpd allotted to the city.

Stormwater

The City of Millwood recognizes the importance of managing stormwater runoff. The pollutants carried in the runoff contribute to the degradation of water quality of the Spokane River and Spokane Valley-Rathdrum Prairie Aquifer. The City of Millwood does not have a stormwater collection system and does not foresee the construction of such a system. However, the city does maintain limited on-site drywells and requires on-site treatment of all stormwater for commercial, industrial, and public development.

Millwood utilizes the Stormwater Management Manual for Eastern Washington to implement stormwater management practices. The manual provides guidance in the stormwater design and management and provides a commonly accepted set of technical standards, new design information, and new approaches to stormwater management. Additionally, the stormwater management practices in the manual will protect water quality in both surface and ground waters. The current requirements of on-site stormwater management and control are adequate for future development while maintaining aquifer protection.

The stormwater system (drywells, swales, and non-conforming surface drainage) adequately meets the forecasted needs of the city.

Municipal Buildings

The City of Millwood owns the city hall and the maintenance building, and leases the land to Spokane Valley Fire for the fire station. All structures are located on East Frederick near the center of the City. The 5,700 sq. ft. fire station (Station 2 at 9111 E. Frederick Ave.), which was constructed in 2002, was leased to the Fire District until ownership was assumed in 2018 when the general obligation bond ended. Millwood City Hall is a 3,105 sq. ft. multi-story building with a 900 sq. ft. garage, located at 9103 E. Frederick Ave. It was constructed in 1958 and remodeled in 1968. In 2018, City Hall went through major



Figure 11-3: Millwood City Hall

improvements to their HVAC system. The HVAC system is in mint condition and will adequately meet the needs of the planning period. There are no additional improvements proposed to the City Hall building at the current time. The approximately 6,000 sq. ft. maintenance building is located at 9115 E. Frederick Ave.

The City also owns several other smaller structures such as the storage building on North Butler and miscellaneous pump houses and sewer lift stations.

Schools

The City of Millwood is served by the West Valley School, District (WVSD). Orchard Prairie Elementary School, Centennial Middle School, and West Valley High School are the predominant schools that Millwood children attend with option schools also available. As of January 2025, 243 WVSD students reside in Millwood City Limits per WVSD records and the school district has adequate capacity to accommodate Millwood’s anticipated growth.

Library

Millwood is served by the Argonne Branch of the Spokane County Library District (SCLD). SCLD is made up of 10 full-service libraries and a mobile library (LINC), serving more than 559,400 residents in Spokane County and the affiliated cities and towns of Cheney, Deer Park, Fairfield, Latah, Medical Lake, Millwood, Rockford, Spangle, Spokane Valley, Waverly, and Airway Heights. The Argonne Branch serves the City of Millwood and beyond (approximately a 3 mile radius) and has capacity for growth.

All SCLD libraries feature on-site technology such as Wi-Fi, computer stations with commonly used software, and printers. Most libraries also provide free use of meeting rooms to library customers and community members. The Argonne Branch large meeting room and conference room are reservable during library hours with frequent use. SCLD offers educational programming for all ages and stages of life. The SCLD mobile services team makes regular stops around the county in LINC, the mobile library, and also provides library services to childcare centers and retirement homes.

A SCLD Facilities Master Plan / Capital Facilities Plan is currently in development. The current SCLD level of service is national average but this will be re-assessed with the master plan (sq. footage per capita).

Green Infrastructure

Per RCW 36.70A.030, green infrastructure means a wide array of natural assets and built structures within an urban growth area boundary, including parks and other areas with protected tree canopy, and management practices at multiple scales that manage wet weather and that maintain and restore natural hydrology by storing, infiltrating, evapotranspiring, and harvesting and using stormwater.

Many public facilities function as forms of Green Infrastructure. These facilities include:

- City maintained green spaces
- Street trees
- Grass swales

Refer to the parks inventory contained in Chapter 10, Parks and Recreation Element, Section 10.3 - Inventory and Conditions Assessment. The City of Millwood has an Urban Forestry Management Plan adopted through Resolution 2023-03 on May 9, 2023 to develop and provide for a program to preserve, protect, maintain, and enlarge the urban forest of the city and an established Millwood Beautification and Tree Board. Urban forestry is an equal part of the Millwood community infrastructure which

creates, enhances, maintains , supports, and sustains a vibrant, healthy, structurally, and ecologically sound community forest resource for the benefit of civt residents and visitors.

Electricity

The customers within the City currently obtain power services on a demand basis from Avista Utilities. The City has a non-exclusive franchise agreement with Avista to provide electric power. There are no constraints placed upon the supply at this time. ~~There are no power restraints placed upon the supply at this time.~~ Inland Power and Light Company is another electric service provider in the general area.

Natural Gas

The customers within the City currently obtain natural gas on a demand basis from Avista Utilities. The city has a non-exclusive franchise ~~an~~ agreement with Avista to provide natural gas. There are no constraints placed upon the supply at this time.

Cable Television

~~Cable Television is provided to the City by Comcast Corporation. The City has an agreement with Comcast for the provision of cable service.~~

Cable Television, Internet, Telephone, Fiber, & Cellular

The City has non-exclusive franchise agreements with the following cable, internet, telephone, and fiber providers:

- Comcast Corporation (cable service)
- Electric Lightwave, LLC / Integra (noncable telecommunication services)
- TDS Metrocom, LLC (cable service)
- Zayo Group, LLC (noncable telecommunication services)

Telephone services are also currently provided on a demand basis within the City by Century Link. ~~Other providers are available.~~ Cellular services are provided by numerous providers.

Vehicles and Equipment

Vehicles and equipment that have a useful life greater than ten years and which are valued at \$20,000 or more are included below:

<u>Name</u>	<u>Location / Dept.</u>	<u>Year</u>	<u>Useful Life</u>	<u>Current Condition</u>	<u>Estimated Current Value</u>	<u>Estimated Replacement Year</u>	<u>Estimated Replacement Cost</u>
<u>ODB Leaf Vac (LCT650)</u>	<u>Public Works</u>	<u>2016</u>	<u>20 Years</u>	<u>Good</u>	<u>\$20,000</u>	<u>2036</u>	<u>\$45,000</u>
<u>Caterpillar Backhoe (420F2)</u>	<u>Public Works</u>	<u>2018</u>	<u>30 Years</u>	<u>Good</u>	<u>\$120,000</u>	<u>2050</u>	<u>\$130,000</u>
<u>Caterpillar Mini</u>	<u>Public Works</u>	<u>2016</u>	<u>20 Years</u>	<u>Good</u>	<u>\$73,443</u>	<u>2036</u>	<u>\$73,443</u>

<u>Name</u>	<u>Location / Dept.</u>	<u>Year</u>	<u>Useful Life</u>	<u>Current Condition</u>	<u>Estimated Current Value</u>	<u>Estimated Replacement Year</u>	<u>Estimated Replacement Cost</u>
<u>Excavator (303.5 E2)</u>							
<u>Ford F-250 Diesel w/ Service Box</u>	<u>Public Works</u>	<u>2007</u>	<u>15 Years</u>	<u>Poor</u>	<u>\$20,000</u>	<u>Overdue</u>	<u>\$60,000</u>
<u>Freightliner Dump Truck (FL-70) Diesel</u>	<u>Public Works</u>	<u>1999</u>	<u>25 Years</u>	<u>Good</u>	<u>\$20,000+</u>	<u>Overdue</u>	<u>\$150,000</u>
<u>Freightliner Dump Truck (FL-70) Diesel</u>	<u>Public Works</u>	<u>2001</u>	<u>25 Years</u>	<u>Good</u>	<u>\$20,000+</u>	<u>2026</u>	<u>\$150,000</u>
<u>Kubota RTV w/ Attachments</u>	<u>Public Works</u>	<u>2020</u>	<u>15 Years</u>	<u>Good</u>	<u>\$25,000</u>	<u>2035</u>	<u>\$30,000</u>
<u>Chevrolet 2500 Crew Cab 4x4 Pickup</u>	<u>Public Works</u>	<u>2018</u>	<u>15 Years</u>	<u>Good</u>	<u>\$38,000</u>	<u>2033</u>	<u>\$40,000</u>
<u>Chevrolet Traverse V6 AWD SUV</u>	<u>City Hall</u>	<u>2018</u>	<u>15 Years</u>	<u>Good</u>	<u>\$33,000</u>	<u>2033</u>	<u>\$35,000</u>

Solid Waste & Recycling

Waste Management handles solid waste and recycling for the City of Millwood. There are no household hazardous waste transfer stations in the City.

Additionally, an annual leaf pickup is completed by the City of Millwood. Leaves raked out to the edge of the street will be picked up every fall, approximately from mid October through mid November.

110.4 CITY OF MILLWOOD CAPITAL FACILITY LEVEL OF SERVICE STANDARDS

Water Service

Public water system LOS should consider the source, storage volumes, fire flows, the acceptable amount of water per person per day, and the differing amounts of water needed by different land uses. The water system will have capacity to serve projected population growth beyond the year 2046. Water service is also adequate to accommodate fire flow and protection during the current planning period.

Sewer Service

Level of service standards for sewer service with the City of Spokane Advanced Wastewater Treatment Plant is adequate to accommodate the current and projected population within the current planning period. The Advanced Wastewater Treatment Plan has the capacity to manage 34 million gallons of wastewater daily, Millwood’s interlocal agreement is not to exceed 400,000 gallons of wastewater daily. The present collection and treatment system will meet the demand forecasted within the planning period.

Transportation

~~Millwood’s minimum LOS for all arterials is level D based on traffic count information which indicates that no streets will fail to meet the LOS criteria within the planning period. Refer to Section 8.6 under Chapter 8, Transportation above for a multimodal analysis of transportation levels of service.~~ The city will continue to coordination with Spokane County, City of Spokane, the City of Spokane Valley and SRTC to provide the proper function of the arterial.

Parks and Recreation

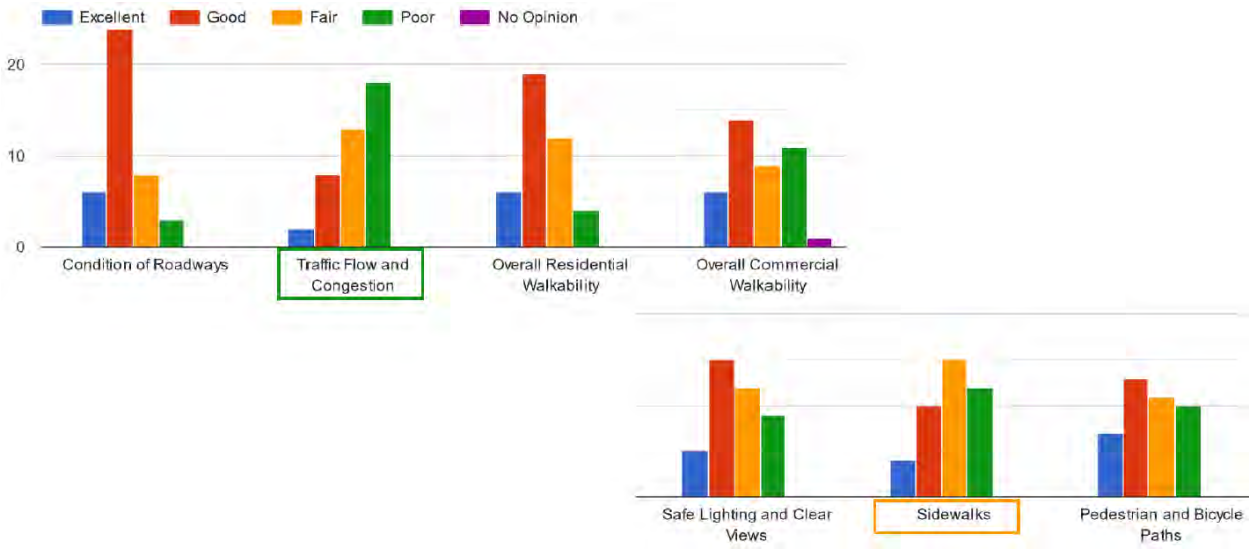
Refer to Section 10.5 under Chapter 10, Parks and Recreation above for the parks and recreation level of service analysis.

11.5 CAPITAL FACILITIES, UTILITIES, AND SERVICES PRIORITIZATION

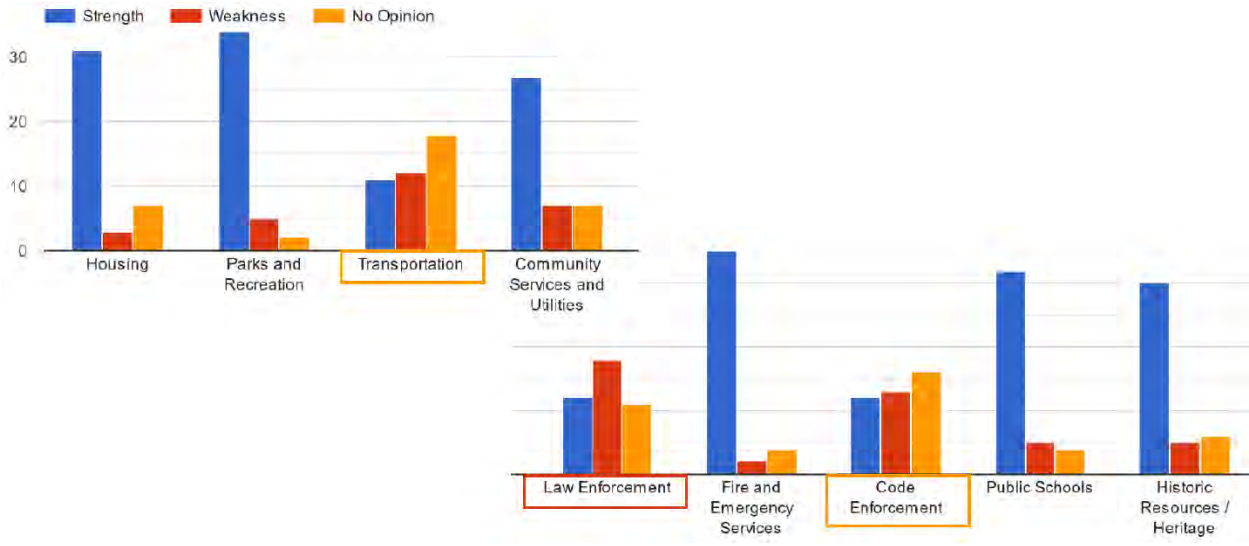
From mid-September to mid-October 2024, a community survey was conducted for the periodic update and the responses have been disbursed throughout this Comprehensive Plan based on the element topic. Questions that were specifically related to capital facilities and utilities have been included below. The survey responses were statistically representative of Millwood.

Based on Millwood community survey responses, overall walkability is good but sidewalks could be improved as can traffic flow / congestion (the Argonne Rd. Corridor Improvement Project was completed after the community survey and may affect public opinions). Law enforcement was identified as a weakness (Millwood contracted for a dedicated patrol office concurrent with the community survey and this increased service may affect public opinions). Over the 20 year planning period, the City should look at prioritizing law enforcement, the water and sewer systems, streets and sidewalks, and parks, as funding is available.

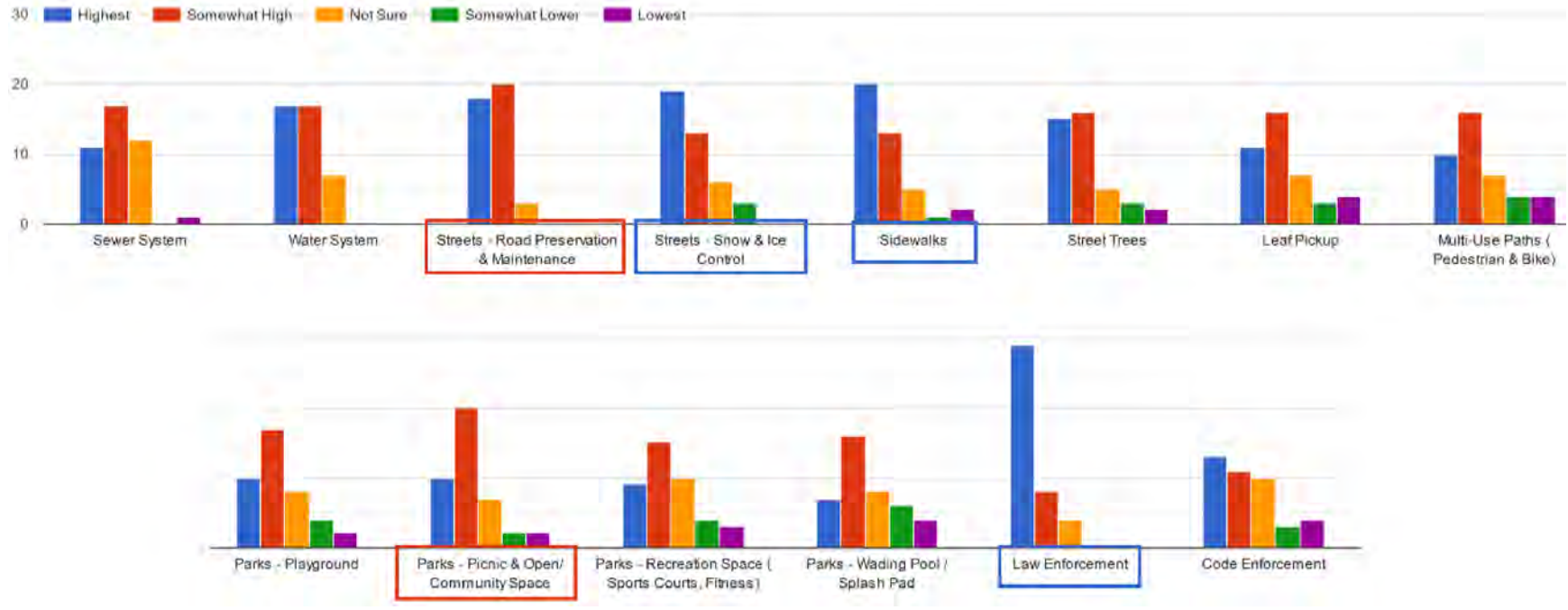
How would you rate the quality of the following transportation conditions?



Which of the following are Millwood's strengths and weaknesses?



How would you prioritize the following potential infrastructure projects / improvements or City services that the City of Millwood might need to plan for in the next 20 years?



If you were given \$10 total to spend on the following, how would you spend it? Please double check that your total adds up to \$10.



10.5 ——— FACILITIES & UTILITIES FORECAST**Law Enforcement**

The comprehensive planning process has determined the minimum level of service to be 24-hour coverage and a six minute or less response time. The city has an interlocal agreement with the Spokane County Sheriff's office to provide law enforcement in the City of Millwood. The national level of police protection to address the safety of local citizens is adopted in this plan. National law enforcement standards are:

- ——— 2.2 patrol officers/1,000 population
- ——— 0.3 support personnel/patrol officer
- ——— 134 square feet of facility space/personnel

Via the interlocal agreement Spokane County Sheriff's office will provide adequate law enforcement services within this planning period.

Fire Department

The City has been annexed into Fire Protection District No. 1 which will endeavor to maintain the Fire Insurance Rating of "2". All jurisdictions, regardless of size, shall ensure that urban areas have adequate fire flow and hydrant distribution in accordance with the edition of the Uniform Fire Code adopted by the jurisdiction. The existing fire station is adequate to meet the needs of the Millwood community. **Parks — REFERENCE PARKS ELEMENT INVENTORY, ETC. & ONLY SUMMARIZE HERE WITH PROJECTED LOS RESULTS** The Millwood Park is a beautiful local park which receives use from people who live all over the eastern Spokane County area. The park is exceptionally well maintained. The national LOS standard for acres of parkland is between 6.25 and 10.5 acres of parkland per one thousand population. The City has only 3.4 acres of park per one thousand population. Taking into consideration the other parks nearby, the city has selected a LOS of 4.0 acres per one thousand population of Millwood.

The park space in Millwood is well used with a high level of service for the community. There are some desired park and recreation improvements including a water park extension and the acquisition of land for open space and water oriented uses along the Spokane River. Additionally, it is recommended that consideration be given to the future creation of mini parks within the city.



Figure 11-9: An aerial view of the Millwood Park

Transportation

Millwood's minimum LOS for all arterials is level D based on traffic count information which indicates that no streets will fail to meet the LOS criteria within the planning period. See chapter 8 — Transportation for more information on the transportation forecast.

Water Service

The public water system is currently serving the water needs of the city and adequately meets future demand within this planning period. There are some water system deficiencies and maintenance needs included in the 2018 Millwood Water System Plan. See the Plan for a full list of forecasted needs, maintenance, and expenditures.

Sewer Service

As with public water, the public sewer collection system and treatment interlocal agreement adequately meet the forecasted growth of the city.

Stormwater

The public stormwater system adequately meets the forecasted needs of the city.

Municipal Buildings

In 2018, City Hall went through major improvements to their HVAC system. The HVAC system is in mint condition and will adequately meet the needs of the planning period. There are no additional improvements proposed to the City Hall building at the current time.

Electricity, Natural Gas, Cable Television, & Telephone and Cellular Service

Electricity, natural gas, cable television, and telephone and cellular service are provided by private companies and therefore are not analyzed in the projected forecast. However, it is the understanding of the city and the expectation of Millwood residents that these services will continue through the planning period.



Figure 11-4: SVFD District 1 Firefighter



Figure 11-7: Parks provide community meeting spaces and playgrounds.

110.6 CAPITAL FACILITIES, UTILITIES, AND SERVICES LOCATION & CAPACITY SUMMARY

<u>Facility, Utility, or Service</u>	<u>Ownership / Agreement</u>	<u>Capacity / Level of Service (LOS)</u>
<u>Law Enforcement</u>	<u>Interlocal agreement between City of Millwood and Spokane County</u>	<u>2.2 patrol officers/1,000 population</u> <u>0.3 support personnel/patrol officer</u> <u>134 square feet of facility space/personnel</u> <u>Via the interlocal agreement, the Spokane County Sheriff's office will provide adequate law enforcement services within this planning period.</u>
<u>Fire Protection</u>	<u>Interlocal agreement between City of Millwood and Spokane Valley Fire District #1 (SVFD)</u>	<u>SVFD will endeavor to maintain the Fire Insurance Rating of "2" (WSRB Protection Class 2).</u> <u>Millwood has adequate fire flow and hydrant distribution in accordance with the International Fire Code, as adopted by Millwood.</u> <u>Millwood Firehouse meets the needs of the community.</u>
<u>Parks</u>	<u>City of Millwood with additional land owned by West Valley School District (WVSD)</u>	<u>The City of Millwood's established LOS for parks is 4 acres per 1,000 population. With a 2023 City population of 1,925 and a projected 2046 population of 1,974, the City of Millwood is exceeding the established LOS for parks by about 20 acres (just under 8 acres is needed), excluding sidewalks and trails; however, some facility improvement is needed (refer to RCO Level of Service Tool).</u>
<u>Transportation</u>	<u>City of Millwood roads, sidewalks, and trails plus Spokane Transit Authority (STA) for public transportation</u>	<u>Millwood's minimum LOS for all arterials is level D which is and will be met within the planning period.</u> <u>Multimodal level of service standards are required under RCW 36.70A.070(6) and the City of Millwood has selected a WSDOT Urban Minimum LOS (which is met within this planning period), working towards an Urban Equitable LOS.</u>
<u>Water Service</u>	<u>City of Millwood predominantly with Orchard Avenue Irrigation District</u>	<u>The water system will have capacity to serve and accommodates fire flow and protection within the planning period.</u>

	<u>serving a small portion of the City along the western boundary at Vista Rd.</u>	
<u>Sewer Service</u>	<u>City of Millwood & Interlocal agreement between City of Millwood and Spokane County</u>	<u>Public sewer required within the City limits.</u> <u>The present collection and treatment system will meet the demand forecasted within the planning period.</u>
<u>Stormwater</u>	<u>City of Millwood & private property owners</u>	<u>The stormwater system (drywells, swales, and non-conforming surface drainage) adequately meets the needs of the city within the planning period.</u>
<u>Municipal Buildings</u>	<u>City of Millwood</u>	<u>The needs of the City will be met within the planning period.</u>
<u>Schools</u>	<u>West Valley School District (WVSD)</u>	<u>WVSD will meet the demand forecasted within the planning period.</u>
<u>Library</u>	<u>Spokane County Library District (SCLD)</u>	<u>SCLD will meet the needs of the city within the planning period.</u>
<u>Green Infrastructure</u>	<u>City of Millwood & private property owners</u>	<u>The needs of the City will be met within the planning period.</u>
<u>Electricity</u>	<u>City of Millwood has a non-exclusive franchise agreement with Avista Corporation</u>	<u>There are no constraints placed upon the supply at this time.</u>
<u>Natural Gas</u>	<u>City of Millwood has a non-exclusive franchise agreement with Avista Corporation</u>	<u>There are no constraints placed upon the supply at this time.</u>
<u>Cable Television, Internet, Telephone, Fiber, & Cellular</u>	<u>City of Millwood has non-exclusive franchise agreements with multiple private company providers</u>	<u>Service is provided to Millwood customers on an individual basis, and it is the providers' responsibility to maintain equipment, as applicable, and handle service problems and inquiries.</u>
<u>Vehicles and Equipment</u>	<u>City of Millwood</u>	<u>Multiple vehicles and equipment have estimated replacement years within the planning period.</u>

<u>Solid Waste & Recycling</u>	<u>Waste Management</u>	<u>Millwood will maintain an interlocal agreement with Spokane County for a Solid Waste Management Plan.</u> <u>Service is provided to Millwood customers on an individual basis, and it is the providers' responsibility to maintain equipment, as applicable, and handle service problems and inquiries.</u>
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Law Enforcement	Interlocal agreement between the City of Millwood and Spokane County.	2.2 patrol officers/1,000 population 0.3 support personnel/patrol officer 134 square feet of facility space/personnel
Fire Department	Millwood Fire Station— #2, East Frederick Avenue, Spokane, WA	WSRB-2
Parks	Millwood Park	6.25 and 10.5 acres of parkland/1,000 population
Transportation	Arterial streets	Level of Service “D”
Water Service	Butler New Park Old Park	750 gallon/min 2200 gallon/min 1000 gallon/min
Sewer Service	Interlocal agreement between the City of Millwood and Spokane County.	400,000 gallons/day
Municipal Buildings	City Hall	-
Electricity, Natural Gas, Cable Television, & Telephone and Cellular Services	Various private companies	-

110.7 FINANCING

CFP utilizes all available revenue sources to fund capital facilities and it is used when applying for grants and loans. When considering financing of capital facilities, alternative methods of financing should be evaluated. There are various methods available for financing the capital facilities that will be required over the planning period. The operation, maintenance, and capital costs can be financed by a combination of methods:

- Funds from water and sewer revenues will be dedicated to the payment of bonds and retiring debts on both existing and future improvements.
- The park system can utilize a number of sources of funding for park capital improvements such as State Interagency for Outdoor Recreation (ICA); County Real Estate Excise Tax (REET); State DNR Aquatic Lands Enhancement Account (ALEA); and State Community Development Block Grant (CDBG) (refer to Section 10.6 in Chapter 10 above for more funding sources for parks and recreation).

The Municipal Research and Services Center of Washington (MRSC) provides a Revenue Guide for Washington Cities and Towns to assist with determining the best available revenue sources to fund capital facilities. Refer to the current version for more information - <https://mrsc.org/publications>.

The City of Millwood prepares an annual budget and project list for improvements of capital facilities and utilities. As Millwood coordinates services with neighboring municipalities through interlocal agreements, Millwood is often part of the coordination when improvements need to be made, services expanded, or changes to rates must occur to continue with the level of service to adequately provide that service to the residents.

When improvement and/or maintenance cost exceed available funds, Millwood leverages their dollars to apply for additional funding from state and federal grants in order to complete the project. The city conducts an evaluation process for identifying the portion of funds contributed by the city, any additional funding needed is then applied for through the appropriately available funding streams. When funding falls short the city then re-evaluates their funding needs and resource(s). When funding is needed outside of the budget allocation cycle a budget amendment will be evaluated and processes.

City Financial Summary

The City of Millwood is a general-purpose local government and provides public safety, street improvements, parks and recreation, general administrative services, and a city owned water and sewer utility. The city reports financial activity in accordance with the Cash Basis Budgeting, Accounting and Reporting System (BARS) Manual prescribed by the State Auditor’s Office under the authority of Washington State law, Chapter 43.09 RCW. This manual prescribes a financial reporting framework that differs from generally accepted accounting principles (GAAP) in the following manner:

- Financial transactions are recognized on a cash basis of accounting. Revenues are recognized when cash is received and expenditures are recognized when paid. In accordance with state law, the city also recognizes expenditures paid during twenty days after the close of the fiscal year for claims incurred during the previous period.
- Component units are required to be disclosed, but are not included in the financial statements.
- Government-wide statements, as defined in GAAP, are not presented.
- All funds are presented, rather than a focus on major funds.
- The Schedule of Liabilities is required to be presented with the financial statements as supplementary information.
- Supplementary information required by GAAP is not presented.
- Ending balances are presented using classifications that are different from the ending net position classifications in GAAP.

Financial transactions of the government are reported in individual funds. Each fund uses a separate set of self-balancing accounts that comprises its cash and investments, revenues and expenditures. The government’s resources are allocated to and accounted for in individual funds depending on their intended purpose. Each fund is reported as a separate column in the financial statements, except for fiduciary funds, which are presented by fund types. The total column is presented as “memo only” because any interfund activities are not eliminated. The following fund types are used:

- GOVERNMENTAL FUND TYPES:
 - o General Fund - This fund is the primary operating fund of the government. It accounts for all financial resources except those required or elected to be accounted for in another fund.

O Capital Projects Funds - These funds account for financial resources which are restricted, committed, or assigned for the acquisition or construction of capital facilities or other capital assets.

• PROPRIETARY FUND TYPES:

O Enterprise Funds - These funds account for operations that provide goods or services to the general public and are supported primarily through user charges.

The City of Millwood adopts annual appropriated budgets for all funds. These budgets are appropriated at the fund level. The budget constitutes the legal authority for expenditures at that level. Annual appropriations for these funds lapse at the fiscal year end. Annual appropriated budgets are adopted on the same basis of accounting as used for financial reporting. Budgeted amounts are authorized to be transferred between departments and object classes within funds; however, any revisions that alter the total expenditures of a fund, or that affect the number of authorized employee positions, salary ranges, hours, or other conditions of employment must be approved by the city’s legislative body.

The City operated on an annual budget of \$3,553,911 in 2021, \$3,576,686 in 2022, \$3,108,479 in 2023, and \$3,610,665 in 2024. In 2023, the city had a sales tax revenue of \$818,283.38 and \$854,220.85 in 2024.

For 2025, the estimated resources, including fund balances for each separate fund of the City are included in the summary form below that was adopted with the annual budget.

Table 11-10: City of Millwood 2025 Budget Summary

FUND	Estimated Beginning Balance	Estimated Revenue	Estimated Expenditures	Estimated Ending Balance
GENERAL FUNDS				
General Fund (#001)	\$2,087,640	\$5,179,246	\$5,749,121	\$1,517,765
Unemployment Compensation (#099)	\$51,182	\$246	0	\$51,428
CAPITAL PROJECT FUNDS				
Capital Project Fund – REET 1 (#301)	\$400,098	\$25,000	0	\$425,098
Capital Project Fund – REET 2 (#302)	\$404,893	\$25,000	0	\$429,893
ENTERPRISE FUNDS				
Joint Utility Fund (#401)	\$685,384	\$948,394	\$1,048,916	284,862
TOTAL	\$3,629,197	\$6,177,886	\$6,798,037	\$2,709,046

Investments are reported at original cost. It is the city’s policy to invest all temporary cash surpluses. The interest on these investments is prorated to the various funds.

The Spokane County Treasurer acts as an agent to collect property tax levied in the county for all taxing authorities. Collections are distributed after the end of each month. Property tax revenues are recognized when cash is received by the city. Delinquent taxes are considered fully collectible because a lien affixes to the property after tax is levied. The Spokane County Assessor’s office completes the

annual levy calculation summary. The city’s regular levy for the year 2023 was \$1.119524 per \$1,000 on an assessed valuation of \$408,673,033 for a total regular levy of \$457,519. For 2023, Millwood’s assessed value per capita was \$212,297.68. The following levy calculation summary was prepared by the Spokane County Assessor’s office in January 2024 for the City of Millwood:

Millwood

1) 101% Highest Lawful limit (Page 1, Line G)	\$	463,152.43
2) Statutory Levy Limit (Page 1, Line H)	\$	756,530.85
3) Levy Limit as controlled by Resolution (Page 2, Line G)	\$	467,727.63
4) Levy Certification (Page 2, Line I)	\$	466,669.68
		
Lesser of Lines 1-4 above	\$	463,152.43
Plus Refund	\$	-
2024 REGULAR LEVY (not to exceed line #2)	\$	463,152.43
Assessed Value		\$423,058,119
Levy Rate		1.094772583717
FYI: Unused levy capacity (banked)	\$	-

The city’s regular levy for the year 2024 was \$1.094773 per \$1,000 on an assessed valuation of \$423,058,119 for a total regular levy of \$463,152.

The city began work on the Argonne Congestion Relief project in June of 2025 with an anticipated construction expenditure of approximately \$4.4 million.

110.78 POLICY DIRECTION

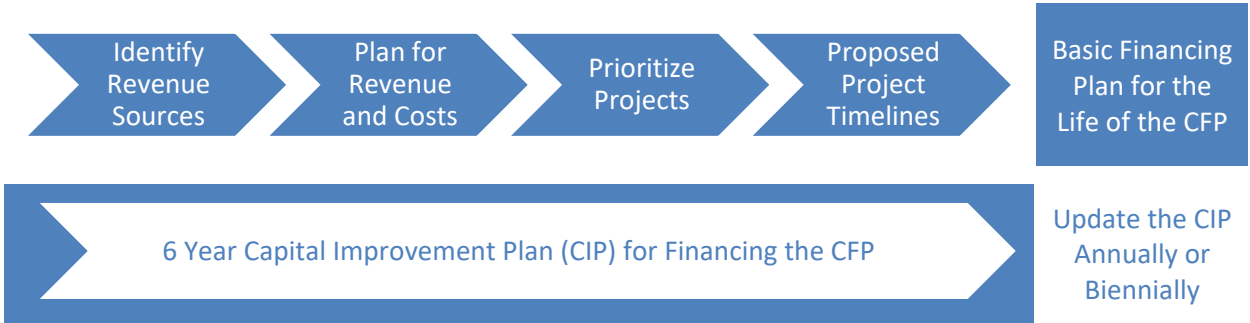
The intent of the policy direction over the next planning period is to continue inter-governmental coordination for capital facilities and utilities. The City of Millwood is fortunate that the interlocal agreements for services held with Spokane County, City of Spokane, and the City of Spokane Valley are well within their level of service standards to provide more than adequate facilities and utility services to the residents of Millwood. A goal of the cities to achieve within this planning period is to complete and adopt their Six-Year Capital Facilities Plan.

11.9 CITY OF MILLWOOD CAPITAL FACILITIES PLAN (CFP)

A Capital Facilities Plan (CFP) is a long range, six (6) year, financial plan that allows the City to prioritize public projects and identify funding sources. The CFP serves as a guide to the City's financial obligation in providing those facilities desired by the community. This document will provide supplemental information that complements the text, goals, and policies of the Capital Facilities Element. If the probable funding for capital facilities at any time is insufficient to meet existing needs, the Land Use Element in the Comprehensive Plan must be reassessed. Since the City's revenue is limited, the City prioritizes projects and chooses a portion of those projects based on need and finances available. Those projects chosen are adopted into the CFP, including projects identified as priorities in the Parks and Recreation Element. The CFP doesn't commit the City to a particular expenditure for a particular year, it allows the City some flexibility in scheduling projects based on need or funding opportunities and doesn't lock the City into projects that may not be needed at time of funding.

The CFP must include estimated costs and proposed methods of financing for projects within the first six years, this is sometimes referred to as a six-year capital improvement program (CIP). Projects that are to be funded each year should be reviewed annually during the City Budget process.

Projects / expenditures included in the Capital Facilities Plan have a useful life greater than ten years and are valued at \$20,000 or more.



Per the WA State Department of Commerce, Capital Facilities Planning Guidebook for small jurisdictions, the CFP has several purposes:

- It's a requirement for communities that are fully-planning under the Growth Management Act (GMA).
- Several funding agencies require it and others will give additional points for it in the application process for grants or loans.
- It guides the implementation of the community's comprehensive plan.
- It provides a framework for decision makers about what to buy, when to buy, how to pay for it.
- It provides a mechanism to help prioritize capital projects and match projects with the local budget and funding options.
- It provides transparency for purchasing decisions to the public.
- It provides for the orderly replacement of capital assets, and
- It helps AVOID SURPRISES.

Capital Facility Decision Criteria

The CFP needs to have established criteria which will guide decision making regarding what investments will provide the most public benefit. The development of the project list is an iterative process. The criteria listed below are intended to be used to evaluate proposed projects. In addition, the criteria emphasize a project's impact on enhancing the long-term livability of Millwood.

- **Public Health, Safety, & Welfare**

The project is required to address a vital health or safety risk; the benefit to the environment, or safety of the community should be evaluated. Proposals from departments that are responsible for public safety (e.g. Police) do not automatically meet this criterion. It is possible that other departments may have proposals that address an obvious safety issue. For example, nearly all street projects address public safety issues, but an intersection that has a documented history of safety concerns should receive a higher priority treatment.

- **Legal Mandate**

State or Federal mandates often times require that a particular project be implemented and compliance with legal mandates is often a prerequisite to obtaining state or federal funding assistance.

- **Conformance with Adopted Comprehensive Plan**

Consistency with the City's Comprehensive Plan is important as capital investments facilitate implementation of the twenty year plan. As such, City departments have an obligation to request capital projects that support and implement the stated goals and policies of the plan or supporting plans. Consideration should not be given to any project that does not actively implement the plan, or hampers the City's ability to implement the plan.

- **Level of Service**

The City has established level of service standards that need to be met. When considering projects or improvements, will the proposed project or improvement enhance the provision of that service for existing residents or is the proposed project or improvement needed to help meet forecasted demand? Meeting the minimum level of service standards and providing services or facilities that are not currently available should receive priority for this criteria.

- **Funding Available**

It is important to separate improvements that have an identifiable and available source of funding from those that require applications for funding, bond issues, or other financing mechanisms that may or may not be approved.

- **Net Impact on Future Operating Budgets**

The cost impact of a proposed capital project on the City's future operating budgets should weigh heavily on the City's decision to fund the project. In some cases, however, a project may generate enough revenue to offset its operating costs or would provide a cost savings to the City. It is also important to provide an opportunity to incorporate a project's long term maintenance needs into the prioritization process. A project with high maintenance costs and no identified funding source for maintenance should rate low, while a project with a clear source of maintenance funds should rate high.

- Public Support

This criteria serves as additional support to the criteria of Conformance with Adopted Comprehensive Plan and Level of Service. As plans are updated and public opinion is solicited, the result of the public participation efforts need to be considered and consistency should be maintained. When a proposed project is supported by multiple facets of the community, the project will likely have a higher likelihood of receiving funding and overall long term success.

- Economic Development

It is important to judge a proposed improvement's impact on the local tax base. For example, upgrading or extending services or transportation connections to an area within the corporate limits that would allow for more commercial or industrial development would benefit the local tax base.

- Related Projects

Frequently projects in one category are critical to the success of capital projects in other categories. Coordination on related projects, even though they are proposed by other departments or governmental entities, could result in a savings to a separate project which should be pursued.

City of Millwood Capital Facilities Plan (CFP) 2026 - 2035+

<u>Category</u>	<u>Project / Expenditure Title</u>	<u>Description</u>	<u>Included in 2025 TIP</u>	<u>Estimated Cost*</u>	<u>Potential Funding Source**</u>	<u>Anticipated Year(s)</u>
<u>Building/Facility</u>	<u>N/A</u>					
<u>Parks</u>	<u>Spokane River Access - Sargent Rd. Spokane River Corridor</u>	<u>Safety improvements to the existing non-motorized put in at Sargent Rd.</u> <u>ADA improvements to the existing non-motorized put in at Sargent Rd.</u>	<u>N/A</u>	<u>\$40,000</u> <u>50% Safety & 50% ADA</u>	<u>RCO ALEA or Other Grant</u> <u>Land Surplus / Sale</u> <u>City General Fund</u> <u>Donations / In-Kind Contributions</u>	<u>2026 - 2027</u>
<u>Parks</u>	<u>Millwood Park</u>	<u>Complete Renovation of Millwood Park (demolition, earthwork, utilities, hardscape, irrigation, landscaping, site furnishings, storm drainage and erosion control):</u> <u>New Playground (ADA Compliant),</u> <u>Wading Pool / Splash Pad (ADA Compliant),</u> <u>Tiered Hard Surface Plaza for Gatherings, Events, etc.</u> <u>Additional Parking</u> <u>New Tennis / Pickleball Courts</u> <u>Picnic Shelters</u> <u>Wider Multi-Use Paths (ADA Compliant)</u> <u>Walking Paths (ADA Compliant)</u> <u>New Basketball Court / Sport Court</u> <u>Additional Bathroom</u> <u>Irrigation modifications, drinking fountain, site stormwater management</u> <u>Facility improvements for events such as addition of a mop sink, prep trailer water access, electrical outlets, movie screen mounts</u>	<u>N/A</u>	<u>\$3,442,000</u>	<u>RCO COAF, LWCF, WWRP, and/or YAF Grants</u> <u>REET 2</u> <u>City General Fund</u> <u>Donations / In-Kind Contributions</u>	<u>2027 - 2029</u>

<u>Category</u>	<u>Project / Expenditure Title</u>	<u>Description</u>	<u>Included in 2025 TIP</u>	<u>Estimated Cost*</u>	<u>Potential Funding Source**</u>	<u>Anticipated Year(s)</u>
<u>Parks</u>	<u>Spokane River Access - Spokane River Property</u>	<u>Potential conservation area, neighborhood riverfront park, and/or river access</u>	<u>N/A</u>	<u>TBD</u>	<u>RCO ALEA, LWCF, and/or WWRP Grants Spokane County Conservation Futures Donations / In-Kind Contributions</u>	<u>2030 - 2032</u>
<u>Transportation</u>	<u>Argonne Grind and Overlay #1</u>	<u>Grind and overlay 815 feet of Argonne Rd. from Frederick to Liberty</u>	<u>Yes</u>	<u>\$457,200</u>	<u>Street Fund/TIB</u>	<u>2026</u>
<u>Transportation</u>	<u>Argonne Grind and Overlay #2</u>	<u>Grind and overlay 570 feet of Argonne Rd. from Liberty to South Riverway</u>	<u>Yes</u>	<u>\$335,700</u>	<u>Street Fund/TIB</u>	<u>2026</u>
<u>Transportation</u>	<u>Dalton Sidewalk Improvements</u>	<u>1300 feet of sidewalk improvements on Dalton Ave from Argonne to Sargent</u>	<u>Yes</u>	<u>\$1,225,400</u>	<u>Street Fund/TIB</u>	<u>2026</u>
<u>Transportation</u>	<u>Liberty -Chip Seal</u>	<u>Pavement prep and chip seal, fog seal 2,700 feet of Liberty Ave from Argonne to Vista</u>	<u>Yes</u>	<u>\$83,300</u>	<u>Street Fund/TIB</u>	<u>2027</u>
<u>Transportation</u>	<u>Euclid - Chip Seal</u>	<u>Pavement prep and chip seal, fog seal 2,800 feet of Euclid Ave. from Argonne to Vista</u>	<u>Yes</u>	<u>\$74,000</u>	<u>Street Fund/TIB</u>	<u>2027</u>
<u>Transportation</u>	<u>Buckeye - Chip seal</u>	<u>Pavement prep and chip seal, fog seal 1,300 feet of Buckeye Ave. from Argonne to Sargent</u>	<u>Yes</u>	<u>\$61,200</u>	<u>Street Fund/TIB</u>	<u>2028</u>
<u>Transportation</u>	<u>Grace</u>	<u>Upgrade Grace Signal Equipment at Intersection</u>	<u>Yes</u>	<u>\$246,000</u>	<u>City Funds / Capital Projects Fund</u>	<u>2029</u>
<u>Transportation</u>	<u>Grace & Marguerite</u>	<u>Traffic calming: raised concrete intersection, removal of parking stalls, and minor stormwater modifications at intersection</u>	<u>Yes</u>	<u>\$120,000</u>	<u>City Funds / Capital Projects Fund</u>	<u>2029</u>

<u>Category</u>	<u>Project / Expenditure Title</u>	<u>Description</u>	<u>Included in 2025 TIP</u>	<u>Estimated Cost*</u>	<u>Potential Funding Source**</u>	<u>Anticipated Year(s)</u>
<u>Transportation</u>	<u>Trent & Argonne Lane Improvements</u>	<u>Northbound left turn lane reconfiguration and removal of right turn only lane on Argonne Rd., north of Trent</u>	<u>Yes</u>	<u>\$160,000</u>	<u>City Funds / Capital Projects Fund</u>	<u>2029</u>
<u>Utilities - Sewer</u>	<u>N/A</u>					
<u>Utilities - Water</u>	<u>Water Meter Replacements</u>	<u>Annual meter replacement (individual customer meters & source meters)</u>	<u>N/A</u>	<u>\$20,000 / Year</u>	<u>City Utility Fund</u>	<u>2026+</u>
<u>Utilities - Water</u>	<u>Water Structure Maintenance</u>	<u>Old Park and Buter Wells Roof Sealant, Windows at Old Park Well</u>	<u>N/A</u>	<u>\$36,000</u>	<u>City Utility Fund</u>	<u>2026 - 2027</u>
<u>Utilities - Water</u>	<u>Water Well Improvements</u>	<u>Add chlorination at New Park Well, all well level and temperature monitors, SCADA update/upgrade</u>	<u>N/A</u>	<u>\$49,800</u>	<u>City Utility Fund</u>	<u>2026 - 2028</u>
<u>Utilities - Water</u>	<u>Cast Iron Water Pipe Replacement</u>	<u>Replacement of 4,890 linear feet of cast iron pipe remaining throughout City</u>	<u>N/A</u>	<u>\$3,620,700</u>	<u>City Utility Fund Public Works Board Loan</u>	<u>2027 - 2031</u>
<u>Utilities - Water</u>	<u>Butler Pump Replacement</u>	<u>Water well pump replacement</u>	<u>N/A</u>	<u>\$60,000</u>	<u>City Utility Fund</u>	<u>2028</u>
<u>Utilities - Water</u>	<u>Water Tank Interior Coating</u>	<u>Steel water tank interior coating</u>	<u>N/A</u>	<u>\$572,492</u>	<u>City Utility Fund Public Works Board Loan</u>	<u>2030</u>
<u>Utilities - Water</u>	<u>Water Tank Exterior Coating</u>	<u>Steel water tank exterior coating</u>	<u>N/A</u>	<u>\$372,200</u>	<u>City Utility Fund Public Works Board Loan</u>	<u>2032</u>

<u>Category</u>	<u>Project / Expenditure Title</u>	<u>Description</u>	<u>Included in 2025 TIP</u>	<u>Estimated Cost*</u>	<u>Potential Funding Source**</u>	<u>Anticipated Year(s)</u>
<u>Utilities - Water</u>	<u>Old Park Pump Replacement</u>	<u>Water well pump replacement</u>	<u>N/A</u>	<u>\$130,000</u>	<u>City Utility Fund</u> <u>Public Works Board Loan</u>	<u>2036</u>
<u>Utilities - Water</u>	<u>Butler Well Generator</u>	<u>Water well backup generator replacement</u>	<u>N/A</u>	<u>\$204,000</u>	<u>City Utility Fund</u> <u>Public Works Board Loan</u>	<u>2036</u>
<u>Utilities - Water</u>	<u>New Park Pump Replacement</u>	<u>Water well pump replacement</u>	<u>N/A</u>	<u>\$175,000</u>	<u>City Utility Fund</u> <u>Public Works Board Loan</u>	<u>2044</u>
<u>Vehicles and Equipment</u>	<u>2007 Ford F-250 Diesel w/ Service Box</u>	<u>Replacement</u>	<u>N/A</u>	<u>\$60,000</u>	<u>City Funds / City Utility Fund</u>	<u>2027</u>
<u>Vehicles and Equipment</u>	<u>1999 Freightliner Dump Truck (FL- 70) Diesel</u>	<u>Replacement</u>	<u>N/A</u>	<u>\$150,000</u>	<u>City Funds / City Utility Fund</u>	<u>2029</u>
<u>Vehicles and Equipment</u>	<u>2001 Freightliner Dump Truck (FL- 70) Diesel</u>	<u>Replacement</u>	<u>N/A</u>	<u>\$150,000</u>	<u>City Funds / City Utility Fund</u>	<u>2032</u>
<u>Vehicles and Equipment</u>	<u>2018 Chevrolet 2500 Crew Cab 4x4 Pickup</u>	<u>Replacement</u>	<u>N/A</u>	<u>\$40,000</u>	<u>TBD</u>	<u>2033</u>
<u>Vehicles and Equipment</u>	<u>2018 Chevrolet Traverse V6 AWD SUV</u>	<u>Replacement</u>	<u>N/A</u>	<u>\$35,000</u>	<u>TBD</u>	<u>2033</u>

<u>Category</u>	<u>Project / Expenditure Title</u>	<u>Description</u>	<u>Included in 2025 TIP</u>	<u>Estimated Cost*</u>	<u>Potential Funding Source**</u>	<u>Anticipated Year(s)</u>
<u>Vehicles and Equipment</u>	<u>2020 Kubota RTV w/ Attachments</u>	<u>Replacement</u>	<u>N/A</u>	<u>\$30,000</u>	<u>TBD</u>	<u>2035</u>
<u>Vehicles and Equipment</u>	<u>2016 ODB Leaf Vac Replacement</u>	<u>Replacement</u>	<u>N/A</u>	<u>\$45,000</u>	<u>TBD</u>	<u>2036</u>
<u>Vehicles and Equipment</u>	<u>2016 Caterpillar Mini Excavator Replacement</u>	<u>Replacement</u>	<u>N/A</u>	<u>\$73,443</u>	<u>City Funds / City Utility Fund</u>	<u>2036</u>
<i>* 2025 Construction Cost Estimate - need to adjust for inflation, add A&E, SEPA, & Cultural Resources, as needed. Vehicles and equipment are estimated replacement cost.</i> <i>** Proposed funding source is dependent on final project scope / design</i> <i>RCO Grants currently includes ALEA, COAF, LWCF, WWRP, & YAF, as applicable based on the project</i>						

CHAPTER 12 – CLIMATE CHANGE & RESILIENCY

Currently being developed in coordination with Spokane County. Anticipate inclusion in the Millwood Comprehensive Plan in 2026.

APPENDICES

Appendix A - Definitions & Acronyms

Appendix B - Board of County Commissioners Resolution 24-0348 (Population Allocation)

Appendix C - Millwood Community Survey Results

Appendix D - Land Capacity Analysis Report for City of Millwood

Appendix E - Racially Disparate Impacts (RDI) Analysis for City of Millwood

Appendix F - Spokane County Regional Siting Process for Essential Public Facilities

Appendix G - TIB Street Inventory Report

Appendix H - 2025 TIP Resolution

Appendix I - 2026 Periodic Update Public Participation Program

APPENDIX A

Definitions

- The terms in this Plan embody the legislative intent of the City Council. Terms of ordinary usage are to be given their usual and reasonable meanings. Key words and concepts used in this Plan are explained below.
- When words defined below conflict with definitions in the Millwood Municipal Code (MMC), the MMC shall prevail unless the term defined in the Comprehensive Plan is more current.
- When words defined below conflict with a provision of statewide or regional law, the more restrictive interpretation will prevail unless it leads to an unlawful result.

Accessory Dwelling Units: ~~An accessory dwelling unit (ADU) is a small, self-contained residential unit located on the same lot as an existing single-family home.~~

Accessory Dwelling Units (ADUs): a dwelling unit located on the same lot as a single-family housing unit, duplex, triplex, townhome, or other housing unit. ADUs can be classified as attached or detached.

- Attached accessory dwelling unit: an accessory dwelling unit located within or attached to a single-family housing unit, duplex, triplex, townhome, or other housing unit.
- Detached accessory dwelling unit: an accessory dwelling unit that consists partly or entirely of a building that is separate and detached from a single-family housing unit, duplex, triplex, townhome, or other housing unit and is on the same property.

Affordable Housing: residential housing whose monthly costs, including utilities other than telephone, do not exceed thirty percent of the monthly income of a household whose income is:

(a) For rental housing, 60 percent of the median household income adjusted for household size, for the county where the household is located, as reported by the United States department of housing and urban development; or

(b) For owner-occupied housing, 80 percent of the median household income adjusted for household size, for the county where the household is located, as reported by the United States department of housing and urban development.

Agricultural Land: land primarily devoted to the commercial production of horticultural, viticulture, floriculture, dairy, apiary, vegetable, or animal products or of berries, grain, hay, straw, turf, seed, Christmas trees not subject to the excise tax imposed by RCW 84.33.100 through 84.33.140, or livestock and land that has long-term commercial significance for agricultural production.

Airfield Compatibility Zones (ACZ): Five airport land use Airport Compatibility Zones (ACZ) are based upon Washington State Department of Transportation (WSDOT) division of aviation guidelines. These are further based on federal aviation accident data from the National Transportation Safety Board (NTSB) and are shown on the airfield overlay zone map maintained by the planning services department.

Airfield Overlays Zone (AOZ): The purpose of the airfield overlay zones is to protect the viability of airports as significant resources to the community by encouraging compatible land uses and densities, reducing hazards to lives and properties, and ensuring a safe and secure flying environment. These overlay zones are in addition to existing zoning districts. Where the overlay zones and/or portions thereof are shown outside of the current City limits it is meant to be advisory to adjacent jurisdictions until such time as said areas are annexed into and become part of the City. The airfield overlay zones modify the density and land use standards of the underlying zoning districts. These modifications

provide protection to the public, health, safety, and general welfare of the community, airport users, and citizens working and residing within the airfield overlay zones.

Amtrak: is a passenger railroad service that provides medium- and long-distance intercity service in the contiguous United States and to nine Canadian cities.

Arterial (minor): a roadway providing movement along significant corridors of traffic-flow. Traffic volumes, speeds, and trip lengths are high, although usually not as great as those associated with principal arterials.

Arterial (principal): a roadway providing movement along major corridors of traffic flow. Traffic volumes, speeds, and trip lengths are high, usually greater than those associated with minor arterials.

Capacity: the measure of the ability to provide a level of service on a public facility.

Capital Improvement: physical assets constructed or purchased to provide, improve, or replace a public facility and which are large scale and high in cost. The cost of a capital improvement is generally non-recurring and may require multi-year financing.

Certified Local Government (CLG): the designation reflecting that the local government has been jointly certified by the State Historic Preservation Officer and the National Park Service as having established its own historic preservation commission and a program meeting Federal and State standards.

Collector: a roadway providing service which is of relative moderate traffic volume, and moderate operating speed. Collector roads collect and distribute traffic between local roads and arterial roads.

Commercial Use: activities within land areas which are predominantly connected with the sale, rental, and distribution of products, or performance of services.

Complete Streets: an approach to planning, designing, building, operating, and maintaining streets that enables safe access for all people who need to use them, including pedestrians, bicyclists, motorists and transit riders of all ages and abilities.

Comprehensive Plan or Plan: generalized and coordinated land use and capital spending policy statements of the governing body of a county, city or town that is adopted pursuant to the Growth Management Act. The comprehensive plan is a long-range vision document outlining a community's goals for growth and development. Under the GMA, a local agency's development regulations (such as zoning) and capital budget decisions must be made in conformity with its comprehensive plan (RCW 36.70A.120).

Concurrency: adequate capital facilities are available when the impacts of development occur. This definition includes the two concepts of "adequate capital facilities" and of "available capital facilities." as defined above.

Condominium: A type of ownership in which each owner owns the interior walls of the unit. The owner of each unit also holds a common or joint ownership in all common areas and facilities associated with the unit; such as, land, roof, exterior walls, hallways, entrances, elevators, lobbies, etc. Condominium ownership may apply to single-family and multifamily structures.

A condominium apartment building is classified with apartment buildings in structures with five units or more, despite the fact that each unit is individually owned. (Definition from US Census).

Consistency: that no feature of a plan or regulation is incompatible with any other feature of a plan or regulation. Consistency is indicative of an ability of orderly integration or operation with other elements in a system.

Consistency Doctrine: The “consistency” doctrine is a legal requirement that your regulations or capital improvements comply with the comprehensive plan. If the doctrine applies, ordinances departing from the mandates of an adopted comprehensive plan are subject to invalidation under the zoning enabling legislation, or as lacking a rational basis or valid public purpose.

Coordination: consultation and cooperation among jurisdictions.

Construction Methods: (Definition from US Census)

- Modular – Finished 3-dimensional sections of the complete dwelling are built in a factory and transported to the site to be joined together on a permanent foundation.
- Panelized – A package of wall panels, roof trusses, and other components is shipped from a factory to be assembled on site. This may include all materials required to finish the house as a complete package.
- Precut – A package of lumber or timber (logs), precut to exact size, length, and quantity is shipped from a factory to be assembled on site. The package may also include plumbing, wiring, and/or heating system elements.
- Site-built – The house is built entirely on site, except that it may include some factory components such as roof and floor trusses, wall panels, doorframes, etc.

Contiguous Development: development of areas immediately adjacent to one another.

Cottage Housing: means residential units on a lot with a common open space that either: (a) Is owned in common; or (b) has units owned as condominium units with property owned in common and a minimum of 20 percent of the lot size as open space.

Courtyard Apartments: means attached dwelling units arranged on two or three sides of a yard or court.

Critical Areas: include the following areas and ecosystems; wetlands; areas with a critical recharging effect on aquifers used for potable water; fish and wildlife habitat conservation areas; frequently flooded areas; and geologically hazardous areas.

Cultural Resources: evidence of human activity and occupation. Cultural resources include: (a) historic resources which are elements of the built environment typically fifty years of age and older, land maybe buildings, structures, sites, objects, and districts; (b) archaeological resources consist of remains of the human environment at or below the ground surface such as habitation sites; and (c) traditional cultural properties consist of places or sites of human activities which are of significance to the traditions or ceremonies of a culture. Traditional cultural properties do not necessarily have a manmade component and may consist of an entirely natural setting.

Development Regulation(s): the controls placed on development or land use activities by a county or city, including, but not limited to, zoning ordinances, critical areas ordinances, shoreline master programs, official controls, planned unit development ordinances, subdivision ordinances, and binding site plan ordinances together with any amendments thereto. A development regulation does not include a decision to approve a project permit application, as defined in RCW 36.70B.020, even though the decision may be expressed in a resolution or ordinance of the legislative body of the county or city. ~~controls placed on development or land use activities by a county or city, including, but not limited to, zoning ordinances, critical areas ordinances, shoreline master programs, subdivision ordinances, building codes, binding site plan ordinances, together with any amendments thereto.~~ Development regulations are included in the city municipal code and contain the specific regulations and ordinances used to implement the Comprehensive Plan.

Development Standards: controls placed by the city on building or site design and development including parking requirements, floor area allowances, density allowances, minimum lot coverage, and other dimensional standards.

Density: a measure of the intensity of development, generally expressed in terms of dwelling units per acre. It can also be expressed in terms of population density (i.e., people per acre). Density is useful for establishing a balance between potential local service use and service capacities.

Displacement: The process by which a household is forced to move from its community because of conditions beyond their control.

Displacement Risk: The likelihood that a household, business or organization will be displaced from its community.

~~**Duplex Housing:** two attached single-family housing units under single ownership.~~

Duplex: a residential building with two attached dwelling units.

Dwelling Unit: a single unit providing complete independent living facilities for one or more persons, including permanent provisions for living, sleeping, eating, cooking and sanitation.

Emergency Housing: temporary indoor accommodations for individuals or families who are homeless or at imminent risk of becoming homeless that is intended to address the basic health, food, clothing, and personal hygiene needs of individuals or families. Emergency housing may or may not require occupants to enter into a lease or an occupancy agreement.

Exclusion in housing: The act or effect of shutting or keeping certain populations out of housing within a specified area, in a manner that may be intentional or unintentional, but which nevertheless leads to non-inclusive impacts.

Financial Commitment: sources of public or private funds or combinations thereof have been identified which will be sufficient to finance capital facilities necessary to support development and, the assurance that such funds will be put to that end in a timely manner.

Fiveplex: a residential building with five attached dwelling units.

Forest Land: land primarily devoted to growing trees for long-term commercial timber production, including Christmas trees subject to the excise tax imposed under RCW 84.33.100 through 84.33.140, and that has long-term significance for growing trees commercially.

Fourplex: a residential building with four attached dwelling units.

Goal: the long-term end toward which programs or activities are ultimately directed.

Growth Management: a method to guide development in order to minimize adverse environmental and fiscal impacts and maximize the health, safety, and welfare benefits to the residents of the community.

~~**Historic District:** a bounded geographical area that includes multiple historical properties that were voluntarily submitted to local review and compliance. Properties that are not designated as historical may exist within the district as well.~~

~~**Historic Landmarks:** general term for any building, district or archaeological site that is listed on a National Register of Historic Places, Washington Heritage Register, or Local Register.~~

Historic Preservation: the act of preserving the physical structure and the historical meaning of a building or district.

Historic Preservation Commission: a group of individuals appointed by the City Council to manage the preservation process, including entry onto a Local Register and National Register of Historic Places and approval or denial of work permits on historical properties.

Household: a household includes all persons who ~~occupy the single room or group of rooms which constitutes a housing unit.~~ live in the same dwelling.

Householder: The person, or one of the people, in whose name a home is owned, being bought, or rented. If there is no such person present, any household member 15 years old and over can serve as the householder. Two types of householders are distinguished: a family householder and a nonfamily householder. A family householder is a householder living with one or more people related to him or her by birth, marriage, or adoption. The householder and all people in the household related to him are family members. A nonfamily householder is a householder living alone or with nonrelatives only. (Definition from US Census).

Household Income: The sum of the income of all people 15 years and older living in the household. A household includes related family members and all the unrelated people, if any, such as lodgers, foster children, wards, or employees who share the housing unit. A person living alone in a housing unit, or a group of unrelated people sharing a housing unit, is also counted as a household. (Definition from US Census).

Impact Fee: a fee levied by a local government on new development so that the new development pays its proportionate share of the cost of new or expanded facilities required to service that development.

Industrial Use: the activities predominately connected with manufacturing, assembly, processing, or storage of products.

Infrastructure: those man-made structures which serve the common needs of the population, such as sewer disposal systems, potable water wells serving a system, solid waste disposal sites or retention areas, stormwater systems, utilities, bridges, and roadways.

Intensity: a measure of land use activity based on density, use, mass, size, and impact.

Level of Service (LOS): an established minimum capacity of capital facilities or services that must be provided per unit of demand or other appropriate measures of need.

Local Heritage: those lands, sites, structures, trades, cultures, social customs and pieces of information that contributes to an understanding and appreciation of Millwood's history.

Local Register: admission to the local registry is initiated voluntarily by each respective property owner which makes the property subject to local review and compliance. Accepted properties are significant to Millwood because of their documented importance to Millwood's history, architectural history, engineering or cultural heritage.

Local Road: a roadway providing service which is of relatively low traffic volume and speed, short average trip length or minimal through traffic movements.

~~**Manufactured Home:** a single-family dwelling built in accordance with U. S. Department of Housing and Urban Development (HUD) Manufactured Home Construction and Safety Standards (MHCSS) which is a national, preemptive building code and bearing the appropriate insignia.~~

Manufactured Home / Mobile Home: a structure, designed and constructed to be transportable in one or more sections and is built on a permanent chassis and designed to be used as a dwelling with or without a permanent foundation when connected to the required utilities that include plumbing, heating, and electrical systems contained therein. The structure must comply with the national mobile home construction and safety standards (MHCSS) act of 1974 as adopted by chapter 43.22 RCW if

applicable. "Manufactured home" does not include a modular home. A structure which met the definition of a "manufactured home" at the time of manufacture is still considered to meet this definition notwithstanding that it is no longer transportable. Mobile homes were factory built to standards other than MHCSS prior to June 15, 1976.

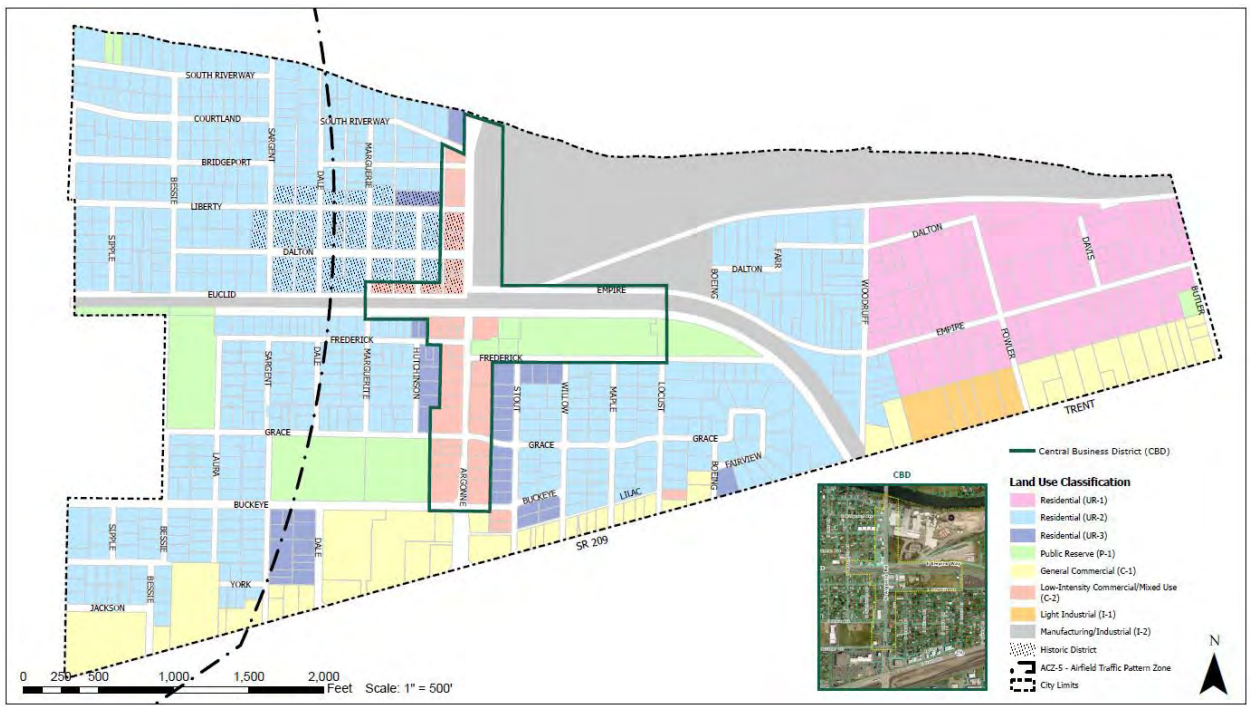
Major Transit Stop: (a) a stop on a high capacity transportation system funded or expanded under the provisions of chapter 81.104 RCW; (b) commuter rail stops; (c) stops on rail or fixed guideway systems; or (d) stops on bus rapid transit routes, including those stops that are under construction.

