City Council Special Meeting Agenda

Wednesday, November 12, 2025 at 6:00 PM
9103 E Frederick Ave.
www.youtube.com/@cityofmillwood

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1. **CALL TO ORDER & ROLL CALL**
2. **PLEDGE OF ALLEGIANCE**
3. **APPROVAL OF MEETING AGENDA**
4. **LOCAL AGENCY REPORTS/PRESENTATIONS**
5. **OTHER PRESENTATIONS**
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.** RESOLUTION 2025-13 VEBA
   - **b.** ORDINANCE #553 Forged Fiber Franchise Agreement
   - **c.** ORDINANCE #554 Amending MMC 5.02.010 Business Licenses and Regulations
   - **d.** PUBLIC HEARING

     i. ORDINANCE #555 2026 Preliminary Budget
   - **e.** ORDINANCE #556 Amending MMC 15.16.040 and 17.38.005 - Dangerous or Unfit Dwellings
   - **f.** Broadlinc Interlocal Agreement
   - **g.** Millwood ILA for Aquifer Protection Area Allocations
   - **h.** Irvin Water District #6 Interlocal Agreement

     i. Proposed Agreement Between Millwood and Irvin's Legal Council - Rates To Be Discussed
   - **i.** Water and Sewer Rates
9. **ACTION ITEMS FOR CONSIDERATION**
   - **a.** Consent Agenda

(1) September 2025 City Council Special Meeting Minutes, (2) October 2025 City Council Regular Meeting Minutes, (3) October 2025 Treasurer's Report, (5) October 2025 Claims, and (6) October 2025 Payroll

b. RESOLUTION 2025-11 Certifying the 2026 Property Tax Levy per RCW 84.55.120

c. RESOLUTION 2025-12 - 2026 Property Tax Levy Certification per RCW 84.52.020

d. ORDINANCE #549 Reduction of Speed Limit on Argonne Road

e. ORDINANCE #550 Amending City Council Monthly Meetings

f. PUBLIC HEARING

i. ORDINANCE #551 Amending MMC Section 14.04.010 (Periodic Update)

g. ORDINANCE #552 Regulating Public Camping

h. Winterfest Special Event Permit 2025

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 Meeting - November 24, 2025 at 5:00 pm

- City Council Planning Commission Special Meeting - December 9, 2025 at 5:00 pm

- City Council Regular Meeting - December 9, 2025 at 6:00 pm

16. ADJOURNMENT

File Attachments for Item:

a. RESOLUTION 2025-13 VEBA

RESOLUTION 2025-13 DECEMBER 9, 2025

A RESOLUTION OF THE COUNCIL OF THE CITY OF MILLWOOD, WASHINGTON AMENDING THE HEALTH REIMBURSEMENT ARRANGEMENT / VOLUNTARY EMPLOYEES' BENEFICIARY ASSOCIATION ("HRA VEBA") PLAN; AND PROVIDING FOR OTHER MATTERS PROPERTY RELATING THERETO

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

WHEREAS, the City Council (the "Council") adopted Resolution 09-04 on August 3, 2009, to create a health reimbursement arrangement / voluntary employees beneficiary association (the "HRA VEBA"), which is a tax-exempt health and welfare trust; and

WHEREAS, the Council amended the terms of the HRA VEBA Policy by Resolution 12-12 on September 11, 2012; and

WHEREAS, the Council desires to change the terms of the HRA VEBA Policy established by Resolution 12-12;

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Millwood, as follows:

Section 1. The HRA VEBA Policy attached hereto as Attachment "A" and incorporated herein by this reference, is approved.

Section 2. The HRA VEBA Policy contained as Attachment "A" in Resolution 12-12 is hereby rescinded.

Section 3. 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 invalidity or unconditionally shall not affect the validity or constitutionality of any other section, sentence, clause or phrase of this resolution.

Section 4. Repeal. All resolutions, laws, and regulations, or parts thereof in conflict with this resolution are, to the extent of said conflict, hereby repealed.

Section 5. Effect. This resolution 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 resolution in the official newspaper of the City.

PASSED BY THE COUNCIL OF THE CITY OF MILLWOOD WASHINGTON, THIS __th DAY OF DECEMBER 2025.

_____
KEVIN FREEMAN, MAYOR

Attest:

_____
LISA CASSELS, CITY CLERK

Attachments: Exhibit A

ATTACHMENT "A"

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The City of Millwood ("Employer") has adopted the HRA VEBA Medical Reimbursement Plan for Public Employees in the Northwest ("Plan"). Employer shall contribute to the Plan on behalf of all non-represented employees ("Group") defined as eligible to participate in the Plan. Each eligible employee must submit a completed and signed Enrollment Form to become a Plan participant and be eligible for benefits under the Plan. Eligibility is limited to employees that, per Employer policy, work an average of more than twenty (20) hours per week on a continuing basis and are not seasonal or temporary employees.

Contributions on behalf of each eligible employee shall be based on the following selected funding sources/formulas:

✓ **Sick leave, vacation, personal, and other leave cash-outs upon separation from service or retirement.** Eligibility is limited to employees who retire or separate from service with leave cash-out rights during the term hereof. Employer contributions shall include the entire cash-out value of all unused leave days (sick, vacation, personal, PTO, etc.) accrued and available for cash-out upon retirement or separation from service per Employer policy.

✓**Sick leave, vacation, personal, and other leave cash-out annually.** Eligibility is limited to employees with annual leave cash-out rights during the term hereof. Employer contributions shall include the entire cash-out value of leave days (sick, vacation, personal, PTO, etc.) accrued and available for annual cash-out per Employer policy.

✓**Mandatory employee contributions** (no individual elections permitted). The Employer shall change the Group's compensation package such that eligible employees shall receive additional benefits in the form of VEBA Plan contributions equal to:

Public Works Personnel $100.00

Office Personnel $100.00

which shall be calculated and contributed on a monthly basis and the employee's salary shall be reduced in an equal amount. Such contributions shall be made on behalf of all Group employees defined as eligible and shall be considered and referred to as Employer contributions.

- ☐ ~~**Excess monthly benefit dollars.** Eligibility is limited to employees with excess monthly benefit dollars provided by Employer. Employer contributions shall include all excess monthly benefit dollars on behalf of such employees.~~
- ☐ ~~**Employer contribution in lieu of medical insurance.** Eligibility is limited to employees waiving medical insurance coverage and providing proof of coverage under another employer-sponsored medical insurance plan. Employer contributions shall include the amount the Employer would have otherwise paid toward the cost of the waived medical insurance coverage on behalf of such employee.~~

The term of this Employer Policy shall be from January 1, 2026 until amended or terminated.

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Kevin Freeman, Mayor

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File Attachments for Item:

b. ORDINANCE #553 Forged Fiber Franchise Agreement

CITY OF MILLWOOD

ORDINANCE # 553 **XXXXXXXXXXXX, 2025**

AN ORDINANCE OF THE CITY OF MILLWOOD, SPOKANE COUNTY, WASHINGTON, GRANTING A NON-EXCLUSIVE FRANCHISE TO FORGED FIBER 37, LLC, TO CONSTRUCT, MAINTAIN AND OPERATE CERTAIN FACILITIES WITHIN THE PUBLIC RIGHTS-OF-WAY AND PUBLIC PROPERTIES OF THE CITY OF MILLWOOD; AND OTHER MATTERS 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 may impose penalties and fines for violations of such ordinances; and

WHEREAS, RCW 35A.47.040 authorizes the City to grant, permit, and regulate non-exclusive franchises for the use of public streets, bridges or other public ways, structures or places above or below the surface of the ground for railroads and other routes and facilities for public conveyances, for poles, conduits, tunnels, towers and structures, pipes and wires and appurtenances thereof for transmission and distribution of electrical energy, signals and other methods of communication, for gas, steam and liquid fuels, for water, sewer and other private and publicly owned and operated facilities for public service; and

WHEREAS, the grant of such non-exclusive franchises requires the approving vote of at least a majority of the entire Council and publication at least once in a newspaper of general circulation in the City; and

WHEREAS, the Council finds that the grant of the Franchise contained in this Ordinance, subject to its terms and conditions, is in the best interests of the public; and

WHEREAS, the City has, following required and reasonable notice, conducted a full public hearing, affording all persons concerned with the analysis and consideration of the technical ability, financial condition, legal qualifications and general character of the Grantee; and,

WHEREAS, the City, after such consideration, analysis and deliberation, has approved and found sufficient the technical ability, financial condition, legal qualification and character of the Grantee; and,

WHEREAS, the Grantee has agreed to be bound by the conditions hereinafter set forth

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ORDINANCE # 553 **XXXXXXXXXXX, 2025**

NOW, THEREFORE, the City Council of the City of Millwood, Spokane County, Washington, does ordain as follows:

Section 1. Definitions. For the purpose of this Ordinance, the following words and terms shall have the meaning set forth below:

"Basic Cable Service" shall mean any Service Tier which includes the retransmission of local television broadcast signals.

"City" means the City of Millwood, a Washington municipal corporation.

"FCC" shall mean the Federal Communications Commission or any legally appointed or designated agent or successor.

"Facility" or "Facilities" means all of the plant, equipment, fixtures, appurtenances, and other related property necessary to furnish and deliver Telecommunication Service, including but not limited to lines, wires, cables, conductors, ducts, poles, conduits, vaults, manholes, pedestals, amplifiers, appliances, and attachments, necessary or incidental to the distribution and use of Telecommunications services.

"Franchise Agreement" shall mean the nonexclusive right and authority to construct, maintain, operate, repair, replace, and upgrade a Telecommunication System through use of Public Rights of Way in the City pursuant to a contractual agreement approved by the Council and executed by the City and the Grantee.

"Franchise Area" shall mean the entire geographic area within the City as it is now constituted or may in the future be constituted.

"Grantee" shall mean Forged Fiber 37, LLC including any lawful successor, transferee, or assignee of the original Grantee.

"Maintenance or Maintain" shall mean repair, restoration, replacement, renovation and testing of the Telecommunication System or components thereof so as to ensure that it operates in a safe and reliable manner and as required by this Franchise.

"Normal Business Hours" shall mean those hours during which most similar businesses in City are open to serve customers. In all cases, "Normal Business Hours" must include some evening hours, at least one (1) night per week and/or some weekend hours.

"Normal Operating Conditions" shall mean those Service conditions which are within the control of Grantee. Those conditions which are not within the control of a

Grantee include, but are not limited to, natural disasters, civil disturbances, power outages, telephone network outages, and severe weather conditions.

"Person" shall mean an individual or legal entity, such as a corporation or partnership.

"Public Property" shall mean any real estate or any facility owned by the City.

"Public Works Director" shall mean the Millwood Public Works Director or his/her designee.

"Right-of-Way" shall mean all property, and the space above and below, in which the City has any form of ownership, title, or interest, including easements and adjacent utility strips, which is held for public roadway or dedicated for compatible utility purposes, regardless of whether or not any roadway or utility exists thereon or whether it is used, improved or maintained for public use.

"Telecommunication Service" as defined by RCW 35.99.010(7), shall mean the transmission of information by wire, radio, optical cable, electromagnetic, or other similar means for sale to the general public. Telecommunication Service excludes the over-the-air transmission of broadcast television or broadcast radio signals.

"Telecommunication System" or "System" shall mean a tangible Facility, any portion of which occupies the right of way, which is used to provide one or more Telecommunication services. This includes, but is not limited to any wires, equipment cabinets, guys, conduit, radio transmitting towers, poles, other supporting structures, and associated facilities used to transmit telecommunication signals. This includes all devices mounted on electric utility poles in public rights of way through which Telecommunication Services are originated or terminated.

Section 2. Grant of Franchise. The City hereby grants unto the Grantee, a nonexclusive Franchise authorizing the Grantee the nonexclusive right and privilege to have, acquire, construct, reconstruct, use, operate and maintain Facilities to provide Telecommunication Service to the public in the City and/or to transport Telecommunication Services through the City and for no other purpose, subject to applicable law, including but not limited to the Millwood Municipal Code, and to the conditions and restrictions as hereinafter provided. This grant expressly does not include permission to use the Public Right-of-Way for Telecommunication Service. The grant is by way of general permission to occupy the Right-of-Way, and not in place of specific location permits. In accepting this Franchise Agreement, Grantee stipulates and agrees to the City's authority to issue and require the Franchise Agreement and stipulates and agrees to the other terms and conditions hereof. No privilege or power of eminent domain is bestowed on Grantee by this Franchise Agreement. The term of this Franchise and all its rights, privileges, obligations and restrictions shall be ten (10) years from the effective date.

Section 3. Non-Exclusivity. The grant of authority for use of the City's Right-of-Way is not exclusive and does not establish priority for use over other franchise holders, permit holders and the City's own use of Public Property. Nothing in this Franchise Agreement shall affect the right of the City to grant to any other Person a similar franchise or right to occupy and use the Right-of-Way or any part thereof.

Section 4. Competitive Equity.

1. The City reserves the right to grant one (1) or more additional franchises or similar authorizations. The City shall amend this Franchise, as requested by the Grantee, if it grants additional franchises that contain material terms or conditions which are substantially more favorable or less burdensome to the competitive entity than the material terms and conditions herein, as reasonably determined by the City. A word for word identical franchise or authorization for a competitive entity is not required so long as the regulatory and financial burdens on each entity are generally equivalent taking into account any difference in the level of fees and taxes imposed, the term of the franchise, and all other circumstances affecting the relative burdens.

2. The following represents a non-exhaustive list of terms of that may place the grantee at a competitive disadvantage if not required of a competitive entity as described in Section 4.1 above: the obligation to pay the City a franchise fee consistent with the provisions in this code, gross revenues as provided for and defined in this code, and the obligation to comply with requirements in this code regarding , records and reports, security instruments and insurance, audits, dispute resolution, remedies, and notice and opportunity to cure.

3. Grantee shall have a right to request Franchise amendments that relieve the Grantee of regulatory burdens that create a competitive disadvantage to the franchisee. In requesting amendments, the Grantee shall file a petition seeking to amend the Franchise. Such petition shall: (1) indicate the presence of such competitor; and (2) identify all material terms or conditions which are substantially more favorable or less burdensome to the competitive entity. The City shall act on the petition within one-hundred twenty (120) days.

4. In the event an application for a new is filed with the City proposing to serve the franchise area, in whole or in part, the City shall notify the Grantee within ten (10) days of receipt of such application.

Section 5 Taxes. As is consistent with applicable law, nothing contained in this Franchise Agreement shall be construed to except the Grantee from any applicable tax, liability or assessment authorized by law.

Section 6. Telecommunication System Specifications.

1. Grantee shall install, maintain, operate, repair, replace and upgrade conduit, fiber optic cables, mule tape, buffer tubes, vaults, splice cases (aerial and buried), poles, and related facilities in the right of way.

2. The Grantee shall comply with all applicable technical standards of the Federal Telecommunications Act of 1996. To the extent those standards are altered, modified, or amended during the term of this Franchise Agreement, the Grantee shall comply with such altered, modified or amended standards within a reasonable period after such standards become effective. The City shall have, upon written request, the right to review tests and records required to be performed pursuant to the FCC's rules.

3. In accordance with applicable law, the City shall have the right to regulate and inspect the construction, operation and maintenance of the Telecommunication system in the public Rights-of-Way. Upon reasonable prior written notice and in the presence of the Grantee's employee, the City may review the Telecommunication system's technical performance as necessary to monitor the Grantee's compliance with the provisions of this Franchise Agreement. All equipment testing under a technical performance review shall be conducted by the Grantee.

Section 7. Telecommunication Service. Subject to the density considerations listed below, except in areas reserved for public travel or utility access not yet opened and accepted by the City as public Right-of-Way that the Grantee is specifically and lawfully prohibited from deploying its Telecommunication System by the owner/developer, the Grantee shall provide Telecommunication Service throughout the entire City. Areas subsequently annexed shall be provided with Telecommunication Service within twelve (12) months of the time of annexation.

Section 8. Least Interference. The City shall have prior and superior right to the use of its Rights-of-Way for installation and maintenance of its facilities and other governmental purposes. Work by Grantee in the Right-of-Way shall be done in a manner that causes the least interference with the rights and reasonable convenience of property owners and residents. The owners of all facilities, public or private, installed in or on such public properties prior to the installation of the Facilities of the Grantee, shall have preference as to the positioning and location of such utilities with respect to the Grantee. Such preference shall continue in the event of the necessity of relocating or changing the grade of any such Right-of-Way. Disputes between the Grantee and other parties over the use, pursuant to this Franchise agreement, of the Rights-of-Way shall be submitted to the City for recommended resolution.

This Franchise shall, in no way, prevent or prohibit the City from using any of its Rights-of-Way, or affect its jurisdiction over them or any part of them. The City hereby retains its full police power to make all changes, relocations, repairs, maintenance, establishments, improvements, dedications or vacation of same, including the dedication, establishment, maintenance, and improvement of all new Rights-of-Way.

Section 9. Construction Standards. All work authorized and required hereunder shall comply with all generally applicable City codes regulations, resolutions and policies, which shall include but is not limited to Millwood Municipal Code Chapter 12.05, as may be amended from time to time, and the Inland Northwest Regional Pavement Cut Policy, as may be amended, or adopted by the City pursuant to City Resolution 16-06. Grantee shall also comply with all applicable federal and state regulations, laws and practices. Grantee is responsible for the supervision, condition, and quality of the work done, whether it is by itself or by contractors, assigns or agencies.

Section 10. Undergrounding. The City reserves the right to develop a policy on undergrounding, and to require Grantee's participation therein, as a condition of Grantee's new installation or major maintenance or restoration construction activities of overhead facilities under this Franchise Agreement. The purpose of this Section 10 is to recognize and preserve the City's control over uses of the Right-of-Way, consistent with the municipal policy favoring undergrounding of overhead lines for aesthetic reasons.

Section 11. Restoration After Construction. If in connection with the Construction, operation, maintenance, upgrade, repair or replacement of the Telecommunication System, the Grantee disturbs, alters, or damages any public or private property, the Grantee agrees that it shall at its own cost and expense pay for any damage and replace and restore any such property to a condition reasonably comparable to the condition existing immediately prior to the disturbance. Whenever Grantee disturbs or damages any Right-of-Way or other Public Property, Grantee shall complete the restoration work within a reasonable time as authorized by the City's Public Works Director.

Section 12. Incorporation of Millwood Municipal Code Chapter 12.05 and City Resolution 16-06. Grantee shall apply for and obtain appropriate obstruction permits from the City pursuant to the Millwood Municipal Code. Grantee shall pay all generally applicable permit fees for the requisite City permits and reimburse the City for all generally applicable fees incurred by the City in the examination, inspection, and approval of Grantee's work. Grantee acknowledges that it has reviewed Millwood Municipal Code Chapter 12.05 and accepts it as a lawful exercise of City regulatory powers over the Right-of-Way. The parties acknowledge that the City may modify or amend Millwood Municipal Code Chapter 12.05 and its regulatory policies throughout the term of this Franchise. Grantee further acknowledges that it has reviewed the Inland Northwest Regional Pavement Cut Policy, adopted by the City pursuant to City Resolution 16-06, and accepts it as a lawful exercise of City regulatory powers over the Right-of-Way. The parties acknowledge that the Inland Northwest Regional Pavement Cut Policy, adopted by the City pursuant to City Resolution 16-06, may be modified or amended throughout the term of this Franchise.

Section 13. Emergency Response. The Grantee shall maintain with the City an emergency response number providing an emergency 24-hour response for the City to use in case of an emergency. After being notified of an emergency, Grantee shall cooperate with the City and make every effort to immediately respond with action to aid the protection the health and safety of the public.

Section 14. Hazardous Substances. Grantee shall comply with all applicable state and federal laws concerning hazardous substances relating to Grantee's Facilities in the Right–of-Way.

Section 15. Environmental. Grantee shall comply with all applicable state and federal laws concerning environmental protection relating to Grantee's Facilities in the Right–of-Way.

Section 16. Movement and Relocation of Facilities. The following shall apply when it is necessary to relocate Grantee's Facilities:

1. Relocation of Facilities at the request of a third party.

a. If any removal, replacement, modification or disconnection of the Telecommunication System is required to accommodate the construction, operation or repair of the facilities or equipment of another City franchise holder(s), Grantee shall, after at least thirty (30) days advance written notice, take action to effect the necessary changes requested by the responsible entity, as long as the other franchise holder(s) pay for the Grantee's time and material costs associated with the project and Grantee is issued a permit for such work by the City.

b. The Grantee shall, upon reasonable prior written request of any Subscriber, relocate its aerial distribution Facilities underground, as long as the Subscriber pays for the Grantee's time and material costs associated with the project and Grantee is issued a permit for such work by the City.

c. In the event an underground conversion of Facilities is required as part of the street improvement condition(s) of a new land use development, not associated with a City designated capital improvement project, this Franchise shall in no way limit the Grantee's right to bill and collect in advance all time and material costs associated with the underground conversion of the Telecommunication System from the Person responsible for the land use development project.

d. At the request of any Person holding a valid permit and upon reasonable advance notice and payment by the permit holder of Grantee's expenses of such temporary change, Grantee shall temporarily raise, lower or remove its Facilities as necessary to accommodate a permittee of the City.

2. Relocation at Request of the City.

a. Upon at least sixty (60) days prior written notice to Grantee, the City shall have the right to require Grantee to relocate any part of the Telecommunication System within the Rights-of-Way when the safety, health or welfare of the public requires such change, and the expense thereof shall be paid by Grantee. The City may, at its option, provide more than sixty (60) days notice. After receipt of such notice, Grantee shall complete relocation of its Facilities at least five (5) days prior to commencement of the project or an agreed upon date by both parties. Should Grantee fail to remove or relocate any such Facilities by the date established by the City, the City may effect such removal or relocation, and the expense thereof shall be paid by Grantee, including all costs and expenses incurred by the City due to Grantee's delay. If the City requires Grantee to relocate its Facilities located within the Rights-of-Way, the City shall make a reasonable effort to provide Grantee with an alternate location within the Right-of-Way. If public funds are available to any Person using such Rights-of-Way for the purpose of defraying the cost of any of the foregoing, the Grantee may make application for such funds.

b. In the case of relocation projects where the City engages and designates an independent contractor to accommodate and coordinate conversion of overhead utilities within a City capital improvement project, then the Grantee shall participate in the joint trenching portion of the project, and Grantee shall pay the Grantee's portion of the traffic control and trench costs, including excavation and other associated costs, trench bedding, and backfill commensurate with Grantee's proportionate share of trench usage. However, if bids from the City or its designated contractor for placement of Grantee's conduits and vaults/pedestals in the supplied joint trench, in the reasonable estimation of the Grantee are not acceptable, the Grantee shall have the option to utilize contractor(s) of its choice to complete the required work, so long as use by Grantee of its contractor(s) does not delay the City project. The City or its designated contractor shall coordinate with the Grantee's contractor(s) to provide reasonable notice and time to complete the placement of the Grantee's Facilities in the supplied joint trench.

c. Nothing in this Franchise shall prevent the City from constructing any public work or capital improvement. Further, the City shall have the right to require Grantee to relocate, remove, replace, modify or disconnect Grantee's Facilities and equipment located in the Rights-of-Way or on any other property of the City in the event of an emergency or when necessary to protect or further the health, safety or welfare of the general public, and such work shall be performed at Grantee's expense. Following notice by the City, Grantee shall relocate, remove, replace, modify or disconnect any of its Facilities or equipment within any Right-of-Way, or on any other property of the City.

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d. If the Grantee fails to complete the above work within the time prescribed by the City, given the nature and extent of the work, or if it is not done to the City's reasonable satisfaction, the City may cause such work to be done and bill the reasonable cost of the work to the Grantee, including all reasonable costs and expenses incurred by the City due to Grantee's delay. In such event, the City shall not be liable for any damage to any portion of Grantee's Telecommunication System. Grantee shall pay the City within ninety (90) days of receipt of an itemized list of those costs. The City shall give consideration to any circumstances outside the Grantee's control preventing Grantee's completion of work.

Section 17. Tree Trimming. The Grantee shall have the authority to conduct pruning and trimming for access to Telecommunication System Facilities in the Rights-of-Way subject to compliance with the City Code, which shall include but is not limited to Millwood Municipal Code Chapter 2.52, as may be amended from time to time. All such trimming shall be done at the Grantee's sole cost and expense. The Grantee shall be responsible for any damage caused by such trimming.

Section 18. Vacation. The City may vacate any City road, Right-of-Way or other City property which is subject to rights granted by this Franchise, but the Grantee shall be provided notice of such vacation proceedings and the opportunity to secure future use rights as allowed under the City's Municipal Code.

Section 19. Abandonment of Grantee's Facilities. No Facility Constructed or owned by Grantee may be abandoned without the express written consent of the City.

Section 20. Maps, Books, and Records.

1. Grantee shall provide to the City upon request:

a. A route map that depicts the general location of the Telecommunication System Facilities placed in the Rights-of-Way. The route map shall identify Telecommunication System Facilities as aerial or underground and is not required to depict types, number of fiber optic cables, and electronic equipment. The Grantee shall also provide, if requested, an electronic format of the aerial/underground Facilities in relation to the Right-of-Way centerline reference to allow the City to add this information to the City's GIS program;

b. To the extent such requests are limited to specific Facilities at a given location within the Franchise area in connection with the construction of any City project, Grantee shall cooperate with the City, upon the City's reasonable request, to locate its Facilities in order to facilitate design and planning of City improvement projects; and

c. A copy of all FCC filings which relate to the operation of the Telecommunication System in the Franchise Area.

2. Throughout the term of this Franchise, the Grantee agrees that the City, upon reasonable prior written notice to the Grantee, may review such of the Grantee's books and records regarding the operation of the Telecommunication System and the provision of Fiber Optic Telecommunication Service in the Franchise Area which are reasonably necessary to monitor Grantee's compliance with the provisions of this Franchise at the Grantee's business office, during normal business hours, and without unreasonably interfering with Grantee's business operations. Such books and records shall include any records required to be kept in a public file by the Grantee pursuant to the rules and regulations of the FCC. All such documents pertaining to financial matters that may be the subject of an inspection by the City shall be retained by the Grantee for a minimum period of three (3) years.

3. Notwithstanding anything to the contrary set forth in this Section, the Grantee shall not be required to disclose information that it reasonably deems to be proprietary or confidential in nature. The City agrees to treat any information disclosed by the Grantee as confidential and only to disclose it to those employees, representatives, and agents of the City that have a need to know in order to enforce this Franchise and who agree to maintain the confidentiality of all such information. In the event that the City receives a request under a state "sunshine," public records or similar law, which shall include but is not limited to chapter 42.56 RCW, for the disclosure of public records Grantee has designated as confidential, trade secret or proprietary, the City shall notify Grantee of such request. Grantee shall, within a reasonable time but in no event greater than five (5) business days, be entitled to seek a protective order or similar judicial declaration prohibiting disclosure by the City of such public records. If Grantee does not, within a reasonable time but in no event greater than five (5) business days from the receipt of notice from the City, obtain a protected order or similar judicial declaration prohibiting disclosure by the City of such public records, the City shall be entitled to disclose such public records without recourse or liability to Grantee.

4. Throughout the term of this Franchise, the Grantee shall maintain at its business office, in a file available for public inspection during normal business hours, those documents required pursuant to the FCC's rules and regulations.

Section 21. Customer Service Standards

1. The City hereby adopts the customer service standards set forth in Part 76, §76.309 of the FCC's rules and regulations, as amended. The Grantee shall comply in all respects with the customer service requirements established by the FCC.

2. The Grantee shall comply with all applicable federal and state privacy laws and regulations adopted pursuant thereto.

Section 22. City Ordinances and Regulations. Grantee, through this Franchise, is granted the right to operate its Telecommunication System using the Rights-of-Way within the Franchise Area. Such use must be in compliance with generally applicable

Municipal Code and Regulations. In the event of a conflict between the Municipal Code and Regulations and this Franchise, this Franchise shall control subject to the limitation of the City's exercise of the police powers set forth below. Subject to federal and state preemption, the material terms and conditions contained in this Franchise may not be unilaterally altered by the City through subsequent amendments to any ordinance, regulation, resolution or other enactment of the City, except within the lawful exercise of the City's police power. Grantee has the right to challenge any City ordinance or regulation that conflicts with its rights under this Franchise. Grantee acknowledges that its rights hereunder are subject to the police powers of the City to adopt and enforce ordinances necessary to protect the health, safety and welfare of the public, and Grantee agrees to comply with all applicable laws and ordinances enacted by the City pursuant to such power so long as the same do not unduly discriminate against Grantee.

Section 23. Franchise Agreement and Modification. This Franchise agreement is a contract between the City and the Grantee, negotiated in good faith and binding upon both parties. The City and Grantee hereby reserve the right to alter, amend or modify the terms and conditions of this Franchise upon written agreement of both parties.

Section 24. Indemnification. The Grantee shall, at its sole cost and expense, indemnify and hold harmless the City, its officials, boards, commissions, agents and employees against any and all third party claims, suits, causes of action, proceedings, and judgments for injury, loss, or damage arising out of the Construction, reconstruction, use, operation, ownership and Maintenance of the Telecommunication System under this Franchise agreement, except that no such requirement shall apply where such claims, suits, causes of actions, proceedings, and judgments for damage are occasioned by the active negligence, gross negligence or intentional acts of the City or its officials, boards, commissions, agents and employees while acting on behalf of the City. The City shall give the Grantee timely written notice of any claim or of the commencement of any action, suit or other proceeding covered by the indemnity in this section, but failure to give notice is not a defense to the indemnification obligations except to the extent of actual prejudice. In the event any such claim arises, the City or any other indemnified party shall tender the defense thereof to the Grantee and the Grantee shall have the obligation and duty to defend, through services of competent counsel satisfactory to the City, settle or compromise any claims arising thereunder. If the City determines that it is necessary for it to employ separate counsel, the costs for such separate counsel shall be the responsibility of the City.

Section 25. Insurance.

1. Upon the granting of this Franchise agreement and following simultaneously with the filing of the acceptance of this Franchise agreement and at all times during the term of this Franchise agreement, the Grantee shall obtain, pay all premiums for, and deliver to the City, written evidence of payment of premiums for and a certificate of insurance, naming the City as an additional insured, with a company licensed to do

business in the State of Washington with a rating by A.M. Best and Co. of not less than "A" or equivalent, for the following:

a. A comprehensive commercial or general liability insurance policy or policies, issued by an insurance carrier licensed to do business in the State of Washington. Said policy or policies shall pay on behalf of and defend the City, its officials, boards, commissions, agents or employees from any and all claims by any Person whatsoever (including the costs, defense costs, attorneys' fees and interest arising therefrom) on account of personal injury, bodily injury or death of a Person or Persons or damages to property occasioned by the operations of the Grantee under this Franchise agreement, or alleged to have been so caused or occurred, with a minimum combined single limit of One Million and No/100 Dollars ($1,000,000) per occurrence and $2,000,000 general aggregate for personal injury, bodily injury and property damage.

b. A comprehensive automobile liability insurance policy or policies, issued by an insurance carrier licensed to do business in the State of Washington. Said policy or policies shall pay on behalf of and defend the City, its officials, boards, commissions, agents or employees from any and all claims by any Person whatsoever (including the costs, defense costs, attorneys' fees and interest arising therefrom) for bodily injury and property damage occasioned by any vehicle operation of the Grantee, or alleged to have been so caused or occurred, with a minimum liability of One Million and No/100 Dollars ($1,000,000) per Person and Five Million and No/100 Dollars ($5,000,000) in any one (1) accident or occurrence.

2. Not less than thirty (30) days prior to its expiration, Grantee shall deliver to City, a substitute, renewal or replacement policy or bond conforming to the provisions of this Franchise agreement.

Section 26. Performance Bond.

1. Grantee will provide a performance bond to the City, in the total sum of $250,000 while installing or Constructing the Facilities, and then $50,000.00 thereafter, which will remain in effect for the remaining term of this Franchise. The performance bond will ensure the continued performance of Grantee's obligations under the Franchise including the payment by the Grantee of any penalties, claims, liens, fees, or taxes due the City which arise by reason of the operation or maintenance of the Facilities or Telecommunication System within the Franchise Area. Grantee will pay all premiums or other costs associated with maintaining the bond.

2. If the Franchise is terminated, or upon expiration or renewal, or transfer of the Franchise, the City will return the original bond or sign the necessary documentation to release the bond promptly if Grantee does not owe funds to the City or is not in default of a material provision of the Franchise.

Section 27. Remedies to Enforce Compliance.

1. This section does not apply to revocation of the Franchise agreement. Whenever the City seeks to enforce the Franchise agreement, it shall first provide written notice to the Grantee of the nature of the problem and requested action, together with any applicable time frame for response. Any time limits here or elsewhere in the Franchise agreement may be modified by written stipulation of the City and Grantee, except time limits relating to revocation of this Franchise agreement or where otherwise required by law must be approved by the Council.

2. Except in case of urgency or public need relating to management of the public Right-of-Way as reasonably determined by the City, the Grantee has thirty (30) days from receipt of such notice to respond in writing to the City official sending the notice:

a. contesting it; or

b. accepting it and agreeing to cure as requested within time limits specified; or

c. requesting additional time or other modifications. In such event, Grantee shall promptly take all reasonable steps to cure the default, keeping the City informed as to the steps to be taken and a projected completion date.

3. If the City is not satisfied with the Grantee's response, both parties shall meet informally to discuss the matter. If these discussions do not lead to resolution of the problem, the City shall notify the Grantee in writing.

4. No provision of this Franchise affects the right of either party to seek judicial relief from a violation of any provision of this Franchise, or any regulation or directive under this Franchise. The existence of other remedies under this Franchise does not limit the right of either party to recover monetary damages, or to seek judicial enforcement of obligations by specific performance, injunctive relief or mandate, or any other remedy at law or in equity.

Section 28. Revocation.

1. The City may revoke this Franchise agreement and rescind all rights and privileges associated with this Franchise agreement in the following circumstances:

a. Grantee abandons the Telecommunication System, fails to cure a non-payment of a quarterly franchise fee within 30 days of the required payment date, or terminates the Telecommunication System's operations; or

b. Grantee attempts to evade any material provision of this Franchise agreement or practices any fraud or deceit upon the City.

2. Prior to revocation of the Franchise agreement, the City shall give written notice to the Grantee of its intent to revoke the Franchise agreement, setting forth the exact nature of the noncompliance. The Grantee shall have thirty (30) days from such

notice to object in writing and to state its reasons for such objection and provide any explanation. In the event the City has not received a timely and satisfactory response from the Grantee, it may then seek a revocation of the Franchise agreement by the Council in accordance with this section.

3. At the designated hearing, the City shall give the Grantee an opportunity to state its position on the matter, present evidence and question witnesses, after which it shall determine whether or not the Franchise shall be revoked. The public hearing shall be on the record and a written transcript shall be made available to the Grantee within ten (10) business days. The decision of the City shall be in writing and shall be delivered to the Grantee by certified mail. The Grantee may appeal such determination to an appropriate court, which shall have the power to review the decision of the City "de novo" and to modify or reverse such decision as justice may require. Such appeal to the appropriate court must be taken within sixty (60) days of the issuance of the determination of the City.