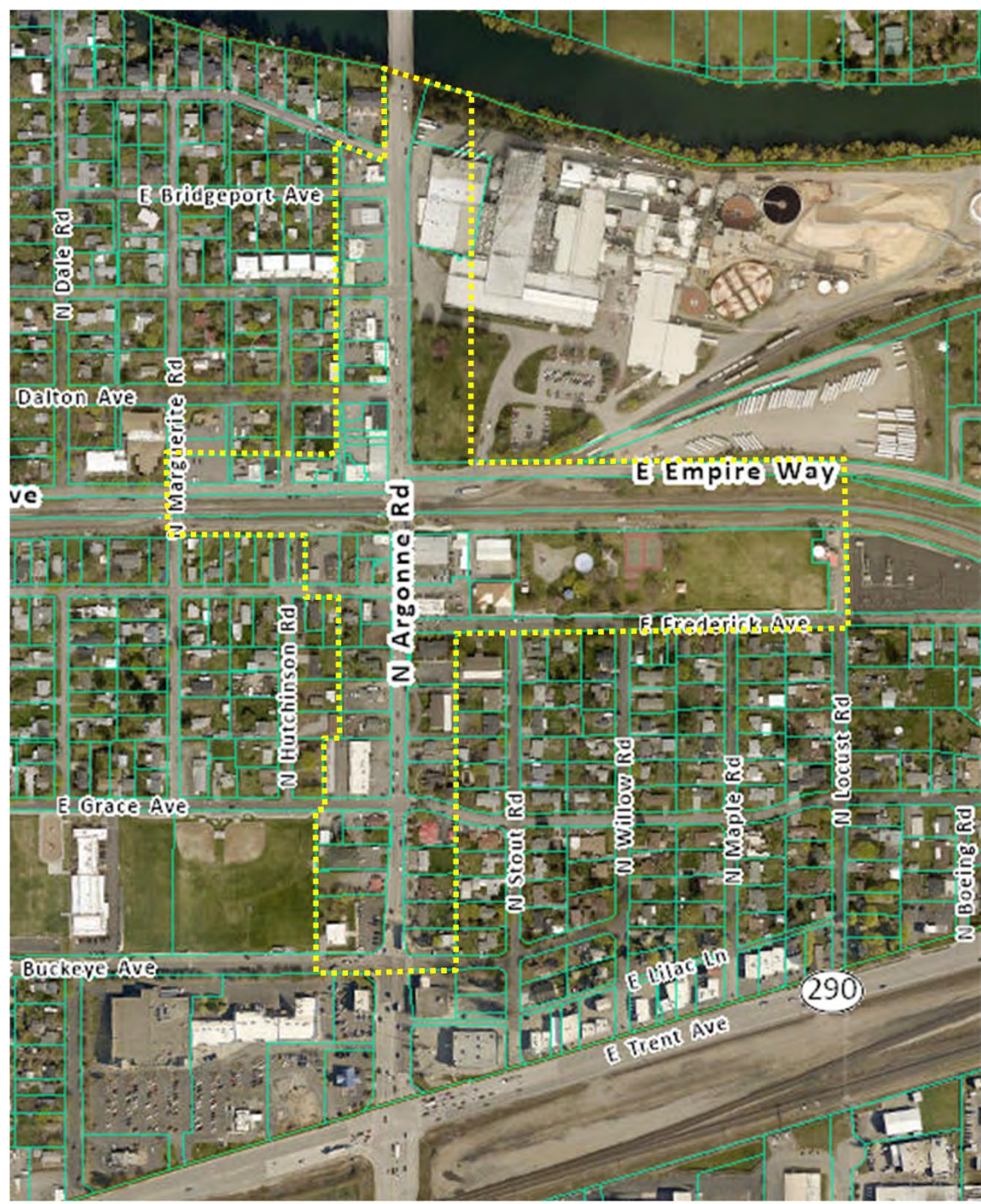
Manufactured Home Park: a parcel under single ownership developed in such a way to allow the placement of two or more individual manufactured homes on a lease or rental basis.

Middle Housing / Missing Middle Housing: buildings that are compatible in scale, form, and character with single-family houses and contain two or more attached, stacked, or clustered homes including duplexes, triplexes, fourplexes, fiveplexes, sixplexes, townhouses, stacked flats, courtyard apartments, and cottage housing.

Millwood Historic District: the historic district in Millwood is generally bounded by Sargent and Argonne, Liberty and Euclid as shown on Figure 7-1 described in Chapter 7 and shown in Map 7-1.

Millwood Central Business District (CBD): The commercial / mixed use area along Argonne Road identified below, which contains small retail, service businesses, offices, mixed-use residential, and city facilities. The CBD may qualify for specific funding and designation options such as WA Main Street Community in coordination with the Millwood Community Association, a 501c3 organization. Millwood's Central Business District includes the Historic Business District.





Mixed-use Development: Mixed-use development is an important component of successful transit-oriented development, traditional neighborhood development, and smart growth/livable community development schemes. Mixed-use developments contain a complementary mix of uses such as residential, retail, commercial, employment, civic and entertainment uses in close proximity - sometimes in the same building. Compatibility issues are addressed through performance standards, transition tools, careful site layout, and building design, rather than by separating uses into single-use zones.

Mixed Use Residential: residential units contained within a building or on the same site as commercial or other non-residential uses in a mixed use development. Mixed Use Residential also includes live-work units.

Mobile Home: a single family residence, transportable in one or more sections that are eight feet or more in width and thirty-two feet or more in length, built on a permanent chassis, designed to be used as a permanent dwelling. Mobile homes were factory built to standards other than MHCS prior to June 15, 1976.

Multi-Family Housing: as used in this plan, multi-family housing is all housing which is designed to accommodate three or more households.

Multi-Family Housing: five or more separate housing units or apartments for residential inhabitants that are contained within one building or several buildings within one apartment complex.

National Register of Historic Places: a listing for the identification and recognition of over 80,000 places in the United States administered through the Department of the Interior by the National Park Service.

Natural Resource Lands: lands not already characterized by urban growth which have long-term commercial significance for the production of agricultural products, timber or minerals.

OFM Medium Level Forecast: The OFM forecasts future populations for planning purposes. The GMA projections present high-, medium- and low-growth expectations for each county. Any projections are statements about the future based on a particular set of assumptions. The GMA medium series is considered the most likely because it represents a future based on assumptions that have been validated with past and current information.

Open Space: undeveloped or underdeveloped land that serves a functional role in the life of the community. This term is subdivided into the following:

- Pastoral or recreational open space areas that serve active or passive recreational needs, e.g., federal, state, regional and local parks, forests, historic sites, etc.
- Utilitarian open space is those areas not suitable for residential or other development due to the existence of hazardous and/or environmentally sensitive conditions, which can be protected through open space designation under, critical areas, airport flight zones, wellhead protection areas, etc. This category is sometimes referred to as “health and safety” open space.
- Corridor or linear open spaces are areas through which people travel, and which may also serve an aesthetic or leisure purpose. This open space is also significant in its ability to connect one residential or leisure area with another.

Owner: any person or entity having the legal rights to sell, lease, or sublease any form of real property.

Peak Hour Volumes: the maximum number of vehicles that goes through a particular point along a roadway for 60 consecutive minutes.

Permanent Supportive Housing (PSH): subsidized, leased housing with no limit on length of stay that prioritizes people who need comprehensive support services to retain tenancy and utilizes admissions practices designed to use lower barriers to entry than would be typical for other subsidized or unsubsidized rental housing, especially related to rental history, criminal history, and personal behaviors. Permanent supportive housing is paired with on-site or off-site voluntary services designed to support a person living with a complex and disabling behavioral health or physical health condition who was experiencing homelessness or was at imminent risk of homelessness prior to moving into housing to retain their housing and be a successful tenant in a housing arrangement, improve the resident's health status, and connect the resident of the housing with community-based health care, treatment, or employment services. Permanent supportive housing is subject to all of the rights and responsibilities defined in chapter 59.18 RCW.

Planning Period: the twenty-year period following the adoption of a comprehensive plan or such longer period as may have been selected as the initial planning horizon by the planning jurisdiction.

Policy: the way in which programs and activities are conducted to achieve an identified goal.

Public Facilities: include streets, roads, highways, sidewalks, street, and road lighting systems, traffic signals, domestic water systems, storm and sanitary sewer systems, parks and recreational facilities, and schools. These physical structures are owned or operated by a government entity which provides or supports a public service.

Public Service: include fire protection and suppression, law enforcement, public health, education, recreation, environmental protection, and other governmental services.

Racially Disparate Impacts: when policies, practices, rules or other systems result in a disproportionate impact on one or more racial groups.

Regional Transportation Plan: the transportation plan for the regionally designated transportation system which is produced by the Regional Transportation Planning Organization.

Right-of-way: land in which the state, a county, or a municipality owns the fee simple title, or has an easement dedicated or required, for a transportation or utility use.

Rural Lands: all lands which are not within an urban growth area and are not designated as natural resource lands having long-term commercial significance for the production of agricultural products, timber, or the extraction of minerals.

Sanitary Sewer System: all facilities, including approved on-site disposal facilities, used in the collection, transmission, storage, treatment, or discharge of any waterborne waste, whether domestic in origin or a combination of domestic, commercial, or industrial waste.

Senior / Age-Restricted Housing: housing generally designated and/or managed for persons over the age of 55, although specific age restrictions may vary.

Shall: the action specified in the statement is mandatory.

Should: the action specified in the statement is discretionary.

~~**Single Family Housing:** a detached housing unit designed for occupancy by not more than one household. This definition does not include manufactured housing or mobile home.~~

Single Family Detached Home / Single Family House: a residence that stands alone, with no shared walls with other structures, designed to be occupied by a single family. This definition does not include manufactured housing or mobile home.

Sixplex: a residential building with six attached dwelling units.

~~**Spokane County's model (T-Model 2):** SRTC's travel demand model contains inventories of existing transportation facilities and of all housing, shopping, and employment in the area. Using the model, transportation planners can estimate future traffic volumes and transit ridership.~~

Spokane County Transportation Benefit Area: Much like a fire or school district, the Public Transportation Benefit Area (PTBA) is a special taxing district established by Washington State for the purpose of providing public transportation. Our PTBA includes the cities of Airway Heights, Cheney, Medical Lake, Millwood, Liberty Lake, Spokane, and Spokane Valley, as well as portions of the unincorporated county surrounding those municipalities.

Spokane Metropolitan Area: as defined by the United States Census Bureau, is an area consisting of Spokane, Stevens, and Pend Oreille Counties in Washington State, anchored by the city of Spokane and its largest suburb, Spokane Valley.

Spokane Regional Transportation Council (SRTC): SRTC plays a lead role in transportation planning within Spokane County. This multi-faceted organization guides how transportation is planned and developed in the region through a continuing, cooperative and comprehensive (3-C) planning process. This includes gathering and analyzing data, creating long-term plans, and using geographic information services to help make informed decisions about transportation. SRTC operates as a Metropolitan Planning Organization (MPO), meaning it oversees transportation planning for urban areas and is also a Regional Transportation Planning Organization (RTPO) focusing on broader regional transportation needs.

SRTC Travel Demand Model: The Travel Demand Model analyzes how people use the regional transportation system and forecasts future travel behavior. The model is used by transportation planners to estimate future traffic volumes and transit ridership and aid in a variety of transportation plans, studies and analyses. Additionally, transportation planners use the model's evaluations to make important investment decisions. The Travel Demand Model also analyzes other modes of travel besides transit such as walking, biking, personal vehicles and carpooling.

STA Moving Forward: On November 8, 2016, voters approved Spokane Transit Authority (STA) Proposition 1, authorizing an increase in local sales and use tax to help fund STA Moving Forward, the 10-year plan to connect people to services, connect workers to jobs, and help advance regional economic development.

Stacked flat: dwelling units in a residential building of no more than three stories on a residential zoned lot in which each floor may be separately rented or owned.

Transportation facilities: includes capital facilities related to air, water, or land transportation.

Transportation Level of Service Standards: a measure which describes the operational condition of the travel stream, usually in terms of speed and travel time, freedom to maneuver, traffic interruptions, comfort, convenience, and safety.

Triplex: a residential building with three attached dwelling units.

Townhouses: buildings that contain three or more attached single-family dwelling units that extend from foundation to roof and that have a yard or public way on not less than two sides.

Urban Growth: refers to growth that makes intensive use of land for the location of buildings, structures, and impermeable surfaces to such a degree as to be incompatible with the primary use of such land for the production of food, other agricultural products, or fiber or the extraction of mineral resources. When allowed to spread over wide areas, urban growth typically requires urban governmental services. "Characterized by urban growth" refers to land having urban growth located on it, or to land located in relation to an area with urban growth on it as to be appropriate for urban growth.

Urban Growth Area: areas within which urban growth shall be encouraged and outside of which growth can occur only if it is not urban in nature, or those other areas designated by a county pursuant to RCW 36.70A.110.

Urban Governmental Services: include those governmental services historically and typically delivered by cities, and include storm and sanitary sewer systems, domestic water systems, street cleaning

services, fire and police protection services, public transit services, and other public utilities associated with urban areas and normally not associated with non-urban areas.

Utilities: facilities or means serving the public by a system or network of wires or pipes with usually permanent connections between the provider and the customer. Included are systems for the delivery of natural gas, electricity, telecommunication services, water, and the disposal of sewage.

Visioning: a process of citizen involvement to determine values and ideals for the future of a community and to transform those values and ideals into manageable and feasible community goals.

Washington Heritage Register: an official listing of historically significant sites and properties found throughout the state. The list is maintained by the Department of Archaeology & Historic Preservation and includes districts, sites, buildings, structures, and objects that have been identified and documented as being significant in local or state history, architecture, archaeology, engineering or culture

Washington State Patrol: The state police agency for the State of Washington

Wetland: areas that are inundated or saturated by surface water or groundwater at a frequency and duration sufficient to support, and that under normal circumstances do support, a prevalence of vegetation typically adapted for life in saturated soil conditions. Wetlands generally include swamps, marshes, bogs, and similar areas. Wetlands do not include those artificial wetlands intentionally created from non-wetland sites, including but not limited to, irrigation and drainage ditches, grass-lined swales, canals, detention facilities, wastewater treatment facilities, farm ponds, and landscape amenities and those wetlands unintentionally created after July 1, 1990, by the construction of a road, street or highway. However, a wetland may include those artificial wetlands intentionally created from non-wetland areas created to mitigate conversion of wetlands.

Will: has the same meaning as the term shall.

Zoning: the delineation of an area by ordinance (text and map) into zones and the establishment of regulations to govern the uses (commercial, industrial, residential) and the location, bulk, height, shape, and coverage of structures within each zone.

Acronyms

ADA Americans with Disabilities Act

ADT Average Daily Traffic

ALEA Aquatic Lands Enhancement Account

ACZ Airfield Compatibility Zones

AOZ Airfield Overlays Zone

AWTP City of Spokane Advanced Wastewater Treatment Plant

BNSF Burlington Northern Santa Fe

BoCC Board of County Commissioners (Section 4.3.1)

CBD Central Business District

CDBG Community Development Block Grant

CFP Capital Facilities Plan

CIP Capital Improvement Program

DSHS Department of Social and Health Services

EPF Essential Public Facility

GA General Aviation

GEG Spokane International Airport

GMA Growth Management Act

GPD Gallons Per Day

GPM Gallons Per Minute

HUD U.S. Department of Housing and Urban Development

ICA State Interagency for Outdoor Recreation

IEPC Inland Empire Paper Company

LOS Level of Service

LWCF Land and Water Conservation Fund

MA Manufactured Home

MPO Metropolitan Planning Organization

MTP Metropolitan Transportation Plan

NFIP National Flood Insurance Program

NPDES National Pollutant Discharge Elimination System

NSC North Spokane Corridor

OCD Office of Community Development

OFM Washington State Office of Financial Management

OHHM Ordinary High-Water Mark
RCW Revised Code of Washington
REET County Real Estate Excise Tax
ROW Right-of-way
RTP Regional Transportation Plan
SCTF Secure Community Treatment Facilities
SEPA State Environmental Policy Act
SFHA Special Flood Hazard Area
SFF Spokane Felts Field
SIA Spokane International Airport
SR State Route (Highway)
SRTC Spokane Regional Transportation Council
STA Spokane Transit Authority
TDM Transportation Demand Management
TIP Transportation Improvement Program
UAC Urban Arterial Connector
UGA Urban Growth Area
UP Union Pacific Railroad
USGS United State Geologic Survey
WAC Washington Administrative Code
WSDOT Washington State Department of Transportation

Resolution No.: 24 - 0348 -

BEFORE THE BOARD OF COUNTY COMMISSIONERS
OF SPOKANE COUNTY, WASHINGTON

IN THE MATTER OF CONSIDERING THE)
RECOMMENDATION OF THE STEERING)
COMMITTEE OF ELECTED OFFICIALS)
REGARDING THE INTIAL FIRST-ROUND)
POPULATION FORECAST AND)
JURISDICTIONAL SPECIFIC POPULATION)
ALLOCATION OF 2026-2046 FOR STUDY)
PURPOSES)

RESOLUTION

WHEREAS, pursuant to the provisions of RCW 36.32.120(6), the Board of County Commissioners of Spokane County, Washington, hereinafter referred to as the "Board," has the care of county property and the management of county funds and business; and

WHEREAS, pursuant to the provisions of Chapter 36.70.040 RCW, the Board has created a Planning Department, hereinafter referred to as the "Department," and a Planning Commission, hereinafter referred to as the "Commission" (Resolution No. 76-698 as amended by Resolution 23-0057); and

WHEREAS, pursuant to RCW 36.70A.210, the Steering Committee of Elected Officials ("Steering Committee") was established by interlocal agreement (Resolution 1994-1686, and as amended thereafter from time to time) to assist in the development of the Countywide Planning Policies and perform other duties, including but not limited to providing recommendations to the Board of County Commissioners on the same; and

WHEREAS, the Planning Technical Advisory Committee (PTAC), consisting of technical staff from the various jurisdictions, is tasked with providing a report and recommendation to the Steering Committee on proposed amendments to the Countywide Planning Policies; and

WHEREAS, pursuant to the provisions of chapters 36.70 and 36.70A RCW, the Board adopted a Comprehensive Plan for Spokane County on November 5, 2001 (Board Resolutions 1-1059 and 1-1060), which has been thereafter amended from time to time; and

WHEREAS, pursuant to the provisions of chapters 36.70 and 36.70A RCW, the Board, on May 25, 2004, under Spokane County Resolution No. 04-0461, adopted a new Zoning Code to implement the goals and policies of the Comprehensive Plan, said regulation becoming effective June 1, 2004, which has been thereafter amended from time to time; and

WHEREAS, in accordance with RCW 36.70A.130, the county must review and update its comprehensive plan and development regulations every ten years, with the next update due by 2026; and

WHEREAS, pursuant to RCW 36.70A, the county and the cities within it must update their comprehensive plans based on a countywide population for the 20-year planning period as projected by the Office of Financial Management; and

WHEREAS, as the regional government, the county is tasked with the adoption of the Countywide Planning Policies, a part of which includes the adoption of the Countywide Population Projection as well as sub-allocations of population to the cities within the county; and

WHEREAS, the Board of County Commissioners of Spokane County passed and adopted resolution number 24-0180 on March 26th, 2024, adopting the preliminary countywide population allocation set at 654,665 by the Washington State Office of Financial Management for the purposes of further study by the county and constituent communities in planning for future growth and population allocations as required by the GMA; and

WHEREAS, the county has not yet undertaken a full SEPA analysis of the impact of the adoption of a certain population number but desires to study the same; and

WHEREAS, the adoption of a number for study purposes is exempt under SEPA (WAC 197-11-800(17)); and

WHEREAS, WAC 365-196-310(4) suggests the consideration of suballocations to jurisdictions for planning purposes, especially with respect to setting or adjusting Urban Growth Areas, and

WHEREAS, the SCEO held a public hearing on the proposed initial first-round population forecast and jurisdictional specific allocations on May 15, 2024, and after consideration and deliberation, unanimously voted to recommend to the Board of County Commissioners the initial first-round population forecast and jurisdictional specific allocations for planning purposes regarding the planning period of 2026-2046 for use by the County and constituent jurisdictions in planning for future growth and jurisdiction specific population allocations as required by the GMA and as set forth in **(Attachment A)**; and

WHEREAS, the Board of County Commissioners received the SCEO recommendation on May 11, 2024, and set June 18, 2024, to consider the same; and

WHEREAS, at the June 18, 2024, open public meeting the Board considered the recommendation of the SCEO, and the Department filed and voted on whether to adopt the same for study purposes.

NOW THEREFORE BE IT RESOLVED, the Board hereby adopts the initial first-round population forecast and jurisdictional-specific allocations regarding planning period of 2026-2046 for the purposes of further study as set forth in **(Attachments A)**, and incorporates the analysis set forth in Attachment A as if fully set forth herein.

PASSED AND ADOPTED this 18th day of June, 2024.

BOARD OF COUNTY COMMISSIONERS
OF SPOKANE COUNTY, WASHINGTON

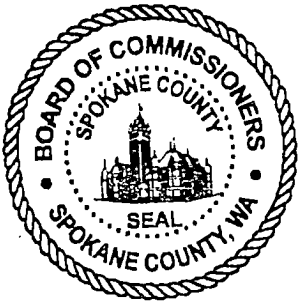
Mary L. Kuney
Mary L. Kuney, Chair

Josh Kerns
Josh Kerns, Vice-Chair

Al French
Al French, Commissioner

Amber Waldref
Amber Waldref, Commissioner

Chris Jordan
Chris Jordan, Commissioner



ATTEST:

Ginna Vasquez
Ginna Vasquez, Clerk of the Board

Attachment A
Steering Committee of Elected Officials 2026-2046
Initial Jurisdictional Population Allocation
Recommendation

SPOKANE COUNTY STEERING COMMITTEE OF ELECTED OFFICIALS

1026 W Broadway • Spokane WA 99260-0170 • 509.477.1500 • bphelp@spokanecounty.org

May 15, 2024

Mary Kuney, Chair
Spokane County Board of County Commissioners
1026 W. Broadway Ave.
Spokane, WA 99260

RE: Steering Committee of Elected Officials Recommendation for the 2026-2046 Spokane County Initial Jurisdictional Population Allocation

Chair Kuney and Commissioners,

As required by the Spokane County Interlocal Agreement titled Growth Management Act (GMA Joint Planning) Section 3 D, I am forwarding the recommendation of the Steering Committee of Elected Officials (SCEO) regarding the adoption of the Spokane County Initial Jurisdictional Population Allocation for the planning period of 2026-2046 for use by the County and constituent communities in planning for future growth and population allocations under the GMA.

The SCEO held a public hearing on the proposed amendment on May 15, 2024, and considered comments from the Planning Technical Advisory Committee (PTAC). There was no public comment or testimony in favor of or against the proposed amendment.

After deliberation, the Steering Committee unanimously recommended approval of the proposed Spokane County 2026-2046 Initial Jurisdictional Population Allocation for use in each constituent's 2026 comprehensive plans, as described in the attached PTAC report.

Sincerely,



Kevin Freeman, Mayor of Millwood,
Chair, Spokane County Steering Committee of Elected Officials

First-Round Population Forecast and Allocation

PLANNING TECHNICAL ADVISORY COMMITTEE (PTAC)

Report and Recommendation to the Steering Committee of Elected Officials

Periodic Update under the Growth Management Act, 2026 to 2046

Written and Recommended by PTAC, February 2024

Introduction

Following several months of discussion and analysis, the Planning Technical Advisory Committee (PTAC) recommends the following first-round allocation of population in Spokane County through the year 2046. This proposal, if recommended by the SCEO and adopted by the Board of County Commissioners, would constitute an initial allocation of future population that each jurisdiction would use to begin comprehensive planning pursuant to the requirements of the Growth Management Act (GMA).

The full recommendation is summarized on the last page of this report (page 6).

Base Assumptions—Countywide Population Forecast

All the following analysis and recommendations utilize the medium forecast for 2046 provided by the Washington Office of Financial Management (OFM) in 2022. PTAC assumes that this will be the selected countywide growth forecast, but as of the writing of this report the Board of County Commissioners (BOCC) has not adopted that number as the official forecast. If, perchance, BOCC adopts a different forecast for the County, the recommendation provided in this memo will have to be adjusted accordingly.

Multiple Methods Considered

GMA requires that Counties and the jurisdictions undertake a regional effort to apportion the overall countywide population growth to each of the jurisdictions. While considering how best to do this, PTAC formed a subcommittee of volunteers from among its membership. The subcommittee analyzed and considered several methods that could be used to determine how each jurisdiction might grow. These included:

- A trend created from OFM total population estimates.
- A trend created from annual growth rates (OFM-reported).
- Outputs from the Spokane Regional Transportation Council (SRTC) Land Use Allocation Tool.
- A trend created from American Community Survey/Census reported populations.

After careful consideration of the results, statistical reliability, and relative accuracy of the trends created, PTAC recommends the use of historic OFM population estimates to generate population trends for each jurisdiction.

To generate a trend for each jurisdiction, OFM-reported total population for each jurisdiction from 2010 until 2023 were used to calculate a unique linear trend for each jurisdiction. Those trends were used to forecast total population out to 2046, indicating what proportion, or “share,” of the growth should be allocated to each jurisdiction.

Identified Shortfalls and Opportunities in OFM Trend Data

The resulting trend is entirely informed by actual past growth experienced by each jurisdiction rather than conjecture or projections based on less specific data. This approach has the added value of utilizing a data source strongly supported and recommended by the State Department of Commerce and one used by many other counties and cities throughout the state. While past growth is the most stable, statistically supported method for projecting data into the future, it comes with a few shortfalls:

- Recent events like the COVID pandemic and efforts by many jurisdictions in the past few years to foster greater residential development will not be reflected in the trend. Nor will changes to the development environment anticipated by House Bill 1110 and other similar GMA amendments passed in recent years.
- OFM-reported populations are primarily informed by development permits issued by each jurisdiction. Accordingly, consideration of remaining land supply and infrastructure capacity are not factored into the trend, only actual historic development.
- High growth in larger communities in Spokane coupled with slower growth in a few smaller communities resulted in negative projections for three jurisdictions: Fairfield, Latah, and Spangle. The consensus of the PTAC subcommittee is that this is an artifact of the trend calculations—PTAC does not actually expect those communities to shrink between now and 2046. See later in this memo for how this negative result was adjusted by PTAC.

A Two-Step Process for Allocation—Both Past and Present Factors

It is generally agreed that the allocation of population in Spokane County should be informed not only by mathematical trends but also by real-world conditions and the policy framework of each community. To that end, PTAC recommends a two-step process:

FIRST ROUND: Initial population allocation based on historic population trends.

SECOND ROUND: Adjusted final population allocation informed by each jurisdictions’ Land Capacity Analysis and other sources.

While the exact process for the second-round allocation is still under discussion by the PTAC, factors that are expected to inform the second-round allocation include:

- Past Growth Patterns
- Infrastructure Considerations (Capital Facility Plans, water studies, sewer studies)
- New Requirements of the Growth Management Act (HB 1220, etc.)
- Jurisdictional Feedback
- Proximity to Employment

Accordingly, the initial first-round allocation provided in this report is only a first step in an iterative process. These growth allocations are expected to change through a collaborative cross-jurisdictional discussion once each community has completed their capacity analyses and other studies.

Ensuring a Medium OFM Projection Countywide

When the results of this method were added together, the countywide population in 2046 exceeded the medium OFM population for the entire county. Accordingly, the results of the various linear trends were “normalized” to ensure that the sum of all populations in 2046 matched the medium OFM population trend. Essentially, the trends for all jurisdictions were adjusted very slightly downward to ensure that the sum of all populations conformed to the OFM Medium population.

The only jurisdiction that did not receive this normalization was Medical Lake, where normalization would result in a zero-growth projection. For Medical Lake, the raw trend was used without normalization, resulting in a very small rate of growth (see the following tables).

Negative Trends

For the purposes of the first round, PTAC recommends that the three communities showing negative trends (Fairfield, Latah, and Spangle) be manually adjusted to assume zero change, at least for the first round. PTAC feels that it is unlikely these communities will shrink over time, given the current OFM projections for countywide growth. However, lacking better information as to what growth they might expect, manual adjustment is helpful in that it allows time for these three communities to consider their growth potential from other sources before the final second-round allocation is completed. Once those analyses are complete, these numbers will likely rise during the second-round allocation.

First-Round Population Allocation

The table below (Table 1) presents the results of the trend for each jurisdiction, including the corrections and normalization discussed above. The 2023 OFM estimated population for each jurisdiction is shown as well for general information. As discussed above, these numbers are expected to change somewhat in the second round, as more is learned about each jurisdiction's ability/willingness to grow to this degree and their infrastructure/land capacity. However, this result provides a useful first step in regional and local growth planning.

Table 1: TREND RESULTS - FIRST ROUND						
Jurisdiction	2023 Baseline TOTAL		2046 Allocation -- RECOMMENDATION TOTAL		GROWTH	
	Total Population	% of Total	Total Population	% of Total	New Population by 2046	% of All County Growth
Spokane County (Whole)	554,600	100.00%	654,665	100.00%	100,065	100.00%
Unincorporated County (inclusive)	163,390	29.46%	198,626	30.34%	35,236	35.21%
Unincorporated Outside UGA Only	93,934	16.94%	98,642	15.07%	4,708	4.70%
Unincorporated Inside UGA Only	69,456	12.52%	99,984	15.27%	30,528	30.51%
Incorporated Spokane County (sum)	391,210	70.54%	456,039	69.66%	64,829	64.79%
Airway Heights	11,280	2.03%	17,945	2.74%	6,665	6.66%
Cheney	13,160	2.37%	16,535	2.53%	3,375	3.37%
Deer Park	4,925	0.89%	6,290	0.96%	1,365	1.36%
Fairfield	600	0.11%	600	0.09%	0	0.00%
Latah	185	0.03%	185	0.03%	0	0.00%
Liberty Lake	13,150	2.37%	21,934	3.35%	8,784	8.78%
Medical Lake	4,915	0.89%	5,159	0.79%	244	0.24%
Millwood	1,925	0.35%	1,974	0.30%	49	0.05%
Rockford	570	0.10%	636	0.10%	66	0.07%
Spangle	280	0.05%	280	0.04%	0	0.00%
Spokane	232,700	41.96%	256,057	39.11%	23,357	23.34%
Spokane Valley	107,400	19.37%	128,313	19.60%	20,913	20.90%
Waverly	120	0.02%	131	0.02%	11	0.01%
Source	OFM	CALC	CALC	TREND	CALC	CALC
Notes: UGA = Urban Growth Area, OFM = Office of Financial Management population estimate, CALC = Calculated Value, "inclusive" = includes both inside and outside the UGA						

Comparison of Previous and New Allocations

The last time the County and Cities were asked to adopt a population allocation was during the 2017 Comprehensive Plan Update process. Since that time, growth in the County has generally outstripped the projections provided by OFM. Accordingly, the new countywide OFM projection provided by OFM assumes somewhat higher overall growth in Spokane County than before, in line with the actual growth seen between 2017 and 2023. In other words, OFM has corrected for the error in the previous forecast.

Because the growth expected in the future is significantly greater than last round, it is more useful to compare the share of overall growth allocated to each jurisdiction rather than the numerical growth in people. As shown in **Table 2** below, the overall share of growth that each jurisdiction is expected to accommodate has not changed significantly since the 2017 updates, save for the unincorporated UGA and the unincorporated rural areas outside the UGA.

Jurisdiction	2017 UPDATE CYCLE			2026 UPDATE CYCLE			COMPARISON	
	CURRENT	FUTURE		CURRENT	FUTURE			
	2017 Population	Growth through 2037	Share of County Growth	2023 Population	Growth through 2046	Share of County Growth	Share is Higher or Lower?	Change in Share %
Spokane County (Whole)	499,348	84,061	100.00%	554,600	100,065	100.00%		
Unincorporated County (inclusive)	144,903	31,877	37.92%	163,390	35,236	35.21%	Lower	-2.71%
Unincorporated Outside UGA Only	91,010	17,653	21.00%	93,934	4,708	4.70%	Lower	-16.30%
Unincorporated Inside UGA Only	53,893	14,224	16.92%	69,456	30,528	30.51%	Higher	13.59%
Incorporated Spokane County (sum)	354,445	52,184	62.08%	391,210	64,829	64.79%	Higher	2.71%
Airway Heights	9,071	5,226	6.22%	11,280	6,665	6.66%	Higher	0.44%
Cheney	11,827	2,949	3.51%	13,160	3,375	3.37%	Lower	-0.14%
Deer Park	4,110	1,215	1.45%	4,925	1,365	1.36%	Lower	-0.08%
Fairfield	620	40	0.05%	600	0	0.00%	Same	-0.05%
Latah	195	0	0.00%	185	0	0.00%	Same	0.00%
Liberty Lake	9,780	6,129	7.29%	13,150	8,784	8.78%	Higher	1.49%
Medical Lake	5,072	970	1.15%	4,915	244	0.24%	Lower	-0.91%
Millwood	1,808	139	0.17%	1,925	49	0.05%	Lower	-0.12%
Rockford	470	0	0.00%	570	66	0.07%	Higher	0.07%
Spangle	281	7	0.01%	280	0	0.00%	Lower	-0.01%
Spokane	215,839	20,859	24.81%	232,700	23,357	23.34%	Lower	-1.47%
Spokane Valley	95,264	14,650	17.43%	107,400	20,913	20.90%	Higher	3.47%
Waverly	108	0	0.00%	120	11	0.01%	Higher	0.01%
Source	SCEO	SCEO	CALC	OFM	PTAC	CALC	CALC	CALC
Notes: UGA = Urban Growth Area, CALC = Calculated Value, PTAC = Round One Population Allocation Recommendation (see Table 1 above), "inclusive" = includes both inside and outside the UGA, SCEO = Steering Committee of Elected Officials Report, Population Forecast and Allocation, November 2015.								

As **Table 2** shows, most jurisdictions can expect very similar shares of future growth compared the previous comprehensive plan update process. Most shares would change less than two percent, except for Spokane Valley which indicates slightly more than a four percent increase in share.

Of note, the share of growth expected in the Unincorporated UGA and Unincorporated Outside the UGA areas differs more than 13 percent when comparing the 2017 and 2024 cycles. The assumption during the 2017 update cycle was that more growth would occur in the rural areas outside the UGA than in the unincorporated UGA. However, growth reported by OFM since 2020 has been significantly higher in the unincorporated UGA areas than in the rural areas. By using historic population to create trends for these areas, the recommended allocation for this round corrects that inconsistency and allocates much more growth to the unincorporated UGA than to the rural areas. The trend utilized by PTAC to form this first-round recommendation made this adjustment naturally without the need for any manual adjustment of the projection—development since 2017 was truly higher inside the UGA than outside it, creating a higher projected growth trend.

Conclusion & Recommendation

In consideration of the data and analysis described above, the PTAC recommends to the SCEO the following:

1. Approve a First Round Population Allocation for Spokane County and its jurisdictions based on the following share of future growth through 2046:

Jurisdiction	% of Future Growth	Additional Population in 2046	Total Population in 2046
Spokane County (Whole) ¹	100.00%	100,065	654,665
Unincorporated County (inclusive)	35.21%	35,236	198,626
Unincorporated Outside UGA Only	4.70%	4,708	98,642
Unincorporated Inside UGA Only	30.51%	30,528	99,984
Incorporated Spokane County (sum)	64.79%	64,829	456,039
Airway Heights	6.66%	6,665	17,945
Cheney	3.37%	3,375	16,535
Deer Park	1.36%	1,365	6,290
Fairfield ²	0.00%	0	600
Latah ²	0.00%	0	185
Liberty Lake	8.78%	8,784	21,934
Medical Lake	0.24%	244	5,159
Millwood	0.05%	49	1,974
Rockford	0.07%	66	636
Spangle ²	0.00%	0	280
Spokane	23.34%	23,357	256,057
Spokane Valley	20.90%	20,913	128,313
Waverly	0.01%	11	131
Notes:	¹ The Spokane County number represents the medium OFM projection for Spokane County, expected to be adopted by the BOCC in a meeting in the first quarter of 2024. It is not a part of this recommendation. ² It is not expected that the growth for these three jurisdictions will remain at zero through the final allocation.		

2. Ask each Jurisdiction to provide input to the PTAC on their capacity and ability to serve this amount of growth as well as any known or reasonably expected development that might change the population they can expect to accommodate within 20 years, after which PTAC will provide any recommended changes to the table above to achieve a final recommended allocation.

Joint City Council & Planning Commission Meeting 12/10/24

*Periodic Update Community
Survey Results Summary*






Comprehensive Plan & Development Regulations Periodic Update 2026








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




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Meeting Agendas & Minutes

2026 Periodic Update

Hard copies are also available at City Hall or contact City Hall at 509-924-0960 to have one mailed to you.

Please Complete Community Survey

Go to Periodic Update webpage for a link to complete the survey
or follow survey QR code with your mobile phone!



[Click Here to Complete the Community Survey!](https://forms.gle/GZiebm4TC3heDV7A)

(<https://forms.gle/GZiebm4TC3heDV7A>)

Community survey hard copies are also available at City Hall or contact City Hall at 509-924-0960 to have one mailed to you.

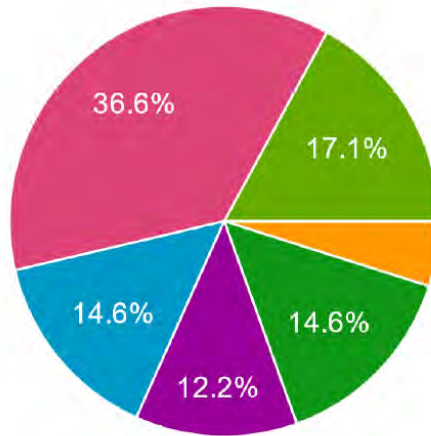
[Click here to view the Periodic Update - Community Survey flyer](#)

Available September 12th - October 23rd

- Advertised at Millwood Daze
- Sent out by email to interested parties (sign up sheet) & community groups
- Posted on community boards
- Periodic Update webpage
- Social media posts & reminders
- Flyer in October water bill
- Included in City newsletter
- Hard copies available at City Hall - mailed out as needed

How old are you?

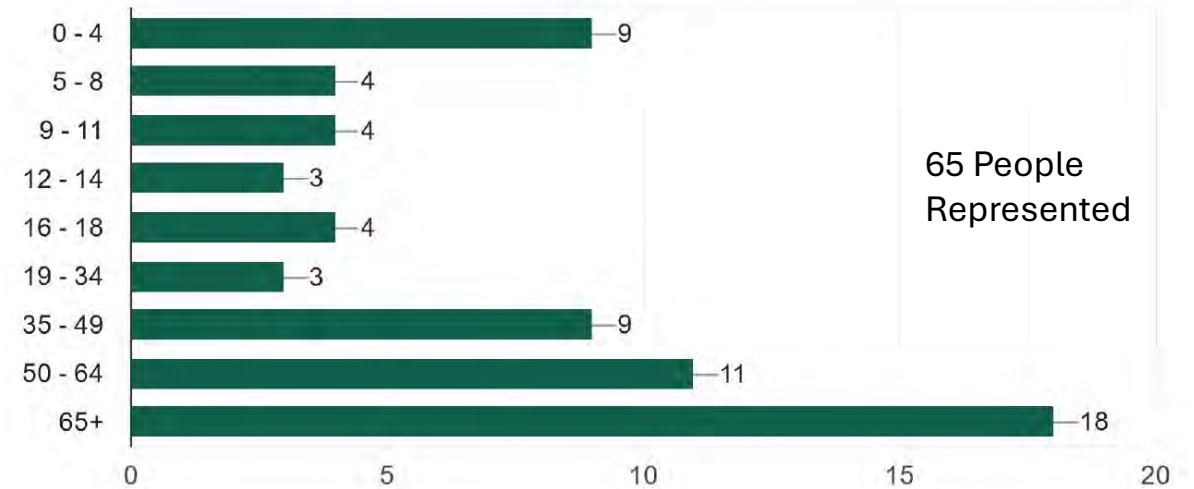
41 responses



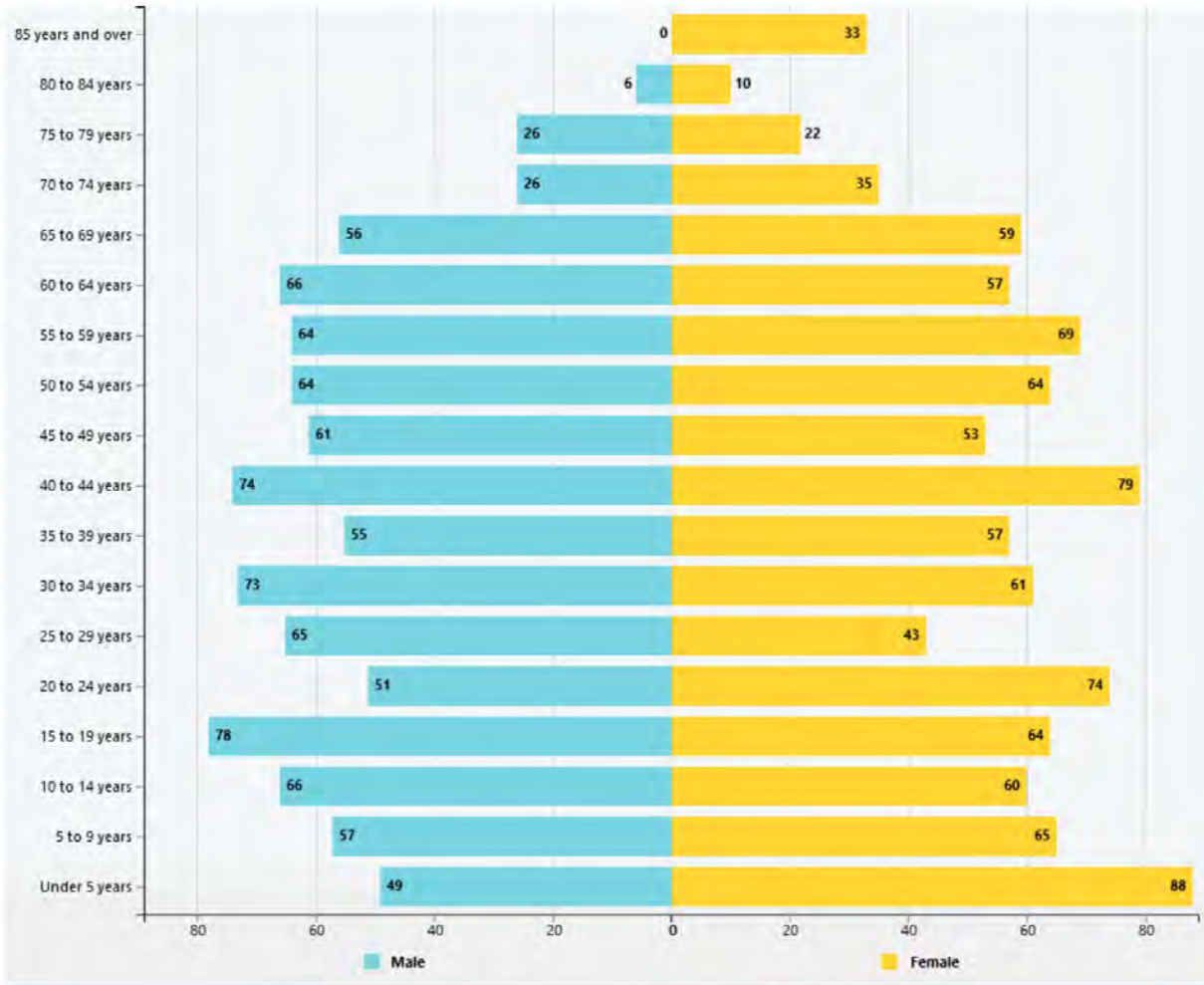
- Under 18
- 18 - 24
- 25 - 34
- 35 - 44
- 45 - 54
- 55 - 64
- 65 - 74
- 75+

Which of the following age categories make up your household (including yourself)?

41 responses



Community Survey Response to Millwood Demographics Comparison



Source: 2022 American Community Survey (ACS) 5 Year Estimates

Category	Millwood 1,930	Survey 41 Respondents
Seniors 65+	14.1%	53.7%
55 - 64	13.3%	14.6%
45 - 54	12.5%	12.2%
35 - 44	13.7%	14.6%
25 - 34	12.5%	4.9%
24 & Younger	33.8%	0%

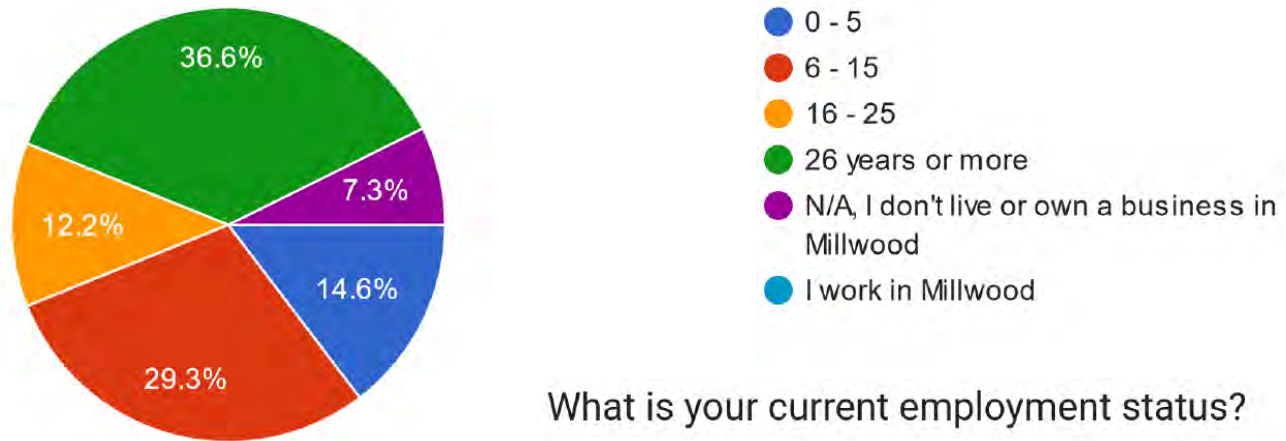
Responses were heavier from Seniors 65+ and lighter from age 34 or younger compared to Millwood demographics; however all age groups were represented in households.

Survey was representative of Millwood.

Imagine Millwood, Stakeholder Interviews, etc. will also be utilized to gather input

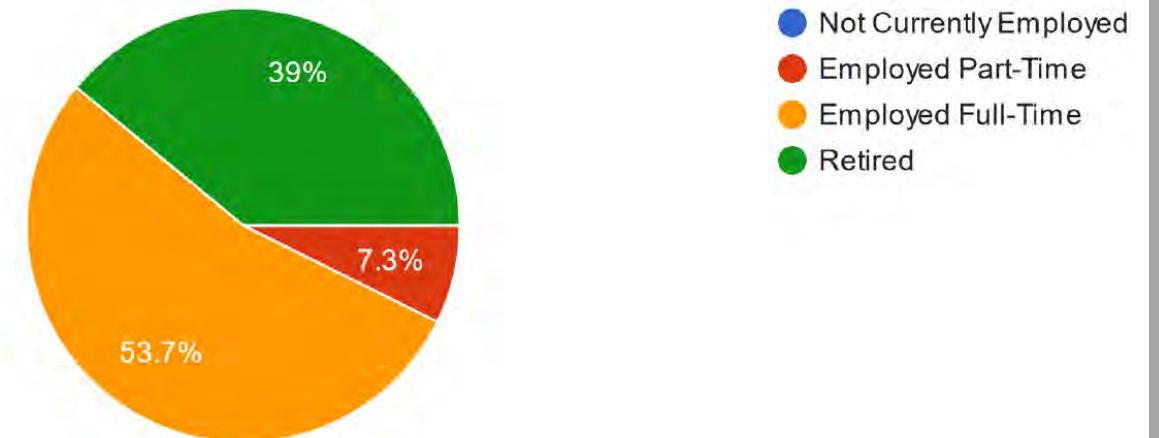
How many years have you lived or owned a business in Millwood?

41 responses



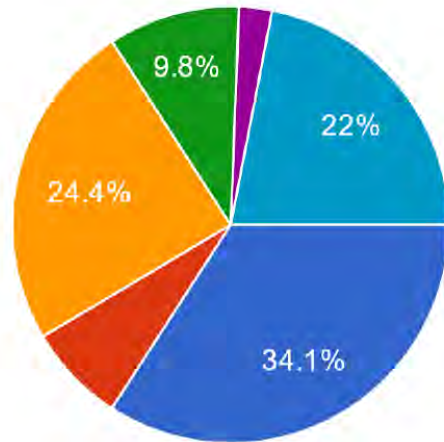
What is your current employment status?

41 responses



Where does your work primarily take place?

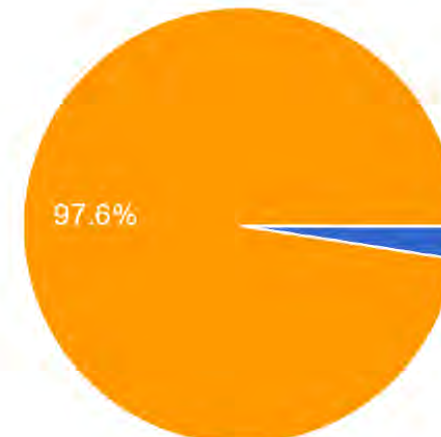
41 responses



- N/A - not currently employed or retired
- Within City of Millwood
- Neighboring Municipalities (Spokane Valley, Liberty Lake, Spokane, etc.)
- Within Greater Spokane County (15+ miles away from home)
- Outside Spokane County
- From home / remote work, including hybrid

What is your primary mode of transportation?

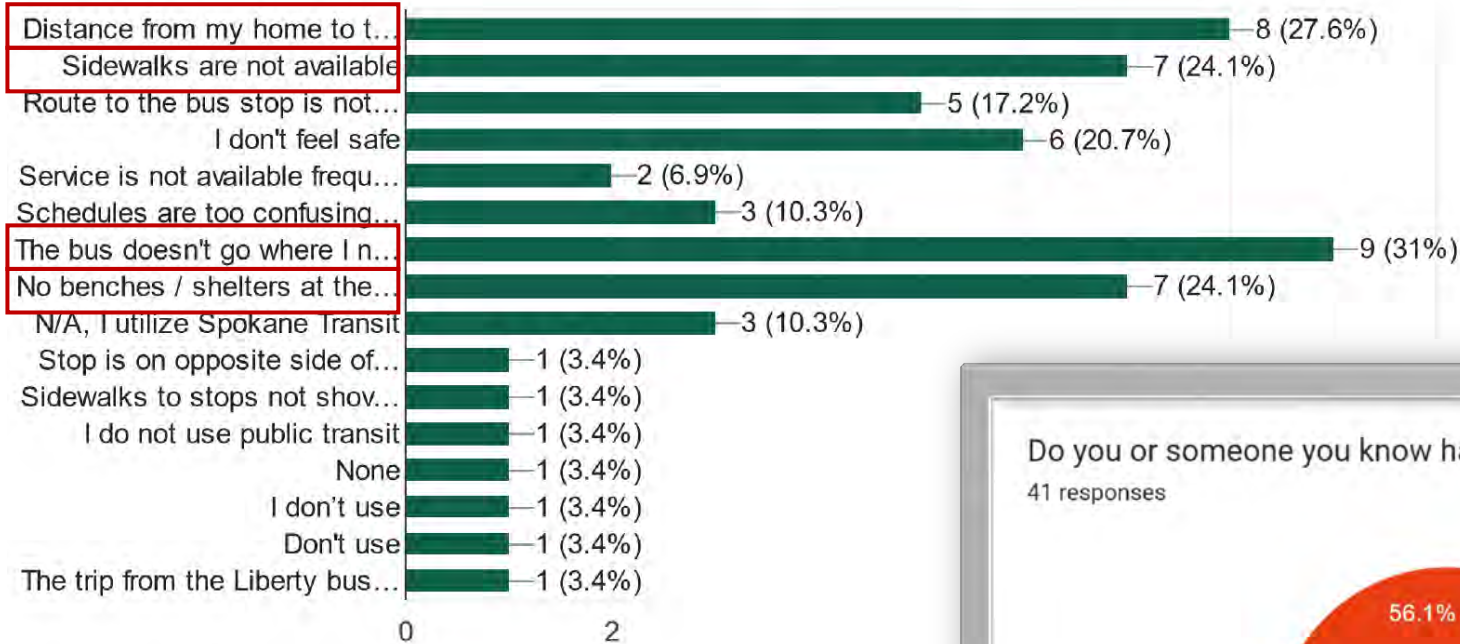
41 responses



- Walking
- Biking
- Personal Vehicle
- Rideshare
- Public Transit

Fixed route public transit is available in Millwood through Spokane Transit. Do any of the following make it difficult to utilize public transit? (Check all that apply)

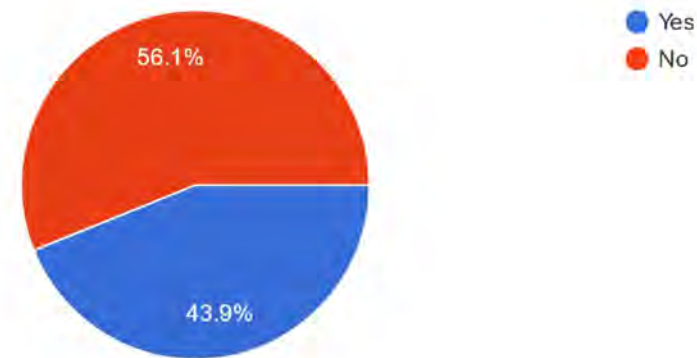
29 responses



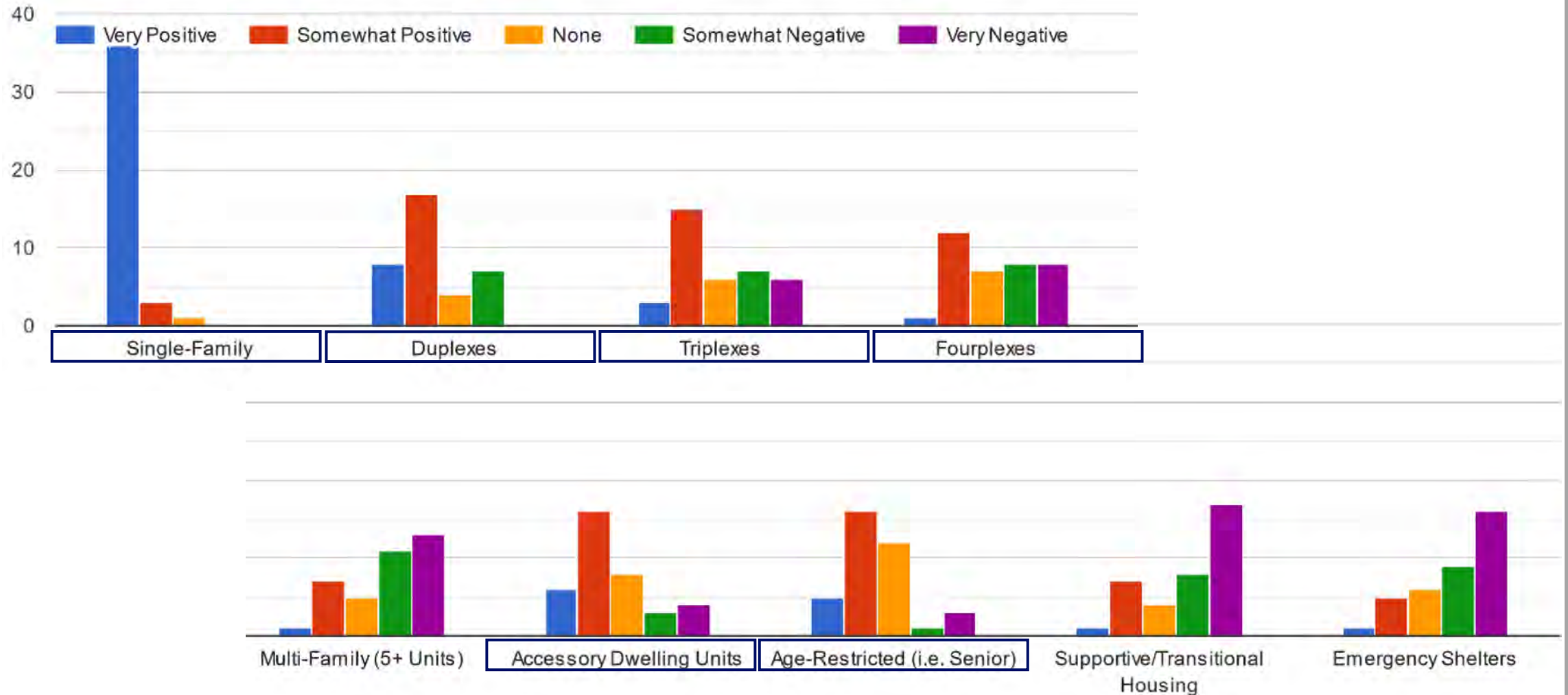
1. Bus doesn't go where I need to go
2. Distance from my home to the nearest bus stop is too far
3. Lacking infrastructure - no sidewalks or no benches / bus shelters at the bus stop

Do you or someone you know have concerns about housing affordability in Millwood?

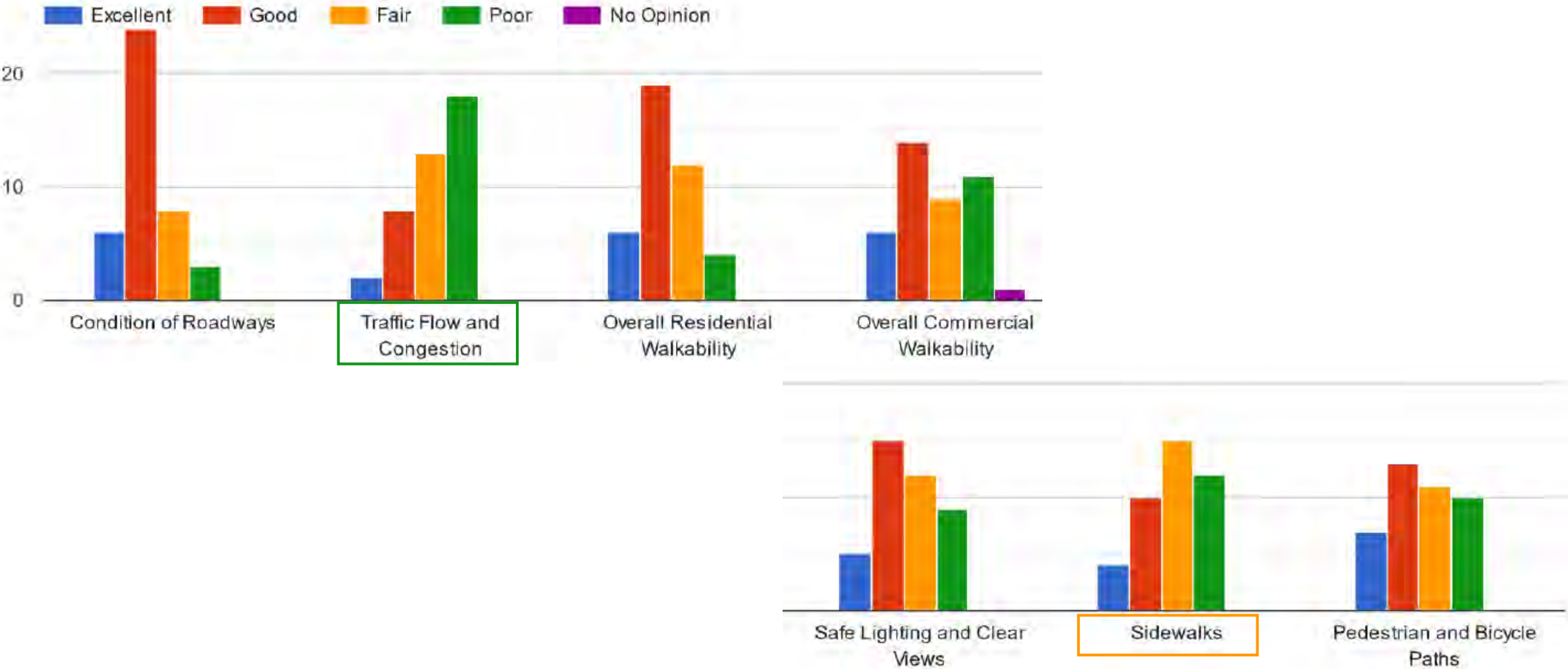
41 responses



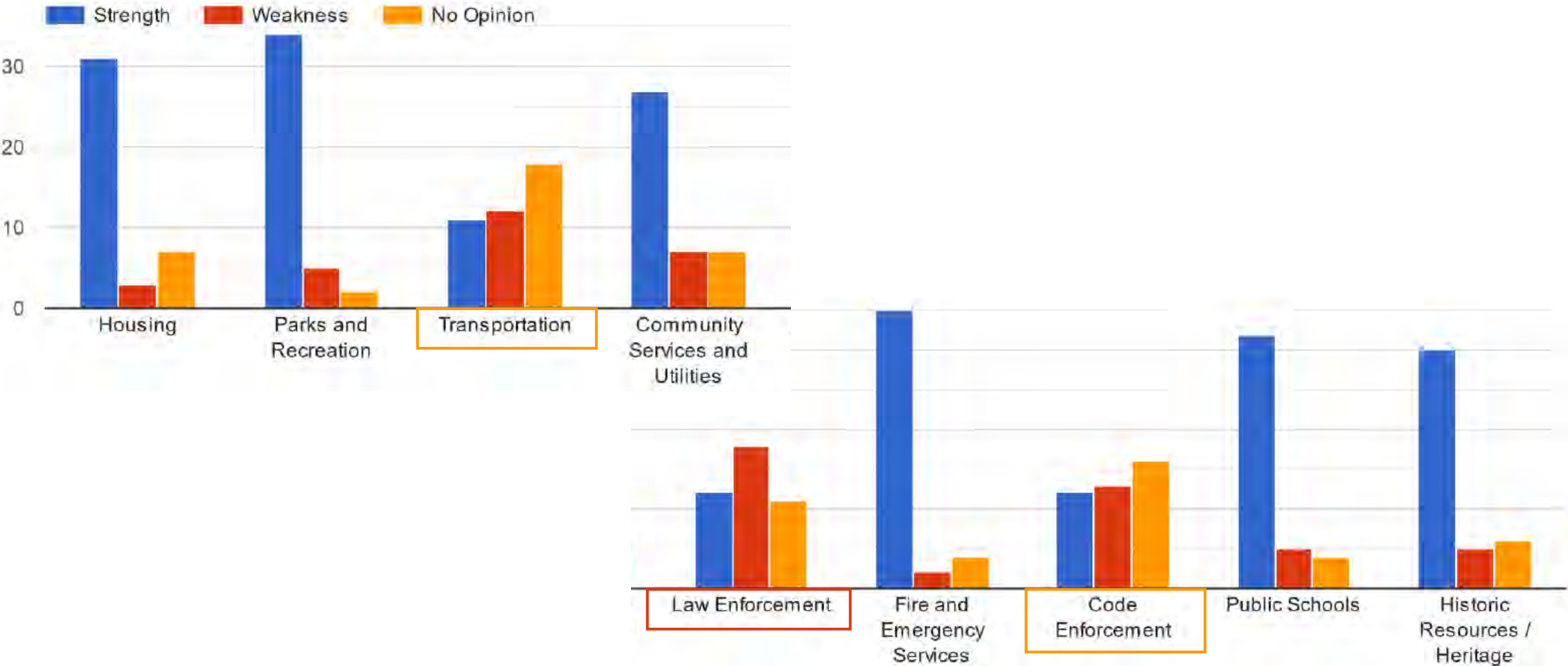
**WA State legislation now requires the City of Millwood to plan for multiple housing types and incomes.
What impact do you believe the following residential development types have on Millwood?**



How would you rate the quality of the following transportation conditions?

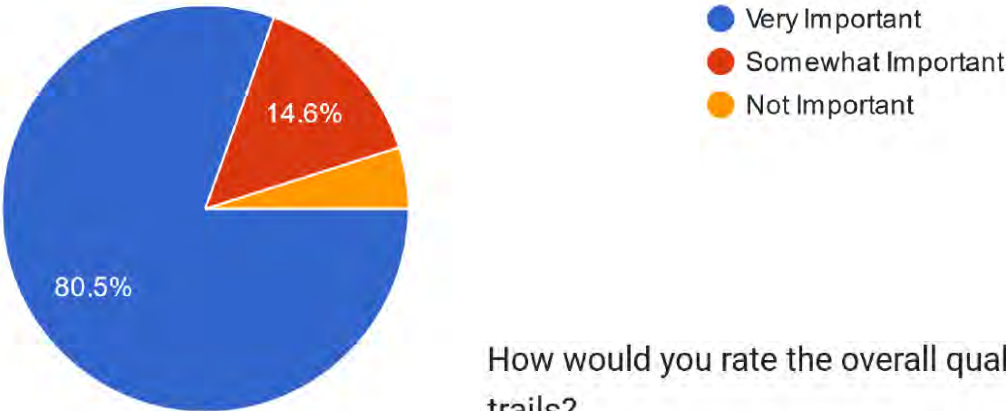


Which of the following are Millwood's strengths and weaknesses?

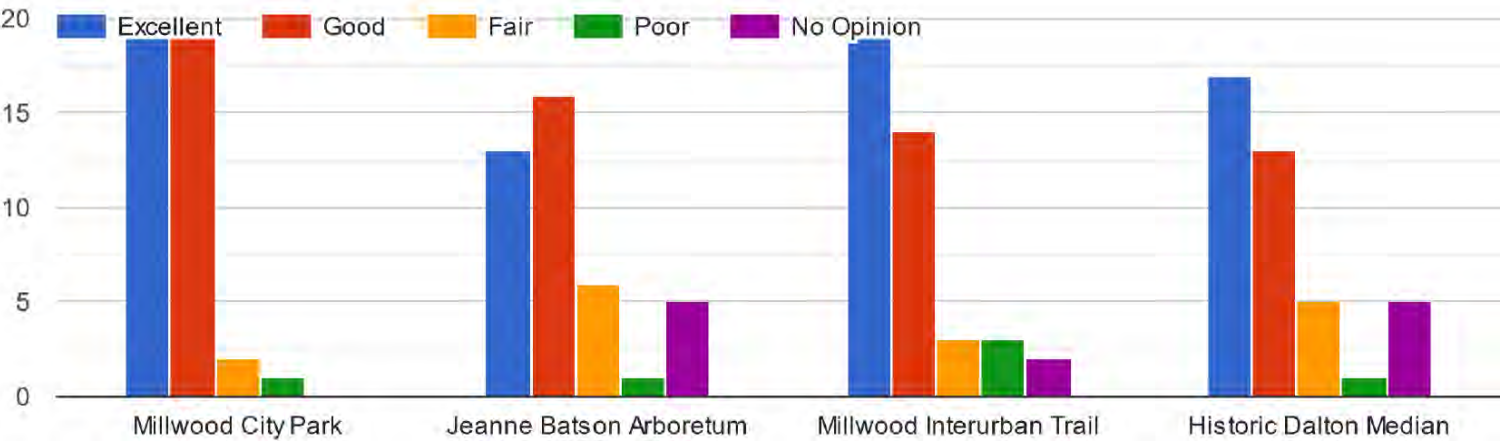


How important is access to parks, recreation, open space, and trails within the City of Millwood?

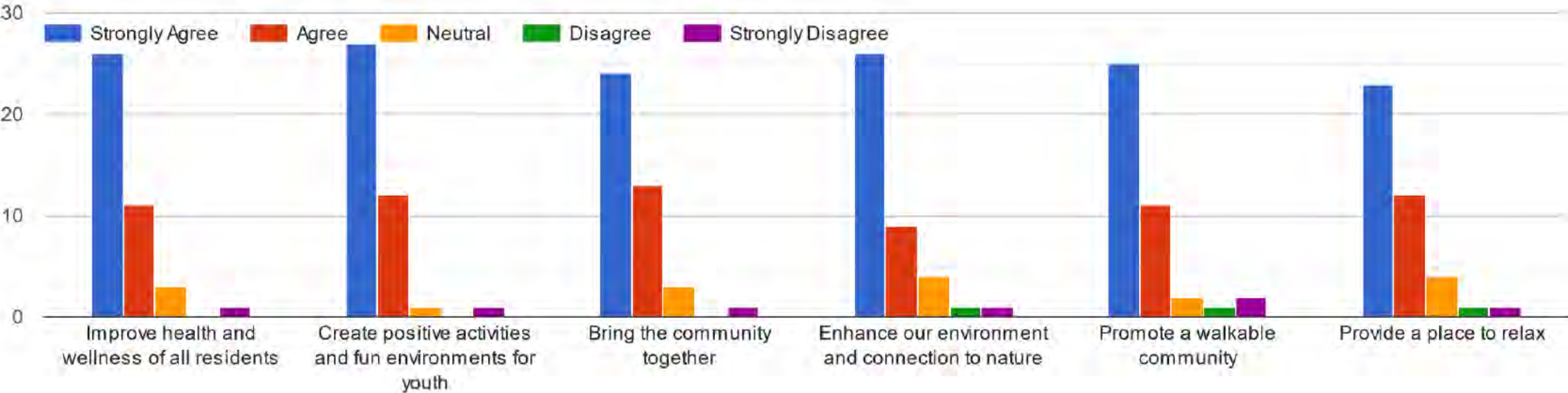
41 responses



How would you rate the overall quality and maintenance of City of Millwood parks, open space, and trails?

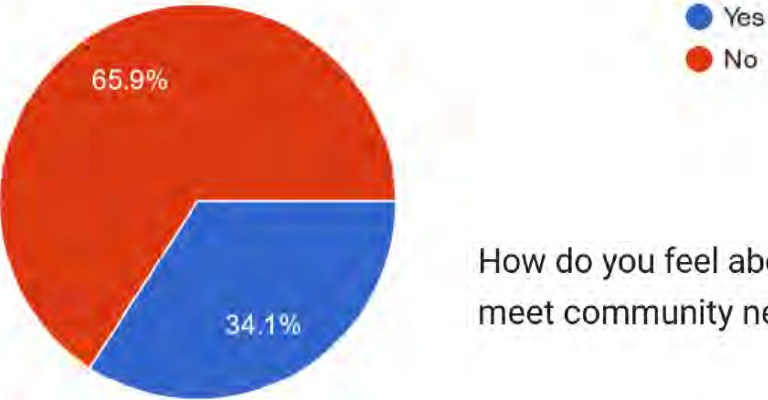


What are the most important things Millwood parks, recreation, open space, and trails can do for our community?