4. The Council may in its sole discretion take any lawful action that it deems appropriate to enforce the City's rights under the Franchise agreement in lieu of revocation.

Section 29. Transfer of Rights. Neither the Grantee nor any other Person may transfer the Telecommunication System or the Franchise without the prior written consent of the City, which consent shall not be unreasonably withheld or delayed. No change in control of the Grantee, defined as an acquisition of 51% or greater ownership interest in Grantee, shall take place without the prior written consent of the City, which consent shall not be unreasonably withheld or delayed. No consent shall be required, however, for (i) a transfer in trust, by mortgage, hypothecation, or by assignment of any rights, title, or interest of the Grantee in the Franchise or in the Telecommunication System in order to secure indebtedness, or (ii) a transfer to any direct or indirect parent, affiliate or subsidiary of Grantee. Within thirty (30) days of receiving a request for consent, the City shall, in accordance with FCC rules and regulations, notify the Grantee in writing of the additional information, if any, it requires to determine the legal, financial and technical qualifications of the transferee or new controlling party. If the City has not taken action on the Grantee's request for consent within one hundred twenty (120) days after receiving such request, consent shall be deemed given.

Section 30. Acceptance. Not later than sixty (60) days after passage and publication of this Ordinance, the Grantee must accept the Franchise herein by filing with the City Clerk an unconditional written acceptance thereof. Failure of Grantee to so accept this Franchise within said period of time shall be deemed a rejection thereof by Grantee, and the rights and privileges herein granted shall, after the expiration of the sixty days period, absolutely cease, unless the time period is extended by ordinance duly passed for that purpose.

Section 31. Force Majeure**.** The Grantee shall not be held in default under, or in noncompliance with, the provisions of this Franchise agreement due to acts of God or impossibility of performance as recognized in the common law of the State of Washington, to the extent and for such period as such conditions persist. For purposes of enforcement, conditions outside of Normal Operating Conditions are a basis to excuse Grantee's performance, but only to the extent and for such period as such conditions persist. Conditions outside Normal Operating Conditions may also excuse other Franchise obligations where they effectively render performance infeasible or impossible, to the extent and for such period as such conditions persist, but this does not apply as to conditions within the Grantee's reasonable control.

Section 32. 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. In the event that any of the provision of the Franchise are held to be invalid by a court of competent jurisdiction, the Franchise may be modified upon agreement by both parties.

Section 33. Renewal. Any renewal of this Franchise agreement shall be governed by and comply with applicable law.

Section 34. Notice. Any notice or information required or permitted to be given by or to the parties under this Franchise may be sent to the following addresses unless otherwise specified, in writing:

The City: City of Millwood
Attn: City Clerk and Director of Public Works
9103 E. Frederick
Millwood, WA 99206

Grantee: Forged Fiber 37, LLC
ATTN: Legal Department
208 S. Akard St
Dallas, TX 75202

Section 35. Non-Waiver. The failure of either party at any time to require performance by the other of any provision of this Franchise will in no way affect the right of the other party to enforce the Franchise. The waiver by either party of any breach of any provision is not a waiver of any succeeding breach of such provision, or as a waiver of the provision itself or any other provision.

Section 36. Entire Agreement. This Franchise constitutes the entire understanding and agreement between the parties as to the subject matter herein and no other agreements or understandings, written or otherwise, shall be binding upon the

parties upon execution and acceptance hereof. This Franchise shall also supersede and cancel any previous right or claim of Grantee to occupy the Right-of-Way as herein described.

Section 37. Counterparts. This Franchise agreement may be executed in several counterparts, each of which when so executed shall be deemed to be an original copy, and all of which together shall constitute one agreement binding on all parties hereto, notwithstanding that all parties shall not have signed the same counterpart.

Section 38. Applicable Law. This Franchise shall be governed, construed and enforced in accordance with the laws of the State of Washington (as amended), any applicable rules, regulations and orders of the FCC, and any other applicable local, State and federal laws, rules, regulations, legislation or orders (as such now exist, are later amended or subsequently adopted).

Section 39. Effective Date. This Ordinance shall be in full force and effect five days after publication of the ordinance or a summary thereof occurs in the official newspaper of the City of Millwood as provided by law.

Section 40. Repeal. All ordinances, resolutions, laws, and regulations, or parts thereof in conflict with this ordinance are, to the extent of said conflict, hereby repealed.

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,

CITY OF MILLWOOD

ORDINANCE # 553 **XXXXXXXXXXX, 2025**

WASHINGTON, GRANTING A NON-EXCLUSIVE FRANCHISE TO FORGED FIBER 37, LLC, TO CONSTRUCT, MAINTAIN AND OPERATE CERTAIN FACILITIES WITHIN THE PUBLIC RIGHTS-OF-WAY AND PUBLIC PROPERTIES OF THE CITY OF MILLWOOD; AND OTHER MATTERS RELATING THERETO" is the true and correct copy of the City of Millwood's Ordinance numbered 553 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 in_____
My Commission expires_____

Accepted by Forged Fiber 37, LLC.

By: _____

Printed Name: _____

Date: _____

The Grantee, Forged Fiber 37, LLC, a limited liability company, for itself, and for its successors and assigns, does accept all of the terms and conditions of the foregoing Franchise.

IN WITNESS WHEREOF, _____ has signed this _____ day of _____, 2025.

Subscribed and sworn before me this __ day of _____, 2025.

_____
Notary Public in and for the State of Washington
residing in _____
My commission expires _____

File Attachments for Item:

c. ORDINANCE #554 Amending MMC 5.02.010 Business Licenses and Regulations

CITY OF MILLWOOD

ORDINANCE NO. 554 XXXXXXXX XX, 20XX

AN ORDINANCE OF THE CITY OF MILLWOOD, SPOKANE COUNTY, WASHINGTON, AMENDING SECTION 5.02.010 OF THE MILLWOOD MUNICIPAL CODE REGARDING BUSINESS LICENSE REQUIREMENTS AND FEES; 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, pursuant to chapter 5.02 MMC, the City maintains a business license program and contracts with the Washington State Department of Revenue for administration of the program;

WHEREAS, MMC 5.02.010 provides definitions for the City's business license program, with such definitions in accordance with the Washington State Department of Revenue requirements for administration of the program; and

WHEREAS, pursuant to MMC 5.02.010, "any person or business whose annual value of products, gross proceeds of sales, or gross income of the business in the city is equal to or less than two thousand dollars ($2,000.00) (or higher threshold as determined by city) and who does not maintain a place of business within the city shall be exempt from the general business license requirements set forth in the MMC; and

WHEREAS, the out-of-city businesses was increased to $4,000, effective January 1, 2026, in order to continue to contract with the Washington State Department of Revenue for administration of the City's business license program; and

WHEREAS, the Council finds it is in the best interests of the City to amend the definition of business in MMC 5.02.010 to increase threshold for out-of-city businesses to $4,000 for exemption from the general business license requirements set forth in the MMC effective January 1, 2026;

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

Section 1. Amendment to Section 50.02.010 MMC – Definitions. Section 5.02.010 of MMC is hereby amended as follows (deleted language ~~stricken~~, added language double-underlined):

> "Business" means any kind of vocation, occupation, profession, trade, enterprise, establishment, industry, or commercial venture which complies with all federal, state or local laws or any ordinance or regulation of the city and occupies or maintains a location or site within the city the purpose of managing,

manufacturing, selling, distributing, storing or providing products, goods or services or any other kind of activity that is conducted for profit or pecuniary benefit. For the purposes of this chapter, "business" also includes: Any dispensary, collective garden or any establishment or activity pursuant to RCW Ch. 69.51A, as may be amended; any marijuana processor, marijuana producer, marijuana retailer, or any establishment or activity pursuant to RCW Ch. 69.50 and/or Chapter 314-55 WAC, as either may be amended; or otherwise engaging in the sale of marijuana or cannabis. The following shall not constitute a "business" for the purpose of this chapter:

(1) Any instrumentality of the United States, State of Washington or any political subdivision thereof, with respect to the exercise of governmental functions;

(2) Any person, firm, or corporation which the city is forbidden to license or tax by law;

(3) Any minor engaging in a de minimis entrepreneurial venture with permission of the property owner, including but not limited to such trade and activities as running a lemonade stand;

(4) Accredited public or private schools, colleges or universities, as to their education endeavors only; churches and other religious bodies, as to their religious activities only; fraternal organizations and lodges as to their fraternal and lodge activities only; civic and charitable organizations, as to their civic and charitable activities only; but not as to any business activities by these entities;

(5) Garage, yard and rummage sales;

(6) Representatives from businesses located outside the city limits calling on licensed businesses within the city limits;

(7) Individual vendors at fundraising events held by tax-exempt nonprofit organizations described by Section 501(c)(3) (educational and charitable), 501(c)(4) (social welfare), or 501(c)(10) (fraternal societies operating as lodges) of the Internal Revenue Code, when the vending activities are conducted by the individual vendor for a period not exceeding a cumulative total of three days and constitute the vendor's only business activity within the city, and as a condition to participation in the event, the individual vendor pays a lump sum or a portion of the gross revenues to the nonprofit organization; or

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(8) Any person, business or organization engaged in a farmers market, as defined by MMC 17.04.040.

Moreover, any person or business whose annual value of products, gross proceeds of sales, or gross income of the business in the city is equal to or less than two thousand dollars ($2,000.00) (or higher threshold as determined by city) and who does not maintain a place of business within the city shall be exempt from the general business license requirements in this chapter. The exemption does not apply to regulatory license requirements or activities that require a specialized permit.

Beginning January 1, 2026, the threshold amount is $4,000 (or higher threshold as determined by city of otherwise required by law). The threshold amount will be adjusted every forty-eight months on January 1, by an amount equal to the increase in the Consumer Price Index ("CPI") for "West Urban, All Urban Consumers (CPI-U) for each 12-month period ending on June 30 as published by the United States Department of Labor Bureau of Labor Statistics or successor agency. To calculate this adjustment, the current rate will be multiplied by one plus the cumulative four-year (forty-eight month) CPI increase using each 12-month period ending on June 30 of each prior year, and rounded to the nearest $100. However, if any of the annual CPI increases are more than five (5) percent, a five (5) percent increase will be used in computing the annual basis and if any of the annual CPI decreased during the forty-eight month period, a zero (0) percent increase will be used in computing the annual basis.

"City" means the City of Millwood, Spokane County, Washington.

"Engaging in business" means as follows:

(a) The term "engaging in business" means commencing, conducting, or continuing in business, and also the exercise of corporate or franchise powers, as well as liquidating a business when the liquidators thereof hold themselves out to the public as conducting such business.

(b) This section sets forth examples of activities that constitute engaging in business in the city, and establishes safe harbors for certain of those activities so that a person who meets the criteria may engage in de minimus business activities in the city without having to pay a business license fee. The activities listed in this section are illustrative only and are not intended to narrow the definition of "engaging in business" in subsection (1). If an activity is not listed, whether it

constitutes engaging in business in the city shall be determined by considering all the facts and circumstances and applicable law.

(c) Without being all inclusive, any one of the following activities conducted within the city by a person, or its employee, agent, representative, independent contractor, broker or another acting on its behalf constitutes engaging in business and requires a person to register and obtain a business license.

(i) Owning, renting, leasing, maintaining, or having the right to use, or using, tangible personal property, intangible personal property, or real property permanently or temporarily located in the city.

(ii) Owning, renting, leasing, using, or maintaining, an office, place of business, or other establishment in the city.

(iii) Soliciting sales.

(iv) Making repairs or providing maintenance or service to real or tangible personal property, including warranty work and property maintenance.

(v) Providing technical assistance or service, including quality control, product inspections, warranty work, or similar services on or in connection with tangible personal property sold by the person or on its behalf.

(vi) Installing, constructing, or supervising installation or construction of, real or tangible personal property.

(vii) Soliciting, negotiating, or approving franchise, license, or other similar agreements.

(viii) Collecting current or delinquent accounts.

(ix) Picking up and transporting tangible personal property, solid waste, construction debris, or excavated materials.

(x) Providing disinfecting and pest control services, employment and labor pool services, home nursing care, janitorial services, appraising, landscape architectural services, security system services, surveying, and real estate services including the listing of homes and managing real property.

(xi) Rendering professional services such as those provided by accountants, architects, attorneys, auctioneers, consultants, engineers, professional athletes, barbers, baseball clubs and other sports organizations, chemists,

DRAFT

consultants, psychologists, court reporters, dentists, doctors, detectives, laboratory operators, teachers, veterinarians.

(xii) Meeting with customers or potential customers, even when no sales or orders are solicited at the meetings.

(xiii) Training or recruiting agents, representatives, independent contractors, brokers or others, domiciled or operating on a job in the city, acting on its behalf, or for customers or potential customers.

(xiv) Investigating, resolving, or otherwise assisting in resolving customer complaints.

(xv) In-store stocking or manipulating products or goods, sold to and owned by a customer, regardless of where sale and delivery of the goods took place.

(xvi) Delivering goods in vehicles owned, rented, leased, used, or maintained by the person or another acting on its behalf.

(d) If a person, or its employee, agent, representative, independent contractor, broker or another acting on the person's behalf, engages in no other activities in or with the city but the following, it need not register and obtain a business license.

(i) Meeting with suppliers of goods and services as a customer.

(ii) Meeting with government representatives in their official capacity, other than those performing contracting or purchasing functions.

(iii) Attending meetings, such as board meetings, retreats, seminars, and conferences, or other meetings wherein the person does not provide training in connection with tangible personal property sold by the person or on its behalf. This provision does not apply to any board of director member or attendee engaging in business such as a member of a board of directors who attends a board meeting.

(iv) Renting tangible or intangible property as a customer when the property is not used in the city.

(v) Attending, but not participating in a "trade show" or "multiple vendor events". Persons participating at a trade show shall review the city's trade show or multiple vendor event ordinances.

(vi) Conducting advertising through the mail.

DRAFT

(vii) Soliciting sales by phone from a location outside the city.

(e) A seller located outside the city merely delivering goods into the city by means of common carrier is not required to register and obtain a business license, provided that it engages in no other business activities in the city. Such activities do not include those in subsection (4).

The city expressly intends that engaging in business include any activity sufficient to establish nexus for purposes of applying the license fee under the law and the constitutions of the United States and the State of Washington. Nexus is presumed to continue as long as the taxpayer benefits from the activity that constituted the original nexus generating contact or subsequent contacts.

"Person" means and includes any individual, partnership, limited liability partnership, joint venture, corporation, professional service corporation, limited liability company, association, organization or other entity of whatsoever nature.

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.

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

CITY OF MILLWOOD,
Spokane County, Washington

_____
Kevin Freeman, Mayor

ATTEST:

_____
City Clerk

DRAFT

CITY OF MILLWOOD

ORDINANCE NO. 554 XXXXXXXX XX, 20XX

STATE OF WASHINGTON)
)ss:
County of Spokane)

_____, 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 5.02.010 OF THE MILLWOOD MUNICIPAL CODE REGARDING BUSINESS LICENSE REQUIREMENTS AND FEES; AND PROVIDING FOR OTHER MATTERS PROPERLY RELATING THERETO" **is the true and correct copy of the City of Millwood's Ordinance numbered _____ and that the same was posted and published according to law.**

_____
City Clerk

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

_____

_____
Printed Name
Notary Public in and for the State of Washington
My Commission expires _____

DRAFT

File Attachments for Item:

d. PUBLIC HEARING

i. ORDINANCE #555 2026 Preliminary Budget

CITY OF MILLWOOD

ORDINANCE #555 **XXXXXXXX XX, 2025**

AN ORDINANCE ADOPTING THE BUDET FOR THE CITY OF MILLWOOD, WASHINGTON FOR THE FISCAL YEAR ENDING DECEMBER 31, 2026.

WHEREAS, the City of Millwood, Washington completed and placed on file with the City Clerk a proposed budget estimate of the amount of moneys required to meet the public expenses, bond retirement and interest, reserve funds, and expenses of government of the City for the fiscal year ending December 31, 2026;

WHEREAS, a notice was published that the City Council would meet on November 12, 2025 at 6:00 p.m., in the council chambers of city hall for the purpose of making and adopting a budget for said fiscal year and giving taxpayers within the limits of the City an opportunity to be heard in a public hearing upon said budget; and

WHEREAS, the City Council did hold a public hearing at that time and place and did then consider the matter of proposed budget for the fiscal year 2026; and

WHEREAS, the proposed budget does not exceed the lawful limit of taxation allowed by law to be levied on the property within the City for the purposes set forth in the budget, and estimated expenditures set forth in the budget being all necessary to carry on the government of the City for the fiscal year 2026 and being sufficient to meet various needs of the City during the period;

NOW THEREFORE, the City Council of the City of Millwood does ordain as follows:

SECTION 1**.** The budget for the City of Millwood, Washington for the year 2026 is hereby adopted at the fund level in its final form and content as set forth in the comprehensive budget document, City of Millwood 2026 Budget, copies of which are on file in the Office of the City Clerk as follows.

SECTION 2. Estimated resources, including fund balances for each separate fund of the City of Millwood for the year 2026 are set forth in the summary form below, and are hereby appropriated for expenditure at the fund level during the year 2026 as set forth in the City of Millwood 2026 Budget.

PRELIM

CITY OF MILLWOOD

ORDINANCE #555 **XXXXXXXX XX, 2025**

City of Millwood 2026 Budget Summary

FUND	Estimated Beginning Balance	Estimated Revenue (Incl Grants)	Estimated Expenditures	Estimated Ending Balance
GENERAL FUNDS				
General Fund (#001)	2,745,613	4,063,695	(4,952,602)	1,856,706
CAPITAL PROJECT FUNDS				
Capital Project Fund – REET 1 (#301)	438,988	34,055	0	473,043
Capital Project Fund – REET 2 (#302)	443,577	34,055	0	477,632
ENTERPRISE FUNDS				
Joint Utility Fund (#401)	747,142	1,241,914	(1,361,086)	699,570
TOTALS	**4,375,321**	**5,373,719**	**(6,313,688)**	**3,435,352**

Wages and Benefits are listed in Exhibit A which is attached hereto.

SECTION 3. The City Clerk is directed to transmit a certified copy of the budget hereby adopted to the State Auditor's Office and to the Municipal Research and Services Center (MRSC).

SECTION 4. Effective Date. This ordinance shall be in full force and take effect 5 days after its publication.

PRELIM

CITY OF MILLWOOD

ORDINANCE #555 **XXXXXXXX XX, 2025**

Passed by the City Council of the City of Millwood, at a regular meeting thereof this __th day of _____ 2025.

_____
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 foregoing ordinance entitled 'AN ORDINANCE ADOPTING THE BUDET FOR THE CITY OF MILLWOOD, WASHINGTON FOR THE FISCAL YEAR ENDING DECEMBER 31, 2026' is the true and correct original copy of the City of Millwood's Ordinance numbered 555 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 _____

PRELIM

CITY OF MILLWOOD

ORDINANCE #555 **XXXXXXXX XX, 2025**

Exhibit A
2026 Schedule of Compensation

Position	Rate	Benefit Allowance	Total Compensation
Advisory Commission	$25.00 – 40.00 mtg.		$25.00 – 40.00 mtg.
Council	75.00 mtg		75.00 mtg
Mayor	800.00 monthly		800.00 monthly
City Treasurer	40.00 – 50.00 hourly	17.81 hourly	57.81 – 67.81 hourly
Financial Manager	33.65 – 43.27 hourly	17.81 hourly	51.46 – 61.08 hourly
Assistant Treasurer	25.00 – 35.00 hourly	17.81 hourly	42.81 – 52.81 hourly
City Clerk	25.00 – 35.00 hourly	17.81 hourly	42.81 – 52.81 hourly
Administrative Assistant	20.00 – 30.00 hourly	17.81 hourly	37.81 – 47.81 hourly
Street & Facilities Manager	35.00 – 45.00 hourly	17.81 hourly	52.81 – 62.81 hourly
Utilities Manager	35.00 – 45.00 hourly	17.81 hourly	52.81 – 62.81 hourly
Water Operator	25.00 – 35.00 hourly	17.81 hourly	42.81 – 52.81 hourly
Maintenance Worker 2	25.00 – 35.00 hourly	17.81 hourly	42.81 – 52.81 hourly
Maintenance Worker 1	20.00 – 30.00 hourly	17.81 hourly	37.81 – 47.81 hourly
Park Worker	16.66 – 20.00 hourly		16.66 – 20.00 hourly
Pool Attendant	16.66 – 20.00 hourly		16.66 – 20.00 hourly

Benefits are described in the current City of Millwood Employee Handbook.

PREVIEW

File Attachments for Item:

e. ORDINANCE #556 Amending MMC 15.16.040 and 17.38.005 - Dangerous or Unfit Dwellings

ORDINANCE #556 XXXXXXXX XX, 20XX

AN ORDINANCE OF THE CITY OF MILLWOOD, SPOKANE COUNTY, WASHINGTON, AMENDING SECTION 15.16.040 AND 17.38.005 OF THE MILLWOOD MUNICIPAL CODE REGARDING DANGEROUS OR UNFIT DWELLINGS, AND, GENERAL PROVISIONS; 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, the Council finds it is in the best interests of the City to amend Millwood Municipal Code ("MMC") Section 15.16.040 to provide clarity that a building or structure's noncompliance with 2021 International Fire Code results in a defect which shall deem the building or structure to be dangerous or unfit under this chapter; and

WHEREAS, the Council finds it is in the best interests of the City to amend MMC 17.38.005 to address formatting and provide clarity within the Section's General Provisions on Fences;

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

Section 1. Section 1. Amendment to Section 15.16.040 MMC – Dangerous or unfit dwellings, buildings or structures defined. Section 15.16.040, of MMC is hereby amended as follows (deleted language ~~stricken,~~ added language double-underlined):

All buildings or structures which have any or all of the following defects shall be deemed dangerous or unfit buildings or structures:

A. Those whose interior walls or other vertical structural members list, lean or buckle to such an extent that a plumb line passing through the center of gravity falls outside the middle third of its base;

B. Those which, exclusive of the foundation, show thirty-three (33) percent or more of damage or deterioration of the supporting member or members, or fifty (50) percent of damage or deterioration of the nonsupporting enclosing or outside walls or covering;

C. Those which have improperly distributed loads upon the floors or roofs or in which the same are overloaded, or which have insufficient strength to be reasonably safe;

D. Those which have become damaged by fire, wind or other causes so as to have become dangerous to life, safety or the general health and welfare of the occupants or others;

E. Those which have become or are so dilapidated or decayed or unsafe or unsanitary, or which so utterly fail to provide the amenities essential to decent living that they are unfit for human habitation, or are likely to cause sickness or disease so as to work injury to the health, safety or general welfare of those living therein or others;

F. Those having light or sanitation facilities which are inadequate to protect the health, safety or general welfare of human beings;

G. Those having inadequate facilities for egress in case of fire or panic or those having insufficient stairways, elevators, fire escapes, or other means of escape;

H. Those which have parts thereof which are so attached that they may fall and injure members of the public or damage property;

I. Those which have any exterior cantilever wall, or parapet, or appendage attached to or supported by an exterior wall of the building located adjacent to a public way or to a way set apart for exit from a building or passage of pedestrians, if such cantilever, parapet or appendage is not so constructed, anchored, or braced as to remain wholly in its original position in event of an earthquake capable of producing a lateral force equal to gravity;

J. Those which have an exterior wall located adjacent to a public way or to a way set apart for exit from a building or passage of pedestrians, if such wall is not so constructed, anchored or braced as to remain wholly in its original position in event of an earthquake capable of producing a lateral force equal to gravity;

K. Those which have defective or hazardous wiring, including wiring which did not conform with the codes applicable at the time of installation or has not been maintained in good condition or is not being used in a safe manner;

L. Those having defective or hazardous plumbing which did not conform with the codes applicable at the time of installation or has not been maintained in good condition or is not free of cross connections or siphonage between fixtures;

M. Those having defective or hazardous heating or ventilating equipment including equipment, vents and piping which did not conform with the codes applicable at the time of installation or has not been maintained in good and safe condition;

N. Those which have been abandoned or boarded up and vacant for one year or more and there is no approved plan for rehabilitation, sale, demolition or other disposition of the building to take place within a reasonable time as determined by the building official.

O. Non-compliance with 2021 International Fire Code (IFC), including Washington State amendments for building code requirements, as determined by Spokane Valley Fire District No. 1.

Section 2. Amendment to Section 17.38.005 MMC – GENERAL PROVISIONS. Section 17.38.005 of MMC is hereby amended as follows (deleted language ~~stricken,~~ added language double-underlined):

A. Storage. Wherever storage is authorized and allowed in this title on whatever classification of property, such storage layout and arrangement shall be orderly and maintained as to avoid the creation of a fire hazard and as to prevent an unsightly appearance.

B. Front Yard. Where any front yard is required, no building shall be hereafter erected or altered so that any portion thereof shall be nearer the front property line than the distance indicated by the depth of the required front yard.

Exceptions: eaves, cornices and fireplaces may be built within the front yard provided they do not extend more than two feet from the building. Steps, terraces, platforms and porches having no roof covering, and being not over forty-two (42) inches in height, may be built within a front yard, provided they do not extend more than five feet from the building and are not greater than twenty-five (25) square feet total.

C. Side Yard. Where any specified side yard is required, no building shall hereafter be erected or altered so that any portion thereof shall be nearer to the side lot line than the distance indicated by the width of the required side yard.

Exceptions: eaves, cornices and fireplaces may be built within the side yard, provided they do not extend more than two feet from the building.

D. Rear Yard: Where any specified rear yard is required, no building shall hereafter be erected or altered so that any portion of thereof shall be nearer to the rear lot line than the distance indicated by the depth of the required yard.

Exceptions: eaves, cornices and fireplaces may be built within the rear yard, provided they do not extend more than two feet from the building. Steps, platforms and rear porches, whether enclosed or not, but not exceeding in width one-half that of the building nor being more than one story in height, may be built within a rear yard, provided they do not extend more than ten feet from the building.

~~E. Fences, Rear and Rear-Side Yard.~~

~~1. Rear and rear-side fences shall not exceed six feet in height.~~

~~2. Side yard fences between residences or main buildings may not exceed six feet in height.~~

~~3. Front and front-side fences may not exceed forty-two (42) inches in height.~~

~~4. Hedges, shrubbery, or other materials used in lieu of a fence and not a part of a landscaping requirement, yet servicing the same function as a fence, shall be considered a fence.~~

~~5. Barbwire and similar fencing material shall not be used for fencing, nor shall electric fences be installed.~~

~~6. Permits are required for the construction or rebuilding of any fence.~~

E. Fences

1. Permits are required for the construction or rebuilding of any fence.

2. Front and front-side (the distance of the required front yard setback) fences may not exceed forty-two (42) inches in height.

3. Rear and rear-side fences, and any side yard fence between residences or main buildings, shall not exceed six feet in height.

4. Hedges, shrubbery, or other materials used in lieu of a fence and not a part of a landscaping requirement, yet serving the same function as a fence, shall be considered a fence.

5. Barbwire and similar materials are prohibited for use as fencing material.

6. Electrified fences are prohibited.

F. The construction of sidewalks shall be required for streets and roadways classified as principle and collector arterials prior to development or change of use under the following conditions:

1. Sidewalks shall be constructed on both sides of principle arterials. Principle arterials as defined in the Millwood comprehensive plan are those streets or roadways connecting primary community centers with major facilities. Streets and roadways that are classified as principal arterials are identified in the Millwood comprehensive plan.

2. Sidewalks shall be constructed on one side of collector arterials. Collector arterial sidewalk location determination shall be made by the public works director to ensure safe, convenient, comfortable, continuous and connected pedestrian travel. Collector arterials as defined in the Millwood comprehensive plan are those streets or roadways connecting residential neighborhoods with smaller community centers and facilities as well as access to minor and principle arterial system. Streets and roadways that are classified as collector arterials are identified in the Millwood comprehensive plan.

All development as defined in Section 17.16.065 of this title and all changes of use requiring a permit which are located along principal and collector arterials shall require the construction of sidewalks as set forth above. The provisions of this section shall not apply to the repair, remodel, alteration, addition or replacement of existing single-family residences or accessory buildings or construction of new accessory buildings provided the principal and primary use is and remains single-family residence.

All sidewalk construction requires submittal of engineered plans to the city of Millwood. The city of Millwood shall review and approve plans prior to commencement of construction of sidewalks. Plans shall be developed in accordance with Spokane County standards and all Americans with Disabilities Act requirements at the time of submittal.

Sidewalks, even if they are not required by the city of Millwood, shall be constructed according to approved plans as required above.

G. Neither residential, commercial or industrial fencing, nor any sight obstruction which constitutes a hazard to the traveling public, shall be permitted on any corner lot in any district within the area designated as the "clear view triangle" as set forth below:

1. A clear view triangle is a measurement applied at the intersection of two streets or the intersection of an alley or driveway and a street to ensure unobstructed vision of motorists and pedestrians. Within the clear view triangle, the space between thirty-six (36) inches and seven feet above the street must be unobstructed. The clear view triangle is calculated as follows:

a. Uncontrolled Intersection. The right triangle having sides of thirty (30) feet measured along the property line of each intersecting street;

b. Two-Way Stop Controlled Intersection. The right triangle having a ten-foot side measured along the property line of a local access street, alley, commercial driveway or residential driveway serving three or more residences, and the distance shown on the following table based on posted speed along the property line of the intersecting street:

(1) Two-Way Stop Controlled

Posted Speed (in MPH)	Distance (in Feet)
25	40

c. Yield-Controlled Intersection. For intersections of local streets with twenty-five (25) miles per hour speed limits, the right triangle having a twenty-foot side measured along the property line of the yield-controlled street, and a sixty-foot side measured along the property line of the intersecting street. Triangles for yield-controlled intersections on collectors or arterials, or streets with speeds higher than twenty-five (25) miles per hour, will be determined by the Public Works Director or designee; or

d. The public works supervisor will determine the dimensions of the clear view triangle in cases including, but not limited to, signal-controlled intersections, arterials with posted speeds in excess of twenty-five (25) miles per hour, one-way streets, steep grades and sharp curves.

2. Exemptions. Clear view triangle regulations of this chapter shall not apply to:

a. Public utility poles;

b. Trees, so long as they are not planted in the form of a hedge and are trimmed to a height of at least seven feet above the street surface;

c. Properties where the natural ground contour penetrates the clear view triangle; and

d. Traffic control devices installed by the city.

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

a. Where the required setback is greater than five feet, a deviation of five feet or less

b. Minimum lot area where the deviation is for ten percent or less of the required lot area.

c. Maximum impervious coverage where the deviation is for ten percent or less of the maximum impervious coverage.

d. Any improved property rendered nonconforming through voluntary dedication of right-of-way, the exercise of eminent domain proceedings or purchase of right-of-way by the city, county, state, or federal agency.

Decision Criteria. The city planner shall approve, approve with conditions, or deny administrative exceptions based on the following criteria:

a. The administrative exception does not interfere with or negatively impact the operations of existing land uses and all legally permitted uses within the zoning district it occupies;

b. The exception may not increase density beyond what is currently allowed within the zoning district;

c. The exception shall not be contrary to conditions imposed by any other associated land use action, for example, a hearing examiner decision, or conditions associated with applicable plat approvals;

d. The exemption is in harmony with the purpose and intent of the general plan for the physical development of the vicinity and zone in which the exemption will apply.

e. The exception shall not conflict with other local, state, or federal laws; and

f. The exception does not adversely impact the public health, safety, and welfare within the city.

I. Sidewalks. The construction of sidewalks shall be required for streets and roadways classified as principle and collector arterials prior to development or change of use under the following conditions:

1. Sidewalks shall be constructed on both sides of principle arterials. Principle arterials as defined in the Millwood comprehensive plan are those streets or roadways connecting primary community centers with major facilities. Streets and roadways that are classified as principal arterials are identified in the Millwood comprehensive plan.

2. Sidewalks shall be constructed on one side of collector arterials. Collector arterial sidewalk location determination shall be made by the public works director to ensure safe, convenient, comfortable, continuous and connected pedestrian travel. Collector arterials as defined in the Millwood comprehensive plan are those streets or roadways connecting residential neighborhoods with smaller community centers and facilities as well as access to minor and principle arterial system. Streets and roadways that are classified as collector arterials are identified in the Millwood comprehensive plan.

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3. All development as defined in Appendix A of this title and all changes of use requiring a permit which are located along principal and collector arterials shall require the construction of sidewalks as set forth above. The provisions of this section shall not apply to the repair, remodel, alteration, addition or replacement of existing single-family residences or accessory buildings or construction of new accessory buildings provided the principal and primary use is and remains single-family residence.

4. All sidewalk construction requires submittal of engineered plans to the city of Millwood. The city of Millwood shall review and approve plans prior to commencement of construction of sidewalks. Plans shall be developed in accordance with Spokane County standards and all Americans with Disabilities Act requirements at the time of submittal.

5. Sidewalks, even if they are not required by the city of Millwood, shall be constructed according to approved plans as required above.

J. Neither residential, commercial or industrial fencing, nor any sight obstruction which constitutes a hazard to the traveling public, shall be permitted on any corner lot in any district within the area designated as the "clear view triangle" as set forth below:

1. A clear view triangle is a measurement applied at the intersection of two streets or the intersection of an alley or driveway and a street to ensure unobstructed vision of motorists and pedestrians. Within the clear view triangle, the space between thirty-six (36) inches and seven feet above the street must be unobstructed. The clear view triangle is calculated as follows:

   a. Uncontrolled Intersection. The right triangle having sides of thirty (30) feet measured along the property line of each intersecting street;

   b. Two-Way Stop Controlled Intersection. The right triangle having a ten-foot side measured along the property line of a local access street, alley, commercial driveway or residential driveway serving three or more residences, and the distance shown on the following table based on posted speed along the property line of the intersecting street:

Two way stop controlled
Table 17-7

Posted Speed (in MPH)	Distance (in feet)
25	40

   c. Yield-Controlled Intersection. For intersections of local streets with twenty-five (25) miles per hour speed limits, the right triangle having a twenty-foot side measured along the property line of the yield-controlled street, and a sixty-foot side measured along the property line of the intersecting street. Triangles for yield-controlled intersections on collectors or arterials, or streets with speeds

higher than twenty-five (25) miles per hour, will be determined by the city traffic engineer; or

d. The public works supervisor will determine the dimensions of the clear view triangle in cases including, but not limited to, signal-controlled intersections, arterials with posted speeds in excess of twenty-five (25) miles per hour, one-way streets, steep grades and sharp curves.

2. Exemptions. Clear view triangle regulations of this chapter shall not apply to:

a. Public utility poles;

b. Trees, so long as they are not planted in the form of a hedge and are trimmed to a height of at least seven feet above the street surface;

c. Properties where the natural ground contour penetrates the clear view triangle; and

d. Traffic control devices installed by the city.