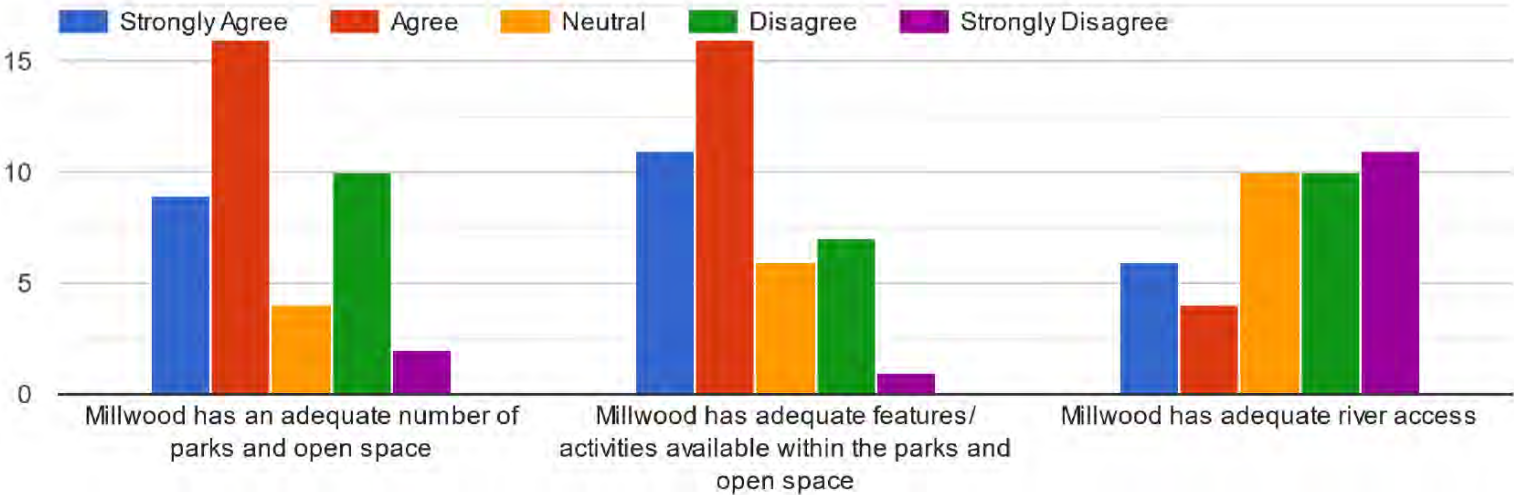


Do you encounter any barriers to individuals with disabilities accessing Millwood's parks, recreation, open space, or trails ?

41 responses



How do you feel about the following statements about how well Millwood's parks and open space meet community needs?



Respondents were asked to expand upon their answers to the community needs question and the following is a summary of the responses by topic and majority opinion:

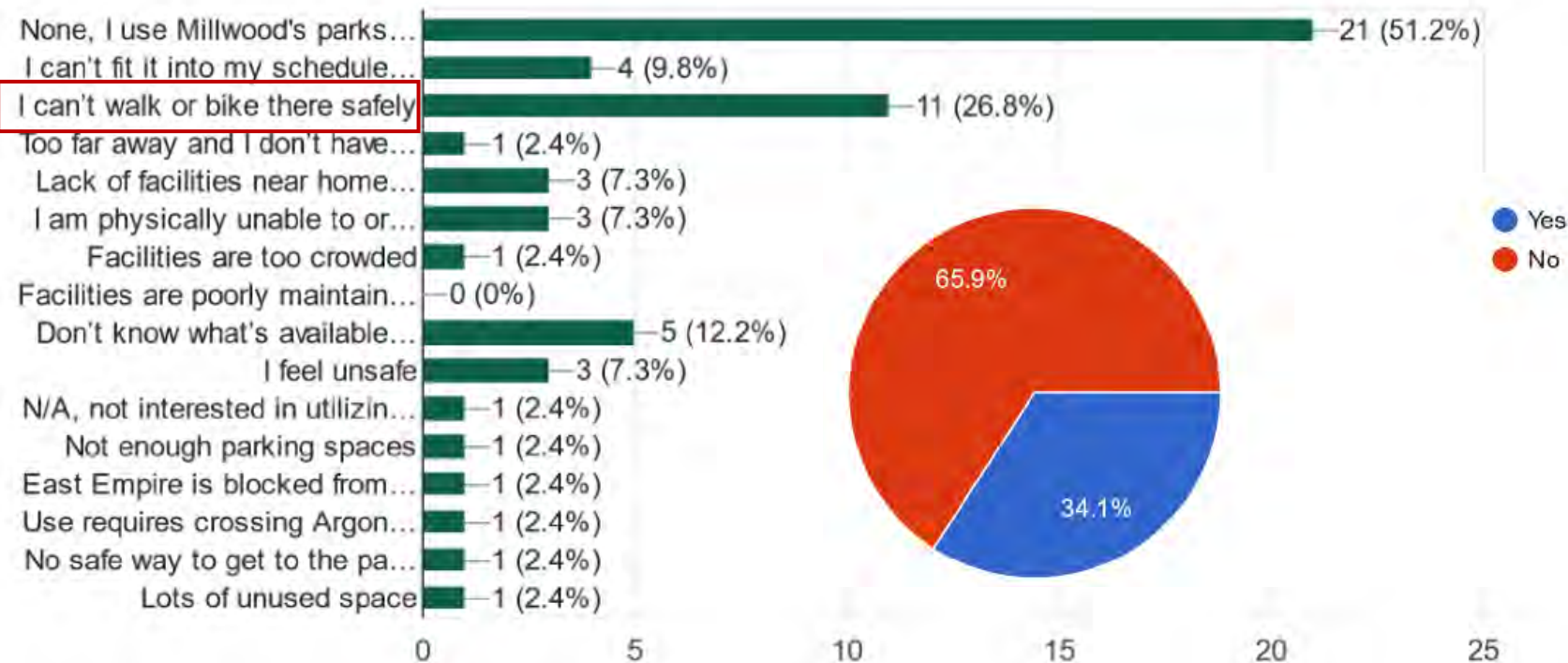
- There is only one park and playing at the school playgrounds isn't a good daytime option unless it is summer. The park is nice but it has limited parking and no handicap accessibility. Parts of the park could be updated and used for more activities / amenities (i.e. pickleball courts, space for food trucks at events, space for performances, adding power outlets, etc.). The current City Park has gotten smaller over the years for construction of the city shop building, the fire station, etc. that have all taken land without adding replacement park land.
- The river is an important Millwood feature yet there is no direct public access and very minimal visual access to the river for anyone that does not own a house on the river, we need clean and safe river access for Millwood residents. We are a City bordered by the Spokane River and the city owns property on the river. Residents should have access to small walk-to neighborhood river parks to launch kayaks, paddle boards, and small canoes, and enjoy the river views.

There were also individual responses about selling the city's lots on the Spokane River / not creating river access, not adding more walkability, having the city work on maintaining / beautifying trail connections between residences, issues with residents / animal control near parks, needing a way to cross Argonne on the Centennial Trail, and the need for sidewalks and streetlights throughout the whole community (especially the east side of Millwood), as well as other element topics such as traffic and transit.

The majority of respondents do not face barriers to visiting parks and open spaces or participating in activities; however some do experience barriers such as not being able to walk or bike there safely and 34.1% do encounter barriers to individuals with disabilities accessing Millwood's parks, recreation, open space, or trails.

What barriers do you face when trying to visit parks and open spaces or participate in activities, or why would you choose not to use Millwood's parks, recreation, open space, or trails?

41 responses



"The Farmers Market is on the grass, making it inaccessible to those in wheel chairs. It's one of the best Farmers Markets in Spokane"

"Hard to get to farmers market with walkers, canes for elderly or disabled"

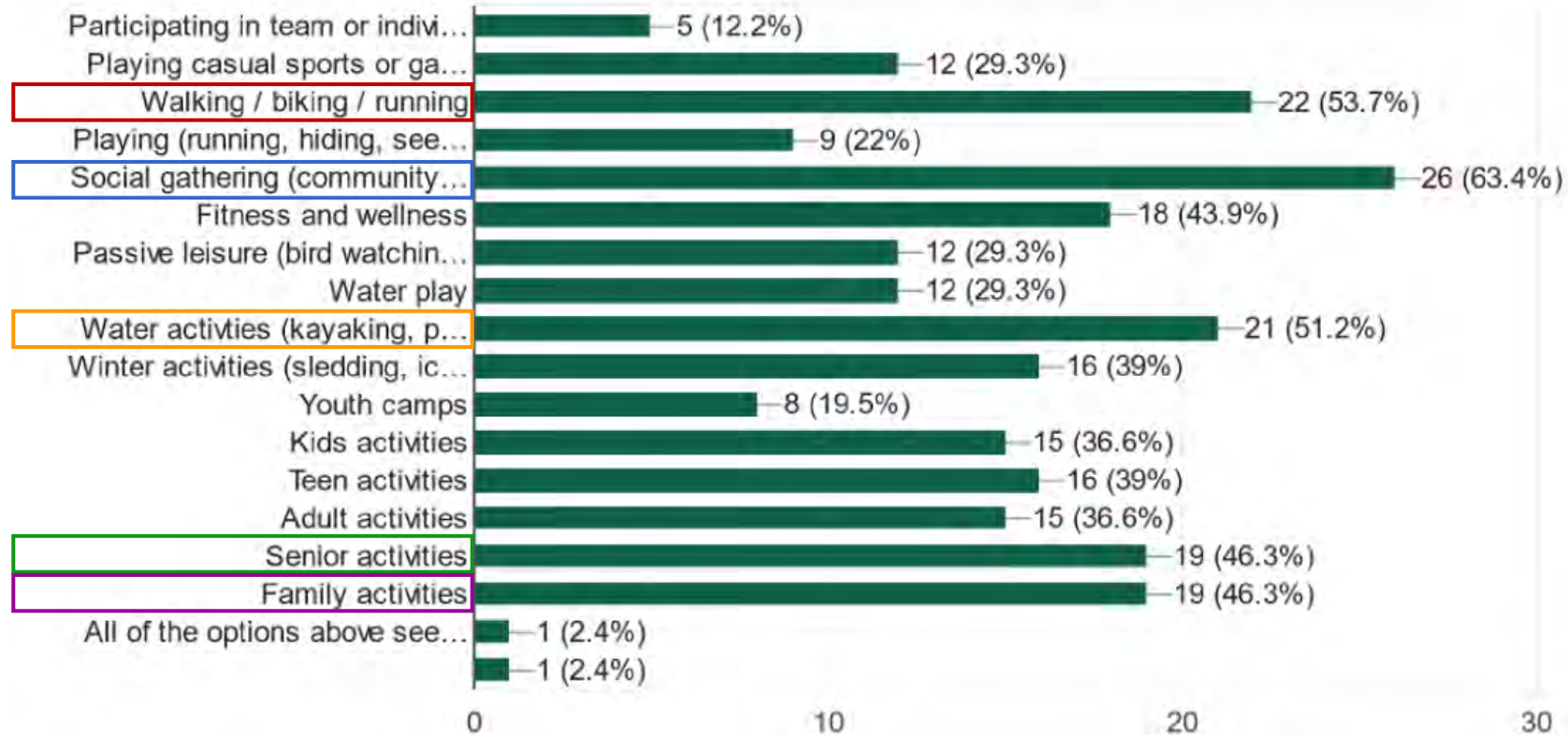
"Not enough hard surfaces"

"While my family does not personally, I could see it being difficult for some to get through the rocks at the Millwood City Park playground"

"Getting from parking on Frederick down into the park is too steep for persons using walkers, canes or wheelchairs"

What activities would you like to see more of in Millwood? Check all that apply.

41 responses

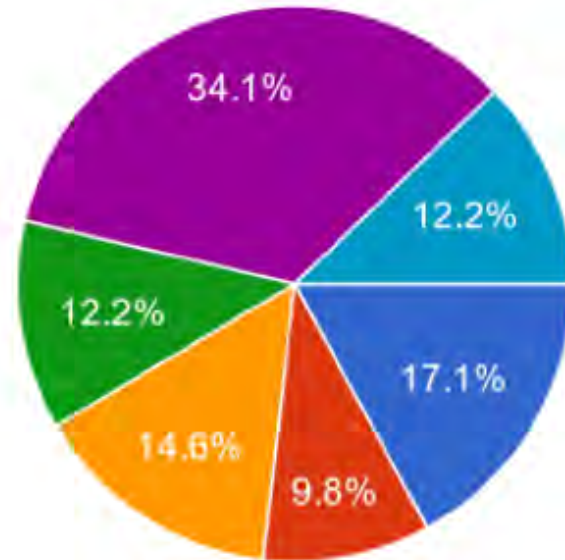


Concerning Millwood activities, the top five activities that respondents would like to see more of in Millwood are social gatherings / community events, walking/biking/running opportunities, water activities (kayaking, paddle boarding, etc.), senior activities, and family activities.

Developing river access is the most important thing the city can do followed by upgrading facilities/amenities at existing sites like Millwood Park. Although walking / biking / running received the second highest response to “what activities would you like to see more of in Millwood,” adding more trails / better trail connectivity tied for fourth place on most important improvement.

What is the most important thing the City could do to improve Millwood's parks, recreation, open space, and trails?

41 responses



- Upgrade facilities/amenities at existing sites (i.e. Millwood City Park)
- Build additional facilities at new locations
- Provide additional activities for all ages and abilities
- Add more trails / better trail connectivity
- Develop river access
- No improvement is needed



MILLWOOD PARK REIMAGINED

Based on previous feedback for Millwood Park Reimagined, the following amenities/features have been proposed for City Park. Please rank each project by priority (1 is highest priority & 10 is lowest priority)

Section 8, Item a.

The results derived were as follows:

1. New Playground (ADA Compliant)
2. Wading Pool / Splash Pad (ADA Compliant)
 - Tiered Hard Surface Plaza for Gatherings, Events, etc.
 - Additional Parking
 - New Tennis / Pickleball Courts
 - Picnic Shelters
 - Wider Multi-Use Paths (ADA Compliant)
 - Walking Paths (ADA Compliant)
 - New Basketball Court / Sport Court
 - Additional Bathroom

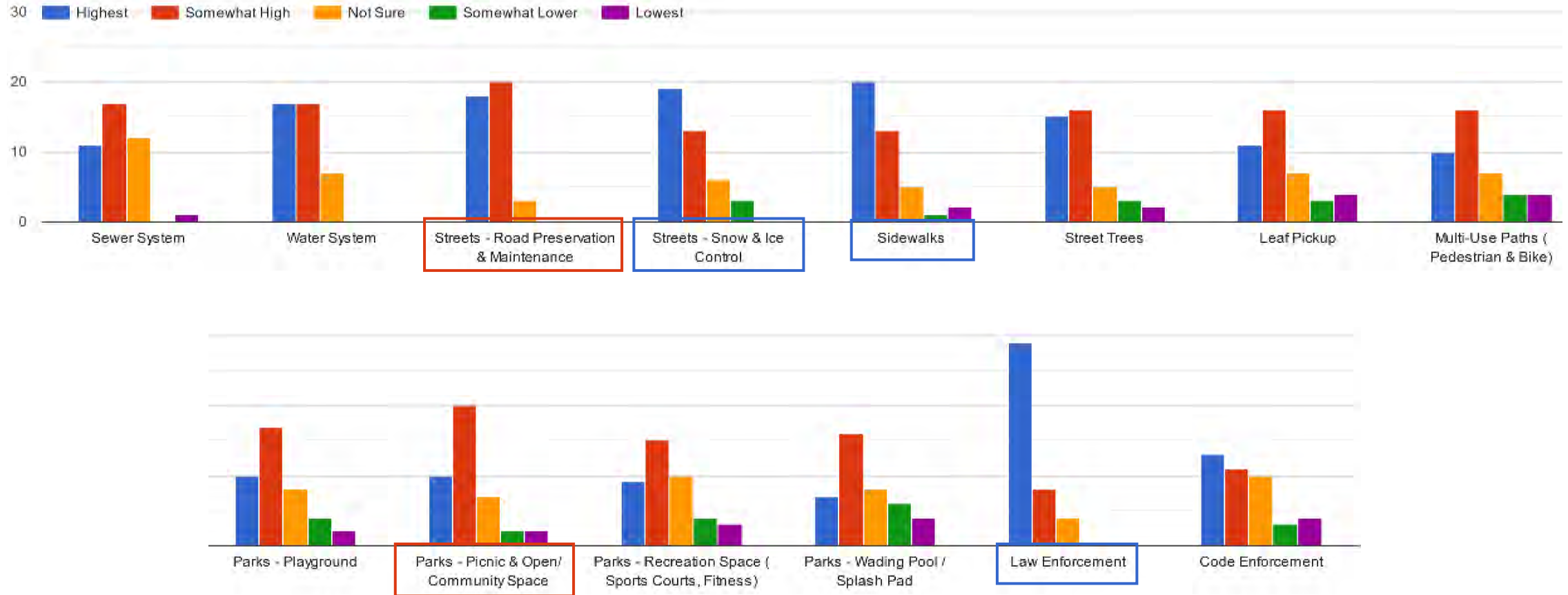
New Playground (ADA Compliant) and Wading Pool / Splash Pad (ADA Compliant) were clearly the highest priorities while the remaining were closely ranked.



Are there any other parks, recreation, open space, or trails projects that you believe should be a priority?

- “Plaza on Dalton next to Argonne for winter festival and other events”
- “Space for food trucks - around town, Events (power for performance), Space to put in at river”
- “River access” “River accessible”
- “Develop local river access for launching paddle boards and kayaks that is designed for walkable (no parking or facilities). Provide place for residents to sit and enjoy views of the river and wildlife”
- “Develop local river access for residents that they can walk to. Small parks for access to the river. We already own the properties - use them”
- “River access - both visual and physical with paddleboard, kayak and canoe launching facilities”
- “S. Riverway by the boating ramp, a small park”
- “Park on East South Riverway”
- “The property on South Riverway should be developed to offer River Access for small river craft as well as picnic area and small sports courts, as space allows”
- “Empty lots that city of Millwood owns”
- “Should decide on what to do with the river property”
- “Building nature space”
- “Would love to see a better splash pad”
- “Walking path around the park, upgraded water facility and pickleball courts”
- “No. Millwood already has a lot to offer”
- “None: Ok as is” “N/A”

How would you prioritize the following potential infrastructure projects / improvements or City services that the City of Millwood might need to plan for in the next 20 years?



Based on your responses to the priorities question above, why did you prioritize your highest and your lowest potential infrastructure projects / improvements or City services how you did?

- “Millwood is very well run. Keeping it peaceful and beautiful should be a priority”
- “Maintain high quality of basic city services and assets”
- “Highest choices based upon public safety. Lowest choices because either these will currently be unsafe to access, space currently lacking, or just plain frivolous”
- “Need safe secure space for people to live” “Health and safety”
- “Water, sewer, sidewalks, etc are necessities to keep the community moving and functioning. While parks, etc are lovely, these are amenities”
- “I think we need to completely replace the old water supply lines and obtain better police protection. Everything else is secondary or tertiary”
- “Highest walking paths”
- “Appears that we have an established water and sewer system so not sure we need to spend a bunch to improve it - just maintain what we have. We should have river access and better access to the Centennial trail system. Our trail doesn't go anywhere - we should have spent the resources to connect the the Centennial trail with a safer connection. Crossing Argonne and the Argonne bridge is a huge barrier to connecting to the trail”
- “Millwood lacks sidewalks in many areas and on many streets connecting to Argonne or other High Traffic areas. This forces people to drive rather than walk for safety issues. Many street trees have been removed over the years and not replaced, others may need replacing. Increasing the number of street trees should be a high priority. As I recall, most of the sewers were built or replaced in the 1990s. The sewer system should not be a major concern for at least another 20 years.”

If you were given \$10 total to spend on the following, how would you spend it? Please double check that your total adds up to \$10.



What do you think is the most critical challenge facing Millwood in the next 20 years?

- Crime rates, safety, keeping the addicts and riff raff out, keeping both the residential and business districts safe and accessible for local traffic and pedestrians, crime in our neighborhood, homeless and theft
- Traffic and trains, traffic congestion (Argonne / at Euclid), taming the traffic on Argonne (both speed and volume) and controlling cut-through traffic on Liberty and Empire, managing growing Argonne traffic, railroad, paper mill congestion
- TRAFFIC! Overpopulation of the area
- Taming Argonne traffic. Keeping Argonne the width it is now. Keeping all our cross walks and beef them up with lights and signs. The Central Business District is a pedestrian active area, need it marked as such with lighting, signage, etc.
- Updating Argonne, water lines and expanding the commercial area to create more for the people that live around the area. Condos or higher end townhomes to be built
- Growth, the growth with no place to build multi-housing the state wants, which will create more citizens and more traffic; put more influx on the water and sewer
- For residents, property taxes are very high in comparison. It makes it difficult to consider this area for living. For the city, I believe it will be growth and finding the level ground between providing affordable housing and not diminishing the feel, aesthetics, home values, etc. with a bunch of apartments
- Lack of housing options, multi units going in and compromising community
- Pressure to cram housing into small spaces and uninformed residents
- Use limited tax base to cover current level of utilities & services. Likewise, improvement and repair of roads, street trees and park/open spaces

What do you think is the most critical challenge facing Millwood in the next 20 years? (continued)

- We have an established park that we could make minimal improvements. Playgrounds appeal to small segment of society - young kids. Instead, let's focus on small parks that can be walked to with river access and benches to view the river. The City already owns the property so this is a much better use of resources. Vehicles are using our arterials to avoid Argonne - let's put resources towards speed humps and raised crossed walks to slow traffic and make walking safer for everyone.
- Enhancing the charm of Millwood
- It is critical to keep Millwood's special historic character and healthy livability while conforming to state regulation that requires more dense housing. Millwood has an invaluable National Historic Register listed Historic District. Millwood also is a community of modest sized houses lived in by friendly, caring residents who look after each other. People walk the residential streets a lot, smile and nod and often stop to chat with neighbors. We are a community with many "Blue Zone" type characteristics that should be nurtured, enhanced and built upon but which could be easily disrupted. The health, wellbeing and life quality of current and future residents depend on how carefully we can shape any future growth
- City Council celebrating and welcoming resident input, management, the people working in City Hall Should live in the town of Millwood, reasonable planning, innovation- ability to get information to citizens in the community in a timely manner (use email social media, etc.), stop raising rates and building in bureaucracy
- Lack of residents' ethical sense
- We need new small businesses

Do you have any other comments or ideas you would like to share?

- “We have only lived in this area for two years and have already had three property crime incidents and there have been two deadly shootings nearby”
- “Some roand about”
- “No turn lane on argonne. The project is a waste of money and had been mostly hidden from the citizens. Put it to vote and let the people speak. This isn't the mayors decision.”
- “The answer to the problem of Argonne’s traffic should not be allowing everyone to go faster in much narrower and more congested lanes.”
- “Make the signals on Argonne at Empire and at Liberty - 1 direction per cycle. Then turners wouldn't impede others and cause drivers to cause accidents trying to jump out of their lane.”
- “1) Mitigating the emotional and physical damage done to Millwood by the 2025 Argonne "Congestion Relief" Project will be a special challenge. Physically widening the road by adding another strip of pavement down the center while narrowing crucial areas of pedestrian/bike walkway make it less safe for pedestrians to reach parks and businesses. 10 valuable parking spots will be lost. The city used eminent domain against our oldest business. Given the trains and current and projected traffic patterns, "congestion relief" is unlikely. Sadly it is an expensive step backwards from where Millwood should be going. Also, since the city was not open or communicative with its businesses and citizens on this project, a lot of damage has be done to everyone's attitude. As a result, it may be very difficult to get the kind of community support and participation that re-visioning the next 20 years of comprehensive planning in challenging times deserves. 2) It is important not to completely leave Millwood's historic resources and identity out of the comprehensive plan discussion.”

Do you have any other comments or ideas you would like to share? (continued)

- “The Argonne Project should focus on pedestrian safety versus getting traffic to move faster through our town. Seems like the engineers (Adam was helpful but the other guy should be fired) focused on traffic congestion and pedestrian safety was an afterthought. Make our City more walkable with river access for local residents - not a regional park like Boulder Beach.”
- “Argonne as a boulevard sounds charming.”
- “Have safe Millwood river access for paddle boards/kyaks; bring the Millwood Farmers Market back to Dalton Ave. Millwood City Hall and Governance needs to have an appreciation/awareness/respect of the value and importance of our heritage and Historic District. Possibly training and/or education in the value of what we have here.”
- “Millwood needs to protect its Historic Fabric, develop its river property, and place more emphasis on Pedestrian safety and enjoyment. The Automobile and "Through Traffic" needs to be a lower priority. Words used should include lower speeds, less traffic, better street lighting, better crosswalks, better sidewalks, more sidewalks, more pedestrian trails, direct river access, more river visual access, more street trees, better tree canopy, protected Historic Buildings, protected Historic sites., better ADA access, etc.”
- “Vibrant historic district - businesses that can thrive and not have to close, better parking around historic area”
- “Although this survey asked very few questions about it, history is an important part of Millwood's "brand", ambience and quality of life.”
- “Need more progressive mindset to growing commercial ease of business and growth”

Do you have any other comments or ideas you would like to share? (continued)

- “Project ID buses idling in front of houses for hours at a time when Millwood Presbyterian Church has a large empty parking lot for Buses to park in.”
- “Stop raising rates - if you want revenue install red light cameras and speed cameras.”
- “When did we ever vote for code enforcement? You add this stuff and we never vote on it You people probably can’t even remember how come we lost our fire station but I could explain that to you, but you probably don’t live in the town of Millwood so you would have no idea what’s really going on...”
- “I lived in Millwood for years before moving to the Valley, and prior to that I lived in Shadle. Millwood stands out like a bright and shiny star in Spokane. Excellent leadership and City managing!”



Comprehensive Plan & Development Regulations Periodic Update 2026



Land Capacity Analysis Report



TABLE OF CONTENTS

INTRODUCTION	2
METHODOLOGY & ASSUMPTIONS	3
BUILDING INTENSITIES BY ZONE	7
BUILDABLE LANDS ANALYSIS	8
Unplatted Land	8
Residential Land Analysis	9
Commercial and Industrial Land Analysis	10
Public Reserve Land Analysis	11
Land Capacity Analysis Map by Zone	12
FUTURE CAPACITY PROJECTIONS	12
Commercial / Industrial Capacity	12
Residential Capacity	14
Comparison (Step #6) and Conclusions	17
PUBLIC PARTICIPATION	18
APPENDIX	18

INTRODUCTION

The City of Millwood is undertaking a periodic review of its Comprehensive Plan and applicable Development Regulations. As part of this Update, the Growth Management Act (GMA) and Countywide Planning Policies for Spokane County (CWPP), require local governments to complete a Land Capacity Analysis (LCA). This report meets the requirements for the Land Capacity Analysis Methodology For Spokane County, adopted in March 2024, which augments the Washington State Department of Commerce (DOC) Urban Growth Area Guidebook: Reviewing, Updating and Implementing Your Urban Growth Area - Chapter 5: Land Capacity Analysis and Buildable Lands Program for Urban Growth Areas.

Each jurisdiction within Spokane County, including the City of Millwood, was responsible for developing its own land quantity analysis report. The land quantity analysis reports from each jurisdiction are intended to provide quantitative information regarding the theoretical ability of existing urban areas to accommodate additional residential and nonresidential growth which in addition to other information, will be utilized by the Steering Committee of Elected Officials (SCEO), the Spokane County Board of County Commissioners (BOCC), each jurisdiction, and the public in the course of designating and adjusting Urban Growth Areas (UGAs).

The primary purpose of this land capacity analysis report was to analyze residential, commercial, and industrial growth capacity within the City of Millwood and includes the following information:

- Total number of existing platted lots in the City of Millwood.
- Total number of lots in approved preliminary plats in the City of Millwood broken down by year of approval and sunset date for the preliminary plat approval.
- Total number of approved, but un-built, multi-family units in the City of Millwood.
- Total areas of vacant commercial and industrial land in the City of Millwood, sorted according to parcel size ranges (less than .25 acre; .25 acre to 1 acre; 1 acre to 5 acres; 5 acres to 10 acres; etc.)
- Total acres of unplatted land available for development in the City of Millwood, sorted according to the City's existing zoning categories.
- Future capacity projections, based upon current City of Millwood zoning regulations.
- Listing of all assumptions made, list of participants (both governmental and non- governmental), and recommendations for wider public comment.

The City of Millwood zoning map and records of the Spokane County Assessor's Office were utilized as the base information for this report with information supplemented by other sources such as Google Earth and 'field' methods as appropriate. Information contained in this report was compiled from January through September 2024; however, parcel data is frequently updated so information may be subject to change. Several properties that are coded as 91 Vacant Land, have actually been classified as Underutilized or not included in Vacant because they contain uses such as parking for adjoining businesses or outdoor sales lots (i.e. Paul's All Wood Custom Sheds).

For more information about the City of Millwood Periodic Update, please contact:
Amanda Tainio, Contract City Planner at planner@millwoodwa.us.

METHODOLOGY & ASSUMPTIONS

Spokane County adopted a revised Land Capacity Analysis (LCA) Methodology in March 2024 (included in Appendix A). The following are the primary methodology steps and assumptions utilized by the City of Millwood:

Step #1: Identify lands that are potential candidates to accommodate future growth, including vacant, partially used, and underutilized land.

1. Vacant Land - Initial identification of these lands includes any lot or parcel that does not contain improvement value exceeding \$5000 in value, as determined from the Assessor's records. Regardless of improvement value, land containing a distinctive land use or clearly supporting other nearby uses should not be considered vacant. Parking lots, storage yards, and golf courses are some examples of such land which would not be considered vacant. This is initially determined using Property Class codes ending in *91 (e.g., 891 "land with adjoining use"), though identification by other means may be required. Additionally, some parcels may contain a significant part of a structure but have no improvement value because the assessor typically only assigns improvement value to one of multiple related parcels. Again, Assessor Property Codes can be used to identify these parcels and remove them from the "vacant land" inventory. Where a planned unit development (PUD) or preliminary plat has been adopted for a given area, jurisdictions may use the approval of those instruments to inform the capacity of those vacant areas. For example, if a PUD has been approved for 1,000 units, and only 750 units have been platted and constructed, the jurisdiction can consider the area to contain 250 units of additional capacity. Steps two through five below should not be applied to areas within PUDs and preliminary plats. Likewise, if a jurisdiction has adopted a sub area plan, specific plan, or study for a given area which provides for an estimated buildout scenario, that study or plan can be relied upon to determine the capacity of an area rather than steps two through four below.

2. Partially Used Land - Land in this category is occupied by a use which is consistent with zoning but contains enough land to be further subdivided without need of rezoning. Partially used residential land in urban areas includes those properties that can be subdivided into eight (8) or more lots, parcels, or tracts consistent with existing zoning standards. As an additional consideration, jurisdictions can subtract lands from this category that contain a very valuable home, as very valuable homes on large lots are not expected to subdivide or redevelop within the 20-year timeline. Accordingly, any partially used land with at least eight times more improvement value than land value can be removed from the available capacity. Commercial and industrial lands will not be calculated in this category.

2024 & 2025 values utilized.

3. Underutilized Land - These parcels include those zoned for more intensive use than that which currently occupies the property. For example, a single family home in a multi-family zoning district would fit within this category. If a parcel is classified as underutilized, it is not included in the partially used category as the capacity does not assume the existing use would remain if redeveloped. An existing residential use(s) on a commercial or industrial zoned parcel will be considered under-utilized and counted as such. A parcel in a commercial or industrial zone with an improvement value of four times the land value or less should also be reviewed further for the likelihood that it would redevelop as either

residential or commercial/industrial use. Each jurisdiction should then determine the likelihood that redevelopment of these parcels would include residential units or commercial/industrial uses and include them in their underutilized land accordingly. An improvement to land value ratio of 4 to 1 is considered “average” for normal uses by the Assessor. Accordingly, these parcels may not redevelop in the 20-year timeframe if the improvement value is high enough, even if the use is generally non-conforming. Likewise, an Assessor Property Class of 391 can be used to select for these properties and to review whether they should be included in the Underutilized category.

2024 & 2025 values utilized. 4x land to building value not utilized in UR-1 or UR-2 determinations due to inconsistent assessment values for comparable homes and the majority of homes in Millwood being in underutilized category based on this criterion. As homes are re-assessed in 2026-2027, building values will likely increase. UR-3 underutilized includes single family homes in the multi-family zone with a building value of less than 4x the land value.

4x land to building value not utilized for properties with a Millwood Historic District Overlay either (C-2 and UR-2 Zone determinations).

2 properties on Millwood Historic Register have been removed from available land in Step #1.

Inland Empire Paper (IEP) owned land has been removed from the available land due to IEP policy of retaining land for noise buffers and air sheds (6 parcels zoned I-2 & 6 parcels zoned UR-2 were removed in Step #1).

Union Pacific Railroad parcel that bisects the City of Millwood has been included under right-of-way (ROW).

Step #2: Subtract all parcels that the community defines as not developable because of physical limitations.

Lands consisting of designated critical areas or other physical constraints may, in some cases, be subtracted from the inventory due to the presence of certain features which makes them difficult or impossible to develop. Critical areas, such as wetlands or streams, are commonly constrained by policies and regulations prohibiting development in these areas. Accordingly, any lands containing these features should be subtracted from the lands identified in Step 1. Affected areas should include not just the boundary of a known critical area but also the associated buffer that may be required by local code or policy. If policies or regulations are such that development is completely prohibited, then the area would be subtracted from the available land supply. If development would be allowed with mitigating measures, then the land area or a portion of it should be counted as available. However, any exclusion should not imply that such land cannot be developed, but instead recognizes that the difficulties associated with doing so are enough to limit development potential. Areas that may be excluded to one degree or another from the available land supply include, but are not limited to:

- Critical areas (as defined in RCW 36.70A)
- Natural resource lands (as defined in RCW 36.70A)
- Steep slopes and other geohazards (according to locally adopted critical areas ordinances or other local delineation)

- Shoreline Jurisdictional Areas
- Water bodies, including designated wetlands and their buffers.

In any case, it is up to the individual jurisdiction to analyze and to justify in their report how the various policies or regulations impact the land capacity analysis, according to local regulations and data sources.

Per the adopted Millwood Shoreline Management Program (SMP), residential development is prohibited waterward of the OHWM and within native conservation areas, as defined for the SRE designation. Parcels with a shoreline residential designation that have approx. 70% or more of the lot within the OHWM or native conservation areas / shoreline buffer, have been removed from the underutilized land category (per Step #2 of LCA methodology) - 1 parcel removed (45064.0023), parcel 45064.0026 approx. 60%.

Step #3: Subtract lands which will be needed for other public purposes.

This includes utility corridors, landfills, sewage treatment plants, recreation, schools, and other public uses (GMA, Section 15, RCW 36.70A.150). Areas in this category include both public and private properties which are either currently owned and operated or those which will be needed to meet future needs in developing areas. Common owners of these lands, for example, may include utility companies, school districts, parks departments, or railroads to name a few. Likewise, the type of property tax exemption applied to these properties can be used to make an initial selection of these lands. In any case though, any lands removed from the capacity for Step 3 should consider that the predominate existing or planned use of the land is such that it would not reasonably be considered as available for any type of residential, commercial, or industrial development. Sample areas to be removed from available capacity include, but are not limited to:

1. Roads or rights-of-way (ROWs) - this category includes lands which will be needed for circulation facilities as relatively undeveloped areas begin to develop. Existing ROWs should be removed, but also a percentage of acres of land capacity should be subtracted from the overall capacity to account for internal circulation and other circulation needs. The actual percentage subtracted should be determined based upon development trends unique to the individual jurisdiction. Those assumptions then need to be documented in the individual jurisdictions' report.
2. School sites - this includes both existing sites and those additional needs which will be generated by growth in development areas.
3. Park sites - this includes both existing sites and those additional needs which will be generated by growth in developing areas. When available, the local jurisdiction's level of service for parks provision should be used to estimate the amount to be removed.
4. Utility substations, corridors, and other facilities - this category includes both existing and anticipated sites and corridors which would preclude residential, commercial, or industrial development.
5. Other public lands - any other public need which is known to the local jurisdiction.

Right-of-way (ROW) and railroad line parcels have been excluded from this LCA. Per LCA Step #3, additional ROW land is not needed based on current development trends for Millwood.

Step #4: Subtract ... "that percentage of land" ... which you assume will not be available for development within your plan's 20-year timeframe.

Assume that a certain percent of vacant, under-utilized, and partially-used lands will always be held out from development. This factor takes into consideration the fact that not all available lands will actually become available for development in the next 20 years. This could be due to a variety of personal and economic reasons. Applied universally to all capacity areas, it is safe to assume a percentage of all vacant, partially used, or underutilized land will simply not develop within the 20-year timeframe. This percentage that is taken out of capacity for various unknown economic and social reasons is known as the market factor. There is insufficient data available locally, regionally, or on a state level to determine an exact market factor to apply—there are simply too many variables at play to determine the market factor with any certainty. Therefore, jurisdictions in the County assume that approximately 30 percent of the total available land will not be available for development during the next 20 years.

Step# 5: Determine total capacity.

After determining desirable densities and land uses for various areas within your jurisdiction (i.e., vacant, partially used, and underutilized), multiply the number of acres in remaining parcels by the number of units per acre allowed in the area where the parcel is located. Add together to determine total capacity of vacant, underutilized, and partially-used lands. The sorting of the available land supply according to the generalized existing zoning categories of residential, commercial, and industrial is key to determining total land capacity. The land quantity analysis and report will estimate that future land capacity given existing zoning. To do this, historic development data along with other information sources available to each jurisdiction should be used to determine an assumed development capacity by zone for all capacity lands. Assumptions should be provided for the number of dwelling units per acre expected in various zones as well as the resulting number of people per unit expected in those areas. Secondary information sources, such as the US Census and Office of Financial Management data can be used to inform the population assumptions in this step. Separate calculations can be applied to vacant, underutilized, and partially used portions of each jurisdictions' capacity, provided the assumptions behind those are clearly documented.

Per the US Census Bureau 2022 American Community Survey (ACS), Millwood has an average of 2.44 persons per household (3.04 persons per family). This has increased from the data utilized in the previously adopted City Comprehensive Plan (2.28 persons per household based on 2017 ACS).

Based on bulk density standards under Table 15 in the adopted City Comprehensive Plan, the following were the factored units per sq. ft. based on the zone. Lot coverage and allowed uses were also factored consistent with RCW 36.70A.115 (comprehensive plans and development regulations must provide sufficient land capacity for development) and WAC 365-196-325 (providing sufficient land capacity suitable for development).

Table 15 Bulk Density Standards			
Bulk Standards	UR-1	UR-2	UR-3
Maximum density	2 units per 10,000 sq. ft.	1 Unit per 5,000 sq. ft. or 2 units per 7,200 sq. ft	2,500 sq. ft. per dwelling unit

Additional mixed use and residential development can also be accommodated in the C-2 and C-1 zones based on current development regulations, but likely at a smaller household/family size.

Additionally, the western portion of Millwood has an ACZ-5 Overlay for Felts Field. An analysis was performed based on Millwood Municipal Code (MMC) Section 17.38.005 - General provisions - K. Airport Compatibility and Millwood has plenty of remaining capacity to accommodate growth in the affected zones.

Step# 6: Compare the population and unit capacity estimated by this process against the adopted population forecast and housing allocation forecast for each jurisdiction.

Once the capacity in both units and population is generated, it should be compared to the population growth forecast for each jurisdiction as well as the housing allocation required by House Bill 1220. By comparing population and unit capacity against the forecast allocation set by the Steering Committee of Elected Officials and ultimate the Board of County Commissioners, jurisdictions can determine what steps are required by the State to comply (i.e., annexation, UGA modifications, regulation amendments).

Spokane County Population Allocation (Millwood is 0.05% or 49 persons by 2046) with a housing allocation of up to 106 units (Berk Method A Prime – November 2024). HAPT needs to use each jurisdiction's/area's share of housing growth as input vs. their share of population growth to accurately apportion housing unit income targets to each jurisdiction/area.

BUILDING INTENSITIES BY ZONE

The City of Millwood has 829 total parcels, excluding right-of-way (ROW). This is an increase of only two (2) parcels since the last Comprehensive Plan update. The following table further breaks down this information by each zoning category (based on the July 2022 Official City Zoning Map) for parcels, acres, and percent of the total.

Zoning Category	# of Parcels	Acres	Percent
Residential (UR-1)	85	46.98	10.5%
Residential (UR-2)	575	162.79	36.3%
Residential (UR-3)	42	12.44	2.8%
General Commercial (C-1)	49	38.24	8.5%
Low-Intensity Commercial / Mixed Use (C-2)	53	13.06	2.9%
Light Industrial (I-1)	5	5.65	1.3%

Industrial / Manufacturing (Paper Mill Alternative I-2)	6	53.29	11.9%
Public Reserve (P-1)	14	27.10	6.0%
Zoning Total	829	359.55	80.3%
Right-of-Way & Railroad Parcel (10.66 Acres)	N/A	88.45	19.7%
City Total (0.7 Square Miles in City Boundary)	829	448	100%

There are no currently approved preliminary plats that have not been finalized, nor any approved but un-built, multi-family units in the City of Millwood. In the UR-1 Zone, Magnolia Village was approved in April 2024 for 17 units (manufactured home park) on two (2) parcels, one that is vacant and one that currently contains a single-family home; however, no action has yet been taken to finalize or begin construction on the project.

BUILDABLE LANDS ANALYSIS

Based on the methodologies and assumptions above, the following sections analyze the unplatted land, residential land, commercial / industrial land, and public reserve land capacity in the City of Millwood.

Unplatted Land

The vast majority of land within the City of Millwood has been platted with subdivisions dating back to the early 1900's. Inland Empire Paper Company (IEP) owns a large area of unplatted land with one parcel that has large vacant pieces totaling approximately seven (7) acres in the northeast portion of the City; however, in the foreseeable future, IEP has no plans of leaving Millwood or selling off portions of the land. Should land become available, this would open up unplatted land within the city boundary and allow for new growth within the current industrial / manufacturing (Paper Mill Alternative) I-2 zone that would be re-zoned per City Code. The UR-2 Zone also has several unplatted parcels; however, they all contain residential uses with only one (1) parcel classified as underutilized residential. The UR-3 Zone has two (2) unplatted and underutilized residential parcels. The following table represents the unplatted land available in the City of Millwood.

Zoning Category	Unplatted Parcels	Unplatted Acres	Land Status	Available for Development
Residential (UR-1)	None	None	N/A	N/A
Residential (UR-2)	87	25.51	All parcels are Utilized Residential except: 1 Parcel - 2 acres in size is Underutilized Residential 1 Parcel - 0.04 acres in size (non-conforming lot) is Vacant Residential	No / Not Currently

Zoning Category	Unplatted Parcels	Unplatted Acres	Land Status	Available for Development
Residential (UR-3)	3	0.96	1 Parcel - 0.28 acres in size is Utilized Residential 2 Parcels - 0.34 acres each are Underutilized Residential	No / Not Currently
General Commercial (C-1)	2	8.45	1 Parcel - 3.92 acres in size is Utilized Commercial 1 Parcel - 4.53 acres in size is Utilized Commercial	No
Low-Intensity Commercial / Mixed Use (C-2)	1	0.55	Utilized Commercial	No
Light Industrial (I-1)	None	None	N/A	N/A
Industrial / Manufacturing (Paper Mill Alternative I-2)	2	37.39	1 Parcel - 35.83 acres in size is Utilized Industrial 1 Parcel - 1.56 acres in size is Utilized Industrial	No - IEP
Public Reserve (P-1)	11	16.40	Public Reserve	No
Zoning Total	106	89.26	Only 4 Unplatted Parcels totaling 2.72 acres are Vacant or Underutilized Residential There are no Unplatted Parcels that are Underutilized or Vacant Commercial / Industrial	None are currently available

Residential Land Analysis

Zoning Category	Vacant Residential Acreage	Partially Used Residential Acreage	Underutilized Residential Acreage	Utilized Residential Acreage	Total Acreage	Total Sq. Ft.
Residential (UR-1)	2.32	0	1.65	43.01	46.98	2,047,825.45

Residential (UR-2)	0.94	0	2.00	159.85	162.79	7,082,862.44
Residential (UR-3)	0.26	0	6.62	5.56	12.44	541,970.52
Zoning Total	3.52	0	10.27	208.42	222.21	9,672,658.41

Commercial and Industrial Land Analysis

Zoning Category	Vacant Commercial / Industrial Acreage	Underutilized Commercial / Industrial Acreage	Utilized Commercial / Industrial Acreage	Total Acreage	Total Sq. Ft.
General Commercial (C-1)*	0.44	4.63	33.17	38.24	1,665,528.76
Low-Intensity Commercial / Mixed Use (C-2)*	0.40	4.42	8.24	13.06	567,973.40
Light Industrial (I-1)	0.71	1.62	3.32	5.65	245,805.00
Industrial / Manufacturing (Paper Mill Alternative I-2)	0	0	53.29	53.29	2,321,447.95
Zoning Total	1.55	10.67	98.02	110.24	4,800,755.11

* Additional mixed use and residential can also be accommodated in the C-2 and C-1 zones based on current development regulations.

Zoning Category	Total Vacant Commercial / Industrial Acreage	Parcels less than 0.25 acres	Parcels 0.25 acre - 0.50 acres	Parcels 0.51 acres - 1 acre	Parcels greater than 1 acre
General Commercial (C-1)*	0.44	0	1	0	0
Low-Intensity Commercial / Mixed Use (C-2)*	0.40	3	0	0	0
Light Industrial (I-1)	0.71	0	0	1	0
Industrial / Manufacturing (Paper Mill Alternative I-2)	0	0	0	0	0
Zoning Total	1.55	3	1	1	0

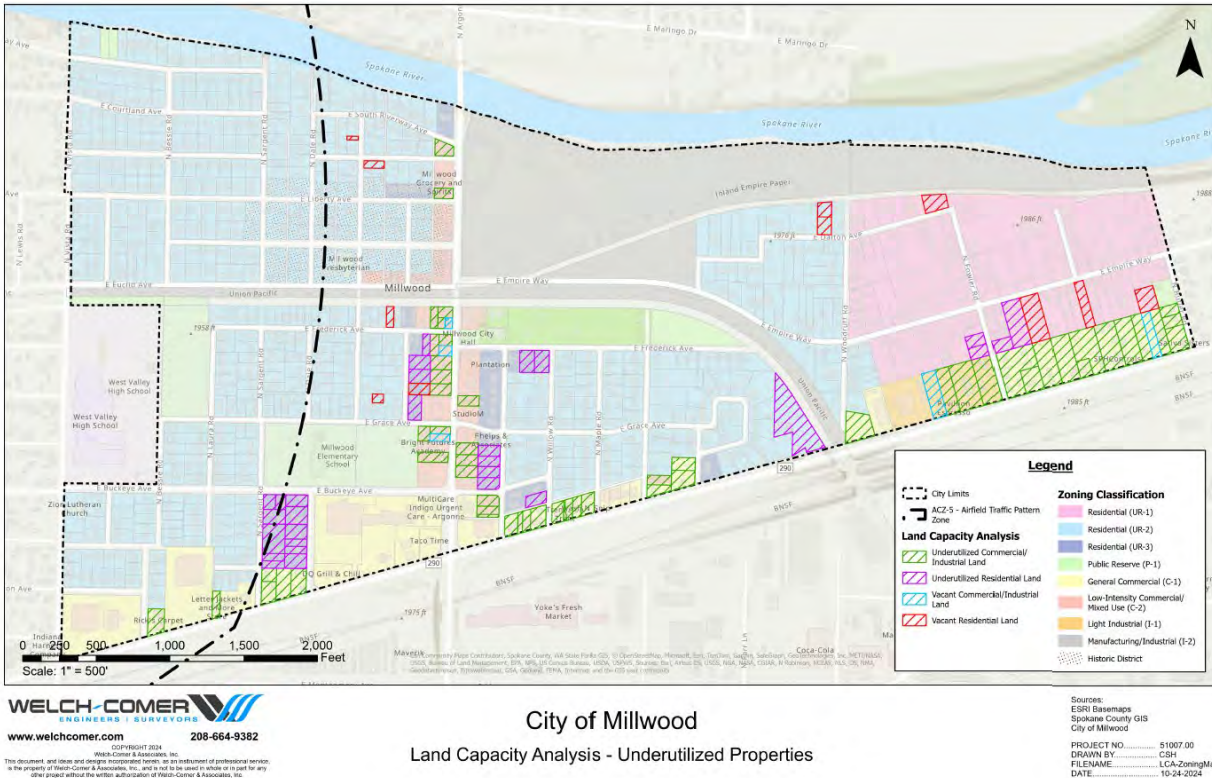
* Additional mixed use and residential can also be accommodated in the C-2 and C-1 zones based on current development regulations.

Public Reserve Land Analysis

Zoning Category	Parcel Class Code	Acreage	Sq. Ft.	Ownership - Use
Public Reserve (P-1)	91 Vacant Land	0.26	11,325.60	City of Millwood - Future Riverfront Park
	91 Vacant Land	0.25	10,890.00	City of Millwood - Future Riverfront Park
	91 Vacant Land	0.87	37,768.00	Spokane County - Abandoned Burlington Northern Railroad R/W Branch Line 60ft Wide (Interurban Trail)
	91 Vacant Land	0.42	18,092.00	Spokane County - Abandoned Burlington Northern Railroad R/W Branch Line 60ft Wide (interurban Trail)
	67 Service - Governmental	5.19	226,072.00	City of Millwood - Millwood Park & New Park Water Well
	67 Service - Governmental	0.40	17,327.00	City of Millwood - Water Tower, Old Park Water Well, and Eastern Portion Of Millwood Park w/ Locust Rd. ROW
	67 Service - Governmental	0.49	21,232.00	City of Millwood - Public Works
	67 Service - Governmental	0.51	22,400.00	City of Millwood - Butler Water Well & Storage Shop
	67 Service - Governmental	0.41	17,710.00	City of Millwood - City Hall
	67 Service - Governmental	0.32	14,068.00	City of Millwood - Millwood Fire Station
	68 Service - Education	5.38	234,494.00	West Valley School District - West Valley High School Ballfields
	68 Service - Education	6.10	265,686.00	West Valley School District - Millwood Elementary School / Kindergarten Center
	69 Service - Education	4.09	178,067.00	West Valley School District - Millwood Elementary School / Kindergarten Center Ballfields
	48 Utilities	2.41	105,000.00	Avista Corporation - Power Plant
Zoning Total		27.10	1,180,131.60	

Land Capacity Analysis Map by Zone

The following map identifies the vacant and underutilized properties by zone, prior to completion of the capacity analysis Steps #4 - #6.



FUTURE CAPACITY PROJECTIONS

Based on the analysis above and current zoning regulations, the following are future capacity projections for the City of Millwood.

Commercial / Industrial Capacity

An employee per acre (EPA) calculation has not been established for the City of Millwood. The City of Cheney utilized the *Oregon Department of Land Conservation and Development (DLCD)'s Industrial and Other Employment Lands Analysis: Basic Guidebook (2005)* for their LCA. This guidebook advocates for EPAs of 7-12 for heavy industrial uses, 10-15 for light industrial uses, and 12-20 for commercial uses. For consistency within Spokane County, this is the resource that has been utilized for Millwood's Commercial / Industrial Lands.

C-1 Zone	Vacant Commercial / Industrial	Underutilized Commercial / Industrial
General Commercial (C-1) Parcels	1 Parcel	32 Parcels
General Commercial (C-1) Acreage	0.44 Acres	4.63 Acres
30% Market Factor Reduction (LCA Step #4)	0.13 Acres	1.39 Acres
C-1 Zone - Available Land After 30% Market Factor Reduction*	0.31 Acres	3.24 Acres
Maximum Building / Site Coverage	75%	75%
Remaining Available Land	0.23 Acres	2.43 Acres
C-1 Zone Land Capacity - EPA Calculation (LCA Step #5)	Vacant Commercial / Industrial	Underutilized Commercial / Industrial
12-20 EPA for commercial uses	2.76 - 4.60 Additional Employees	29.16 - 48.60 Additional Employees
* Additional residential units on parcels without a commercial use or with mixed use can also be accommodated in the C-1 zone based on current development regulations.		

C-2 Zone	Vacant Commercial / Industrial	Underutilized Commercial / Industrial
Low-Intensity Commercial / Mixed Use (C-2) Parcels	3 Parcels	21 Parcels
Low-Intensity Commercial / Mixed Use (C-2) Acreage	0.40 Acres	4.42 Acres
30% Market Factor Reduction (LCA Step #4)	0.12 Acres	1.33 Acres
C-2 Zone - Available Land After 30% Market Factor Reduction*	0.28 Acres	3.09 Acres
Maximum Building / Site Coverage	50% (85% w/ mixed use)	50% (85% w/ mixed use)
Remaining Available Land	0.14 Acres (0.24 w/ mixed use)	1.55 Acres (2.63 w/ mixed use)
C-2 Zone Land Capacity - EPA Calculation (LCA Step #5)	Vacant Commercial / Industrial	Underutilized Commercial / Industrial
12-20 for commercial uses	1.68 - 4.80 Additional Employees	18.60 - 52.60 Additional Employees
* Additional residential units can also be accommodated in the C-2 zone through mixed use based on current development regulations.		

I-1 Zone	Vacant Commercial / Industrial	Underutilized Commercial / Industrial
Light Industrial (I-1) Parcels	1 Parcel	3 Parcels
Light Industrial (I-1) Acreage	0.71 Acres	1.62 Acres
30% Market Factor Reduction (LCA Step #4)	0.21 Acres	0.49 Acres
I-1 Zone - Available Land After 30% Market Factor Reduction	0.50 Acres	1.13 Acres
Maximum Building / Site Coverage	75%	75%
Remaining Available Land	0.38 Acres	0.85 Acres
I-1 Zone Land Capacity - EPA Calculation (LCA Step #5)	Vacant Commercial / Industrial	Underutilized Commercial / Industrial
10-15 for light industrial uses	3.80 - 5.70 Additional Employees	8.50 - 12.75 Additional Employees

I-2 Zone	Vacant Commercial / Industrial	Underutilized Commercial / Industrial
Industrial / Manufacturing (Paper Mill Alternative I-2) Parcels	0	0
Industrial / Manufacturing (Paper Mill Alternative I-2) Acreage	0	0
30% Market Factor Reduction (LCA Step #4)	0	0
I-2 Zone - Available Land After 30% Market Factor Reduction	0	0
I-2 Zone Land Capacity - EPA Calculation (LCA Step #5)	Vacant Commercial / Industrial	Underutilized Commercial / Industrial
7-12 for heavy industrial uses	0 Additional Employees	0 Additional Employees

Residential Capacity

Per the Millwood Municipal Code (MMC), legal nonconforming lots shall be considered a buildable lot even though such lots fail to meet the requirements for frontage width or lot area that are generally applicable in the zone, provided that yard setbacks and requirements other than frontage width or lot area shall conform to the regulations for the zone in which such lot is located. Legal non-conforming lots, including secondary lots with access likely via a driveway easement, have been included for future projections. Per the US Census Bureau 2022 American Community Survey (ACS), Millwood has an average of 2.44 persons per household.

UR-1 Zone	Vacant Residential	Underutilized Residential
Residential (UR-1) Parcels	4 Parcels	4 Parcels
Residential (UR-1) Acreage	2.32 Acres	1.65 Acres
30% Market Factor Reduction (LCA Step #4)	0.70 Acres	0.50 Acres
UR-1 Zone - Available Land After 30% Market Factor Reduction	1.62 Acres	1.16 Acres
Maximum Building / Site Coverage	40%	40%
Remaining Available Land	0.65 Acres	0.46 Acres
UR- 1 Zone Land Capacity - Current # of units w/ current zoning (LCA Step #5)	Vacant Residential (Current Zoning)	Underutilized Residential (Current Zoning)
2 Dwelling Unit per 10,000 Sq. Ft.*	5.66 Units	4.00 Units
UR- 1 Zone Land Capacity - Proposed # of units w/ proposed zoning (LCA Step #5)	Vacant Residential (Proposed Zoning)	Underutilized Residential (Proposed Zoning)
1 Dwelling Unit per 5,000 Sq. Ft. (At Least 2 or 3 units permitted per lot)	5.66 Units	4.00 Units
Estimated Additional Population	Vacant Residential	Underutilized Residential
2.44 persons per household	13.81 People	9.76 People
* Multi-Family (3 or more units) currently requires a Conditional Use Permit (CUP) in UR-1 Zone. Single Family and Duplex (2 Units) are currently Permitted (P) uses in UR-1 Zone.		

UR-2 Zone	Vacant Residential	Underutilized Residential
Residential (UR-2) Parcels	6 Parcels	1 Parcel
Residential (UR-2) Acreage	0.94 Acres	2.00 Acres
30% Market Factor Reduction (LCA Step #4)	0.28 Acres	0.60 Acres
UR-2 Zone - Available Land After 30% Market Factor Reduction	0.66 Acres	1.40 Acres
Maximum Building / Site Coverage	40%	40%
Remaining Available Land	0.26 Acres	0.56 Acres
UR- 2 Zone Land Capacity - Current # of units w/ current zoning (LCA Step #5)	Vacant Residential (Current Zoning)	Underutilized Residential (Current Zoning)
1 Dwelling Unit per 5,000 Sq. Ft.	2.27 Units	4.88 Units
2 Dwelling Unit per 7,200 Sq. Ft.	3.15 Units	6.78 Units
UR- 2 Zone Land Capacity - Proposed # of units w/ proposed zoning (LCA Step #5)	Vacant Residential (Proposed Zoning)	Underutilized Residential (Proposed Zoning)

1 Dwelling Unit per 3,600 Sq. Ft. <i>(At Least 2 or 3 units permitted per lot)</i>	3.15 Units	6.78 Units
Estimated Additional Population	Vacant Residential	Underutilized Residential
2.44 persons per household	7.69 People	16.54 People
Multi-Family (3 or more units) is currently Not Allowed in UR-2 Zone. Single Family and Duplex (2 Units) are currently Permitted (P) uses in UR-2 Zone.		

UR-3 Zone	Vacant Residential	Underutilized Residential
Residential (UR-3) Parcels	1 Parcel	23 Parcels
Residential (UR-3) Acreage	0.26 Acres	6.62 Acres
30% Market Factor Reduction (LCA Step #4)	0.08	1.99
UR-3 Zone - Available Land After 30% Market Factor Reduction	0.18 Acres	4.63 Acres
Maximum Building / Site Coverage	40%	40%
Remaining Available Land	0.07 Acres	1.85 Acres
UR- 3 Zone Land Capacity - Current # of units w/ current zoning (LCA Step #5)	Vacant Residential (Current Zoning)	Underutilized Residential (Current Zoning)
1 Dwelling Unit per 2,500 Sq. Ft.	1.22 Units	32.23 Units
UR- 3 Zone Land Capacity - Proposed # of units w/ proposed zoning (LCA Step #5)	Vacant Residential (Proposed Zoning)	Underutilized Residential (Proposed Zoning)
1 Dwelling Unit per 2,500 Sq. Ft. <i>(2 or more units permitted per lot)</i>	1.22 Units	32.23 Units
Estimated Additional Population	Vacant Residential	Underutilized Residential
2.44 persons per household	2.98 People	78.64 People
Single Family, Duplex (2 Units), and Multi-Family (3 or more units) are currently Permitted (P) uses in UR-3 Zone.		

Comparison (Step #6) and Conclusions

Zoning Category	Vacant & Underutilized Remaining Available Land	Total Dwelling Unit Capacity (Vacant & Underutilized Land)	Estimated Additional Population
Industrial (I-1 & I-2)	1.23 Acres	N/A	12.30 - 18.45 Employees
Commercial (C-1* & C-2**)	4.35 - 5.53 Acres	Varies	52.20 - 110.60 Employees
Residential (UR-1, UR-2, & UR-3)	3.85 Acres	53.04	129.42 People
* Additional residential units on parcels without a commercial use or with mixed use can also be accommodated in the <u>C-1 zone</u> based on current development regulations, but likely at a smaller household/family size.			
** Additional residential units can also be accommodated in the <u>C-2 zone</u> through mixed use based on current development regulations, but likely at a smaller household/family size. Example: C-2 has an 85% mixed use lot coverage with the opportunity for shared parking and 2.87 acres (125,017 sq. feet) of remaining available land. Using a typical three-story (3 story), 10,950 sq. ft mixed use building that encompasses a footprint of 3,650 sq. ft (0.08 acres) with at least 25% of the building or one floor being devoted to residential and units sized at approximately 750 sq. ft. each, the building could accommodate 4 units. Based on this example building, if 15% of the available land (18,752 sq. ft.) was utilized for mixed use, the land could accommodate an additional 20 units.			
Housing Allocation (per HAPT for Spokane County)	As of November 2024, Millwood needs to plan for up to 106 additional housing units (dependent on share of housing % allocated to the City of Millwood) with housing units allocated across income bands as well as 2 - 5 temporary emergency housing units.		

Total population and housing allocation can be accommodated within Millwood's Urban Growth Area (UGA) which is the City boundary, under current zoning designations utilizing infill development; however, code amendments will be required to comply with state legislation for Accessory Dwelling Units (ADU) and the Housing for All Planning Tool (HAPT) for allocated housing units across income bands and number of units.

Potential methods to accommodate additional units (*in addition to or in cooperation with code amendments that will be required to comply with state legislation for Accessory Dwelling Units (ADU) and the Housing for All Planning Tool (HAPT) for housing units allocated across income bands*):

- Additional missing middle housing types as permitted uses
- Lot coverage reductions
- Setback reductions / zero lot line option
- Lot width reductions
- Lot area reductions or removal of minimum / maximum lot sizes (form based)
- Private driveways to serve up to 3 lots (up to 6 units – i.e. duplexes or additional for triplex, fourplex, multi-family, etc. – research other jurisdictions' standards)
- Increase mixed use/residential in Low-Intensity Commercial/Mixed Use (C-2) Zone

PUBLIC PARTICIPATION

This Land Capacity Analysis (LCA) Report was posted on the City of Millwood's Periodic Update webpage for public and agency review (<https://www.millwoodwa.us/periodic-updates>) with advertisement via social media, email, etc., as outlined in the City of Millwood's Periodic Update 2026 Public Participation Plan. The LCA Report was also presented to the Millwood Planning Commission and City Council on December 10, 2024 with an opportunity to receive feedback.

APPENDIX

- 2024 Spokane County Land Capacity Analysis Methodology

LAND CAPACITY ANALYSIS METHODOLOGY FOR SPOKANE COUNTY

INTRODUCTION

The adopted Countywide Planning Policies (CPPs) for Spokane County indicate that the land capacity analysis method developed by the Washington State Department of Commerce (Commerce) should form the basis of local efforts. The *Urban Growth Area Guidebook: Reviewing, Updating, and Implementing Your Urban Growth Area¹ - Chapter 5: Land Capacity Analysis and Buildable Lands Program for Urban Growth Areas* delineates a step-by-step process for determining the supply of land that may be considered available for growth.

The following document - Land Capacity Analysis Methodology for Spokane County is intended to augment that Commerce process by addressing specific local circumstances.

The following steps will apply to the land capacity analysis process to be conducted by each jurisdiction in Spokane County.

INFORMATION SOURCES FOR THE LAND CAPACITY ANALYSIS

The Spokane County Assessor's Office records will be utilized as the official base information for each jurisdiction's land capacity analysis. That information may be augmented by other sources or 'field' methods. In addition, the official zoning and land use files for each town, city, and Spokane County will be utilized.

THE LAND CAPACITY ANALYSIS REPORTS AND FORMAT

Each jurisdiction will be responsible for developing its land capacity analysis report. The land capacity analysis reports from each jurisdiction are intended to provide quantitative information regarding the theoretical ability of existing urban areas to accommodate additional residential and non-residential growth. This information will be helpful to the Steering Committee of Elected Officials (SCEO), the Spokane County Board of County Commissioners (BOCC), each jurisdiction, and the public while designating and adjusting Urban Growth Areas (UGAs). It is recognized that the information in the report must be integrated with and augmented by other data from various Technical Committees and each jurisdiction for UGA boundaries to be proposed and designated. Land capacity is one of several factors that must be analyzed to develop UGA proposals adequately.

The primary purpose of the land capacity analysis reports will be to analyze residential, commercial, and industrial growth capacity within existing city limits and urbanized unincorporated areas. The report will also estimate growth capacity within rural regions in unincorporated Spokane County.

¹ <https://www.commerce.wa.gov/serving-communities/growth-management/guidebooks-and-resources/>

At a minimum, the following information will be included in the reports:

- Total number of existing platted lots in cities, towns, and urbanized county areas
- The total number of lots in approved preliminary plats in cities, towns, and urbanized county areas is broken down by year of approval and sunset date for the preliminary plat approval.
- Total number of approved but un-built multi-family units in cities, towns, and urbanized county areas.
- Total vacant commercial and industrial land areas, sorted according to parcel size ranges (less than .25 acre; .25 acre to 1 acre; 1 acre to 5 acres; 5 acres to 10 acres; etc.)
- Total acres of unplatted land available for development, sorted according to generalized existing zoning categories.
- Future capacity projections based on current zoning regulations for each jurisdiction.

The reports will also contain a complete list of all assumptions made, a list of participants (governmental and non-governmental), and provisions or recommendations for wider public comment.

SEPA INTEGRATION

The reports will serve as a portion of the overall State Environmental Policy Act (SEPA) analysis for establishing UGAs. The process should also provide an opportunity for public comment. Concerns should be appropriately noted and incorporated into the final product.

TECHNICAL COMMITTEE REVIEW AND COMPILING OF REPORTS

Once the individual land capacity and analysis reports for each jurisdiction are complete, the Land Capacity Technical Committee will review the analysis for consistency with the methodology and unique local conditions that may influence the analysis. Adjustments in the method or analysis may be appropriate if those reviews indicate that a deviation from the methodology's assumptions is warranted. A final land capacity report, essentially a compilation or summary of each jurisdiction's report, will be forwarded to the Steering Committee of Elected Officials for use.

The Land Capacity Technical Committee may find it helpful to coordinate their review and information with other technical committees working toward a regional carrying capacity analysis.

WHERE LAND CAPACITY INVENTORIES WILL OCCUR

1. Each incorporated town and city shall conduct a land capacity analysis within its corporate limits. Small cities and towns may rely on Spokane County to analyze land capacity.
2. Each city and town may conduct a land capacity analysis within any adjacent unincorporated areas under study for potential inclusions within its UGA. An agreement with Spokane County should be made regarding the process for conducting such an analysis.
3. Spokane County shall conduct a land capacity analysis in urbanizing unincorporated areas. The primary focus of that study will generally be the UGA as delineated in the existing Land Use Element of the Comprehensive Plan for Spokane County. Additional areas, as appropriate, may be included in the land capacity analysis.
4. Spokane County shall analyze its rural growth capacity by counting the number of vacant lots or acreage, partially-used parcels, and under-utilized land, exclusive of designated natural resource lands.
5. The Jurisdictions, as appropriate, shall cooperate in any land capacity analysis that involves geographic areas under study by two or more jurisdictions as potential UGAs. Formal written agreements should be enacted between the affected jurisdictions. Those agreements will automatically become a supplement to the reports.

PRIMARY METHODOLOGY STEPS

Step #1:

Identify lands that are potential candidates to accommodate future growth, including vacant, partially used, and underutilized land.

The Commerce guidelines define three general types of land that form the supply for eventual growth: vacant land, partially used land, and underutilized land. The definition of these terms has been modified below to fit local conditions.

All lands will be counted and sorted according to the number of lots or acreage (as appropriate) and existing generalized zone classification.

Vacant Land- Initial identification of these lands includes any lot or parcel that does not contain an improvement value exceeding \$5000 in value, as determined from the Assessor's records.

Regardless of improvement value, land containing a distinctive land use or supporting other nearby uses should not be considered vacant. Parking lots, storage yards, and golf courses are examples of such land that would not be considered vacant. This is initially determined using

Property Class codes ending in *91 (e.g., 891 “land with adjoining use”), though identification by other means may be required.

Additionally, some parcels may contain a significant part of a structure but have no improvement value because the assessor typically only assigns improvement value to one of multiple related parcels. Again, Assessor Property Codes can be used to identify these parcels and remove them from the “vacant land” inventory.

Where a planned unit development (PUD) or preliminary plat has been adopted for a given area, jurisdictions may use the approval of those instruments to inform the capacity of those vacant areas. For example, if a PUD has been approved for 1,000 units, and only 750 units have been platted and constructed, the jurisdiction can consider the area to contain 250 units of additional capacity. Steps two through five below should not be applied to areas within PUDs and preliminary plats.

Likewise, suppose a jurisdiction has adopted a sub-area plan, specific plan, or study for a given area that provides for an estimated buildout scenario. In that case, that study or plan can be relied upon to determine the capacity of an area rather than steps two through four below.

Partially Used Land- Land in this category is occupied by use consistent with zoning but contains enough land to be further subdivided without rezoning. Accordingly, any parcel in rural areas containing at least two times the minimum lot size required by the applicable zone district could be considered partially used.

Partially used residential land in urban areas includes those properties that can be subdivided into eight (8) or more lots, parcels, or tracts consistent with existing zoning standards.

As an additional consideration, jurisdictions can subtract lands from this category that contain a valuable home, as high-value homes on large lots are not expected to be subdivided or redeveloped within the 20-year timeline. Accordingly, any partially used land with at least eight times more improvement value than land value can be removed from the available capacity.

Commercial and industrial lands will not be calculated in this category.

Underutilized Land- These parcels are zoned for more intensive use than currently occupying the property. For example, a single-family home in a multi-family zoning district would fit this category. If a parcel is classified as underutilized, it is not included in the partially used category as the capacity does not assume the existing use would remain if redeveloped.

An existing residential use(s) on a commercial or industrial-zoned parcel will be considered underutilized and counted as such. A parcel in a commercial or industrial zone with an improvement-value of four times the land value or less should also be reviewed further for the likelihood that it would be redeveloped for residential or commercial/industrial use. Each jurisdiction should then determine the likelihood that redevelopment of these parcels would

include residential units or commercial/industrial uses and include them in their underutilized land accordingly.

The Assessor considers an improvement-to-land value ratio of 4 to 1 “average” for typical uses. Accordingly, these parcels may not be redeveloped in the 20-year timeframe if the improvement value is high enough, even if the use is generally non-conforming. Likewise, an Assessor Property Class of 391 can be used to select these properties and to review whether they should be included in the Underutilized category.

Step #2:

Subtract all parcels the community defines as not developable because of physical limitations.

Lands consisting of designated critical areas or other physical constraints may, in some cases, be subtracted from the inventory due to certain features making them difficult or impossible to develop. Critical areas, such as wetlands or streams, are commonly constrained by policies and regulations prohibiting development in these areas. Accordingly, any lands containing these features should be subtracted from those identified in Step 1. Affected areas should include the boundary of a known critical area and the associated buffer that may be required by local code or policy.

If policies or regulations are such that development is wholly prohibited, then the area would be subtracted from the available land supply. If development would be allowed with mitigating measures, then the land area or a portion of it should be counted as available. However, any exclusion should not imply that such land cannot be developed but instead recognizes that the difficulties associated with doing so are enough to limit development potential.

Areas that may be excluded to one degree or another from the available land supply include, but are not limited to:

- Critical areas (as defined in RCW 36.70A)
- Natural resource lands (as defined in RCW 36.70A)
- Steep slopes and other geohazards (according to locally adopted critical areas ordinances or other local delineation)
- Shoreline Jurisdictional Areas
- Water bodies, including designated wetlands and their buffers.

In any case, it is up to the individual jurisdiction to analyze and justify in their report how the various policies or regulations impact the land capacity analysis, according to local land-use regulations and data sources.

Step #3:

Subtract lands needed for other public purposes. This includes utility corridors, landfills, sewage treatment plants, recreation, schools, and other public uses (GMA, Section 15, RCW 36.70A. 150).

Areas in this category include public and private properties that are either currently owned and operated or will be needed to meet future needs in developing areas. Common owners of these lands, for example, may include utility companies, school districts, parks departments, or railroads, to name a few. Likewise, the type of property tax exemption applied to these properties can be used to select these lands initially. In any case, any lands removed from the capacity for step 3 should consider that the predominate existing or planned use of the land is such that it would not reasonably be regarded as available for any residential, commercial, or industrial development. Sample areas to be removed from available capacity include, but are not limited to:

1. **Roads or rights-of-way (ROW)** - This category includes lands needed for circulation facilities as relatively undeveloped areas begin to develop. Existing ROWs should be removed, and a percentage of acres of land capacity should be subtracted from the overall capacity to account for internal circulation and other circulation needs. The percentage subtracted should be determined based on development trends unique to the individual jurisdiction. Those assumptions then need to be documented in the individual jurisdictions' reports.
2. **School sites** - this includes both existing sites and those additional needs that will be generated by growth in development areas.
3. **Park sites** - this includes both existing sites and those additional needs generated by growth in developing areas. When available, the local jurisdiction's level of service for parks provision should be used to estimate the amount to be removed.
4. **Utility substations, corridors, and other facilities** - this category includes both existing and anticipated sites and corridors that would preclude residential, commercial, or industrial development.
5. **Other public lands** - any other public need known to the local jurisdiction.

Step #4:

Subtract ..." that percentage of land"... that you assume will not be available for development within your plan's 20-year timeframe. Assume that a certain percentage of vacant, under-utilized, and partially-used lands will permanently be excluded from development."

This factor considers that not all available lands will become available for development in the next 20 years. This could be due to a variety of personal and economic reasons. Applied universally to all capacity areas, it is safe to assume a percentage of all vacant, partially used,

or underutilized land will not develop within the 20-year timeframe. This percentage taken out of capacity for various unknown economic and social reasons is known as the market factor.

There is insufficient data available locally, regionally, or state-level data to determine an exact market factor to apply. Too many variables are at play to determine the market factor with any certainty. Therefore, County jurisdictions assume that approximately 30 percent of the land will not be available for development during the next 20 years.

Given the difficulty when rural lands (those outside the UGA) are developed or redeveloped, assuming a higher market factor in those areas is generally acceptable. For this reason, it is assumed that half (50 percent) of capacity in rural areas will not be available for development within 20 years.

Step# 5:

Determine total capacity. After determining desirable densities and land uses for various areas within your jurisdiction (i.e., vacant, partially used, and underutilized), multiply the number of acres in remaining parcels by the number of units per acre allowed in the area where the parcel is located. Add together to determine total capacity of vacant, under- utilized, and partially-used lands."

The sorting of the available land supply according to the generalized existing residential, commercial, and industrial zoning categories is critical to determining total land capacity. The land capacity analysis and the report will estimate the future land capacity given existing zoning. To do this, historic development data and other information sources available to each jurisdiction should be used to determine an assumed development capacity by zone for all capacity lands. Assumptions should be provided for the number of dwelling units per acre expected in various zones and the number of people per unit expected in those areas. Secondary information sources, such as the US Census and Office of Financial Management data, can be used to inform the population assumptions in this step. Separate calculations can be applied to vacant, underutilized, and partially used portions of each jurisdiction's capacity, provided those assumptions are documented.

Step# 6

Compare the population and unit capacity estimated by this process against the adopted population and housing allocation forecasts for each jurisdiction.

Once the capacity in both units and population is generated, it should be compared to the population growth forecast for each jurisdiction and the housing allocation required by House Bill 1220. By comparing population and unit capacity against the forecast allocation set by the Steering Committee of Elected Officials and, ultimately, the Board of County Commissioners, jurisdictions can determine what steps the State requires to comply (i.e., annexation, UGA modifications, regulation amendments).

LAND CAPACITY ANALYSIS METHODOLOGY FOR SPOKANE COUNTY

INTRODUCTION

The adopted Countywide Planning Policies (CPPs) for Spokane County indicate that the land capacity analysis method developed by the Washington State Department of Commerce (Commerce) should form the basis of local efforts. The *Urban Growth Area Guidebook: Reviewing, Updating, and Implementing Your Urban Growth Area*¹- Chapter 5: *Land Capacity Analysis and Buildable Lands Program for Urban Growth Areas* delineates a step-by-step process for determining the supply of land that may be considered available for growth.

The following document - Land Capacity Analysis Methodology for Spokane County is intended to augment that Commerce process by addressing specific local circumstances.

The following steps will apply to the land capacity analysis process to be conducted by each jurisdiction in Spokane County.

INFORMATION SOURCES FOR THE LAND CAPACITY ANALYSIS

The Spokane County Assessor's Office records will be utilized as the official base information for each jurisdiction's land capacity analysis. That information may be augmented by other sources or 'field' methods. In addition, the official zoning and land use files for each town, city, and Spokane County will be utilized.

THE LAND CAPACITY ANALYSIS REPORTS AND FORMAT

Each jurisdiction will be responsible for developing its land capacity analysis report. The land capacity analysis reports from each jurisdiction are intended to provide quantitative information regarding the theoretical ability of existing urban areas to accommodate additional residential and non-residential growth. This information will be helpful to the Steering Committee of Elected Officials (SCEO), the Spokane County Board of County Commissioners (BOCC), each jurisdiction, and the public while designating and adjusting Urban Growth Areas (UGAs). It is recognized that the information in the report must be integrated with and augmented by other data from various Technical Committees and each jurisdiction for UGA boundaries to be proposed and designated. Land capacity is one of several factors that must be analyzed to develop UGA proposals adequately.

The primary purpose of the land capacity analysis reports will be to analyze residential, commercial, and industrial growth capacity within existing city limits and urbanized unincorporated areas. The report will also estimate growth capacity within rural regions in unincorporated Spokane County.

¹ <https://www.commerce.wa.gov/serving-communities/growth-management/guidebooks-and-resources/>

At a minimum, the following information will be included in the reports:

- Total number of existing platted lots in cities, towns, and urbanized county areas
- The total number of lots in approved preliminary plats in cities, towns, and urbanized county areas is broken down by year of approval and sunset date for the preliminary plat approval.
- Total number of approved but un-built multi-family units in cities, towns, and urbanized county areas.
- Total vacant commercial and industrial land areas, sorted according to parcel size ranges (less than .25 acre; .25 acre to 1 acre; 1 acre to 5 acres; 5 acres to 10 acres; etc.)
- Total acres of unplatted land available for development, sorted according to generalized existing zoning categories.
- Future capacity projections based on current zoning regulations for each jurisdiction.

The reports will also contain a complete list of all assumptions made, a list of participants (governmental and non-governmental), and provisions or recommendations for wider public comment.

SEPA INTEGRATION

The reports will serve as a portion of the overall State Environmental Policy Act (SEPA) analysis for establishing UGAs. The process should also provide an opportunity for public comment. Concerns should be appropriately noted and incorporated into the final product.

TECHNICAL COMMITTEE REVIEW AND COMPILING OF REPORTS

Once the individual land capacity and analysis reports for each jurisdiction are complete, the Land Capacity Technical Committee will review the analysis for consistency with the methodology and unique local conditions that may influence the analysis. Adjustments in the method or analysis may be appropriate if those reviews indicate that a deviation from the methodology's assumptions is warranted. A final land capacity report, essentially a compilation or summary of each jurisdiction's report, will be forwarded to the Steering Committee of Elected Officials for use.

The Land Capacity Technical Committee may find it helpful to coordinate their review and information with other technical committees working toward a regional carrying capacity analysis.

WHERE LAND CAPACITY INVENTORIES WILL OCCUR

1. Each incorporated town and city shall conduct a land capacity analysis within its corporate limits. Small cities and towns may rely on Spokane County to analyze land capacity.
2. Each city and town may conduct a land capacity analysis within any adjacent unincorporated areas under study for potential inclusions within its UGA. An agreement with Spokane County should be made regarding the process for conducting such an analysis.
3. Spokane County shall conduct a land capacity analysis in urbanizing unincorporated areas. The primary focus of that study will generally be the UGA as delineated in the existing Land Use Element of the Comprehensive Plan for Spokane County. Additional areas, as appropriate, may be included in the land capacity analysis.
4. Spokane County shall analyze its rural growth capacity by counting the number of vacant lots or acreage, partially-used parcels, and under-utilized land, exclusive of designated natural resource lands.
5. The Jurisdictions, as appropriate, shall cooperate in any land capacity analysis that involves geographic areas under study by two or more jurisdictions as potential UGAs. Formal written agreements should be enacted between the affected jurisdictions. Those agreements will automatically become a supplement to the reports.

PRIMARY METHODOLOGY STEPS

Step #1:

Identify lands that are potential candidates to accommodate future growth, including vacant, partially used, and underutilized land.

The Commerce guidelines define three general types of land that form the supply for eventual growth: vacant land, partially used land, and underutilized land. The definition of these terms has been modified below to fit local conditions.

All lands will be counted and sorted according to the number of lots or acreage (as appropriate) and existing generalized zone classification.

Vacant Land- Initial identification of these lands includes any lot or parcel that does not contain an improvement value exceeding \$5000 in value, as determined from the Assessor's records.

Regardless of improvement value, land containing a distinctive land use or supporting other nearby uses should not be considered vacant. Parking lots, storage yards, and golf courses are examples of such land that would not be considered vacant. This is initially determined using

Property Class codes ending in *91 (e.g., 891 “land with adjoining use”), though identification by other means may be required.

Additionally, some parcels may contain a significant part of a structure but have no improvement value because the assessor typically only assigns improvement value to one of multiple related parcels. Again, Assessor Property Codes can be used to identify these parcels and remove them from the “vacant land” inventory.

Where a planned unit development (PUD) or preliminary plat has been adopted for a given area, jurisdictions may use the approval of those instruments to inform the capacity of those vacant areas. For example, if a PUD has been approved for 1,000 units, and only 750 units have been platted and constructed, the jurisdiction can consider the area to contain 250 units of additional capacity. Steps two through five below should not be applied to areas within PUDs and preliminary plats.

Likewise, suppose a jurisdiction has adopted a sub-area plan, specific plan, or study for a given area that provides for an estimated buildout scenario. In that case, that study or plan can be relied upon to determine the capacity of an area rather than steps two through four below.

Partially Used Land- Land in this category is occupied by use consistent with zoning but contains enough land to be further subdivided without rezoning. Accordingly, any parcel in rural areas containing at least two times the minimum lot size required by the applicable zone district could be considered partially used.

Partially used residential land in urban areas includes those properties that can be subdivided into eight (8) or more lots, parcels, or tracts consistent with existing zoning standards.

As an additional consideration, jurisdictions can subtract lands from this category that contain a valuable home, as high-value homes on large lots are not expected to be subdivided or redeveloped within the 20-year timeline. Accordingly, any partially used land with at least eight times more improvement value than land value can be removed from the available capacity.

Commercial and industrial lands will not be calculated in this category.

Underutilized Land- These parcels are zoned for more intensive use than currently occupying the property. For example, a single-family home in a multi-family zoning district would fit this category. If a parcel is classified as underutilized, it is not included in the partially used category as the capacity does not assume the existing use would remain if redeveloped.

An existing residential use(s) on a commercial or industrial-zoned parcel will be considered underutilized and counted as such. A parcel in a commercial or industrial zone with an improvement-value of four times the land value or less should also be reviewed further for the likelihood that it would be redeveloped for residential or commercial/industrial use. Each jurisdiction should then determine the likelihood that redevelopment of these parcels would

include residential units or commercial/industrial uses and include them in their underutilized land accordingly.

The Assessor considers an improvement-to-land value ratio of 4 to 1 “average” for typical uses. Accordingly, these parcels may not be redeveloped in the 20-year timeframe if the improvement value is high enough, even if the use is generally non-conforming. Likewise, an Assessor Property Class of 391 can be used to select these properties and to review whether they should be included in the Underutilized category.

Step #2:

Subtract all parcels the community defines as not developable because of physical limitations.

Lands consisting of designated critical areas or other physical constraints may, in some cases, be subtracted from the inventory due to certain features making them difficult or impossible to develop. Critical areas, such as wetlands or streams, are commonly constrained by policies and regulations prohibiting development in these areas. Accordingly, any lands containing these features should be subtracted from those identified in Step 1. Affected areas should include the boundary of a known critical area and the associated buffer that may be required by local code or policy.

If policies or regulations are such that development is wholly prohibited, then the area would be subtracted from the available land supply. If development would be allowed with mitigating measures, then the land area or a portion of it should be counted as available. However, any exclusion should not imply that such land cannot be developed but instead recognizes that the difficulties associated with doing so are enough to limit development potential.

Areas that may be excluded to one degree or another from the available land supply include, but are not limited to:

- Critical areas (as defined in RCW 36.70A)
- Natural resource lands (as defined in RCW 36.70A)
- Steep slopes and other geohazards (according to locally adopted critical areas ordinances or other local delineation)
- Shoreline Jurisdictional Areas
- Water bodies, including designated wetlands and their buffers.

In any case, it is up to the individual jurisdiction to analyze and justify in their report how the various policies or regulations impact the land capacity analysis, according to local land-use regulations and data sources.

Step #3:

Subtract lands needed for other public purposes. This includes utility corridors, landfills, sewage treatment plants, recreation, schools, and other public uses (GMA, Section 15, RCW 36.70A. 150).

Areas in this category include public and private properties that are either currently owned and operated or will be needed to meet future needs in developing areas. Common owners of these lands, for example, may include utility companies, school districts, parks departments, or railroads, to name a few. Likewise, the type of property tax exemption applied to these properties can be used to select these lands initially. In any case, any lands removed from the capacity for step 3 should consider that the predominate existing or planned use of the land is such that it would not reasonably be regarded as available for any residential, commercial, or industrial development. Sample areas to be removed from available capacity include, but are not limited to:

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or underutilized land will not develop within the 20-year timeframe. This percentage taken out of capacity for various unknown economic and social reasons is known as the market factor.

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Step# 5:

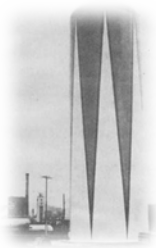
Determine total capacity. After determining desirable densities and land uses for various areas within your jurisdiction (i.e., vacant, partially used, and underutilized), multiply the number of acres in remaining parcels by the number of units per acre allowed in the area where the parcel is located. Add together to determine total capacity of vacant, under- utilized, and partially-used lands."

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Compare the population and unit capacity estimated by this process against the adopted population and housing allocation forecasts for each jurisdiction.

Once the capacity in both units and population is generated, it should be compared to the population growth forecast for each jurisdiction and the housing allocation required by House Bill 1220. By comparing population and unit capacity against the forecast allocation set by the Steering Committee of Elected Officials and, ultimately, the Board of County Commissioners, jurisdictions can determine what steps the State requires to comply (i.e., annexation, UGA modifications, regulation amendments).



Comprehensive Plan & Development Regulations Periodic Update 2026



Racially Disparate Impact (RDI) Analysis



Introduction

In 2021, the Washington State Legislature passed House Bill 1220 (HB 1220) as an amendment to the state Growth Management Act (GMA). HB 1220 requires that local governments plan for housing at all income levels and assess the racially disparate impacts (RDI) of existing housing policies. Conditions that indicate that policies have racially disparate impacts can include segregation, cost burden, displacement, educational opportunities, and health disparities.

According to the Washington Department of Commerce, Racially Disparate Impacts are “when policies, practices, rules, or other systems result in a disproportionate impact on one or more racial groups.”

There are five steps to understanding and addressing racially disparate impacts:



RDI Evaluation Methodology: Policy and Regulation Evaluation



This analysis accounts for Steps 1, 2, and 3 – it includes a summary of findings based on data from the US Census Bureau, US Department of Housing and Urban Development (HUD), WA State Department of Commerce (Commerce), and other sources. These findings then inform the policy evaluations and recommendations found at the end of the report.

The updated Countywide Planning Policies for Spokane County also require jurisdictions to “identify and undo racially discriminatory impacts.”

- “Jurisdictions shall document the local history of racially exclusionary, classist, and discriminatory zoning and housing practices and the extent to which that history is reflected in current development patterns, housing conditions, tenure, and access to services by examining:
 - Trends in minority homeownership.
 - Trends in cost burden among minority households.
 - Trends in the diversity among residents.
- Jurisdictions shall demonstrate how current strategies are undoing the impacts of historically discriminatory practices. If current strategies are insufficient, new regulations shall be developed to undo racially disparate impacts.”

Key Findings

- Based on the EWU Racial Covenants Project, 33% of the parcels in the City of Millwood have racial covenants.
- Millwood has a small population of Persons of Color and Hispanic or Latino (of any race) but is becoming more diverse according to Census numbers.
- According to 2022 ACS 5 Year Estimates, 2.1% of the Millwood population speaks a language other than English at home (Spanish, Other Indo-European languages, and Asian/Pacific Islander languages).
- Almost 40% of Millwood’s total households fall into the extremely low, very low, and low-income categories. The majority of Millwood white households fall into the moderate income to above median income categories while the majority of Millwood’s households of color fall into the extremely low-income category or low-income category. In 2015 vs. 2020, income category percentage only changed slightly when looking at all households, but significant changes were recorded for various households of color.
- Based on data provided by the WA State Department of Commerce (included in Comprehensive Plan Chapter 6 Housing), households of color have a slightly higher owner vs. renter percentage in Millwood, while Hispanic or Latino (of any race) households are predominantly renters and white households are predominantly owners.
- Cost burden and rental affordability are a challenge for Millwood, especially for persons of color and Hispanic / Latino residents which can result in racially disparate impacts. Both owner and renter households experience cost-burden. Overall renter households have higher percentages of cost-burden compared to owner households.
- Millwood is lacking rental units for the extremely-low income and moderate-income brackets with an excess of units in the very-low income and low-income brackets.
- Based on data from the WA State Department of Commerce, Millwood is at low risk for displacement with no social vulnerability, no demographic change, and an accelerating market trend; however examples of seniors and young adults being “priced out of Millwood” did arise in community feedback.

Historical Context

Millwood, like many communities across the United States, has a history of housing policies that have contributed to racial disparities. While the city itself is predominantly White, historical and systemic factors have influenced housing access and economic outcomes for residents of color.

Throughout the history of the United States, a combination of laws and practices have impacted where specific groups of people live, what opportunities they have access to, and their ability to build wealth through stable housing. Unfortunately, many of these policies explicitly or implicitly benefited white residents at the expense of all others. The legacy of policies like redlining, which used racial criteria in determining which neighborhoods were suitable for government-backed loans, highway development through predominantly Black neighborhoods, and racial covenants which explicitly excluded certain groups from owning specific properties, continues to impact non-white communities today.

While many cities have acknowledged the harms of these policies, many of which are no longer legal, there are still policies in effect today that hold cities back from rectifying systemic harm. These can include policies that reference vague concepts like “neighborhood character,” as well as those that permit only the most expensive homes to be built, thus shutting lower-income residents out of high-opportunity areas.

This analysis includes a historic review of some of the known policies and programs that caused racially disparate impacts in Millwood, as a starting point in understanding present-day conditions.

Racial Covenants & Potential Redlining

Throughout the United States, racial covenants were used to exclude certain races and religious groups from residing in specific neighborhoods, creating exclusive areas for white, Christian residents. In the mid-20th century, Millwood was subject to racially restrictive covenants in property deeds. For instance, the 1946 "Millwood Homes Addition Declaration of Protective Covenants" explicitly prohibited non-White individuals from occupying properties, except for domestic servants of a different race living with the owner or tenant. These covenants were part of a broader pattern of racial exclusion in Spokane County that encompassed neighborhoods throughout Spokane Valley and Spokane neighborhoods such as Comstock and Audubon.

Such discriminatory practices were not unique to Millwood but were widespread in the region, affecting neighborhoods developed by prominent figures and institutions. These historical policies have had long-lasting effects on racial segregation and economic inequality in the area.

Map 1 below shows multiple parcels within the borders of the City of Millwood that still have racial covenants. There are 8 different versions of covenant wording that have been located with examples from Millwood subdivisions included in Figures 1 – 8 below. These deed restrictions were legally enforceable from 1927 to 1968.

The combination of racially restrictive covenants and redlining would have impacted the ability of Black veterans to fully access homeownership loan benefits through the Servicemen’s Readjustment Act of 1944 (GI Bill), which enabled white veterans to buy housing and build wealth in the suburbs. Racial covenants have since been declared unconstitutional, and Fair Housing laws have been put into effect.

Map 1 – Spokane County Racial Covenants Locator Map for Millwood Area

Spokane County Racial Covenants Locator Map

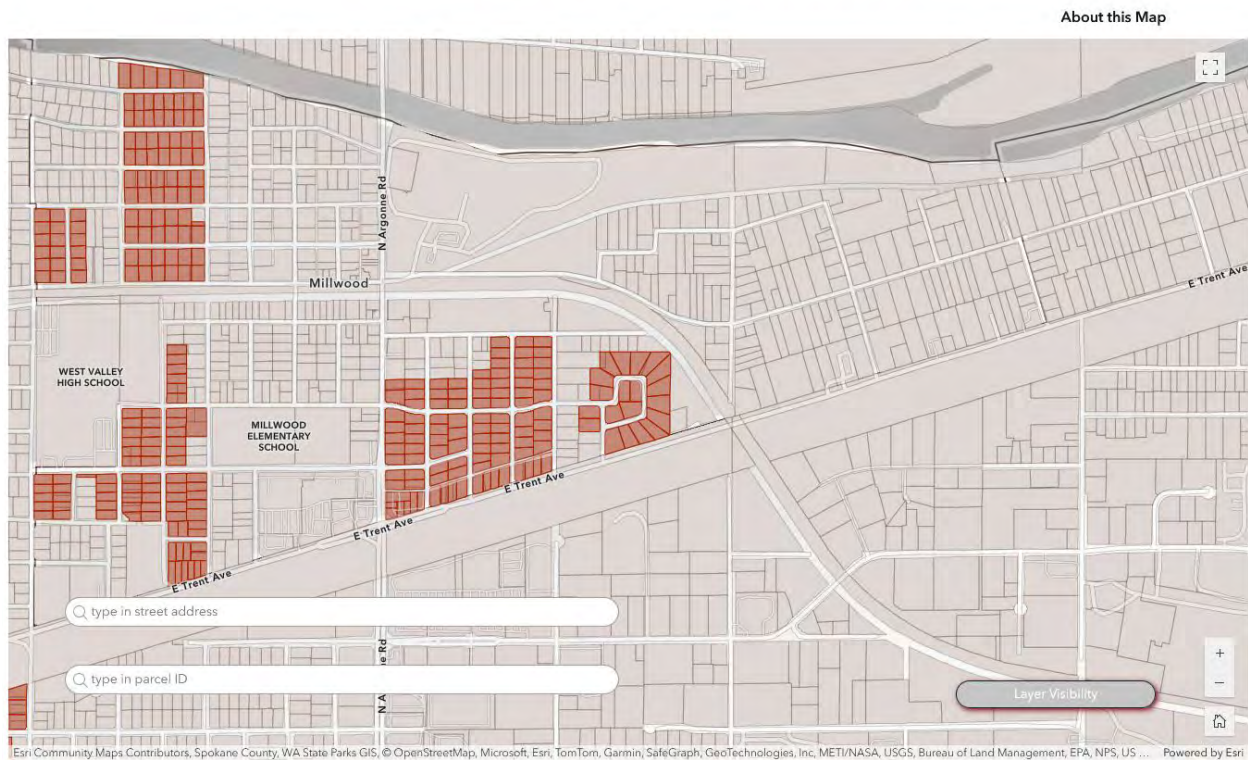


Figure 1 – Riverwood Addition Racial Covenant Example

Racially restrictive covenants were one of many tools used by white segregationists to build all-white neighborhoods in the first half of the 20th century. White property owners added racial restrictions to over 7000 lots in Spokane County between the 1920s and 1950s. Though discrimination based on race was banned by the 1968 Fair Housing Act, the unenforceable language still persists in many property documents.

In Spokane County, covenants were most common in the northwest part of the City of Spokane (Audubon and Shadle), on the South Hill, Airway Heights, and in the Spokane Valley. They were often applied to entire neighborhoods (or even towns) when an addition or subdivision was surveyed and platted, but they were also included in deeds when a single lot changed hands.

8611 E SOUTH RIVER WAY

Parcel ID: 45064.0101 (click to zoom)

Abbreviated Legal Description: Riverwood Addition, Block 1, Lot 1

RACIAL COVENANT ASSOCIATED WITH THIS PROPERTY

Recording Date: Jan 3, 1946
Recording Number: ?
Grantor: Howard Maurer
Grantee: n/a

Racial Covenant: F: no person of any race, other than the white race, shall use or occupy any building upon these premises, except as a domestic servant domiciled with the owner or tenant,

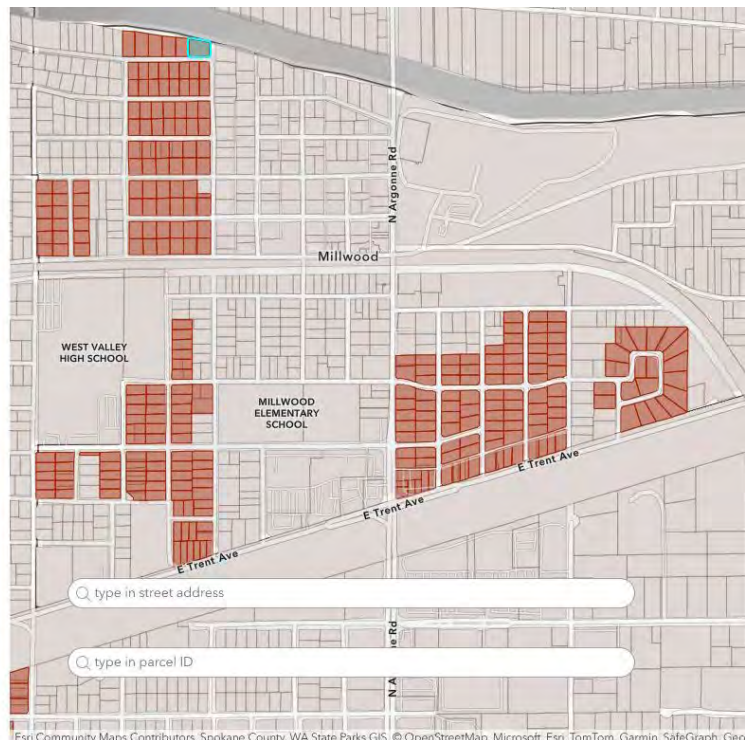


Figure 2 – Sipple's Addition Racial Covenant Example

Racially restrictive covenants were one of many tools used by white segregationists to build all-white neighborhoods in the first half of the 20th century. White property owners added racial restrictions to over 7000 lots in Spokane County between the 1920s and 1950s. Though discrimination based on race was banned by the 1968 Fair Housing Act, the unenforceable language still persists in many property documents.

In Spokane County, covenants were most common in the northwest part of the City of Spokane (Audubon and Shadle), on the South Hill, Airway Heights, and in the Spokane Valley. They were often applied to entire neighborhoods (or even towns) when an addition or subdivision was surveyed and platted, but they were also included in deeds when a single lot changed hands.

8304 E LIBERTY AVE

Parcel ID: 45064.1917 (click to zoom)

Abbreviated Legal Description: Sipple's Addition, Block 2, Lot 12

RACIAL COVENANT ASSOCIATED WITH THIS PROPERTY

Recording Date: May 9, 1946
Recording Number: ?
Grantor: Killian Sipple
Grantee: n/a

Racial Covenant: F. no person or persons of any race other than white or Caucasian race shall use or occupy any dwelling on any lot except that this covenant shall not prevent occupancy by domestic servants of a different race or nationality domiciled with an owner or tenant.

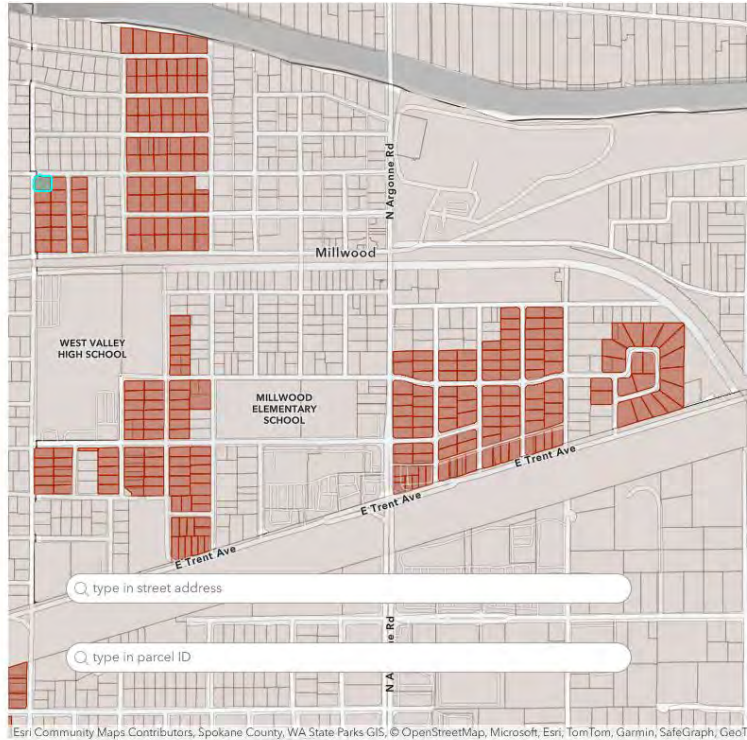


Figure 3 – Hedman's Addition Racial Covenant Example

Racially restrictive covenants were one of many tools used by white segregationists to build all-white neighborhoods in the first half of the 20th century. White property owners added racial restrictions to over 7000 lots in Spokane County between the 1920s and 1950s. Though discrimination based on race was banned by the 1968 Fair Housing Act, the unenforceable language still persists in many property documents.

In Spokane County, covenants were most common in the northwest part of the City of Spokane (Audubon and Shadle), on the South Hill, Airway Heights, and in the Spokane Valley. They were often applied to entire neighborhoods (or even towns) when an addition or subdivision was surveyed and platted, but they were also included in deeds when a single lot changed hands.

3018 N LAURA RD

Parcel ID: 45071.1001 (click to zoom)

Abbreviated Legal Description: Hedman's Addition, Block 1, Lot 1

RACIAL COVENANT ASSOCIATED WITH THIS PROPERTY

Recording Date: Dec 8, 1950
Recording Number: ?
Grantor: Carl Hedman
Grantee: n/a

Racial Covenant: E. No person of any race other than the white race shall use or occupy any building upon the premises except that this covenant shall not prevent occupancy by domestic servants of a different race domiciled with owner or tenant.

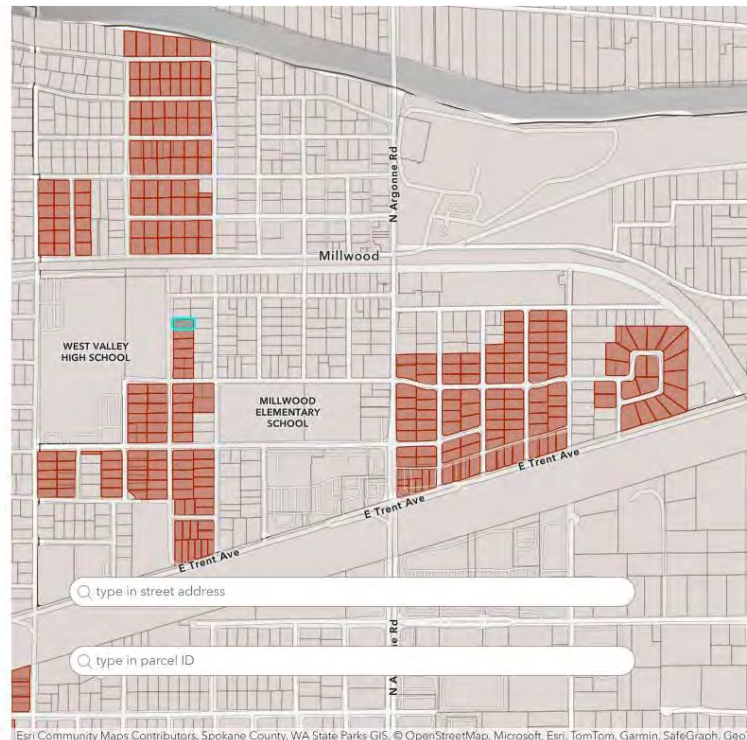


Figure 4 – Polwarth's 1st Addition Racial Covenant Example

Racially restrictive covenants were one of many tools used by white segregationists to build all-white neighborhoods in the first half of the 20th century. White property owners added racial restrictions to over 7000 lots in Spokane County between the 1920s and 1950s. Though discrimination based on race was banned by the 1968 Fair Housing Act, the unenforceable language still persists in many property documents.

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2723 N SIPLE RD

Parcel ID: 45071.2401 (click to zoom)

Abbreviated Legal Description: Polwarth's 1st Addition, Block 4, Lot 1

RACIAL COVENANT ASSOCIATED WITH THIS PROPERTY

Recording Date: Jan 21, 1948
Recording Number: 794783A
Grantor: Ernest Polwarth
Grantee: n/a

Racial Covenant: No person of any race other than the white race shall use or occupy any building except that this covenant shall not prevent occupancy by domestic servants of a different race if domiciled with the owner or tenant.

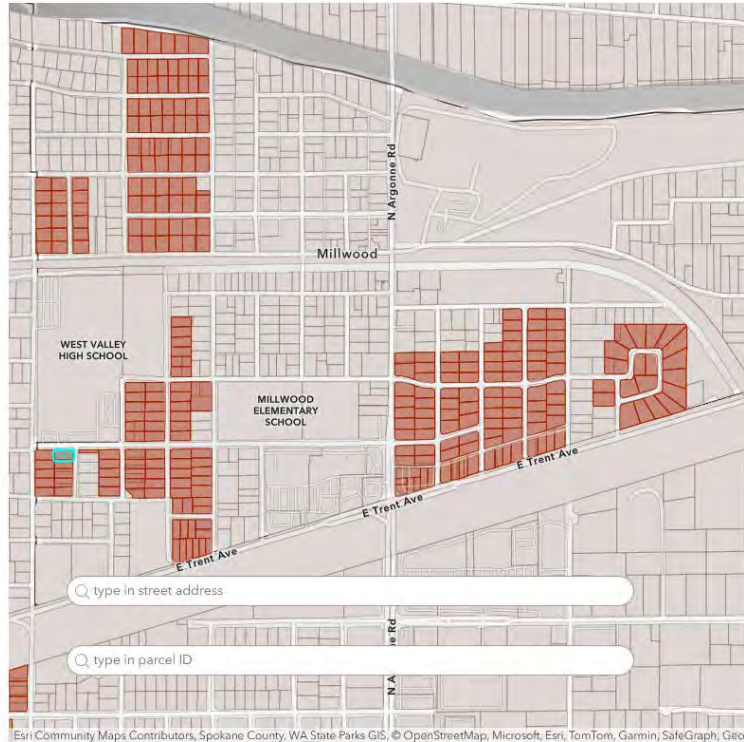


Figure 5 – Polwarth's Addition Racial Covenant Example

Racially restrictive covenants were one of many tools used by white segregationists to build all-white neighborhoods in the first half of the 20th century. White property owners added racial restrictions to over 7000 lots in Spokane County between the 1920s and 1950s. Though discrimination based on race was banned by the 1968 Fair Housing Act, the unenforceable language still persists in many property documents.

In Spokane County, covenants were most common in the northwest part of the City of Spokane (Audubon and Shadle), on the South Hill, Airway Heights, and in the Spokane Valley. They were often applied to entire neighborhoods (or even towns) when an addition or subdivision was surveyed and platted, but they were also included in deeds when a single lot changed hands.

2722 N BESSIE RD

Parcel ID: 45071.1412 (click to zoom)

Abbreviated Legal Description: Polwarth's Addition, Block 2, Lot 10

RACIAL COVENANT ASSOCIATED WITH THIS PROPERTY

Recording Date: Sep 18, 1942
Recording Number: 559461A
Grantor: Ernest Polwarth
Grantee: n/a

Racial Covenant: (i) No persons of any race other than the white race shall use or occupy any building upon these premises, except that this covenant shall not prevent occupancy by domestic servants of a different race domiciled with owner or tenant

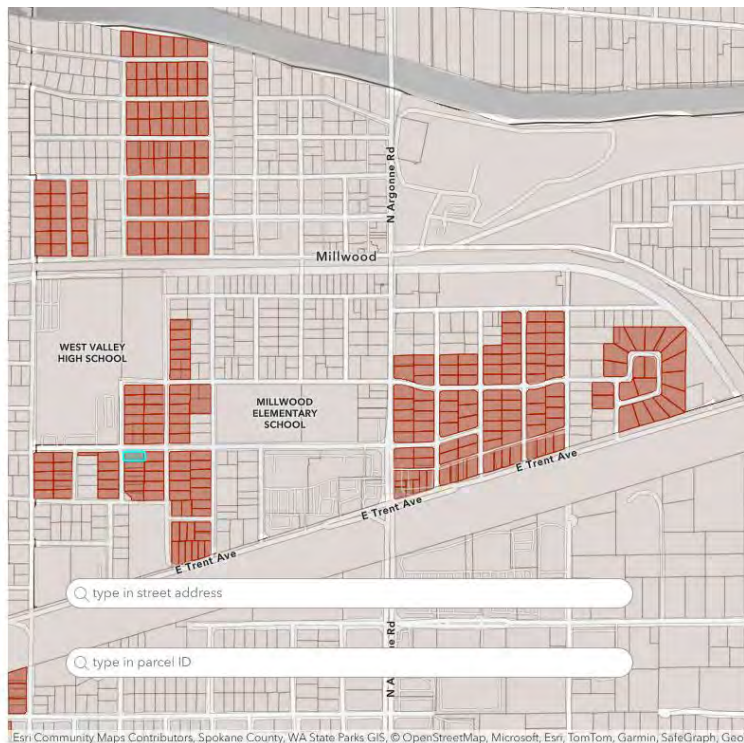


Figure 6 – Julian Addition Racial Covenant Example

Racially restrictive covenants were one of many tools used by white segregationists to build all-white neighborhoods in the first half of the 20th century. White property owners added racial restrictions to over 7000 lots in Spokane County between the 1920s and 1950s. Though discrimination based on race was banned by the 1968 Fair Housing Act, the unenforceable language still persists in many property documents.

In Spokane County, covenants were most common in the northwest part of the City of Spokane (Audubon and Shadle), on the South Hill, Airway Heights, and in the Spokane Valley. They were often applied to entire neighborhoods (or even towns) when an addition or subdivision was surveyed and platted, but they were also included in deeds when a single lot changed hands.

8605 E YORK AVE

Parcel ID: 45071.1504 (click to zoom)

Abbreviated Legal Description: Julian Addition, Block 1, Lot 4

RACIAL COVENANT ASSOCIATED WITH THIS PROPERTY

Recording Date: Sep 22, 1950
Recording Number: ?
Grantor: Amelia Guiliano
Grantee: n/a

Racial Covenant: F. No person of any race other than the Caucasian race shall use or occupy any building or any part thereof said lot, except that this covenant shall not prevent occupancy by domestic servants of another race domiciled with an owner or tenant.

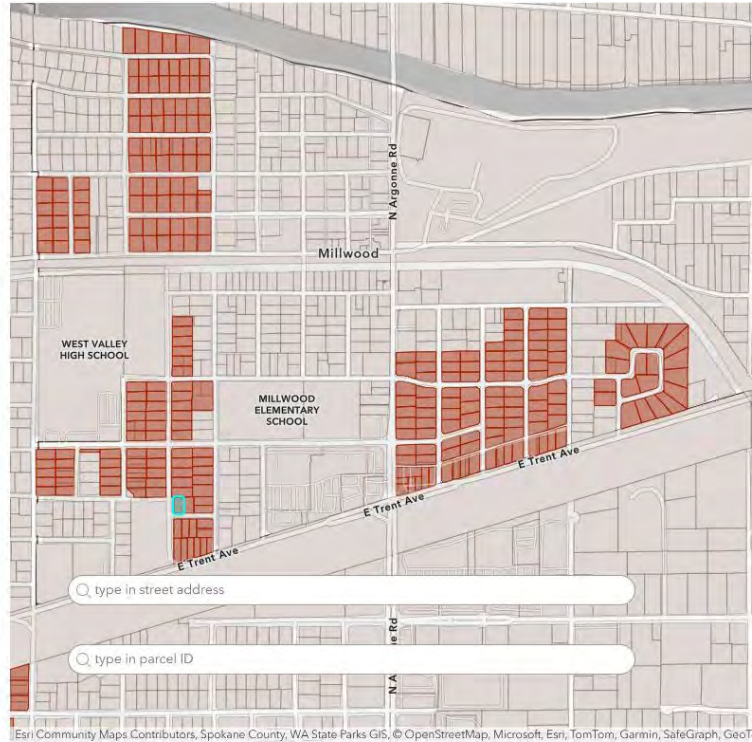


Figure 7 – Millwood Homes Addition Racial Covenant Example

Racially restrictive covenants were one of many tools used by white segregationists to build all-white neighborhoods in the first half of the 20th century. White property owners added racial restrictions to over 7000 lots in Spokane County between the 1920s and 1950s. Though discrimination based on race was banned by the 1968 Fair Housing Act, the unenforceable language still persists in many property documents.

In Spokane County, covenants were most common in the northwest part of the City of Spokane (Audubon and Shadle), on the South Hill, Airway Heights, and in the Spokane Valley. They were often applied to entire neighborhoods (or even towns) when an addition or subdivision was surveyed and platted, but they were also included in deeds when a single lot changed hands.

2918 N ARGONNE RD

Parcel ID: 45082.0802 (click to zoom)

Abbreviated Legal Description: Millwood Homes Addition, Block 1, Lot 1

RACIAL COVENANT ASSOCIATED WITH THIS PROPERTY

Recording Date: Dec 18, 1947
Recording Number: ?
Grantor: F E Martin
Grantee: n/a

Racial Covenant: None of said lots shall be transferred to or occupied by other than persons of the Caucasian race until after October 15, 1980.

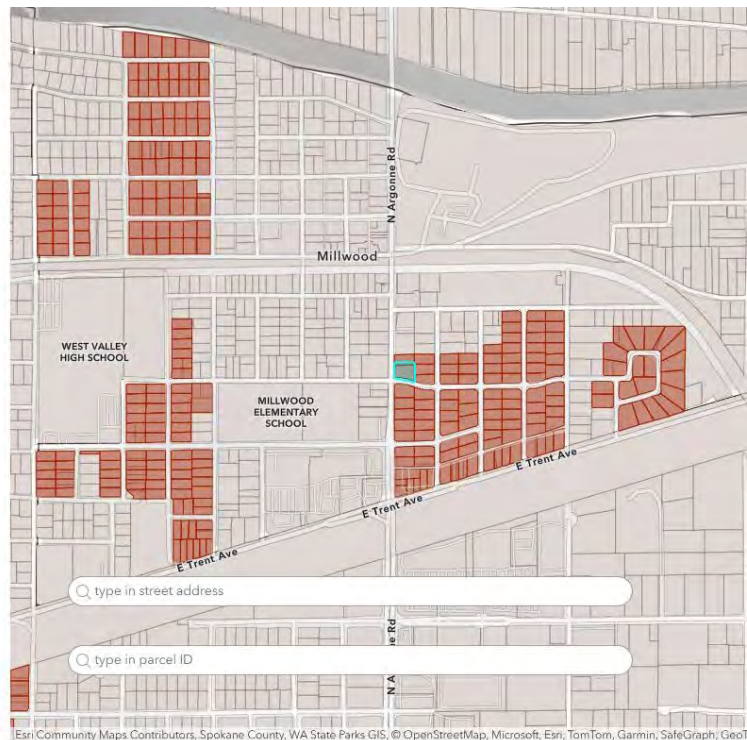


Figure 8 – Hooker's Addition Replat Racial Covenant Example

Racially restrictive covenants were one of many tools used by white segregationists to build all-white neighborhoods in the first half of the 20th century. White property owners added racial restrictions to over 7000 lots in Spokane County between the 1920s and 1950s. Though discrimination based on race was banned by the 1968 Fair Housing Act, the unenforceable language still persists in many property documents.

In Spokane County, covenants were most common in the northwest part of the City of Spokane (Audubon and Shadle), on the South Hill, Airway Heights, and in the Spokane Valley. They were often applied to entire neighborhoods (or even towns) when an addition or subdivision was surveyed and platted, but they were also included in deeds when a single lot changed hands.

2901 N BOEING RD

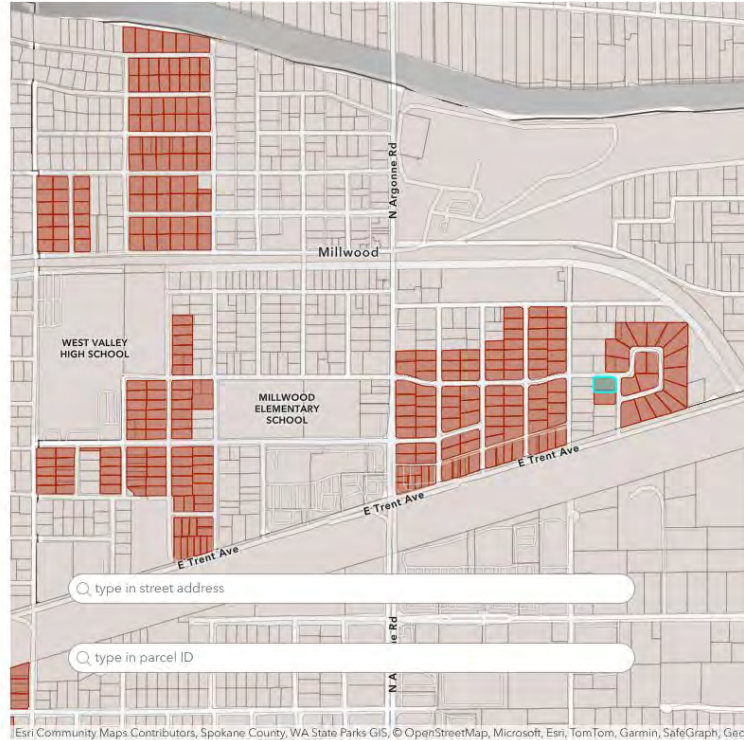
Parcel ID: 45082.0308 (click to zoom)

Abbreviated Legal Description: Hooker's Addition Replat, Block 1, Lot 1

RACIAL COVENANT ASSOCIATED WITH THIS PROPERTY

Recording Date: Mar 4, 1946
Recording Number: ?
Grantor: Melville Hooker
Grantee: n/a

Racial Covenant: F. no person or persons of any race other than white or Caucasian race shall use or occupy any dwelling on any lot except that this covenant shall not prevent occupancy by domestic servants of a different race or nationality domiciled with an owner or tenant.



Community Matters: Moving Forward Together

There have been some concerns raised during the 2026 Periodic Update process by members of our community regarding incidents that have taken place in and around Millwood. While it's important to acknowledge and understand these concerns, it is equally important to recognize that our community is committed to moving forward with inclusivity and respect for all.

We understand that our history has moments that we may not be proud of, and while we must honor that history, the focus now is on building a stronger, more welcoming Millwood for everyone. Many community members have expressed a desire to focus on fostering community, ensuring that Millwood remains a place where all residents feel valued and supported.

One of the topics currently being discussed is providing assistance to homeowners interested in addressing removal of historic racial covenants from their property deeds. This is one of many steps toward helping our community grow in ways that reflect our shared commitment to equality and opportunity.

Together, Millwood will continue to build a future that honors diversity and ensures that all voices are heard and respected.

Assessing Racially Disparate Impacts

Population

The racial makeup of Washington state in 1970 remained overwhelmingly white, with 95.4 % white residents and only 4.6 % minorities, of whom 2.1 % of the total population were classified as "Negro." In the 2000 census 81.8 percent of the state's total population was white, and 18.2 percent belonged to minority groups, a significant increase over the 30 year timeframe.

A report completed by the University of Washington entitled "Race and Segregation in Washington Cities and Counties 1940-2020" shows Spokane County was 98% White in 1970.

- In 1960, Millwood had a population of 1,776 and Millwood's Census Tract 110, Div 6 showed 99.8% were White, there was a Black population of zero and an Asian/Other Race population of 3 (0.02%).
- In 1970, Millwood's updated Tract 116 showed 99.3% of the population were White and 0.7% were other races. Millwood still had a Black population of zero, an Indigenous population of 7, and a Japanese population of 5, a slight increase from 1960.
- In 1980, Millwood's Census Tract 116 showed more diversity with 97.3% of the population listed as White, 0.4% of the population as Black, and other races had increased to 2.3% total.
- By 1990, Millwood's Census Tract 116 listed 97% of the population as White and 3% total for all other races; however, between 1960 and 1990, the population of Millwood overall had decreased to 1,559, followed by a gradual increase (see Figure 9 below).
- By 2000, Millwood's non-white population had increased to just under 5% of Millwood's population while Spokane County's non-white population was just under 9% in 2000.

Figure 9 – Historic Population Trend (2015 City of Millwood Comprehensive Plan Table 5.1 w/ Summary)

Historic Population Trends. Millwood experienced a moderate amount of population decline from 1960 through 1980. The rate of population loss increased moderately from 1980 to 1990. The Washington State Office of Financial Management (OFM) population estimate of 1,665 for 2008 would indicate a moderate increase in population from 1990 to 2008. This increase is largely accounted for by the annexation in 1991 of 28 acres with 59 residential units, including a total population of 105 persons, (Table 5.1)

Table 5.1
Millwood Historical Population Trends

	1970	1980	1990	2000	2010
Population	1,770	1,717	1,559	1,649	1,786
Percent of Change	-	-2.99%	-9.20%	5.52%	8.3%
Source: U.S. Bureau of the Census, 1990; 2000, 2010					

Figure 10 – Millwood Racial Distribution (2001 City of Millwood Comprehensive Plan Table 5.4 w/ Summary)

5.2.3 Racial Distribution

As of the 1990 Census, the white racial category accounted for nearly 97 percent of the Town's total population, making it by far the largest racial group within Millwood. Other racial distribution categories combined, account for three percent or less of the Town's population (Table 5.4)

Table 5.4
Racial Distribution 1990

Race	# of Persons	Percent
White	1,512	97.00
Black	5	00.32
American Indian	10	00.64
Asian or Pacific Islander	16	01.02
Other Race	16	01.02
Total	1,559	100.00

Figure 11 – 2000 Racial Distribution (2015 City of Millwood Comprehensive Plan Table 5.4)

Racial Distribution 2000

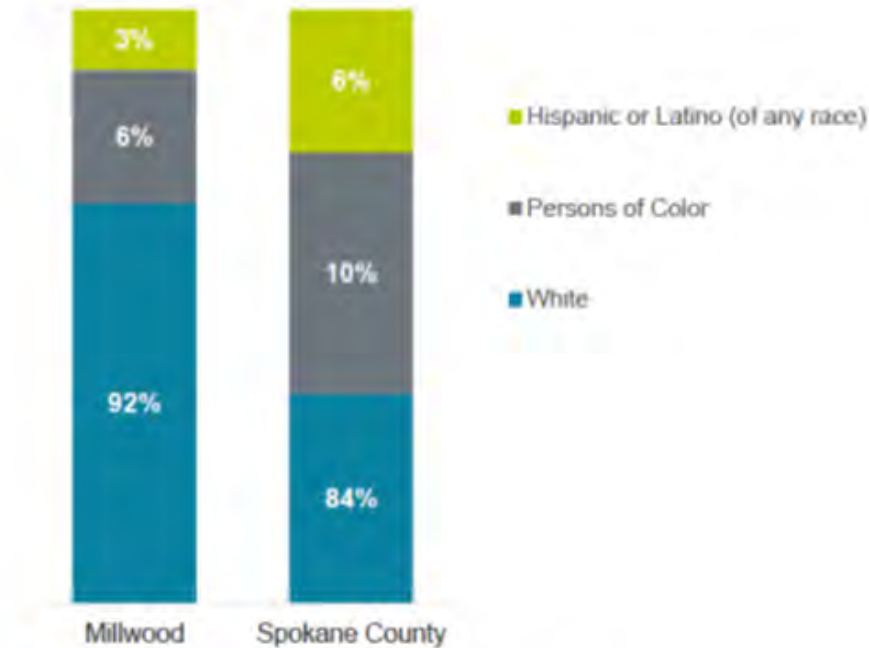
Race	# of Persons	Percent	Spokane County
White	1,571	95.3	91.4
Black or African American	9	0.5	1.6
American Indian or Alaskan Native	7	0.4	1.4
Asian	17	1.0	1.9
Native Hawaiian and Other Pacific Islander	2	0.1	0.2
Other Race	8	0.5	0.8
Two or More Races	35	2.1	2.8
Total	1,649	100.00	100.0

Millwood has a small population of Persons of Color and Hispanic or Latino (of any race) but is becoming more diverse according to Census numbers.

Figure 12 – Millwood and Spokane County population by race and Hispanic ethnicity, 2020* (2026 Draft City of Millwood Comprehensive Plan Figure 4-3)

Figure 4-3: Millwood and Spokane County population by race and Hispanic ethnicity, 2020*

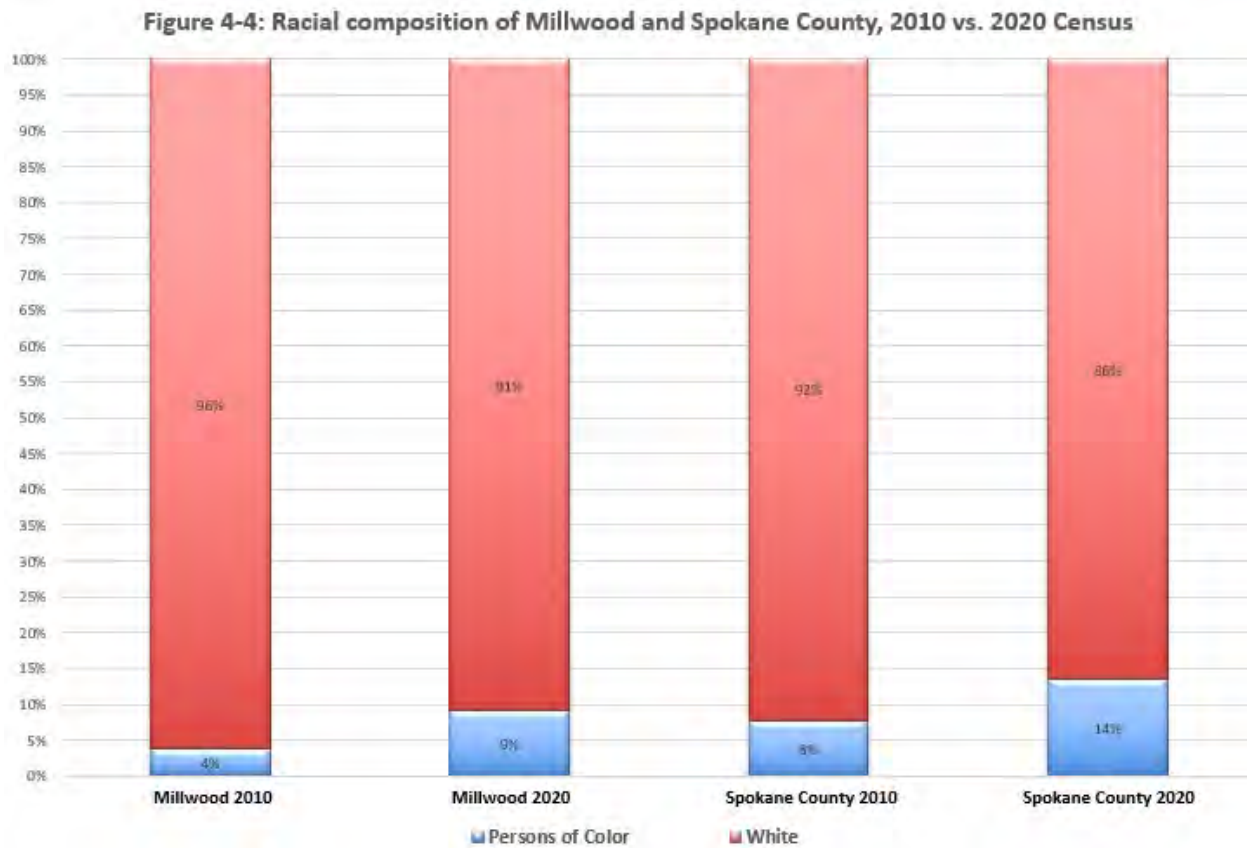
Chart 2a.



Source: US Census Bureau, 2016-2020 American Community Survey 5-Year Estimates (Table DP05); Washington Department of Commerce, 2023

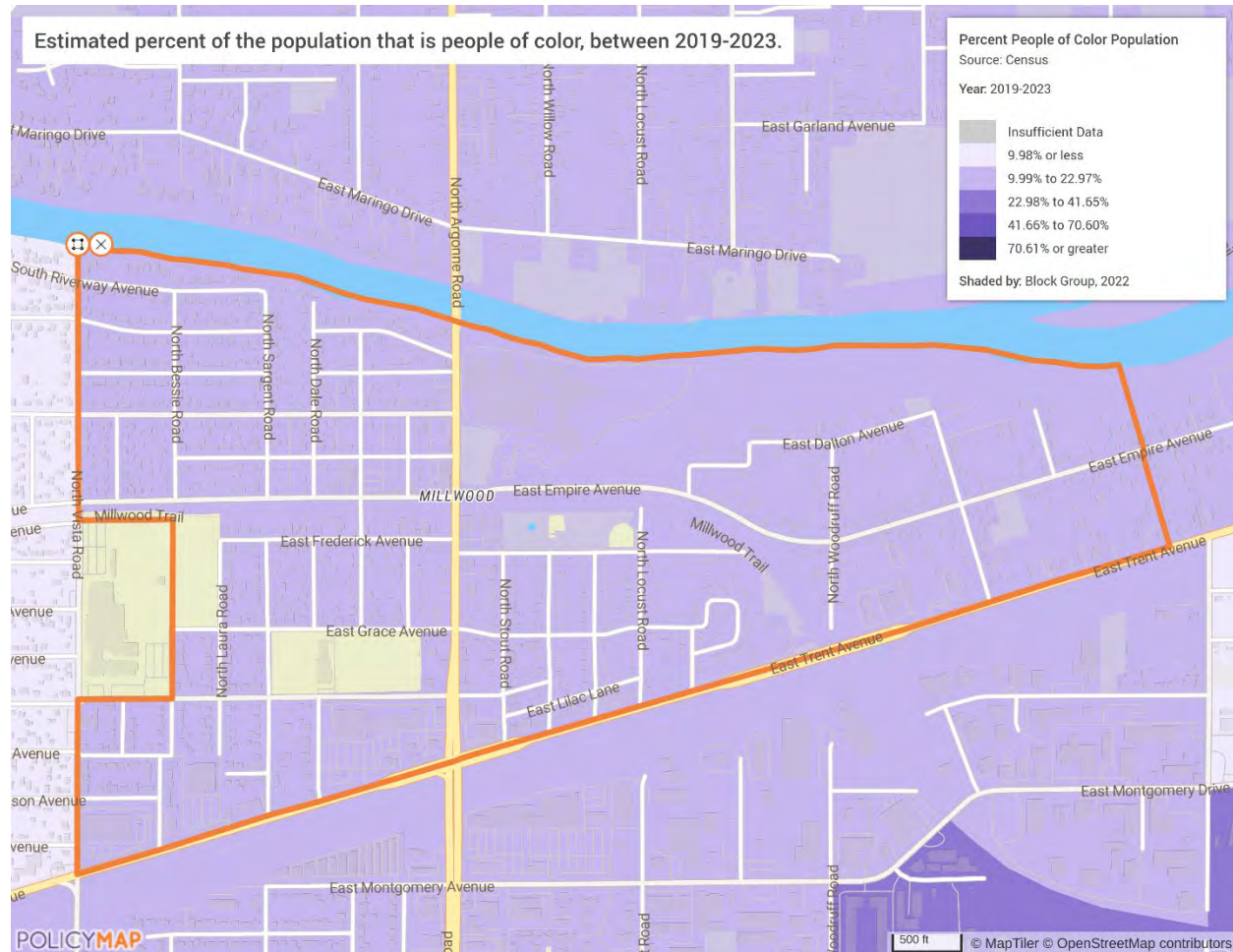
* The American Community Survey (ACS) and HUD's Comprehensive Housing Affordability Strategy (CHAS) estimates are based on a sample of the population and have sampling error. Sampling error is the difference between the sample value and the population value (if one were to survey the entire population). To help users understand the degree of sample error in a given estimate, the data sources publish a Margin of Error for every estimate. The Margin of Error allows the user to assess the reliability of the estimates. There are no steadfast rules as to what constitutes a reliable estimate. Long range planning often tolerates a range of estimates for informing long range targets. For many jurisdictions, there are no alternative data sources that could provide more reliable data. The model provided by the WA State Department of Commerce uses a default Coefficient of Variation threshold of 30% to indicate that some estimates may have low reliability. When an estimate has a CV higher than the threshold, the model includes a warning and recommends the user use the less detailed charts for the RDI analysis. For the City of Millwood, when a less detailed chart was available, it was utilized. Less detailed charts are labeled with an "a".

Figure 13 – Racial composition of Millwood and Spokane County, 2010 and 2020 Census (2026 Draft City of Millwood Comprehensive Plan Figure 4-4)



Map 2 was prepared by Commerce to graphically represent the Millwood persons of color population compared to the surrounding areas. Per Commerce, census data for the City of Millwood on this topic is limited.

Map 2 – Estimated percent of the population that are people of color, 2019-2023

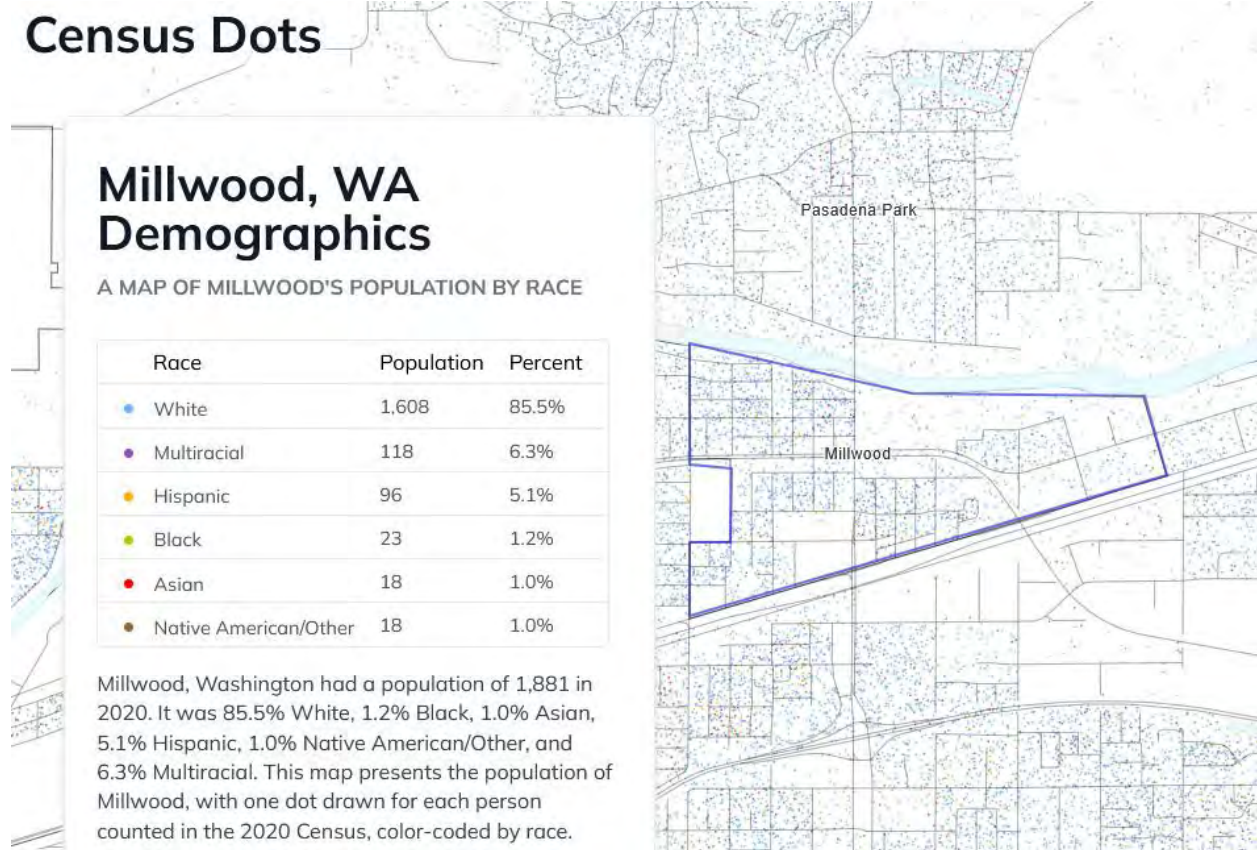


According to 2022 ACS 5 Year Estimates, 2.1% of the Millwood population speaks a language other than English at home (Spanish, Other Indo-European languages, and Asian/Pacific Islander languages).

While it appears there are data issues with Inland Empire Paper (IEP) land and division of percentages, the following Map 3 was the only data that could be found to potentially represent the spatial distribution of Millwood's population¹. The data was obtained from the 2020 Census and would need to be considered an approximate representation since the 2020 Census data included in Chapter 4 of the Millwood Comprehensive Plan shows that 9% of Millwood residents are "persons of color" while the Census Dots data below lists 8.3% for persons of color and 6.3% multiracial. Map 2 represents Millwood in 2020, not historically; however, it does show that races were spread out across Millwood with little to no racial concentrations.