K. Airport Compatibility.

1. The airport compatibility zone (ACZ) is designated on the official zoning map.

2. Prior to the issuance of a commercial building permit or any land use permit within the airport compatibility zone, a copy of the proposal shall be routed to the appropriate official(s) at Felts Field Airport for review and comment.

3. The calculated density in the ACZ shall be no greater than one hundred eighty (180) persons per acre after subtracting public rights-of-way. However, higher density may be allowed by the city council if it is deemed to be compatible with Felts Field Airport and Washington State Department of Transportation - Aviation guidelines, as a conditional use following the procedures contained in Sections 17.44.070 through 17.44.130.

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. 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.

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

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CITY OF MILLWOOD,
Spokane County, Washington

_____
Kevin Freeman, Mayor

ATTEST:

_____
City Clerk

STATE OF WASHINGTON)
)ss:
County of Spokane)

_____, 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 15.16.040 AND 17.38.005 OF THE MILLWOOD MUNICIPAL CODE REGARDING DANGEROUS OR UNFIT DWELLINGS, AND, GENERAL PROVISIONS; AND PROVIDING FOR OTHER MATTERS PROPERLY RELATING THERETO" is the true and correct copy of the City of Millwood's Ordinance numbered 556 and that the same was posted and published according to law.

_____

SUBSCRIBED AND SWORN TO BEFORE ME THIS ___ DAY OF _____, 20___.

_____
_____
Notary Public in and for the State of Washington
My Commission expires _____

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File Attachments for Item:

f. Broadlinc Interlocal Agreement

AN INTERLOCAL AGREEMENT BETWEEN THE CITY OF MILLWOOD AND THE SPOKANE REGIONAL BROADBAND DEVELOPMENT AUTHORITY REGARDING NECESSARY OPEN ACCESS BROADBAND INFRASTRUCTURE, SERVICES DELIVERY ENHANCEMENTS AND DIGITAL EQUITY SOLUTIONS

THIS INTERLOCAL AGREEMENT (this "Agreement") is entered into this ____ day of _____, ~~2024~~ 2025 (the "Effective Date") by and between the **CITY OF MILLWOOD**, a non-charter code city by virtue of the Constitution and the laws of the State of Washington~~a Washington State municipal corporation~~, having offices for the transaction of business at 9103 E Frederick Ave, Spokane, WA 99206 (as the "CITY"), and the **SPOKANE REGIONAL BROADBAND DEVELOPMENT AUTHORITY BROADLINC**, a quasi-municipal corporation created pursuant to RCW 35.21.730 - .755, having offices for the transaction of business at 1026 W Broadway Ave, Spokane, WA 99201 (as "BROADLINC"), who are hereinafter referred to as the "PARTIES."

W I T N E S S E T H:

~~WHEREAS, the CITY OF MILLWOOD is a State of Washington first class charter CITY organized and existing under the Constitution and laws of the State of Washington; and~~

~~WHEREAS,~~

WHEREAS, Spokane County, acting through the Board of County Commissioners, approved Resolution 2022-0845 on December 13, 2022, which is attached hereto as **Exhibit A** and incorporated herein by this reference, which created the Spokane Regional Broadband Development Authority to (i) oversee the acquisition of broadband assets/infrastructure, as lead or co-applicant (where most appropriate), on behalf of member cities and towns of Spokane County, (ii) administer broadband assets/infrastructure for shared use and benefit with the participating cities, towns and areas, and (iii) insure necessary broadband infrastructure and services delivery enhancements; and

WHEREAS, Resolution 2022-0845 also adopted BROADLINC's charter (the "Charter"), which is attached hereto as **Exhibit B** and incorporated herein by this reference, authorized the creation of corporate bylaws, and established a Board of Directors to govern its affairs; and

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WHEREAS, the PARTIES recognize the need to promote digital equity and inclusion that aims to ensure all people and communities have skills, technology and capacity needed to reap the full benefits of our digital economy; and

WHEREAS, Resolution 2022-0845 and the Charter anticipate that various cities and towns will enter into interlocal agreements with BROADLINC for the sole purpose of planning, creating

and maintaining regional broadband infrastructure capacity and service delivery expansion to such entities; and

WHEREAS, Chapter 39.34 RCW (the "Interlocal Cooperation Act") permits local governmental units to make the most efficient use of their powers by enabling them to cooperate on the basis of mutual advantage; and

WHEREAS, it is the desire of the CITY to enter into this Agreement with BROADLINC to assist the CITY in the administration, coordination, implementation, and deployment of broadband infrastructure and access. The purpose of such actions is to encourage, foster, develop, and improve affordable, quality broadband accessibility for underserved, and unserved communities and populations including those where there is demonstrated digital equity needs; as set forth in this Agreement; and

WHEREAS, the PARTIES have entered into this Agreement in consideration of the mutual benefits to be derived and to coordinate their efforts through the structure provided by the Interlocal Cooperation Act.

NOW, THEREFORE, the PARTIES hereby agree as follows:

SECTION NO. 1: PURPOSE

The purpose of this Agreement is to allow BROADLINC to coordinate with the CITY in the development of strategies and plans that encourage, foster, develop, and improve affordable, quality broadband accessibility for underserved, and unserved communities and populations in Spokane County.

SECTION 2: RESPONSIBILITIES OF THE PARTIES

2.1 **CITY's Responsibilities:** The CITY's obligations under this Agreement are to: (1) designate a primary point of contact for BROADLINC Executive Director; (2) coordinate the selection for the board position on the BROADLINC board from towns/cities having recorded populations under 50,000, as determined by the most recent US Census, which board membership shall be otherwise governed by BROADLINC's Charter and bylaws; and (3) inform BROADLINC of broadband and digital equity related activities, including private internet service providers communicating with the City/Town in conjunction with the broadband efforts. The CITY, within its sole discretion, shall determine the appropriate legislative or administrative action to effectuate the foregoing commitments.

2.2 **BROADLINC's Responsibilities:** BROADLINC's obligations are based on the responsibilities enumerated in the Resolution 2022-0845, Charter and its bylaws, and include the following:

a) Oversee assets of BROADLINC. Additionally, and upon mutual written agreement by the PARTIES, the CITY may convey, lease, and/or allow joint use of CITY owned broadband infrastructure to BROADLINC.

b) Oversee and administer any grant awards in conjunction with other joint applicants and/or subrecipients.

c) Oversee the Operating Entity for service delivery of Dark Fiber owned by BROADLINC.

d) Oversee BROADLINC's budget and ensure Third Party Entities timely receive appropriate revenues.

e) Pursue ongoing applicable funding, grants, and loans and other customary businesses opportunities for enhanced broadband service delivery in infrastructure enhancement and assurance of Digital Equity and Inclusion.,

f) Oversee the expansion of BROADLINC though the inclusion of additional participating municipal corporations, public entities, or municipalities (i.e. cities, towns, municipal corporations, public utility districts, quasi-municipal corporations, and special purpose districts) via Interlocal Cooperation Agreement(s).

g) Lead strategic direction for broadband delivery, infrastructure and enhancing for the region, with the State Broadband Office, Federal units, and private sector integrations.

h) Participate, as appropriate, in public – private partnerships discussion, such as franchise agreements related to the broadband industry within Spokane County.

i) BROADLINC shall submit a yearly budget, annual report of actuals and revenue proforma to CITY.

SECTION NO. 3: DURATION

This Agreement shall take effect on the Effective Date and shall continue unless one or all of the PARTIES give notice of termination as provided for in Section 9 of this Agreement, or unless BROADLINC terminates pursuant to Resolution 2022-0845, its Charter or State law

SECTION NO. 4: COMPENSATION

There shall be no direct compensation to or from either party.

SECTION NO. 5: RELATIONSHIP OF THE PARTIES

The PARTIES' relationship is set forth in the Recitals of Spokane County Resolution 2022-0845, which is attached hereto as **Exhibit A**.

SECTION NO. 6: **LIABILITY**

6.1 BROADLINC hereby agrees to indemnify and hold harmless the CITY, its officers, and employees from any and all claims, actions, causes of action, judgments, or liens occasioned by or arising out of BROADLINC's negligence or BROADLINC's failure to comply with applicable laws in BROADLINC's performance of this Agreement (except for any willful misconduct or negligence of the CITY and except for matters for which the CITY has agreed to indemnify BROADLINC hereunder) and to defend for and on behalf of the CITY, its officers and employees, at its own expense, any such claim or cause of action, and, in the event of recovery thereon, to pay any judgment or lien arising therefrom, including any and all costs as a part thereof.

6.2 The CITY hereby agrees to indemnify and hold harmless BROADLINC, its officers and employees from any and all claims, actions, causes of action, judgments or liens occasioned by or arising out of the CITY's negligence or the CITY's failure to comply with applicable laws in the CITY's performance of this Agreement (except for any willful misconduct or negligence of the CITY and except for matters for which BROADLINC has agreed to indemnify the CITY hereunder), and to defend for and on behalf of BROADLINC, its officers and employees, at its own expense, any such claim or cause of action, and, in the event of recovery thereon, to pay any judgment or lien arising therefrom, including any and all costs as a part thereof.

6.3 As BROADLINC's activities, operations, and assets change, ~~the~~ BROADLINC agrees to acquire and maintain appropriate insurance, including but not limited to public liability insurance and errors and omissions insurance, in an amount as specified by the CITY and approved by the appropriate CITY department sufficient to cover potential claims that may arise from or be related to BROADLINC's projects or activities. BROADLINC agrees to name the CITY as an additional insured on such insurance policies.

6.4 Pursuant to state law, the PARTIES expressly understand and agree that any obligation or liability arising out of and/or incurred by either party by reason of this Agreement, or the carrying out of any activity in connection therewith, shall be satisfied exclusively from the assets and credit of the party incurring such liability or obligation, and no creditor or any other person or entity shall have any recourse to any of the assets, credit, or services of the CITY or Spokane County on account of any debts, obligations, or liabilities of BROADLINC. No member of the Board, other officer, employee or agent of BROADLINC shall be individually and personally liable on any obligation assumed by BROADLINC by this Agreement, nor shall any Board member, other officer, employee or agent be individually and personally liable on any obligation assumed by the CITY by this Agreement.

SECTION NO. 7: NOTICES

All notices shall be in writing and served on the other party either personally or by certified mail, return receipt requested. Notices sent by certified mail shall be deemed served when deposited in the United States mail, postage prepaid.

CITY: Mayor or designee
CITY OF MILLWOOD
9103 E Frederick Ave
Spokane, WA 99206

BROADLINC: Executive Director
BROADLINC
4420 East 8th Ave
Spokane Valley, WA 99212

SECTION NO. 8: ANTI-KICKBACK

No officer or employee of either party hereto, having the power or duty to perform an official act or action related to this Agreement, shall have or acquire any interest in the Agreement, or have solicited, accepted or granted a present or future gift, favor, service or other thing of value from or to any person involved in the Agreement.

SECTION NO. 9: TERMINATION

Except as otherwise contemplated by Section 3 above, there shall be no specific termination date applicable to this Agreement. However, either party may, solely within its own discretion, terminate this Agreement with one hundred and eighty days' notice to the non-terminating party.

SECTION NO. 10: MISCELLANEOUS

A. **NON-WAIVER:** No waiver by either party of any of the terms of this Agreement shall be construed as a waiver of the same or other rights of that party in the future.

B. ***HEADINGS:*** Headings are inserted for convenience of reference only and are not to be deemed part of or to be used in construing this Agreement.

C. **ENTIRE AGREEMENT**: This Agreement contains the entire understanding of the PARTIES. No representation, promises, or agreements not expressed herein have been made to induce either party to sign this Agreement.

D. **MODIFICATION**: No modification or amendment to this Agreement shall be valid until put in writing and signed with the same formalities as this Agreement.

E. **ASSIGNMENT:** This Agreement shall be binding upon the PARTIES, their successors and assigns. Neither party may assign, transfer, or subcontract its interest in this Agreement without the written approval of the other party.

F. **SEVERABILITY**: In the event any portion of this Agreement should become invalid or unenforceable, the rest of the Agreement shall remain in full force and effect.

G. **COMPLIANCE WITH LAWS:** The PARTIES shall observe all federal, state and local laws, ordinances and regulations, to the extent that they may be applicable to the terms of this Agreement.

H. **NON-DISCRIMINATION:** No individual shall be excluded from participation in, denied the benefit of, subjected to discrimination under, or denied employment in the administration of or in connection with this Agreement because of age, sex, race, color, religion, creed, marital status, familial status, sexual orientation, national origin, the presence of any sensory, mental or physical disability, or use of a service animal by a disabled person.

I. **VENUE:** This Agreement shall be under the laws Washington State. Any action at law, suit in equity or judicial proceeding regarding this Agreement, or any provision hereto, shall be instituted only in courts of competent jurisdiction within Spokane County, Washington.

J. **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.

H. **UNDEFINED OR CONFLICTING TERMS:** Any capitalized terms that are otherwise undefined herein shall take the meaning assigned in the attached Resolution 2022-0845 or Charter. In the event of a conflict between the terms of this Agreement and Resolution 2022-0845 or the Charter; Resolution 2022-0845 shall control, the Charter shall be second in priority followed by this Agreement.

SECTION NO. 11: RCW 39.34 REQUIRED CLAUSES

A. **PURPOSE:** See Section No. 1 above.

B. **DURATION:** See Section No. 3 above.

C. **ORGANIZATION OF SEPARATE ENTITY AND ITS POWERS**: No new or separate legal or administrative entity will be created to administer the provisions of this Agreement.

D. **RESPONSIBILITIES OF THE PARTIES**: See Section No. 2 above.

E. **AGREEMENT TO BE FILED**: The CITY shall file this Agreement with its CITY Clerk or place it on its web site or other electronically retrievable public source.

F. **FINANCING**: To the extent applicable, each party shall be responsible for the financing of its contractual obligations under its normal budgetary process.

G. **TERMINATION:** See Section No. 9 above.

H. **PROPERTY UPON TERMINATION**: Title to all property acquired by BROADLINC under this Agreement shall remain with BROADLINC, unless otherwise provided for in Ordinance No. 2022-0845 or as otherwise agreed to by the PARTIES.

IN WITNESS WHEREOF, the PARTIES have caused this Agreement to be executed as of the Effective Date first written above.

CITY OF MILLWOOD

By: _____
Its: _____

Attest:

_____
CITY Clerk

Approved as to form:

_____
Assistant CITY Attorney

BROADLINC

By: _____
Its: _____

EXHIBIT A

(*Resolution 2022-0845*)

EXHIBIT B

(*PDA Charter*)

File Attachments for Item:

g. Millwood ILA for Aquifer Protection Area Allocations

INTERLOCAL AGREEMENT BETWEEN SPOKANE COUNTY AND THE CITY OF MILLWOOD REGARDING USES AND ALLOCATION OF AQUIFER PROTECTION AREA REVENUES FOR 2026 THROUGH 2045

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 the **City of Millwood**, a municipal corporation of the State of Washington, having offices for the transaction of business at 9103 East Frederick Avenue, Spokane, Washington 99206, hereinafter referred to as "City." The City and County are jointly referred to herein as the "Parties." The City and County agree as follows.

SECTION NO. 1: RECITALS

(a) The City is located in the Spokane-Rathdrum Aquifer Protection Area established by Spokane County Ordinance 2004-0785, dated September 14, 2004, and thereafter ratified following submission to voters residing within the Aquifer Protection Area on the November 2, 2004 election pursuant to the provisions of chapter 36.36 RCW.

(b) On April 9, 2025, the Millwood City Council passed Resolution 2025-03 informing Spokane County of the City's authorization to be included in the next 20-year renewal of the Aquifer Protection Area and to include City voters in the ballot measure ask.

(c) On April 22, 2025, the Board of County Commissioners passed Resolution 2025-0222, placing renewal and expansion of the Spokane Valley – Rathdrum Prairie Aquifer Protection Area on the August 5, 2025 primary election ballot, titled Measure No. 1, detailing the fee schedule for the properties within the Aquifer Protection Area boundary, and setting a 20-year time frame for the Spokane Valley – Rathdrum Prairie Aquifer Protection Area, if approved by voters.

(d) Ballot results for August 5, 2025 County Ballot Measure No. 1 for the renewal and expansion of the Spokane Valley – Rathdrum Prairie Aquifer Protection Area were approved by a majority of 73.82% of participating voters within the proposed boundaries, and certification of the election results occurred August 19, 2025.

(e) The purpose of this Agreement is to memorialize the City Council's consent for property within the City's physical boundaries to be included in the Spokane Valley – Rathdrum Prairie Aquifer Protection Area and identify how the Spokane Valley – Rathdrum Prairie Aquifer Protection Area fees will be used and allocated.

SECTION NO. 2: DURATION AND PRE-CONDITION

Since the renewal and expansion of the Spokane Valley – Rathdrum Prairie Aquifer Protection Area was approved by the voters in August 2025, then this Agreement shall commence without further action of the Parties on January 1, 2026, and run through December 31, 2045

SECTION NO. 3: USES AND ALLOCATION OF AQUIFER PROTECTION AREA FEES

(a) The City consents to continued inclusion of its municipal boundaries within the boundaries of the Spokane Valley – Rathdrum Prairie Aquifer Protection Area during the years of 2026 through 2045 for the re-authorized Spokane Valley – Rathdrum Prairie Aquifer Protection Area.

(b) During the duration of this Agreement, the County shall be solely responsible for assessing, billing, and collecting the Spokane Valley – Rathdrum Prairie Aquifer Protection Area fees in accordance with chapter 36.36 RCW and all other applicable law.

(c) The City also authorizes the County to use funds from the County budget fund that has been established to receive all Aquifer Protection Area fee deposits (commonly identified as Budget Fund 436) to pay for the County's reasonable costs to (a) bill and collect the Aquifer Protection Area fees from property owners within the Spokane Valley – Rathdrum Prairie Aquifer Protection Area, and (b) perform other customer account activities/services directly related to the Aquifer Protection Area fees (hereinafter "County Administration Costs"). All County Administrative Costs charged to Fund 436 shall relate directly to activities/services performed by County staff in conjunction with the above activities related to the Spokane Valley – Rathdrum Prairie Aquifer Protection Area. The County agrees that the County's Water Resources Program's activities will be distributed amongst the jurisdictions participating in the Spokane Valley – Rathdrum Aquifer Protection Area in proportion to the percentage of the total Aquifer Protection Area fees collected from property owners in each jurisdiction. The County charges to Fund 436 will occur on a monthly basis and shall be based on actual costs.

(d) The City authorizes the County to charge all County activities related to the County's Water Resources Program, including aquifer education and outreach, aquifer monitoring, aquifer data management, aquifer studies, coordination of aquifer protection activities, APA administrative staff and operational related costs to Fund 436. Such charges will occur on a monthly basis and shall be based on actual costs.

(e) For each year this Agreement is in effect, the Parties agree that the total Spokane Valley – Rathdrum Prairie Aquifer Protection Area fees remaining at year end after the disbursements authorized in Section 3(c) and (d) above shall be distributed annually between the County and the City on a proportional basis relative to the amount of Spokane Valley – Rathdrum Prairie Aquifer Protection Area fees generated in unincorporated areas and the City. Each Party's use of the Spokane Valley – Rathdrum Prairie Aquifer Protection Area fees shall be exclusively and solely for purposes authorized under RCW 36.36.040.

(f) On or before January 30th of each year beginning in 2027, the County shall provide the City with the City's disbursement identified in Section 3(e) above of Spokane Valley – Rathdrum Prairie Aquifer Protection Area fees collected during the immediately previous calendar year.

(g) The Parties agree that either party may audit the other's use of Spokane Valley – Rathdrum Prairie Aquifer Protection Area fees at any time during the duration of this Agreement to determine compliance with RCW 36.36.040 and this Agreement. If it is determined that the City's use of the

Spokane Valley – Rathdrum Prairie Aquifer Protection Area fees is not consistent with the allowable uses provided under RCW 36.36.040, then the County may withhold subsequent Spokane Valley – Rathdrum Prairie Aquifer Protection Area fees equal to the amount of fees that were determined to be inconsistent with allowable uses under RCW 36.36.040. If it is determined that the County's use of the Spokane Valley – Rathdrum Prairie Aquifer Protection Area fees is not consistent with the allowable uses provided under RCW 36.36.040 or this Agreement, then the County will reimburse the Spokane Valley – Rathdrum Prairie Aquifer Protection Area fee fund in an amount equal to the amount of fees that were determined to be inconsistent with allowable uses under RCW 36.36.040.

SECTION NO. 4: 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 County or the City at the address set forth below for such Party, or at such other address as either Party 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, Washington 99260

CITY: Mayor of Millwood
or his/her authorized representative
9103 East Frederick Avenue
Spokane, WA 99206

SECTION NO. 5: REPORTING

Beginning with the fiscal half ending June 30, 2026, the County will provide the City with a semi-annual report that (a) itemizes the County Administrative Costs incurred by the County during that previous six months, (b) itemizes the County Water Resources Program costs incurred by the County during that previous six months, (c) identifies the amount of Spokane Valley – Rathdrum Prairie Aquifer Protection Area funds expended by the County during that previous six months, (d) identifies the balance of funds in the Spokane Valley – Rathdrum Prairie Aquifer Protection Area fund (i.e. Budget Fund 436) at the beginning and at the end of that six month period, (e) identifies the total amount of Spokane Valley – Rathdrum Prairie Aquifer Protection Area fees collected during the previous six months as well as during the entire calendar year, and (f) identifies planned activities and applicable estimated costs for the fiscal year. Each semi-annual report shall be delivered to the City on or before the 30th day of the first month following the end of the fiscal half to which the report pertains.

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 part its interest in this Agreement without the written approval of the other PARTY.

SECTION NO. 8: LIABILITY

(a) The County shall indemnify and hold harmless the City and its officers, agents, and employees, from any and all claims, actions, suits, liability, loss, costs, expenses, and damages of any nature whatsoever, by any reason of or arising out of any negligent act or omission of the County, its officers, agents and employees, relating to or arising out of performing Services pursuant to this Agreement. In the event that any suit based upon such claim, action, loss, or damages is brought against the City, the County shall defend the same at its sole cost and expense; provided that the City reserves the right to participate in said suit if any principle of governmental or public law is involved; and if final judgment in said suit be rendered against the City, and its officers, agents, and employees, or jointly against the City and the County and their respective officers, agents, and employees, the County shall satisfy the same.

(b) The City shall indemnify and hold harmless the County and its officers, agents, and employees, from any and all claims, actions, suits, liability, loss, costs, expenses, and damages of any nature whatsoever, by any reason of or arising out of any negligent act or omission of the City, its officers, agents and employees, relating to or arising out of performing Services pursuant to this Agreement. In the event that any suit based upon such claim, action, loss, or damages is brought against the County, the City shall defend the same at its sole cost and expense; provided that the County reserves the right to participate in said suit if any principle of governmental or public law is involved; and if final judgment in said suit be rendered against the County, and its officers, agents, and employees, or jointly against the County and the City and their respective officers, agents, and employees, the City shall satisfy the same.

(c) If the comparative negligence of the Parties and their officers and employees is a cause of such damage or injury, the liability, loss, cost, or expense shall be shared between the Parties in proportion to their relative degree of negligence and the right of indemnity shall apply to such proportion.

(d) Each Party's duty to indemnify shall survive the termination or expiration of the Agreement.

(e) The foregoing indemnity is specifically intended to constitute a waiver of each Party's immunity under Washington's Industrial Insurance Act, chapter 51 RCW, respecting the other party only, and only to the extent necessary to provide the indemnified Party with a full and complete

indemnity of claims made by the indemnitor's employees. The Parties acknowledge that these provisions were specifically negotiated and agreed upon by them.

SECTION NO. 9: RELATIONSHIP OF THE PARTIES

The Parties intend that an independent contractor relationship will be created by this Agreement. The County shall be an independent contractor and not the agent or employee of the City, and vice versa. The County shall be solely responsible for the conduct and actions of all County employees under this Agreement and any liability that may attach thereto. Likewise, no agent, employee, servant or representative of the City shall be deemed to be an employee, agent, servant or representative of the County for any purpose.

SECTION NO. 10: PROPERTY AND EQUIPMENT

The ownership of all property and equipment utilized in conjunction with this Agreement shall remain with the original owner, unless otherwise specifically and mutually agreed to in writing signed by the Parties to this Agreement. For the purpose of this section, the terminology "owner" means that Party which paid the full purchase price for the property or equipment.

SECTION NO. 11: ENTIRE AGREEMENT AND MODIFICATION

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 change, addition, or other modification to this Agreement shall be valid or binding upon the Parties unless such changes, additions, or modifications are in a writing executed by the legislative authority of each Party. This Agreement shall be binding upon the Parties hereto, their successors and assigns.

SECTION NO. 12: ALTERNATIVE DISPUTE RESOLUTION

For any dispute arising under this Agreement, the Parties shall first attempt to informally resolve the dispute. If informal attempts at resolution are unsuccessful, then the Parties shall submit the dispute to non-binding mediation before a mediator agreed upon by both Parties. If no mediator is agreed upon or the mediation does not resolve the dispute, then either Party may commence an action in a State of Washington court of competent jurisdiction.

SECTION NO. 12: JURISDICTION AND ATTORNEY FEES

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 as to interpretation, performance, and enforcement. 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 a Washington court having jurisdiction. The prevailing party in any action arising out this Agreement shall be entitled to an award of their reasonable attorney fees and costs incurred in said action.

SECTION NO. 13: SEVERABILITY

The Parties agree 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 in regard to the remainder of the Agreement. If it should appear that any part, term or provision of this Agreement is in conflict 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. 14: HEADINGS

The section headings appearing in this Agreement have been inserted solely for the purpose of 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. 15: FILING

This Agreement shall be filed by the County with such offices or agencies as required by chapter 39.34 RCW.

SECTION NO. 16: 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. 17: COMPLIANCE WITH LAWS

The Parties shall observe all federal, state and local laws, ordinances and regulations, to the extent that they may be applicable to the terms of this Agreement.

SECTION NO. 18: ASSURANCE

The County shall provide the City with the City's proportional share of that amount of those Spokane Valley – Rathdrum Prairie Aquifer Protection Area fees remaining after deducting the true costs paid by the County for (a) County Administrative Costs (as identified herein) and (b) the County Water Resources Program costs. The intent of the Parties is that neither Party will subsidize the other Party or any other jurisdiction where property within the Spokane-Rathdrum Aquifer Protection Area is situated.

SECTION NO. 19: RCW 39.34 REQUIRED CLAUSES

(a) **Purpose:** See Section No. 3 above.

(b) **Organization of Separate Entity**: See Section No. 9 above. No new or separate legal or administrative entity is created or intended to administer the provisions.

(c) **Duration:** See Section No. 2 above.

(d) **Termination and Property Upon Termination:** See Section Nos. 2 and 10 above. This Agreement shall terminate only upon expiration of the 20-year term identified in Section No. 2.

(e) **Responsibilities of the Parties:** See Section Nos. 3 and 5 above.

(f) **Filing:** See Section No. 15 above.

(g) **Representatives:** See Section No. 7 above.

[signature pages follow]

IN WITNESS WHEREOF, the Parties have caused this Agreement to be executed on date and year opposite their respective signatures.

DATED: _____

BOARD OF COUNTY COMMISSIONERS
OF SPOKANE COUNTY, WASHINGTON

_____
MARY L. KUNEY, Chair

_____
JOSH KERNS, Vice-Chair

_____
AL FRENCH, Commissioner

_____
AMBER WALDREF, Commissioner

ATTEST:
Clerk of the Board

_____
CHRIS JORDAN, Commissioner

_____
Ginna Vasquez

DATED: _____ CITY OF MILLWOOD

ATTEST:

_____
Kevin Freeman, Mayor

_____
Lisa Cassels, City Clerk

APPROVED AS TO FORM ONLY:

_____
City Attorney

File Attachments for Item:

h. Irvin Water District #6 Interlocal Agreement

i. Proposed Agreement Between Millwood and Irvin's Legal Council - Rates To Be Discussed

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 and is being relocated to 3131 N. Butler Rd., in accordance with that certain Water Intertie Easement recorded on September 24, 2025, under Spokane County Auditor's Recording No. 7442929;

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; and
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.

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 prepare and submit either their Water System Comprehensive Plan or amendment to such existing Water System Comprehensive Plan to the Washington State Department of Health, after the Parties execute 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, a chlorination treatment or filtration system on Irvin's side of the intertie, and appurtenances, shall be a condition precedent to the Parties' obligations to sell and purchase wholesale water. Each Party shall notify the other when their respective condition precedent has been satisfied.

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 forty-five (45) 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 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.

ARTICLE 4 – JOINT OBLIGATIONS

4.1 The CITY and the DISTRICT shall install an intertie at or improve the existing intertie at 3131 N. Butler Rd., within the City of Millwood, 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 or 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

1. Minimum and Maximum Commitments
The DISTRICT agrees to purchase from the CITY a minimum of three hundred acre-feet (300 AF/Qa) of water per calendar year. The CITY agrees to permit the DISTRICT to purchase up to a maximum of one thousand acre-feet (1,000 AF/Qa) of water per calendar year. If the DISTRICT purchases 1,000 AF/Qa, the DISTRICT shall have the option to provide notice to the CITY and increase this maximum to one thousand three hundred acre-feet (1,300 AF/Qa); provided however that the CITY shall first confirm that it can meet such new requirement.

2. Consumptive Rate Per 100 Cubic Feet
The DISTRICT shall pay XX cents ($0.XX) per one hundred (100) cubic feet of water delivered (the "Consumptive Rate"). The amount billed each month for the Consumptive Rate shall be based on the volume delivered during that billing period, prorated as applicable. The Consumptive Rate shall be adjusted annually, each January commencing January 1, 2027, using the percent change in the CPI-U West Class B/C, as published by the US Department of Labor, Bureau of Labor Statistics.

3. Charge for Capital Contribution
In addition to the Consumptive Rate charge, the DISTRICT shall pay XX cents ($0.XX) per one hundred (100) cubic feet of water delivered (the "Capital Contribution Charge"). The amount billed each month for the Capital Contribution Charge shall be based on the volume delivered during that billing period, prorated as applicable.

4. Billing and Payment
Bills shall be rendered monthly and are payable within forty-five (45) days of the billing date. Any unpaid balance after the due date shall accrue interest as provided under applicable law or as specified in the wholesale water supply agreement.

5. Annual Minimum Purchase Adjustment
At the end of each calendar year, if the DISTRICT has purchased less than the minimum annual quantity of 300 AF/Qa the CITY shall bill the DISTRICT for the unused portion of the minimum amount (i.e., 300 AF/Qa minus the quantity purchased) at the Consumptive Rate and Capital Contribution Charge. The DISTRICT shall remit payment for this balance within sixty (60) days of the year-end billing.

6. Adjustments and Modifications
The rates, charges, and purchase quantities established herein may be reviewed and adjusted periodically as mutually agreed upon by both parties in writing. However, the above charges shall be the only applicable charges billed absent such agreement.

7. Effective Date
The rates and requirement to pay are subject to the conditions precedent in the foregoing Interlocal Agreement.

Exhibit B
Description of the Intertie

Location: The intertie is or will be located upon Spokane County Assessor Parcel Number 45056.0413, with the more precise location being within the Easement Area described in that certain Water Intertie Easement recorded under Spokane County Auditor's Recording No. 7442929.

Millwood's Responsibilities to Maintain: The CITY shall maintain all infrastructure on the CITY's side of the meter and shall maintain the meter. Said meter shall be placed just outside of the Easement Area described in that certain Water Intertie Easement recorded under Spokane County Auditor's Recording No. 7442929. Notwithstanding the foregoing, the costs to replace said meter, if faulty, shall be borne by the DISTRICT.

Irvin's Responsibilities to Maintain: The DISTRICT shall maintain all infrastructure on the DISTRICT's side of the meter. Said meter shall be placed just outside of the Easement Area described in that certain Water Intertie Easement recorded under Spokane County Auditor's Recording No. 7442929. Notwithstanding the foregoing, the cost to replace said meter, when faulty, shall be borne by the DISTRICT.

File Attachments for Item:

a. Consent Agenda

(1) September 2025 City Council Special Meeting Minutes, (2) October 2025 City Council Regular Meeting Minutes, (3) October 2025 Treasurer's Report, (5) October 2025 Claims, and (6) October 2025 Payroll

City Council Special Meeting Minutes

Monday, September 22, 2025 at 5:00 PM
9103 E Frederick Ave.
www.youtube.com/@cityofmillwood

DRAFT

1. CALL TO ORDER & ROLL CALL

Mayor Kevin Freeman called the City Council Special Meeting was called to order at 5:05 pm. A quorum was present.

PRESENT
Council Member Shawna Beese
Council Member Shaun Culler
Council Member Dan Sander
Council Member Kelly Stravens
Council Member Andy Van Hees attended remotely

2. PLEDGE OF ALLEGIANCE

3. ACTION ITEMS FOR CONSIDERATION

a. Easement and Access Agreement between City of Millwood and Irvin Water District #6 for Renovated Water System Intertie

The Council members discussed and reviewed the details of the Easement and Access Agreement between the City and Irvin Water District #6.

Motion made by Council Member Sander, Seconded by Council Member Culler to approve the Easement and Access Agreement between City of Millwood and Irvin Water District #6 for Renovated Water System Intertie.

Voting Yea: Council Member Beese, Council Member Culler, Council Member Sander, Council Member Stravens, Council Member Van Hees

4. ADJOURNMENT

Motion made by Council Member Stravens, Seconded by Council Member Beese to adjourn the Special City Council Meeting at 5:26 pm.
Voting Yea: Council Member Beese, Council Member Culler, Council Member Sander, Council Member Stravens, Council Member Van Hees

City Council Regular Meeting Minutes

Tuesday, October 14, 2025 at 6:00 PM
9103 E Frederick Ave.
www.youtube.com/@cityofmillwood

DRAFT

1. CALL TO ORDER & ROLL CALL

Mayor Freeman called the Regular City Council Meeting to order at 6:01 pm. A quorum was present.

PRESENT
Council Member Shawna Beese
Council Member Shaun Culler
Council Member Dan Sander
Council Member Kelly Stravens
Council Member Andy Van Hees attended remotely

2. PLEDGE OF ALLEGIANCE

3. APPROVAL OF MEETING AGENDA

Motion made by Council Member Sander, Seconded by Council Member Culler to approve the agenda as presented.
Voting Yea: Council Member Beese, Council Member Culler, Council Member Sander, Council Member Stravens, Council Member Van Hees

4. LOCAL AGENCY REPORTS/PRESENTATIONS

a. SVFD - Quarterly Report - Chief Frank Soto

A representative from the Spokane Valley Fire Department presented the SVFD Quarterly Report on behalf of Chief Frank Soto, reported the burn ban was lifted on October 17th, 2025.

5. OTHER PRESENTATIONS

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

Ashley Williams provided an update on the Capital Improvement Plan and discussed different funding options for Council to consider.

Council discussed what needs to be prioritized and requested Ashley finishes the plan with the improvements outlined and continue to look into additional funding options.

b. Broadlinc -Spokane Regional Broadband Development Authority - Ariane Schmidt, Executive Director Broadlinc

Ariane Schmidt from Broadlinc gave a presentation on the services and benefits their company can provide to Millwood.

Council agreed to do a first touch on a Broadlinc Interlocal Agreement at the next meeting.

6. PUBLIC COMMENTS CONCERNING ACTION ITEMS

There were no comments concerning action items.

7. EXECUTIVE SESSION (if necessary)

Mr. Werst announced that the Millwood City Council would convene to executive session pursuant to RCW 42.30.110(1)(i)(iii)(g) for 30 minutes unless otherwise extended by further announcement to discuss with legal counsel legal risk and / or financial risk of proposed action of the city as well as to evaluate the employment of a public employee. The City Council may be asked to take action upon conclusion of the executive session today.

The executive session began at 6:50 pm and ended at 7:26 pm. There were no extensions and no action was taken.

8. ACTION ITEMS FOR FIRST READING

a. Irvin Water District #6 Request to Purchase Wholesale Water

Motion made by Council Member Culler, Seconded by Council Member Stravens to move agenda item G Irvin Water District #6 Request to Purchase Wholesale Water to Action Item A1.
Voting Yea: Council Member Culler, Council Member Sander, Council Member Stravens, Council Member Van Hees

Representatives from Irvin Water District #6 discussed the purpose of the wholesale would be to help serve Irvin's current and growing community. Council agreed to move forward and negotiate with Irvin Water District #6 once they have their agreement submitted to Council.

b. PUBLIC HEARING - Comprehensive Plan Periodic Update and introduction of the following:

i. Ordinance #551 Amending MMC Section 14.04.010

Ms. Tainio reported the 2026 Comprehensive Plan Periodic Update has been completed with the exception of the climate change and resiliency element; the Commission has been coordinating with Spokane County and plan to complete these sections in 2026.

Mayor Freeman opened the Public Hearing on Comprehensive Plan Periodic Update and introduction of Ordinance #551 Amending MMC Section 14.04.010 at 7:51 pm and closed the Public Hearing at 7.52 pm. No comments were made.

c. 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

Mayor Freeman presented the City's anticipated 2025 revenue sources and Mr. Armstrong discussed Spokane County levy Calculations.

Mayor Freeman opened the public hearing at 8:06 pm. There were no public comments and the public hearing was closed at 8:07 pm.

d. ORDINANCE #549 Reduction of Speed Limit on Argonne Road

Mr. Werst discussed that a condition of the Argonne Project Funding from the Transportation Improvement Board was a speed limit set at 25 mph on Argonne.

e. ORDINANCE #550 Amending City Council Monthly Meetings

DRAFT

Mr. Werst explained that this is an amendment to section 2.04.01 to change the dates of the regular meetings for City Council from the second Tuesday of the month to the second and fourth Tuesday of the month.

Council discussed the rigidity of the second meeting, Mr. Werst and staff expressed concerns over the timing that goes into preparing for the meetings and the second meeting being scheduled the day before the Planning Commission's monthly meeting.

f. ORDINANCE #552 Regulating Public Camping

Mr. Werst explained that the City currently does not have anything in the Code addressing camping or storage on private property on roadways and there is no documentation to address those issues. This ordinance is similar to the one Spokane Valley currently has which will provide law enforcement more consistency.

g. Winterfest Special Event Permit

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

Motion made by Council Member Beese, Seconded by Council Member Stravens to approve the consent agenda as presented.
Voting Yea: Council Member Beese, Council Member Culler, Council Member Sander, Council Member Stravens, Council Member Van Hees

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

Motion made by Council Member Sander, Seconded by Council Member Stravens to approve the Interlocal Agreement between SCRAPS and the City for Animal Protection Services.
Voting Yea: Council Member Beese, Council Member Culler, Council Member Sander, Council Member Stravens, Council Member Van Hees

10. REPORTS (no action)

a. Treasurer - Consultant Dave Armstrong - DTA Diversified

Mr. Armstrong requested the Mayor and a member of Council sign off on accounts payable checks.

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

Ms. Cassels reported needing signatures from the Mayor and Council members as well, her and Ms. Roderick have been working on a large public records request, working on code enforcement, sent out door hangers for past due backflow tests, receiving an increased amount of calls related to the Argonne Congestion project as well as the Empire speed humps, Ms. Roderick has continued doing additional trainings.

c. Facilities - Kyle Schiewe

Mr. Schiewe provided an update on the Argonne Congestion Relief project, working on the 2026 Public Works budget, he and Mr. Erdahl dug up a mainline water valve on Butler and Trent to adjust the valve box that sits around the valve, and public works is preparing for leaf season.

d. Utilities - Matt Erdahl

DRAFT

Mr. Erdahl reported the routine water sample results came back satisfactory, performed routine load tests on New Park and Old Park generators and routine maintenance on load testing for the lift station.

e. Planning - Amanda Tainio - Upward 7 Consulting

Ms. Tainio's planning report was included in the packet.

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

Mr. Werst discussed that at recent meetings there was discussion about addressing the Mayor's expenditure authority and upon further research he believes that with the emergency declaration during the pandemic there was an expenditure authority that was increased but when that emergency was over the City Council extinguished that order, he is going to continue working on the purchasing policies which will have those various expenditure authorities for Council to review and modify prior to approval.

g. Mayor - Mayor Kevin Freeman

Mayor Freeman reported he will be having meetings with the City of Spokane about the wastewater treatment and will keep the Council apprised.

11. COUNCIL INFORMATION (no action or discussion)

12. PUBLIC REMARKS

Tina Siefert, 10305 E Empire, suggested changing the park hours from 6 am to 10 pm to dawn to dusk to help with the public camping, was wanting to know if the Butler intertie was going to affect the water pressure and gave a suggestion on adjusting the wording for the Irvin Water District #6 Wholesale Water agreement.

Todd Beese, 8610 E South Riverway, requested Council have an in depth discussion on the pros and cons of Ordinance #549 Reduction of Speed Limit on Argonne Road, requested another gate to be put in by IEP's property, discussed the Farmer's Market is done for the year, a book fair took place, Meet the Candidates event will take place later in the month as well as a Pub Crawl to raise money for the West Valley senior all-nighter.

13. COUNCIL REMARKS

Council Member Beese discussed attending the Places Conference with Kris Major and Shirene Young in Gig Harbor, this was in support of the Main Street program.

Council members thanked staff.

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

Motion made by Council Member Culler, Seconded by Council Member Van Hees to adjourn the City Council meeting at 9:04 pm.
Voting Yea: Council Member Beese, Council Member Culler, Council Member Sander, Council Member Stravens, Council Member Van Hees

Approved: Attest:

Kevin Freeman, Mayor Lisa Cassels, City Clerk

DRAFT

TREASURER'S REPORT

Fund Totals

City Of Millwood

Time: 13:51:28 Date: 11/06/2025

10/01/2025 To: 10/31/2025

Fund	Previous Balance	Revenue	Expenditures	Ending Balance	Claims Clearing	Payroll Clearing	Outstanding Deposits	Adjusted Ending Balance
001 General Fund	523,434.61	1,149,007.88	1,047,534.04	624,908.45	455,350.00	18,550.26	0.00	1,098,808.71*
002 Restricted Uses Fund - Managerial	59,232.97	11,047.10		70,280.07	0.00	0.00	0.00	70,280.07
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	430,762.38	2,451.49		433,213.87	0.00	0.00	0.00	433,213.87
302 Special Capital Projects Fund	435,350.86	2,451.49		437,802.35	0.00	0.00	0.00	437,802.35
401 Utility Operating Fund	325,877.00	67,763.89	48,404.73	345,236.16	22,480.07	11,216.10	-10,568.82	368,363.51*
402 Water Capital Fund Managerial	374,766.61	6,259.09		381,025.70	0.03	0.00	-984.00	380,041.73
403 Sewer Capital Fund - Managerial	39,740.27	25,134.65	20,352.19	44,522.73	20,352.19	0.00	-3,986.16	60,888.76
	2,240,346.70	1,264,115.59	1,116,290.96	2,388,171.33	498,182.29	29,766.36	-15,538.98	2,900,581.00

TREASURER'S REPORT

Account Totals

City Of Millwood

Time: 13:51:28 Date: 11/06/2025

10/01/2025 To: 10/31/2025

Cash Accounts		Beg Balance	Deposits	Withdrawals	Ending	Outstanding Rec	Outstanding Exp	Adj Balance
5	2064-Banner Checking	-155,902.21	1,913,894.93	1,116,683.98	641,308.74	-14,838.75	527,853.14	1,154,323.13
6	1726-Banner Money Market	389,147.56	540,008.96	650,000.00	279,156.52	0.00	0.00	279,156.52
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	7,625.55	0.00	0.00	7,625.55	0.00	0.00	7,625.55
12	8016-Banner Investment	1,976,475.80	0.00	540,000.00	1,436,475.80	0.00	0.00	1,436,475.80
	Total Cash:	2,240,346.70	2,453,903.89	2,306,683.98	2,387,566.61	-14,838.75	527,853.14	2,900,581.00
		2,240,346.70	2,453,903.89	2,306,683.98	2,387,566.61	-14,838.75	527,853.14	2,900,581.00

TREASURER'S REPORT

Outstanding Vouchers

City Of Millwood

10/01/2025 To: 10/31/2025

As Of: 10/31/2025 Date: 11/06/2025

Time: 13:51:28 Page: 4

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	2284	10/27/2025	Util Pay	5		Xpress Billpay		1,088.78	Xpress Import - EFT - 10-27-2025__daily_batch.csv
2025	2285	10/27/2025	Util Pay	5		Xpress Billpay		579.62	Xpress Import - iPay - 10-27-2025__daily_batch.csv
2025	2286	10/27/2025	Util Pay	5		Xpress Billpay		350.53	Xpress Import - CheckFree - 10-27-2025__daily_batch
2025	2288	10/28/2025	Util Pay	5		Xpress Billpay		7,064.34	Xpress Import - EFT - 10-28-2025__daily_batch.csv
2025	2289	10/28/2025	Util Pay	5		Xpress Billpay		396.80	Xpress Import - Metavante - 10-28-2025__daily_batch
2025	2290	10/28/2025	Util Pay	5		Xpress Billpay		317.50	Xpress Import - iPay - 10-28-2025__daily_batch.csv
2025	2291	10/28/2025	Util Pay	5		Xpress Billpay		41.91	Xpress Import - OnlineResources - 10-28-2025__daily
2025	2292	10/28/2025	Util Pay	5		Xpress Billpay		331.73	Xpress Import - CheckFree - 10-28-2025__daily_batch
2025	2294	10/29/2025	Util Pay	5		Xpress Billpay		1,480.15	Xpress Import - EFT - 10-29-2025__daily_batch.csv
2025	2295	10/29/2025	Util Pay	5		Xpress Billpay		165.67	Xpress Import - Metavante - 10-29-2025__daily_batch
2025	2296	10/29/2025	Util Pay	5		Xpress Billpay		85.76	Xpress Import - CheckFree - 10-29-2025__daily_batch
2025	2273	10/30/2025	Util Pay	5		Utility Batch		527.32	
2025	2297	10/30/2025	Util Pay	5		Xpress Billpay		-344.63	Xpress Import - Returns - 10-30-2025__daily_batch.cs
2025	2298	10/30/2025	Util Pay	5		Xpress Billpay		1,129.14	Xpress Import - CC - 10-30-2025__daily_batch.csv
2025	2299	10/30/2025	Util Pay	5		Xpress Billpay		179.17	Xpress Import - EFT - 10-30-2025__daily_batch.csv
2025	2300	10/30/2025	Util Pay	5		Xpress Billpay		191.00	Xpress Import - Metavante - 10-30-2025__daily_batch
2025	2301	10/30/2025	Util Pay	5		Xpress Billpay		15.00	Xpress Import - iPay - 10-30-2025__daily_batch.csv
2025	2337	10/31/2025	Util Pay	5		Xpress Billpay		-649.42	Xpress Import - Returns - 10-31-2025__daily_batch.cs
2025	2338	10/31/2025	Util Pay	5		Xpress Billpay		493.50	Xpress Import - CC - 10-31-2025__daily_batch.csv
2025	2339	10/31/2025	Util Pay	5		Xpress Billpay		974.77	Xpress Import - EFT - 10-31-2025__daily_batch.csv
2025	2340	10/31/2025	Util Pay	5		Xpress Billpay		65.00	Xpress Import - iPay - 10-31-2025__daily_batch.csv
2025	2341	10/31/2025	Util Pay	5		Xpress Billpay		306.71	Xpress Import - CheckFree - 10-31-2025__daily_batch
							Receipts Outstanding:	14,838.75	
2025	2316	10/31/2025	Payroll	5	EFT			5,194.09	October 2025
2025	2058	10/01/2025	Ser Chge	5	0	Mollilou Forbes Trust		-95.51	
2024	2590	11/30/2024	Claims	5	EFT	Banner Bank - 7779		936.90	
2025	2315	10/31/2025	Payroll	5	EFT			68.82	October 2025
2025	2314	10/31/2025	Payroll	5	EFT			3,976.18	October 2025
2025	2310	10/31/2025	Payroll	5	EFT			3,848.34	October 2025
2025	2329	10/31/2025	Payroll	5	EFT			68.82	October 2025
2025	2328	10/31/2025	Payroll	5	EFT			68.82	October 2025
2025	2327	10/31/2025	Payroll	5	EFT			6,037.70	October 2025
2025	2326	10/31/2025	Payroll	5	EFT			68.82	October 2025
2025	2325	10/31/2025	Payroll	5	EFT			4,137.97	October 2025
2025	2317	10/31/2025	Payroll	5	EFT			715.63	October 2025
2025	2322	10/31/2025	Payroll	5	EFT			4,400.55	October 2025
2025	2318	10/31/2025	Payroll	5	EFT			0.00	October 2025
2024	2769	12/31/2024	Claims	5	EFT	Banner Bank - 6225		680.37	
2022	152	01/31/2022	Payroll	5	10574			35.03	January 2021

TREASURER'S REPORT

Outstanding Vouchers

City Of Millwood

10/01/2025 To: 10/31/2025

As Of: 10/31/2025 Date: 11/06/2025

Time: 13:51:28 Page: 5

Year	Trans#	Date	Type	Acct#	War#	Vendor	Amount	Memo
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
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	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	2055	09/30/2025	Payroll	5	13089		36.71	September 2025
2025	2096	09/30/2025	Claims	5	13111	Montgomery Hardware	140.71	
2025	2140	09/30/2025	Claims	5	13130	Add A Lawn	490.05	
2025	2309	10/31/2025	Payroll	5	13148		36.71	October 2025
2025	2311	10/31/2025	Payroll	5	13149		11.71	October 2025
2025	2312	10/31/2025	Payroll	5	13150		68.82	October 2025
2025	2313	10/31/2025	Payroll	5	13151		22.94	October 2025
2025	2319	10/31/2025	Payroll	5	13152		22.94	October 2025
2025	2320	10/31/2025	Payroll	5	13153		22.94	October 2025
2025	2321	10/31/2025	Payroll	5	13154		36.71	October 2025
2025	2323	10/31/2025	Payroll	5	13155		22.94	October 2025
2025	2324	10/31/2025	Payroll	5	13156		36.71	October 2025
2025	2354	10/31/2025	Claims	5	13158	Access Information Management	48.00	
2025	2355	10/31/2025	Claims	5	13159	Adams Tractor of Spokane	236.52	
2025	2356	10/31/2025	Claims	5	13160	Ann E Allen, Atty at Law, LLC	5,000.00	
2025	2357	10/31/2025	Claims	5	13161	Anatek Labs, Inc.	680.00	

TREASURER'S REPORT

Outstanding Vouchers

City Of Millwood

10/01/2025 To: 10/31/2025

As Of: 10/31/2025 Date: 11/06/2025

Time: 13:51:28 Page: 6

Year	Trans#	Date	Type	Acct#	War#	Vendor	Amount	Memo
2025	2358	10/31/2025	Claims	5	13162	Aquadrone Marine	1,800.00	
2025	2359	10/31/2025	Claims	5	13163	Canon Financial Services, Inc.	370.26	
2025	2360	10/31/2025	Claims	5	13164	CenturyLink	159.72	
2025	2361	10/31/2025	Claims	5	13165	Cline's Air Conditioning	1,038.82	
2025	2363	10/31/2025	Claims	5	13167	Complete Office	173.64	
2025	2364	10/31/2025	Claims	5	13168	DTA Diversified	21,150.00	
2025	2365	10/31/2025	Claims	5	13169	DataPro Solutions, Inc.	3,478.41	
2025	2366	10/31/2025	Claims	5	13170	Eljay Oil Company, Inc.	1,256.26	
2025	2367	10/31/2025	Claims	5	13171	Employment Security Department	1,050.75	
2025	2368	10/31/2025	Claims	5	13172	Fuel Man	759.51	
2025	2369	10/31/2025	Claims	5	13173	Gold Seal Mechanical, Inc.	1,518.55	
2025	2370	10/31/2025	Claims	5	13174	H&H Document Management Solutions	223.26	
2025	2371	10/31/2025	Claims	5	13175	Intermax Networks	278.33	
2025	2372	10/31/2025	Claims	5	13176	Montgomery Hardware	306.38	
2025	2373	10/31/2025	Claims	5	13177	NAPA Auto Parts	62.51	
2025	2374	10/31/2025	Claims	5	13178	North 40 Outfitters	386.40	
2025	2375	10/31/2025	Claims	5	13179	Pacific Power Group, LLC	2,699.02	
2025	2376	10/31/2025	Claims	5	13180	Parsons, Behle, & Latimer	1,917.50	
2025	2377	10/31/2025	Claims	5	13181	Pro-Recycle	302.34	
2025	2378	10/31/2025	Claims	5	13182	Quadient Leasing USA, Inc.	1,459.63	
2025	2379	10/31/2025	Claims	5	13183	Ramax Printing & Awards	17.42	
2025	2380	10/31/2025	Claims	5	13184	Spokane County District Court	686.63	
2025	2381	10/31/2025	Claims	5	13185	Spokane County Environmental Service	20,352.19	
2025	2382	10/31/2025	Claims	5	13186	Spokane County Treasurer - SCRAPS	608.28	
2025	2383	10/31/2025	Claims	5	13187	Union Pacific Railroad Company	125.93	
2025	2384	10/31/2025	Claims	5	13188	Union Pacific Railroad Company	318,034.94	
2025	2385	10/31/2025	Claims	5	13189	Upward 7 Consulting	7,437.50	
2025	2386	10/31/2025	Claims	5	13190	Vanguard Cleaning Systems	300.00	
2025	2387	10/31/2025	Claims	5	13191	Verizon Wireless	390.20	
2025	2388	10/31/2025	Claims	5	13192	WABO	109.00	
2025	2389	10/31/2025	Claims	5	13193	WSDOT	229.30	
2025	2390	10/31/2025	Claims	5	13194	Welch-Comer	94,764.42	
2025	2395	10/31/2025	Claims	5	13195	Comcast	353.30	
2025	2396	10/31/2025	Claims	5	13196	Union Pacific Railroad Company	3,681.28	
							527,853.14	

Fund	Claims	Payroll	Total
001 General Fund	455,350.00	18,550.26	473,900.26

TREASURER'S REPORT

Outstanding Vouchers

City Of Millwood

10/01/2025 To: 10/31/2025

As Of: 10/31/2025 Date: 11/06/2025

Time: 13:51:28 Page: 7

Year	Trans#	Date	Type	Acct#	War#	Vendor	Amount	Memo

Fund	Claims	Payroll	Total
401 Utility Operating Fund	22,480.07	11,216.10	33,696.17
402 Water Capital Fund Managerial	0.03	0.00	0.03
403 Sewer Capital Fund - Managerial	20,352.19	0.00	20,352.19
	498,182.29	29,766.36	527,948.65

TREASURER'S REPORT

Signature Page

City Of Millwood

Time: 13:51:28 Date: 11/06/2025

10/01/2025 To: 10/31/2025

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: 13:38:01 Date:

10/01/2025 To: 10/31/2025 Page: 1

Trans	Date	Type	Acct #	Chk #	Claimant	Amount	Memo
2138	10/07/2025	Claims	5	EFT	Xpress Billpay	456.44	09-2025 FEES
2177	10/27/2025	Claims	5	EFT	Department of Revenue	2,844.21	
2263	10/29/2025	Claims	5	EFT	Department of Retirement	9.46	07-2025 Interest Charge
2268	10/29/2025	Claims	5	EFT	EFTPS	9,339.98	
2269	10/30/2025	Claims	5	EFT	EFTPS	8,969.37	
2270	10/30/2025	Claims	5	EFT	Employment Security Department		Not EFT, need to print the check
2271	10/31/2025	Claims	5	EFT	EFTPS	8,495.24	
2280	10/30/2025	Claims	5	EFT	Banner Bank - 1470	1,231.07	
2281	10/30/2025	Claims	5	EFT	Banner Bank - 4120	661.64	
2304	10/03/2025	Claims	5	EFT	Banner Bank	488.53	10/2025 CCD Fees
2180	10/15/2025	Claims	5	13147	Liberty Concrete, LLc	546,506.64	
2354	10/31/2025	Claims	5	13158	Access Information Management	48.00	
2355	10/31/2025	Claims	5	13159	Adams Tractor of Spokane	236.52	
2356	10/31/2025	Claims	5	13160	Ann E Allen, Atty at Law, LLC	5,000.00	
2357	10/31/2025	Claims	5	13161	Anatek Labs, Inc.	680.00	
2358	10/31/2025	Claims	5	13162	Aquadrone Marine	1,800.00	
2359	10/31/2025	Claims	5	13163	Canon Financial Services, Inc.	370.26	
2360	10/31/2025	Claims	5	13164	CenturyLink	159.72	
2361	10/31/2025	Claims	5	13165	Cline's Air Conditioning	1,038.82	
2362	10/31/2025	Claims	5	13166	Comcast		- Voided
2363	10/31/2025	Claims	5	13167	Complete Office	173.64	
2364	10/31/2025	Claims	5	13168	DTA Diversified	21,150.00	
2365	10/31/2025	Claims	5	13169	DataPro Solutions, Inc.	3,478.41	
2366	10/31/2025	Claims	5	13170	Eljay Oil Company, Inc.	1,256.26	
2367	10/31/2025	Claims	5	13171	Employment Security Department	1,050.75	
2368	10/31/2025	Claims	5	13172	Fuel Man	759.51	
2369	10/31/2025	Claims	5	13173	Gold Seal Mechanical, Inc.	1,518.55	
2370	10/31/2025	Claims	5	13174	H&H Document Management Solutions	223.26	
2371	10/31/2025	Claims	5	13175	Intermax Networks	278.33	
2372	10/31/2025	Claims	5	13176	Montgomery Hardware	306.38	
2373	10/31/2025	Claims	5	13177	NAPA Auto Parts	62.51	
2374	10/31/2025	Claims	5	13178	North 40 Outfitters	386.40	
2375	10/31/2025	Claims	5	13179	Pacific Power Group, LLC	2,699.02	
2376	10/31/2025	Claims	5	13180	Parsons, Behle, & Latimer	1,917.50	
2377	10/31/2025	Claims	5	13181	Pro-Recycle	302.34	
2378	10/31/2025	Claims	5	13182	Quadient Leasing USA, Inc.	1,459.63	
2379	10/31/2025	Claims	5	13183	Ramax Printing & Awards	17.42	
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2381	10/31/2025	Claims	5	13185	Spokane County Environmental Service	20,352.19	
2382	10/31/2025	Claims	5	13186	Spokane County Treasurer - SCRAPS	608.28	
2383	10/31/2025	Claims	5	13187	Union Pacific Railroad Company	125.93	
2384	10/31/2025	Claims	5	13188	Union Pacific Railroad Company	318,034.94	
2385	10/31/2025	Claims	5	13189	Upward 7 Consulting	7,437.50	
2386	10/31/2025	Claims	5	13190	Vanguard Cleaning Systems	300.00	
2387	10/31/2025	Claims	5	13191	Verizon Wireless	390.20	
2388	10/31/2025	Claims	5	13192	WABO	109.00	
2389	10/31/2025	Claims	5	13193	WSDOT	229.30	
2390	10/31/2025	Claims	5	13194	Welch-Comer	94,764.42	
2395	10/31/2025	Claims	5	13195	Comcast	353.30	
2396	10/31/2025	Claims	5	13196	Union Pacific Railroad Company	3,681.28	

001 General Fund	1,016,309.84
401 Utility Operating Fund	35,786.75
403 Sewer Capital Fund - Managerial	20,352.19

Trans	Date	Type	Acct #	Chk #	Claimant	Amount	Memo
					Claims:	1,072,448.78	
					* Transaction Has Mixed Revenue And Expense Accounts	1,072,448.78	

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: 13:37:23 Date:

10/01/2025 To: 10/31/2025 Page: 1

Trans	Date	Type	Acct #	Chk #	Claimant	Amount	Memo
2115	10/06/2025	Payroll	5	EFT	Department of Retirement	12,219.64	Pay Cycle(s) 09/30/2025 To 09/30/2025 - PERS 2; Pay Cycle(s) 09/30/2025 To 09/30/2025 - Deferred Comp
2220	10/30/2025	Payroll	5	EFT	WA State Labor & Industries	3,242.91	3RD Quarter L&I: 07/01/2025 - 09/30/2025
2310	10/31/2025	Payroll	5	EFT		3,848.34	October 2025
2314	10/31/2025	Payroll	5	EFT		3,976.18	October 2025
2315	10/31/2025	Payroll	5	EFT		68.82	October 2025
2316	10/31/2025	Payroll	5	EFT		5,194.09	October 2025
2317	10/31/2025	Payroll	5	EFT		715.63	October 2025
2318	10/31/2025	Payroll	5	EFT			October 2025
2322	10/31/2025	Payroll	5	EFT		4,400.55	October 2025
2325	10/31/2025	Payroll	5	EFT		4,137.97	October 2025
2326	10/31/2025	Payroll	5	EFT		68.82	October 2025
2327	10/31/2025	Payroll	5	EFT		6,037.70	October 2025
2328	10/31/2025	Payroll	5	EFT		68.82	October 2025
2329	10/31/2025	Payroll	5	EFT		68.82	October 2025
2309	10/31/2025	Payroll	5	13148		36.71	October 2025
2311	10/31/2025	Payroll	5	13149		11.71	October 2025
2312	10/31/2025	Payroll	5	13150		68.82	October 2025
2313	10/31/2025	Payroll	5	13151		22.94	October 2025
2319	10/31/2025	Payroll	5	13152		22.94	October 2025
2320	10/31/2025	Payroll	5	13153		22.94	October 2025
2321	10/31/2025	Payroll	5	13154		36.71	October 2025
2323	10/31/2025	Payroll	5	13155		22.94	October 2025
2324	10/31/2025	Payroll	5	13156		36.71	October 2025
		001 General Fund				31,712.73	
		401 Utility Operating Fund				12,617.98	
						44,330.71	Payroll: 44,330.71

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:_____

File Attachments for Item:

b. RESOLUTION 2025-11 Certifying the 2026 Property Tax Levy per RCW 84.55.120

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

DRAFT

File Attachments for Item:

c. RESOLUTION 2025-12 - 2026 Property Tax Levy Certification per RCW 84.52.020

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 (*includes below*)	$ 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

DRAFT

File Attachments for Item:

d. ORDINANCE #549 Reduction of Speed Limit on Argonne Road

CITY OF MILLWOOD

ORDINANCE #549 **NOVEMBER 12, 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 12, 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 12, 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:

e. ORDINANCE #550 Amending City Council Monthly Meetings

CITY OF MILLWOOD

ORDINANCE #550 **NOVEMBER 12, 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 <u>double-underlined</u>):

> The regular meetings of the city council will be held the second <u>and fourth</u> 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.

DRAFT

CITY OF MILLWOOD

ORDINANCE #550 **NOVEMBER 12, 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 _____

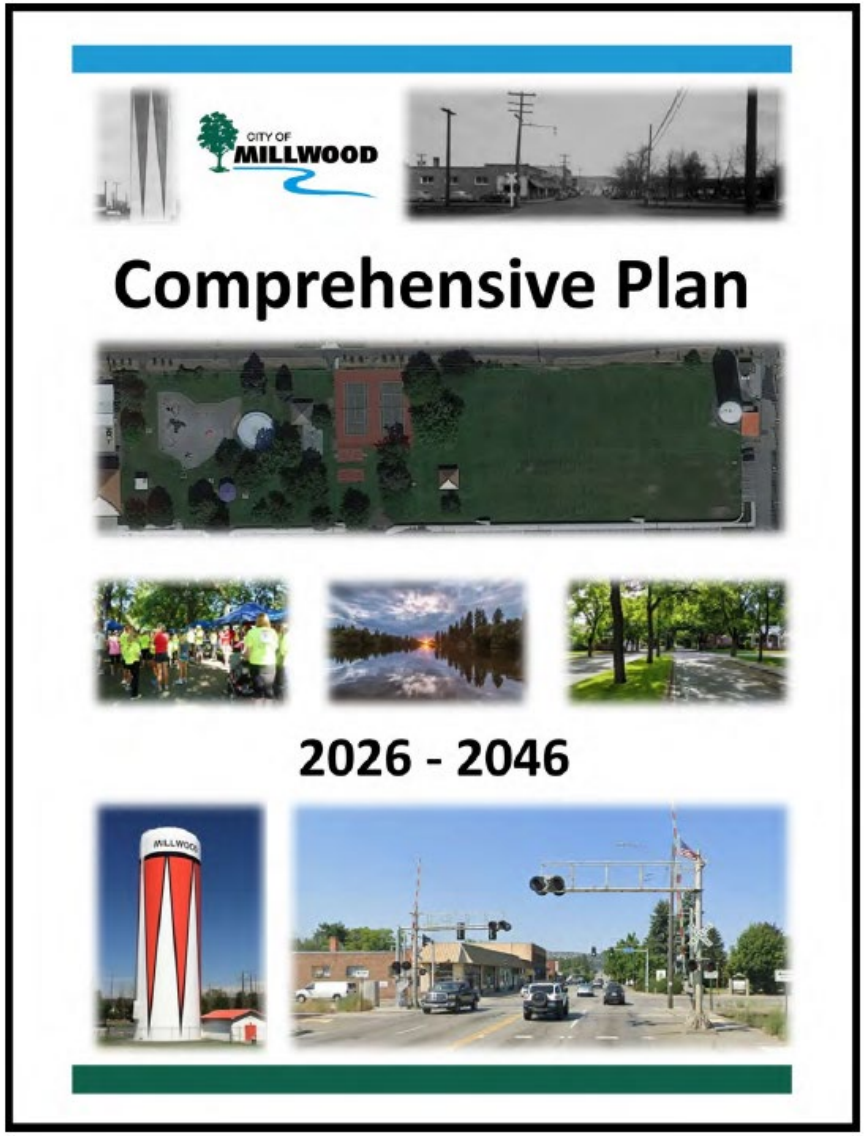
DRAFT

File Attachments for Item:

f. PUBLIC HEARING

i. ORDINANCE #551 Amending MMC Section 14.04.010 (Periodic Update)

2026 Comprehensive Plan Periodic Update



60 Day Review Comments - Proposed Comprehensive Plan Modifications

October 30, 2025

WA State Dept. of Fish & Wildlife

1. **8/28/25 Draft - P. 10, correct 3rd paragraph typo on RCW reference to 36…**

   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 ~~23~~36.70A.030, updated in 2021 and 2023):

2. **8/28/25 Draft - P. 21, Goal G.09 clarification**

   G.09. Preservation and stewardship of our natural environment and resources, including but not limited to: water quality, clean air, native species protection, geological landforms, and habitat connectivity.

3. **8/28/25 Draft - P. 24, Policy P.15 correction (remove Implementing Action #2 reference)**

   P.15 “Preserve Millwood’s tree city designation.” - *Remove Implementing Action #2 (n/a parking study)*

4. **8/28/25 Draft - P. 29, Implementing Actions #2 correction (remove reference to P.15 Tree City)**

   #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.” - *Remove Policy #15 (n/a Tree City)*

5. **8/28/25 Draft - P. 25, Policy P.23 correction**

   P.23: Conserve fish and wildlife habitat areas to ~~preserve~~ ensure no net loss of ecological functions and values, maintain public safety, and prevent the degradation of natural resources.

WA State Dept. of Fish & Wildlife

6. **8/28/25 Draft - P. 29, Implementing Actions #1 clarification (for reference to P.15 Tree City & P.20 stormwater)**

   #1. Develop a Central Business District Plan for development along Argonne Road which includes parking locations with wayfinding signage, ~~and~~ inclusion of public art, utilizing green infrastructure / low impact development, and street trees consistent with Millwood's Tree City designation.

7. **8/28/25 Draft - P. 29, Implementing Actions #3 clarification (for reference to P.17 natural features…)**

   #3. Develop and adopt design standards for commercial development.

8. **8/28/25 Draft - P. 30, Implementing Actions #13 clarification (for reference to P.08 "mini-parks", P.15 Tree City, & P.23 habitat) & additional language**

   #13. Establish a park plan for the City of Millwood and supplemental implementation such as habitat and microhabitat inclusion in park and median improvements, increasing tree canopy cover and utilization of native drought- and pest-resistant trees, shrubs, and grasses in restoration efforts to support climate resilience, removing derelict or obsolete fencing and utilizing wildlife-friendly fencing design when constructing new fences or modifying existing fences, utilizing permeable pathways where possible, considering open space dedications for larger new development projects, etc.

WA State Dept. of Fish & Wildlife

9. 8/28/25 Draft - P. 30, Implementing Actions #14 spelling correction

#14. Evaluate the ~~cities~~ city's dry well system...

10. 8/28/25 Draft - P. 31, Implementing Actions #22 correction

#22. Implement the ~~goals and policies~~ regulations, standards, and code of the Critical Areas Ordinance (CAO) and the Shoreline Master Program (SMP), with updates as needed for consistency with revised Comprehensive Plan goals, policies, and implementation actions.

11. 8/28/25 Draft - P. 55, Section 5.2 – Existing Land Use Context - Table 5-1 Zoning Categories addition

Manufacturing/Industrial - I-2: 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. Alternatively, the City could explore utilizing the Public Reserve (P-1) zoning designation in this area to establish a public park and fish and wildlife habitat area buffer along the river. Restoring this area to its original, natural condition over time would increase pollution and nutrient filtration, decrease erosion potential into the Spokane River, allow for habitat and bike transit connectivity while enhancing the aesthetic of Millwood, and fulfilling several of the city's policies and action items.

WA State Dept. of Fish & Wildlife

12. 8/28/25 Draft - P.69, Section 5.6 - Critical Areas - 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 and wildlife. 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. The City implements the most updated version of their Critical Area Ordinance (CAO) and best available science when managing fish and wildlife habitat conservation areas.

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~~ wildlife 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.~~ The City's Shoreline Master Program (SMP) designates a Minimum Native Conservation Area where native vegetation shall be planted and maintained to ensure no net loss.