¹ The Commerce suggested HUD Affirmatively Furthering Fair Housing Tool (AFFHT) was no longer available at the time of this RDI Analysis. The alternative, PolicyMap is limited Commerce (see Map 2 above).

Map 3 – 2020 Census Dots Map of Millwood Population By Race

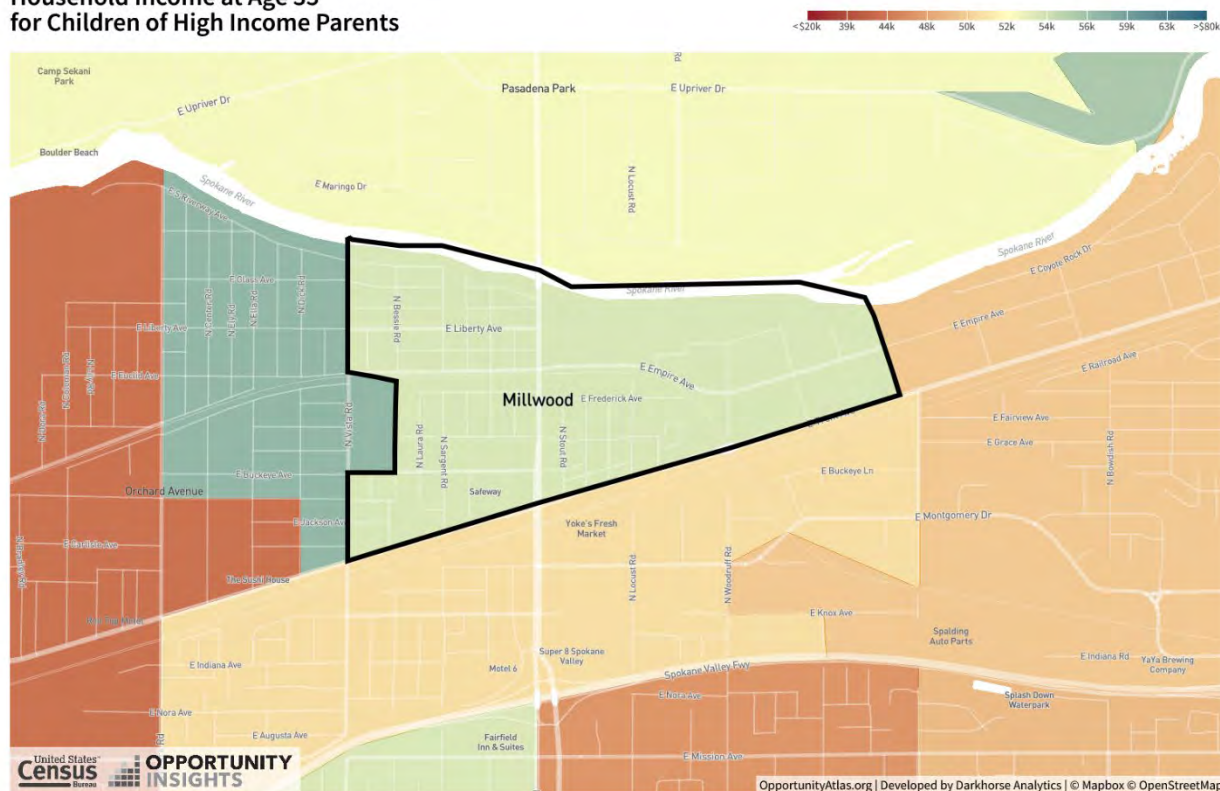


Income and Housing

"In 2018, in collaboration with Opportunity Insights, the Census Bureau constructed and released the [Opportunity Atlas](https://www.census.gov/programs-surveys/ces/data/public-use-data/opportunity-atlas-data-tables.html), a comprehensive Census tract-level dataset of children's outcomes in adulthood using data covering nearly the entire U.S. population. For each tract, the Census Bureau estimated children's outcomes in adulthood such as earnings distributions and incarceration rates by parental income, race/ethnicity, and sex. These estimates allow the public to trace the roots of outcomes such as poverty and incarceration to the neighborhoods in which children grew up. The statistics in the Opportunity Atlas focused on adult outcomes of children born in between 1978-1983 at the tract level" (<https://www.census.gov/programs-surveys/ces/data/public-use-data/opportunity-atlas-data-tables.html>).

According to Map 3 above, Millwood in 2020 does not have a concentration of races, households are spread out across the City.

The maps below show data for the City of Millwood and the surrounding area within Spokane Valley. Millwood's data is consistent for the entire City while other jurisdictions can have different data for different sections, seeming to correspond with racial household concentrations that Millwood does not appear to have.



374



Figure 14 – The Opportunity Atlas Data Summary

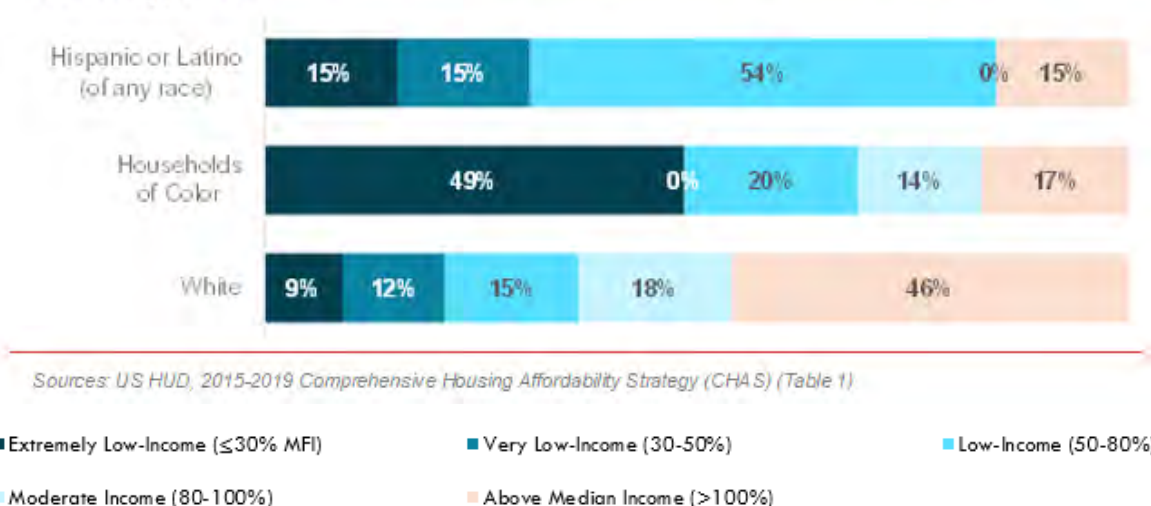
	Higher Income Parents (75 th percentile)		Lower Income Parents (25 th percentile)	
2014-2015 average annual household income	\$54,000 (Median was \$52,000)		\$38,000 (Median was \$34,000)	
Incarceration rate	Less than 1%		4.5%	
Overall Employment rate	82%		67%	
	Women	Men	Women	Men
2014-2015 average annual individual income	\$25,000	\$42,000	\$22,000	\$25,000
Employment rate	77%	89%	62%	73%
% Married	68%	57%	54%	37%
Teenage birth rate	2.5%	N/A	20%	N/A

Almost 40% of Millwood’s total households fall into the extremely low, very low, and low-income categories. Figure 15 below, shows that the majority of Millwood white households fall into the moderate income to above median income categories while the majority of Millwood’s households of color fall into the extremely low-income category or low-income category.

Figure 15 – Millwood distribution of households by income and race or ethnicity in 2019 (2026 Draft City of Millwood Comprehensive Plan Figure 4-8)

Figure 4-8: Millwood distribution of households by income and race or ethnicity in 2019*

Chart 14a. Millwood distribution of households by income and race or ethnicity, 2019



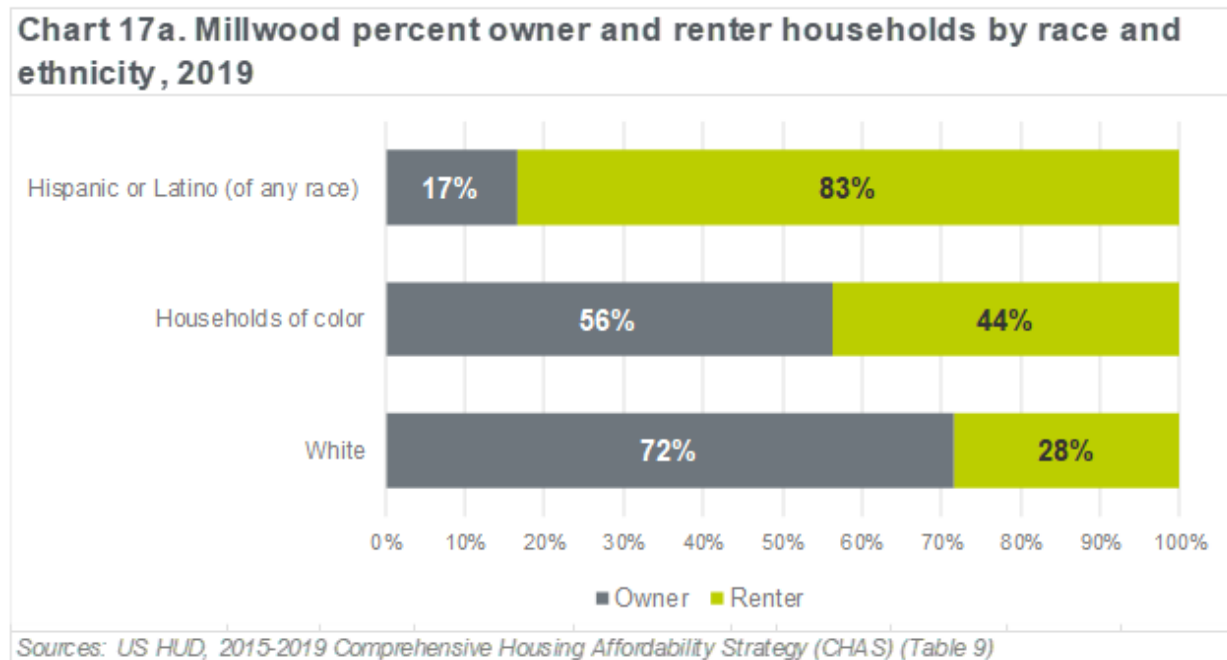
* The American Community Survey (ACS) and HUD's Comprehensive Housing Affordability Strategy (CHAS) estimates are based on a sample of the population and have sampling error. Sampling error is the difference between the sample value and the

population value (if one were to survey the entire population). To help users understand the degree of sample error in a given estimate, the data sources publish a Margin of Error for every estimate. The Margin of Error allows the user to assess the reliability of the estimates. There are no steadfast rules as to what constitutes a reliable estimate. Long range planning often tolerates a range of estimates for informing long range targets. For many jurisdictions, there are no alternative data sources that could provide more reliable data. The model provided by the WA State Department of Commerce uses a default Coefficient of Variation threshold of 30% to indicate that some estimates may have low reliability. When an estimate has a CV higher than the threshold, the model includes a warning and recommends the user use the less detailed charts for the RDI analysis. For the City of Millwood, when a less detailed chart was available, it was utilized. Less detailed charts are labeled with an “a”.

Based on data provided by the WA State Department of Commerce (included in Comprehensive Plan Chapter 6 Housing), households of color have a slightly higher owner vs. renter percentage in Millwood, while Hispanic or Latino (of any race) households are predominantly renters and white households are predominantly owners, as shown in Figure 16 below.

Figure 16 – Millwood Percent of Owner and Renter Households by Race & Ethnicity, 2019 (2026 Draft City of Millwood Comprehensive Plan Figure 6-3)

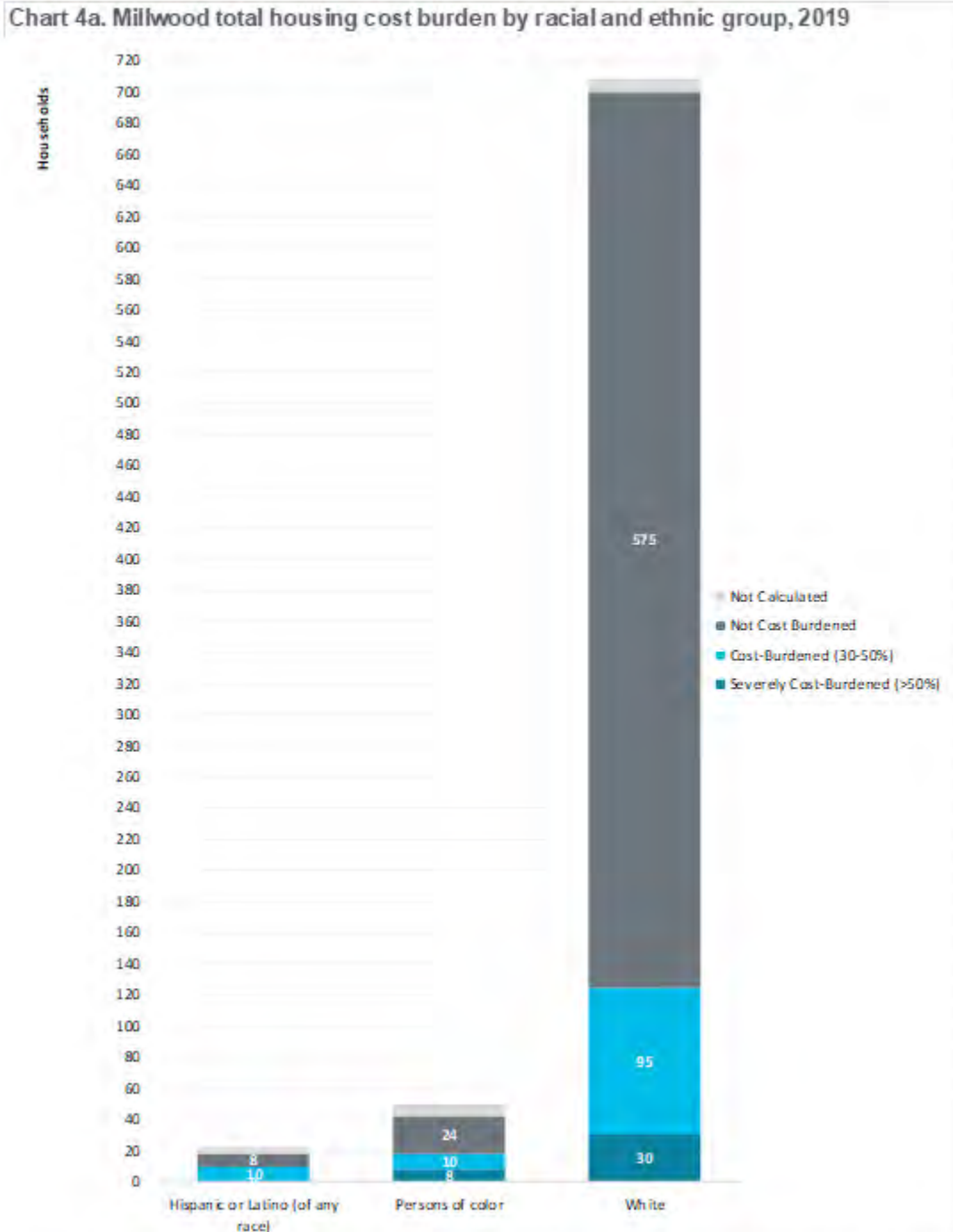
Figure 6-3: Millwood Percent of Owner and Renter Households by Race & Ethnicity, 2019*



Cost burden and rental affordability are a challenge for Millwood, especially for persons of color and Hispanic / Latino residents which can result in racially disparate impacts. As shown in Figure 17 below, based on data provided by WA State Dept. of Commerce, Millwood persons of color tend to have a higher percentage of households that are cost-burdened or severely cost-burdened, compared to white households. Over half of Millwood residents that are Hispanic or Latino (of any race) are cost-burdened, but none are severely cost-burdened. Figures 18 and 19 show that both owner and renter households experience cost-burden. Overall renter households have higher percentages of cost-burden compared to owner households. Refer to sampling error note for ACS and CHAS data identified with a * below, concerning provided data for small populations.

Figure 17 – Millwood Total Housing by Racial & Ethnic Group, 2019 (2026 Draft City of Millwood Comprehensive Plan Figure 6-4)

Figure 6-4: Millwood Total Housing Cost Burden by Racial and Ethnic Group, 2019*



Source: US HUD, 2015-2019 Comprehensive Housing Affordability Strategy (CHAS) (Table 9); Washington Department of Commerce, 2023

Figure 18 – Millwood Owner Households Experiencing Housing Cost Burden, 2019 (2026 Draft City of Millwood Comprehensive Plan Figure 6-5)

Figure 6-5: Millwood Owner Households Experiencing Housing Cost Burden, 2019*

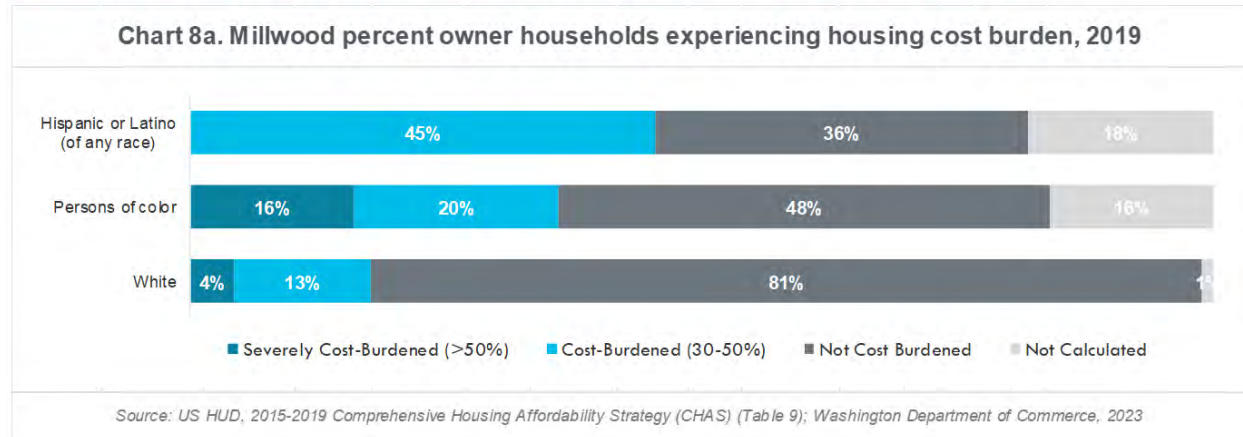
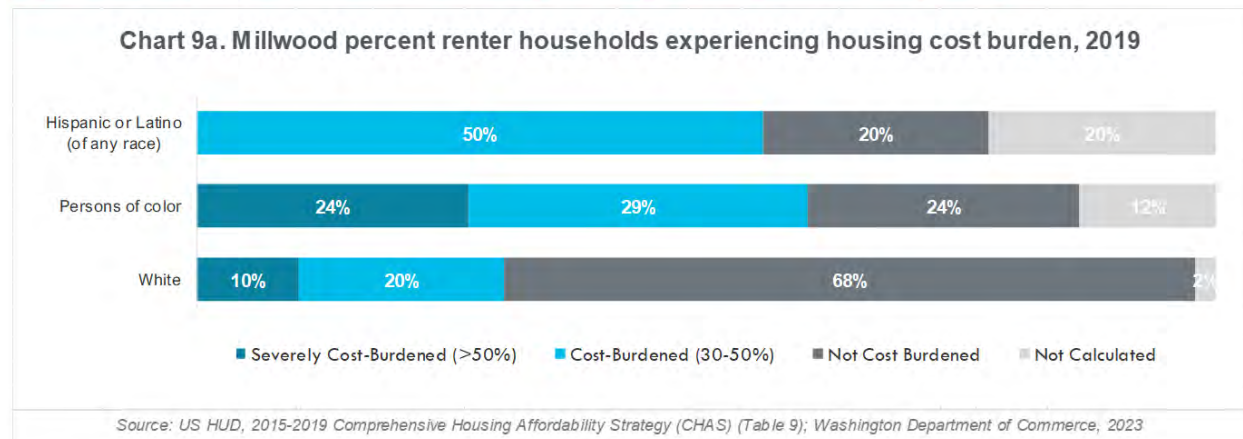


Figure 19 – Millwood Renter Households Experiencing Housing Cost Burden, 2019 (2026 Draft City of Millwood Comprehensive Plan Figure 6-6)

Figure 6-6: Millwood Renter Households Experiencing Housing Cost Burden, 2019*



* The American Community Survey (ACS) and HUD's Comprehensive Housing Affordability Strategy (CHAS) estimates are based on a sample of the population and have sampling error. Sampling error is the difference between the sample value and the population value (if one were to survey the entire population). To help users understand the degree of sample error in a given estimate, the data sources publish a Margin of Error for every estimate. The Margin of Error allows the user to assess the reliability of the estimates. There are no steadfast rules as to what constitutes a reliable estimate. Long range planning often tolerates a range of estimates for informing long range targets. For many jurisdictions, there are no alternative data sources that could provide more reliable data. The model provided by the WA State Department of Commerce uses a default Coefficient of Variation threshold of 30% to indicate that some estimates may have low reliability. When an estimate has a CV higher than the threshold, the model includes a warning and recommends the user use the less detailed charts for the RDI analysis. For the City of Millwood, when a less detailed chart was available, it was utilized. Less detailed charts are labeled with an "a".

Millwood is lacking rental units for the extremely-low income and moderate-income brackets with an excess of units in the very-low income and low-income brackets, as shown below in Figures 20, 21, and 22 below.

Figure 20 – Millwood and Spokane County Rental Units by Affordability and Households By Income, 2019 (2026 Draft City of Millwood Comprehensive Plan Table 6-4)

Table 6-4: Millwood and Spokane County Rental Units By Affordability and Households By Income, 2019

	Millwood		Millwood		Spokane County	
	Households	Rental Units	Households	Rental Units	Households	Rental Units
Extremely-Low Income (<30% AMI)	35	20	15%	9%	24%	10%
Very-Low Income (30-50% AMI)	45	75	20%	33%	19%	32%
Low-Income (50-80% AMI)	50	130	22%	57%	25%	48%
Moderate-Income (80%-100% AMI)	30	4	13%	2%	11%	9%
Greater than 100% of AMI	65	-	28%		22%	
Total	230	229				

Sources: US HUD, 2015-2019 Comprehensive Housing Affordability Strategy (CHAS) (Table 8) & US HUD, 2015-2019 Comprehensive Housing Affordability Strategy (CHAS) (Table 15C)

Figure 21 – Millwood and Spokane County Renter Households By Income Compared to Rental Units By Affordability, 2019 (2026 Draft City of Millwood Comprehensive Plan Figure 6-7)

Figure 6-7: Millwood and Spokane County Renter Households By Income Compared to Rental Units By Affordability, 2019

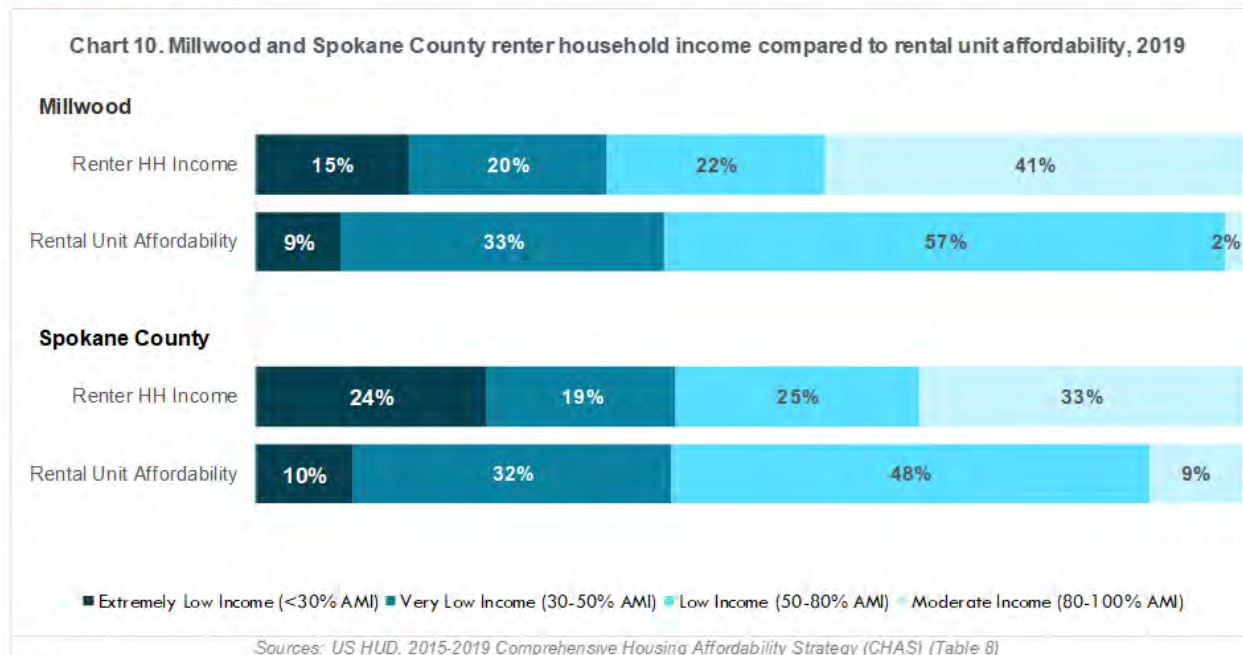


Figure 22 – Millwood Renter Households By Income Compared to Rental Units By Affordability, 2019
(2026 Draft City of Millwood Comprehensive Plan Figure 6-8)

Figure 6-8: Millwood Renter Households By Income Compared to Rental Units By Affordability, 2019



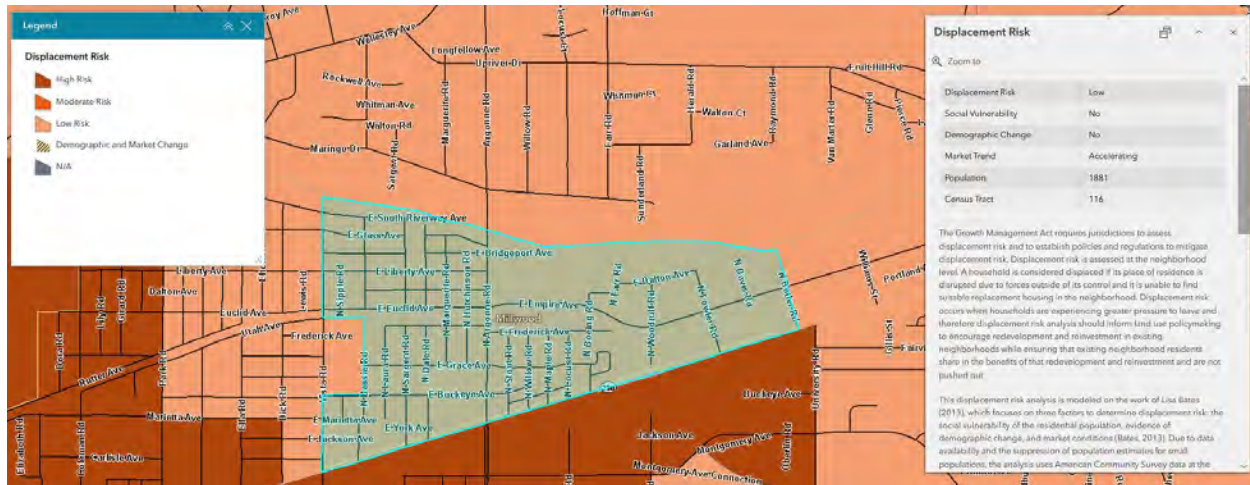
These figures suggest that residents from some racial and ethnic backgrounds face higher economic challenges compared to their White counterparts. Rapid increases in property values can exacerbate affordability issues, particularly for communities that have historically been marginalized.

In response to historical housing discrimination, Washington State has implemented programs aimed at addressing these disparities. The Covenant Homeownership Act, passed in 2023, provides down payment assistance to individuals from communities that have been historically excluded from homeownership opportunities, including Black, Latino, Indigenous, Pacific Islander, Korean, and Asian Indian residents. While this initiative is a step toward rectifying past injustices, it also faces legal challenges regarding its targeted eligibility criteria. <https://www.wshfc.org/covenant/>

Displacement

Based on data from the WA State Department of Commerce in Figure 23, Millwood is at low risk for displacement with no social vulnerability, no demographic change, and an accelerating market trend; however examples of seniors and young adults being “priced out of Millwood” did arise in community feedback.

Figure 23 – Millwood Displacement Risks



Policy Evaluation

Millwood's history of racial exclusion in housing, combined with ongoing economic disparities, underscores the need for continued efforts to promote equity in housing and economic opportunities. While state initiatives like the [Covenant Homeownership Act](#) represent progress, addressing these issues requires sustained commitment and inclusive policies that consider the diverse needs of all residents.

Per Commerce guidance, "once jurisdictions have identified if there is evidence of racially disparate impacts, displacement and exclusion in housing, they should review goals, policies and regulations to assess whether they contribute to those impacts." The City of Millwood has completed significant work from the Fall of 2024 through the Spring of 2025 in refining the goals, policies, and actions framework contained in the Comprehensive Plan and these refinements will be evaluated as part of this RDI Analysis and will be further updated based on the results of the evaluation, prior to plan adoption.

Based on guidance provided by the Washington State Department of Commerce, the following evaluation framework was used to evaluate Millwood's proposed 2026 Comprehensive Plan - Housing goals, policies, and actions framework:

Criteria	Evaluation
The goal/policy is valid and supports meeting the identified housing needs. The policy is needed and addresses identified racially disparate impacts, displacement and exclusion in housing.	(S) Supportive
The goal/policy can support meeting the identified housing needs but may be insufficient or does not address racially disparate impacts, displacement and exclusion in housing.	(A) Approaching
The goal/policy may challenge the jurisdiction's ability to meet the identified housing needs. The policy's benefits and burdens should be reviewed to optimize the ability to meet the policy's objectives while improving the equitable distribution of benefits and burdens imposed by the policy.	(C) Challenging
The goal/policy does not impact the jurisdiction's ability to meet the identified housing needs and has no influence or impact on racially disparate impacts, displacement or exclusion.	(NA) Not applicable

City of Millwood General Goals	Evaluation	Notes
Encourage the Central Business District to be attractive and inviting with shopping and services for people with diverse interests and needs.	S	While directly referencing shopping, the Central Business District (CBD) includes housing and encouraging “shopping and services for people with diverse interests and needs” supports all people that choose to live in the CBD.
Enhance the identity of the community to both residents and visitors.	S	This goal does not specifically address conditions that have resulted in racially disparate impacts like other goals do but the reference to identity enhancement is improvement.
Consider methods to improve the economic vitality of the Millwood business community.	N/A	
Integrate housing for all with existing land uses to accommodate a range of housing types, densities, and affordability levels, as well as providing opportunities for small scale, neighborhood-based food production.	S	
Provide for a variety of parking options in the central business district.	S	The CBD includes housing and providing for a variety of parking options gives flexibility for housing development. Updated implementation could reduce required parking for affordable housing close to bus stops, etc.
Enhance aesthetics along the city’s arterials.	N/A	
Provide more parks, open space, and public access along the Spokane River.	N/A	
Coordinate with Spokane County, applicable agencies, and property owners to encourage construction of a safe, pedestrian/bicycle connection to the Centennial Trail from Millwood.	N/A	
Improve existing parks.	N/A	
Land Use Element Vision Statement (Housing)	Evaluation	Notes

Millwood needs to accommodate existing and projected housing needs for all economic segments of the community, consistent with the County-wide Planning Policies for Spokane County, Affordable Housing Policy Topic. Single-family, duplexes, triplexes, quadplexes, accessory dwelling units, and other innovative housing types can be utilized to bridge the gap between single-family and multi-family development. The currently sited mobile home park will continue to be allowed through appropriate zoning. Multi-family housing will be located near the central business district and public transit routes. Larger residential lots for single-family homes and duplexes are envisioned on the east side of the city to preserve the character of the neighborhood, while other residential areas of the city will maintain the character of a more dense development pattern(s).	A	Some types of zoning and regulations, <u>including minimum lot size requirements</u> restrict the types of homes that can be built. Research has connected zoning to racial segregation, creating disparities in outcomes. Amending zoning standards to allow more types of housing and expanding housing choices that can be more affordable is an important way to undo past harm. "Neighborhood character" is vague, and per Department of Commerce guidelines should not be used because it has a history of enshrining exclusive single-family neighborhoods to the detriment of lower-income households. This goal is listed as Approaching because in this case, it is included with a statement about needing to "accommodate existing and projected housing needs for all economic segments of the community" as well as incorporation of middle housing types and preservation of the existing mobile home park which are supportive statements. The second half of this goal could be modified as follows: "Larger residential lots for single-family homes and duplexes are envisioned on the east side of the city to preserve the character of the neighborhood, while other residential areas of the city will maintain the character of a more dense development pattern(s)."
Goals (H – Housing)	Evaluation	Notes
G.02 - Types and quantities of land use that support community needs and business development.	S	
G.03 - Distinct shopping districts that provide uniquely different shopping experiences.	N/A	

G.06 - A built environment reflecting Millwood's community character and history.	C	"Community character" is a vague term that can often be employed to the effect of excluding new types of development and Millwood's history was not always supportive of persons of color. This goal could be modified as follows: "A built environment reflecting Millwood's <u>inviting walkability, inclusive sense of place, architectural history and spatial scale, form and open space</u>community character and history."
G.07 - A larger variety of housing options.	S	
G.08 - Strong neighborhoods and active community groups.	A	Strong neighborhoods and active community groups can both mitigate racially disparate impacts (through advocacy, mutual aid and support, and accountability mechanisms) and contribute to racially disparate impacts (through exclusionary practices, gentrification and displacement, and gatekeeping of resources), depending on how they are structured, who participates, and the broader social and policy context. The goal could be re-written as follows: <u>Foster strong, inclusive neighborhoods and empower active, diverse community groups to equitably shape local decision-making.</u>
Policies / Objectives (H – Housing)	Evaluation	Notes
P.02 - Ensure commercial building design standards are appropriate and effective.	N/A	
P.03 - Limit barriers to development caused by institutional requirements, as appropriate.	S	Institutional requirements can include development regulations, fee, etc.
P.04 - Elevate site and building design expectations for housing and business projects.	N/A	As long as building design expectations are clear and reasonable, it should not be an issue.
P.06 - Allow multi-family housing to be located near the CBD, and also along Trent	S	Transit-adjacent housing can help support those who are unable to drive

Ave. near public transit routes, this will increase density and foot traffic in the CBD and commercial areas.		or who cannot afford a car while also being in proximity to the commercial areas for shopping needs and services.
P.11 - Align new housing design and remodels with the historic fabric of the surrounding neighborhood.	A	This policy could be modified as follows: "Align new housing design-styles and remodels with the historic fabric of the surrounding neighborhood."
P.12 - Encourage the development of low and moderate-income housing in places close to services and easily served by transit.	S	
P.39 - Encourage multi-story buildings with mixed-use (i.e. residential use above commercial/retail use at ground level) in the commercial districts.	S	
P.41 - Allow for additional moderate density housing options (missing middle housing) including, but not limited to, duplexes, triplexes, and townhomes as well as Accessory Dwelling Units (ADUs).	S	
Implementing Actions (H – Housing)	Evaluation	Notes
1 - Develop a Central Business District Plan for development along Argonne Road which includes parking locations with wayfinding signage and inclusion of public art.	N/A	
2 - Initiate a Parking Study along Argonne Road to better understand how parking is being utilized in the Central Business District and where opportunities exist.	S	Parking may not be needed for affordable housing with public transit nearby and could be better utilized for commercial uses.
3 - Adopt design standards for commercial development.	N/A	As long design standards are clear and reasonable, it should not be an issue unless it makes incorporation of residential too cost prohibitive.
4 - Provide an interconnected bike and pedestrian trails system that connects to the Spokane River and Millwood's public parks.	S	Allows for multi-modal access.
7 - Collaborate with housing agencies to locate and develop affordable housing options, identify partnerships with fiscally	S	

responsible agencies to manage and implement the development of housing utilizing public funds.		
9 - Heighten the awareness of land use, development, and nuisance code violations across the city by providing resource brochures and outline process to address each violation type.	A	Per Commerce guidance, code enforcement policies can often cause families with lower incomes to be disproportionately fined and possibly displaced from a neighborhood. Displacement is currently low in Millwood; however, it needs to be considered with code enforcement processes. This implementing action could be modified as follows: “Heighten the awareness of <u>what constitutes land use, development, and</u> nuisance code violations across the city by providing resource brochures and <u>outline outlining the</u> process to address each violation type, <u>with an emphasis on education and voluntary compliance.</u>”
10 - Develop and provide resource information for historic preservation incentives, National Register of Historic Places, Washington Heritage Register, and the Local Register	S	Historic preservation and affordable housing can be incorporated together through the use of historic preservation tools such as tax incentives.
11 - Adopt a Six-Year Transportation Improvement Program (TIP) that adequately develops and maintains a transportation system supportive of multiple modes of travel. The Six-Year TIP should include a multiyear financing plan and analysis of future funding capabilities in order to evaluate needs against probably funding resources.	S	“a transportation system supportive of multiple modes of travel” aids in affordable housing provision
18 - Enforce the city codes for land use, development and public nuisances impacting neighborhood properties.	C	As outlined above, code enforcement policies can often cause families with lower incomes to be disproportionately fined and possibly displaced from a neighborhood. This implementing action could be modified as follows: “Enforce the city

		codes for land use, development and public nuisances impacting neighborhood properties. <u>Education and voluntary compliance should be utilized prior to issuing fines or citations and possibly utilize partnerships with community organizations to assist vulnerable residents with meeting code requirements without displacement."</u>
23 - Evaluate and modify, if necessary, the city's development code fee structure.	S	Determine if fees are an impediment to housing provision.
25 - Evaluate and modify, if necessary, design regulations for housing and businesses.	S	Determine if design regulations are an impediment to housing provision.
26 - Refine business districts and development strategies to create economically strong districts targeting specific business types while integrating the districts through use of the City identity symbols (trees, architectural arches, brick, and trains).	S	This implementing action can assist with ensuring daily shopping needs and services are available for nearby residents without the need to utilize a vehicle.
27 - Evaluate and improve, if necessary, zoning regulations related to housing density and type to ensure compatibility with historic neighborhoods.	C	In order to address previous racially disparate impacts, this implementing action could be modified as follows: "Evaluate and improve, if necessary, zoning regulations related to housing density and type to ensure compatibility with historic neighborhoods, <u>while also addressing and mitigating any racially disparate impacts that regulations may have on housing access and affordability.</u>
28 - Evaluate development regulations to remove impediments to the development of low and moderate-income housing.	S	
35 - Adopt a Six-Year Capital Facilities Plan (CFP). The CFP should include a multiyear financing plan and analysis of future funding capabilities in order to evaluate needs against probable funding resources.	N/A	
36 - Facilitate opportunities for property owners to connect with housing providers	S	

and non-profit organizations to create and preserve affordable 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).	S	
39 - Update zoning, development, and land division regulations to allow for infill development consistent with neighborhood design.	A	This implementing action allows for infill development which is the primary method for accommodating affordable housing in Millwood; however “consistent with neighborhood design” can be problematic since it could perpetuate racially disparate impacts, depending on implementation. This implementing action could be modified as follows: “Update zoning, development, and land division regulations to allow for infill development consistent with <u>neighborhood scale and form</u> neighborhood design.”

Contact

For more information about the City of Millwood Periodic Update, please contact:
Amanda Tainio, Contract City Planner at planner@millwoodwa.us.

Spokane County Regional Siting Process for Essential Public Facilities

June 21, 2002

Table of Contents

Executive Summary 3

Key Elements of Spokane County Regional Siting Process for Essential Public Facilities 7

 I. Essential Public Facilities 7

 Definition of an EPF 7

 Clarification of Utilities 7

 Ownership 7

 II. EPF’s Level of Significance 7

 Siting Process Determination 7

 III. Public Involvement..... 8

 IV. Review Process: Roles and Responsibilities..... 8

 Board of County Commissioners..... 8

 Applicant 8

 V. Location Analysis 8

 Equitable Distribution 9

 Criteria for Assessment..... 9

 Functional Analysis 9

 Qualitative Analysis..... 10

 Scoring Matrix: Weighted Analysis..... 11

 VI. Preferred Site Review 11

 Public Hearing..... 11

 Urban Impact 11

 Site Development Criteria 12

 Cost Sharing 12

 VII. Local Siting Process..... 12

 VIII. Process Flow Chart..... 13

APPENDIX “A”: Level of Significance..... 14

 Essential Public Facilities of a State-wide Nature 14

 Essential Public Facilities of a Regional/County-wide Nature 14

 Essential Public Facilities of a Local Nature 14

APPENDIX “B”: Public Involvement Strategy Guidelines 16

APPENDIX “C”: Evaluation Example..... 17

APPENDIX “D”: Siting Criteria for EPFs..... 19

APPENDIX “E”: Inventory of EPFs..... 21

Executive Summary

Spokane County and the towns and cities of Airway Heights, Cheney, Deer Park, Fairfield, Latah, Liberty Lake, Medical Lake, Millwood, Spangle, Spokane, Rockford, and Waverly are required to plan for essential public facilities (EPFs) pursuant to the Growth Management Act (GMA). RCW 36.70A. The Steering Committee of Local Elected Officials for Spokane County (Steering Committee) through the County Wide Planning Policies along with the “Growth Management Essential Public Facilities Technical Committee Report” adopted on May 3, 1996 set forth a model project review process for the siting of EPFs. All jurisdictions provided a mechanism in their Comprehensive Plans to utilize the model project review process either verbatim or as a model.

Recently the Legislature passed two laws addressing siting of EPFs. In June 2001 the state enacted 3ESSB 6151, and in March 2002 the state enacted ESSB 6594. These laws require counties and cities fully planning under GMA to include a process in their Comprehensive Plans to provide for the siting of Secure Community Transition Facilities (SCTFs).

In 2001 planning staff from all jurisdictions in Spokane County formed a task force to cooperatively develop a regional siting process for all essential public facilities, including SCTFs. The Essential Public Facilities Task Force, with assistance from the Office of Community Development (OCD), the Department of Social and Health Services (DSHS), and technical staff from the jurisdictions developed a regional siting process for essential public facilities titled *Spokane County Regional Siting Process for Essential Public Facilities*.

The regional process provides for a review process with a location analysis. Public involvement takes place throughout the process with public comment periods as well as public hearings. The review process requires the applicant for an EPF to assume responsibility for the bulk of the analysis and processing of the proposal. The analysis includes two parts. First, an analysis of functional criteria of all potential sites is conducted to select the highest-ranking ten (10) semi-finalist sites. Second, these ten semi-finalist sites are analyzed using more qualitative criteria and resulting in selection of at least three (3) preferred sites. Both analyses include public comment periods. Next, the Board of County Commissioners (BoCC) conducts a public hearing on the Preferred Site List to allow for further public comment, identify strategies to address any issues associated with particular sites, and rank the finalist sites. The BoCC ranking is advisory to but not binding on the applicant. Last, the applicant, after selecting a specific site, will work directly with a local jurisdiction and its regulatory requirements to permit construction and operation of the EPF.

The regional siting process is based on a coordinated interjurisdictional approach, which in combination with consistent development regulations among the jurisdictions will implement the requirement of equitable distribution of EPS of a statewide or regional/countywide nature.

Acknowledgments

This regional siting process for essential public facilities is the result of a collaborative countywide process including a range of participants. It is founded on the Growth Management Essential Public Facilities Technical Committee Report approved by the Steering Committee of Elected Officials on May 3, 1996. The process was crafted by a task force consisting of representatives from all planning jurisdictions in the county. From there, it was reviewed by various technical committees, and endorsed by all jurisdictions’ planning commissions and elected officials.

EPF Task Force members:

Airway Heights:	Stephen Roberge
Cheney:	Glenn Scholten, Tom Richardson
Deer Park:	Roger Krieger, Kathy Marcus
Fairchild Air Force Base:	John Gibson
Fairfield:	Kathy Marcus
Latah:	Kathy Marcus
Liberty Lake:	Amanda Tainio, Doug Smith
Medical Lake:	Doug Ross, Bill Grimes
Millwood:	Heather Cannon
Rockford:	Bill Grimes
Spangle:	Kathy Marcus
City of Spokane:	Susanne Croft
Spokane County:	Esther Larsen, Bruce Hunt, Scott Kuhta, Dan Antonson, Marisa Schuchart
Waverly:	Kathy Marcus

City of Spokane, EPF Technical Advisory Committee:

Capital Programs:	Dick Raymond
Environmental Programs:	Lloyd Brewer
Fire:	Greg Hesse, Rich Leonhardt
Human Services:	June Shapiro
Public Works:	Roger Flint
Solid Waste:	Bill Vensel

Contact Information for Jurisdictions within Spokane County

- Airway Heights:
Planning Department
13120 West 13th Avenue
Airway Heights, WA 99001
509-244-2552
- Cheney:
Planning Department
112 Anderson Road
Cheney, WA 99004
509-235-7221
- Deer Park:
Mayor / Community Services Director
316 E. Crawford Avenue
P.O. Box F
Deer Park, WA 99006-0228
509-276-8802
- Fairfield:
Mayor/ Clerk-Treasurer
P.O. Box 334
Fairfield, WA 99012-0334
509-283-2414
- Latah:
Mayor/ Clerk-Treasurer
P.O. Box 130
Latah, WA 99018-0130
509-286-3471
- Liberty Lake:
Planning & Community Development Department
1421 N. Meadowwood Ln., Suite 120
Liberty Lake, WA 99019
509-755-6700
- Medical Lake:
Public Works Director
124 S. Lefevre Avenue
Medical Lake, WA 99022
509-565-5000
- Millwood:
Planning Director
9103 E. Frederick Ave.
Spokane, WA 99206
509-924-0960

- Rockford:
Clerk/Treasurer
P.O. Box 49
Rockford, WA 99030
509-291-4716
- Spangle:
Mayor/Clerk-Treasurer
P.O. Box 147
Spangle, WA 99031-0147
509-245-3260
- City of Spokane:
Planning Services Department
808 W. Spokane Falls Blvd.
Spokane, WA 99201-3329
509-625-6060
- Spokane County:
Division of Planning, Long Range Planning
1026 W. Broadway Ave., 2nd Floor
Spokane, Washington 99260
509-477-2294
mailing address:
Spokane County Division of Planning, Long Range Planning
Mail Stop PWK-2, 1116 W. Broadway Ave., Spokane, WA 99260-0240
- Waverly:
Mayor / Clerk-Treasurer
P.O. Box 37
Waverly, WA 99039-0037
509-283-4122

Key Elements of Spokane County Regional Siting Process for Essential Public Facilities

I. Essential Public Facilities

Definition of an EPF

Essential Public Facilities (EPFs) are defined as follows:

Essential public facilities include those facilities that are typically difficult to site, such as airports, state education facilities and state or regional transportation facilities as defined in RCW 47.06.140, state and local correctional facilities, solid waste handling facilities, and in-patient facilities including substance abuse facilities, mental health facilities, group homes, and secure community transition facilities as defined in RCW 71.09.020. (RCW 36.70A.200)

Clarification of Utilities

Utilities, as defined in the Countywide Planning Policies for Spokane County (CWPPs), are excluded from this EPF regional siting process. In general, a “utility” refers to a system of delivery, as opposed to a facility at which processing and/or treatment occurs. For example, delivery systems such as sewer pipes are utilities, whereas the wastewater treatment plant itself is an EPF. Siting issues concerning utilities shall be addressed within each jurisdiction’s comprehensive plan.

Ownership

If the services provided meet an essential public need, the facility may be considered essential, regardless of whether it is publicly or privately owned. An EPF may include a facility providing or housing a needed public service that is:

- provided by or substantially funded by government, or
- provided by a private entity subject to public service obligations¹, or
- on an officially adopted state, regional, county or local community EPF list.

II. EPF’s Level of Significance

Siting Process Determination

The regional siting process outlined herein applies to siting EPFs of statewide or regional/countywide significance. EPFs of local significance will be sited according to the process in place for each local jurisdiction. (See Appendix A for classification guidelines and examples.)

¹ The 1996 Growth Management Essential Public Facilities Technical Committee Report defines a public service obligation as “an obligation imposed by law on service providers to furnish facilities and/or supply services to all who may apply for and be reasonably entitled to service.”

If a proposed facility is not listed in Appendix A, the Board of County Commissioners (BoCC) is responsible for determining whether the proposal is an essential public facility, and if so, its level of significance. To aid in this determination, the project applicant shall identify the potential area of adverse impact and public benefit. If it is determined that a proposed EPF is of statewide or regional/ countywide significance, the regional process for siting EPFs shall be carried out as described herein.

III. Public Involvement

Public involvement is a key part of the siting and decision process. While answers to some of the site selection criteria will be fairly straightforward and objective, assessment of other criteria may require a subjective judgment based on public opinion and community values. To a large extent, the nature of the EPF will determine the appropriate level and type of citizen participation in the siting process. (See Appendix B for guidelines and options for a public involvement strategy.)

IV. Review Process: Roles and Responsibilities

Board of County Commissioners

The BoCC has three main roles in this regional siting process. As mentioned above, if there is a question as to whether a proposal is an EPF, it is the body that makes that determination. Also, it is responsible for resolving any conflict arising from an applicant’s unwillingness to comply with a public, agency or departmental request for further study or analysis.

Finally, the BOCC is the body that conducts the public hearing on the Preferred Site List. The purpose of this hearing is to allow the public to comment on the finalist sites, identify strategies to address any issues associated with particular sites, and rank the finalist sites. The BoCC ranking is advisory to but not binding on the applicant.

Applicant

The applicant assumes responsibility for the bulk of the analysis and processing of its proposal. The applicant performs the Functional and Qualitative Analyses, and generally coordinates and conducts the various elements of the process including public involvement, review by other agencies and jurisdictions, SEPA analysis, and notification requirements.

V. Location Analysis

EPFs shall be located based on their respective siting and service delivery criteria, regardless of Urban Growth Area (UGA) boundaries.²

² See CWPP 6.2.

Equitable Distribution

In addition, site selection shall conform to the following Equitable Distribution Philosophy³:

The procedural process for siting EPFs shall be consistent within all Spokane County jurisdictions, including consistent siting criteria and development regulations, so as to ensure that:

- (1) no jurisdiction will be viewed by virtue of the siting process or review criteria more or less favorably than another with regard to locating a particular EPF;
- (2) service providers are able to locate to meet their client's needs; and
- (3) predictability of development regulations will help project developers to select and develop sites.

Criteria for Assessment

Some types of information are more easily evaluated through objective criteria, while other questions involve a more subjective assessment. Therefore, potential sites shall be identified through both objective and subjective assessments of various types of information.

First, an analysis of functional criteria is performed. These criteria may vary, depending on the operational and location requirements for the particular type of facility proposed. GIS (Geographic Information Systems) or equivalent geographic and demographic data analysis is used to identify a range of alternative semi-finalist sites (approximately ten) that meet the applicant's basic siting criteria. A site survey must then be performed for each of those sites in order to confirm the findings and assess the potential for negative impacts and possible mitigation strategies. During the second stage of analysis, the public evaluates these semi-finalist sites based on more qualitative criteria. As part of the functional and qualitative analyses, the applicant routes the proposal to effected agencies and jurisdictions for a minimum 30-day comment period.

Finally, the criteria are weighted and the list of potential sites is further narrowed down to approximately three sites that reflect legal requirements and public preference. A narrative example of this analysis process is provided in Appendix C.

Functional Analysis

This step in the location analysis consists of an evaluation of a site's capability of meeting the basic siting criteria for the proposed EPF.

As part of this step, the applicant shall publish notice of the proposal as well as a Notice of Availability of Functional Analysis regarding an Essential Public Facility, according to the requirements described in Appendix B herein. In addition, the applicant will distribute the proposal and the functional analysis for a minimum 30-day comment period to all jurisdictions within Spokane County, as well as agencies, special purpose districts, and other interested parties.

³ Based on the Technical Committee Report's Essential Public Facilities Equitable Distribution Philosophy, which was adopted by the Steering Committee on October 6, 1995. Also referenced in CWPP 3.15 and CWPP 6.2(d).

Data and site analysis will be conducted for factors on the applicant's list of basic siting requirements. The functional analysis will also address other relevant factors, including but not limited to those listed below. In addition, comments from members of the public and effected agencies and jurisdictions may identify other factors requiring analysis.

- (1) available minimum acreage required for the particular type of EPF;
- (2) protection of the natural environment, such as air quality, open space corridors, natural resource areas and critical areas;
- (3) protection of public health and safety, through proximity to and available capacity of various services, including the location's access to law enforcement, fire protection and other public safety or emergency response services, as well as other aspects of public safety and public health, such as spill containment, reduction of crime opportunity, proximity to particularly sensitive receptors or electromagnetic force impacts;
- (4) adequate capacity available in the transportation network, as determined from systems such as Level of Service Standards and concurrency management;
- (5) adequate access to the required transportation networks, such as highways, municipal street systems, mass transit, railroad, and air;
- (6) adequate capacity available from supporting public facilities and public services, such as social services and utilities such as sewer, water, and solid waste;
- (7) county-wide equitable distribution, based on existing sites;
- (8) consistency with existing land use and development in adjacent and surrounding areas; and
- (9) compatibility with existing comprehensive plan land use designations and development regulations for the site and surrounding areas.

Sites will be ranked based on a formula where each factor is assigned a number indicating the extent to which that particular site satisfies that siting requirement for the proposed facility. (See Appendix D for potential siting criteria for various types of facilities.) The end product of this stage of analysis is a list of approximately ten (10) alternative semi-finalist sites.

Qualitative Analysis

The ten (10) semi-finalist sites that ranked highest in the functional analysis will be selected for further evaluation using more qualitative criteria. A public process will be conducted to assess the political, economic, legal and social impacts of the EPF, as well as the extent of public need for the facility. In the end, all semi-finalist sites must be available for lease for the anticipated use period or for purchase, with the consent of the owner.

This stage of analysis will result in a general description of the relative impacts associated with the proposed EPF at each of the semi-finalist sites, including but not limited to the following factors.

- (1) present and proposed population densities of the surrounding area;
- (2) presence of archeological, cultural and historical sites;
- (3) site design;
- (4) availability of a labor pool;
- (5) availability of affordable housing;

- (6) spin-off (secondary and tertiary) impacts (e.g., traffic, economic, social);
- (7) potential for associated development being induced by the siting of the EPF; and
- (8) proposed mitigating measures to alleviate or minimize significant potential adverse environmental impacts, including those from closure of or lack of siting an EPF.

The findings at this stage will be balanced against the public need for the proposed facility, and justification, if any, for why the proposed facility needs to be in a particular proposed location. An important ingredient at this stage is the dialogue that takes place between the proponent and the public regarding mitigation strategies to address potential adverse impacts.

Each factor will be assigned a number indicating the extent of impact anticipated for the proposed EPF at each site. The end product of this stage of analysis is a list of approximately three (3) alternative finalist sites.

As part of this step in the location analysis, the applicant shall publish a Notice of Availability of Qualitative Analysis regarding an Essential Public Facility, according to the requirements described in Appendix B herein. In addition, the applicant will distribute the qualitative analysis for a minimum 30-day comment period to all jurisdictions within Spokane County, as well as agencies, special purpose districts, and other interested parties. Comments received from members of the public and effected agencies and jurisdictions may identify additional qualitative factors requiring analysis.

Scoring Matrix: Weighted Analysis

Finally, a scoring matrix is used to rank the sites in order of preference. The scores in the matrix reflect weighted values that are assigned to the various functional and qualitative criteria based on how important each criterion is to the community. The conversation that results in this determination is a key part of the public participation conducted during this siting process. (See Appendix B for a summary of public involvement strategy guidelines.)

VI. Preferred Site Review

Public Hearing

Satisfactory completion of all preceding required review procedures, including weighted analysis, results in selection of at least three (3) preferred sites. The final public hearing assesses these finalist sites for the factors listed below.

The BoCC conducts the public hearing on the Preferred Site List. The purpose of this hearing is to allow the public to comment on the finalist sites, identify strategies to address any issues associated with particular sites, and rank the finalist sites. The BoCC ranking is advisory to but not binding on the applicant.

Urban Impact

The proposed EPF shall be reviewed for impacts on regional growth planning concepts, including but not limited to the urban nature of the facility, existing urban growth near the facility site, compatibility of urban growth with the facility, compatibility of facility siting with respect to Urban Growth Area boundaries, and urban sprawl.

Site Development Criteria

Proposed EPFs shall also be reviewed for site development criteria including the time required for construction, property acquisition, control of on and off-site impacts during construction, and the possibility of expediting and streamlining necessary government approvals and permits.

Cost Sharing

Finally, the proposed EPF shall be reviewed to determine if the financial impact on the jurisdiction can be reduced or avoided. The review will identify potential economic impacts from closure or lack of siting an EPF and include mitigation strategies to minimize impacts (i.e., bond or insurance).

Intergovernmental agreements will be established to mitigate any disproportionate financial burden that may fall on the jurisdiction that becomes the site of an EPF of statewide or regional/countywide significance. Especially in the case of an EPF of statewide significance, the proponent state agency may be required to mitigate costs related to siting the facility. In addition, all proponent entities are required to assume full responsibility for the costs of operating and maintaining their facility, and this burden shall not fall on the jurisdiction in which the facility is sited (unless the jurisdiction so desires).

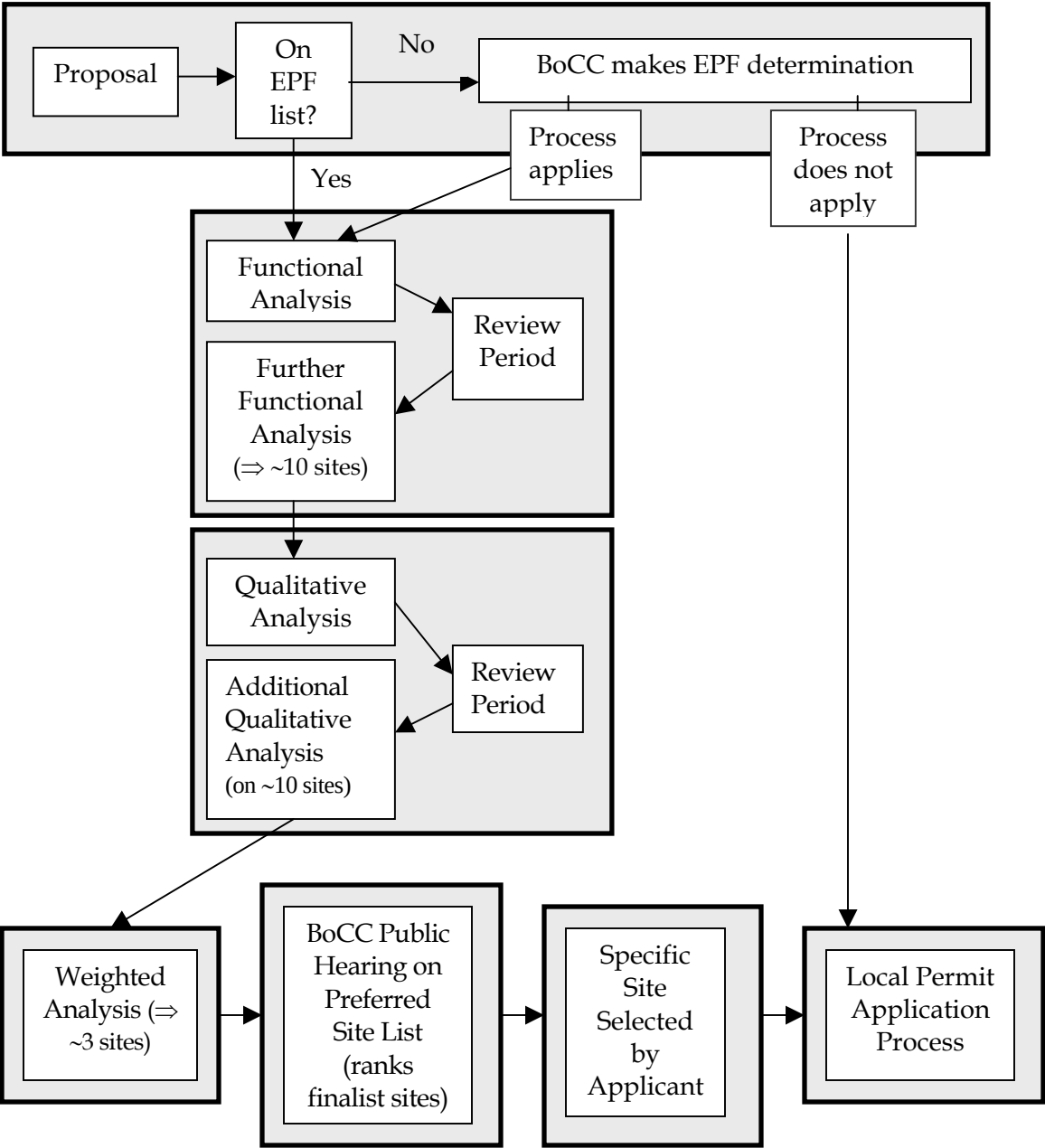
VII. Local Siting Process

Following final selection of the most appropriate site, the applicant will then work directly with that local jurisdiction and its regulatory requirements to permit the construction and operation of the EPF.

A coordinated interjurisdictional approach is essential in order to fully implement the regional siting process requirement for equitable distribution of EPFs of a statewide or regional/countywide nature. For this reason, except for unique circumstances, each jurisdiction's specific project review guidelines, siting criteria, and development regulations (land use) are expected to be consistent with all other jurisdictions in Spokane County for the siting of EPFs of a statewide or regional/countywide nature.

VIII. Process Flow Chart

The basic stages of the regional siting process are as follows:



APPENDIX “A”: Level of Significance

The proposed essential public facility (EPF) will be classified as having statewide, regional/countywide or local significance according to the following.

Essential Public Facilities of a State-wide Nature

EPFs having statewide significance are major facilities that provide a needed public service affecting, or potentially affecting, residents and/or property located in two (2) or more Washington State counties and may be included on the Washington State Office of Financial Management list of EPFs. These facilities include, but are not limited to: regional transportation facilities, such as commercial and military airports, freeways, highways and beltways; state correctional facilities; secure community transition facilities; state social services; state parks; and state higher-educational facilities.

Essential Public Facilities of a Regional/County-wide Nature

EPFs having regional/countywide significance are local or interlocal facilities providing a needed public service affecting, or potentially affecting, residents and/or property located in two or more Spokane County jurisdictions. They include, but are not limited to: general aviation airports; county correctional facilities; regional transportation system; public transit maintenance and operational facilities; regional solid waste disposal/recycling/composting/handling facilities; community colleges; regional wastewater treatment facilities; arenas, stadiums and other entertainment facilities; and regional social and health services such as inpatient hospitals, mental health facilities, substance abuse treatment centers, and group homes (including adult family homes, boarding and retirement homes, and nursing homes).

Essential Public Facilities of a Local Nature

EPFs having local significance are facilities providing a needed public service affecting or potentially affecting only residents and/or property within the jurisdiction in which they are located.

Local jurisdiction’s comprehensive plans shall provide for additional locally significant public facilities that are also likely to be considered as “essential”. For example, the following may fall into such a list: fire stations, police stations, child care facilities, public libraries, community parks, recreation facilities, community centers, local social services, and elementary, middle and high schools, etc.

When developing locally significant EPFs, the jurisdiction shall document their reasons for adding a particular type of facility to the local list. There shall be relative consistency of these lists from one jurisdiction to the next, in order to avoid forcing the siting of a particular facility in one jurisdiction or another and to assist in meeting service providers’ permitting needs.

In order to allow each Spokane County jurisdiction to determine a proposal's classification, the project applicant shall identify the potential area of adverse impact and public benefit.

If it is determined that a proposed EPF is of statewide or regional/countywide significance, the process for siting EPFs shall be carried out as described herein. (See Appendix E for an Inventory of all EPFs of a statewide or regional/countywide significance that are located within Spokane County, as well as a map showing the location of each facility.)

APPENDIX “B”: Public Involvement Strategy Guidelines

Every process to site an EPF shall include methods to provide early notification and involvement of affected citizens and jurisdictions, thus allowing for opportunities to comment on the proposal. The nature of the EPF shall be considered when determining the appropriate level and type of citizen participation in the siting process.

Applicants for statewide and regional/countywide significant EPFs shall initiate a citizen participation program prior to final site selection. The program shall include community involvement in the screening process for the identification of alternative sites most suitable for locating a given EPF. This process shall be documented and the documentation provided to the reviewing jurisdiction.

Along with public input on site selection, citizen participation shall include involvement with issues such as but not limited to:

- Administration of state contract services
- Air pollution
- Air traffic
- Availability of utilities
- Building design
- Change in type of traffic
- Cost of closure
- Encroachment on other land uses
- Environmental impacts
- Groundwater contamination
- Hazardous materials
- Hours of operation
- Increase in traffic
- Lighting
- Litter
- Noise
- Odor
- Operational costs
- Parking
- Periodic high use
- Risk of disaster
- Safety
- Site design (within the range of feasible costs and technical requirements)
- Stimulus to changing character

• Procedural Requirements

The process for citizen involvement shall include the following elements:

- The applicant shall publish notice of the proposal in those newspapers designated by the affected jurisdictions.
- As part of both the functional and qualitative step in the location analysis, the applicant will distribute the proposal for a minimum 30-day comment period to all jurisdictions within Spokane County, as well as agencies, special purpose districts, and other interested parties.
- In addition, the application shall conduct open houses or workshops as appropriate, and at least one public hearing.
- The applicant will provide additional public participation opportunities according to the guidelines set forth in WAC 365-195-600 and the Spokane County Public Participation Program Guidelines.

APPENDIX “C”: Evaluation Example

The following narrative provides an example of the two-step assessment and the scoring matrix used in the location analysis portion of the regional siting process for essential public facilities.

Potential sites shall be identified through both objective and subjective assessments of various types of information. First, an analysis of Functional Criteria will be performed. These criteria will vary slightly, depending on the operational and location requirements for the particular type of facility proposed. Once a range of alternative sites are identified which meet the applicant’s basic siting criteria, these semi-finalist sites will be subjected to public evaluation based on more subjective Qualitative Criteria. Finally, a scoring matrix is used to rank the sites in order of preference based on weighted values assigned through a public process.

For example, the functional assessment step might involve analysis for such factors as public safety, availability of support services, environmental impact, distribution equity, and land use designation.

- 1. **Public safety** – The location’s access to law enforcement, fire protection and other public safety or emergency response services. Also includes other aspects of public safety and public health, like spill containment, reduction of crime opportunity, proximity to particularly sensitive receptors or electromagnetic force impacts.
- 2. **Availability of support services** – The location’s access to necessary support services, like airports, prisons, medical facilities, public transit, utilities, libraries or schools.
- 3. **Environmental impact** – The overall assessment, SEPA-style, of the project’s impacts to earth, air, water, traffic, noise, light, aesthetics or other categories of environmental evaluation.
- 4. **Distribution equity** – The relative saturation of EPFs in proximity to the proposed location.
- 5. **Land Use Designation** – Each jurisdiction’s comprehensive plan land use designations for the potential sites and surrounding areas.

The qualitative assessment step might involve analysis for such factors as economic impact, aesthetic impact, and the extent to which the site’s impacts might be mitigated.

- 6. **Economic impact** – The location’s susceptibility to negative economic impact (or positive economic impact) as a result of the project.
- 7. **Aesthetic impact** – The location’s visual sensitivity to the type of project the EPF represents.
- 8. **Mitigatability** – The project’s ability to offer compensation (financial or other incentives, provision of amenities, etc.) or design modifications to mitigate the location’s specific concerns.

A scoring matrix would look something like the one shown below. Initially, the individual sites (completely hypothetical) are scored against the Criteria on a scale of 1 to 5, five being the most favorable score. These scores are then assigned a Weight on a scale of 1 to 5, five being most preferred or important. The initial score for each of the functional and qualitative criteria are then

multiplied by that weighted value to produce the Total Score for each criterion, by site. The Final Score for each site is the sum of the resulting weighted Total Scores for each criterion.

Criteria	1	2	3	4	5	6	7	8	
Site 1 Score	4	4	4	3	3	2	1	5	
Site 2 Score	3	5	3	5	4	2	4	3	
Site 3 Score	4	3	5	4	5	1	1	1	
Site 4Score	1	3	2	2	2	3	5	2	
Weight	5	4	3	3	3	3	2	2	
Total Score									Final Score
Site 1	20	16	12	9	9	6	2	10	84
Site 2	15	20	9	15	12	6	8	6	91
Site 3	20	12	15	12	15	3	2	2	81
Site 4	5	12	6	6	6	9	10	4	58

In this example, Site 1 barely nudges out Site 3 as the second most preferred site for this particular EPF. Site 3 scores highly with respect to public safety, environmental impact, distribution equity, and consistency with the comprehensive plan’s land use designation, but it has some negative economic impact, would probably look bad and would be difficult to mitigate.