WA State Dept. of Fish & Wildlife

13. **8/28/25 Draft - P.71, Section 5.7 - Critical Areas - 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 north side of the Spokane River ~~on the north bank~~ and serves the community at a regional level. Refer to Chapter 10, the Parks and Recreation Element for more information.

14. **8/28/25 Draft - P. 234+, Appendix A - Definitions additions**

Best Available Science (BAS): Information produced through a valid scientific process that WDFW or another local, state or federal agency has determined represents the best available science consistent with criteria set out in WAC 365-195-900 through 365-195-925. WDFW's PHS information is considered a source of BAS, and Volume 1 is an example of BAS regarding riparian ecosystems. (WDFW Vol 2).

Ecosystem: A spatially explicit unit of the Earth that includes all of the organisms, along with all components of the abiotic environment. Ecosystems have composition, structure, and functions. (WDFW Vol 1).

Enhancement: As utilized in WAC 173-700 for Wetland Mitigation Banks, it is the manipulation of the physical, chemical, or biological characteristics of habitat to heighten, intensify, or improve a specific ecosystem function(s). Enhancement results in the gain of selected habitat function(s) but may also lead to a decline in other ecosystem function(s). Enhancement does not result in a gain in habitat area. (WAC 173-700-104).

WA State Dept. of Fish & Wildlife

14. 8/28/25 Draft - P. 234+, Appendix A - Definitions additions *continued*

Fish and Wildlife Habitat Conservation Areas (FWHCAs): An area to maintain populations of species in suitable habitats within their natural geographic distribution so that (1) the habitat available is sufficient to support viable populations over the long term, and (2) isolated subpopulations are not created. FWHCAs come in a variety of types including waters of the state, places with which listed species have a primary association, habitats and species of local importance, and riparian ecosystems. (WAC 365-190-130). "Fish and wildlife habitat conservation areas" do not include such artificial features or constructs as irrigation delivery systems, irrigation infrastructure, irrigation canals, or drainage ditches that lie within the boundaries of and are maintained by a port district or an irrigation district or company. (RCW 36.70A.030 (12)).

Fish habitat: The habitat used by any fish at any life stage at any time of the year, including potential habitat likely to be used by fish which could be recovered by restoration or management and includes off-channel habitat. (WAC 220-660-030 (52)).

Impervious surface: Surfaces that resist or prevent water infiltration, e.g., roofs of houses, roadways. (WDFW Vol 2).

Low Impact Development (LID): A stormwater and land use management strategy that strives to mimic natural hydrologic conditions by emphasizing the pre-disturbance hydrologic processes of infiltration, filtration, storage, evaporation and transpiration. (WDFW Vol 2).

WA State Dept. of Fish & Wildlife

14. 8/28/25 Draft - P. 234+, Appendix A - Definitions additions *continued*

Mitigation: Is (1) Avoiding the impact altogether by not taking a certain action or parts of an action; (2) Minimizing impacts by limiting the degree or magnitude of the action and its implementation, by using appropriate technology, or by taking affirmative steps to avoid or reduce impacts; (3) Rectifying the impact by repairing, rehabilitating, or restoring the affected environment; (4) Reducing or eliminating the impact over time by preservation and maintenance operations during the life of the action; (5) Compensating for the impact by replacing, enhancing, or providing substitute resources or environments; and/or (6) Monitoring the impact and taking appropriate corrective measures. (WAC 197-11-768).

No net loss: Standards that are intended to limit the impacts from new development and other land uses by adopting a mitigation hierarchy to avoid, minimize, remediate, and offset negative impacts on ecosystems. (WDFW 2024).

Open Space:

(a) any land area so designated by an official comprehensive land use plan adopted by any city or county and zoned accordingly;

WA State Dept. of Fish & Wildlife

14. 8/28/25 Draft - P. 234+, Appendix A - Definitions additions *continued*

(b) any land area, the preservation of which in its present use would;

i. conserve and enhance natural or scenic resources;

ii. protect streams or water supply;

iii. promote conservation of soils, wetlands, beaches or tidal marshes;

iv. enhance the value to the public of abutting or neighboring parks, forests, wildlife preserves, nature reservations or sanctuaries or other open space;

v. enhance recreation opportunities;

vi. preserve historic sites;

vii. preserve visual quality along highway, road, and street corridors or scenic vistas; and/or

viii. retain in its natural state tracts of land not less than one acre situated in an urban area and open to public use on such conditions as may be reasonably required by the legislative body granting the open space classification

(c) any land meeting the definition of farm and agricultural conservation land under subsection (8) of this section. (RCW 84.34.020)

WA State Dept. of Fish & Wildlife

14. 8/28/25 Draft - P. 234+, Appendix A - Definitions additions *continued*

Restoration: As utilized in WAC 173-700 for Wetland Mitigation Banks, it is a broad term referring to both reestablishment and rehabilitation (WAC 173-700-104).

Riparian: The area adjacent to a water body (i.e., stream, river, lake, pond, bay, sea, ocean). Riparian areas are sometimes referred to by different names: riparian ecosystems, riparian habitats, riparian corridors, or riparian zones (WDFW Vol 1).

Additional definitions provided by WDFW that were not referenced in the Comprehensive Plan were added to the Critical Areas Ordinance that is currently being updated.

WA State Dept. of Commerce

15. 8/28/25 Final Draft - P. 2 & 3, Table of Contents & Applicable Chapter Titles clarifications

Chapter 5 - Land Use Element
Chapter 6 - Housing Element
Chapter 8 - Transportation Element
Chapter 9 - Essential Public Facilities Element
Chapter 10 - Parks & Recreation Element
Chapter 11 - Capital Facilities & Utilities Element
Chapter 12 - Climate Change & Resiliency Element

16. 8/28/25 Final Draft - P. 40, Figure 4-3 clarification

Add footnote to Figure 4-3: *Note: Chart percentages are out of scale.*

17. 8/28/25 Final Draft - P. 49 & 50, clarifications on Section 5.2 - Map 5-1: Millwood Land Use / Zoning Map

Section 5.2, 2nd Paragraph: 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. Refer to Section 5.4 - Urban Growth Area (UGA) and Map 5-3 for information on the Valley UGA.

Add to Map 5-1: *Note: Land Use Categories are identical to Zones in the City of Millwood, and the Millwood Urban Growth Area (UGA) is contiguous with the City Limits (City boundary).*

Change Map 5-1 Title: Map 5-1: Millwood Future Land Use ~~/ Zoning~~ Map

WA State Dept. of Commerce

18. 8/28/25 Final Draft - P. 64 & 65, clarification in Section 5.4 - Urban Growth Area (UGA) & Map 5-3

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. The City of Spokane Valley identified the Valley UGA as a "Spokane Valley Urban Growth Area (UGA)" on their Future Land Use Map in 2019. It is anticipated that the Valley UGA will remain a future expansion area for the City of Spokane Valley.

Map 5-3: *"It is difficult to see the boundaries of the City of Millwood adjacent to the UGA and the labels on the map", update the map for readability.*

Millwood City Attorney

19. 8/28/25 Final Draft - P. 16, additional clarification language in Section 3.1 – Historic Preservation

Historic Preservation

Millwood residents' 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, subject to funding and availability. Preservation of Millwood's historical heritage allows the City to maintain its unique character while increasing property values and community pride.

20. 8/28/25 Final Draft - P. 17, additional clarification language in Section 3.1 – Public and Open Space

Public and Open Space

Millwood needs a safe, pedestrian/bicycle connection to the adjacent Centennial Trail as well as Spokane River access that is safely useable and insurable 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.

Millwood City Attorney

21. 8/28/25 Final Draft - P. 126, revise language in Section 8.6 – Level of Service Standards

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. 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.

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.

Option 3 Suggestions (adopt with a, b, and/or c) -

Adopt the updated Comprehensive Plan with modifications to include:

a. Millwood Planning Commission Recommended Modification

   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.

b. 60 Day Review and City Attorney Modifications 10/30/25 (highlighted in yellow)

c. WDFW 60 Day Review Modification 10/30/25 (highlighted in teal)

CITY OF MILLWOOD

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,

DRAFT

- 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 with modifications, 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.

CITY OF MILLWOOD

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 _____.

DRAFT

ORDINANCE 551 - EXHIBIT A

DRAFT

FINDINGS AND RECOMMENDATIONS OF THE MILLWOOD PLANNING COMMISSISON 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



CITY OF MILLWOOD



Comprehensive Plan









2026 - 2046





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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~~ September 10, 2019	Periodic Update	Resolution 2019-05	All
October 8, 2019	Amendment	501	Land Use Map
April 12, 2022	Amendment	524	Historic Preservation
April 12, 2022	Amendment	525	Transportation
TBD	Periodic Update	TBD	All

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.



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

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.



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.



Figure 1-2: Inland Empire Paper Company

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.

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.



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

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.

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 Areas~~Promotion 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 Space~~Parks 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.

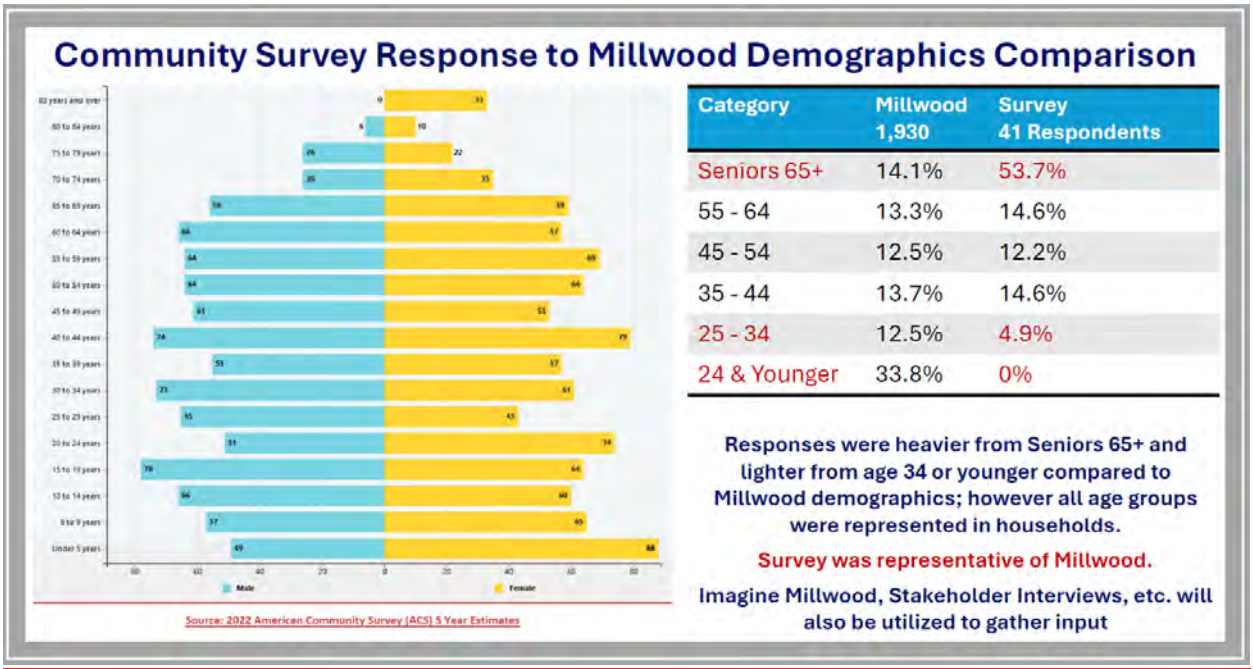
The City must comply with the Countywide Planning Policies for Spokane County (CWPP) for regional coordination with Spokane County, tribes, and other jurisdictions, consistent with RCW 36.70A and Section 2.3 above.

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.





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:



Figure 3-1: Millwood's Central Business District

- 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.

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 residents~~'~~ 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 single~~Single-family, ~~two 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. ~~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 ~~1~~3-1: Chapter Listings

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

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 ~~2~~3-2: Goals

Chapter Listing	Number	Goal	Implementing Policy
~~ED~~ LU HP XP ~~HP~~ ED	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, 10, 15, 28, 31, 36, 42
LU ~~ED~~ XP PR H U CR ED	G.02	Types and quantities of land use that support community needs and business development.	3, 4, 35, 36, 39, 42, 43, 44, 45
~~ED~~ LU H XP ED	G.03	Distinct shopping districts that provide uniquely different shopping experiences.	1, 5, 10, 36
XP PR ~~XP~~ CR	G.04	An integral trails system that connects parks and open space for passive and active transportation and activity.	7, 8, 24, 28, 36, 42
PR	G.05	Parks and recreation system that is convenient, enjoyable, and a source of civic pride.	7, 8, 14, 18, 21, 36, 42, 43, 44
LU H	G.06	A built environment reflecting Millwood's inviting walkability, inclusive sense of place, architectural history and spatial scale, form and open space~~community character and history~~.	1, 4, 5, 9, 10, 11, 15, 16, 17, 31, 36

Chapter Listing	Number	Goal	Implementing Policy
HP ~~H~~ ~~LU~~			
LU H ~~LU~~	G.07	A larger variety of housing options.	3, 6, 11, 12, 36, 39, 41, 42
LU H	G.08	Foster strong, inclusive neighborhoods and empower active, diverse community groups to equitably shape local decision-making.~~Strong neighborhoods and active community groups.~~	9, 10, 13, 36, 42
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, 40, 42, 45
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, 31, 36, 42
XP EPF CF U ~~EPF~~ CR	G.11	Adequate public facilities and utility services that align with desired growth and land use types.	20, 26, 30, 32, 33, 34, 35, 36, 42
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, 36, 42, 43, 45

Chapter Listing	Number	Goal	Implementing Policy
HP	G.13	Retain the historic atmosphere of Millwood while contributing to its future economic development.	9, 10, 11
HP	G.14	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.	9, 10, 13
HP	G. 15	Provide public awareness of, and education about, Millwood's rich local heritage through participation in local events.	1, 9, 10

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 G.03 G.06 G.12 G. 15	1, 2, 3, 4, 5, 7, ~~9,~~ 11, ~~16, 24, 31,~~ ~~32~~10, 19, 25, 26
LU H HP	P.02	Ensure commercial building design standards are appropriate and effective.	G.01	1, 2, 3, ~~11, 16,~~ ~~32~~7, 25, 26
~~ED~~ LU H ED	P.03	Limit barriers to development caused by ~~development fees or other~~ institutional requirements, as appropriate.	G.02 G.07	1, 3, ~~11, 29, 32,~~ ~~34~~7, 23, 26, 28, 38, 39
LU H HP CR	P.04	Elevate site and building design expectations for housing and business projects.	G.02 G.06 G.12	1, 2, 3, ~~6,~~ 7, ~~11,~~ ~~13, 16, 23, 32~~9, 10, 18, 26

Chapter Listing	Number	Policy / Objective	Goal Reference	Implementing Action
~~ED~~ LU HP XP ED	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~~20, 26
LU H HP ED ~~HP~~	P.06	Allow multi-family housing to be located near the CBD, and also along Trent Ave. near public transit routes, this will increase density and foot traffic in the CBD and commercial areas.	G.01 G.07 G.10	1, 2, 3, ~~5~~4, 7, ~~9,11, 16, 31, 32~~25, 26, 36
LU XP PR ~~LU~~ ~~XP~~	P.07	Enhance connectivity of parks and open space areas.	G.04 G.05	~~14, 17, 18,~~11, 13, 19, 24, ~~30, 37~~31, 35
LU PR ~~LU~~	P.08	Pursue opportunities to expand and enhance the parks system, including pocket parks (mini-parks).	G.04 G.05	1, ~~5, 9,~~ 4, 12, 13, 15, 16, ~~17, 18, 20, 21, 30~~24
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 G.13 G.14 G. 15	1, ~~12, 22, 33, 35~~8, 16, 17, 27, 29
LU 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, ~~7~~8, 9, 10, ~~12, 13, 23, 31, 32, 33, 34~~18, 25, 26, 27, 28, 36

Chapter Listing	Number	Policy / Objective	Goal Reference	Implementing Action
			G.12 G.13 G.14 G. 15	
LU 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 G.13	1, 2, 3, ~~6, 7, 13, 16, 23, 31, 33, 34~~ 9, 10, 18, 25, 27, 28
LU 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~~26, 28, 35, 36
ED	P.13	Support active local groups and neighborhoods in their work to reinforce community identity, social networks, and community leadership.	G.08 G.14	1, 4, 5, ~~7~~6, 8, ,9, 10, ~~12,~~ 13, ~~16,~~ 17, 18, ~~22, 23, 32, 35~~26, 29
LU CF U CR	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	14, 21, 22
XP PR ~~XP~~ CR	P.15	Preserve Millwood's tree city designation.	G.01 G.06 G.09	1, 2, ~~8, 10, 18, 20, 21~~ 5, 6, 13, 15, 16
LU XP PR ~~XP~~ CR	P.16	Support a comprehensive urban forestry program.	G.06 G.09	~~10, 18, 20, 21~~ 6, 13, 15, 16

Chapter Listing	Number	Policy / Objective	Goal Reference	Implementing Action
LU CR	P.17	Ensure development aligns with and protects natural features and wildlife habitat.	G.06 G.09	3, ~~27, 28~~21, 22
LU PR CR	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~~ 9, 10, 18, 22
LU U CR	P.19	Improve City and community management and treatment of stormwater runoff.	G.09	1, 2, ~~10, 26, 27, 28~~ 6, 14, 21, 22
LU EPF CF U CR	P.20	Manage stormwater runoff to minimize contamination of drinking water supplies, degradation of habitat, and soil erosion.	G.09 G.11	1, ~~10~~6, 14, ~~19, 26, 27, 28~~21, 22
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~~22
LU CR	P.22	Incorporate best available science (BAS) in any update to the City's critical areas ordinance (CAO).	G.09	~~27, 28~~21, 22
LU PR CR	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~~13, 14, 22
LU	P.24	Restrict or discourage development in potential slide hazard areas.	G.04 G.09	~~5, 9, 28~~ 4, 22
LU	P.25	Protect groundwater quality and quantity from development impacts.	G.09	1, 2, ~~19, 27, 28~~14, 21, 22

Chapter Listing	Number	Policy / Objective	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	~~4~~18
XP	P.27	Routinely engage local and regional agencies and neighboring jurisdictions in developing a holistic transportation system.	G.10	1, ~~8, 14, 15, 25, 36, 37~~ 5, 11, 12, 20, 30, 31, 35
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 G.04 G.10	1, 2, 3, ~~8, 9, 14, 15, 16, 17, 18, 24, 25, 36, 37~~ 4, 5, 11, 12, 13, 19, 20, 30, 31
XP	P.29	Ensure transportation compatibility, connectivity, and enhancement between agencies and jurisdictions through regional coordination.	G.10	1, ~~14, 15, 24, 25, 36, 37~~11, 12, 19, 20, 30, 31, 33, 34, 35
XP EPF CF U ~~CF~~ ~~EPF~~	P.30	Ensure levels of public services and public facilities are adequate to satisfy the community's needs now and as new development occurs.	G.10 G.11	~~8, 15, 18, 19, 25, 36, 37~~ 5, 11, 12, 13, 14, 20, 30, 31, 33, 34, 35
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, 4, 5, ~~8, 9, 14, 17, 25, 36, 37~~11, 20, 30, 31, 33, 34, 35
EPF U ~~EPF~~	P.32	Prioritize the list of facility and utility improvement projects using criteria based on this plan.	G.11	~~8~~ 5, 11, 12, 13, 14, ~~15, 18, 19, 25, 36, 37~~20, 30, 31, 35

Chapter Listing	Number	Policy / Objective	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~~18
CF	P.34	Ensure local budget decisions are consistent with the adopted comprehensive plan.	G.11	~~8, 14, 18, 39~~ 5, 11, 13, 32, 35
LU 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~~32, 33, 34, 35
LU XP EPF CF ~~LU~~ ~~ED~~ ~~XP~~ ~~EPF~~ ED	P.36	Ensure overall comprehensive plan consistency with applicable Countywide Planning Policies.	G.01 G.02 G.03 G.04 G.05 G.06 G.07 G.08 G.09 G.10 G.11 G.12	~~15, 37~~ 1 - 39
HP	P.37	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.	G.12	10
HP	P.38	Provide regional support of similar organizations; recognizing that Millwood is a part of a broader realm of historic relevance.	G.8	8

Chapter Listing	Number	Policy / Objective	Goal Reference	Implementing Action
H	~~P.37~~ P.39	Encourage multi-story buildings with mixed-use (i.e. residential use above commercial/retail use at ground level) in the commercial districts.	G.02 G.07	3, 7, 25, 26, 27, 28
LU U	~~P.38~~ P.40	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.	G.09	37
LU H	~~P.39~~ 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).	G.07	27, 28, 39
LU	~~P.40~~ P.42	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.	G.01 G.02 G.04 G.05 G.07 G.08 G.09 G.10 G.11 G.12	4, 7, 13, 14, 19, 20, 21, 22, 24, 27, 28, 33, 36, 38, 39
PR	~~P.41~~ P.43	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.	G.02 G.05 G.12	5, 13, 24, 35
PR	~~P.42~~ P.44	Add small scale amenities to Butler Mini-Park to provide passive green space for the adjoining neighborhood.	G.02 G.05	13, 24, 35

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

Implementing Actions

Table 3-~~42~~: Implementing Actions

Number	Action	Policy
1	Develop a Central Business District Plan for development along Argonne Road which includes parking locations with wayfinding signage and inclusion of public art.	1, 2, 3, 4, 5, 6, 8, 9, 10, 11, 12, 13, 15, 19, 20, 25, 27, 28, 29, 31, 36
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, 36
3	Adopt design standards for commercial development.	1, 2, 3, 4, 5, 6, 10, 11, 17, 28, 31, 36, 39
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, 36, 42
5	Invite the Millwood Community Association to identify infrastructure opportunities or needs.	1, 13, 15, 27, 28, 30, 31, 32, 34, 36, 43
6	Annually apply for the Tree City USA designation.	10, 13, 15, 16, 19, 20, 36
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, 36, 39, 42
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, 36, 38

Number	Action	Policy
9	Heighten the awareness of what constitutes~~land use, development, and~~ nuisance code violations across the city by providing resource brochures and outlining the~~outline~~ process to address each violation type, with an emphasis on education and voluntary compliance.	4, 10, 11, 13, 18, 36
10	Develop and provide resource information for historic preservation incentives, National Register of Historic Places, Washington Heritage Register, and the Local Register	1, 4, 10, 11, 13, 18, 36, 37
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.	1, 7, 12, 27, 28, 29, ~~20~~30, 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, 36, 42, 43, 44, 45
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, 36, 42
15	Develop programs which support the maintenance and planting of street trees.	8, 15, 16, 36
16	Update the street tree inventory and vegetation maintenance plan.	8, 15, 16, 36
17	Update and make available resource materials for special events permits, create a community event calendar.	9, 13, 36
18	Enforce the city codes for land use, development and public nuisances impacting neighborhood properties. 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.	4, 10, 11, 13, 18, 36
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, 36, 42

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, 36, 42
21	Implement best practices, goals, and policies of the Eastern Washington Stormwater Manual.	17, 19, 20, 22, 25, 36, 40
22	Implement the goals and policies of the Critical Areas Ordinance (CAO) and the Shoreline Master Program (SMP).	17, 18, 19, 20, 21, 22, 23, 24, 25, 36, 42, 45
23	Evaluate and modify, if necessary, the city's development code fee structure.	3, 36
24	Identify opportunities for expansion and enhancement of the parks systems, including pocket parks (mini-parks) and Spokane River access.	7, 8, 36, 42, 43, 44, 45
25	Evaluate and modify, if necessary, design regulations for housing and businesses.	1, 2, 6, 10, 11, 36, 39
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).	1, 2, 3, 4, 5, 6, 10, 12, 13, 36, 39
27	Evaluate and improve, if necessary, zoning regulations related to housing density and type to ensure compatibility with historic neighborhoods, while also addressing and mitigating any racially disparate impacts that regulations may have on housing access and affordability.	9, 10, 11, 36, 39, 41, 42
28	Evaluate development regulations to remove impediments to the development of low and moderate-income housing.	3, 10, 11, 12, 36, 39, 41, 42
29	Develop community resource information to support active civic organizations and neighborhoods.	9, 13, 36
30	Identify and prioritize a list of street improvements including integration of complete streets.	27, 28, 29,30, 31, 32, 36
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 to ensure level of service standards will be met, especially for transportation.	34, 35, 36

Number	Action	Policy
33	Millwood to create and adopt a master Bike and Pedestrian Plan.	29, 30, 31, 35, 36, 42
34	Evaluate transportation demand management (TDM) strategies to be utilized.	29, 30, 31, 35, 36
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, ~~20~~30, 31, 32, 34, 36, 43, 44, 45
36	Facilitate opportunities for property owners to connect with housing providers and non-profit organizations to create and preserve affordable housing.	6, 10, 12, 36, 42
37	Maintain an Interlocal Agreement with Spokane County for a Solid Waste Management Plan that includes the City of Millwood.	40
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).	3, 42
39	Update zoning, development, and land division regulations to allow for infill development consistent with neighborhood scale and form.	3, 36, 41, 42

CHAPTER 4 – PLANNING AREA, DEMOGRAPHICS, AND PROJECTIONS

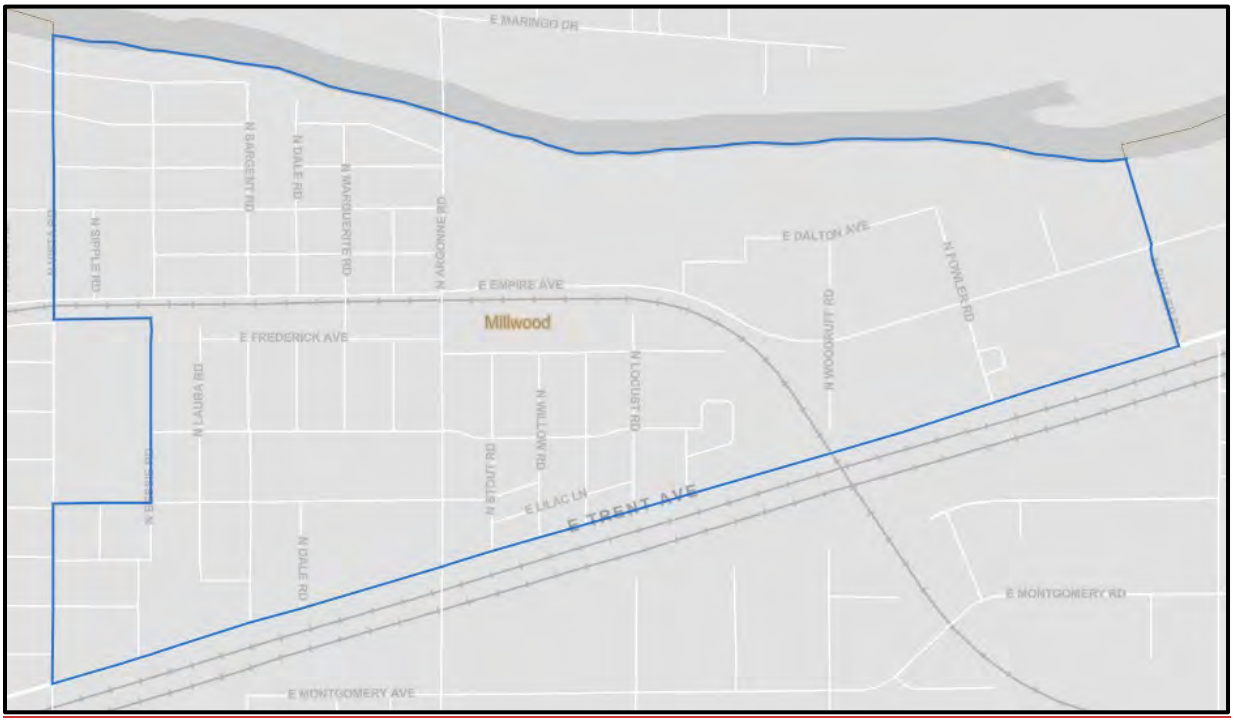
4.1 INTRODUCTION

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 ~~2016-0553~~24-0348. 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.~~2~~3 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 ~~5~~4-1: 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 ~~6~~4-2: Total Population, City of Millwood & Spokane County, ~~2010-2018~~2018-2024

	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.

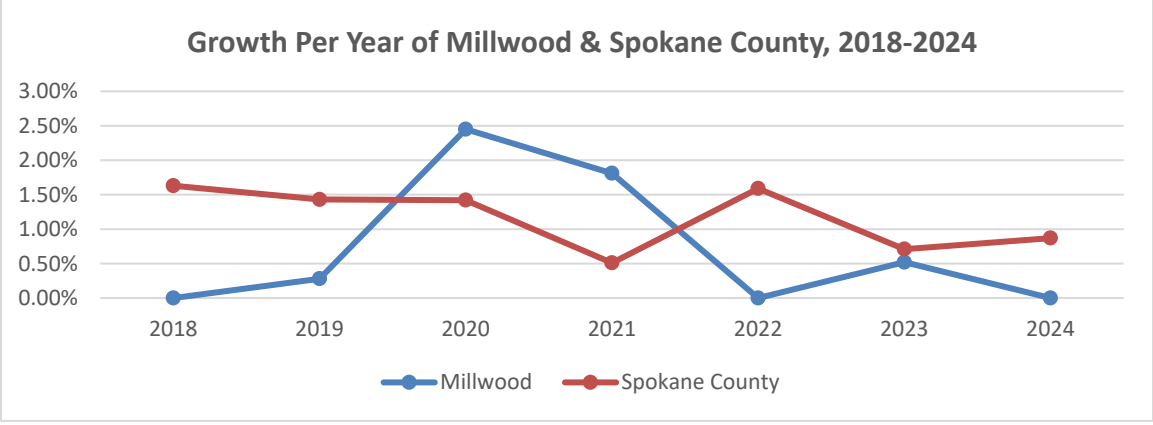
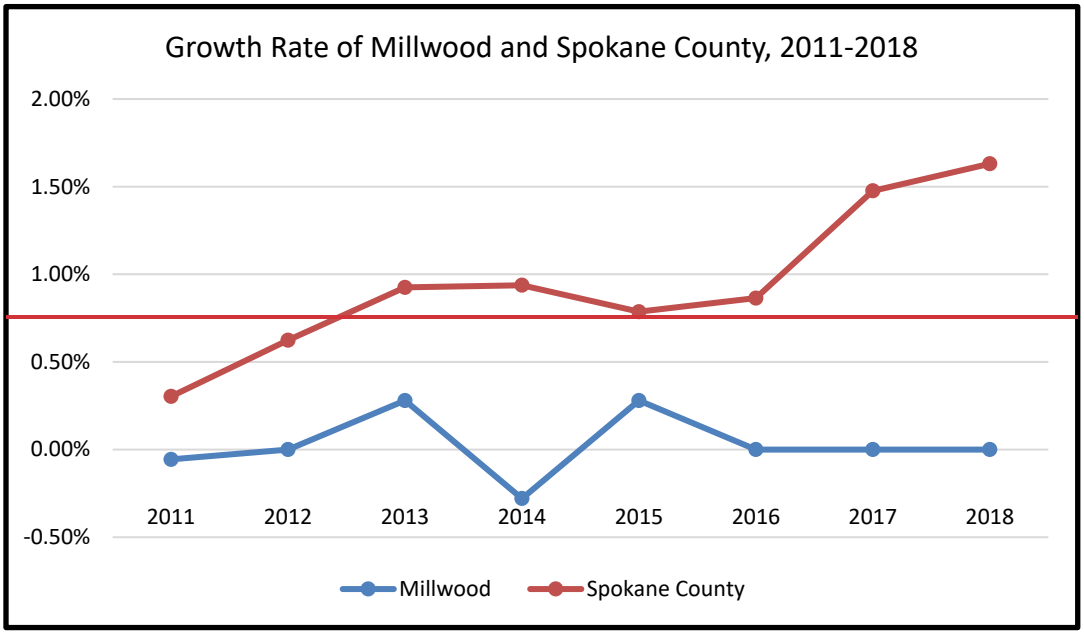


Figure 4-1: Growth Per Year of Millwood vs. Spokane County, 2018-2024

	~~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

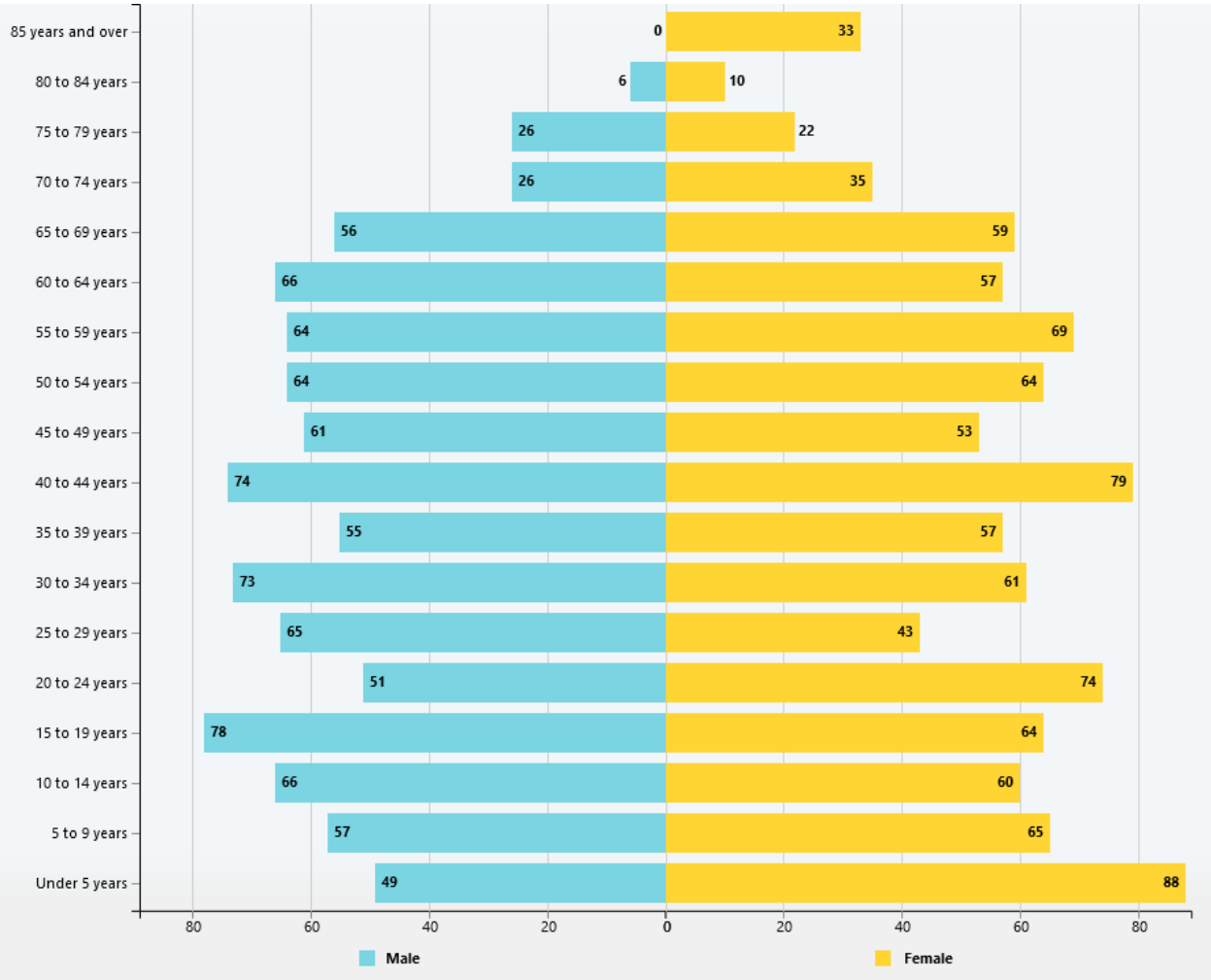
The median age in the City of Millwood is ~~40.9~~37.4 years, and the median age for Spokane County is ~~37.3~~38.7 years of age (~~2012-2016~~2022 American Community Survey 5-Year Estimates). According to Table 4-3 the younger population group, between birth and 19 years, and the older population group, 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 ~~7~~4-3: 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

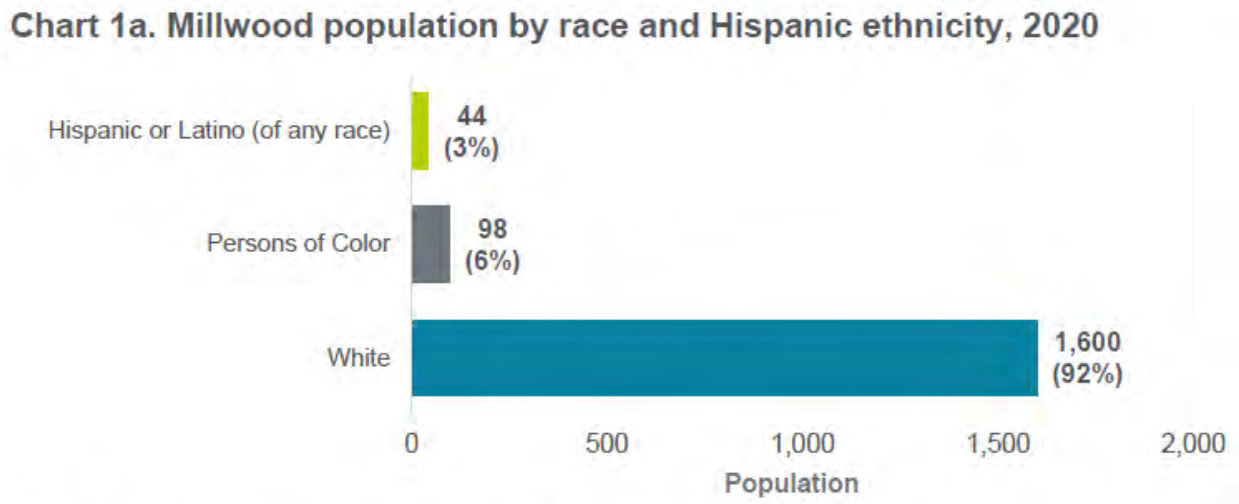
~~According to Table 4-4, most people in Millwood fall under the white racial category, which accounts for over 92% of the city's total population~~. ~~Other racial distribution categories, combined, account for a little over 7% of the city's population. This closely resembles the racial distribution 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~~

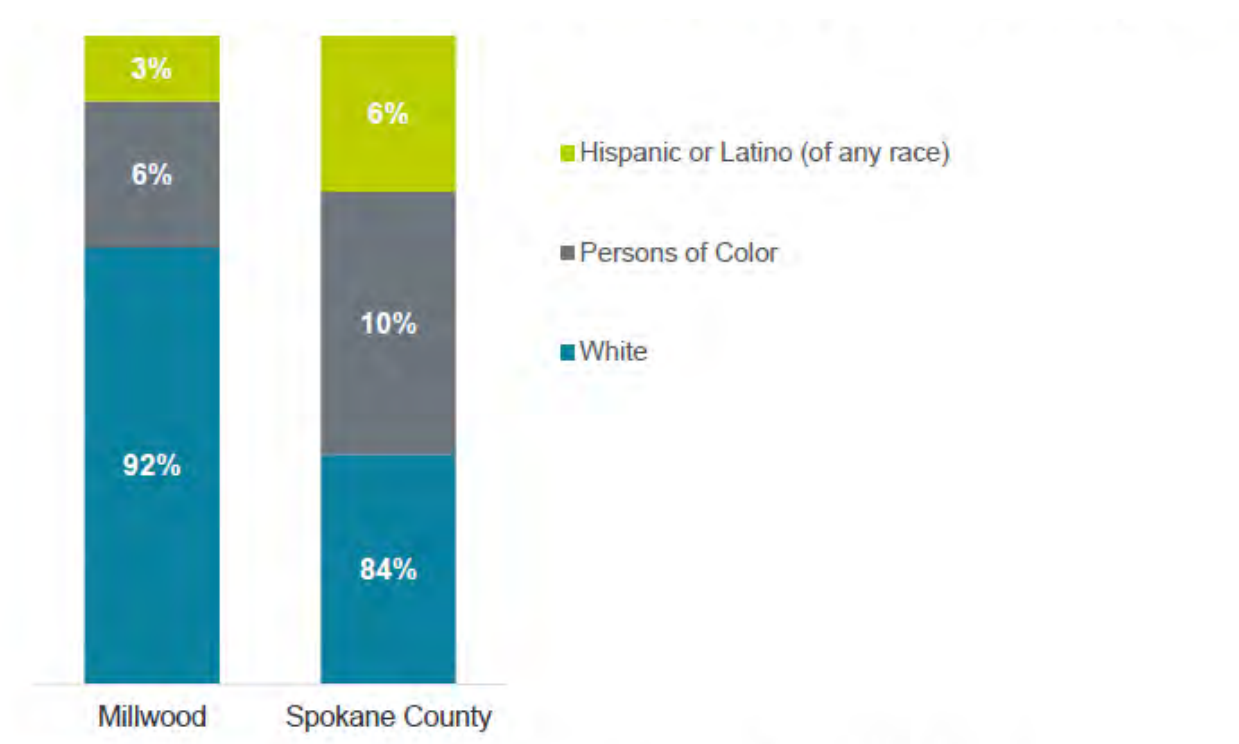
~~**Source: American FactFinder - 2012-2016 American Community Survey 5-Year Estimates**~~

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



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*

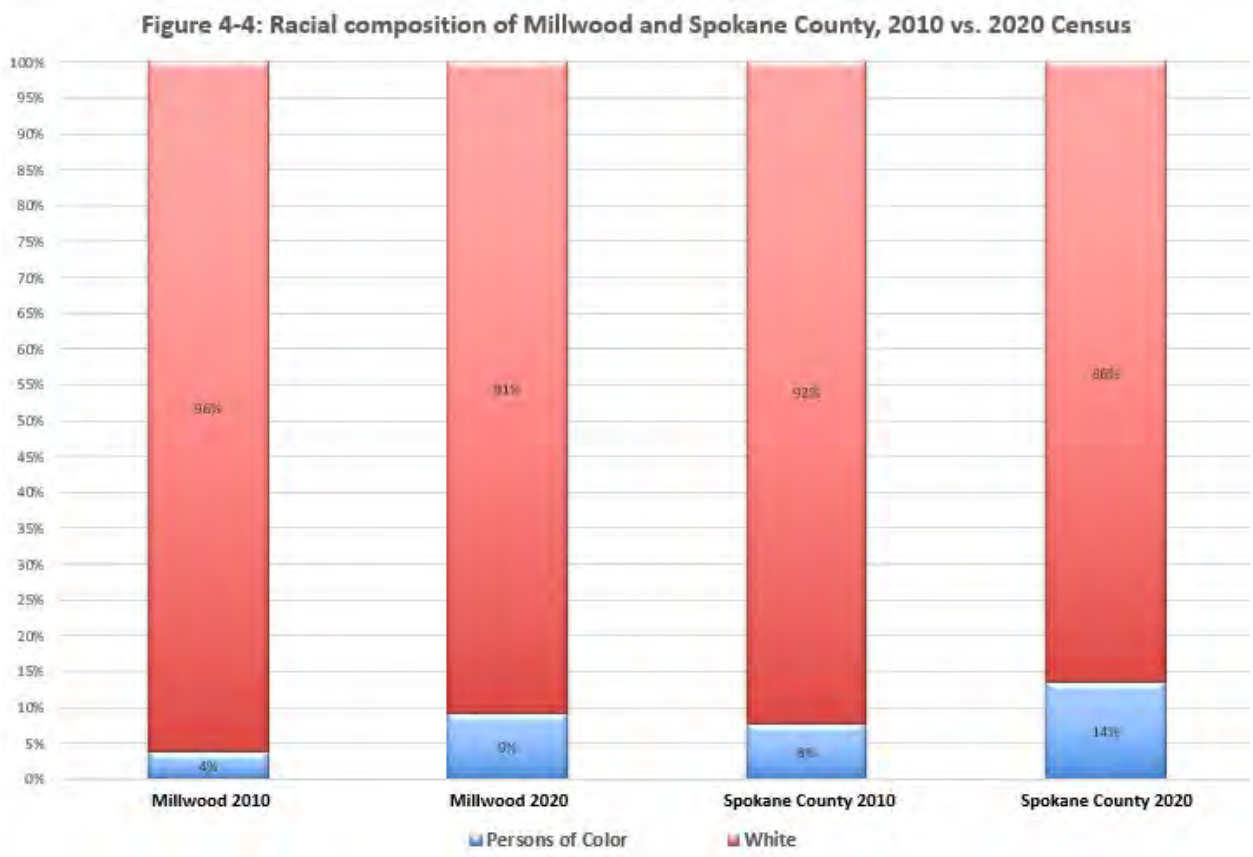


Source: US Census Bureau, 2016-2020 American Community Survey 5-Year Estimates (Table DP05); Washington Department of Commerce, 2023

** 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

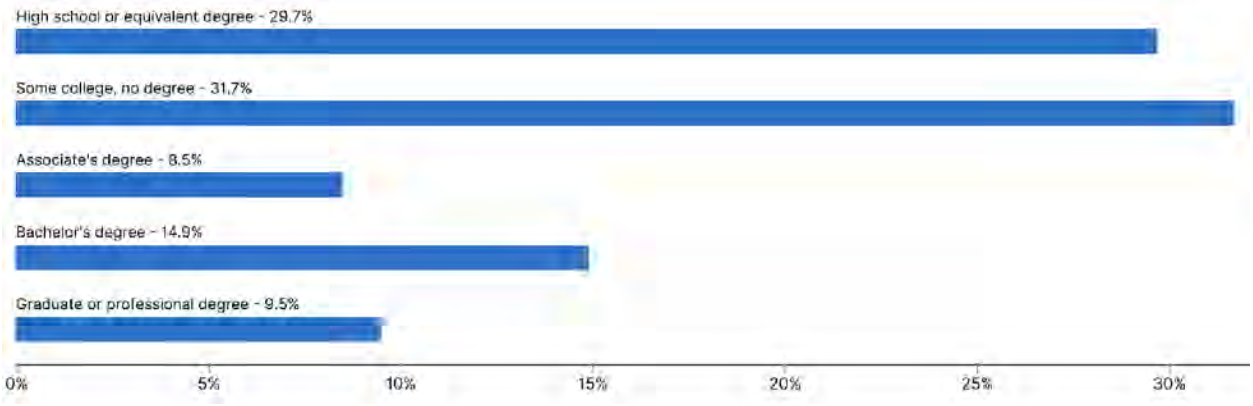


Educational Attainment

~~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 9th Grade~~	~~32~~	~~2.7~~	~~2.0~~
~~9th to 12th 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**~~

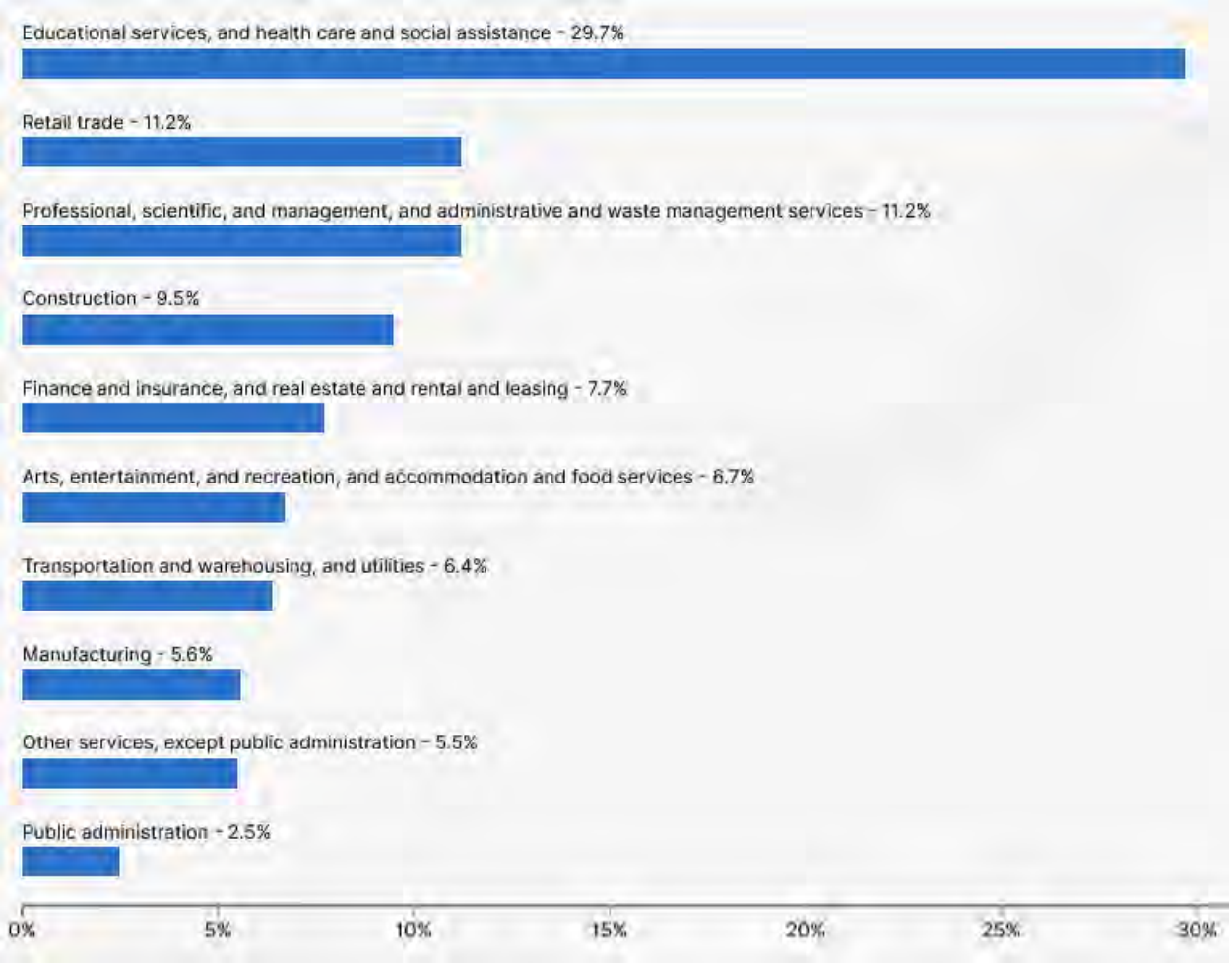
Employment

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

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, tThe 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.

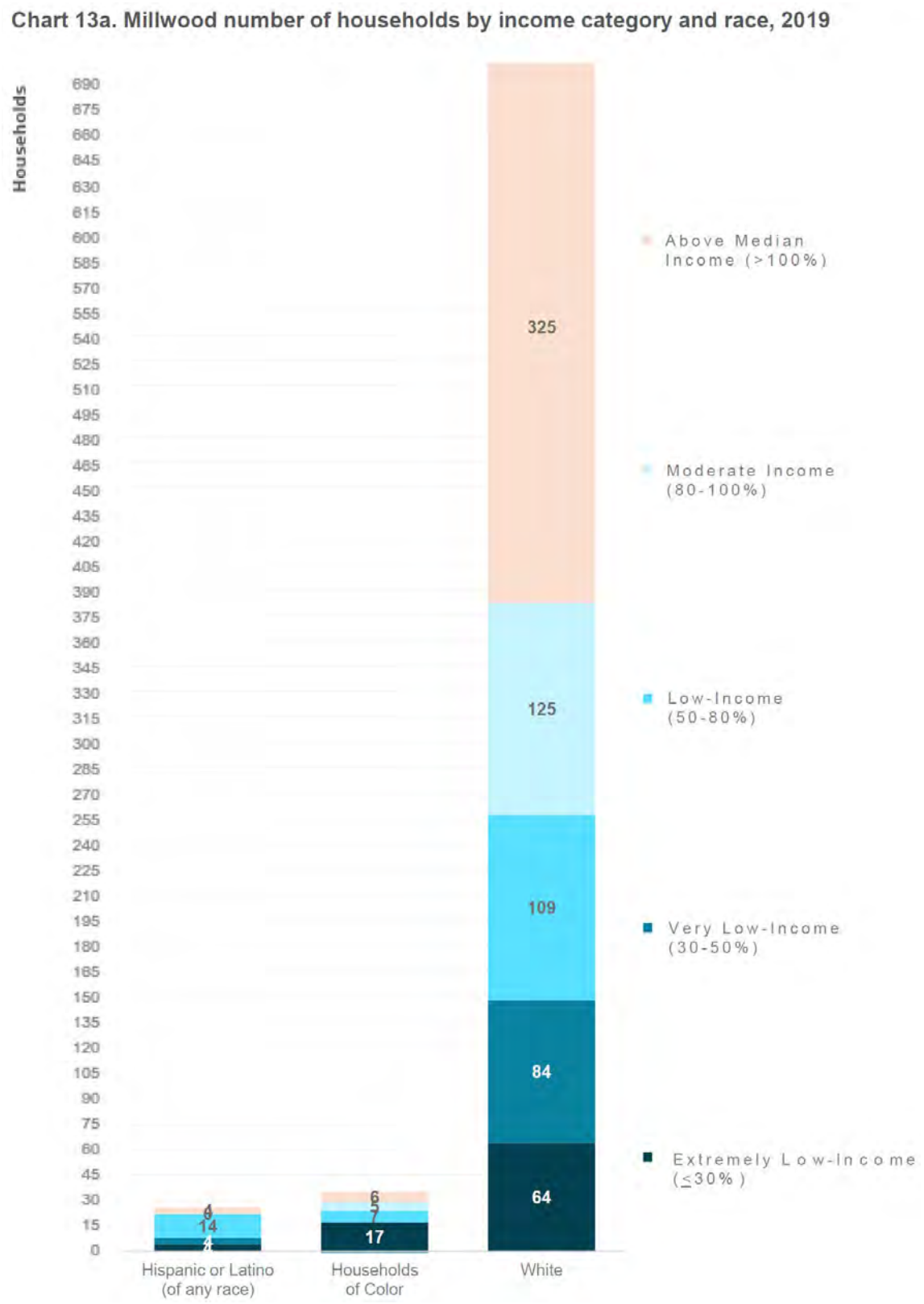
Overall, Millwood tends to have a higher household income than Spokane County, but less than Washington State as a whole.

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

Income	Millwood (%)	Spokane County (%)	Washington (%)
< $10,000	7.8	7.7	5.9
$10,000 to $14,999	2.5	5.3	4.0
$15,000 to $24,999	11.6	11.0	8.4
$25,000 to $34,999	8.2	11.2	8.7
$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	13.4
$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	3.0	6.3
Median household income	$54,000	50,550	$62,848

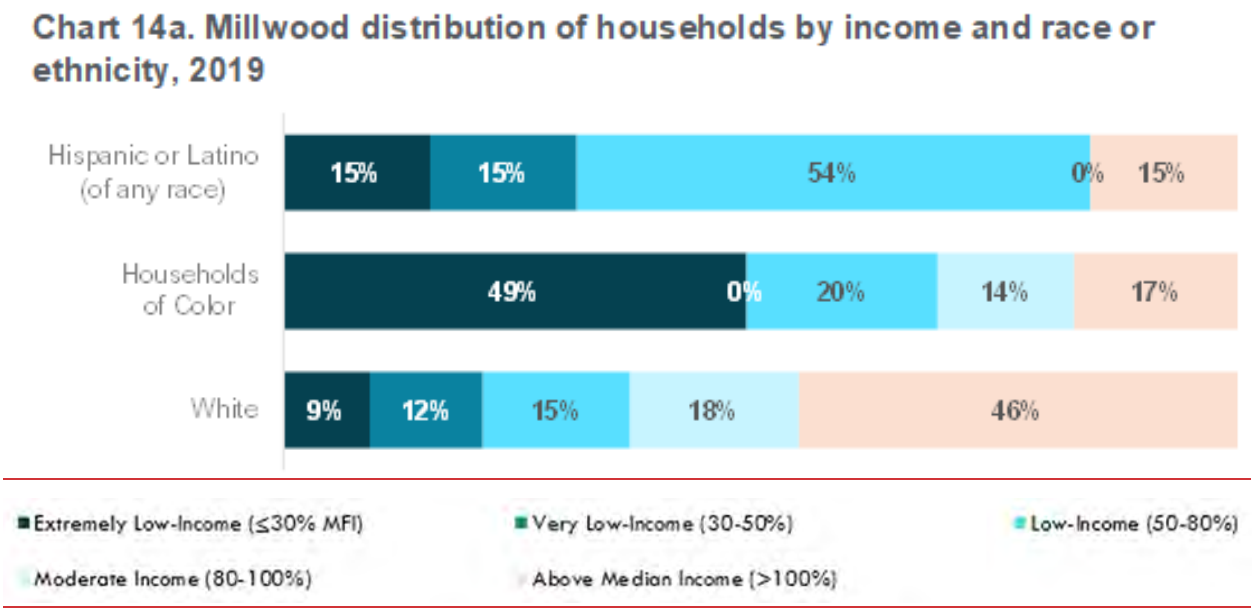
Source: Economic Characteristics, 2012-2016 American Community Survey 5-Year Estimates

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



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.~~3~~4 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 C-1 zone based on current development regulations, but likely at a smaller household/family size.			
** Additional residential units can also be accommodated in the C-2 zone 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.

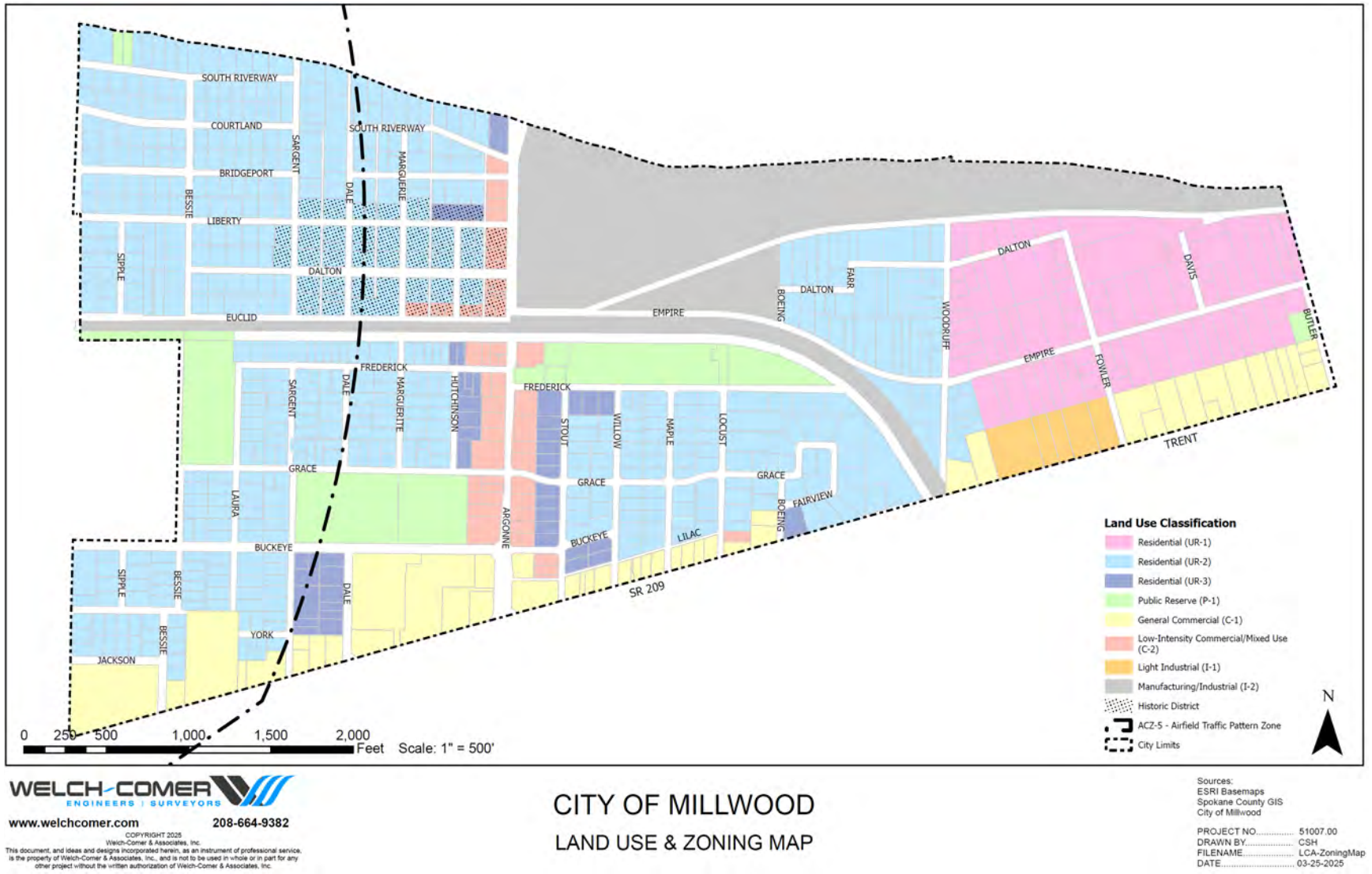
The land use chapter covers important factors which influence where and how development may or may not occur. Those factors include Spokane Felts Field Airport and its restrictions to development, the urban growth area, critical areas, ~~and~~ open space corridors, and shoreline management areas.

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~~



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CITY OF MILLWOOD
LAND USE & ZONING MAP

Sources:
ESRI Basemaps
Spokane County GIS
City of Millwood

PROJECT NO..... 51007.00
DRAWN BY..... CSH
FILENAME..... LCA-ZoningMap
DATE..... 03-25-2025

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

Table ~~12~~5-1: Zoning Categories

Zone Name	Abbreviation	Description
Residential	UR-1	This designation applies to the eastern portion of the City that has traditionally accommodated single-family detached homes on large lots with space for urban agriculture while allowing opportunities for infill development. The intent of this designation is to acknowledge the single dwelling residential building type as the primary use with the potential for accessory dwellings, duplexes, triplexes, cottage housing, stacked flats, courtyard apartments, and other small-scale housing forms that are compatible in scale and form with single-family houses while permitting a minimum of two middle housing units per lot. ~~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.~~      
	UR-2	This designation is the predominant residential land use in Millwood with a small area included in the Millwood Historic District. The intent of this designation is to acknowledge the single dwelling residential building type as the primary use with the potential for accessory dwellings, duplexes, triplexes, fourplexes, cottage housing, stacked flats, courtyard apartments, and other small-scale housing forms in neighborhoods characterized by low traffic volumes, abundant trees and other landscaping features, with easy access to parks and other recreational opportunities. A minimum of two middle housing units per lot are

		permitted.~~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.~~      
	UR-3~~,~~ ~~MF~~	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~~

		     
General Commercial	C-1	The General Commercial district is intended for large scale, auto oriented commercial uses located primarily along major arterials up to four stories. Businesses located in this zone provide goods and services to customers throughout the region. A variety of existing residential development is located in this zone, however new residential will focus on higher density and mixed use with commercial, as well as allowing hotels and temporary emergency housing to meet Washington State requirements. ~~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.~~   
Low-Intensity Commercial / Mixed Use	C-2	The Low-Intensity Commercial / Mixed Use district is intended to provide housing opportunities and retail and professional services to a limited trade area. The zone should be developed on pedestrian scale to accommodate neighborhood and local community shopping needs, to provide variety in housing, and to create recreation opportunities without negatively impacting adjoining neighborhoods. C-2 zones shall be

		grouped along Argonne and Euclid, within one-fourth mile of a public transit route and should be designed to accommodate pedestrians. The zone should create an urban neighborhood and, in addition, serve several neighborhoods within walking distance or within a few miles allowing for short driving distances from home to the zone. The zone should serve as a buffer between residential zones and arterial roads thereby providing an appropriate land use transition. ~~for s~~Small 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. Automobile-related uses such as drive-up windows would be discouraged.     
Light Industrial	I-1	The Light Industrial district is intended for small to medium intensity industrial uses, up to four stories, that produce little to no noise or environmental emissions. ~~Light Industry~~ This zone also allows for hotels and temporary emergency housing to meet Washington State requirements.

		 
Manufacturing / Industrial	I-2	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.)~~  

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

Building Intensities by Zone

Acreage 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 5-2~~13~~: Acreage 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 ≤ $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*	1 Dwelling Unit per 5,000 Sq. Ft. ~~2 units per 10,000 sq. ft.~~	1 Dwelling Unit per 3,600 Sq. Ft. ~~1 Unit per 5,000 sq. ft. or~~ ~~2 units per 7,200 sq. ft~~	1 Dwelling Unit per 2,500 Sq. Ft. ~~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~~

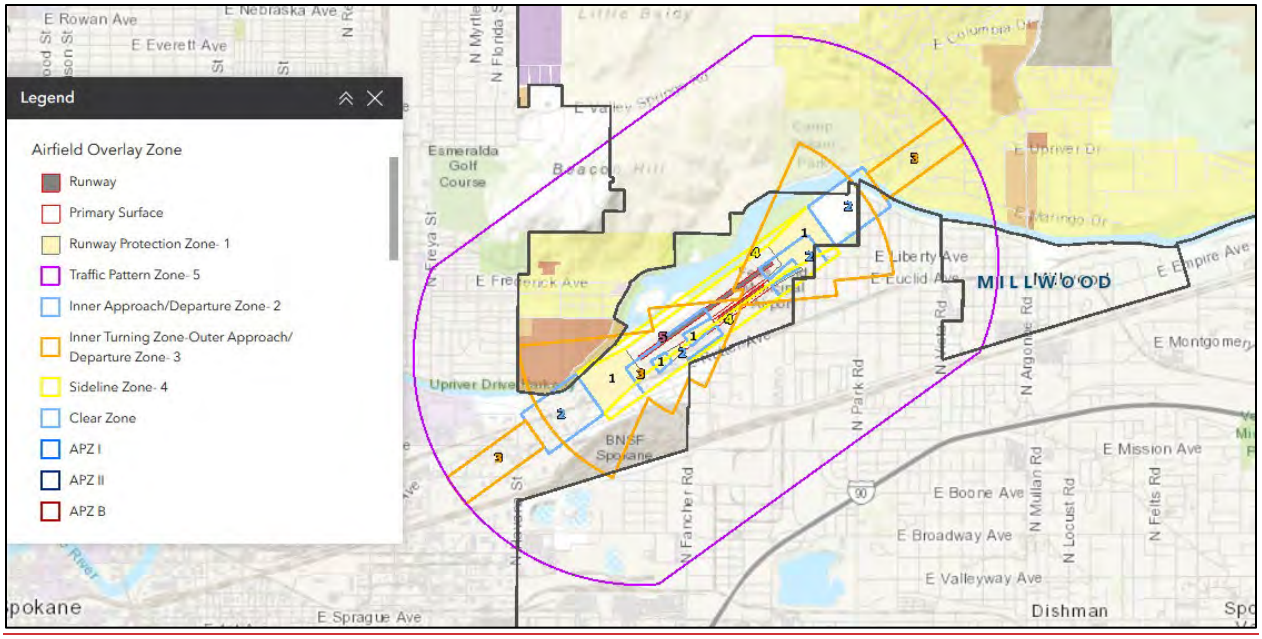
~~Most of the developable lots have the infrastructure in place necessary for development. Property may be required for public services such as roads and utility corridors between long, partially-used lots if they are developed. A market factor of 30% of the vacant lots and 90% of the partially-used 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.



Map 5-2: Felts Field Airport Overlay Zones

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 ~~2016-0553~~24-0180. 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. B~~b~~ecause 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 ~~cities~~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-~~2~~4: 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

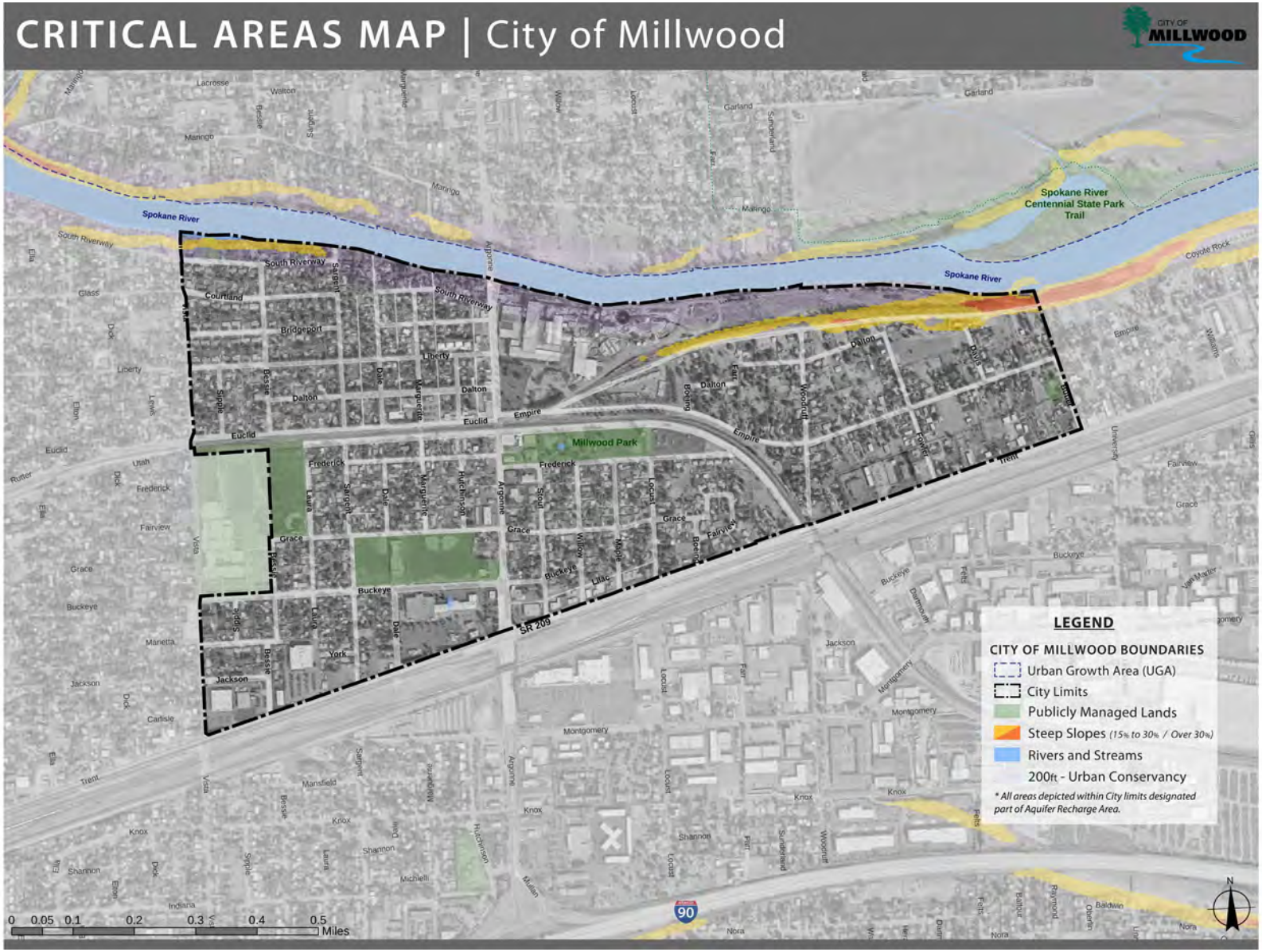
Wetlands are generally defined as those areas that are inundated or saturated by groundwater or surface water at a frequency and duration sufficient to support, and, under normal circumstances do support, a prevalence of vegetation typically adapted for life in saturated soil conditions. Wetlands usually 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 ~~cities~~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:
    - Units for moderate, low, very low, and extremely low-income households; and
    - 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:
    - Incorporating consideration for low, very low, extremely low, and moderate-income households;
    - Documenting programs and actions needed to achieve housing availability including gaps in local funding, barriers such as development regulations, and other limitations;
    - Consideration of housing locations in relation to employment location; and
    - 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:
    - Zoning that may have a discriminatory effect;
    - Disinvestment; and
    - 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 / Manufactured 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.