Site 4 presents an alternative which scores rather poorly on all but the aesthetic criteria. It involves a risk to public safety, a negative environmental impact, distribution inequity, weak consistency with the comprehensive plan’s land use designations, some economic impact, and would be difficult to mitigate, but it will look sharp.

APPENDIX “D”: Siting Criteria for EPFs

Following is the Dept. of Social and Health Services’ April 2002 “Summary of Key Statutory Siting Requirements” relative to Secure Community Treatment Facilities (SCTFs). This appendix may be supplemented at a later date to include siting criteria for other types of EPFs.

Summary of Key Statutory Siting Requirements

- **Planning.** By September 1, 2002, cities and counties must establish or amend their processes for identifying and siting essential public facilities and amend development regulations as needed to provide for siting of secure community transition facilities (SCTFs).
- **Non-Compliance with Planning Requirements.** Failure to act by 9/1/2002 is NOT a condition that would disqualify county or city from receiving public works trust funds, water pollution control facility grants, etc., or be a basis for a Growth Management Hearings Board Review or private cause of action.
- **Preemption.** After October 1, 2002, the state preempts and supersedes local plans, development regulations, permitting requirements, inspection requirements, and all other laws as necessary to enable the department to site, construct, renovate, occupy, and operate SCTFs in the following counties or any of their cities that fail to complete the required planning consistent with state law by 9/1/2002: Clark, King, Kitsap, Snohomish, Spokane, and Thurston Counties.
- **Immunity from liability.** Cities and counties are immune from causes of action for civil damages related to the siting of SCTFs. Cities and counties and their law enforcement officers are also immune from causes of action for civil damages when officers responds in good faith to emergency calls involving SCTF residents.
- **Risk potential activities/facilities.** Defined as public and private schools, school bus stops, licensed day care, licensed preschools, public parks, publicly dedicated trails, sports fields, playgrounds, recreational and community centers, churches, synagogues, temples, mosques, and public libraries. Does not include bus stops established primarily for public transit.
- **Proximity to risk potential facilities.** SCTF not permitted to be located adjacent to, immediately across the street or parking lot from, or within line of sight of a risk potential activities/facilities in existence at the time a site is listed for consideration. “Within line of sight” means that it is possible to visually distinguish and recognize individuals. Give great weight to sites that are the farthest removed from risk potential locations.

- **Response Time.** Requirement to site in areas in which it is possible to “endeavor to achieve an average five-minute response time by law enforcement” has been deleted.
- **Equitable Distribution.** In considering potential sites, give great weight to “equitable distribution factors” (i.e., number of residential facilities operated by Dept of Corrections, residential facilities operated by DSHS Mental Health Division, and Level 2 and Level 3 sex offenders in each jurisdiction).
- **Public Safety and Security Criteria.**
 - ◆ Visibility between SCTF and adjacent properties is limited or barriers can be established to limit visibility;
 - ◆ Electronic monitoring devices/systems are available and are functional in the area;
 - ◆ Existing building, if used for an SCTF, is suitable or can be feasibly modified; and
 - ◆ Adequate security and back-up system resources can be installed at the site and contractor/maintenance services are available on 24/7 basis.
 - Security panel must be commercial grade with tamper-proof switches and key-lock to prevent unauthorized access.
 - All staff must be issued personal panic devices.
 - All staff must be issued and wear photo ID badges.
- **Other Siting Requirements.**
 - ◆ Site must be in area with access (reasonable commute distance) to medical, mental health and sex offender treatment providers, and community services such as employment, educational and other services.
 - ◆ Treatment providers must be available – this means the providers are qualified, willing to provide services, and within a reasonable commute.
 - ◆ Site must be in location suitable for programming, staffing and support considerations.
 - ◆ The SCTF property must be available at reasonable purchase or lease cost.

Note: Public safety and security criteria – including distance of SCTF from risk potential locations – must be given the greatest weight.

APPENDIX “E”: Inventory of EPFs

Attached are an inventory of all EPFs located in Spokane County that are of a statewide or regional/countywide significance, and a map showing the locations of those EPFs.

Staff Note: The map is available by contacting the Spokane County Division of Planning.

City of Millwood**Transportation Improvement Board (TIB) Small City Street Inventory - Segment Data (May 31, 2024)**

Arterial / Road	Termini	Segment Length	Travel Lanes	Pavement Width	Roadway Surface	PCR Score	Rating Status	Date Rated
ARGONNE RD	BRIDGEPORT AVE to SOUTH RIVERWAY AVE	0.02	4	52	ACP	63	Fair	5/31/2024
ARGONNE RD	BUCKEYE AVE to GRACE AVE	0.09	4	44	ACP	63	Fair	5/31/2024
ARGONNE RD	DALTON AVE to LIBERTY AVE	0.06	4	52	ACP	72	Good	5/31/2024
ARGONNE RD	E FREDERICK AVE to W FREDERICK AVE	0.02	4	44	ACP	72	Good	5/31/2024
ARGONNE RD	EUCLID AVE to DALTON AVE	0.05	4	52	ACP	59	Fair	5/31/2024
ARGONNE RD	GRACE AVE to E FREDERICK AVE	0.1	4	44	ACP	63	Fair	5/31/2024
ARGONNE RD	LIBERTY AVE to BRIDGEPORT AVE	0.05	4	52	ACP	40	Poor	5/31/2024
ARGONNE RD	SOUTH RIVERWAY AVE to N C/L	0.02	4	52	ACP	63	Fair	5/31/2024
ARGONNE RD	TRENT AVE (SR 290) to BUCKEYE AVE	0.08	4	44	ACP	50	Poor	5/31/2024
ARGONNE RD	W FREDERICK AVE to EUCLID AVE	0.06	4	44	ACP	72	Good	5/31/2024
BESSIE RD	BRIDGEPORT AVE to COURTLAND AVE	0.05	2	35	ACP	76	Good	5/31/2024
BESSIE RD	BUCKEYE AVE to GRACE AVE	0.09	2	19	ACP	76	Good	5/31/2024
BESSIE RD	COURTLAND AVE to SOUTH RIVERWAY AVE	0.05	2	24	ACP	90	Good	5/31/2024
BESSIE RD	DALTON AVE to LIBERTY AVE	0.06	2	24	ACP	90	Good	5/31/2024
BESSIE RD	EUCLID AVE to DALTON AVE	0.05	2	24	ACP	90	Good	5/31/2024
BESSIE RD	JACKSON AVE to MARIETTA AVE	0.06	2	40	ACP	76	Good	5/31/2024
BESSIE RD	LIBERTY AVE to BRIDGEPORT AVE	0.06	2	24	ACP	86	Good	5/31/2024
BESSIE RD	MARIETTA AVE to BUCKEYE AVE	0.09	2	19	ACP	81	Good	5/31/2024
BESSIE RD	TRENT AVE (SR 290) to JACKSON AVE	0.06	2	40	ACP	86	Good	5/31/2024
BOEING RD	EMPIRE AVE to DALTON AVE	0.04	2	24	ACP	76	Good	5/31/2024
BOEING RD	FAIRVIEW CT to GRACE AVE	0.03	2	24	ACP	86	Good	5/31/2024
BOEING RD	TRENT AVE to FAIRVIEW CT	0.04	2	24	ACP	72	Good	5/31/2024
BRIDGEPORT AVE	BESSIE RD to SARGENT RD	0.12	2	26	ACP	86	Good	5/31/2024
BRIDGEPORT AVE	DALE RD to MARGUERITE RD	0.06	2	20	ACP	86	Good	5/31/2024

BRIDGEPORT AVE	MARGUERITE RD to ARGONNE RD	0.13	2	20	ACP	63	Fair	5/31/2024
BRIDGEPORT AVE	VISTA RD to BESSIE RD	0.13	2	30	ACP	86	Good	5/31/2024
BUCKEYE AVE	ARGONNE RD to STOUT RD	0.07	2	28	ACP	100	Excellent	5/31/2024
BUCKEYE AVE	BESSIE RD to LAURA RD	0.06	2	25	ACP	100	Excellent	5/31/2024
BUCKEYE AVE	DALE RD to ARGONNE RD	0.18	2	34	ACP	67	Fair	5/31/2024
BUCKEYE AVE	LAURA RD to SARGENT RD	0.07	2	25	ACP	100	Excellent	5/31/2024
BUCKEYE AVE	SARGENT RD to DALE RD	0.07	2	25	ACP	71	Good	5/31/2024
BUCKEYE AVE	SIPPLE RD to BESSIE RD	0.07	2	33	ACP	90	Good	5/31/2024
BUCKEYE AVE	STOUT RD to WILLOW RD	0.06	2	27	ACP	100	Excellent	5/31/2024
BUCKEYE AVE	VISTA RD to SIPPLE RD	0.05	2	33	ACP	100	Excellent	5/31/2024
BUTLER RD	TRENT AVE (SR 290) to EMPIRE AVE	0.12	2	24	ACP	71	Good	5/31/2024
COURTLAND AVE	BESSIE RD to SARGENT RD	0.12	2	32	ACP	76	Good	5/31/2024
COURTLAND AVE	VISTA RD to BESSIE RD	0.13	2	40	ACP	81	Good	5/31/2024
DALE RD	BRIDGEPORT AVE to SOUTH RIVERWAY AVE	0.05	2	20	ACP	86	Good	5/31/2024
DALE RD	DALTON AVE to LIBERTY AVE	0.05	2	30	ACP	86	Good	5/31/2024
DALE RD	EUCLID AVE to DALTON AVE	0.05	2	30	ACP	95	Excellent	5/31/2024
DALE RD	GRACE AVE to FREDERICK AVE	0.12	2	19	ACP	90	Good	5/31/2024
DALE RD	LIBERTY AVE to BRIDGEPORT AVE	0.05	2	20	ACP	86	Good	5/31/2024
DALE RD	SOUTH RIVERWAY AVE to N EOR	0.03	2	20	ACP	62	Fair	5/31/2024
DALE RD	TRENT AVE (SR 290) to BUCKEYE AVE	0.13	2	38	ACP	76	Good	5/31/2024
DALTON AVE	BESSIE RD to SARGENT RD	0.12	2	28	ACP	81	Good	5/31/2024
DALTON AVE	BOEING RD to FARR RD	0.08	2	24	ACP	90	Good	5/31/2024
DALTON AVE	DALE RD to MARGUERITE RD	0.05	2	40	ACP	90	Good	5/31/2024
DALTON AVE	FARR RD to WOODRUFF RD	0.11	2	24	ACP	81	Good	5/31/2024
DALTON AVE	HUTCHINSON RD to ARGONNE RD	0.06	2	50	ACP	76	Good	5/31/2024
DALTON AVE	MARGUERITE RD to HUTCHINSON RD	0.05	2	40	ACP	86	Good	5/31/2024
DALTON AVE	SARGENT RD to DALE RD	0.06	2	40	ACP	86	Good	5/31/2024

DALTON AVE	WOODRUFF RD to FOWLER RD	0.14	2	24	ACP	81	Good	5/31/2024
DAVIS RD	EMPIRE AVE to N EOR	0.09	2	24	ACP	76	Good	5/31/2024
EMPIRE AVE	ARGONNE RD to RR XING	0.08	2	67	ACP	67	Fair	5/31/2024
EMPIRE AVE	BOEING RD to WOODRUFF RD	0.2	2	29	ACP	67	Fair	5/31/2024
EMPIRE AVE	DAVIS RD to BUTLER RD	0.12	2	29	ACP	76	Good	5/31/2024
EMPIRE AVE	FOWLER RD to DAVIS RD	0.13	2	29	ACP	86	Good	5/31/2024
EMPIRE AVE	RR XING to BOEING RD	0.24	2	29	ACP	67	Fair	5/31/2024
EMPIRE AVE	WOODRUFF RD to FOWLER RD	0.18	2	28	ACP	67	Fair	5/31/2024
EUCLID AVE	BESSIE RD to SARGENT RD	0.12	2	24	ACP	90	Good	5/31/2024
EUCLID AVE	DALE RD to MARGUERITE RD	0.06	2	31	ACP	71	Good	5/31/2024
EUCLID AVE	HUTCHINSON RD to ARGONNE RD	0.07	2	32	ACP	86	Good	5/31/2024
EUCLID AVE	MARGUERITE RD to HUTCHINSON RD	0.06	2	31	ACP	71	Good	5/31/2024
EUCLID AVE	SARGENT RD to DALE RD	0.06	2	31	ACP	86	Good	5/31/2024
EUCLID AVE	SIPPLE RD to BESSIE RD	0.07	2	24	ACP	86	Good	5/31/2024
EUCLID AVE	VISTA RD to SIPPLE RD	0.04	2	24	ACP	86	Good	5/31/2024
FAIRVIEW CT	BOEING RD to BOEING RD	0.19	2	24	ACP	76	Good	5/31/2024
FARR RD	DALTON AVE to DALTON AVE	0.03	2	24	ACP	90	Good	5/31/2024
FOWLER RD	EMPIRE AVE to DALTON AVE	0.13	2	24	ACP	76	Good	5/31/2024
FOWLER RD	TRENT AVE (SR 290) to EMPIRE AVE	0.13	2	21	ACP	71	Good	5/31/2024
FREDERICK AVE	ARGONNE RD to STOUT RD	0.06	2	45	ACP	76	Good	5/31/2024
FREDERICK AVE	DALE RD to MARGUERITE RD	0.06	2	21	ACP	76	Good	5/31/2024
FREDERICK AVE	HUTCHINSON RD to ARGONNE RD	0.07	2	21	ACP	86	Good	5/31/2024
FREDERICK AVE	LAURA RD to SARGENT RD	0.06	2	21	ACP	86	Good	5/31/2024
FREDERICK AVE	LOCUST RD to E EOR	0.13	2	18	ACP	68	Fair	5/31/2024
FREDERICK AVE	MAPLE RD to LOCUST RD	0.06	2	27	ACP	86	Good	5/31/2024
FREDERICK AVE	MARGUERITE RD to HUTCHINSON RD	0.06	2	21	ACP	86	Good	5/31/2024
FREDERICK AVE	SARGENT RD to DALE RD	0.06	2	21	ACP	81	Good	5/31/2024

FREDERICK AVE	STOUT RD to WILLOW RD	0.06	2	27	ACP	81	Good	5/31/2024
FREDERICK AVE	WILLOW RD to MAPLE RD	0.06	2	27	ACP	90	Good	5/31/2024
GRACE AVE	ARGONNE RD to STOUT RD	0.06	2	26	ACP	86	Good	5/31/2024
GRACE AVE	BESSIE RD to LAURA RD	0.06	2	24	ACP	76	Good	5/31/2024
GRACE AVE	DALE RD to MARGUERITE RD	0.06	2	21	ACP	90	Good	5/31/2024
GRACE AVE	HUTCHINSON RD to ARGONNE RD	0.07	2	21	ACP	90	Good	5/31/2024
GRACE AVE	LAURA RD to SARGENT RD	0.06	2	20	ACP	100	Excellent	5/31/2024
GRACE AVE	LOCUST RD to BOEING RD	0.07	2	26	ACP	86	Good	5/31/2024
GRACE AVE	MAPLE RD to LOCUST RD	0.06	2	26	ACP	86	Good	5/31/2024
GRACE AVE	MARGUERITE RD to HUTCHINSON RD	0.06	2	21	ACP	86	Good	5/31/2024
GRACE AVE	SARGENT RD to DALE RD	0.06	2	20	ACP	90	Good	5/31/2024
GRACE AVE	STOUT RD to WILLOW RD	0.06	2	26	ACP	86	Good	5/31/2024
GRACE AVE	WILLOW RD to MAPLE RD	0.06	2	26	ACP	90	Good	5/31/2024
HUTCHINSON RD	DALTON AVE to LIBERTY AVE	0.06	2	31	ACP	90	Good	5/31/2024
HUTCHINSON RD	EUCLID AVE to DALTON AVE	0.05	2	31	ACP	76	Good	5/31/2024
HUTCHINSON RD	GRACE AVE to FREDERICK AVE	0.12	2	19	ACP	81	Good	5/31/2024
JACKSON AVE	VISTA RD to BESSIE RD	0.1	2	36	ACP	86	Good	5/31/2024
LAURA RD	BUCKEYE AVE to GRACE AVE	0.09	2	23	ACP	76	Good	5/31/2024
LAURA RD	GRACE AVE to FREDERICK AVE	0.12	2	24	ACP	67	Fair	5/31/2024
LAURA RD	YORK AVE to BUCKEYE AVE	0.1	2	20	ACP	81	Good	5/31/2024
LIBERTY AVE	BESSIE RD to SARGENT RD	0.1	2	30	ACP	71	Good	5/31/2024
LIBERTY AVE	DALE RD to MARGUERITE RD	0.06	2	30	ACP	71	Good	5/31/2024
LIBERTY AVE	HUTCHINSON RD to ARGONNE RD	0.07	2	28	ACP	71	Good	5/31/2024
LIBERTY AVE	MARGUERITE RD to HUTCHINSON RD	0.06	2	30	ACP	76	Good	5/31/2024
LIBERTY AVE	SARGENT RD to DALE RD	0.06	2	30	ACP	76	Good	5/31/2024
LIBERTY AVE	SIPPLE RD to BESSIE RD	0.08	2	28	ACP	62	Fair	5/31/2024
LIBERTY AVE	VISTA RD to SIPPLE RD	0.05	2	28	ACP	76	Good	5/31/2024

LOCUST RD	GRACE AVE to FREDERICK AVE	0.09	2	24	ACP	76	Good	5/31/2024
LOCUST RD	TRENT AVE (SR 290) to GRACE AVE	0.1	2	24	ACP	76	Good	5/31/2024
MAPLE RD	GRACE AVE to FREDERICK AVE	0.1	2	24	ACP	81	Good	5/31/2024
MAPLE RD	TRENT AVE (SR 290) to GRACE AVE	0.1	2	24	ACP	90	Good	5/31/2024
MARGUERITE RD	BRIDGEPORT AVE to SOUTH RIVERWAY AVE	0.05	2	21	ACP	76	Good	5/31/2024
MARGUERITE RD	DALTON AVE to LIBERTY AVE	0.05	2	31	ACP	76	Good	5/31/2024
MARGUERITE RD	EUCLID AVE to DALTON AVE	0.05	2	30	ACP	62	Fair	5/31/2024
MARGUERITE RD	FREDERICK AVE to EUCLID AVE	0.06	2	30	ACP	76	Good	5/31/2024
MARGUERITE RD	GRACE AVE to FREDERICK AVE	0.12	2	24	ACP	71	Good	5/31/2024
MARGUERITE RD	LIBERTY AVE to BRIDGEPORT AVE	0.05	2	22	ACP	86	Good	5/31/2024
MARIETTA AVE	SIPPLE RD to BESSIE RD	0.05	2	24	ACP	76	Good	5/31/2024
MARIETTA AVE	VISTA RD to SIPPLE RD	0.06	2	24	ACP	76	Good	5/31/2024
SARGENT RD	BRIDGEPORT AVE to COURTLAND AVE	0.06	2	24	ACP	86	Good	5/31/2024
SARGENT RD	BUCKEYE AVE to GRACE AVE	0.09	2	20	ACP	95	Excellent	5/31/2024
SARGENT RD	COURTLAND AVE to SOUTH RIVERWAY AVE	0.05	2	24	ACP	71	Good	5/31/2024
SARGENT RD	DALTON AVE to LIBERTY AVE	0.05	2	24	ACP	86	Good	5/31/2024
SARGENT RD	EUCLID AVE to DALTON RD	0.05	2	24	ACP	76	Good	5/31/2024
SARGENT RD	GRACE AVE to FREDERICK AVE	0.12	2	19	ACP	76	Good	5/31/2024
SARGENT RD	LIBERTY AVE to BRIDGEPORT AVE	0.05	2	24	ACP	86	Good	5/31/2024
SARGENT RD	TRENT AVE (SR 290) to YORK AVE	0.05	2	20	ACP	71	Good	5/31/2024
SARGENT RD	YORK AVE to BUCKEYE AVE	0.1	2	20	ACP	86	Good	5/31/2024
SIPPLE RD	EUCLID AVE to LIBERTY AVE	0.12	2	24	ACP	86	Good	5/31/2024
SIPPLE RD	MARIETTA AVE to BUCKEYE AVE	0.07	2	20	ACP	90	Good	5/31/2024
SOUTH RIVERWAY AVE	BESSIE RD to SARGENT RD	0.12	2	24	ACP	76	Good	5/31/2024
SOUTH RIVERWAY AVE	DALE RD to MARGUERITE RD	0.06	2	24	ACP	81	Good	5/31/2024
SOUTH RIVERWAY AVE	MARGUERITE RD to ARGONNE RD	0.13	2	24	ACP	72	Good	5/31/2024
SOUTH RIVERWAY AVE	W C/L to BESSIE RD	0.13	2	34	ACP	86	Good	5/31/2024

STOUT RD	BUCKEYE AVE to GRACE AVE	0.07	2	26	ACP	86	Good	5/31/2024
STOUT RD	GRACE AVE to FREDERICK AVE	0.11	2	25	ACP	76	Good	5/31/2024
STOUT RD	TRENT AVE (SR 290) to BUCKEYE AVE	0.06	2	30	ACP	76	Good	5/31/2024
VISTA RD	BRIDGEPORT AVE to COURTLAND AVE	0.07	2	22	ACP	86	Good	5/31/2024
VISTA RD	EUCLID AVE to LIBERTY AVE	0	2	38	ACP	71	Good	5/31/2024
VISTA RD	LIBERTY AVE to BRIDGEPORT AVE	0.05	2	22	ACP	86	Good	5/31/2024
WILLOW RD	BUCKEYE AVE to GRACE AVE	0.06	2	24	ACP	76	Good	5/31/2024
WILLOW RD	GRACE AVE to FREDERICK AVE	0.11	2	24	ACP	76	Good	5/31/2024
WILLOW RD	TRENT AVE (SR 290) to BUCKEYE AVE	0.06	2	24	ACP	86	Good	5/31/2024
WOODRUFF RD	EMPIRE AVE to DALTON AVE	0.13	2	24	ACP	76	Good	5/31/2024
WOODRUFF RD	S EOR to EMPIRE AVE	0.11	2	20	ACP	81	Good	5/31/2024
YORK AVE	LAURA RD to SARGENT RD	0.06	2	19	ACP	81	Good	5/31/2024

CITY OF MILLWOOD

RESOLUTION 2025-10

AUGUST 12, 2025

A RESOLUTION OF THE COUNCIL OF THE CITY OF MILLWOOD, WASHINGTON
APPROVING AN AMENDED SIX YEAR TRANSPORTATION IMPROVEMENT PLAN
FOR THE PERIOD 2026-2032

WHEREAS, in accordance with state law the City of Millwood is required to annually prepare a Six Year Transportation Improvement Plan, and

WHEREAS, in accordance with RCW 35.58.2795, the City of Millwood published notice on May 29, 2025 of a public hearing to be held on June 10, 2025, regarding the City of Millwood's proposed Six Year Transportation Improvement Plan, and

WHEREAS, a draft Six Year Transportation Improvement Plan as prepared and reviewed during a public hearing held by the Millwood City Council on June 10, 2025 with the Millwood City Council approving such Six Year Transportation Improvement Plan by adoption of Resolution 2025-06 on June 10, 2025;

WHEREAS, the City of Millwood desires to amend its Six Year Transportation Plan;

WHEREAS, in accordance with RCW 35.58.2795, the City of Millwood published notice on June 20, 2025 of a public hearing to be held on July 8, 2025, regarding the City of Millwood's proposed amended Six Year Transportation Improvement Plan, and

WHEREAS, a draft amended Six Year Transportation Improvement Plan, contained in the attached Exhibit A, has been prepared and has been reviewed during a public hearing held by the Millwood City Council on July 8, 2025;

NOW, THEREFORE, BE IT RESOLVED BY THE COUNCIL OF THE CITY OF MILLWOOD, WASHINGTON

That the Six Year Transportation Improvement Plan for the period 2026-2032, as shown in Exhibit A, presented and reviewed at the Regular Meeting of the Millwood City Council held July 8, 2025, and August 12, 2025 is hereby approved. Any and all versions of the Six Year Transportation Improvement Plan for the City of Millwood for the period 2026-2032 are hereby repealed and of no effect, including any such approval provided in Resolution 2025-06.

PASSED BY THE COUNCIL OF THE CITY OF MILLWOOD WASHINGTON, THIS 12th
DAY OF August 2025.

CITY OF MILLWOOD

RESOLUTION 2025-10

AUGUST 12, 2025


KEVIN FREEMAN, MAYOR

Attest:


LISA CASSELS, CITY CLERK

Attachments: Exhibit A- Six Year Transportation Improvement Plan

EXHIBIT A

SIX-YEAR TRANSPORTATION IMPROVEMENT PLAN						
2025-2031 Schedule of Projects						
Funding Status	Year	Project Title	Begin/End	Work Description	Source of Funds	Estimated Cost
Funded	2025	Argonne- Widening/ turn pockets	Frederick/ Liberty	Widen Argonne, create turn pockets - Construction phase	Street Fund /CMAC/SRTC/TIB	\$4,550,600
Funded	2025	Argonne - Full Depth Restoration (Trent - Frederick)	Trent / Frederick	FDR between Trent and Frederick	Street Fund/TIB	\$1,483,400
Funded	2025	Empire Traffic Calming	Argonne/ Butler	Speed Humps and Pavement Marking Revisions	Street Fund	\$16,738
Unfunded	2026	Argonne - Grind and Overlay	Frederick /Liberty	Grind and Overlay	Street Fund/TIB	\$457,200
Unfunded	2026	Argonne - Grind and Overlay	Liberty / South Riverway	Grind and Overlay	Street Fund/TIB	\$335,700
Unfunded	2026	Dalton Sidewalk Improvements	Sargent / Argonne	Sidewalk improvements on Dalton Ave	Street Fund/TIB	\$1,225,400
Unfunded	2027	Liberty -Chip Seal	Argonne/ Vista	Pavement prep and chip seal,fog seal	Street Fund/TIB	\$83,300
Unfunded	2027	Euclid - Chip Seal	Argonne/ Vista	Pavement prep and chip seal,fog seal	Street Fund/TIB	\$74,000
Unfunded	2028	Buckeye - chip seal	Argonne/ Sargent	Pavement prep and chip seal,fog seal	Street Fund/TIB	\$61,200
Unfunded	2029	Grace	Grace Intersection	Upgrade Grace Signal Equipment	City Funds	\$246,000
Unfunded	2029	Grace & Marguerite	Grace & Marguerite Intersection	Traffic calming: raised concrete intersection, removal of parking stalls, minor stormwater modifications	City Funds	\$120,000
Unfunded	2029	Trent & Argonne Lane Improvements	Trent & Argonne Intersection	Northbound left turn lane reconfiguration and removal of right turn only lane on Argonne north of Trent.	City Funds	\$160,000
	Total					\$8,813,538

CITY OF MILLWOOD

RESOLUTION 2024-03

August 13, 2024

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF MILLWOOD, WASHINGTON, ADOPTING A WORK PLAN AND PUBLIC PARTICIPATION PLAN FOR THE 2026 PERIODIC UPDATE TO THE COMPREHENSIVE PLAN AND DEVELOPMENT REGULATIONS.

WHEREAS, Chapter 36.70A RCW, the Washington State Growth Management Act (GMA) requires local governments to adopt and periodically review comprehensive plans; and

WHEREAS, the last periodic review of the Millwood Comprehensive Plan that was scheduled for 2016, was adopted in September 2019; and

WHEREAS, the next periodic review of the Millwood Comprehensive Plan must currently be completed by June 30, 2026 along with the applicable development regulations currently due June 30, 2026 and housing regulations currently due December 31, 2026; and

WHEREAS, the City has prepared a work plan (Attachment A hereto) for reviewing its comprehensive plan and development regulations with a proposed schedule to complete the needed revisions by the current deadlines; and

WHEREAS, RCW 36.70A.140 requires local governments planning under the GMA to establish and broadly disseminate to the public a public participation program identifying procedures for early and continuous public participation in the development and amendment of the comprehensive plan; and

WHEREAS, the City has prepared a public participation plan (Attachment B hereto) to guide the review and update of the City's comprehensive plan and development regulations; and

WHEREAS, the City of Millwood Planning Commission reviewed the draft Millwood Periodic Update 2026 - Work Plan and Public Participation Plan at their July 31, 2024 meeting and recommended approval of the plans; and

WHEREAS, the City will be conducting the periodic update to the Millwood Comprehensive Plan during the timeframe normally reserved for the annual Comprehensive Plan amendment cycle in 2024 and 2025.

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Millwood that:

Section 1. Findings: The Millwood City Council hereby adopts the above recitals as findings in support of this resolution.

Section 2. Adoption of Millwood Periodic Update 2026 - Work Plan: The Millwood City Council hereby adopts the Millwood Periodic Update 2026 - Work Plan, as set forth in Attachment A to this Resolution, attached hereto and incorporated herein by this reference.

CITY OF MILLWOOD

RESOLUTION 2024-03

August 13, 2024

Section 3. Adoption of Millwood Periodic Update 2026 - Public Participation Plan:
The Millwood City Council hereby adopts the Millwood Periodic Update 2026 - Public Participation Plan, as set forth in Attachment B to this Resolution, attached hereto and incorporated herein by this reference.

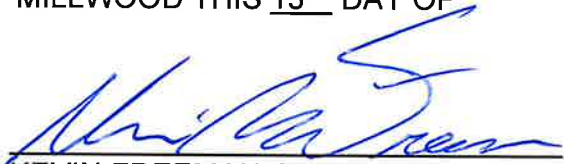
Section 4. Cancellation of Annual Amendment Cycle for 2024 and 2025: The City will forego the annual amendment cycle for the Millwood Comprehensive Plan in 2024 and 2025 in order to complete the periodic update process with applications for amendments to the Millwood Comprehensive Plan anticipated to resume September 1, 2026 and be accepted until November 1, 2026, as regularly scheduled for the annual amendment cycle.

Section 5. Severability: If any section, sentence, clause, or phrase of this Resolution should be held to be invalid or unconstitutional by a court of competent jurisdiction, such as invalidity or unconstitutionality shall not affect the validity or constitutionality of any other section, sentence, clause, or phrase of this Resolution.

Section 6. Repealer: All ordinances and resolutions, laws, regulations, guidelines, or policies, or parts thereof in conflict with this Resolution are, to the extent of said conflict, hereby repealed.

Section 7. Effect: This Resolution shall be in full force and effect upon adoption by the City Council.

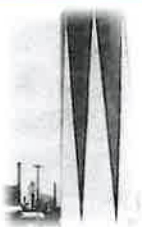
PASSED BY THE COUNCIL OF THE CITY OF MILLWOOD THIS 13TH DAY OF AUGUST, 2024.


KEVIN FREEMAN, MAYOR

Attest:


DEBB MATKIN,
ACTING CITY CLERK

ATTACHMENT B



Comprehensive Plan & Development Regulations
Periodic Update 2026



Public Participation Plan





Introduction

The City of Millwood is undertaking a periodic review of its Comprehensive Plan and applicable Development Regulations that must be completed by June 2026 with Development Regulations pertaining to Accessory Dwelling Units (ADUs), Middle Housing, other new Development Regulations, and housekeeping updates for consistency that must be completed by December 2026, as required by the Washington State Growth Management Act (GMA). As part of this Update, the GMA requires local governments to create and broadly disseminate a Public Participation Plan. This document outlines the City of Millwood's plan for public engagement in the Periodic Update process and describes how the City will meet the requirements for early and continuous public participation during the Update, consistent with RCW 36.70A.140 and WAC 365-196-600.

The procedures shall provide for broad dissemination of proposals and alternatives, opportunity for written comments, public meetings after effective notice, provision for open discussion, communication programs, information services, and consideration of and response to public comments.

Public Involvement

The GMA requires early and continual citizen participation in the development and updates of comprehensive plans and development regulations. A specific goal of the GMA is to encourage the involvement of citizens in the planning process.

The basic legal requirement for public participation is spelled out in RCW 36.70A.140 which states that every jurisdiction shall establish and broadly disseminate to the public a public participation program identifying procedures providing for early and continuous public participation in the development and amendment of comprehensive land use plans and development regulations implementing such plans.

The GMA does not dictate specific methods to achieve citizen participation because the law was intended to be a bottom-up approach. This gives local jurisdictions a considerable amount of flexibility in how this is accomplished.

In addition to being required by the GMA, public participation is a good business practice. Like good customer service, a good public participation program builds trust and credibility and can earn the respect of involved citizens. Ultimately, it results in better and more responsive services to meet the needs of the community. Community members appreciate the opportunity to be heard by their elected and appointed officials and other City leaders. When comments are considered fully and the decisions are based upon all of the available facts, most people will be satisfied with the process if not the results.

Section 2.5 of the Millwood Comprehensive Plan describes the City's Public Participation Program:

"The GMA requires the city to provide for public participation in the development and amendment of the comprehensive plan and development regulations implementing the plan (RCW 36.70A.140). The city should provide for wide distribution of proposals and alternatives, an opportunity for written comments, public meetings and hearings, provision for open discussion, communication programs, information services, and consideration of and response to public comments. The city should provide notice as required in RCW 36.70A.035 to property owners and other affected and interested individuals, tribes, government agencies, businesses, school districts, and organizations of proposed amendments to comprehensive plans and development regulations."

Periodic Update 2026
Public Participation Plan



Periodic Update Public Participation Plan Goals:

- Set expectations for the process early to avoid surprises;
- Provide opportunities for all stakeholders to contribute their ideas and provide feedback throughout the Periodic Update;
- Make the Periodic Update accessible, relevant, and engaging to diverse participants with differing levels of interest by using a variety of media, plain language, and easy-to-understand materials;
- Generate general awareness, understanding, and support for the Periodic Update by providing information to help the public understand the laws and regulations that shape Comprehensive Planning and the Periodic Update process;
- Offer engaging, ongoing, opportunities for all community members to participate; and
- Meet the public participation plan requirements of the GMA and City Code.

Public Involvement Opportunities

The City of Millwood will provide several opportunities for the public to participate, provide comments, and learn about the Periodic Update. While traditional methods (meetings, workshops, presentations, etc.) will remain an important role in public engagement, the City will also use alternative participation tools to make it easier for the public to participate.

- Millwood Community Survey
 - A link will be provided on the City webpage & hard copies will be available
 - Survey responses will be collected over an approximately 3-week timeframe in the Fall of 2024
- Planning Commission Meetings / Public Workshops / Public Hearings
 - The Millwood Planning Commission will discuss the Periodic Update during their meetings as well as holding Public Workshops and Public Hearings for the Periodic Update. Refer to the Periodic Update Work Plan for proposed agenda topics and dates.
 - Regular meetings are held on the last Wednesday of every month at 6:00pm in the Council Chambers at City Hall (9103 E Frederick Ave). Meetings may be scheduled for additional times as needed during the Periodic Update. All Planning Commission meetings are open to the public and the agenda is available by 4:00pm on the Friday prior to the meeting. Meetings can be viewed anytime on YouTube at www.youtube.com/@cityofmillwood under Live
- City Council Meeting / Public Hearings
 - The Millwood City Council will discuss the Periodic Update during their meetings as well as holding Public Hearings at the end of each phase of the Periodic Update. Refer to the Periodic Update Work Plan for proposed agenda topics and dates.
 - Regular meetings are held on the 2nd Tuesday of every month at 6:00pm in the Council Chambers at City Hall (9103 E Frederick Ave). Meetings may be scheduled for additional times as needed during the Periodic Update. All City Council meetings are open to the public and the agenda is available by 4:00pm on the Friday prior to the meeting. Meetings can be viewed anytime on YouTube at www.youtube.com/@cityofmillwood under Live

Periodic Update 2026
Public Participation Plan



- Submit Written Comments to:
 - Contract City Planner via email at planner@millwoodwa.us
 - City Council via email at comments@millwoodwa.us
(For comments made on actions that will be taken on the current City Council agenda)
 - City Council via email at hearing@millwoodwa.us
(Written testimony for public hearings, submitted up to 24 hours prior to the hearing date)
 - City Council and/or Planning Commission via email at remarks@millwoodwa.us
(For general remarks, not agenda action items)
 - Hard copies submitted to City Hall at 9103 E Frederick Ave.

Public Outreach Methods and Tools

Section 2.5 of the Millwood Comprehensive Plan cites outreach examples which are more formal in nature, providing notice of City activities. The City will also utilize other activities to inform, educate, and involve stakeholders and the general public in order to provide a face-to-face approach and allow for informal discussions amongst neighbors, feedback, and comments to help guide the City of Millwood's future.

All Periodic Update planning meetings will be advertised in accordance with City procedures and the public will be invited and encouraged to participate. Materials will also be available online.

City notice and meeting requirements as well as additional engagement methods that would be applicable to the Periodic Update include:

- Legal Notice Publication - Publishing a legal notice in an appropriate regional or neighborhood newspaper or trade journal, such as the Spokesman Review. When appropriate, notices should announce the availability of relevant draft documents and how they may be obtained. Legal notice publication is required at least ten (10) days prior to a public hearing.
- Notice Board Posting - Posting notices on all of the city's official public notice boards (currently at 3 locations within the City of Millwood - City Hall, Dalton & Marguerite Center Island, & Butler Wellhouse). Notice board posting is required at least ten (10) days prior to a public hearing.
- Agency Notification - Emailing notices to all agencies, organizations, affected Tribes, and adjacent jurisdictions with an interest.
- Public Notice Groups - Notifying public or private groups with known interest in a certain proposal or in the type of proposal being considered (such as via email to the Millwood Neighborhood Advocates, Millwood Community Association, and other interested parties). An email list sign-up sheet will be available at the "Imagine Millwood" booth at Millwood Daze. As the Periodic Update process continues, additional names can be added to the email list.
- City Website Posting - Posting notices and updates about the Periodic Update on the City website (<https://www.millwoodwa.us/>).
- Newsletters - Publishing notices and information in agency newsletters (such as the Millwood Newsletter that is sent out quarterly with City water bills and available on the [City website](#)).

- Social Media - Sharing information on sites such as:
 - City of Millwood YouTube www.youtube.com/@cityofmillwood
 - Millwood Community Facebook page <https://www.facebook.com/MillwoodCommunity/>
 - City of Millwood Facebook page <https://www.facebook.com/millwood.wa.52>
 - City of Millwood Instagram <https://www.instagram.com/cityofmillwood/>
 - City of Millwood Twitter <https://x.com/MillwoodWa>
- “Imagine Millwood” Children/Family Activity at Millwood Daze - Kids describe what makes Millwood great and what could make Millwood better, and then they “Imagine Millwood” 20 years from now and draw how it would look, something they want Millwood to have, etc.
- Millwood Community Survey - Online and hard copies will be available to ensure all community members have the opportunity to complete the survey.
- Community Events - Booths, advertisements, handouts, etc. at community events to try and reach more residents, to solicit feedback, and to educate them on the Periodic Update at events such as Millwood Daze (August), the Millwood Farmer’s Market (end of May to early October), Millwood WinterFest Christmas Market / Community Tree Lighting Ceremony (December), as well as Millwood Community Center and Millwood Impact events throughout the year.
- Public Workshops - Public workshops provide the opportunity for community members to help form goals and state general aspirations of the future of the City. They also create consensus around key issues and organize participants in becoming plan supporters.
- Stakeholder Interviews - One-on-one interviews with community members, each representing different parts of the community and with varying interests.
- Public Hearings before the City Planning Commission and City Council.
- Receiving Written Comments.

By adopting this Public Participation Plan and the associated Periodic Update Work Plan, the City of Millwood can ensure a variety of community outreach tools will be utilized to receive public engagement throughout the Periodic Update process.

Roles and Responsibilities

City Council

The Millwood City Council will provide policy guidance and is the final decision maker for the Periodic Update revisions to the City Comprehensive Plan and Development Regulations. The Council will receive monthly briefings on the status of the Periodic Update, review the Planning Commission recommendations, and adopt the amendments to the Comprehensive Plan and Development Regulations. Refer to the Periodic Update Work Plan for proposed agenda topics and dates.

Planning Commission

The Millwood Planning Commission will provide policy recommendations for the Periodic Update and will assist in assuring the public is involved throughout the process. Planning Commission members will be notified of all community activities and events. All public workshops, hearings, and other activities with the Planning Commission will be noticed appropriately. The Planning Commission will review the



drafts of the Comprehensive Plan in sections as well as the drafts of the updates to the Development Regulations, providing opportunities for public comments, and will provide feedback and recommendations to the Contract City Planner. The Planning Commission will hold public hearings before forwarding its final recommendations to the City Council. Refer to the Periodic Update Work Plan for proposed agenda topics and dates.

Contract City Planner

The Millwood Contract City Planner will coordinate the Periodic Update. The Contract City Planner will facilitate public meetings, conduct interviews, coordinate activities, and prepare/present draft materials to the Planning Commission and City Council for review. The Contract City Planner will also revise documents based on Planning Commission and Council direction and with assistance from City Staff, will make accessible all materials to the public, Planning Commission, and City Council, in a timely manner.

Community Members

It is important to retain the public’s interest by making community participation as accessible as possible throughout the entire Periodic Update. Adopting an inclusive and robust Public Participation and Work Plan ensures that the Periodic Update will not only meet WA State GMA and other legislative mandates / deadlines, but also be a reflection of the Millwood community to guide the City over the next 20 years.

Benefits of Community Participation*

- Fosters a sense of community and trust in government
- Enhances the quality of planning by incorporating a wide variety of information and perspectives
- Allows communities to make decisions based on shared values
- Engages citizens in the ownership of local land use challenges and solutions
- Supports swift and efficient project implementation
- Ensures good plans remain relevant over time

** WA State Dept. of Commerce (DOC)*

For more information about the City of Millwood Periodic Update, please contact:
Amanda Tainio, Contract City Planner at planner@millwoodwa.us.

File Attachments for Item:

b. PUBLIC HEARING - Identifying 2026 Revenue Sources and introduction of the following:

- i. Resolution 2025 - 11 Certifying the 2026 Property Tax Levy per RCW 84.55.120
- ii. Resolution 2025-12 - 2026 Property Tax Levy Certification per RCW 84.52.020

CITY OF MILLWOOD

RESOLUTION 2025-11

NOVEMBER ____, 2025

**CERTIFYING THE 2026 REGULAR AD VALOREM REAL PROPERTY TAX LEVY
PER RCW 84.55.120**

WHEREAS, the Council of the City of Millwood, Washington (the “Council”) has met and considered its budget for calendar year 2026; and,

WHEREAS, the population of the City of Millwood is less than 10,000; and,

WHEREAS, the City’s actual regular real property tax levy amount from the previous year was \$477,271.84; and,

WHEREAS, after hearing and after duly considering all relevant evidence and testimony presented, the Council has determined that the City requires an increase in property tax revenue from the previous year; and now, therefore,

BE IT RESOLVED by the Council of the City of Millwood that an increase in the regular property tax levy is hereby authorized for the levy to be collected in the 2026 tax year.

The dollar amount of the increase over the actual levy amount from the previous year shall be \$9,545.44 which is a percentage increase of 2.0 percent from the previous year.

This increase is exclusive of additional revenue resulting from new construction, improvements to property, newly constructed wind turbines, solar, biomass, geothermal facilities, any increase in the value of state assessed property, and any annexations that have occurred and refunds made.

NOW, THEREFORE, be it further resolved that all resolutions, laws, and regulations, or parts thereof in conflict with this resolution are, to the extent of said conflict, hereby repealed.

ADOPTED BY THE COUNCIL OF THE CITY OF MILLWOOD, WASHINGTON THIS
__TH DAY OF NOVEMBER 2025.

KEVIN FREEMAN, MAYOR

Attest:

LISA CASSELS, CITY CLERK

CITY OF MILLWOOD

RESOLUTION 2025-12

NOVEMBER __, 2025

PROPERTY TAX LEVY CERTIFICATION FOR 2026

In accordance with RCW 84.52.020, I, Kevin Freeman, Mayor of the City of Millwood, Washington, do hereby certify to the Spokane County Board of County Commissioners that the Council of the City of Millwood requests the following levy amounts be collected in 2026 as provided in the City’s budget, adopted after a Public Hearing held on October 14, 2025.

REGULAR LEVIES

Total certified general levy request amount (<i>includes below</i>)	\$ 486,817.28
Administrative refund amount	\$ 0
Non-voted bond debt amount	\$ 0

EXCESS LEVIES

NONE

ADOPTED BY THE COUNCIL OF THE CITY OF MILLWOOD, WASHINGTON THIS
__TH DAY OF NOVEMBER, 2025.

KEVIN FREEMAN, MAYOR

DATE

Attest:

LISA CASSELS, CITY CLERK

CITY OF MILLWOOD
2025 LEVY FOR 2026 PROPERTY TAX LEVY CALCULATION SUMMARY
Summarized from Spokane County Assessor's Office Preliminary Calculation

101% Highest Lawful Levy Calculation

Highest regular tax which could have been lawfully levied beginning with the 1985 levy:			
2024 Actual Year	\$474,342.95 Highest Lawful Levy	101.0% Maximum Increase 101%	\$479,086.38
Current year's assessed value of new construction and improvements:			
\$1,015,900 Assessed Value (A.V.)	1.248915765842 Last year's levy rate	\$1,000 Per \$1,000 assessed	\$1,268.77
Regular property tax limit (101% Limit):			\$480,355.15

Statutory Levy Limit Calculation

\$403,303,047 Assessed Value	1.779073031845 Statutory Rate Limit	\$1,000 Per \$1,000 assessed	\$717,505.57 Statutory Limit
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Levy Limit Controlled by Prior Resolution Calculation

\$466,669.68 Previous Year's (2025) Actual Levy	102.0% Increase by Resolution in %	476,003.07
\$466,669.68 Previous Year's Actual Levy	\$9,333.39 Increase by Resolution in \$\$\$	476,003.07
Lesser of Column 3 Totals:		\$476,003.07
Amount for new construction and improvements:		\$1,268.77
Amount for increase in value of state-assessed property:		\$0
Regular property tax limit allowed by 2025 Resolution		\$477,271.84

Levy Certification Calculation

2026 Current Year	\$477,271.84 Previous Year's Actual Levy	2.0% Current year's % increase	9,545.44 Current year's dollar increase
2026 Levy Certification			\$486,817.28

Supplemental Information

	2026 Levy Cert	2025 Levy Cert	2025 Year End Based on Levy Rate and Assessed Value
Levy Amount	\$486,817.28	\$476,003.07	\$474,343.00
Assessed Value	\$403,303,047	\$425,412,757	\$379,803,797
Per \$1000 value	1,000	1,000	1,000
Levy Rate	\$1.2070756311	\$1.1189205358	\$1.2489157658

LEVY LIMITATIONS WORKSHEET

Section 8, Item b.

TAXING DISTRICT

Millwood

2025

Levy for

2026

Taxes

Instructions for electronic version of form - Fill in highlighted cells all other self populate.

A. Highest regular tax which could have been lawfully levied beginning with the 1985 levy (refund levy not included).

Year	2024		\$474,342.95	×	101.000%	=	\$479,086.38
			Highest Lawful Levy Since 1985		Limit Factor/Max Increase 101%		

B. Current year's assessed value of new construction, improvements, and wind turbines, solar, biomass, and geothermal facilities in original districts before annexation occurred times last year's levy rate (if an error occurred or an error correction was made in the previous year, use the rate that would have been levied had no error occurred).

	\$1,015,900	×	1.248915765842	÷	\$1,000	=	\$1,268.77
	A.V.		Last Year's Levy Rate				

C. Tax increment finance area increment AV increase (RCW 84.55.010(1)(e)) (value included in B & D cannot be included in C)

	\$0	×	1.248915765842	÷	\$1,000	=	\$0.00
	A.V.		Last Year's Levy Rate				

D. Current year's state assessed property value less last year's state assessed property value. The remainder is to be multiplied by last year's regular levy rate (or the rate that should have been levied).

	\$5,765,711	-	\$5,765,711	=	\$	-	
	Current Year's A.V.		Previous Year's A.V.		Remainder		
	\$0	×	1.248915765842	÷	\$1,000	=	\$0.00
	Remainder from Line D		Last Year's Levy Rate				

E. Regular property tax limit: A+B+C+D = \$480,355.15

Parts F through H are used in calculating the additional levy limit due to annexation.

F. To find the rate to be used in G, take the levy limit as shown in Line E above and divide it by the current assessed value of the district, excluding the annexed area.

	\$480,355.15	÷	\$403,303,047	×	\$1,000	=	1.191052618058
	Total in Line E		Assessed Value Less Annexed AV				

G. Annexed area's current assessed value including new construction and improvements, times the rate in Line F.

	\$0	×	1.191052618058	÷	\$1,000	=	\$0.00
	Annexed Area's A.V.		Rate in Line F				

H. Regular property tax limit including annexation E+G = \$480,355.15

I. Statutory maximum calculation

Only enter fire/RFA rate, library rate, & firefighter pension fund rate for cities annexed to a fire/RFA or library, or has a firefighters pension fund.

3.600000000000	-	1.488539876718	-	0.332387091440	+		=	1.779073031842
District base levy rate		Fire or RFA Rate		Library Rate		Firefighter Pension Fund		Statutory Rate Limit
\$403,303,047	×	1.779073031842	÷	\$1,000	=			\$717,505.57
A.V. of District		Statutory Rate Limit						Statutory Amount

J. Highest lawful Levy For This Tax Year (Lesser of H and I) = \$480,355.15

K. New highest lawful levy since 1985 (Lesser of I & H minus C, unless A (before limit factor increase) is greater than I or H minus C, then A before the limit factor increase) = \$480,355.15

L. Tax Base For Excess Levies

1. Regular levy taxable value (including state-assessed property, and excluding boats, timber assessed value, and the senior citizen exemption for the regular levy)	\$403,303,047
2. Less assessed value of the senior citizen exemption of less than \$40,000 income or 65% of the median household income for the county based on lower of frozen or market value.	
3. Plus Timber Assessed Value (TAV)	
4. Tax base for excess and voted bond levies (1-2+3)	\$403,303,047

Excess Levy Rate Computation - Excess levy amount divided by the assessed value in Line L4 above.

\$9,520.06	÷	\$403,303,047	×	\$1,000	=	0.023605227064
Levy Amount		A.V. from Line L4 above				

Bond Levy Rate Computation - Bond levy amount divided by the assessed value in Line L4 above.

\$403,303,047	×	\$1,000	=	0.000000000000
Levy Amount		A.V. from Line L4 above		

Population:

☒ Less than 10,000 ☐ 10,000 or more

Was a resolution/ordinance adopted authorizing an increase over the previous year's levy?

☒ Yes ☐ No

Was a second resolution/ordinance adopted authorizing an increase over the IPD?

☐ Yes ☐ No ☒ N/A

If so, what was the percentage increase?

Calculated % Increase

1.999999228576%

A. Previous year's actual levy adjusted by the increases as stated in ordinance or resolution (RCW 84.55.120).

Year	2025	\$466,669.68	+	9,333.39	=	\$476,003.07
		Previous Year's Actual Levy		Plus Resolution Increase Amount		

Year	2025	\$466,669.68	×	2.000000000000%	=	\$476,003.07
		Previous Year's Actual Levy		Resolution Percentage of Increase		

B. Amount for new construction, improvements, & certain green energy (Line B page 1)

= \$1,268.77

C. Amount for increment value increase (Line C page 1)

= \$0.00

D. Amount for increase in value of state-assessed property (Line D, page 1)

= \$0.00

E. Amount for increase in annexation (Line G, page 1)

= \$0.00

F. Total levy amount authorized, including the annexation Lesser of A+(B+C+D+E)

= \$477,271.84

G. Total levy amount authorized by resolution (F) plus amount refunded or to be refunded (RCW 84.55.070).

\$477,271.84	+	\$9,545.44	=	\$486,817.28
Total from Line F		Amount to be Refunded		Amount allowable per

H. Total amount certified by county legislative authority or taxing district as applicable.

(RCW 84.52.020 and RCW 84.52.070) =

I. Levy limit from line H on page 1, plus amount refunded or to be refunded (RCW 84.55.070).

\$480,355.15	+	\$9,545.44	=	\$489,900.59
Line H, Page 1		Amount to be Refunded		Total

J. Amount of taxes recovered due to a settlement of highly valued disputed property (RCW 84.52.018).

\$486,817.28	-		=	\$486,817.28
Lesser of G, H, or I		Amount Held in Abeyance		Total

K. Statutory limit from line I on page 1 (dollar amount, not the rate)

= \$717,505.57

L. Lesser of J & K

\$486,817.28

M. Levy Corrections

Year of Error:

1. Minus amount over levied (if applicable)

2. Plus amount under levied (if applicable)

N. Total: L +/- M

\$486,817.28

O. Regular Levy Rate Computation Without Levy Error Correction

Use this rate in next year's levy calculations unless it's changed due to levy error, other limitation, or there's a road levy shift.

\$486,817.28	÷	\$403,303,047	×	\$1,000	=	1.207075631144
Lesser of K and L		Amount on line L1 on page 1				rate w/o error correction

P. Regular Levy Rate Computation: Lesser of K and N divided by the assessed value in line L1 on page 1.

Use this rate for the current year's tax roll unless it is changed due to another levy limitation such as the \$5.90 limit.

\$486,817.28	÷	\$403,303,047	×	\$1,000	=	1.207075631144
Lesser of K & N		Amount on line L1 on page 1				rate before aggregate check

Q. Road Levy Shift Rate Computation - (Do not enter a shift amount in both shift fields.)

R.	Amount shifted TO this taxing district	OR	Amount shifted FROM this taxing district
----	---	----	---

S.	\$486,817.28	÷	\$403,303,047	×	\$1,000	=	1.207075631144
	Post Shift Levy Amount		Amount on line L1 on page 1				Post Shift Levy Rate

File Attachments for Item:

c. ORDINANCE #549 Reduction of Speed Limit on Argonne Road

CITY OF MILLWOOD

ORDINANCE #549

NOVEMBER____, 2025

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF MILLWOOD, WASHINGTON, AMENDING MILLWOOD MUNICIPAL CODE TITLE 10 TO CREATE CHAPTER 10.12 SPEED LIMITS; AND PROVIDING FOR OTHER MATTERS PROPERLY RELATING THERETO

WHEREAS, pursuant to chapter 35A.11 RCW, the City Council of the City of Millwood, Washington (the “Council”) may adopt and enforce ordinances of all kinds relating to and regulating its local or municipal affairs and appropriate to the good government of the City of Millwood, Washington (the “City”), and

WHEREAS, the City has engaged in the Argonne Road Corridor Improvement Project, also known as the Argonne Congestion Relief Project (the “Project”), which is nearing completion, and

WHEREAS, based on engineering and traffic investigation, a condition of funding for the Project provided by the Washington State Transportation Improvement Board requires the speed limit for Argonne Road be set at twenty five (25) miles per hour, and

WHEREAS, RCW 46.61.415 authorizes the Council to establish or alter maximum speed limits upon a highway or part of a highway located in the City, and

WHEREAS, the Council desires to amend Title 10 of the Millwood Municipal Code to create Chapter 10.12 to establish speed limits upon highways or parts of highways located in the City, and specifically to establish a speed limit of twenty five (25) miles per hour on Argonne Road in Washington,

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF MILLWOOD DO ORDAIN AS FOLLOWS:

Section 1. Creation of Chapter 10.12 Speed Limits The following is adopted as an ordinance of the City of Millwood creating Millwood Municipal Code Chapter 10.12 Speed Limits.

TITLE 10 VEHICLES AND TRAFFIC
Chapter 10.12 Speed Limits

Sections:

- 10.12.010 Speed Limits
- 10.10.020 Violation and penalty.
- 10.10.030 Severability.

10.12.010 School speed zone.

- A. Except as otherwise set forth in this Millwood Municipal Code, for the protection of the public health, safety and welfare and pursuant to RCW 46.61.415, as amended, the legal maximum speed limit on Argonne Road in the city of Millwood shall be twenty five (25) miles per hour.
- B. Any speed limit set in accordance with this chapter shall become effective upon the placement of standard signs indicating the maximum allowable speed, and shall cease at such time as the signs are removed by an authorized agent of the City. All signs placed in accordance with this chapter shall conform to the Manual on Uniform Traffic Control Devices for streets and highways for the state of Washington.

10.10.020 Violation and penalty.

A person found to have committed a violation of this chapter shall be assessed a monetary penalty pursuant to RCW 46.61.440, as amended, and RCW 46.63.110, as amended.

10.10.030 Severability.

CITY OF MILLWOOD

ORDINANCE #549

NOVEMBER __, 2025

If any one or more sections, subsections, sentences, clauses, or phrases of this chapter are held to be unconstitutional or invalid by a court of competent jurisdiction, such decision shall not affect the validity of the remaining portions of this chapter and the same shall remain in full force and effect.

In the event of any conflict with any provision of this chapter by any prior chapter, ordinance, or resolution adopted by the City, the provisions of this chapter shall prevail.

Section 2. Installation and Maintenance of Signage. The Public Works Department of the City is hereby directed to acquire, install and maintain all signage and traffic control devices necessary and required by applicable law or regulation in order to properly implement the terms of this ordinance.

Section 3. Repeal. All ordinances, resolutions, laws, and regulations, or parts thereof in conflict with this ordinance are, to the extent of said conflict, hereby repealed.

Section 4. Severability. If any section, sentence, clause, or phrase of this ordinance should be held to be invalid or unconstitutional by a court of competent jurisdiction, such invalidity or unconstitutionality shall not affect the validity or constitutionality of any other section, sentence, clause or phrase of this ordinance.

Section 5. Effective Date. This ordinance shall be in full force and effect from and after its adoption and five (5) days after its publication or a publication of a summary of this ordinance in the official newspaper of the City.

PASSED BY THE COUNCIL OF THE CITY OF MILLWOOD THIS __ DAY OF _____, 2025.

CITY OF MILLWOOD
Spokane County, Washington

KEVIN FREEMAN, MAYOR

ATTEST:

Lisa Cassels, City Clerk

STATE OF WASHINGTON)
)ss:
County of Spokane)

Lisa Cassels, being first duly sworn on oath deposes and says:

I am the City Clerk of the City of Millwood, Washington, and the forgoing ordinance entitled AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF MILLWOOD, WASHINGTON, AMENDING MILLWOOD MUNICIPAL CODE TITLE 10 TO CREATE CHAPTER 10.12 SPEED LIMITS; AND PROVIDING FOR OTHER MATTERS PROPERLY RELATING THERETO is the true and correct copy of the City of Millwood's Ordinance numbered 549 and that the same was posted and published according to law.

CITY OF MILLWOOD

ORDINANCE #549

NOVEMBER____, 2025

SUBSCRIBED AND SWORN TO BEFORE ME THIS ____ DAY OF _____, 2025.

Notary Public in and for the
State of Washington, residing at Spokane.
My Commission expires _____

DRAFT

File Attachments for Item:

d. ORDINANCE #550 Amending City Council Monthly Meetings

ORDINANCE #550

NOVEMBER __, 2025

AN ORDINANCE OF THE CITY OF MILLWOOD, SPOKANE COUNTY, WASHINGTON, AMENDING SECTION 12.05.070 OF THE MILLWOOD MUNICIPAL CODE REGARDING TIME AND PLACE OF COUNCIL MEETINGS; AND PROVIDING FOR OTHER MATTERS PROPERLY RELATING THERETO.

WHEREAS, the City of Millwood (the "City"), Spokane County, Washington is a non-charter code city, by virtue of the Constitution and the laws of the State of Washington; and

WHEREAS, pursuant to chapter 35A.11 RCW, the City Council (the "Council") may adopt and enforce ordinances of all kinds relating to and regulating its local or municipal affairs and appropriate to the good government of the City; and

WHEREAS, Millwood Municipal Code ("MMC") Section 2.04.010 provides for regular meetings of the Council to be held the second Tuesday of each month beginning at six p.m. in the council chamber of the City Hall

WHEREAS, the Council finds it is in the best interests of the City to amend MMC 2.04.010 to provide for two (2) regular meetings of the Council each month;

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY MILLWOOD DOES ORDAIN AS FOLLOWS:

Section 1. Amendment to Section 2.04.010 MMC – Time and place of council meeting. Section 2.04.010, of MMC is hereby amended as follows (deleted language ~~stricken~~, added language double-underlined):

The regular meetings of the city council will be held the second and fourth Tuesday of each month beginning at six p.m. in the council chambers of the City Hall.

Section 2. Repeal. All ordinances, resolutions, laws, and regulations, or parts thereof in conflict with this ordinance are, to the extent of said conflict, hereby repealed.

Section 3. Severability: If any section, sentence, clause, or phrase of this Ordinance should be held to be invalid or unconstitutional by a court of competent jurisdiction, such invalidity or unconstitutionality shall not affect the validity or constitutionality of any other section, sentence, clause or phrase of this Ordinance.

Section 4. Effect: This Ordinance shall be in full force and effect from and after its adoption and five (5) days after its publication or a publication of a summary of this Ordinance in the official newspaper of the City.

ORDINANCE #550

NOVEMBER __, 2025

PASSED BY THE COUNCIL OF THE CITY OF MILLWOOD THIS ____ DAY OF _____ 2025.

CITY OF MILLWOOD,
Spokane County, Washington

Kevin Freeman, Mayor

ATTEST:

Lisa Cassels, City Clerk

STATE OF WASHINGTON)
)ss:
County of Spokane)

Lisa Cassels, being first duly sworn on oath deposes and says:

I am the Clerk of the City of Millwood, Washington, and the foregoing ordinance entitled "AN ORDINANCE OF THE CITY OF MILLWOOD, SPOKANE COUNTY, WASHINGTON, AMENDING SECTION 12.05.070 OF THE MILLWOOD MUNICIPAL CODE REGARDING TIME AND PLACE OF COUNCIL MEETINGS; AND PROVIDING FOR OTHER MATTERS PROPERLY RELATING THERETO" is the true and correct copy of the City of Millwood's Ordinance numbered 550 and that the same was posted and published according to law.

SUBSCRIBED AND SWORN TO BEFORE ME THIS ____ DAY OF _____, 2025.

Notary Public in and for the State of
Washington
My Commission expires _____

File Attachments for Item:

e. ORDINANCE #552 Regulating Public Camping

ORDINANCE #552

NOVEMBER __, 2025

AN ORDINANCE OF THE CITY OF MILLWOOD, WASHINGTON, ADOPTING A NEW CHAPTER MMC 12.12 RELATED TO REGULATING PUBLIC CAMPING; AND PROVIDING FOR OTHER MATTERS PROPERLY RELATING THERETO.

WHEREAS, the City of Millwood (the “City”), Spokane County, Washington is a non-charter code city, by virtue of the Constitution and the laws of the State of Washington; and

WHEREAS, pursuant to Chapter 35A.11 RCW, the City Council (the “City Council”) may adopt and enforce ordinances of all kinds, relating to and regulating its local or municipal affairs and appropriate to the good government of the City; and

WHEREAS, in the case of City of Grants Pass v. Johnson (2024), the United States Supreme Court ruled that local ordinances imposing criminal penalties on acts like sleeping or camping on public property do not violate the 8th Amendment of the United States Constitution’s prohibition on cruel and unusual punishment; and

WHEREAS, the City has experienced public streets, sidewalks, parks, and other City-owned and/or City-maintained public property within the City readily accessible to the public being used for camping purposes or storage of personal property which interferes with the rights of others to use the areas for the purposes for which they were intended; and

WHEREAS, the Council believes it is in the best interest of the City to establish regulations regarding public camping and to create a new chapter of the Millwood Municipal Code (the “MMC”) that establishes the authority and definitions regarding public camping within the City; and

NOW, THEREFORE, THE CITY OF MILLWOOD, WASHINGTON DOES ORDAIN AS FOLLOWS:

Section 1. **New Chapter 12.12 MMC.** The following is adopted as an ordinance of the City of Millwood creating Millwood Municipal Code (“MMC”) Chapter 12.12:

Chapter 12.12
Regulating Public Camping

Sections:

12.12.010	Purpose
12.10.020	Definitions
12.10.030	Unlawful Camping
12.10.040	Storage of personal property in public places
12.10.050	Removal of unauthorized encampments and individual camps
12.10.060	Penalty for violations
12.10.070	Severability

ORDINANCE #552**NOVEMBER ____, 2025****12.12.010. Purpose.**

It is the purpose of this chapter to prevent harm to the health and safety of the public and environment, and to promote the public health, safety and general welfare and environment by keeping public streets, sidewalks, parks, and other City-owned and/or City-maintained public property within the City readily accessible to the public, and to prevent use of City-owned and/or City-maintained public property for camping purposes or storage of personal property which interferes with the rights of others to use the areas for the purposes for which they were intended.

12.12.020. Definitions.

The following definitions are applicable in this chapter unless the context otherwise requires:

“Actively engaged in the process of exiting homelessness” means an individual is presently participating in the activities necessary to achieve housing, whether temporary or permanent. The city of Millwood recognizes that availability of permanent housing, transitional housing and treatment services will impact an individual’s ability to successfully move out of homelessness into housing; and therefore, there are no specific timelines outlined within Chapter 12.12 MMC. Such status shall be determined by the Mayor or designee. When determining whether an individual is actively engaged in the process of exiting homelessness, the Mayor or designee shall take into account whether the individual is:

1. In a HUD-approved local database (currently the “Community Management Information System” (“CMIS”)) with an active enrollment in an outreach project and/or coordinated entry; or

2. Working with a non-CMIS entering service provider; or

3. Actively working with a street outreach project towards permanent housing or any other intervention requested by the individual (for example, treatment). “Actively working” includes:

- a. The outreach worker is building rapport with the individual and has not yet entered any enrollment into CMIS; or

- b. The outreach worker and individual are (i) in the documentation gathering phase for purposes of accessing housing or treatment facilities, and (ii) the individual is attending required appointments in order to achieve housing or treatment options; or

4. Participating in any other activity, program, or process deemed necessary to secure permanent housing.

ORDINANCE #552**NOVEMBER __, 2025**

“Camp” means to (1) sleep for any period of time in a City park outside the hours of operation identified in MMC; (2) sleep for any period of time after sunset on or in public property other than a City park; or (3) pitch, erect or occupy camp facilities, or to use camp paraphernalia or both, for the purpose of, or in such a way as will facilitate, remaining overnight, or parking a camper, recreational vehicle, trailer, or other vehicle for the purpose of remaining overnight.

“Camp facilities” include, but are not limited to, tents, huts, temporary shelters, campers, recreational vehicles, or trailers.

“Camp paraphernalia” includes but is not limited to tarpaulins, cots, beds, sleeping bags, hammocks or cooking facilities and similar equipment.

“Contraband” means any property that is unlawful to produce or possess.

“Litter” shall have the same meaning as used in RCW 70.93.030 (6) and (11) as amended.

“Park or park facility” means any real property, building, structure, equipment, sign, shelter, swimming pool, vegetation, playground, or other physical property owned or controlled by the City for park purposes. Park or park facility includes all associated areas, including but not limited to parking lots for parks and pools.

“Personal property” means an item that is:

1. Reasonably recognizable as belonging to a person;
2. In its present condition has apparent utility and/or value; and
3. Is not hazardous or unsanitary.

“Right-of-way” shall have the same meaning as is stated in MMC 12.05.020, as amended.

“Solid waste” shall have the same meaning as used in RCW 70A.205.015 (22) as amended.

“Store” means to put aside or accumulate for use when needed, to put for safekeeping, to place or leave in a location.

“Stormwater drainage facility” means constructed and natural features which function together as a system to collect, convey, channel, hold, inhibit, retain, detain, infiltrate, evaporate, divert, treat, or filter stormwater. Stormwater facilities include, but are not limited to, pipes, ditches, culverts, street gutters, detention ponds, retention ponds, evaporation ponds, constructed wetlands, infiltration devices, catch basins, oil/water separators, and swales.

“Trail” means a public path constructed for the primary purpose of allowing recreational

ORDINANCE #552**NOVEMBER __, 2025**

non-motorized transportation, which includes is not limited to the Millwood Interurban Trail.

“Unauthorized encampment” means two or more camp facilities in an identifiable area which appear to be used for unlawful camping. For purposes of this chapter an identifiable area includes areas where the camp facilities are in sight of each other and/or areas where each camp facility is located within 300 feet of another camp facility.

12.12.030. Unlawful camping.

It is unlawful for any person to camp in the following City-owned and/or City-maintained areas, except as otherwise provided by the Millwood Municipal Code or where specifically designated:

- A. Any right-of-way;
- B. Any trail, park, or park facility;
- C. Any publicly owned parking lot or publicly owned area, improved or unimproved;
- D. Any publicly owned stormwater drainage facility; or
- E. Any other City-owned or City-maintained property.

12.12.040. Storage of personal property in public places.

It is unlawful for any person to store personal property, including camp facilities and camp paraphernalia, in the following City-owned and/or City-maintained areas, except as otherwise provided by the Millwood Municipal Code:

- A. Any right-of-way;
- B. Any trail, park, or park facility;
- C. Any publicly owned parking lot or publicly owned area, improved or unimproved;
- D. Any publicly owned stormwater drainage facility; or
- E. Any other City-owned or City-maintained property.

This section shall not apply to vehicles, including trailers, recreational vehicles, and campers, which are unoccupied and parked in rights-of-way, unless otherwise prohibited by law or the Millwood Municipal Code.

12.12.050. Removal of unauthorized encampments and individual camps.

ORDINANCE #552

NOVEMBER ____, 2025

Upon a determination by law enforcement or designated City personnel that an area constitutes an unauthorized encampment or that an individual is engaged in unlawful camping or storage of personal property in public places, the personal property, camping paraphernalia, camp facilities, and all other property, contraband, litter, and solid waste may be removed subject to the following provisions:

A. If the unauthorized encampment, unlawful camping, or unlawful storage of personal property results in an immediate and significant risk of harm to any person or impedes pedestrian or vehicular traffic, then law enforcement, City staff, or a City-contracted agent may immediately remove any personal property, camping paraphernalia, camp facilities, and all other property, contraband, litter, and solid waste, which shall be stored or disposed in the same manner as set forth in MMC 12.12.050(B(2)).

B. Prior to removing property from an unauthorized encampment or unlawful camp, or removing personal property unlawfully stored on City-owned or City-maintained public property other than those specified in MMC 12..12.050(A), the following shall occur:

1. The City shall post at least a 48-hour advanced notice, which shall include the following:

a. The address or location of the unauthorized encampment, unlawful camping, or unlawful storage of personal property;

b. A statement that camping or storage activity is prohibited by MMC 12.12.020, 12.12.030, and/or 12.12.040;

c. A statement that any individual continuing to use the area for unlawful camping or storage of personal property may be subject to criminal penalties pursuant to Chapter 12.12 MMC;

d. A statement that any personal property, camping paraphernalia, camp facilities, and all other property, contraband, litter, and solid waste remaining after the notice period is subject to removal and, as may be applicable, temporary storage by the City.

2. At the end of the 48-hour notice period, any personal property, camping paraphernalia, camp facilities, and all other property, contraband, litter, and solid waste may be removed by City personnel or agents thereof.

a. Any personal property that is removed shall be stored by the City for at least 60 days prior to being disposed.

b. Notice of where personal property removed from the encampment may be claimed shall be posted at the location.

ORDINANCE #552**NOVEMBER __, 2025**

c. If the name and contact information for the owner of a particular item of personal property can reasonably be identified, the City shall attempt to contact the identified owner and provide notice that the item has been removed and how to claim the item.

d. Any contraband located at the area shall be seized and properly disposed or retained as evidence of criminal activity.

e. Any litter or solid waste found at the area shall be properly disposed.

C. Any individual who receives a notice under this section, or whose property is removed from an area pursuant to this section, has a right to meet with the city manager or designee to raise any concerns, objections, or extenuating circumstances. At the conclusion of the meeting, the City representative shall prepare a written decision detailing the individual's concerns, as well as the City's response. Notice and procedure to set up a meeting shall be posted at or near the encampment site. If an individual requests a meeting prior to removal of property, the removal of the individual's property shall be stayed pending resolution of the meeting; provided, that removal may still occur if the personal property, camping paraphernalia, camp facilities, or other property, contraband, litter, and solid waste constitutes an immediate threat to the public health, safety, or welfare.

12.12.060. Penalty for violations.

Violation of any of the provisions of Chapter 12.12 MMC is a misdemeanor, and shall be punished upon conviction of such violation by a fine of not more than \$1,000 or by confinement not to exceed 90 days, or by both such fine and confinement.

12.12.070. Severability.

If any portion of this chapter, or its application to any person or circumstances, is held invalid, the validity of the chapter as a whole, or any other portion thereof, or the application of the provision to other persons or circumstances is not affected.

SECTION 2. REPEALER

All ordinances, resolutions, laws, and regulations, or parts thereof in conflict with this ordinance are, to the extent of said conflict, hereby repealed.

SECTION 3. SEVERABILITY

If any section, sentence, clause, or phrase of this ordinance should be held to be invalid or unconstitutional by a court of competent jurisdiction, such invalidity or unconstitutionality shall not affect the validity or constitutionality of any other section, sentence, clause or phrase of this ordinance.

SECTION 4. EFFECTIVE DATE

ORDINANCE #552

NOVEMBER __, 2025

Except as otherwise set forth in this ordinance, this ordinance or a summary of this ordinance shall be published in the official newspaper of the City and shall take effect and be in full force five (5) days after passage and publication as provided by law.

PASSED BY THE COUNCIL OF THE CITY OF MILLWOOD THIS ____ DAY OF _____, 2025.

CITY OF MILLWOOD,

Kevin Freeman, Mayor

ATTEST:

Lisa Cassels, City Clerk

STATE OF WASHINGTON)

)ss:

County of Spokane)

Lisa Cassels, being first duly sworn on oath deposes and says:

I am the Clerk of the City of Millwood, Washington, and the foregoing ordinance entitled “AN ORDINANCE OF THE CITY OF MILLWOOD, WASHINGTON, ADOPTING A NEW CHAPTER MMC 12.12 RELATED TO REGULATING PUBLIC CAMPING; AND PROVIDING FOR OTHER MATTERS PROPERLY RELATING THERETO” is the true and correct copy of the City of Millwood’s Ordinance numbered 552 and that the same was posted and published according to law.

Lisa Cassels, City Clerk

SUBSCRIBED AND SWORN TO BEFORE ME THIS ____ DAY OF _____, 2025

Notary Public in and for the State of
Washington
My Commission expires _____

File Attachments for Item:

f. Winterfest Special Event Permit



Application for Special Event Permit

Millwood City Hall
9103 E. Frederick Ave
Millwood, WA 99206
(509) 924-0960
info@millwoodwa.us

A Special Event Permit is required for any parade, run, street dance, demonstration or exhibition on public property. "Special Event" shall not mean any wedding or funeral procession, any event solely involving a group required by law to be so assembled, a pedestrian procession along a route that is restricted to sidewalks and crossing streets using only a pedestrian crosswalk in accordance with traffic regulations and controls, any activity or event sponsored by the city, or any activity or event deemed by the city's appointed designee to not require a special event permit.

Applicant: Millwood Comm. Assoc.		Phone:		Organization/Event: Winter Fest 2025 Christmas Mkt	
Address: 8903 E Liberty		City: Spokane	State: WA	Zip: 99212	
Property Owner Name: City of Millwood		Phone: 509-924-0960		Email: info@millwoodwa.us	
Address: Dalton Ave at Argonne		City: Millwood	State: WA	Zip: 99206	
Type of Event: ☐ Parade ☐ Run ☐ Demonstration ☐ Exhibition ☒ Other					
Is this an event involving political or religious activity intended primarily for the communication of expression of ideas? ☐ Yes ☒ No					
Location (Starting point, route, assembly areas, access to public property): Dalton Ave from Argonne Rd west to alley					
Description of Event: Annual Millwood community Christmas market with street food activities					
Date/Time of Event: Friday, Dec 5, 2025 operate 4pm-7pm set up 2pm-4pm take down 7pm-8pm					
Number of Participants Expected: 15-24 vendors, approx 300 visitors (over 3 hr. period)					

Required Attachments:

☒ Site Plan

☒ Security & Emergency Medical Plan

☐ Required permits from outside agencies

☒ Restroom Access Agreement

☒ Clean Up Plan

By signing below the applicant is confirming that they have inspected the event space with a staff member ensuring there are no obvious hazards and all information on the application is correct.

Applicant Signature: Shirine Young Date: 9/6/2025

Application approved with the following conditions: _____

Approved By: [Signature] Date: 10-2-25



Special Event Permits

Application Fee: An application fee pursuant to the City's adopted fee schedule shall be submitted with the application unless waived. The fee may be waived for constitutionally protected events, for applications by governmental units, or for nonprofit organizations where the event is open to the public at no cost and all proceeds from the special event are received by such non-profit organization. All fee waiver requests must be submitted in writing to the City Clerk with the application.

Traffic Control Plan: The applicant shall submit a traffic control plan which may be amended by the Public Works Department to protect the health, safety and general welfare of the public. All required traffic control shall be arranged by the applicant and shall be at the expense of the applicant.

Insurance: The applicant shall provide the city a copy of documentation of current general liability insurance with a combination single limit of one million dollars (\$1,000,000) per occurrence and no less than two million dollars (\$2,000,000) general aggregate. Additionally, the applicant shall be responsible for ensuring food vendors have obtained the necessary food service permits, exemption certificates; food worker cards, licensing documentation, and evidence of liability insurance with products completed operations coverage. Depending upon the nature of the special event and its apparent risk to the public, the Clerk, upon advice of the City's legal counsel, may increase the required liability limits. The applicant shall agree and provide evidence of its ability to defend, indemnify, and hold harmless the City, its appointed and elected officers and employees from and against all loss or expense, including but not limited to judgements, settlements, attorney's fee and costs by reason of any and all claims and demands upon the city, its appointed and elected officials or employees from damages because of personal or bodily injury, including death at any time there from, sustained by any person or persons and on account of damage to property or loss there from, arising out of any activity under or in connection with the special event, except only such injury as shall have been occasioned by the sole negligence of the city or its appointed or elected officers or employees. The City shall be named as an additional insured under the applicant's Commercial General Liability insurance policy using ISO Additional Insured-State or Political Subdivision-Permits or Authorizations CG 2012 or a substitute endorsement providing at least a broad coverage.

Dunk Tanks and Inflatables of any type are not allowed at any Special Event.

Performance Bond: A performance bond or deposit in the amount of \$1000.00 may be required to guarantee costs of clean up or restoration of city facilities. Depending upon the nature of the special event, its estimated cost for clean up or other potential expenses, the Clerk may increase the required bond or deposit amount.

Permit Revocation or Suspension: A special event permit issued under this chapter is temporary, vests no permanent rights in the applicant, and may be immediately revoked or suspended by the city if:

- The applicant makes a misstatement of material fact on the application or in required or supporting documentation.
- The applicant fails to fulfill a term or condition of the permit
- The form of payment submitted by the applicant for any fee or deposit is dishonored or the applicant otherwise fails to prepay any fee, deposit, or expense.
- The activity endangers or threatens person on property or otherwise jeopardizes the health, safety or welfare of persons or property
- The Activity conducted is in violation of any of the terms or conditions of the special event permit
- An emergency or occurrence requires cancellation or termination of event to protect public.

RESTROOM USE AGREEMENT for WINTERFEST 2025

The following property/business owner, known as The Corner Door, hereby agrees to use/provide restrooms for employees and/or customer use for Winterfest Street Fair. This restroom must be accessible for employee/customer use during the event Winterfest 2025 on Dec 5, 2025.

Restroom location/Facility name: The Corner Door

Hours the restroom is available for use: 2PM – 8PM.

Hours the event is in operation at this location: 2PM – 8PM (including set up and take down).

This agreement is valid for the current event only and must be renewed after that date. If this agreement is terminated prior to the event, the event must secure another Restroom Usage Agreement.

Signed by: Operator Allowing Restroom Use (Print): The Corner Door

By: Gregory A. Matt Gregory A. Matt
Owner/Manager

Signature of Event Organizer(Print): Millwood Community Association

By: Shirene Young, Board Member

Shirene Young

RESTROOM USE AGREEMENT for WINTERFEST 2025

The following property/business owner, known as The Masonic Lodge, hereby agrees to use/provide restrooms for employees and/or customer use for Winterfest Street Fair. This restroom must be accessible for employee/customer use during the event Winterfest 2025 on Dec 5, 2025.

Restroom location/Facility name: The Masonic Lodge

Hours the restroom is available for use: 2PM – 8PM.

Hours the event is in operation at this location: 2PM – 8PM (including set up and take down).

This agreement is valid for the current event only and must be renewed after that date. If this agreement is terminated prior to the event, the event must secure another Restroom Usage Agreement.

Signed by: Operator Allowing Restroom Use (Print): The Masonic Lodge

By:

Gabe Thompson

Signature of Event Organizer(Print): Millwood Community Association

By: Shirene Young, Board Member

Shirene Young

Traffic Control Plan – 2025

The request for the 2025 Millwood WinterFest event is to close Dalton Ave west of Argonne Rd. to the alley immediately west of Argonne Rd.

Dalton Ave. would be closed at Argonne Rd. to the alley immediately west using temporary barriers at those intersections beginning at 2 PM. Sidewalks would not be closed or impeded.

Dalton Ave. would be re-opened at Argonne Rd. to the alley at approximately 8:00 PM and barriers removed from Argonne Rd intersection. At that time, Dalton Ave would be fully re-opened.

During the event, access to that section of Dalton Ave. is via walking. Parking for the event would be on side streets, such as Hutchinson or Marguerite, Millwood Presbyterian parking lot, Millwood Community center parking area, Dalton Ave. west of the alley and other surrounding streets. Walking to the event by the community will be encouraged.

Primary response for questions:

Millwood Daze General Organizers: The Corner Door / Greg Mott (509) 921-9253 Vikkie Naccarato / Millwood History Enthusiasts (509) 991-0927 or Shirene Young, Millwood Community Assoc. board member (509) 939-1083

Restrooms: The Masonic Lodge/ Gabe Thompson (509) 999-9930 and The Corner Door / Greg Mott (509) 921-9253.

The individuals and our organization agree to abide by the management plan contained in the application.



Special Event Application – City of Millwood

Winterfest – it has evolved into a beloved annual tradition that brings together neighbors, friends, and local businesses for a festive street fair filled with music, food, artisan vendors, and joyful celebration. The evening culminates in the lighting of the IEP tree—a moment of shared wonder that marks the start of the holiday season. More than just an event, Winterfest is a reflection of Millwood’s heart: welcoming, creative, and deeply connected.

Site Plan: Dalton Ave. West of Argonne Rd to alley

Access to Dalton Ave would be from surrounding streets such as Liberty and Empire. Street booths will be located on the street in semi-circle formation between The Corner Door & Bottles. Some activities will be in The Masonic Lodge (also used a warming station). Each booth participant will provide their own set-up of tables, tent (if needed) and chair. Vehicles may be used to deliver equipment/products, but will be parked off Dalton Ave during the event. Set up is typically from 2PM – 2PM. Takedown at 7PM

Restroom Access Agreement

The Masonic Lodge and The Corner Door will have restrooms open and available for participants. In addition, other local businesses, such as The Rocket, MSD Studio, Stockwells will have restrooms open.

Security and Emergency Medical Plan

Primary response for a medical emergency or other incident will be to call 911. Fortunately there is a fire station across Argonne on Frederick Ave next to city hall however there is no guarantee the station will be manned at any given time.

General rules when confronted by an emergency:

- Remain calm – contact 911
- Assess the issue: serious accident, suspect package or container, fire, firearm discharged – or anything that threatens life, property or puts the environment at risk.
- Cooperate with emergency personnel
- Keep streets, fire lanes, hydrants and walkways clear for emergency vehicles and personnel
- Evacuate the market area if needed

Clean Up Plan

Trash receptacles will be readily available throughout the location. Organizers will police the area and pick up any garbage or waste on Dalton Ave upon closing of the event.

Primary response for questions:

Millwood Daze General Organizers: The Corner Door / Greg Mott (509) 921-9253 Vikkie Naccarato / Millwood History Enthusiasts (509) 991-0927 or Shirene Young, Millwood Community Assoc. board member (509) 939-1083

Fee Waiver Request

The Millwood Community Association requests the special event permit fee be waived on the following basis:

- Millwood Community Association is a 501(c)(3) non-profit corporation dedicated to the enhancement of life for citizens and businesses in the City of Millwood
- The Millwood Winterfest event is intended as a celebration for the city residents and businesses and is open to the public and provides education and cultural activities at no cost to the public
- All proceeds from vendor booth fees are used by the Millwood Community Association to promote the event, increase awareness of Millwood businesses and neighborhoods, and promote our mission of enhancing our community of Millwood.

The City Council is requested to waive the fee for a special event permit the Millwood Community Association Millwood Winterfest. In accordance with Millwood Municipal Code 12.10.080, the Millwood Winterfest event provides sufficient public benefit to warrant expenditure of City funds without reimbursement by the applicant and will not result in private financial gain of any individual or for-profit entity

Section 8, Item f.

This request for waiver is filed more than 90 days before the date of the event, as stated in Millwood Municipal Code 12.10.090

The individuals and our organization agree to abide by the management plan contained in the application.

File Attachments for Item:

g. Irvin Water District #6 Request to Purchase Wholesale Water



ATTORNEYS

Aaron D. Dunham

Partner

Admitted in WA & ID

adunham@whc-attorneys.com

September 29, 2025

Brian Werst
Witherspoon Brajcich McPhee
601 W. Main Avenue, Suite 1400
Spokane, Washington 99201

Via Email Only: BWerst@workwith.com

**Re: Irvin Water District No. 6 & City of Millwood
Request to Enter into an Agreement for Wholesale Water**

Dear Brian:

I am sending this letter on behalf of Irvin Water District No. 6 (“Irvin”) requesting that the City of Millwood engage in discussions to enter a wholesale water agreement under Millwood Municipal Code Ch. 13.04.

Irvin’s Moratorium

It is no secret that Irvin issued a moratorium on new connections in April 2023, because it hit its limit on paper water rights. Irvin’s water rights portfolio currently includes 1,767 AF¹ (acre feet) of Qa (annual quantity) Water Rights. Irvin’s existing customers’ water usage results in Irvin exceeding that annual pumping limit. Irvin’s issues have nothing to do with existing infrastructure, but rather limitations on how much water Irvin is permitted to pump out of the aquifer.

Irvin’s Board of Commissioners adopted the moratorium via a resolution that only permits new connections within Irvin’s service area under strict exceptions. Such exceptions include projects that have previously been issued an unexpired certificate of water availability. As a result, Irvin’s customers cannot fully utilize their land – since Irvin cannot provide them water for new connections. That moratorium has been extended several times and remains in effect.

Irvin has actively been looking for solutions and has had multiple discussions with Washington State Department of Ecology regarding its predicament. Based on those meetings, it has become clear that the simplest solution is to acquire wholesale water service from a neighboring municipal water purveyor.

As such, Irvin was pleased to learn that earlier this year Millwood enacted an ordinance authorizing the wholesale of water.

This letter is a request to enter a wholesale contract with Millwood.

¹ It can sometimes be difficult to understand how many homes equate to acre feet of water serves. To put things in perspective: Washington State Department of Health often discusses this in terms of equivalent residential units (ERU’s) and through rounding of estimated usage 1 ERU is often thought of as 1 AF / Qa.

Amount of Water Needed by Irvin

For purposes of planning, it is anticipated that in the next twenty years Irvin will need a total of 2,600 AF/Qa to serve its existing and growing population. That means, Irvin will either need to acquire an additional 833 AF/Qa of paper water rights or find a new source (such as wholesale water) for the additional 833 AF/Qa.²

Since Millwood has already codified its ability to enter into wholesale water agreements with neighboring municipalities, Irvin is requesting that Millwood enter into such an agreement with Irvin.

While Irvin is interested in acquiring additional paper water rights (i.e., water right certificates), Irvin's primary concern is addressing its moratorium and providing exceptional service to its customers. As such, this letter is requesting that Millwood engage with Irvin in negotiating the form of an agreement to govern wholesale of water under Millwood Municipal Code Ch. 13.04. To clarify, this letter does not contain a request that Millwood sell its paper water rights. Under a wholesale arrangement, Millwood will retain its water rights and Irvin would simply become a customer of wholesale water.

Proposed Form of Agreement

Irvin, as a Water District under Title 57 RCW and Millwood as a noncharter code city under Title 35A RCW have the authority to enter Interlocal Agreements with other municipalities. *See* Title 39 RCW Chapter 34. As such, Irvin proposes that the parties enter an Interlocal Agreement detailing the terms of the wholesale water agreement.³

To get the ball rolling, enclosed with this letter is a draft Interlocal Agreement. Please note that there are plenty of blanks and details that need to be worked out, including what the wholesale rate will be and the exact means of delivery. However, those are terms I'm confident that Millwood, Irvin, and the parties' respective engineers and attorneys can hash out.

Millwood will receive revenue from the sale of physical water and Irvin will be allowed to lift its moratorium. We appreciate your consideration of this request. I look forward to working with Millwood on a solution to Irvin's moratorium. I sincerely believe that a wholesale agreement is mutually beneficial.

Best regards,



Aaron D. Dunham
Attorney at Law
Enc.

² Given that Irvin has already exceeded the last projected growth and hit its capacity on paper water rights, Irvin desires to obtain either paper water rights or committed wholesale service of more than 1,000 AF/Qa.

³ Millwood Municipal Code Sec. 13.11.020 authorizes Millwood to enter contracts for wholesale water. Given the municipal nature of the parties, an Interlocal Agreement makes sense as the form of the contract.

INTERLOCAL AGREEMENT
BETWEEN:
IRVIN WATER DISTRICT NO. 6 AND THE CITY OF MILLWOOD
FOR:
WATER SYSTEM INTERTIES FOR CONTINUOUS WATER SERVICE

WHEREAS, Irvin Water District No. 6 (hereinafter the “DISTRICT”) is a water sewer district formed under RCW Title 57, which provides municipal and domestic water service to a portion of Spokane Valley, Washington;

WHEREAS, the City of Millwood (hereinafter the “CITY”) owns and operates its own municipal/domestic water service to customers currently within its municipal boundaries;

WHEREAS, both Parties are public water supply purveyors owning and operating water systems that provide potable water for domestic use and fire protection;

WHEREAS, the DISTRICT and the CITY both border each other’s existing service areas, including the service areas as detailed by the current Spokane County Coordinated Water System Plan, last updated June 1999;

WHEREAS, the current Spokane County Coordinated Water System Plan promotes the creation of water system interties between water purveyors to increase the reliability of water service locally;

WHEREAS, the State of Washington Administrative Code (WAC), Chapter 246-290, specifically section 246,290-132, and Revised Code of Washington (RCW) 90.03.383, both deal with establishing interties between public water systems;

WHEREAS, the DISTRICT and the CITY both border each other’s existing service areas, including the service areas as detailed by the current Spokane County Coordinated Water System Plan;

WHEREAS, the DISTRICT has been in an ongoing moratorium for new connections due to exceeding its annual acre feet of its water rights portfolio;

WHEREAS, the DISTRICT and the CITY, currently draw their water from the same source, the Spokane Rathdrum Prairie Aquifer;

WHEREAS, to serve their existing population and continue to provide new connections, the DISTRICT has need of additional water;

WHEREAS, the CITY adopted Ordinance #545 on February 11, 2025, authorizing the City to wholesale water to other water purveyors based on contract;

WHEREAS, the DISTRICT and the CITY have an existing Interlocal Agreement for Emergency Water Services dated February 2, 1998, governing an existing intertie at Butler Stret and Trent Ave., which was installed in 1995;

WHEREAS, the DISTRICT is willing to pay for wholesale water from the CITY as described herein;

WHEREAS, Title 39 RCW Chapter 34 authorizes the Parties to enter Interlocal Agreements;

NOW, THEREFORE, in consideration of the terms and conditions set forth herein, it is agreed between the CITY and DISTRICT as follows:

ARTICLE 1 – UPDATES TO DOH APPROVED WATER SYSTEM COMPREHENSIVE PLAN & CONDITION PRECEDENT

- 1.1. The CITY shall amend its Washington State Department of Health’s Water System Comprehensive Plan to do the following:
 - 1.1.1. Reflect the location of any intertie(s) contemplated by this Agreement;
 - 1.1.2. Designate the entirety of the DISTRICT’S water service area as a new water service area for wholesale water sold by the CITY; and
- 1.2. The DISTRICT shall file a new or amend its existing Washington State Department of Health’s Water System Comprehensive Plan to do the following:
 - 1.2.1. Reflect the location of any intertie(s) contemplated by this Agreement; and
 - 1.2.2. Reference this Agreement and the CITY’s commitment to wholesale water to the District;
- 1.3. Both Parties agree to submit either their Water System Comprehensive Plan or amendment to such existing Water System Comprehensive Plan to the Washington State Department of Health, within [REDACTED] months of the Parties executing this Agreement. Any costs or expense incurred by the CITY in connection with amending its existing Water System Comprehensive Plan to the Washington State Department of Health in relationship to this Agreement shall be paid or reimbursed by the DISTRICT.
- 1.4. Approval of the Parties’ Water System Comprehensive Plans by the Washington State Department of Health and construction of the intertie shall be a condition precedent to the parties obligations to sell and purchase wholesale water.

ARTICLE 2 – RESPONSIBILITIES OF THE CITY

- 2.1. Subject to the terms of Chapter 13.11 Millwood Municipal Code, the CITY shall make wholesale water service available to the DISTRICT through the intertie(s) contemplated by this Agreement on a continuous basis, except that:
 - 2.1.1. The CITY may serve the citizens and businesses located within the CITY first and may regulate the flow of water through the intertie to do so; or
 - 2.1.2. In the event of an emergency or whenever the public health, safety, or equitable distribution of water so demands, the Mayor or his/her designee may authorize changes to reduce or limit water delivery, or temporarily discontinue the delivery of water to the DISTRICT; or
 - 2.1.3. In the event of planned improvements or repairs to the CITY's infrastructure, as determined by the City, the wholesale water service may be temporarily interrupted for the purpose of making such repairs and improvements.
- 2.2. If the CITY interrupts service under paragraph 2.1 above, the CITY shall promptly notify the DISTRICT as soon as reasonably practicable of the interruption in service; and for planned repairs such notice shall be served in advance of any disruption in service.
- 2.3. Any wholesale water delivered by the CITY through the intertie to the DISTRICT shall be untreated (i.e., non-chlorinated). The CITY shall not be liable to customers of the DISTRICT due to such lack of filtration or treatment.
- 2.4. The CITY shall read the meter and bill the DISTRICT monthly in accordance with the rates as detailed in the attached **Exhibit A**.
- 2.5. The CITY shall permit the DISTRICT to purchase, at a minimum, the amount of wholesale water stated in the attached **Exhibit A** on an annual basis.

ARTICLE 3 – RESPONSIBILITIES OF THE DISTRICT

- 3.1 The DISTRICT shall be responsible for maintaining any filtration or chlorination system on its side of the intertie to ensure that any wholesale water delivered to the DISTRICT's public water system meets the water quality standards necessary for the DISTRICT's domestic customers. Pursuant to Millwood Municipal Code Section 13.11.020(B), the DISTRICT shall indemnify, hold harmless and defend the CITY from any and all claims, liabilities, actions, suits, causes, injuries (whether known or unknown or contemplated), demands, penalties, costs (including reasonable attorney's fees) and judgments of any kind or nature whatsoever against the CITY, and its respective elected and appointed officials, employees, agents ("Claims"), except for Claims that are the direct intentional act of the CITY, its employees, and/or agents.

- 3.2 The DISTRICT may resell the wholesale water to its customers (domestic and commercial, including irrigation), but shall not resell the wholesale water to other municipal purveyors without express written approval from the CITY.
- 3.3 The DISTRICT shall timely pay for the wholesale water it purchases from the CITY, on the basis and rate described in the attached **Exhibit A**. Payments shall be made monthly, within thirty (30) days of being billed by the CITY. If due to a faulty meter the metered use is incomplete or inaccurate for a monthly billing period, the CITY may bill the DISTRICT for such period based on estimated water use, which shall be based on the CITY's well pumping records, less accounted for use within the CITY's service area, and less the CITY's standard water loss rate. Based upon existing and anticipated future demand, the DISTRICT commits to purchase the monthly minimum quantity of water stated on attached **Exhibit A**; however, the DISTRICT shall not be obligated to use such minimum quantity of wholesale water during any given month.
- 3.4 Except as otherwise set forth herein, the DISTRICT shall be responsible for determining when to allow water to flow through the intertie from the CITY to the DISTRICT, subject to the CITY's rights to interrupt service under section 2.1 above. The DISTRICT shall use its best efforts to draw water through the intertie on off-peak hours and outside of the regular irrigation season (i.e., June 1st through September 30th).

ARTICLE 4 – JOINT OBLIGATIONS

- 4.1 The CITY and the DISTRICT shall install an intertie at or improve the existing intertie at {Butler Street and Trent Ave. or insert other location if new} as detailed on the attached **Exhibit B**. The intertie shall meet the plans and specifications approved by each Party and the Parties' respective engineers. The intertie shall be metered, with such meter to be owned and maintained by the CITY. Except as provided in the attached **Exhibit B**, each party shall be responsible for maintaining any infrastructure, including but not limited to water mains, on their respective side of the intertie. The Parties shall jointly be responsible for maintaining the intertie; provided, however, the District shall be responsible for all costs and expense associated with maintaining the intertie.
- 4.2 If the DISTRICT contaminates or damages the water system of the CITY, through a direct intentional act of the DISTRICT or a DISTRICT agent, then the DISTRICT shall pay the cost of correcting, removing and eliminating the contamination or damage incurred by the CITY, whether foreseen or unforeseen. Furthermore, the DISTRICT shall indemnify and hold harmless the CITY for injury to persons or property resulting from such contamination or damage. The requirement of an "intentional act" under this provision does not require that the resulting contamination or damage was intended, but rather that the act itself was intentional.
- 4.3 To minimize the possibility of contamination between systems, the Parties agree to provide each other notice of any contamination detected through a water sample as follows: (1) at the time of detection; (2) after the system has been declared free of the contamination; and (3) at the time any disinfection methods are discontinued. For purposes of this provision,

contamination means that a water sample has resulted in a sampling that shows an action level of contamination or concentration exceeding maximum contaminant levels (MCLs) or maximum disinfectant levels (MRDLs) as are set by the Washington State Department of Health of the federal Environmental Protection Agency – depending on which standard governs.

ARTICLE 5 – DURATION

This Interlocal Agreement shall remain in full force and effect, unless: (1) it is terminated or otherwise modified in writing signed by both Parties or (2) it is terminated by the DISTRICT upon thirty (30) days’ notice to the City. The CITY may not unilaterally terminate this Agreement, unless the DISTRICT has found an alternative source of water sufficient to serve its existing connections and the CITY has obtained approval from the Washington State Department of Health to do so.

ARTICLE 6 – ATTORNEY FEES, COSTS, & DISPUTE RESOLUTION

In the event of a dispute between the Parties, the proper jurisdiction and venue shall be Spokane County Superior Court. Neither Party shall commence a Court proceeding without first providing sixty (60) days’ written notice of the dispute and claim to the opposing party. The prevailing party in any court proceeding shall be entitled to recover its reasonable attorney fees and costs, including expert witness fees and those fees and costs incurred on any appeal.

ARTICLE 7 – NOTICES

Any notice to be given under this Agreement may be physically delivered to or mailed via certified mail, return receipt requested to the following addresses:

If to the DISTRICT:

Irvin Water District No. 6
Attn: District Manager
11907 E. Trent Ave. #1
Spokane Valley, WA 99206

If to the CITY:

City of Millwood
Attn: City Mayor
9103 E. Frederick Ave.
Spokane, WA 99206

In the event of an emergency or contamination event, the Parties should seek to first provide notice via email and/or telephone prior to following up with formal written notice to any relevant contacts to provide coordination to form an emergency response.

// SIGNATURES //

CITY OF MILLWOOD:

By:_____ Date:_____
Mayor

CERTIFIED AS TO FORM:

By:_____ Date:_____
CITY CLERK

IRVIN WATER DISTRICT NO. 6:

By:_____ Date:_____
[NAME]:_____
[TITLE]: Board Chair

CERTIFIED AS TO FORM:

By:_____ Date:_____
District Secretary

Exhibit A
Wholesale Water Rates & Billing

{once agreed upon: insert price per gallon / basis of rate / formula if used / any escalators}

Exhibit B
Description of the Intertie

Location: {Butler Street and Trent Ave. or insert other location}

Millwood’s Responsibilities to Maintain: {insert specific maintenance obligations}

Irvin’s Responsibilities to Maintain: {insert specific maintenance obligations}

File Attachments for Item:

a. Consent Agenda

(1) September 2025 City Council Regular Meeting Minutes, (2) September 2025 Treasurer's Report, (3) September 2025 Claims, (4) September 2025 Payroll, and (5) Accepting Department of Commerce PUG Grant, and (6) Change to Banner Bank Authorized Account Signers



City Council Regular Meeting Minutes

Tuesday, September 09, 2025 at 6:00 PM

9103 E Frederick Ave.

www.youtube.com/@cityofmillwood

1. CALL TO ORDER & ROLL CALL

Mayor Freeman called the Regular City Council Meeting to order at 6:00 pm. A quorum was present.

Motion made by Council Member Culler, Seconded by Council Member Beese to excuse Council Member Van Hees from the meeting.

Voting Yea: Council Member Beese, Council Member Culler, Council Member Sander, Council Member Stravens

PRESENT

Council Member Shawna Beese

Council Member Shaun Culler

Council Member Dan Sander

Council Member Kelly Stravens attended remotely

Council Member Sander departed at 7:43 pm.

ABSENT

Council Member Andy Van Hees

2. PLEDGE OF ALLEGIANCE

3. APPROVAL OF MEETING AGENDA

Motion made by Council Member Beese, Seconded by Council Member Sander to add the SCRAPS Interlocal agreement to agenda as item 8b.

Voting Yea: Council Member Beese, Council Member Culler, Council Member Sander, Council Member Stravens

Motion made by Council Member Culler, Seconded by Council Member Sander approve the agenda as amended.

Voting Yea: Council Member Beese, Council Member Culler, Council Member Sander, Council Member Stravens

4. LOCAL AGENCY REPORTS/PRESENTATIONS

5. OTHER PRESENTATIONS

a. Argonne Congestion Relief Project Update - Welch Comer Engineers

Cody Hodgson from Welch-Comer gave an update on the Argonne Congestion Relief Project providing the updated construction schedule, estimated delivery for new traffic signals and how the asphalt/concrete strike was affecting the project.

b. 2026 Periodic Update Status - Amanda Tainio

Amanda Tainio provided an update on the Comprehensive Plan.

6. EXECUTIVE SESSION

Mr. Werst announced that the Millwood City Council would convene to executive session pursuant to RCW 42.30.110(1)(b)(c)(g)(i) for 20 minutes upon commencement of the executive session and unless otherwise extended by further announcement for the following purposes, to consider the selection of a site or the acquisition of real estate by lease or purchase, to consider the minimum price at which real estate will be offered for sale or lease, to review the performance of a public employee and discuss with legal counsel potential litigation or legal risk of a proposed action of the City. The City Council may be asked to take action upon conclusion of the executive session later in the meeting.

The executive session began at 6:40 pm and ended at 7:16 pm. There was one 10-minute extension followed by one 5-minute extension and no action was taken.

7. PUBLIC COMMENTS CONCERNING ACTION ITEMS

There were no comments concerning action items.

8. ITEMS FOR FIRST READING

- a. Intertie Water Easement - City of Millwood and Irvin Water District #6 (Council action requested at this meeting)

Mr. Werst explained that the City had an emergency intertie with Irvin Water District but Irvin had expressed a desire to relocate the existing intertie for easier access. This easement would grant Irvin Water District the right to exercise its emergency intertie contractual rights. It would not otherwise affect the rights or the ability of the City or Irvin to use water on an emergency basis.

Council Members discussed having a special meeting to allow for additional time to review the Irvin Intertie Water Easement.

- b. SCRAPS Interlocal Agreement - Mayor Freeman explained that the SCRAPS Interlocal Agreement was a complete update to the agreement with numerous changes and cost increases. He asked that if after reviewing the Council wished to have a presentation from Spokane County to reach out and he would schedule it.

9. ACTION ITEMS FOR CONSIDERATION

- a. Consent Agenda

(1) August 2025 City Council Regular Meeting Minutes, (2) August 2025 Treasurer's Report, (3) August 2025 Claims (4) August 2025 Payroll, and (5) 2025 Good Neighbor Day Proclamation.

Motion made by Council Member Sander, Seconded by Council Member Beese to approve the consent agenda as presented.

Voting Yea: Council Member Beese, Council Member Culler, Council Member Sander, Council Member Stravens

- b. Ordinance #547 Amend Ch. 12.05.070 Permit Fees

Mr. Werst explained that Ordinance #547 replaced the dollar amount of a right of way permit and referenced the adopted fee schedule instead, reducing the need to update the ordinance so frequently.

Motion made by Council Member Sander, Seconded by Council Member Culler to approve Ordinance #547 Amendment to Chapter 12.05.070 as presented.

Voting Yea: Council Member Beese, Council Member Culler, Council Member Sander, Council Member Stravens

c. Ordinance #548 Amend Ch. 2.04 Finance Committee

Mr. Werst explained that this amendment to Chapter 2.04 would create a finance committee, defining the committees' duties and responsibilities.

Motion made by Council Member Sander, Seconded by Council Member Beese to approve the Ordinance #548 Amendment to Chapter 2.04 creating a Millwood Finance Committee as presented.

Voting Yea: Council Member Beese, Council Member Culler, Council Member Sander, Council Member Stravens

10. REPORTS (no action)

a. Treasurer - Consultant Dave Armstrong - DTA Diversified

Mr. Armstrong reported that he attended MRSC Financial bootcamp with administrative assistant Kenzi Roderick, reconciled the bank accounts and provided Council with a monthly treasurer's report as well as a year-to-date report.

b. Clerk/Public Records and Code Enforcement – Lisa Cassels

Ms. Cassels reported that her and Ms. Roderick attended Millwood Daze along with several members of the Planning Commission to engage the public and promote the 2026 periodic update, sent out 40 final Backflow Letters, processed multiple permits, and continued to communicate with Larry Garvin on code enforcement open cases.

c. Facilities - Kyle Schiewe

Mr. Schiewe reported that he had been keeping up on the Argonne Congestion Relief Project construction, the wading pool closed for the year, the merry-go-round was installed, he also stated that he had been working with electrical distributors to locate the components needed for a trail light that was struck by a vendor at the Farmer's Market.

d. Utilities - Matt Erdahl

Mr. Erdahl reported that the water samples came back good, Pacific Power completed the six-year cooling service for the generator at Old Park, Aqua Drone completed the interior inspection of the water tower, the results for the Radium 228 and PFAS samples from New Park well were good, and was waiting for the results of the VOC, IOC, herbicide, pesticide and PFAS samples at Old Park and Butler wells.

e. Planning - Amanda Tainio - Upward 7 Consulting

Ms. Tainio Presented her August Planning Report, Ms. Tainio also wanted it to be known that Shirene Young has submitted the application for the Washington Main Street Community affiliation.

f. Legal - Brian Werst - Witherspoon Brajcich McPhee, PLLC

Mr. Werst reported that the firm had a new associate that he hoped would begin to work more with the City and attend some City Council meetings to see how the City conducts those meetings.

g. Mayor - Mayor Kevin Freeman

Mayor Freeman reported that budget call letters were sent out to Department Heads, City Council, Planning Commission and Historic Preservation Commission chairs asking them to prepare a budget for 2026, he confirmed that staff has been attending training and he was working with a recruiter to get the full-time Treasurer position posted.

11. COUNCIL INFORMATION (no action or discussion)

12. PUBLIC REMARKS

There were no public remarks.

13. COUNCIL REMARKS

Council Member Stravens would like to have 2 council meetings per months.

Council Member Culler thanked staff.

Council Member Beese thanked staff, commented on the Good Neighbor Day newsletter and activities, asked that Council to revisit the \$50,000.00 Mayoral discretionary spending approval amount, and stated that she and Deputy Ball would be in the Central Business District Friday afternoon for a meet and greet.

Council Members Beese and Stravens asked to have an Ordinance prepared changing the City Council Regular Meetings from once a month to twice a month and prepare a Resolution changing the Mayoral discretionary spending amount to be presented at the next meeting.

14. ANNOUNCEMENTS

15. SET NEXT MEETING - City Council Regular Meeting - October 14, 2025 at 6:00 pm.

City Council will hold a Special Meetings on September 22nd, 2025 at 5:00 pm. The November 11, 2025 Regular Meeting falls on Veterans Day and will be rescheduled for November 12, 2025 at 6:00 pm.

16. ADJOURNMENT

Motion made by Council Member Culler, Seconded by Council Member Beese to adjourn the City Council meeting at 8:30 pm.

Voting Yea: Council Member Beese, Council Member Culler, Council Member Sander, Council Member Stravens

Approved:

Attest:

Kevin Freeman, Mayor

Lisa Cassels, City Clerk

TREASURER'S REPORT**Fund Totals**

City Of Millwood

Time: 13:03:48 Date: 10/09/2025

09/01/2025 To: 09/30/2025

Page: 1

Fund	Previous Balance	Revenue	Expenditures	Ending Balance	Claims Clearing	Payroll Clearing	Outstanding Deposits	Adjusted Ending Balance
001 General Fund	1,247,747.92	92,747.49	820,060.40	520,435.01	379,006.57	37,059.37	-96.19	936,404.76
002 Restricted Uses Fund - Managerial	49,400.18	9,832.79		59,232.97	0.00	0.00	0.00	59,232.97
099 Unemployment Compensation Fund - Managerial	51,182.00	0.00		51,182.00	0.00	0.00	0.00	51,182.00
301 Capital Projects Fund	429,128.88	1,633.50		430,762.38	0.00	0.00	0.00	430,762.38
302 Special Capital Projects Fund	433,717.36	1,633.50		435,350.86	0.00	0.00	0.00	435,350.86
401 Utility Operating Fund	340,382.26	61,439.86	72,939.58	328,882.54	63,996.53	21,673.96	-15,357.16	399,195.87
402 Water Capital Fund Managerial	369,299.77	5,466.84		374,766.61	0.03	0.00	-1,377.20	373,389.44
403 Sewer Capital Fund - Managerial	36,504.46	23,588.00	20,352.19	39,740.27	20,352.19	0.00	-5,842.51	54,249.95
	2,957,362.83	196,341.98	913,352.17	2,240,352.64	463,355.32	58,733.33	-22,673.06	2,739,768.23

TREASURER'S REPORT**Account Totals**

City Of Millwood

Time: 13:03:48 Date: 10/09/2025

09/01/2025 To: 09/30/2025

Page: 2

Cash Accounts		Beg Balance	Deposits	Withdrawals	Ending	Outstanding Rec	Outstanding Exp	Adj Balance
5	2064-Banner Checking	61,115.29	696,430.18	913,447.68	-155,902.21	-22,673.06	522,088.65	343,513.38
6	1726-Banner Money Market	364,140.25	525,007.31	500,000.00	389,147.56	0.00	0.00	389,147.56
8	3411-Banner Dedicated	23,000.00	0.00	0.00	23,000.00	0.00	0.00	23,000.00
10	1753 - US Bank Safekeeping	7,631.49	0.00	0.00	7,631.49	0.00	0.00	7,631.49
12	8016-Banner Investment	2,501,475.80	0.00	525,000.00	1,976,475.80	0.00	0.00	1,976,475.80
Total Cash:		2,957,362.83	1,221,437.49	1,938,447.68	2,240,352.64	-22,673.06	522,088.65	2,739,768.23
		2,957,362.83	1,221,437.49	1,938,447.68	2,240,352.64	-22,673.06	522,088.65	2,739,768.23

TREASURER'S REPORT**Outstanding Vouchers**

City Of Millwood

09/01/2025 To: 09/30/2025

As Of: 09/30/2025 Date: 10/09/2025

Time: 13:03:48 Page: 3

Year	Trans#	Date	Type	Acct#	War#	Vendor	Amount	Memo
2020	2610	12/13/2020	Util Pay	5		Xpress Billpay	48.40	Xpress Import - CC - 12-13-2020_daily_batch.csv
2025	1995	09/22/2025	Util Pay	5		Xpress Billpay	176.33	Xpress Import - EFT - 09-22-2025_daily_batch.csv
2025	1996	09/22/2025	Util Pay	5		Xpress Billpay	153.53	Xpress Import - Metavante - 09-22-2025_daily_batch.csv
2025	1997	09/22/2025	Util Pay	5		Xpress Billpay	175.57	Xpress Import - iPay - 09-22-2025_daily_batch.csv
2025	1998	09/22/2025	Util Pay	5		Xpress Billpay	105.01	Xpress Import - OnlineResources - 09-22-2025_daily_batch.csv
2025	1999	09/22/2025	Util Pay	5		Xpress Billpay	92.55	Xpress Import - CheckFree - 09-22-2025_daily_batch.csv
2025	2001	09/23/2025	Util Pay	5		Xpress Billpay	4,175.32	Xpress Import - EFT - 09-23-2025_daily_batch.csv
2025	2002	09/23/2025	Util Pay	5		Xpress Billpay	202.52	Xpress Import - Metavante - 09-23-2025_daily_batch.csv
2025	2003	09/23/2025	Util Pay	5		Xpress Billpay	70.00	Xpress Import - iPay - 09-23-2025_daily_batch.csv
2025	2004	09/23/2025	Util Pay	5		Xpress Billpay	105.49	Xpress Import - CheckFree - 09-23-2025_daily_batch.csv
2025	2006	09/24/2025	Util Pay	5		Xpress Billpay	373.56	Xpress Import - EFT - 09-24-2025_daily_batch.csv
2025	2007	09/24/2025	Util Pay	5		Xpress Billpay	140.92	Xpress Import - Metavante - 09-24-2025_daily_batch.csv
2025	2008	09/24/2025	Util Pay	5		Xpress Billpay	143.13	Xpress Import - iPay - 09-24-2025_daily_batch.csv
2025	2009	09/24/2025	Util Pay	5		Xpress Billpay	327.66	Xpress Import - CheckFree - 09-24-2025_daily_batch.csv
2025	2011	09/25/2025	Util Pay	5		Xpress Billpay	724.78	Xpress Import - EFT - 09-25-2025_daily_batch.csv
2025	2012	09/25/2025	Util Pay	5		Xpress Billpay	222.52	Xpress Import - Metavante - 09-25-2025_daily_batch.csv
2025	2013	09/25/2025	Util Pay	5		Xpress Billpay	315.00	Xpress Import - iPay - 09-25-2025_daily_batch.csv
2025	2019	09/26/2025	Util Pay	5		Xpress Billpay	1,382.23	Xpress Import - EFT - 09-26-2025_daily_batch.csv
2025	2020	09/26/2025	Util Pay	5		Xpress Billpay	364.76	Xpress Import - Metavante - 09-26-2025_daily_batch.csv
2025	2021	09/26/2025	Util Pay	5		Xpress Billpay	313.66	Xpress Import - iPay - 09-26-2025_daily_batch.csv
2025	2022	09/26/2025	Util Pay	5		Xpress Billpay	41.91	Xpress Import - OnlineResources - 09-26-2025_daily_batch.csv
2025	2023	09/26/2025	Util Pay	5		Xpress Billpay	776.34	Xpress Import - CheckFree - 09-26-2025_daily_batch.csv
2025	2025	09/27/2025	Util Pay	5		Xpress Billpay	1,139.21	Xpress Import - EFT - 09-27-2025_daily_batch.csv
2025	2027	09/28/2025	Util Pay	5		Xpress Billpay	6,829.25	Xpress Import - EFT - 09-28-2025_daily_batch.csv
2025	2028	09/29/2025	Util Pay	5		Utility Batch	83.06	
2025	2060	09/29/2025	Util Pay	5		Xpress Billpay	250.00	Xpress Import - CC - 09-29-2025_daily_batch.csv
2025	2061	09/29/2025	Util Pay	5		Xpress Billpay	90.71	Xpress Import - EFT - 09-29-2025_daily_batch.csv
2025	2062	09/29/2025	Util Pay	5		Xpress Billpay	90.71	Xpress Import - Metavante - 09-29-2025_daily_batch.csv
2025	2063	09/29/2025	Util Pay	5		Xpress Billpay	100.00	Xpress Import - iPay - 09-29-2025_daily_batch.csv
2025	2064	09/29/2025	Util Pay	5		Xpress Billpay	62.52	Xpress Import - CheckFree - 09-29-2025_daily_batch.csv
2025	2030	09/30/2025	Util Pay	5		Utility Batch	1,993.38	
2025	2031	09/30/2025	Tr Rec	5		Qwest Corporation	54.43	August 2025 Utility Tax
2025	2032	09/30/2025	Tr Rec	5		T-Mobile West LLC	41.76	August 2025 Utility Tax
2025	2065	09/30/2025	Util Pay	5		Xpress Billpay	737.78	Xpress Import - CC - 09-30-2025_daily_batch.csv
2025	2066	09/30/2025	Util Pay	5		Xpress Billpay	291.68	Xpress Import - EFT - 09-30-2025_daily_batch.csv
2025	2067	09/30/2025	Util Pay	5		Xpress Billpay	91.00	Xpress Import - Metavante - 09-30-2025_daily_batch.csv
2025	2068	09/30/2025	Util Pay	5		Xpress Billpay	286.38	Xpress Import - iPay - 09-30-2025_daily_batch.csv
2025	2069	09/30/2025	Util Pay	5		Xpress Billpay	100.00	Xpress Import - CheckFree - 09-30-2025_daily_batch.csv

Receipts Outstanding: 22,673.06

TREASURER'S REPORT**Outstanding Vouchers**

City Of Millwood

09/01/2025 To: 09/30/2025

As Of: 09/30/2025 Date: 10/09/2025

Time: 13:03:48 Page: 4

Year	Trans#	Date	Type	Acct#	War#	Vendor	Amount	Memo
2025	2052	09/30/2025	Payroll	5	EFT		5,628.81	September 2025
2025	2054	09/30/2025	Payroll	5	EFT		68.82	September 2025
2024	2769	12/31/2024	Claims	5	EFT	Banner Bank - 6225	680.37	
2025	2050	09/30/2025	Payroll	5	EFT		3,739.49	September 2025
2025	2035	09/30/2025	Payroll	5	EFT		3,679.82	September 2025
2025	2039	09/30/2025	Payroll	5	EFT		3,825.65	September 2025
2025	2040	09/30/2025	Payroll	5	EFT		137.65	September 2025
2025	2041	09/30/2025	Payroll	5	EFT		4,667.75	September 2025
2025	2042	09/30/2025	Payroll	5	EFT		712.52	September 2025
2025	2043	09/30/2025	Payroll	5	EFT		4,313.56	September 2025
2025	2047	09/30/2025	Payroll	5	EFT		4,231.02	September 2025
2025	2057	09/30/2025	Payroll	5	EFT	EFTPS	11,497.08	941 Deposit for Pay Cycle(s) 09/30/2025 - 09/30/2025
2025	2122	09/30/2025	Payroll	5	EFT	AWC Employee Benefits Trust	14,164.94	Pay Cycle(s) 09/30/2025 To 09/30/2025 - Asuris; Pay Cycle(s) 09/30/2025 To 09/30/2025 - Kaiser; Pay Cycle(s) 09/30/2025 To 09/30/2025 - Dental; Pay Cycle(s) 09/30/2025 To 09/30/2025 - Vision; Pay Cycl
2024	2590	11/30/2024	Claims	5	EFT	Banner Bank - 7779	936.90	
2025	2053	09/30/2025	Payroll	5	EFT		137.65	September 2025
2025	2051	09/30/2025	Payroll	5	EFT		137.65	September 2025
2022	152	01/31/2022	Payroll	5	10574		35.03	January 2021
2022	392	02/28/2022	Payroll	5	10639		35.03	February 2022
2022	620	03/31/2022	Payroll	5	10697		35.03	March 2022
2022	876	04/30/2022	Payroll	5	10760		108.91	April 2022
2022	987	05/05/2022	Claims	5	10809	Gregory & Celestine Kuntz	88.03	00760100 - 8928 E SOUTH RIVERWAY
2022	1126	05/20/2022	Claims	5	10827	Limelyte Technology Group, Inc.	50.00	April 2022 Hosting
2022	1433	06/30/2022	Payroll	5	10895		48.88	June 2022
2022	1916	08/31/2022	Payroll	5	11018		11.94	August 2022
2023	1415	06/30/2023	Claims	5	11573	Tribe Media Lab SPC	1,250.00	HPC Video Editing
2023	1798	08/31/2023	Payroll	5	11654		11.71	August 2023
2023	2594	11/30/2023	Payroll	5	11859		11.71	November 2023
2023	2792	12/31/2023	Payroll	5	11903		11.71	December 2023
2024	456	02/29/2024	Claims	5	12038	Quadient Finance USA, Inc.	1,100.00	
2025	1057	05/31/2025	Payroll	5	12833		11.71	May 2025
2025	1252	06/30/2025	Payroll	5	12877		68.82	June 2025
2025	1513	07/31/2025	Payroll	5	12936		85.12	July 2025
2025	1538	07/31/2025	Payroll	5	12949		110.12	July 2025

TREASURER'S REPORT**Outstanding Vouchers**

City Of Millwood

09/01/2025 To: 09/30/2025

As Of: 09/30/2025 Date: 10/09/2025

Time: 13:03:48 Page: 5

Year	Trans#	Date	Type	Acct#	War#	Vendor	Amount	Memo
2025	1761	08/26/2025	Claims	5	13019	Secretary of Housing & Urban Development	0.03	034500.00 - 8819 E FREDERICK
2025	1815	08/31/2025	Payroll	5	13022		11.71	August 2025
2025	1816	08/31/2025	Payroll	5	13023		68.82	August 2025
2025	1825	08/31/2025	Payroll	5	13025		36.71	August 2025
2025	1904	08/31/2025	Claims	5	13076	WA State Department of Health	21,231.54	10/1/2025 Payment
2025	2034	09/30/2025	Payroll	5	13080		36.71	September 2025
2025	2036	09/30/2025	Payroll	5	13081		11.71	September 2025
2025	2037	09/30/2025	Payroll	5	13082		137.65	September 2025
2025	2038	09/30/2025	Payroll	5	13083		22.94	September 2025
2025	2044	09/30/2025	Payroll	5	13084		22.94	September 2025
2025	2045	09/30/2025	Payroll	5	13085		22.94	September 2025
2025	2046	09/30/2025	Payroll	5	13086		36.71	September 2025
2025	2048	09/30/2025	Payroll	5	13087		22.94	September 2025
2025	2049	09/30/2025	Payroll	5	13088		36.71	September 2025
2025	2055	09/30/2025	Payroll	5	13089		36.71	September 2025
2025	2056	09/30/2025	Payroll	5	13090	HRA VEBA Trust Contributions	700.00	Pay Cycle(s) 09/30/2025 To 09/30/2025 - VEBA
2025	2076	09/30/2025	Claims	5	13091	AT&T Mobility	1.30	Late fee from prior invoice
2025	2077	09/30/2025	Claims	5	13092	All Electric & Design LLC	190.58	Exit Lights
2025	2078	09/30/2025	Claims	5	13093	Anatek Labs, Inc.	3,845.00	W Bacteria
2025	2079	09/30/2025	Claims	5	13094	Arrow Construction Supply	492.59	
2025	2080	09/30/2025	Claims	5	13095	Avista Utilities	12,554.90	9/2/2025 STATEMENT
2025	2081	09/30/2025	Claims	5	13096	Canon Financial Services, Inc.	185.13	
2025	2082	09/30/2025	Claims	5	13097	CenturyLink	159.30	9/6 6516; 09/06 5926
2025	2083	09/30/2025	Claims	5	13098	Comcast	535.07	5576 9/29-10/28/25
2025	2084	09/30/2025	Claims	5	13099	DTA Diversified	20,250.00	
2025	2085	09/30/2025	Claims	5	13100	DataPro Solutions, Inc.	326.70	
2025	2086	09/30/2025	Claims	5	13101	DataPro Solutions, Inc.	766.84	
2025	2087	09/30/2025	Claims	5	13102	Eljay Oil Company, Inc.	62.18	
2025	2088	09/30/2025	Claims	5	13103	Fuel Man	501.31	
2025	2089	09/30/2025	Claims	5	13104	H&H Document Management Solutions	215.23	
2025	2090	09/30/2025	Claims	5	13105	H.D. Fowler	359.18	
2025	2091	09/30/2025	Claims	5	13106	Horizon Distributors, Inc.	276.77	
2025	2092	09/30/2025	Claims	5	13107	Valmont Industries, Inc	110,746.44	Argonne Rd Light Poles
2025	2093	09/30/2025	Claims	5	13108	Inland Asphalt Company	24,562.40	
2025	2094	09/30/2025	Claims	5	13109	Intermax Networks	278.33	
2025	2095	09/30/2025	Claims	5	13110	Menke Jackson Beyer, LLP	245.00	

TREASURER'S REPORT**Outstanding Vouchers**

City Of Millwood

09/01/2025 To: 09/30/2025

As Of: 09/30/2025 Date: 10/09/2025

Time: 13:03:48 Page: 6

Year	Trans#	Date	Type	Acct#	War#	Vendor	Amount	Memo
2025	2096	09/30/2025	Claims	5	13111	Montgomery Hardware	140.71	
2025	2097	09/30/2025	Claims	5	13112	North 40 Outfitters	681.94	
2025	2098	09/30/2025	Claims	5	13113	Oxarc	16.86	
2025	2099	09/30/2025	Claims	5	13114	Pacific Power Group, LLC	9,907.85	
2025	2100	09/30/2025	Claims	5	13115	Pape Machinery, Inc.	104.04	
2025	2101	09/30/2025	Claims	5	13116	Pro-Recycle	96.18	
2025	2102	09/30/2025	Claims	5	13117	Quadient Finance USA, Inc.	2,062.11	
2025	2103	09/30/2025	Claims	5	13118	Spokane County District Court	2,546.48	
2025	2104	09/30/2025	Claims	5	13119	Spokane County Environmental Service	20,352.19	
2025	2105	09/30/2025	Claims	5	13120	Spokane County Treasurer - SCRAPS	608.28	
2025	2106	09/30/2025	Claims	5	13121	Spokane County Treasurer - Sheriff's	26,522.50	
2025	2107	09/30/2025	Claims	5	13122	Union Pacific Railroad Company	2,625.11	
2025	2108	09/30/2025	Claims	5	13123	Upward 7 Consulting	5,312.50	
2025	2109	09/30/2025	Claims	5	13124	Vanguard Cleaning Systems	300.00	
2025	2110	09/30/2025	Claims	5	13125	Verizon Wireless	390.07	
2025	2111	09/30/2025	Claims	5	13126	Vyanet Operating Group, INC	65.46	
2025	2112	09/30/2025	Claims	5	13127	WM Of Spokane - Monthly	21.32	
2025	2113	09/30/2025	Claims	5	13128	Welch-Comer	105,393.00	
2025	2140	09/30/2025	Claims	5	13130	Add A Lawn	490.05	
2025	2141	09/30/2025	Claims	5	13131	Avista Utilities	11,901.04	
2025	2142	09/30/2025	Claims	5	13132	City of Millwood	5,225.33	
2025	2143	09/30/2025	Claims	5	13133	Comcast	235.47	
2025	2144	09/30/2025	Claims	5	13134	Daedalus Drafting Services LLC	450.00	
2025	2145	09/30/2025	Claims	5	13135	Consultants, Inc Geosyntec	2,750.75	
2025	2146	09/30/2025	Claims	5	13136	Halverson Northwest Law Group P.C.	9,362.33	
2025	2147	09/30/2025	Claims	5	13137	National Barricade	143.75	
2025	2148	09/30/2025	Claims	5	13138	Oxarc	16.34	
2025	2149	09/30/2025	Claims	5	13139	Pape Machinery, Inc.	13.33	
2025	2150	09/30/2025	Claims	5	13140	Spokane County Treasurer - PW	9,055.24	
2025	2151	09/30/2025	Claims	5	13141	Spokane County Treasurer - Sheriff's	26,522.50	
2025	2152	09/30/2025	Claims	5	13142	Legal Posting The Spokesman-Review	106.54	
2025	2153	09/30/2025	Claims	5	13143	Union Pacific Railroad Company	6,027.50	
2025	2154	09/30/2025	Claims	5	13144	Vyanet Operating Group, INC	54.55	
2025	2155	09/30/2025	Claims	5	13145	WM Of Spokane - Monthly	272.30	
2025	2156	09/30/2025	Claims	5	13146	Witherspoon Brajich McPhee, PLLC	11,690.58	
							522,088.65	

TREASURER'S REPORT

Outstanding Vouchers

City Of Millwood

09/01/2025 To: 09/30/2025

As Of: 09/30/2025 Date: 10/09/2025

Time: 13:03:48 Page: 7

Year	Trans#	Date	Type	Acct#	War#	Vendor	Amount	Memo
Fund							Claims	Payroll
								Total
001 General Fund							379,006.57	37,059.37
401 Utility Operating Fund							63,996.53	21,673.96
402 Water Capital Fund Managerial							0.03	0.00
403 Sewer Capital Fund - Managerial							20,352.19	0.00
							463,355.32	58,733.33
								522,088.65

TREASURER'S REPORT

Signature Page

City Of Millwood

09/01/2025 To: 09/30/2025

Time: 13:03:48 Date: 10/09/2025

Page: 8

We the undersigned officers for the City of Millwood have reviewed the foregoing report and acknowledge that to the best of our knowledge this report is accurate and true:

Signed: _____ Signed: _____
City Treasurer / Date Elected Representative / Date

Signed: _____ Signed: _____
Elected Representative / Date Elected Representative / Date

CHECK REGISTER

City Of Millwood

Time: 11:48:43 Date: Section 9, Item a.

09/01/2025 To: 09/30/2025

Page: 1

Trans	Date	Type	Acct #	Chk #	Claimant	Amount	Memo
1953	09/25/2025	Claims	5	EFT	Department of Revenue	3,132.78	08-2025 Excise Tax
2137	09/08/2025	Claims	5	EFT	Xpress Billpay	494.86	08-2025 CCD FEE
2139	09/03/2025	Claims	5	EFT	Paymentech, LLC	505.68	09-05-25 CCD FEES
1911	09/08/2025	Claims	5	13079	Liberty Concrete, LLC	380,467.35	
2076	09/30/2025	Claims	5	13091	AT&T Mobility	1.30	Late fee from prior invoice
2077	09/30/2025	Claims	5	13092	All Electric & Design LLC	190.58	Exit Lights
2078	09/30/2025	Claims	5	13093	Anatek Labs, Inc.	3,845.00	W Bacteria
2079	09/30/2025	Claims	5	13094	Arrow Construction Supply	492.59	
2080	09/30/2025	Claims	5	13095	Avista Utilities	12,554.90	9/2/2025 STATEMENT
2081	09/30/2025	Claims	5	13096	Canon Financial Services, Inc.	185.13	
2082	09/30/2025	Claims	5	13097	CenturyLink	159.30	9/6 6516; 09/06 5926
2083	09/30/2025	Claims	5	13098	Comcast	535.07	5576 9/29-10/28/25
2084	09/30/2025	Claims	5	13099	DTA Diversified	20,250.00	
2085	09/30/2025	Claims	5	13100	DataPro Solutions, Inc.	326.70	
2086	09/30/2025	Claims	5	13101	DataPro Solutions, Inc.	766.84	
2087	09/30/2025	Claims	5	13102	Eljay Oil Company, Inc.	62.18	
2088	09/30/2025	Claims	5	13103	Fuel Man	501.31	
2089	09/30/2025	Claims	5	13104	H&H Document Management Solutions	215.23	
2090	09/30/2025	Claims	5	13105	H.D. Fowler	359.18	
2091	09/30/2025	Claims	5	13106	Horizon Distributors, Inc.	276.77	
2092	09/30/2025	Claims	5	13107	Valmont Industries, Inc	110,746.44	Argonne Rd Light Poles
2093	09/30/2025	Claims	5	13108	Inland Asphalt Company	24,562.40	
2094	09/30/2025	Claims	5	13109	Intermax Networks	278.33	
2095	09/30/2025	Claims	5	13110	Menke Jackson Beyer, LLP	245.00	
2096	09/30/2025	Claims	5	13111	Montgomery Hardware	140.71	
2097	09/30/2025	Claims	5	13112	North 40 Outfitters	681.94	
2098	09/30/2025	Claims	5	13113	Oxarc	16.86	
2099	09/30/2025	Claims	5	13114	Pacific Power Group, LLC	9,907.85	
2100	09/30/2025	Claims	5	13115	Pape Machinery, Inc.	104.04	
2101	09/30/2025	Claims	5	13116	Pro-Recycle	96.18	
2102	09/30/2025	Claims	5	13117	Quadient Finance USA, Inc.	2,062.11	
2103	09/30/2025	Claims	5	13118	Spokane County District Court	2,546.48	
2104	09/30/2025	Claims	5	13119	Spokane County Environmental Service	20,352.19	
2105	09/30/2025	Claims	5	13120	Spokane County Treasurer - SCRAPS	608.28	
2106	09/30/2025	Claims	5	13121	Spokane County Treasurer - Sheriff's	26,522.50	
2107	09/30/2025	Claims	5	13122	Union Pacific Railroad Company	2,625.11	
2108	09/30/2025	Claims	5	13123	Upward 7 Consulting	5,312.50	
2109	09/30/2025	Claims	5	13124	Vanguard Cleaning Systems	300.00	
2110	09/30/2025	Claims	5	13125	Verizon Wireless	390.07	
2111	09/30/2025	Claims	5	13126	Vyanet Operating Group, INC	65.46	
2112	09/30/2025	Claims	5	13127	WM Of Spokane - Monthly	21.32	
2113	09/30/2025	Claims	5	13128	Welch-Comer	105,393.00	
2114	09/30/2025	Claims	5	13129	Witherspoon Brajcich McPhee, PLLC		Duplicate entry
2140	09/30/2025	Claims	5	13130	Add A Lawn	490.05	
2141	09/30/2025	Claims	5	13131	Avista Utilities	11,901.04	
2142	09/30/2025	Claims	5	13132	City of Millwood	5,225.33	
2143	09/30/2025	Claims	5	13133	Comcast	235.47	
2144	09/30/2025	Claims	5	13134	Daedalus Drafting Services LLC	450.00	
2145	09/30/2025	Claims	5	13135	Consultants, Inc Geosyntec	2,750.75	
2146	09/30/2025	Claims	5	13136	Halverson Northwest Law Group P.C.	9,362.33	

CHECK REGISTER

City Of Millwood

Time: 11:48:43 Date:

Section 9, Item a.

09/01/2025 To: 09/30/2025

Page:

2

Trans	Date	Type	Acct #	Chk #	Claimant	Amount	Memo
2147	09/30/2025	Claims	5	13137	National Barricade	143.75	
2148	09/30/2025	Claims	5	13138	Oxarc	16.34	
2149	09/30/2025	Claims	5	13139	Pape Machinery, Inc.	13.33	
2150	09/30/2025	Claims	5	13140	Spokane County Treasurer - PW	9,055.24	
2151	09/30/2025	Claims	5	13141	Spokane County Treasurer - Sheriff's	26,522.50	
2152	09/30/2025	Claims	5	13142	Legal Posting The Spokesman-Review	106.54	
2153	09/30/2025	Claims	5	13143	Union Pacific Railroad Company	6,027.50	
2154	09/30/2025	Claims	5	13144	Vyanet Operating Group, INC	54.55	
2155	09/30/2025	Claims	5	13145	WM Of Spokane - Monthly	272.30	
2156	09/30/2025	Claims	5	13146	Witherspoon Brajcich McPhee, PLLC	11,690.58	
						756,446.27	
						45,820.66	
						20,352.19	
						822,619.12	Claims:
						822,619.12	

CERTIFICATION: I, the undersigned do hereby certify under penalty of perjury, that the materials have been furnished, the services rendered or the labor performed as described and that the claim is a due and unpaid obligation against the City of Millwood and that I am authorized to authenticate and certify to said claim.

() Treasurer _____ Date: _____

() Elected Representative _____ Date: _____

() Elected Representative _____ Date: _____

() Elected Representative _____ Date: _____

CHECK REGISTER

City Of Millwood

Time: 11:47:42 Date:

Section 9, Item a.