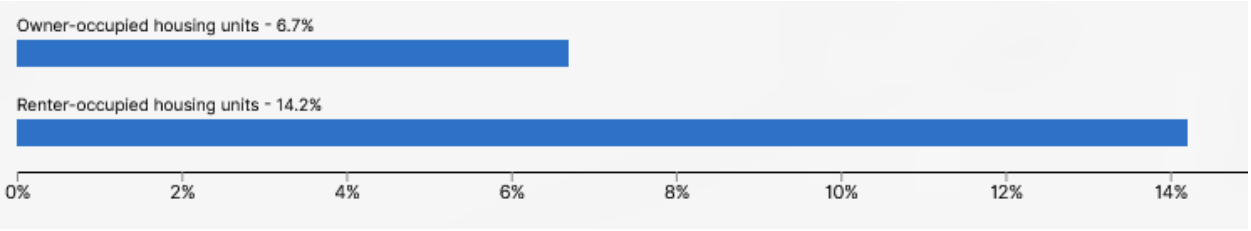
Table 6-2: ~~Percent of~~ Occupied Housing Units, 2016 vs. 2023

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

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

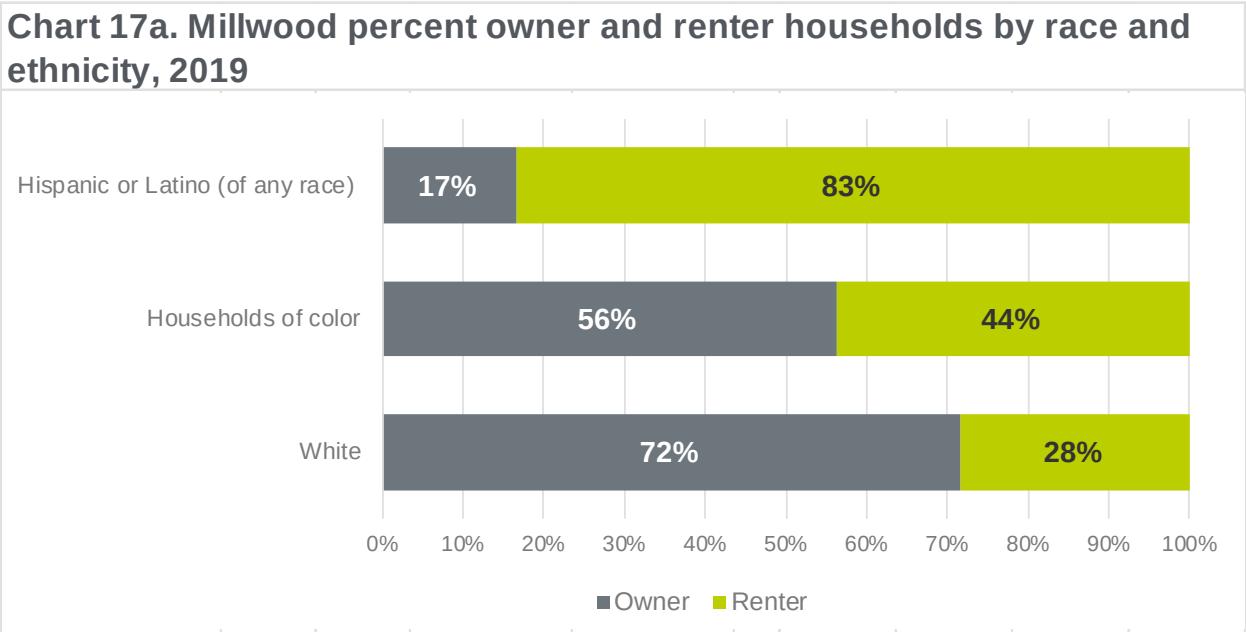
Location	Vacancy Rate 2016	Vacancy Rate 2020
Spokane County	4.1%	5.2%
Millwood	4.8 %	6.5%

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*



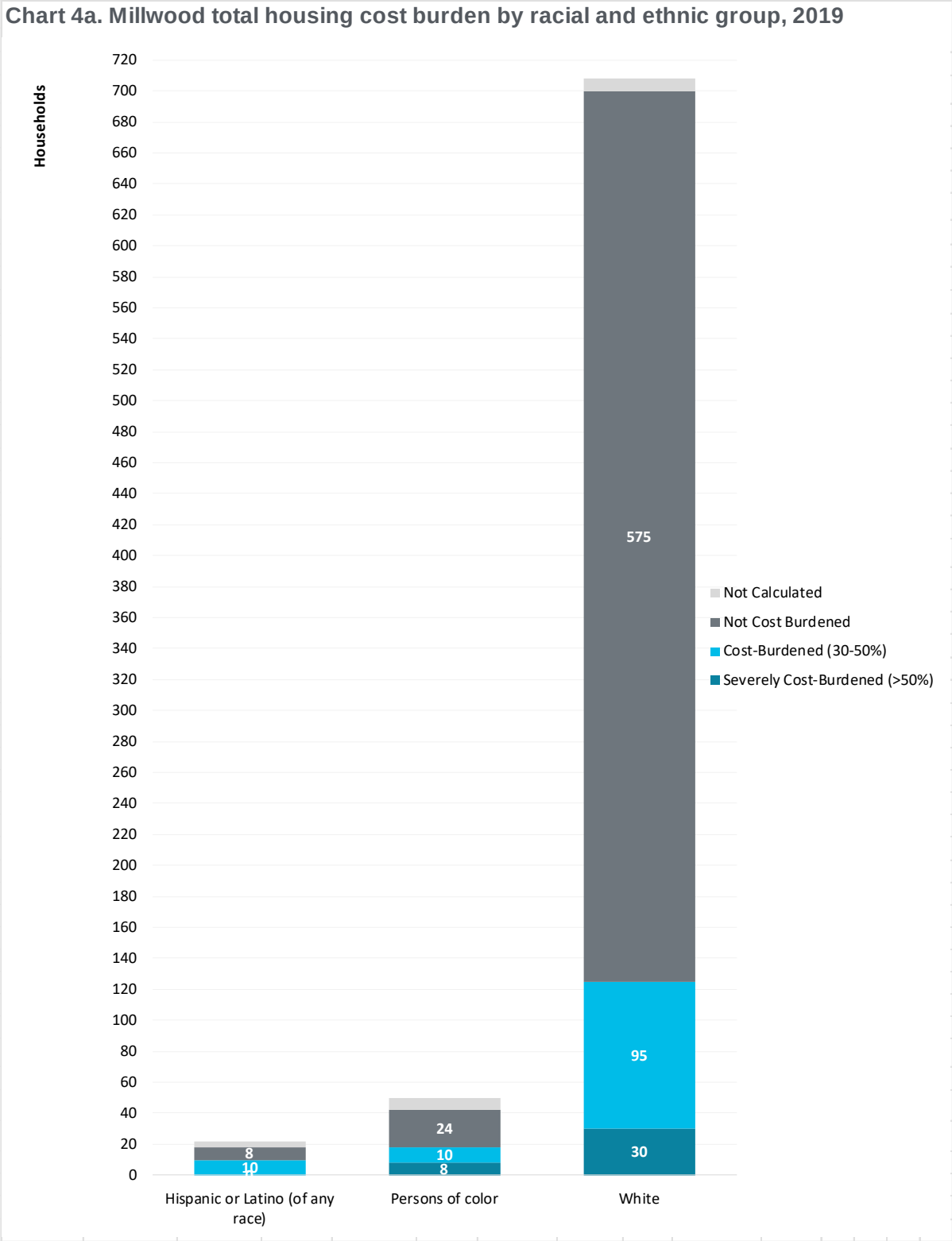
Sources: US HUD, 2015-2019 Comprehensive Housing Affordability Strategy (CHAS) (Table 9)

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.

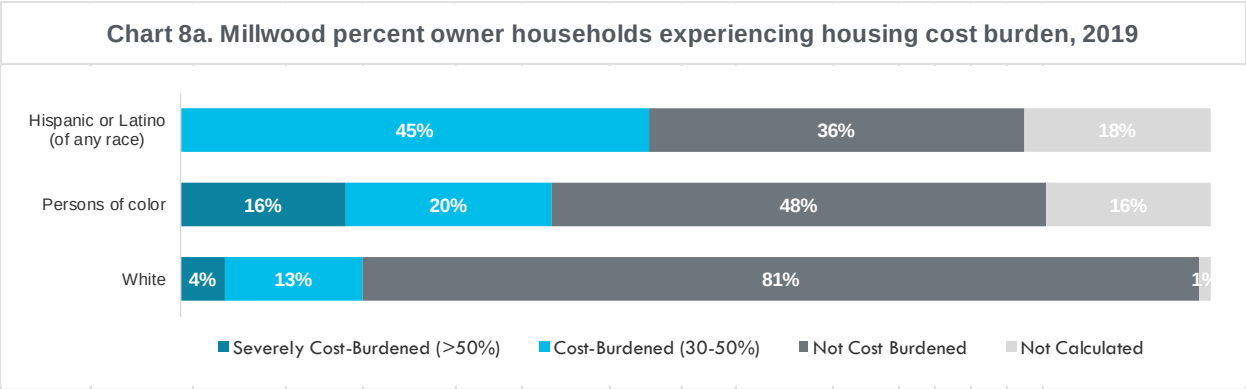
Both owner and renter households experience cost-burden as identified in Figures 6-5 and 6-6. Overall renter households have higher percentages of cost-burden compared to owner households.

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



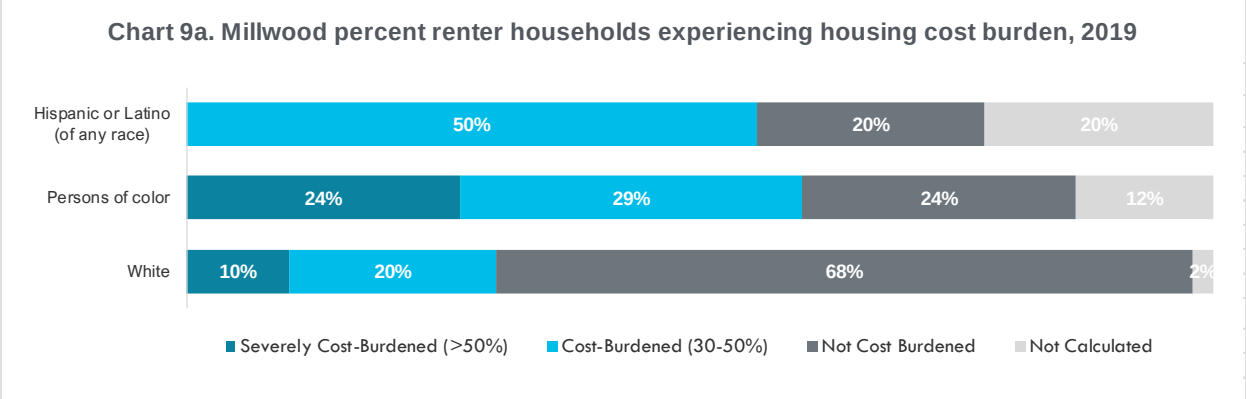
Source: US HUD, 2015-2019 Comprehensive Housing Affordability Strategy (CHAS) (Table 9); Washington Department of Commerce, 2023

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



Source: US HUD, 2015-2019 Comprehensive Housing Affordability Strategy (CHAS) (Table 9); Washington Department of Commerce, 2023

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



Source: US HUD, 2015-2019 Comprehensive Housing Affordability Strategy (CHAS) (Table 9); 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".*

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.

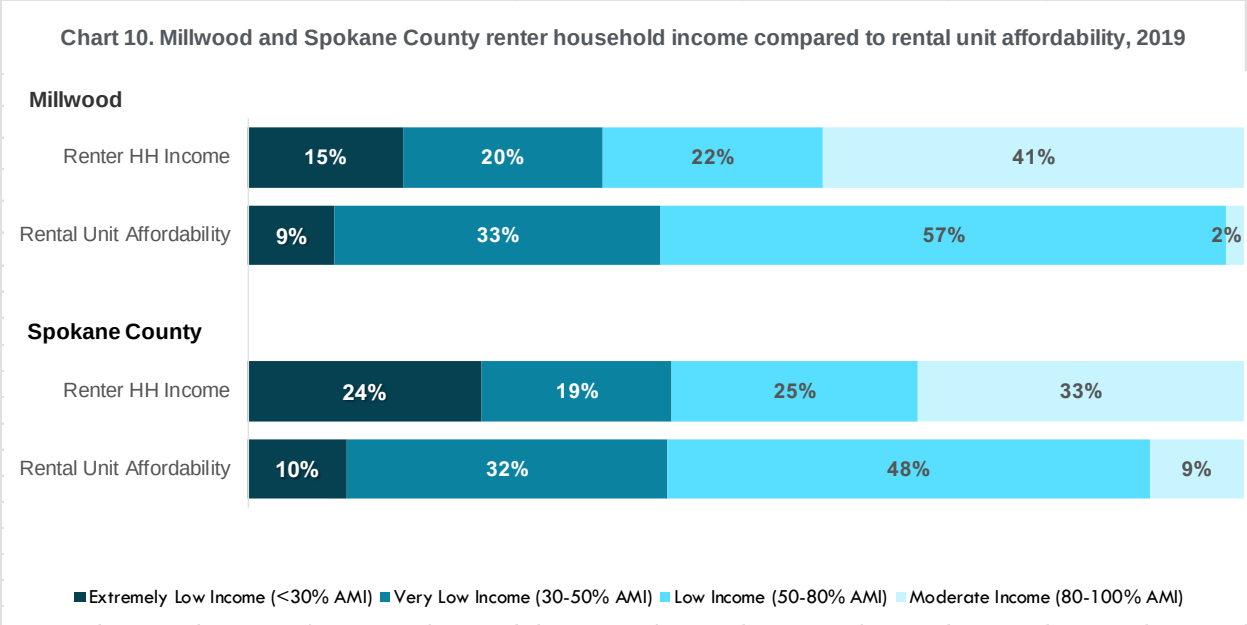
Table 6-4: Millwood and Spokane County Rental Units By Affordability and Households By Income, 2019

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



Sources: US HUD, 2015-2019 Comprehensive Housing Affordability Strategy (CHAS) (Table 8)

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

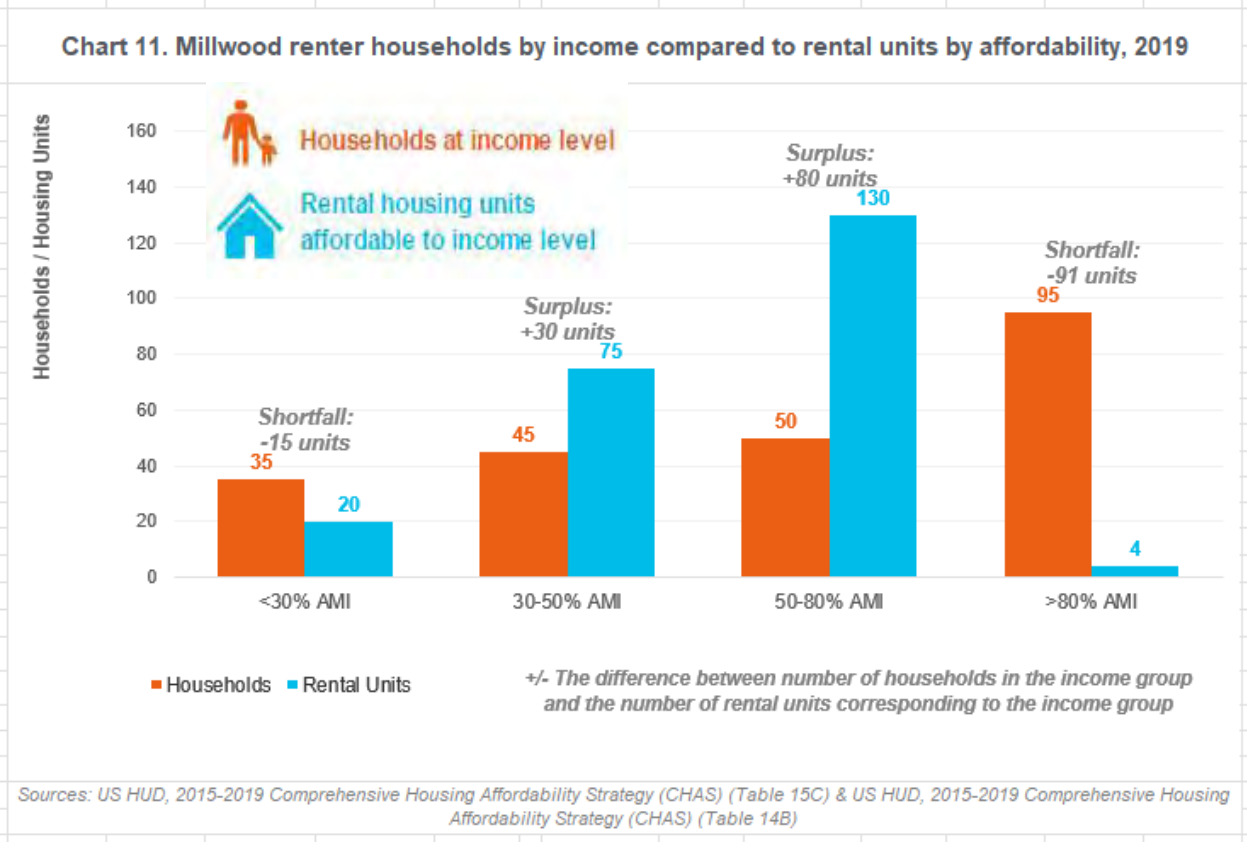
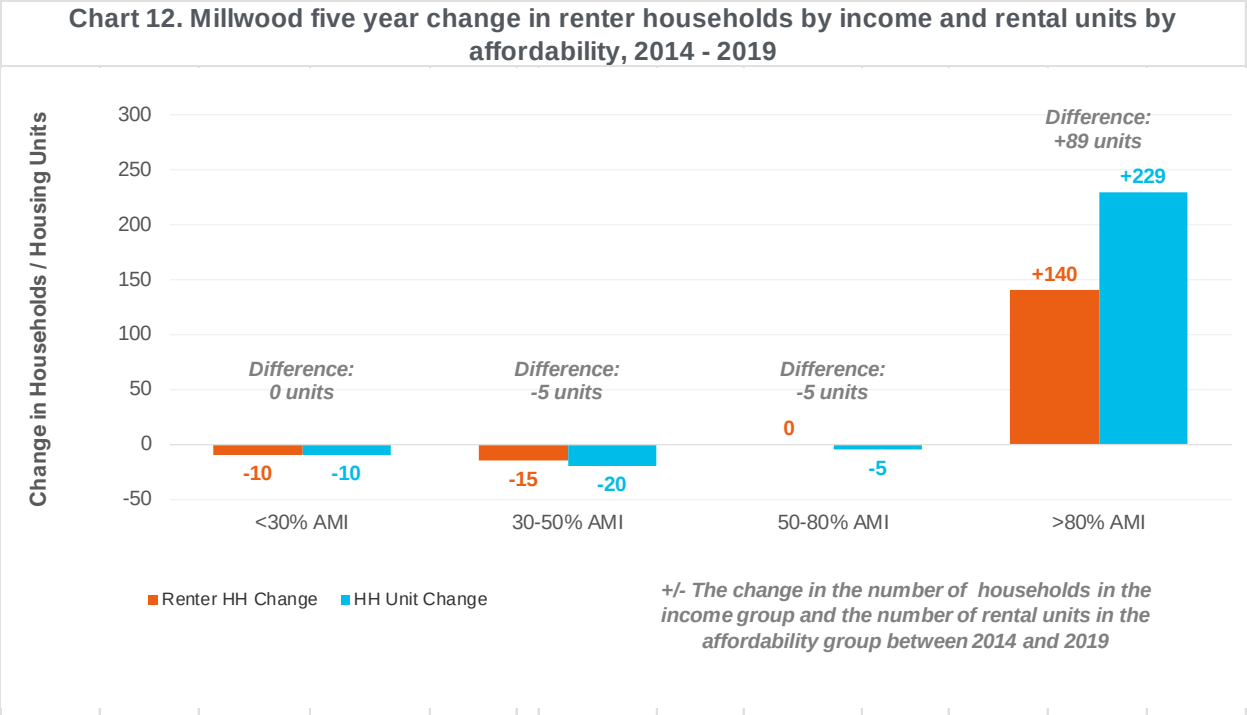


Figure 6-9, provided by Commerce as Chart 12, compares the estimated change in the number of households in the income group and the number of housing units in the affordability group. The change in households could be new households in the jurisdiction or households switching between income groups due 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



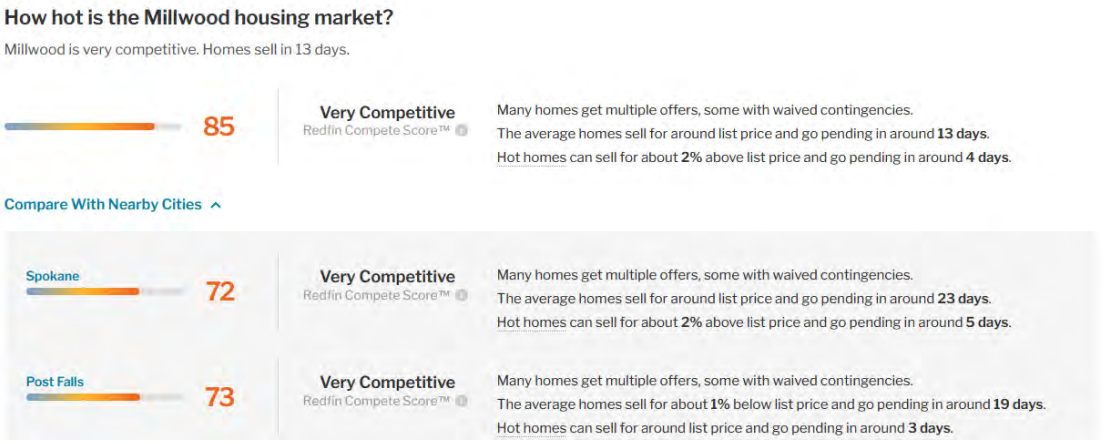
Sources: US HUD, 2015-2019 Comprehensive Housing Affordability Strategy (CHAS) (Table 15C) & US HUD, 2015-2019 Comprehensive Housing Affordability Strategy (CHAS) (Table 14B) & US HUD, 2010-2014 Comprehensive Housing Affordability Strategy (CHAS) (Table 15C) & US HUD, 2010-2014 Comprehensive Housing Affordability Strategy (CHAS) (Table 14B)

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.~~5~~4 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

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

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

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

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

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

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

~~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:
    - "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.
    - 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.
    - 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)
0.14% Share of Spokane County Housing Growth	**Total Allocated Units (2020-2046)**	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**

** 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		Permanent Housing Needs by Income Level (% of Area Median Income)							Emergency Housing Needs (Temporary)
0.14% Share of Spokane County Housing Growth	**Total Allocated Units (2020-2046)**	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.

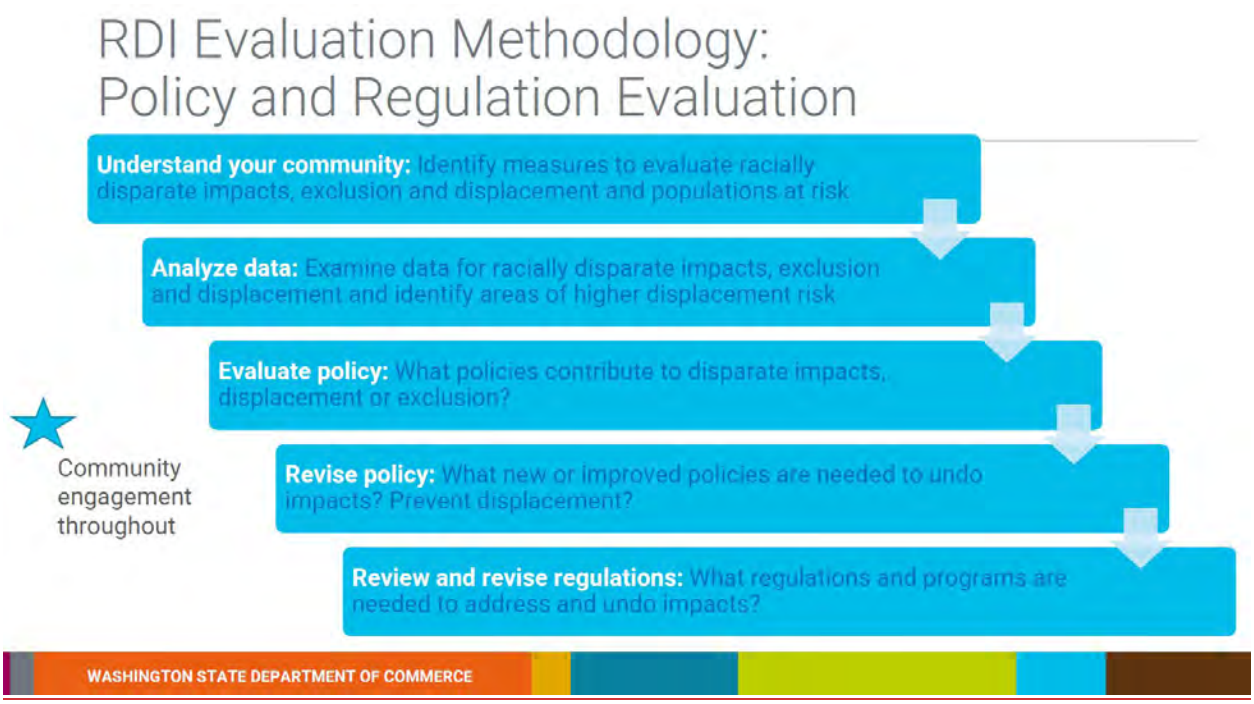
6.7 RACIALLY DISPARATE IMPACTS & DISPLACEMENT

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:





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:
    - 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 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.~~7~~8 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.



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

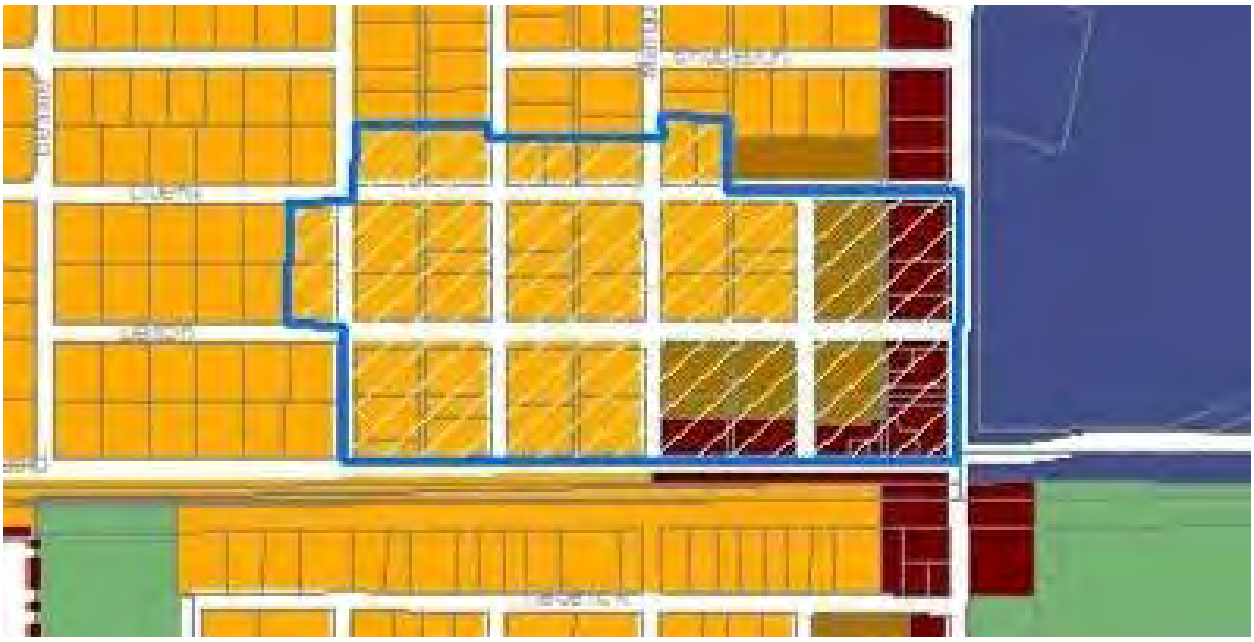
The paper mill on the north side of Millwood provided the spark that ignited the town's rapid growth and development during the first four (4) decades of the 20th Century. The original platted town site, with its showcase of the 1920s and 1930s era homes and commercial buildings, contrasted with the 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.

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:



Figure 7-2: Historic District Architecture & Character

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.~~

~~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 ~~4~~7-1: 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	Van Steenbergen Shoe Repair Building	Contributing
9017 E. Euclid	1946	Sugar Bowl Building	Contributing
9021 E. Euclid	1928	Byram Block Apartment	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	Millwood Hotel	Contributing
8622 E. Liberty	1931	Brazeau-Black House	Contributing
8703 E. Liberty	1938	Victor Maurer House	Contributing
8710 E. Liberty	1926	Wayerski-Mork House	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	Kester House	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.



Figure 7-2 Historic District Architecture & Character

Figure 7-3 Historic District Architecture & Character

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.

~~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.~~6~~5 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

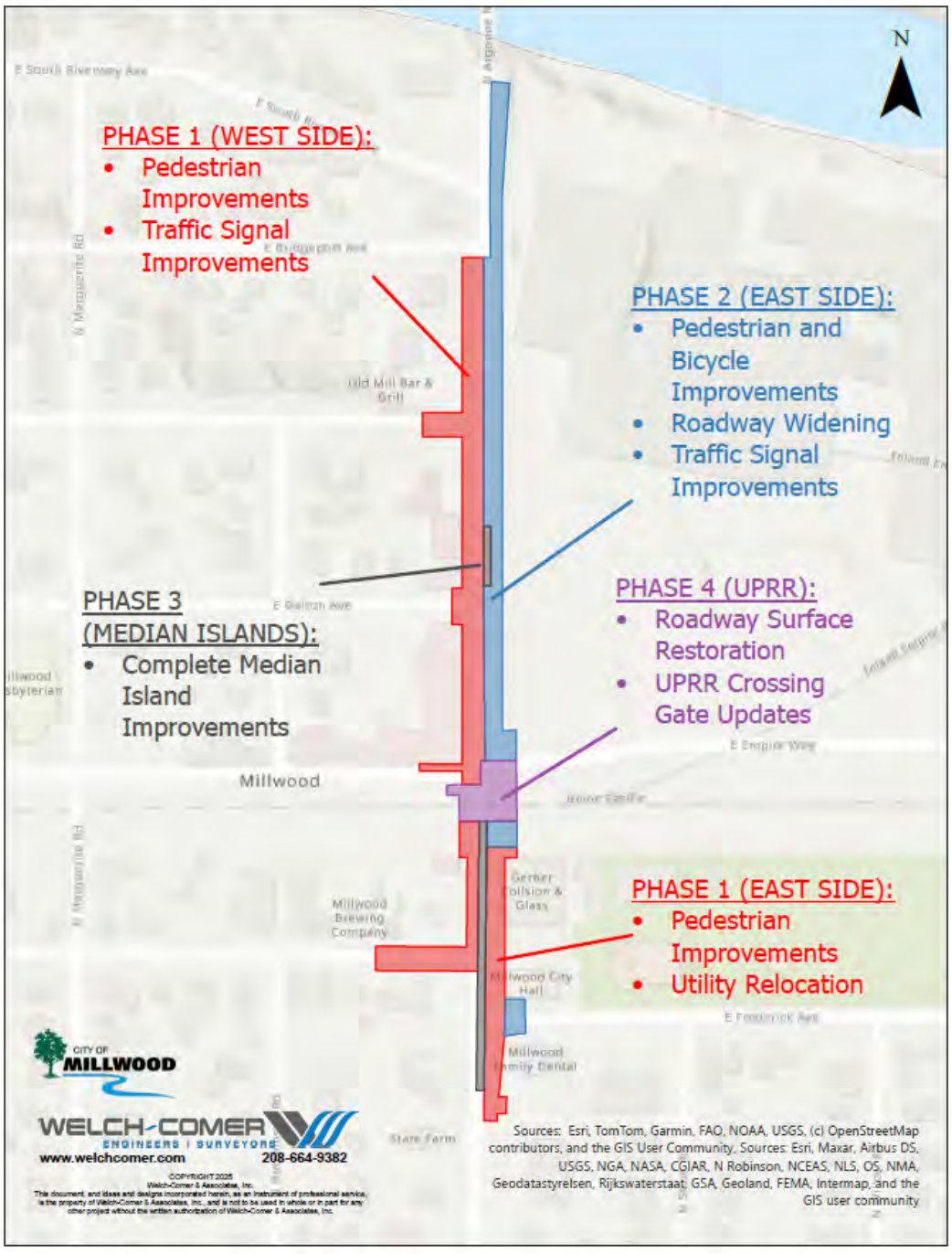
In 2007 the City of Millwood undertook an intensive planning effort for the portion of Argonne Road in Millwood. The study included extensive public participation and produced a list of common vision elements for this high-volume corridor.