09/01/2025 To: 09/30/2025

Page:

1

Trans	Date	Type	Acct #	Chk #	Claimant	Amount	Memo
1833	09/01/2025	Payroll	5	EFT		4,854.71	Vacation Pay Out Matkin
1836	09/05/2025	Payroll	5	EFT	EFTPS	14,781.22	941 Deposit for Pay Cycle(s) 08/31/2025 - 08/31/2025; 941 Deposit for Pay Cycle(s) 09/01/2025 - 09/01/2025
1839	09/12/2025	Payroll	5	EFT	Department of Retirement	13,066.75	Pay Cycle(s) 08/31/2025 To 08/31/2025 - PERS 2; Pay Cycle(s) 08/31/2025 To 08/31/2025 - Deferred Comp
2035	09/30/2025	Payroll	5	EFT		3,679.82	September 2025
2039	09/30/2025	Payroll	5	EFT		3,825.65	September 2025
2040	09/30/2025	Payroll	5	EFT		137.65	September 2025
2041	09/30/2025	Payroll	5	EFT		4,667.75	September 2025
2042	09/30/2025	Payroll	5	EFT		712.52	September 2025
2043	09/30/2025	Payroll	5	EFT		4,313.56	September 2025
2047	09/30/2025	Payroll	5	EFT		4,231.02	September 2025
2050	09/30/2025	Payroll	5	EFT		3,739.49	September 2025
2051	09/30/2025	Payroll	5	EFT		137.65	September 2025
2052	09/30/2025	Payroll	5	EFT		5,628.81	September 2025
2053	09/30/2025	Payroll	5	EFT		137.65	September 2025
2054	09/30/2025	Payroll	5	EFT		68.82	September 2025
2057	09/30/2025	Payroll	5	EFT	EFTPS	11,497.08	941 Deposit for Pay Cycle(s) 09/30/2025 - 09/30/2025
2122	09/30/2025	Payroll	5	EFT	AWC Employee Benefits Trust	14,164.94	Pay Cycle(s) 09/30/2025 To 09/30/2025 - Asuris; Pay Cycle(s) 09/30/2025 To 09/30/2025 - Kaiser; Pay Cycle(s) 09/30/2025 To 09/30/2025 - Dental; Pay Cycle(s) 09/30/2025 To 09/30/2025 - Vision; Pay Cycl
2034	09/30/2025	Payroll	5	13080		36.71	September 2025
2036	09/30/2025	Payroll	5	13081		11.71	September 2025
2037	09/30/2025	Payroll	5	13082		137.65	September 2025
2038	09/30/2025	Payroll	5	13083		22.94	September 2025
2044	09/30/2025	Payroll	5	13084		22.94	September 2025
2045	09/30/2025	Payroll	5	13085		22.94	September 2025
2046	09/30/2025	Payroll	5	13086		36.71	September 2025
2048	09/30/2025	Payroll	5	13087		22.94	September 2025
2049	09/30/2025	Payroll	5	13088		36.71	September 2025
2055	09/30/2025	Payroll	5	13089		36.71	September 2025
2056	09/30/2025	Payroll	5	13090	HRA VEBA Trust Contributions	700.00	Pay Cycle(s) 09/30/2025 To 09/30/2025 - VEBA
001 General Fund						63,614.13	
401 Utility Operating Fund						27,118.92	
						90,733.05	Payroll:
							90,733.05

CHECK REGISTER

City Of Millwood

Time: 11:47:42 Date:

Section 9, Item a.

09/01/2025 To: 09/30/2025

Page:

2

Trans	Date	Type	Acct #	Chk #	Claimant	Amount	Memo
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CERTIFICATION: I, the undersigned do hereby certify under penalty of perjury, that the materials have been furnished, the services rendered or the labor performed as described and that the claim is a due and unpaid obligation against the City of Millwood and that I am authorized to authenticate and certify to said claim.

() Treasurer _____ Date:_____

() Elected Representative _____ Date:_____

() Elected Representative _____ Date:_____

() Elected Representative _____ Date:_____



Interagency Agreement with

City of Millwood

through

Growth Management Services

**Contract Number:
26-63114-244**

For

GMA Periodic Update Grant – FY2026

Dated: Date of Execution

Table of Contents

TABLE OF CONTENTS.....	2
FACE SHEET	3
SPECIAL TERMS AND CONDITIONS.....	4
1. AUTHORITY	4
2. ACKNOWLEDGEMENT OF CLIMATE COMMITMENT ACT FUNDING	4
3. CONTRACT MANAGEMENT	4
4. COMPENSATION	4
5. BILLING PROCEDURES AND PAYMENT	4
6. SUBCONTRACTOR DATA COLLECTION	6
7. INSURANCE	6
8. FRAUD AND OTHER LOSS REPORTING	6
9. ORDER OF PRECEDENCE	6
GENERAL TERMS AND CONDITIONS.....	7
1. DEFINITIONS	7
2. ALL WRITINGS CONTAINED HEREIN	7
3. AMENDMENTS.....	7
4. ASSIGNMENT	7
5. CONFIDENTIALITY AND SAFEGUARDING OF INFORMATION	7
6. COPYRIGHT	8
7. DISPUTES	9
8. GOVERNING LAW AND VENUE.....	9
9. INDEMNIFICATION	9
10. LICENSING, ACCREDITATION AND REGISTRATION	9
11. RECAPTURE	9
12. RECORDS MAINTENANCE	9
13. SAVINGS	9
14. SEVERABILITY.....	10
15. SUBCONTRACTING	10
16. SURVIVAL	10
17. TERMINATION FOR CAUSE.....	10
18. TERMINATION FOR CONVENIENCE.....	11
19. TERMINATION PROCEDURES	11
20. TREATMENT OF ASSETS	12
21. WAIVER	12
ATTACHMENT A: SCOPE OF WORK.....	13
ATTACHMENT B: BUDGET	14

Face Sheet

Contract Number: 26-63114-244

**Local Government Division
Growth Management Services
GMA Periodic Update Grant (PUG)**

1. Contractor City of Millwood 9103 E Frederick Ave. Millwood, WA 99206		2. Contractor Financial Representative Debb Matkin City Treasurer treasurer@millwoodwa.us	
3. Contractor Representative Amanda Tainio Contract City Planner planner@millwoodwa.us		4. COMMERCE Representative Melissa Alofaituli Senior Planner melissa.alofaituli@commerce.wa.gov	
5. Contract Amount \$32,500		6. Funding Source Federal: ☐ State: ☒ Other: ☐ N/A: ☐	
7. Start Date Date of Execution		8. End Date June 30, 2026	
9. Federal Funds (as applicable) N/A		Federal Agency: N/A	
10. Tax ID # N/A		11. SWV # SWV0007709-00	
12. UBI # 326-000-001		13. UEI # N/A	
14. Contract Purpose Grant funding to assist the City of Millwood with planning work for the completion of the Growth Management Act (GMA) requirement to review and revise the comprehensive plan and development regulations under RCW 36.70A.130(5). COMMERCE, defined as the Department of Commerce, and the Contractor, as defined above, acknowledge and accept the terms of this Contract and Attachments and have executed this Contract on the date below and warrant they are authorized to bind their respective agencies. The rights and obligations of both parties to this Contract are governed by this Contract and the following documents incorporated by reference: Contractor Terms and Conditions including Attachment "A" – Scope of Work, Attachment "B" – Budget.			
FOR CONTRACTOR		FOR COMMERCE	
Copy – do not sign			
Kevin Freeman, Mayor City of Millwood _____ Date		Mark K. Barkley, Assistant Director Local Government Division _____ Date APPROVED AS TO FORM ONLY BY ASSISTANT ATTORNEY GENERAL APPROVAL ON FILE	

Special Terms and Conditions

1. AUTHORITY

COMMERCE and Contractor enter into this Contract pursuant to the authority granted by Chapter 39.34 RCW.

2. ACKNOWLEDGEMENT OF CLIMATE COMMITMENT ACT FUNDING

If this Agreement is funded in whole or in part by the Climate Commitment Act, Grantee agrees that any website, announcement, press release, and/or publication (written, visual, or sound) used for media-related activities, publicity, and public outreach issued by or on behalf of Grantee which reference programs or projects funded in whole or in part with Washington's Climate Commitment Act (CCA) funds under this Grant, shall contain the following statement:

"The [PROGRAM NAME / GRANT / ETC.] is supported with funding from Washington's Climate Commitment Act. The CCA supports Washington's climate action efforts by putting cap-and-invest dollars to work reducing climate pollution, creating jobs, and improving public health. Information about the CCA is available at www.climate.wa.gov."

The Grantee agrees to ensure coordinated Climate Commitment Act branding on work completed by or on behalf of the Grantee. The CCA logo must be used in the following circumstances, consistent with the branding guidelines posted at [CCA brand toolkit](#), including:

- A. Any project related website or webpage that includes logos from other funding partners;
- B. Any publication materials that include logos from other funding partners;
- C. Any on-site signage including pre-during Construction signage and permanent signage at completed project sites; and
- D. Any equipment purchased with CCA funding through a generally visible decal.

3. CONTRACT MANAGEMENT

The Representative for each of the parties shall be responsible for and shall be the contact person for all communications and billings regarding the performance of this Contract.

The Representative for COMMERCE and their contact information are identified on the Face Sheet of this Contract.

The Representative for the Contractor and their contact information are identified on the Face Sheet of this Contract.

4. COMPENSATION

COMMERCE shall pay an amount not to exceed **thirty-two thousand five hundred dollars (\$32,500)**, for the performance of all things necessary for or incidental to the performance of work under this Contract as set forth in the Scope of Work.

5. BILLING PROCEDURES AND PAYMENT

COMMERCE will pay Contractor upon acceptance of services and deliverables provided and receipt of properly completed invoices, which shall be submitted to the Representative for COMMERCE not more often than monthly nor less than quarterly.

The parties agree this is a performance-based contract intended to produce the deliverables identified in Scope of Work (Attachment A). Payment of any invoice shall be dependent upon COMMERCE'S acceptance of Contractor's performance and/or deliverable. The invoices shall describe and document, to COMMERCE's satisfaction, deliverables or a description of the work performed, the progress of the project, and fees. The invoice shall include the Contract Number 26-63114-244. If

expenses are invoiced, provide a detailed breakdown of each type. A receipt must accompany any single expenses in the amount of \$50.00 or more in order to receive reimbursement.

Payment shall be considered timely if made by COMMERCE within thirty (30) calendar days after receipt of properly completed invoices. Payment shall be sent to the address designated by the Contractor.

COMMERCE may, in its sole discretion, terminate the Contract or withhold payments claimed by the Contractor for services rendered if the Contractor fails to satisfactorily comply with any term or condition of this Contract.

No payments in advance or in anticipation of services or supplies to be provided under this Agreement shall be made by COMMERCE.

Contract funds must be used only for work covered by this Agreement. All back-up documents including but not limited to, consultant or subcontractor invoices, receipts, expense reports, staff time and expenses related to contract work, must be maintained by the Contractor. COMMERCE may request additional documents, but it is not required to be submitted with initial submittal of the invoice and completed deliverables. Back-up documentation should be retained during the life of the contract, as well as anytime past that to be compliant with Contractor's records retention policies.

Invoices and End of Fiscal Year

Final invoices for a state fiscal year may be due sooner than the 30th and Commerce will provide notification of the end of fiscal year due date.

The Contractor must invoice for all expenses from the beginning of the contract through June 30, regardless of the contract start and end date.

Grant Timeline

COMMERCE will pay the Contractor for costs incurred beginning July 1, 2025, for services and COMMERCE will reimburse the Contractor beginning July 1, 2025, for costs paid performing work as described under this Agreement.

Allowable expenses for the performance of work and submission of completed deliverables to COMMERCE are eligible for reimbursement under this Contract from July 1, 2025, cost date listed above, through June 30, 2026, end date listed on the Face Sheet, subject to reimbursement requirements stated herein. Commerce shall not reimburse Contractor expenses for activities outside this period.

Duplication of Billed Costs

The Contractor shall not bill COMMERCE for services performed under this Agreement, and COMMERCE shall not pay the Contractor, if the Contractor is entitled to payment or has been or will be paid by any other source, including grants, for that service.

Disallowed Costs

The Contractor is responsible for any audit exceptions or disallowed costs incurred by its own organization or that of its subcontractors.

COMMERCE may, in its sole discretion, withhold ten percent (10%) from each payment until acceptance by COMMERCE of the final deliverable (or completion of the project, final report, etc.).

Line Item Modification of Budget

- A. Notwithstanding any other provision of this Contract, the Contractor may, at its discretion, make one-time modification or modifications to line items in the Budget (Attachment B), reallocating no more than twenty percent (20%) of the overall contract budget.

- B. The Contractor shall notify COMMERCE in writing (by email) when proposing any budget modification to the Budget (Attachment B). Conversely, COMMERCE may initiate the budget modification approval process if presented with a request for payment under this Contract that would cause reallocation of line items amounts to exceed the twenty percent (20%) threshold increase described above.
- C. Any such budget modification or modifications as described above shall require the written approval of COMMERCE (by email), and such written approval shall amend the Budget. Each party to this Contract will retain and make any and all documents related to such budget modifications a part of their respective contract file.
- D. Nothing in this section shall be construed to permit an increase in the amount of funds available as set forth in Section 4 of this Contract, nor does this section allow any proposed changes to the Scope of Work, including Tasks/Work Items and Deliverables under Attachment A, without specific written approval from COMMERCE by amendment to this Contract

6. SUBCONTRACTOR DATA COLLECTION

Contractor will submit reports, in a form and format to be provided by Commerce and at intervals as agreed by the parties, regarding work under this Contract performed by subcontractors and the portion of Contract funds expended for work performed by subcontractors, including but not necessarily limited to minority-owned, woman-owned, and veteran-owned business subcontractors. "Subcontractors" shall mean subcontractors of any tier.

7. INSURANCE

Each party certifies that it is self-insured under the State's or local government self-insurance liability program, and shall be responsible for losses for which it is found liable.

8. FRAUD AND OTHER LOSS REPORTING

Contractor shall report in writing all known or suspected fraud or other loss of any funds or other property furnished under this Contract immediately or as soon as practicable to the Commerce Representative identified on the Face Sheet.

9. ORDER OF PRECEDENCE

In the event of an inconsistency in this Contract, the inconsistency shall be resolved by giving precedence in the following order:

- Applicable federal and state of Washington statutes and regulations
- Special Terms and Conditions
- General Terms and Conditions
- Attachment A – Scope of Work
- Attachment B – Budget

General Terms and Conditions

1. DEFINITIONS

As used throughout this Contract, the following terms shall have the meaning set forth below:

- A. "Authorized Representative" shall mean the Director and/or the designee authorized in writing to act on the Director's behalf.
- B. "COMMERCE" shall mean the Washington Department of Commerce.
- C. "Contract" or "Agreement" or "Grant" means the entire written agreement between COMMERCE and the Contractor, including any Attachments, documents, or materials incorporated by reference. E-mail or Facsimile transmission of a signed copy of this contract shall be the same as delivery of an original.
- D. "Contractor" or "Grantee" shall mean the entity identified on the face sheet performing service(s) under this Contract, and shall include all employees and agents of the Contractor.
- E. "Personal Information" shall mean information identifiable to any person, including, but not limited to, information that relates to a person's name, health, finances, education, business, use or receipt of governmental services or other activities, addresses, telephone numbers, social security numbers, driver license numbers, other identifying numbers, and any financial identifiers, and "Protected Health Information" under the federal Health Insurance Portability and Accountability Act of 1996 (HIPAA).
- F. "State" shall mean the state of Washington.
- G. "Subcontractor" shall mean one not in the employment of the Contractor, who is performing all or part of those services under this Contract under a separate contract with the Contractor. The terms "subcontractor" and "subcontractors" mean subcontractor(s) in any tier.

2. ALL WRITINGS CONTAINED HEREIN

This Contract contains all the terms and conditions agreed upon by the parties. No other understandings, oral or otherwise, regarding the subject matter of this Contract shall be deemed to exist or to bind any of the parties hereto.

3. AMENDMENTS

This Contract may be amended by mutual agreement of the parties. Such amendments shall not be binding unless they are in writing and signed by personnel authorized to bind each of the parties.

4. ASSIGNMENT

Neither this Contract, work thereunder, nor any claim arising under this Contract, shall be transferred or assigned by the Contractor without prior written consent of COMMERCE.

5. CONFIDENTIALITY AND SAFEGUARDING OF INFORMATION

- A. "Confidential Information" as used in this section includes:
 - i. All material provided to the Contractor by COMMERCE that is designated as "confidential" by COMMERCE;

- ii. All material produced by the Contractor that is designated as “confidential” by COMMERCE; and
 - iii. All Personal Information in the possession of the Contractor that may not be disclosed under state or federal law.
- B. The Contractor shall comply with all state and federal laws related to the use, sharing, transfer, sale, or disclosure of Confidential Information. The Contractor shall use Confidential Information solely for the purposes of this Contract and shall not use, share, transfer, sell or disclose any Confidential Information to any third party except with the prior written consent of COMMERCE or as may be required by law. The Contractor shall take all necessary steps to assure that Confidential Information is safeguarded to prevent unauthorized use, sharing, transfer, sale or disclosure of Confidential Information or violation of any state or federal laws related thereto. Upon request, the Contractor shall provide COMMERCE with its policies and procedures on confidentiality. COMMERCE may require changes to such policies and procedures as they apply to this Contract whenever COMMERCE reasonably determines that changes are necessary to prevent unauthorized disclosures. The Contractor shall make the changes within the time period specified by COMMERCE. Upon request, the Contractor shall immediately return to COMMERCE any Confidential Information that COMMERCE reasonably determines has not been adequately protected by the Contractor against unauthorized disclosure.
- C. Unauthorized Use or Disclosure. The Contractor shall notify COMMERCE within five (5) working days of any unauthorized use or disclosure of any confidential information, and shall take necessary steps to mitigate the harmful effects of such use or disclosure.

6. **COPYRIGHT**

Unless otherwise provided, all Materials produced under this Contract shall be considered “works for hire” as defined by the U.S. Copyright Act and shall be owned by COMMERCE. COMMERCE shall be considered the author of such Materials. In the event the Materials are not considered “works for hire” under the U.S. Copyright laws, the Contractor hereby irrevocably assigns all right, title, and interest in all Materials, including all intellectual property rights, moral rights, and rights of publicity to COMMERCE effective from the moment of creation of such Materials.

“Materials” means all items in any format and includes, but is not limited to, data, reports, documents, pamphlets, advertisements, books, magazines, surveys, studies, computer programs, films, tapes, and/or sound reproductions. “Ownership” includes the right to copyright, patent, register and the ability to transfer these rights.

For Materials that are delivered under the Contract, but that incorporate pre-existing materials not produced under the Contract, the Contractor hereby grants to COMMERCE a nonexclusive, royalty-free, irrevocable license (with rights to sublicense to others) in such Materials to translate, reproduce, distribute, prepare derivative works, publicly perform, and publicly display. The Contractor warrants and represents that the Contractor has all rights and permissions, including intellectual property rights, moral rights and rights of publicity, necessary to grant such a license to COMMERCE.

The Contractor shall exert all reasonable effort to advise COMMERCE, at the time of delivery of Materials furnished under this Contract, of all known or potential invasions of privacy contained therein and of any portion of such document which was not produced in the performance of this Contract. The Contractor shall provide COMMERCE with prompt written notice of each notice or claim of infringement received by the Contractor with respect to any Materials delivered under this Contract. COMMERCE shall have the right to modify or remove any restrictive markings placed upon the Materials by the Contractor.

7. DISPUTES

In the event that a dispute arises under this Agreement, it shall be determined by a Dispute Board in the following manner: Each party to this Agreement shall appoint one member to the Dispute Board. The members so appointed shall jointly appoint an additional member to the Dispute Board. The Dispute Board shall review the facts, Agreement terms and applicable statutes and rules and make a determination of the dispute. The Dispute Board shall thereafter decide the dispute with the majority prevailing. The determination of the Dispute Board shall be final and binding on the parties hereto. As an alternative to this process, either of the parties may request intervention by the Governor, as provided by RCW 43.17.330, in which event the Governor's process will control.

8. GOVERNING LAW AND VENUE

This Contract shall be construed and interpreted in accordance with the laws of the state of Washington, and the venue of any action brought hereunder shall be in the Superior Court for Thurston County.

9. INDEMNIFICATION

Each party shall be solely responsible for the acts of its employees, officers, and agents.

10. LICENSING, ACCREDITATION AND REGISTRATION

The Contractor shall comply with all applicable local, state, and federal licensing, accreditation and registration requirements or standards necessary for the performance of this Contract.

11. RECAPTURE

In the event that the Contractor fails to perform this Contract in accordance with state laws, federal laws, and/or the provisions of this Contract, COMMERCE reserves the right to recapture funds in an amount to compensate COMMERCE for the noncompliance in addition to any other remedies available at law or in equity.

Repayment by the Contractor of funds under this recapture provision shall occur within the time period specified by COMMERCE. In the alternative, COMMERCE may recapture such funds from payments due under this Contract.

12. RECORDS MAINTENANCE

The Contractor shall maintain books, records, documents, data and other evidence relating to this contract and performance of the services described herein, including but not limited to accounting procedures and practices that sufficiently and properly reflect all direct and indirect costs of any nature expended in the performance of this Contract.

The Contractor shall retain such records for a period of six years following the date of final payment. At no additional cost, these records, including materials generated under the Contract, shall be subject at all reasonable times to inspection, review or audit by COMMERCE, personnel duly authorized by COMMERCE, the Office of the State Auditor, and federal and state officials so authorized by law, regulation or agreement.

If any litigation, claim or audit is started before the expiration of the six (6) year period, the records shall be retained until all litigation, claims, or audit findings involving the records have been resolved.

13. SAVINGS

In the event funding from state, federal, or other sources is withdrawn, reduced, or limited in any way after the effective date of this Contract and prior to normal completion, COMMERCE may suspend or terminate the Contract under the "Termination for Convenience" clause, without the ten calendar day

notice requirement. In lieu of termination, the Contract may be amended to reflect the new funding limitations and conditions.

14. SEVERABILITY

The provisions of this Contract are intended to be severable. If any term or provision is illegal or invalid for any reason whatsoever, such illegality or invalidity shall not affect the validity of the remainder of the Contract.

15. SUBCONTRACTING

The Contractor may only subcontract work contemplated under this Contract if it obtains the prior written approval of COMMERCE.

If COMMERCE approves subcontracting, the Contractor shall maintain written procedures related to subcontracting, as well as copies of all subcontracts and records related to subcontracts. For cause, COMMERCE in writing may: (a) require the Contractor to amend its subcontracting procedures as they relate to this Contract; (b) prohibit the Contractor from subcontracting with a particular person or entity; or (c) require the Contractor to rescind or amend a subcontract.

Every subcontract shall bind the Subcontractor to follow all applicable terms of this Contract. The Contractor is responsible to COMMERCE if the Subcontractor fails to comply with any applicable term or condition of this Contract. The Contractor shall appropriately monitor the activities of the Subcontractor to assure fiscal conditions of this Contract. In no event shall the existence of a subcontract operate to release or reduce the liability of the Contractor to COMMERCE for any breach in the performance of the Contractor's duties.

Every subcontract shall include a term that COMMERCE and the State of Washington are not liable for claims or damages arising from a Subcontractor's performance of the subcontract.

16. SURVIVAL

The terms, conditions, and warranties contained in this Contract that by their sense and context are intended to survive the completion of the performance, cancellation or termination of this Contract shall so survive.

17. TERMINATION FOR CAUSE

In the event COMMERCE determines the Contractor has failed to comply with the conditions of this contract in a timely manner, COMMERCE has the right to suspend or terminate this Contract. Before suspending or terminating the Contract, COMMERCE shall notify the Contractor in writing of the need to take corrective action. If corrective action is not taken within 30 calendar days, the Contract may be terminated or suspended.

In the event of termination or suspension, the Contractor shall be liable for damages as authorized by law including, but not limited to, any cost difference between the original contract and the replacement or cover contract and all administrative costs directly related to the replacement contract, e.g., cost of the competitive bidding, mailing, advertising and staff time.

COMMERCE reserves the right to suspend all or part of the Contract, withhold further payments, or prohibit the Contractor from incurring additional obligations of funds during investigation of the alleged compliance breach and pending corrective action by the Contractor or a decision by COMMERCE to terminate the Contract. A termination shall be deemed a "Termination for Convenience" if it is determined that the Contractor: (1) was not in default; or (2) failure to perform was outside of his or her control, fault or negligence.

The rights and remedies of COMMERCE provided in this Contract are not exclusive and are, in addition to any other rights and remedies, provided by law.

18. TERMINATION FOR CONVENIENCE

Except as otherwise provided in this Contract, COMMERCE may, by ten (10) business days' written notice, beginning on the second day after the mailing, terminate this Contract, in whole or in part. If this Contract is so terminated, COMMERCE shall be liable only for payment required under the terms of this Contract for services rendered or goods delivered prior to the effective date of termination.

19. TERMINATION PROCEDURES

Upon termination of this Contract, COMMERCE, in addition to any other rights provided in this Contract, may require the Contractor to deliver to COMMERCE any property specifically produced or acquired for the performance of such part of this Contract as has been terminated. The provisions of the "Treatment of Assets" clause shall apply in such property transfer.

COMMERCE shall pay to the Contractor the agreed upon price, if separately stated, for completed work and services accepted by COMMERCE, and the amount agreed upon by the Contractor and COMMERCE for (i) completed work and services for which no separate price is stated, (ii) partially completed work and services, (iii) other property or services that are accepted by COMMERCE, and (iv) the protection and preservation of property, unless the termination is for default, in which case the Authorized Representative shall determine the extent of the liability of COMMERCE. Failure to agree with such determination shall be a dispute within the meaning of the "Disputes" clause of this Contract. COMMERCE may withhold from any amounts due the Contractor such sum as the Authorized Representative determines to be necessary to protect COMMERCE against potential loss or liability.

The rights and remedies of COMMERCE provided in this section shall not be exclusive and are in addition to any other rights and remedies provided by law or under this Contract.

After receipt of a notice of termination, and except as otherwise directed by the Authorized Representative, the Contractor shall:

- A. Stop work under the Contract on the date, and to the extent specified, in the notice;
- B. Place no further orders or subcontracts for materials, services, or facilities except as may be necessary for completion of such portion of the work under the Contract that is not terminated;
- C. Assign to COMMERCE, in the manner, at the times, and to the extent directed by the Authorized Representative, all of the rights, title, and interest of the Contractor under the orders and subcontracts so terminated, in which case COMMERCE has the right, at its discretion, to settle or pay any or all claims arising out of the termination of such orders and subcontracts;
- D. Settle all outstanding liabilities and all claims arising out of such termination of orders and subcontracts, with the approval or ratification of the Authorized Representative to the extent the Authorized Representative may require, which approval or ratification shall be final for all the purposes of this clause;
- E. Transfer title to COMMERCE and deliver in the manner, at the times, and to the extent directed by the Authorized Representative any property which, if the Contract had been completed, would have been required to be furnished to COMMERCE;
- F. Complete performance of such part of the work as shall not have been terminated by the Authorized Representative; and
- G. Take such action as may be necessary, or as the Authorized Representative may direct, for the protection and preservation of the property related to this Contract, which is in the possession of the Contractor and in which COMMERCE has or may acquire an interest.

20. TREATMENT OF ASSETS

Title to all property furnished by COMMERCE shall remain in COMMERCE. Title to all property furnished by the Contractor, for the cost of which the Contractor is entitled to be reimbursed as a direct item of cost under this Contract, shall pass to and vest in COMMERCE upon delivery of such property by the Contractor. Title to other property, the cost of which is reimbursable to the Contractor under this Contract, shall pass to and vest in COMMERCE upon (i) issuance for use of such property in the performance of this Contract, or (ii) commencement of use of such property in the performance of this Contract, or (iii) reimbursement of the cost thereof by COMMERCE in whole or in part, whichever first occurs.

- A. Any property of COMMERCE furnished to the Contractor shall, unless otherwise provided herein or approved by COMMERCE, be used only for the performance of this Contract.
- B. The Contractor shall be responsible for any loss or damage to property of COMMERCE that results from the negligence of the Contractor or which results from the failure on the part of the Contractor to maintain and administer that property in accordance with sound management practices.
- C. If any COMMERCE property is lost, destroyed or damaged, the Contractor shall immediately notify COMMERCE and shall take all reasonable steps to protect the property from further damage.
- D. The Contractor shall surrender to COMMERCE all property of COMMERCE prior to settlement upon completion, termination or cancellation of this contract.
- E. All reference to the Contractor under this clause shall also include Contractor's employees, agents or Subcontractors.

21. WAIVER

Waiver of any default or breach shall not be deemed to be a waiver of any subsequent default or breach. Any waiver shall not be construed to be a modification of the terms of this Contract unless stated to be such in writing and signed by Authorized Representative of COMMERCE.

Attachment A: Scope of Work

Tasks & Deliverables	Description– Year 2 contract	End Date
Task 8:	Community / Agency Engagement & SEPA	
Deliverable 8	D8: Community / Agency Engagement & SEPA Summary (Staff Reports)	June 12, 2026
Task 9:	Continue preparing Draft Housing Element & Racially Disparate Impacts Analysis consistent with GMA amendments	
Deliverable 9	D9: Draft Housing Element & Racially Disparate Impacts Analysis	June 12, 2026
Task 10:	Continue preparing Draft Transportation Element, Capital Facilities / Utilities Element, & Appendix consistent with GMA amendments	
Deliverable 10	D10: Draft Transportation Element, Capital Facilities / Utilities Element, & Appendix	June 12, 2026
Task 11:	Prepare Draft Comprehensive Plan Ordinance with formal language acknowledging fulfillment of statutory duties, summarizing key milestones, and confirming completion of the update with preparation of Comprehensive Plan Final Draft	
Deliverable 11	D11: Draft Comprehensive Plan Ordinance & Comprehensive Plan Final Draft	June 12, 2026
Task 12:	Prepare Draft Critical Areas Ordinance consistent with GMA amendments and Comprehensive Plan	
Deliverable 12	D12: Draft Critical Areas Ordinance	June 12, 2026
Task 13:	Prepare Draft Development Regulations consistent with GMA amendments and Comprehensive Plan	
Deliverable 13	D13: Draft Development Regulations	June 12, 2026

Attachment B: Budget

Deliverable – Year 2 contract	SFY26 Amount
D8: Community / Agency Engagement & SEPA Summary (Staff Reports)	\$7,500
D9: Draft Housing Element & Racially Disparate Impacts Analysis	\$1,100
D10: Draft Transportation Element, Capital Facilities / Utilities Element, & Appendix	\$1,700
D11: Draft Comprehensive Plan Ordinance & Comprehensive Plan Final Draft	\$750
D12: Draft Critical Areas Ordinance	\$1,500
D13: Draft Development Regulations	\$19,950
Contract Total (State Fiscal Year 2026 only)	\$32,500

File Attachments for Item:

b. Interlocal Agreement between SCRAPS and the City for Animal Protection Services

**INTERLOCAL AGREEMENT FOR
ANIMAL CARE AND CONTROL SERVICES
IN THE CITY OF (insert city name)
(Effective Date – End Date)**

THIS AGREEMENT, made and entered into by and between **Spokane County**, a political subdivision of the State of Washington, having offices for the transaction of business at 1116 West Broadway Avenue, Spokane, Washington 99260, hereinafter referred to as “COUNTY,” and [INSERT MUNICIPALITY], a municipal corporation of the State of Washington, having offices for the transaction of business at [INSERT CITY ADDRESS] Washington 9900, hereinafter referred to as “CITY,” (hereinafter individually referred to as “PARTY” and jointly referred to as the “PARTIES.”)

WITNESSETH:

WHEREAS, pursuant to the provisions of RCW 36.32.120(6), the Board of County Commissioners of Spokane County, Washington has the care of County property and the management of County funds and business; and

WHEREAS, chapter 39.34 RCW (Interlocal Cooperation Act), authorizes counties and cities to contract with each other to perform certain functions which each may legally perform; and

WHEREAS, pursuant to RCW 36.32.120(7), the Board of County Commissioners of Spokane County may enact ordinances dealing with animal control within the unincorporated areas of Spokane County; and

WHEREAS, the [INSERT MUNICIPALITY] may enact ordinances dealing with animal control within its boundaries; and

WHEREAS, Spokane County has established an Animal Control Department managed by an Animal Protection Director and maintains an animal Care and Control facility through Spokane County Regional Animal Protection Services (“SCRAPS”) that provides animal control and enforcement as authorized by RCW 16.52.015 and RCW 16.52.011(2)(c); and

WHEREAS, the [INSERT MUNICIPALITY] desires to employ the services of Spokane County to perform certain animal control functions within the boundaries of the [INSERT MUNICIPALITY].

NOW THEREFORE for and in consideration of the mutual promises set forth hereinafter the PARTIES do mutually agree as follows:

SECTION NO. 1: PURPOSE

The purpose of the Agreement is to reduce to writing the PARTIES’ understanding as to the terms and conditions under which COUNTY, through its Animal Care and Control Agency “SCRAPS”

will provide “Animal Control Services” to CITY within its boundaries. It is the intent of the PARTIES that Animal Control Services to be provided by COUNTY will be consistent with the CITY’s Council/Manager/Commissioners form of government provided for in chapter **INSERT RCW** (charter/noncharter) and within the statutory responsibilities of a CITY Animal Care and Control Agency and as defined by RCW 16.52.011 and in RCW 16.52.015.

For the purpose of this Agreement, Animal Control Services shall encompass the duties and functions which the SCRAPS customarily provides within the unincorporated areas of Spokane County. Said services shall include:

1. Enforcement of CITY’s Animal Control Ordinance;
2. Enforcement of CITY’s Inherently Dangerous Mammals/Reptiles Ordinance;
3. Enforcement of CITY’s Dangerous Dog Ordinances and applicable 16.08 RCW
4. Enforcement of chapter 16.52 RCW (Prevention of Cruelty to Animals);
5. Enforcement of chapter 16.54 RCW (Abandoned Animals)

Enforcement includes those items set forth in ATTACHMENT “A” SCOPE OF SERVICES, attached hereto and incorporated by reference, as they relate to Animal Control Services which include: (1) Animal Control Services, (2) Animal Care and Control Facility Services, (3) Animal Control Ordinance/ Licenses/ Fees/ Penalties Services, (4) Citizen Complaint Process, and (5) Activity Specific Reporting Services.

COUNTY, at its discretion, may conduct surveys within CITY for unlicensed dogs and cats.

To the extent it has not already done so, the CITY shall promptly enact an ordinance or resolution that includes license, fee, penalty, enforcement, appeal, impound redemption and animal care and control facility provisions that are substantially the same as those of Title 5 Spokane County Code as now in effect or hereafter amended. The CITY shall advise the COUNTY of any CITY animal control ordinances that differ from those of the COUNTY and of any amendments to the CITY Animal Control Ordinance adopted subsequent to the effective date of this Agreement.

If a conflict arises between CITY’s Animal Control Ordinance and COUNTY’s Animal Control Ordinance, COUNTY’s ordinance shall govern.

COUNTY shall provide CITY with a copy of Chapter 5.04 and Chapter 5.12 of the Spokane County Code and all subsequent modifications/amendments thereto. CITY shall provide COUNTY with copies of its adopted/amended Ordinances substantially identical to Chapters 5.04 and 5.12 of the Spokane County Code.

CITY shall authorize the COUNTY to act on its behalf in undertaking the following:

1. Determining the eligibility for and issuing licenses under the terms of the CITY Ordinance, subject to the conditions set forth in such laws.
2. Enforcing the terms of the City Ordinance, including the power to issue enforcement notices and orders and to deny, suspend or revoke licenses issued thereunder.

3. Conducting administrative appeals of those COUNTY licensing determinations made and enforcement actions taken on behalf of the CITY. Such appeals shall be conducted by the CITY's Hearing Examiner or following the COUNTY's administrative appeals procedure or office on behalf of the CITY unless either the CITY or the COUNTY determines that the particular matter should be heard by the CITY.

CITY shall provide legal counsel to prosecute and defend on appeal any civil infractions, administrative hearings, and, if applicable, municipal criminal violations that are to be heard in CITY's municipal court, hearing examiner, or similar CITY adjudicative entity. Criminal violations under the Revised Code of Washington or Spokane County Code shall be referred to the Spokane County Prosecutor's Office. .

In performing the above services, COUNTY will provide such personnel, as it deems necessary as well as all vehicles and materials of any kind or nature whatsoever at no additional cost outside service fees to CITY.

Standards of performance, discipline of employees, and other matters incidental to providing such Animal Control Services to include control/supervision of personnel shall remain in COUNTY. All persons employed in the performance of Animal Control Services shall be COUNTY employees. COUNTY SCRAPS Director agrees to meet and confer with CITY with respect to staff assigned to provide Animal Control Services. Issues of discipline or performance will be specifically left to COUNTY. Nothing herein contained shall make any employee of COUNTY an employee of CITY.

SECTION NO. 2: DURATION

This Agreement shall have an "effective date" of November 1, 2025 and expire on December 31, 2030 unless terminated as outlined in Section 10.

SECTION NO. 3: COST OF SERVICES AND PAYMENTS

CITY shall pay COUNTY the actual costs for Animal Control Services provided under this Agreement, pursuant to the terms and conditions set forth in ATTACHMENT "B" COSTS AND PAYMENT, attached hereto and incorporated by reference.

SECTION NO. 4: EXTRAORDINARY COSTS

In the event of unplanned and/or unbudgeted for and significant expenses related to the provision of Animal Control Services, CITY shall be financially responsible for the associated expenses. Unplanned for Animal Control Services that may result in the accrual of extraordinary costs may include but are not limited to the legal seizure or impound of animals necessitating extended on-site holding, offsite boarding, or non-routine veterinary care. Notice of any extraordinary costs will be given pursuant to the Section NO. 5: NOTICE.

SECTION NO. 5: NOTICE

All notices or other communications given hereunder shall be deemed given on: (i) the day such notices or other communications are received when sent by personal delivery; or (ii) the third day following the day on which the same have been mailed by first class delivery, postage prepaid addressed to the PARTIES at the address set forth below for such Party, or at such other address as the PARTIES shall from time-to-time designate by notice in writing to the other Party:

COUNTY: Spokane County Chief Executive Officer
 (or his/her authorized representative)
 1116 West Broadway Avenue
 Spokane, WA 99260

 Spokane County Regional Animal Protection Service
 6815 E. Trent Avenue Spokane Valley, WA 99212
 Attention: SCRAPS Director

CITY: CITY (or his/her authorized representative)
 ADDRESS

SECTION NO. 6: COUNTERPARTS

This Agreement may be executed in any number of counterparts, each of which, when so executed and delivered, shall be an original, but such counterparts shall together constitute but one and the same.

SECTION NO. 7: ASSIGNMENT

No PARTY may assign in whole or in part its interest in this Agreement without the approval of all other PARTIES.

SECTION NO. 8: LIABILITY

COUNTY and CITY shall be responsible for damage to persons or property resulting from negligence on the part of itself, its employees, agents, or its officers. Neither COUNTY or CITY assumes any responsibility to the other PARTY for the consequences of any act or omission of any person, firm or corporation not party to this Agreement.

COUNTY will indemnify and hold CITY harmless from any and all loss, claim or damage including but not limited to reasonable attorney’s fees, demands, losses and liabilities to or by third parties, to the extent arising from the negligent acts of omissions of COUNTY’s employees, agents, and officers.

CITY will indemnify and hold COUNTY harmless from any and all loss, claims or damage, including but not limited to reasonable attorney’s fees, demands, losses and liabilities to or by third parties, to the extent arising from the negligent acts and omissions of CITY’s employees, agents, and officers.

SECTION NO. 9: RELATIONSHIP OF THE PARTIES

The PARTIES intend that an independent contractor relationship will be created by this Agreement. No agent, employee, servant or representative of COUNTY shall be deemed to be an employee, agent, servant or representative of CITY for any purpose. Likewise, no agent, employee, servant or CITY representative shall be deemed to be an employee, agent, servant or representative of COUNTY for any purpose.

SECTION NO. 10: MODIFICATION/TERMINATION

This Agreement may be modified in writing by agreement of both PARTIES.

CITY may terminate this Agreement for convenience by notifying COUNTY no later than October 1st that it intends to terminate this agreement for the following calendar year. Should CITY provide notice, the date of termination shall be December 31. Written notice may be provided by email and/or other electronic means.

COUNTY may terminate this agreement by providing CITY written notice of its intent to terminate this agreement 90 days prior to the intended date of termination.

Upon termination, CITY shall be obligated to pay for only those Animal Control Services rendered prior to the date of termination based upon a pro rata division of those costs Attachment "B", attached hereto and incorporated by reference.

Upon termination, at CITY's option, COUNTY shall continue to provide Animal Control Services to completion for those criminal/infracton cases filed prior to the effective date of termination, pursuant to Attachment "B", attached hereto and incorporated by reference.

SECTION NO. 11: PROPERTY AND EQUIPMENT

The ownership of all property and equipment utilized by COUNTY in providing Animal Control Services shall remain with COUNTY unless specifically and mutually agreed by the PARTIES.

SECTION NO. 12: ALL WRITINGS CONTAINED HEREIN/BINDING EFFECT

This Agreement contains terms and conditions agreed upon by the PARTIES. The PARTIES agree that there are no other understandings, oral or otherwise, regarding the subject matter of this Agreement. No changes or additions to this Agreement shall be valid or binding upon the PARTIES unless such change or addition is in writing, executed by the PARTIES. This Agreement shall be binding upon the PARTIES hereto, their successors and assigns.

SECTION NO. 13: DISPUTE RESOLUTION

Any dispute or controversy arising out of or relating to this Agreement, or breach thereof, shall be settled by the following procedure:

Level 1: Before entering into Level 2 or Level 3 of this Dispute Resolution Procedure (DRP), designated representatives of each Party shall enter into a series of

meetings for the purpose of resolving the dispute or controversy. The Level 1 period shall begin when one Party gives written notice to the other by certified mail, personal, or electronic service. Such notice shall identify the dispute or controversy with particularity and state that the Party is commencing this Level 1 procedure to resolve the dispute. After receipt of such notice the Parties shall meet either in person or through electronic means. Should the dispute not be resolved within thirty (30) calendar days of the commencement of the Level 1 period, the dispute shall be advanced to Level 2.

Level 2: Only after the Parties have completed Level 1 of the DRP without resolving the dispute or controversy and before entering into Level 3 of the DRP, the Parties shall enter into a mediation process. Each Party shall bear its own costs in preparing for and conducting mediation, except that the joint costs, if any, of the actual mediation proceeding shall be shared equally by the Parties. The Parties shall select a mutually agreeable mediator in Spokane County, Washington to aid the Parties in resolving the dispute or controversy. The mediator shall be a licensed attorney in the State of Washington and not be an employee or former employee of either Party. The mediation shall be held at a mutually agreeable date, time, and location. The Parties shall act in good faith as to resolving disputes through mediation.

Level 3: Only after the completion of both Levels 1 and 2 above without a satisfactory resolution of the dispute or controversy, either party may bring suit in the courts of competent jurisdiction within Spokane County, Washington.

If any legal action or other proceeding is brought for the enforcement of this Agreement, or because of an alleged dispute, breach, default, or misrepresentation in connection with any provisions of this Agreement, the successful or prevailing party or parties shall be entitled to recover reasonable attorney's fees, court costs, and all expenses (including taxes) even if not taxable as court costs (including, without limitation, all such fees, costs, and expenses incident to appeals), incurred in that action or proceeding, in addition to any other relief to which such party or parties may be entitled.

SECTION NO. 14: VENUE STIPULATION

This Agreement has been and shall be construed as having been made and delivered within the State of Washington and it is mutually understood and agreed by each Party that this Agreement shall be governed by the laws of the State of Washington both as to interpretation and performance. Any action at law, suit in equity or judicial proceeding for the enforcement of this Agreement, or any provision hereto, shall be instituted only in court of competent jurisdiction within Spokane County, Washington.

SECTION NO. 15: SEVERABILITY

It is understood and agreed among the PARTIES that if any parts, terms or provisions of this Agreement are held by the courts to be illegal, the validity of the remaining portions or provisions shall not be affected, and the rights and obligations of the PARTIES shall not be affected regarding the remainder of the Agreement. If it should appear that any part, term or provision of this Agreement conflicts with any statutory provision of the State of Washington, then the part, term or provision thereof that may be in conflict shall be deemed inoperative and null and void insofar as it may be in conflict therewith and this Agreement shall be deemed to modify to conform to such statutory provision.

SECTION NO. 16: HEADINGS

The section headings appearing in this Agreement have been inserted solely for convenience and ready reference. In no way, do they purport to, and shall not be deemed to define, limit or extend the scope or intent of the sections to which they pertain.

SECTION NO. 17: DESIGNATION OF ADMINISTRATOR

COUNTY appoints the COUNTY SCRAPS Director or his/her designee as its agent for the purposes of administering the terms of this Agreement. COUNTY SCRAPS Director agrees to meet with CITY on a periodic basis agreeable to both PARTIES, but no less than one time per year, to review the services being provided herein. The Animal Protection Director or his/her designee will immediately notify the CITY Mayor or his/her designee of any Animal Control emergency within CITY.

SECTION NO. 18: RECORDS

All public records prepared, owned, used or retained by COUNTY and/or SCRAPS in conjunction with providing Animal Control Services under the terms of this Agreement shall be deemed County property and shall be made available to CITY upon request by CITY Mayor. COUNTY or SCRAPS will notify CITY of any public disclosure request under chapter 42.56 RCW for copies or viewing of such records as well as COUNTY'S response thereto.

SECTION NO. 19: ASSURANCE

COUNTY represents and assures CITY that no other city will receive more favored treatment in receipt of Animal Control Services than made available to CITY for similar services.

SECTION NO. 20: EXECUTION AND APPROVAL

The PARTIES warrant that the officers executing below have been duly authorized to act for and on behalf of the party for purposes of confirming this Agreement.

SECTION NO. 21: NO THIRD-PARTY BENEFICIARIES

Nothing in this Agreement is intended to give, or shall give, whether directly or indirectly, any benefit or right, greater than that enjoyed by the public, to third persons.

SECTION NO. 22: ANNUAL REPORT

The SCRAPS Director shall prepare an annual performance and service utilization report. The annual performance and service utilization report shall include, among other matters, performance measurements/indicators such as annual number of pet licenses sold/issued, calls for service, emergency calls, and animal impounds.

SECTION NO. 23: RCW 39.34 REQUIRED CLAUSES

- a) **PURPOSE:** See Section No. 1 above.
- b) **DURATION:** See Section No. 2 above.
- c) **ORGANIZATION OF SEPARATE ENTITY AND ITS POWERS:** No new or separate legal or administrative entity is created to administer the provisions of this Agreement.
- d) **RESPONSIBILITIES OF THE PARTIES:** See provisions above.
- e) **AGREEMENT TO BE FILED:** This Agreement shall be listed by subject on each Party's web site or other electronically retrievable public source.
- f) **FINANCING:** Each party shall be responsible for the financing of its contractual obligations under its normal budgetary process.
- g) **TERMINATION:** See Section No. 10 above.
- h) **PROPERTY UPON TERMINATION:** See Section No. 10 above.

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IN WITNESS WHEREOF, the PARTIES have caused this Agreement to be executed on the date and year below their respective signatures.

BOARD OF COUNTY COMMISSIONERS
OF SPOKANE COUNTY, WASHINGTON

MARY L. KUNEY, CHAIR

JOSH KERNS, VICE-CHAIR

AL FRENCH, COMMISSIONER

AMBER WALDREF, COMMISSIONER

ATTEST:

Ginna Vasquez, Clerk of the Board

CHRIS JORDAN, COMMISSIONER

ATTEST:

CITY

City Clerk

[MAYOR], Mayor

Approved as to form only:

_____, City Attorney

ATTACHMENT "A" SCOPE OF SERVICES

The COUNTY through the Spokane County Regional Animal Protection Service ("SCRAPS") will provide Animal Control Services to the CITY within the CITY's boundaries. The COUNTY shall enforce CITY animal control ordinances within the CITY's boundaries as City's contracted animal authority as authorized in RCW 16.52.015 and RCW 16.52.011(2)(c).

For the purpose of this Agreement, Animal Control Services shall include:

1. Enforcement of COUNTY's Animal Control Ordinance;
2. Enforcement of COUNTY's Inherently Dangerous Mammals/Reptiles Ordinance;
3. Enforcement COUNTY's Dangerous Dog Ordinances and applicable 16.08 RCW;
4. Enforcement of chapter 16.52 RCW (Prevention of Cruelty to Animals);
5. Enforcement of chapter 16.54 RCW (Abandoned Animals)

Animal Control Services include: (1) Animal Control Services, (2) Animal Care and Control Facility Services, (3) Animal Control Ordinance/ Licenses/ Fees/ Penalties Services, (4) Citizen Complaint Process, and (5) Activity Specific Reporting Services

(1) ANIMAL CONTROL SERVICES

Animal Control Services include the operation of a customer service center, the dispatch of Animal Protection Officers in response to calls, and the handling of calls in the field by Animal Protection Officers including the collection and delivery of animals to the SCRAPS Animal Care and Control Facility.

A. Customer Service Center

- i. The County will operate an animal control and protection customer service center five days every week.(excluding holidays and County-designated furlough days, if applicable) for a minimum of seven and a half (7.5) hours per day (normal business hours). The County may adjust the days of the week the customer service center operates to match the operating hours of field operation service days.
- ii. The animal control customer service center will provide callers with guidance, education, options and alternative resources if appropriate for the given situation.
- iii. When the customer service center not in operation, callers will hear a recorded message stating, if they are reporting a non-emergency to either leave a voice message, submit an online message, or call back during regular business hours. In the case of an emergency, the callers will be transferred to an after-hours customer service center to file an emergency report. The customer service center will contact an Animal Protection Officer to relay incidents classified as an emergent situation.

B. Animal Protection Officers (APO)

i. The County will divide the area receiving Animal Control Services into service areas. Animal Control service areas will be maintained by SCRAPS and subject to change based on jurisdictional needs and operational adjustments. An example of service areas will be maintained on SCRAPS website. The County shall ascertain appropriate staffing levels for service areas. City may consult with the County regarding City's needs to help County appropriately allocate APO services to the service area and help meet City's needs.

ii. The County shall make reasonable efforts for an APO to respond to high priority calls during regular APO service hours on the day such a call is received. The County shall retain full discretion as to the order in which high priority calls are responded. high priority calls include those calls that pose an emergent danger to the community, including:

- Emergent animal bite
- Emergent dangerous dog
- Emergent injured animal
- Law enforcement/fire assist calls — (Example; Owner arrested/hospitalized no person available to provide care to the animal during owner/keeper's absence.)
- Emergent animal cruelty

iii. Lower priority calls include all calls that are not high priority calls. These calls will be addressed by an APO or customer service center staff over the telephone, referral to other resources, or by dispatching an APO as necessary or available, as determined necessary and appropriate in the sole discretion of the County. Particularly in the busier seasons of the year (spring through fall), lower priority calls may only receive a telephone response from the Animal Protection Officer or customer service center. Lower priority calls are non-emergent requests for service, including but not limited to:

- Non-emergent high priority events
- Patrol request: APO requested to patrol a specific area due to possible animal control code violations,
- Dog or Cat at Large
- Stray Dog or Cat Confined
- Barking Dog
- Deceased Dog or Cat

iv. The following Animal Control Service resources will be available for dispatch into any service area as the County deems appropriate.

1. A Field Operations Manager will provide oversight of and backup for APOs.
2. Staff will be available to perform animal cruelty investigations, to respond to animal cruelty cases, and to prepare related reports (subject to vacation/sick leave/training/etc.).
3. Not less than 1 APO will be on call every day at times that are not regular APO service hours (including the days per week that are not included within regular APO service hours), to respond to high priority calls posing an extreme life and safety danger, as determined by the County. These services are referred to as Emergency Services Examples include but are not limited to

- Emergent Injured Animal
- Emergent Aggressive Dog at Large
- Emergent Animal Bite
- Law Enforcement or Fire Department Assist (Example; Owner arrested or hospitalized no person available to provide care during owner's absence)

4. The Parties understand that rural areas of the County will generally receive a less rapid response time from APOs than urban areas.

v. Animal Protection Officers are tasked with investigating and enforcing the state and local animal control ordinances . APOs are responsible for issuing warnings, infractions, citations, and writing/executing search warrants as it pertains to enforcement of the local and state animal control ordinances. Examples of call types that animal protection officers respond to include but are not limited to the following.

- Barking Investigation
- Bite Investigation
- No Rabies Vaccination
- Cat at Large
- Dog at Large
- Dog/Cat Exhibiting Vicious Propensities
- Dog Chasing Vehicle
- Dogs Running in Pack
- Dangerous Dog Declaration
- Dangerous Dog Inspection
- Dangerous Dog Violation
- Potentially Dangerous Dog Declaration
- Potentially Dangerous Dog Violation
- Unlicensed Dog/Cat
- Illegal Kennel
- Private Kennel Inspection
- Commercial Kennel Inspection
- Public Nuisance
- Inherently Dangerous Mammals/Reptiles Inspection
- Inherently Dangerous Mammals/Reptiles Violation
- Park Patrol
- Failure to Report Hit-By-Car Animal
- Theft of Pet
- Animal Cruelty
- Animal Fighting
- Animal Neglect
- Abandoned Animal
- Illegal Tethering
- Unsafe Confinement
- Animals Unattended in Vehicle/Enclosed Space

COUNTY will recognize the following performance measures pertaining to Animal Control Services and shall attempt to monitor the following to better improve its services:

- Volume of and average response time to high priority calls.
- Volume of and average response time to low priority calls.

(2) **ANIMAL CARE AND CONTROL FACILITY SERVICES**

Facility services involve caring for and placing abandoned, stray, abused, and/or neglected dogs, cats, and sometimes other domesticated animals within capacity and capacity for care limitations utilizing Association of Shelter Veterinarian guidelines or other noted best practices at the discretion of the SCRAPS Director. The Public Service Counter at the facility will be open to the public not less than 30 hours per week and not less than 5 days per week, excluding holidays and COUNTY designated furlough days, for purposes of pet redemption, adoption, sales services and (as may be offered from time to time) animal surrenders. The Public Service Counter at the facility may be open for additional hours if practicable within available resources. Facility services include:

- Post-impound animal care includes foster placement and/or in-facility housing, daily feeding and cleaning, behavior/personality assessment (if deemed necessary), enrichment, and routine veterinary care;
- The County will maintain a volunteer/foster care function at the Facility to encourage use of volunteers working at the facility and use of foster families to provide fostering/transitional care between facility and permanent homes for adoptable animals;
- Veterinary services will be provided to only those animals in SCRAPS possession and will include animal exams, treatment and minor procedures, spay/neuter and sometimes other surgeries. Limited emergency veterinary services will be available during non-business hours, through third-party contractors, and engaged if and when the County determines necessary;
- Animal placement includes reunification with owners (redemptions), adoption into new homes, and transfer to partner animal rescue organizations;
- Animals deemed "dangerous" pursuant to the Spokane County Code are quarantined and held pending adjudication and/or compliance with legal restrictions;
- Operating policies, codes, public fee structures, and partnerships are aimed at reducing the number of animals impounded and minimizing their lengths of stay. Efforts to reduce the animals impounded include only accepting owner surrendered animals in exigent circumstances or at the SCRAPS Director's discretion.
- Operations include the maintenance of a crematorium or other means to properly dispose of deceased animals;
- The County will maintain a pet license program to comply with Spokane County Code Title 5;

The operating policy of SCRAPS will be to restrict euthanasia to only those cases which are authorized consistent with Spokane County Code Title 5. No euthanasia will be performed without

the express approval of the SCRAPS Director.

(3) ANIMAL CONTROL ORDINANCE/ LICENSES/ FEES/ PENALTIES SERVICES

In conjunction with the enforcement of the CITY'S Animal Control Ordinance, the CITY shall adopt and keep current by appropriate legislative action an Animal Control Ordinance substantially identical to that adopted by the COUNTY as it presently exists or as it may hereinafter be modified/amended, to include all licenses/fees/penalties. This responsibility shall not be deemed a restriction upon the CITY's legislative power. The CITY may enact ordinances dealing with animal control within its boundaries. All revenues realized from licenses/fees/penalties collected shall be retained by SCRAPS.

The COUNTY shall provide the CITY with a copy of its Animal Control Ordinance presently codified in Chapter 5.04 of the Spokane County Code and all subsequent modifications/amendments thereto. The CITY shall provide the COUNTY with copies of its adopted/amended Animal Control Ordinance substantially identical to Chapter 5.04 of the Spokane County Code.

The CITY shall provide legal counsel to prosecute any citations/complaints issued by the COUNTY in providing Services in any court of lawful jurisdiction except if the enforcement constitutes a felony or is filed in the Spokane County District Court for prosecution by the Spokane County Prosecutor's Office.

The COUNTY may conduct surveys within the CITY for unlicensed dogs and cats.

In performing Animal Control Services, the COUNTY will provide all necessary personnel, vehicles, and materials.

(4) CITIZEN SERVICE COMPLAINT PROCESS

Any CITY concern regarding the provision of services under this Agreement may be forwarded to the Advisory Board (see "Exhibit C") for consideration at their next scheduled meeting. Failure to resolve the concern by the Advisory Board shall result in the concern being immediately forwarded to the CEO for resolution. If the CITY is not satisfied by the decision of the CEO, it may seek dispute resolution pursuant to SECTION No. 17.

(5) ACTIVITY SPECIFIC REPORTING SERVICES

Activity-specific statistics may be shared with CITY and include the following:

- The number of requests for service by type.
- The number of impounded animals.
- The number of emergency requests for service.

ATTACHMENT “B” COSTS AND PAYMENT

CALCULATION OF COST

CITY shall pay COUNTY the actual costs for Animal Control Services provided under this agreement. The cost for Animal Control Services for Fiscal Year **2026** forward under this Agreement shall be calculated as follows:

Cost of Service = (SCRAPS Prior Month Actual Expenses x Percentage (%) of CITY Activity Study {Prior Month}) – Prior Month Licensing Revenue for CITY

Attachment’s B-1, B-2 and B-3 are attached for illustrative purposes:

For 2025, Actual Expenses and reports from 2024 will be prorated from November 1, 2025 for remaining period ending December 31, 2025.

EXAMPLE: Cost of Service for Spokane County = (\$4,346,077 x 20.17%) - \$188,000 = \$688,603.73 for Year 2025; prorated to a monthly amount for remainder of 2025.

CITY shall pay COUNTY based upon the Cost- of- -Service calculation.

BILLING

COUNTY will bill CITY by the 15th of the month immediately following the month of service. The invoice to CITY will be due to the COUNTY by the 5th day of the following month.

CAPITAL IMPROVEMENTS

Capital expenses will be identified and included in the budget process; proposed budget and capital for the following budget year will be provided to CITY by end of Quarter 3. Depreciation over asset useful life will be calculated; CITY will reimburse cost based on percentage of CITY Activity Study and will be included in monthly invoice.

METHOD OF PAYMENT

The CITY agrees to make payment in the amount and manner stipulated herein and in amount(s) specified under CALCULATION OF COST – ATTACHMENT “B” COSTS AND PAYMENT.

- A. The method of payment will be at the CITY’s sole discretion using any of the methods listed below. The annual cost submitted by the COUNTY and accepted by the CITY is inclusive of applicable payment terms, as well as any and all fees incurred by the vendor through their financial institutions in accepting any of the above referenced payment methods. No additional fees or charges to the COUNTY shall apply, unless otherwise preapproved by the COUNTY.

The method of payment options that the CITY may use, at its sole discretion, are:

1. Automated Clearing House (ACH); or
 2. Electronic Payment (“E-Payment” or “ePayables”).
- B. Unless the PARTIES agree otherwise, pay requests will be numbered sequentially beginning with “Pay Request 1”. If the billing cannot be identified or the charges correlated with this Agreement it shall be returned without action.
- C. Date of payment of an invoice shall be the date appearing on the warrant issued in payment of the invoice.
- D. Moneys past due may bear a finance charge as stipulated by law. The current rate is 1% per month.
- E. Identification of final invoice: In order for both Parties to close their books and records, COUNTY will clearly state "FINAL INVOICE" on the COUNTY's final/last billing to the CITY. This certifies that all services have been properly performed and all applicable charges and costs have been invoiced to the CITY.

ATTACHMENT “B-1”

Spokane County Regional Animal Protection Services						
Activity Study 2024						
	Request For Service	Impounds	Emergency Calls	Trapping	Total	%
Spokane City	4038	2621	143	5	6807	52.22%
Spokane County	1482	1114	33	1	2630	20.17%
Spokane Valley	1543	1250	61	0	2854	21.89%
Airway Heights	58	92	10	0	160	1.23%
Cheney	124	98	5	0	227	1.74%
Deer Park	58	32	0	0	90	0.69%
Fairchild AFB	2	7	0	0	9	0.07%
Fairfield	7	13	0	0	20	0.15%
Latah	7	0	0	0	7	0.05%
Liberty Lake	61	26	1	0	88	0.68%
Medical Lake	60	39	0	0	99	0.76%
Millwood	14	18	0	0	32	0.25%
Rockford	13	0	0	0	13	0.10%
Total	7467	5310	253	6	13036	100.00%

ATTACHMENT “B-2”

Actual Year To Date

January 2024 To December 2024 (12 Months)

Fund - 010 - GENERAL FUND
Agency 420 - Animal Control
Account All
Department IDs All

	YTD Actual Cost
S100 - Annual Operating Contingency	-
S101 - Salaries and Wages	1,988,297
Total S101 - Salaries and Wages	1,988,297
S102 - Employee Benefits	945,346
S103 - Supplies	453,016
S104 - Services	497,977
S105 - Governmental Transfers	-
S106 - Capital	21,735
S107 - Debt Services	439,706
Total Expense	4,346,077

ATTACHMENT “B-3”**Jurisdiction Summary Report – Spokane, WA**

Activity from 1/1/24 through 12/31/24

Jurisdiction	Dog License			Cat License			Service	License Total	Replacement	Except
	Intact	Altered	Senior	Intact	Altered	Senior				
All Locations										
AIRWAY HEIGHTS	14	121	34	1	60	0	0	230	2	2
\$5,957.00	\$742.00	\$3,388.00	\$586.00	\$28.00	\$1,080.00	\$0.00	\$0.00	\$5,824.00	\$10.00	\$26.00
CHENEY	32	175	64	11	150	32	5	469	2	2
\$11,400.00	\$1,696.00	\$4,900.00	\$1,126.00	\$308.00	\$2,700.00	\$416.00	\$0.00	\$11,146.00	\$10.00	\$26.00
COUNTY	426	3,318	2,337	17	1,224	594	12	7,928	13	62
\$195,268.00	\$22,578.00	\$92,886.00	\$41,428.00	\$476.00	\$22,006.00	\$7,709.00	\$0.00	\$187,083.00	\$65.00	\$852.00
DEER PARK	5	45	74	3	14	5	0	146	0	0
\$3,286.00	\$265.00	\$1,260.00	\$1,332.00	\$84.00	\$252.00	\$65.00	\$0.00	\$3,258.00	\$0.00	\$0.00
FAFB	36	180	0	3	74	0	0	293	0	0
\$8,399.00	\$1,908.00	\$5,040.00	\$0.00	\$84.00	\$1,332.00	\$0.00	\$0.00	\$8,364.00	\$0.00	\$0.00
FAIRFIELD	1	6	6	0	1	0	0	14	2	0
\$362.00	\$53.00	\$168.00	\$108.00	\$0.00	\$18.00	\$0.00	\$0.00	\$347.00	\$10.00	\$0.00
LATAH	1	9	2	0	5	0	0	17	0	0
\$431.00	\$53.00	\$252.00	\$36.00	\$0.00	\$90.00	\$0.00	\$0.00	\$431.00	\$0.00	\$0.00
LIBERTY LAKE	20	251	139	0	120	37	0	567	0	0
\$13,561.00	\$1,060.00	\$7,028.00	\$2,489.00	\$0.00	\$2,160.00	\$481.00	\$0.00	\$13,218.00	\$0.00	\$0.00
MEDICAL LAKE	4	72	43	0	25	14	0	158	0	0
\$3,734.00	\$212.00	\$2,016.00	\$774.00	\$0.00	\$450.00	\$182.00	\$0.00	\$3,634.00	\$0.00	\$0.00
MILLWOOD	5	43	29	0	21	14	0	112	1	0
\$2,607.00	\$265.00	\$1,204.00	\$522.00	\$0.00	\$378.00	\$182.00	\$0.00	\$2,551.00	\$5.00	\$0.00
OTHER	6	22	3	0	19	0	0	50	0	0
\$1,330.00	\$318.00	\$616.00	\$54.00	\$0.00	\$342.00	\$0.00	\$0.00	\$1,330.00	\$0.00	\$0.00
ROCKFORD	2	5	2	0	2	0	0	11	0	0
\$318.00	\$106.00	\$140.00	\$36.00	\$0.00	\$36.00	\$0.00	\$0.00	\$318.00	\$0.00	\$0.00
SPOKANE	832	5,735	3,392	40	2,752	1,329	42	14,122	27	82
\$343,530.00	\$44,096.00	\$160,580.00	\$60,385.00	\$1,120.00	\$49,523.00	\$17,277.00	\$0.00	\$332,981.00	\$135.00	\$1,030.00
SPOKANE VALLEY	361	2,504	1,499	22	1,303	553	18	6,260	9	41
\$150,857.00	\$19,133.00	\$70,094.00	\$26,598.00	\$616.00	\$23,454.00	\$7,163.00	\$0.00	\$147,058.00	\$45.00	\$465.00
STEVENS	0	1	0	0	0	0	0	1	0	0
\$28.00	\$0.00	\$28.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$28.00	\$0.00	\$0.00
UNKNOWN	2	1	1	0	0	0	0	4	0	0
\$152.00	\$106.00	\$28.00	\$18.00	\$0.00	\$0.00	\$0.00	\$0.00	\$152.00	\$0.00	\$0.00
Subtotal All Locations	1,747	12,488	7,625	97	5,770	2,578	77	30,382	56	189
	\$92,591.00	\$349,628.00	\$135,492.00	\$2,716.00	\$103,821.00	\$33,475.00	\$0.00	\$717,723.00	\$280.00	\$2,399.00

Attachment “C” SCRAPS ADVISORY BOARD

Meetings

- Meet: Quarterly
- Location: 6815 E. Trent Ave. Spokane Valley WA 99212
- Time: TBD

Member Specifications

- Current Members:
- Term:

Details:

The SCRAPS Advisory Board will consist of seven (7) members. The seven members shall consist of two individuals representing Spokane County, two individuals from each of the two largest municipal ILA holders, and one representative for the remaining cities and towns that contract for animal control services with the County. The Board of County Commissioners shall select two members by vote. County shall identify the two largest municipal ILA holders by population. These municipalities shall each select two members for the advisory board. The remaining municipalities shall consult to nominate a member for the advisory board. If the municipalities cannot select a single individual, they shall propose candidates to the advisory board to select a member from amongst the group of candidates.

Appointments shall be for 2-year terms, from July 1 of the first year of appointment, through June 30 of the second year of appointment. The years shall consist of 12 calendar months each, for a total of 24 months. Service on the board is voluntary. Members of the SCRAPS Advisory Board serve as representatives of the people in Spokane County and the municipal jurisdictions within the county. Members should have an understanding of the role and purpose of animal control agencies and should strive to improve their knowledge of animal control best practices and ethics.

Purpose

The purpose of Spokane County Regional Animal Protection Service (SCRAPS) Advisory Board is to provide current knowledge, critical thinking, and analysis to increase business efficiency, communication, best practices and high-quality animal control and protection service to the citizens of Spokane County.

Duties

Review response protocols and recommending potential changes to further the goal of supporting the most appropriate use of Animal Control Service resources countywide. The County will in good faith consider such recommendations but reserves the right to make final decisions on response protocols. The County will make no changes to its procedures that are inconsistent with the terms of Attachment A. Board members who miss more than two scheduled meetings in a row be removed from the Board following a vote of the majority of the Board's members.

File Attachments for Item:

e. Planning - Amanda Tainio - Upward 7 Consulting



Amanda Tainio, Principal

October 6, 2025

Memo To: Millwood City Council

RE: September 2025 Planning Report

Here is a summary of the planning activities for the month of September 2025:

- Permit/license/land use application review and processing:
 - 9919 E. Dalton - shed site plan review/approval
 - 9714 E. Dalton - fence permit review/approval
 - 3015 N. Hutchinson - pool site plan review/approval
 - 9011 E. South Riverway – CP-2025-01 (Ward-Millwood Project) Incomplete Determination of Completeness issuance (reconfiguration of multi-family parking lot with additional asphalt, landscape changes, retaining wall installation, etc.)
 - 8611 E. South Riverway - shoreline project exemption follow-up
 - 3501 N. Vista - approach permit planning review
 - Misc. zoning reviews / information / other jurisdiction SEPA reviews / staff assistance
- 2026 Proposed Planning Budget Preparation
- Planning Commission - see 2026 Periodic Update
- 2026 Comprehensive Plan Periodic Update
 - Periodic Update final approach webinar
 - 9/3/25 Planning Technical Advisory Committee (PTAC) Meeting
 - 9/17/25 Steering Committee of Elected Officials (SCEO) Meeting
 - City Council 9/9/25 presentation
 - Staff Report for Planning Commission
 - Planning Commission meeting on September 24th at 6:00pm (Periodic Update - Public Hearing on Draft Comprehensive Plan & Planning Commission Recommendation)
 - October Planning Commission Special Meeting Notice for 10/28/25 & cancellation of 10/29/25 meeting
 - Draft Ordinance preparation for updated Comprehensive Plan
 - Community / agency engagement & webpage updates

With best regards,

Amanda Tainio

Millwood Contract City Planner

planner@millwoodwa.us

9116 E. Sprague Ave. #439, Spokane Valley, WA 99206-3601

Phone: 509-216-0500 | Upward7@outlook.com

Page 1 of 1