- 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

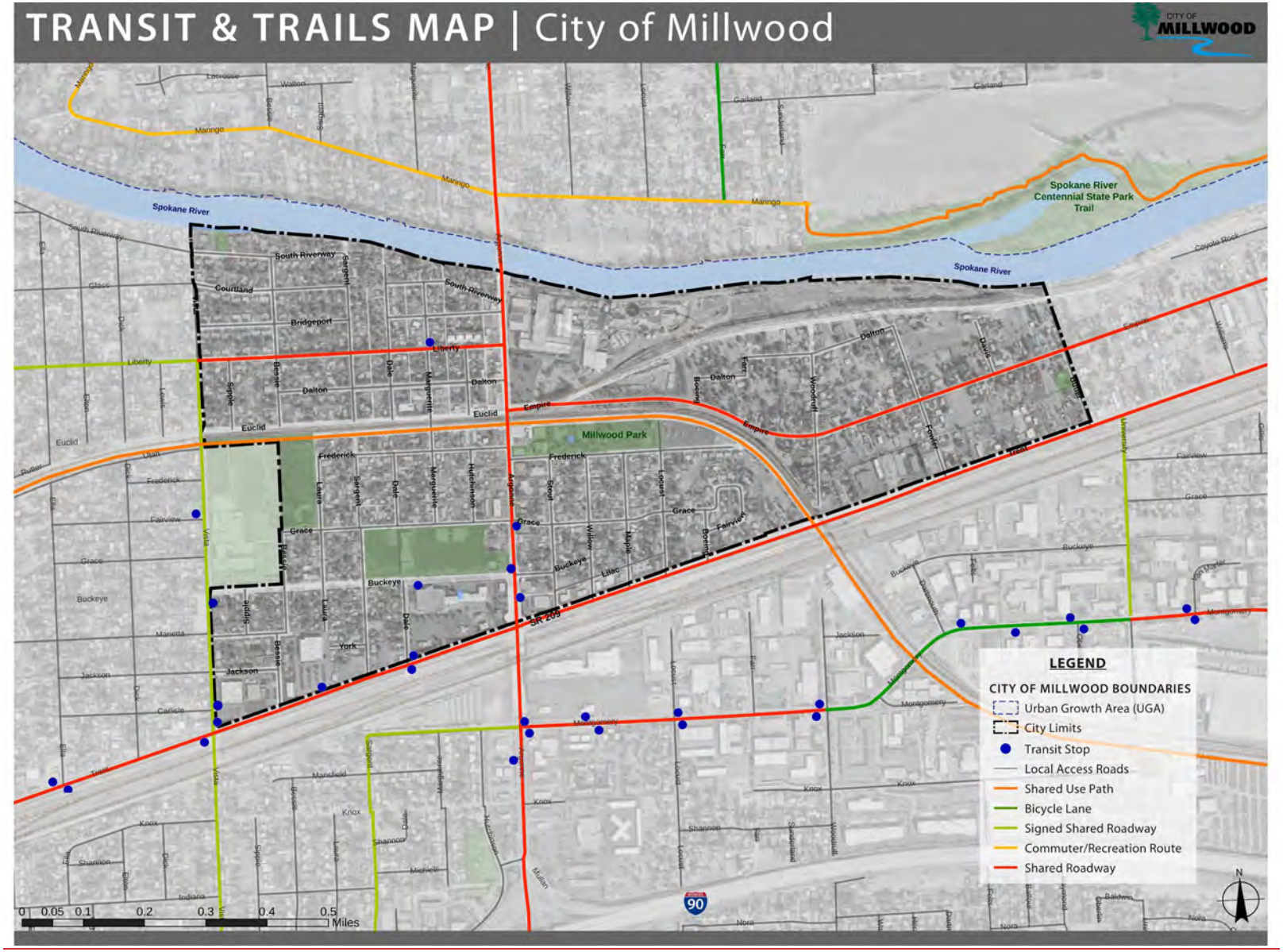
Horizon ~~2040~~ 2050 is the Metropolitan Transportation Plan (MTP) and Regional Transportation Plan (RTP) for Spokane County. The purpose of the plan is to integrate, access and multi-modal transportation systems to safely and efficiently move people and goods through the year ~~2040~~2050. ~~The plan~~

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

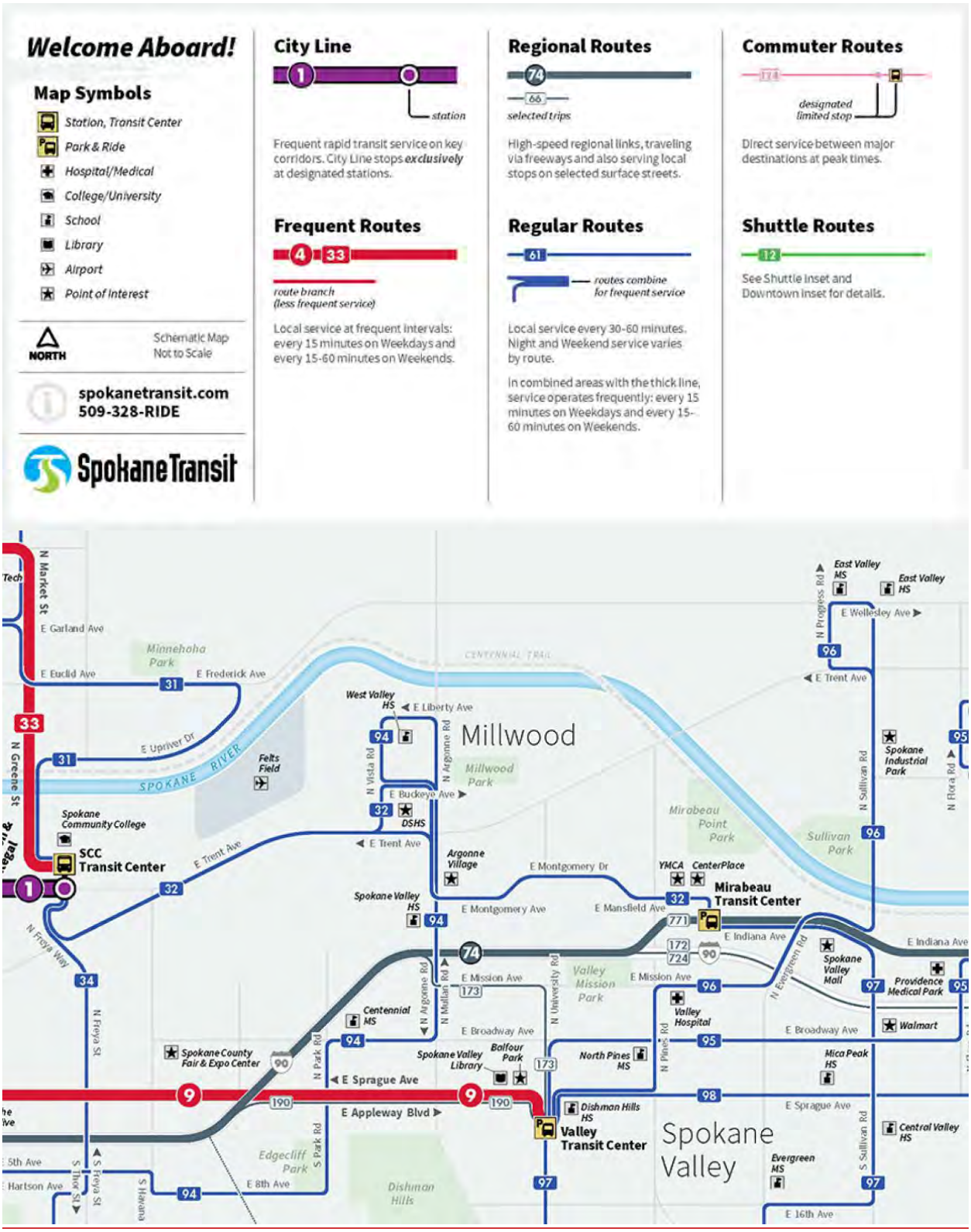
- Projected transportation demand of persons and goods based on county and municipal comprehensive plans;
- Existing and proposed transportation facilities;
- Strategies to operate and maintain local transportation facilities;
- Processes and strategies to manage congestion now and in the future;
- Assessments 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 avionic services are available. In 2022, the Felt's 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, ~~T~~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*

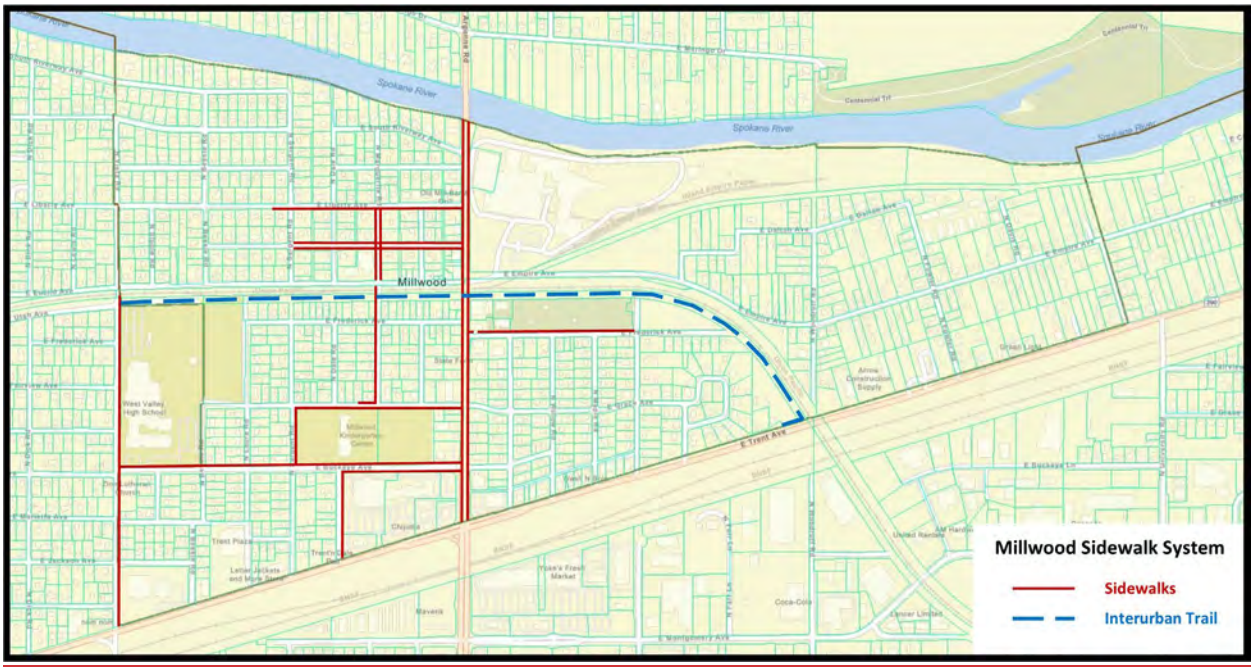
Street	Segment	Segment Length (approx.)	Sidewalk Width	ADA Compliant
Argonne Road	West side of Argonne Rd. from Spokane River bridge (northern City limits) to South Riverway	0.05 miles	5’	Yes
Argonne Road	East side of Argonne Rd. from Spokane River bridge (northern City limits) to South Riverway	0.05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

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

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

Street	Segment	Segment Length (approx.)	Sidewalk Width	ADA Compliant
Buckeye Avenue	South side of Buckeye Ave. from Argonne Rd. to Dale Rd.*	0.16 miles	6’	Partially (older sidewalk - not all curb ramps have detectable warning device)
Dale Road	East side from south of Buckeye Ave. to Trent Ave.*	0.12 miles	6’	Partially (older sidewalk - not all curb ramps have detectable warning device)
Dalton Avenue	North side of Dalton Ave. from Argonne Rd. to Sargent Rd.	0.24 miles	4’-5’	Partially (older sidewalk - not all curb ramps have detectable warning device)
Dalton Avenue	South side of Dalton Ave. from Argonne Rd. to Sargent Rd.	0.24 miles	4’-5’	Partially (older sidewalk - not all curb ramps have detectable warning device)
Frederick Avenue	North side of Frederick Ave. from east of Argonne to Locust	0.24 miles	5’-7’	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) *Improvements will be made as part of the Argonne Rd. Corridor Improvement Project in 2025*
Grace Avenue	North side of Grace Ave. from west of Marguerite to 1/2 a block east of Dale Rd.*	0.02 miles	6’	Yes
Grace Avenue	South side of Grace Ave. from east of Sargeant Rd. to Argonne Rd.*	0.24 miles	6’	Yes

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

~~Millwoods~~Millwood's road connections are shown in map ~~8.2~~8-5. The City has 12 center line miles of paved streets/roads with 3 traffic signals. Argonne Road is a main ~~throuroughfare~~thoroughfare in Millwood, running down the middle of the ~~cities~~city's central business district. Argonne is a roadway of regional significance due to ~~it's~~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 unecessary 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 widenting 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 ~~22~~8-3. 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:~~-~~ Current City of Millwood Street Classifications (SRTC)

Principal Arterial Sections	Classification	Segment	Segment Length (approx.)	No. of Lanes
Argonne Road	Principal Arterial	Spokane River bridge (northern City limits) to South Riverway	0.05 miles	4
Argonne Road	Principal Arterial	South Riverway to Bridgeport Ave.	0.02 miles	4
Argonne Road	Principal Arterial	Bridgeport Ave. to Liberty Ave. - traffic signal at Argonne Rd. & Liberty Ave.	0.05 miles	4
Argonne Road	Principal Arterial	Liberty Ave. to Dalton Ave.	0.05 miles	4
Argonne Road	Principal Arterial	Dalton Ave. to Euclid Ave. / Empire Ave. - traffic signal at Argonne Rd. & Euclid Ave. / Empire Ave.	0.05 miles	4
Argonne Road	Principal Arterial	Euclid Ave. / Empire Ave. to Frederick Ave.	0.08 miles	4

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

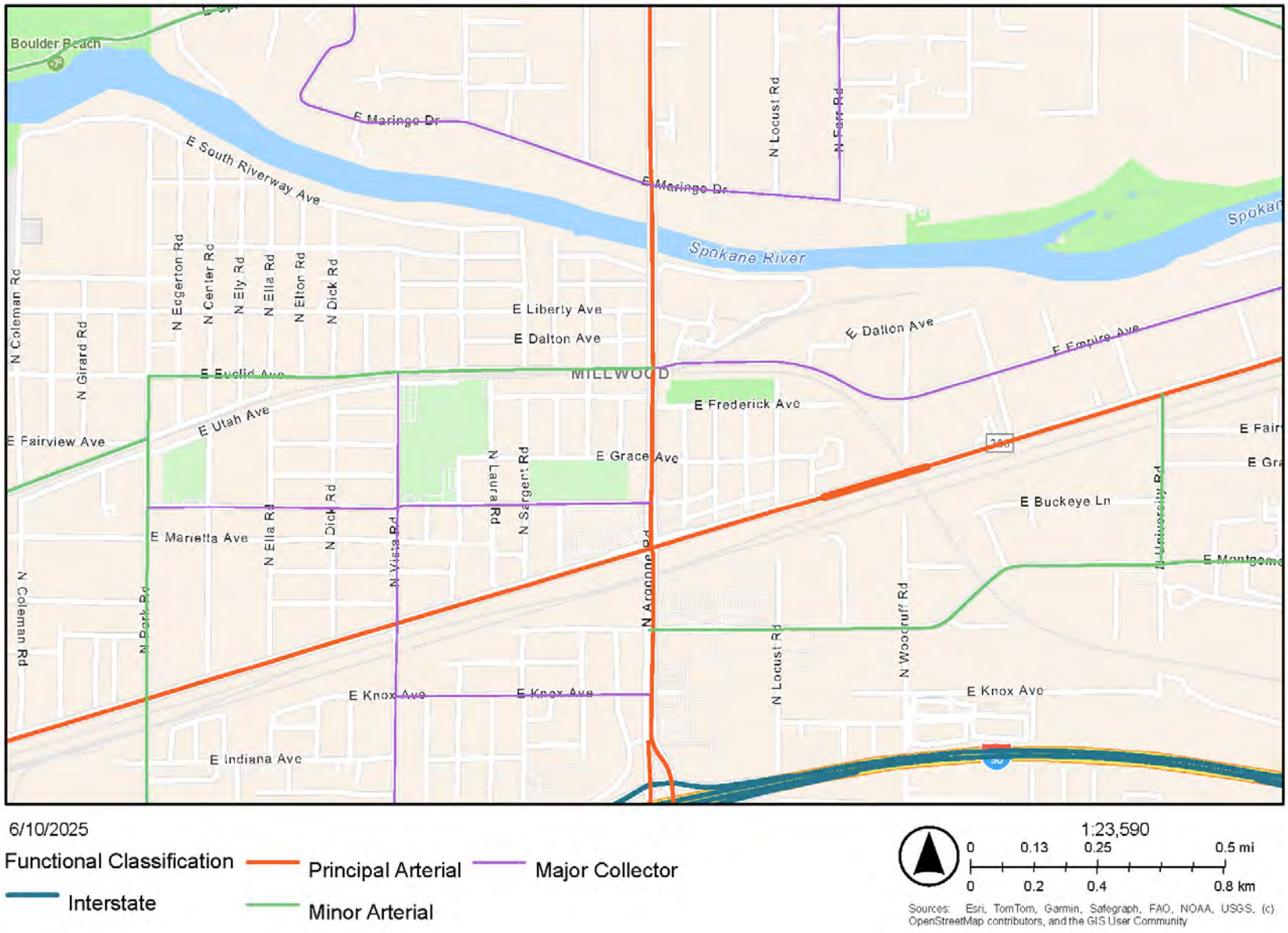
Vista Road	Major Collector	South of Euclid Ave. to Trent Avenue / SR 290 (southern City limits) - traffic signal outside City limits at Vista Rd. & Trent Ave.	0.50 miles	2

Table ~~22~~ 8-3: ~~–~~Street Classific~~i~~ation and ~~Traffice~~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 *				
Principal Arterial Sections	**Classification**	**Segment**	**Segment Length (approx.)**	**No. of Lanes**
Argonne Road	Principal Arterial	Spokane River bridge (northern City limits) to South Riverway	0.05 miles	4
Argonne Road	Principal Arterial	South Riverway to Bridgeport Ave.	0.02 miles	4
Argonne Road	Principal Arterial	Bridgeport Ave. to Liberty Ave. - traffic signal at Argonne Rd. & Liberty Ave.	0.05 miles	4
Argonne Road	Principal Arterial	Liberty Ave. to Dalton Ave.	0.05 miles	4
Argonne Road	Principal Arterial	Dalton Ave. to Euclid Ave. / Empire Ave. - traffic signal at Argonne Rd. & Euclid Ave. / Empire Ave.	0.05 miles	4
Argonne Road	Principal Arterial	Euclid Ave. / Empire Ave. to Frederick Ave.	0.08 miles	4
Argonne Road	Principal Arterial	Frederick Ave. to Grace Ave. - traffic signal at Argonne Rd. & Grace Ave.	0.10/0.12 miles	4
Argonne Road	Principal Arterial	Grace Ave. to Buckeye Ave.	0.09 miles	4
Argonne Road	Principal Arterial	Buckeye Ave. to Trent Avenue / SR 290 (southern City limits) - traffic signal outside City limits at Argonne Rd. & Trent Ave.	0.08 miles	6

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

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



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 2037~~The 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	~~Type~~Description	Year
City of Spokane	Millwood Trail, from SCC to Felts Field	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	2026-2027 Construction
~~Spokane County~~	~~Bigelow Gulch/Forker Rd Urban Connector~~	~~Widening with the addition of pedestrian and bicycle shoulder~~	~~2021~~
Spokane County	Argonne Rd Safety Improvements	Reconstruct Argonne Rd/Upriver Dr Intersection, upgrade bike/ped and ADA connections, and add safety improvements at Wellesley Ave intersection.	2025 Planning
Spokane County	Centennial Trail / Argonne Gap Project	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.	2025 Planning
Spokane Valley	Argonne Rd/I-90 Interchange Bridge Widening	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~~	~~2021~~ 2023 Planning Anticipated 2028 Construction

Agency	Project	~~Type~~Description	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) with a roundabout. 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.	~~2023~~ 2025-2026 Construction
Spokane Valley	Sullivan Rd/BNSF Grade Separation	Reconstruct the existing interchange at Sullivan Road and Trent Avenue (SR 290). 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.~~Reconstruct and widen the Sullivan Rd bridges over the BNSF R/R @ Trent Ave.~~	~~2025~~ 2019 - 2026 Planning / Design with Construction Date TBD
City of Spokane Valley	Citywide Trail Improvements	Appleway Trail (Farr to Dishman Mica) and Millwood Trail (Connecting Spokane Valley to Millwood and Centennial Trail).	Anticipated 2029 Construction

Agency	Project	~~Type~~Description	Year
Spokane Transit Authority	Argonne Station Park and Ride~~s~~	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
Spokane Transit Authority	I-90/Valley High Performance Transit (HPT)	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.	2021-2024 Planning / Design Construction 2023-2028 (w/ Argonne Station)
Spokane Transit Authority	US 395/North South Corridor Transit - Division Street Bus Rapid Transit (BRT)	Transit service on US 395 North Spokane Corridor	2030 after completion of N/S Corridor
~~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~~
WSDOT	US 395/North South Corridor	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	2001 - 2030

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

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).

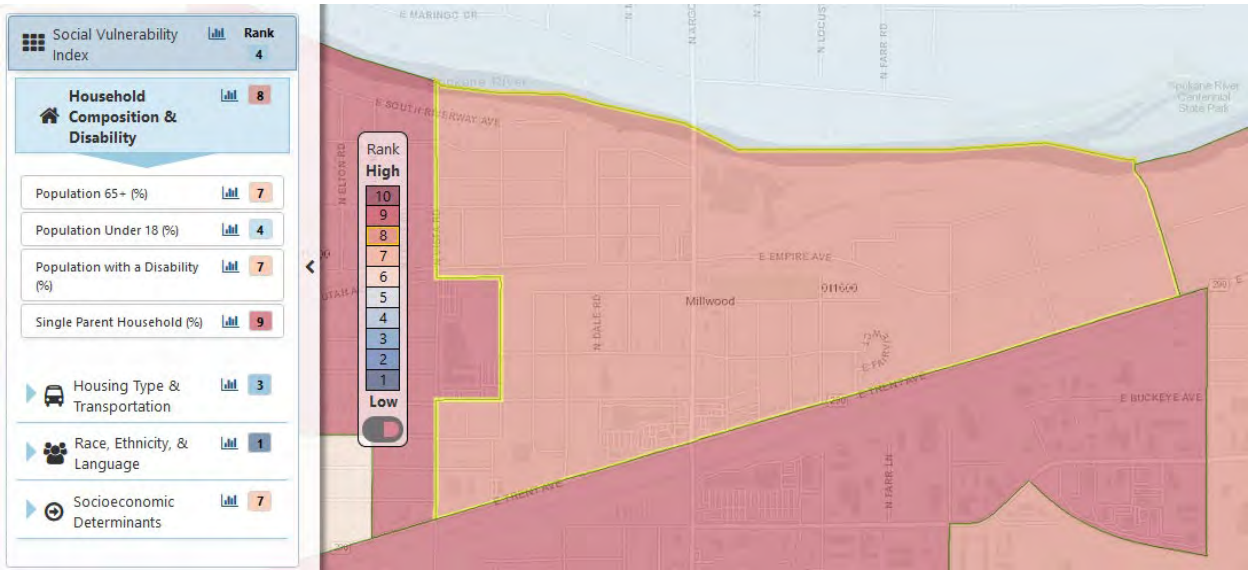
This Comprehensive Plan Parks and Recreation Element is designed to meet or exceed the RCO Manual 2 Planning Guidelines and has been developed utilizing the results of the 2024 Millwood Periodic Update Community Survey, along with stakeholder interviews, and other public outreach/planning efforts including 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:

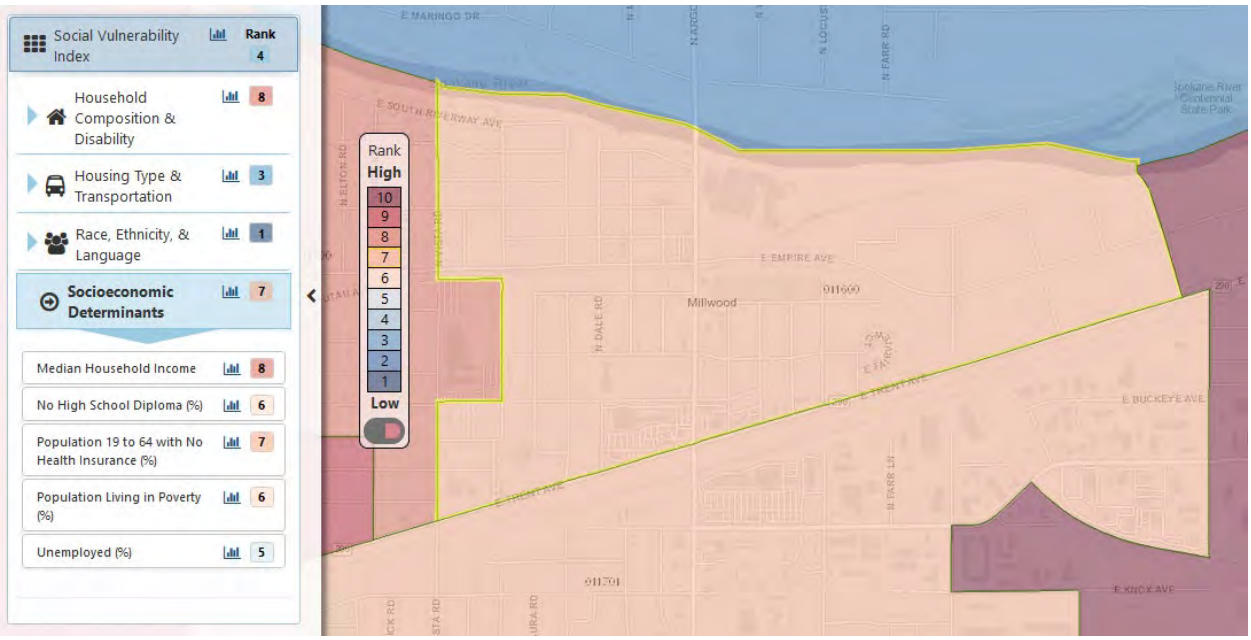
- Section 10.1 as well as Chapter 1 (Introduction) contains background information on the City of Millwood along with Chapter 4 (Planning Area, Demographics, and Projections), and Chapter 5 (Land Use), Chapter 6 (Housing);
- Section 10.2 and Chapter 3 (Community Vision) establishes the goals, objectives, 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.

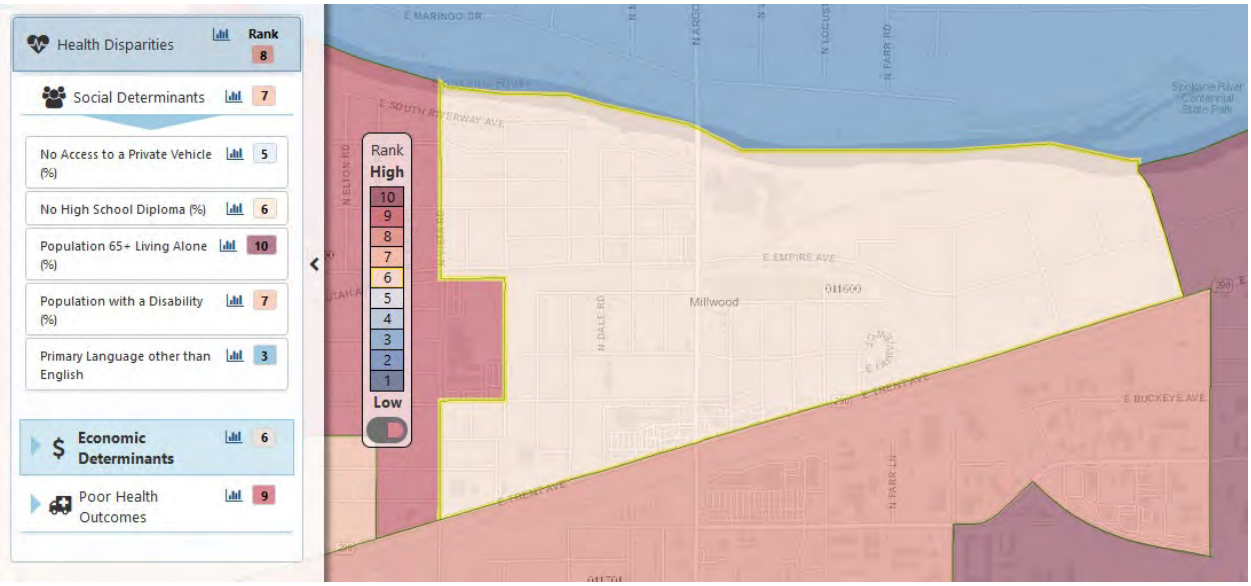
Project Need - Statewide Priorities

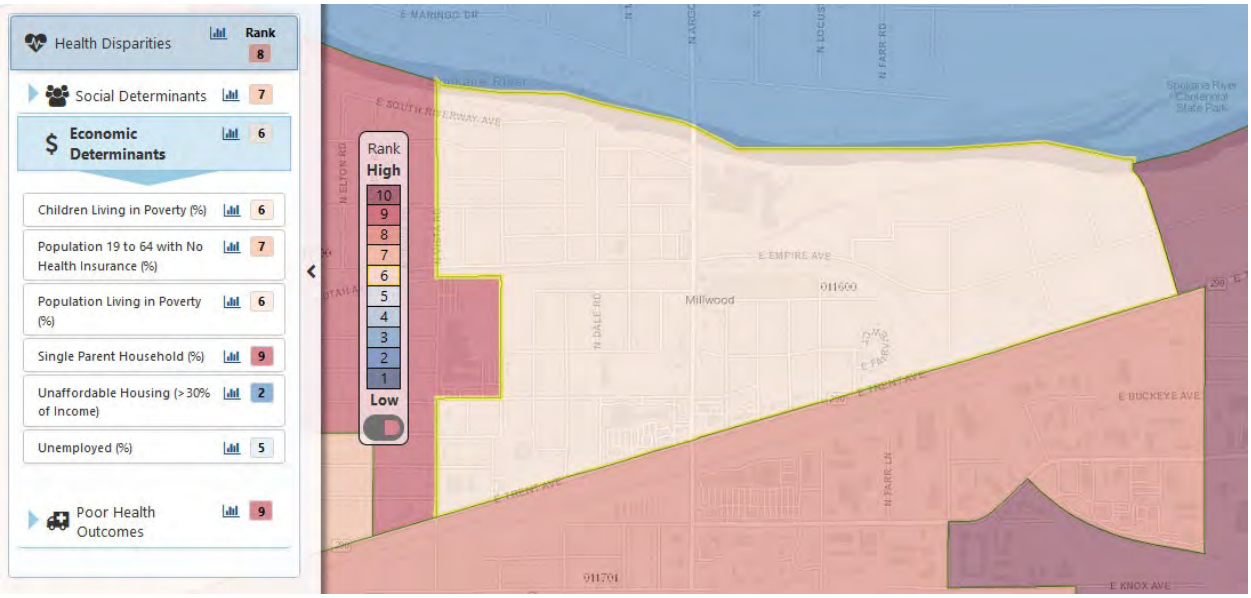
In December 2023, the WA State Recreation and Conservation Funding Board adopted updates to four grant evaluation criteria used commonly in six recreation and conservation focused grant programs with a goal to close gaps in access to greenspace, address disparities in access to grant funding, align criteria 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.”

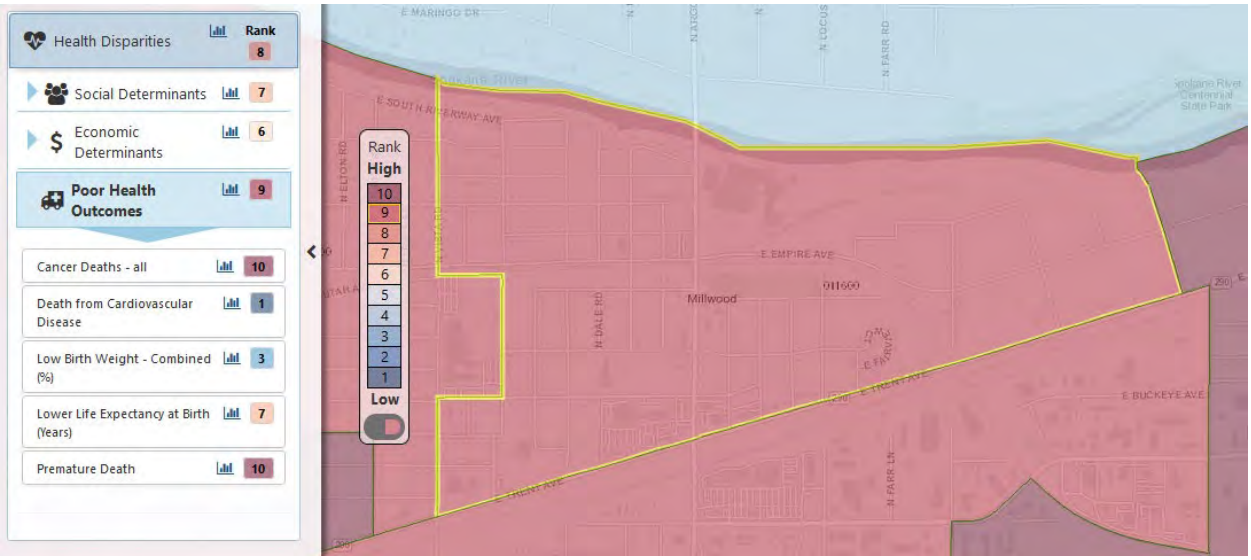
Millwood’s census tract scored High on the Social Vulnerability index for Household Composition & Disability and Medium-High on the Socioeconomic Determinants as well as Medium-High on the Health Disparity Indexes. Millwood scores Medium on the Greenspace availability.




Social Vulnerability Index
Rank 4
Household Composition & Disability 8
Housing Type & Transportation 3
Race, Ethnicity, & Language 1
Socioeconomic Determinants 7
Median Household Income 8
No High School Diploma (%) 6
Population 19 to 64 with No Health Insurance (%) 7
Population Living in Poverty (%) 6
Unemployed (%) 5
Rank
High
10
9
8
7
6
5
4
3
2
1
Low
E MARINGO DR
E SOUTH RIVERWAY AVE
E EMPIRE AVE
E TRENT AVE
E BUCKEYE AVE
E KNOX AVE
N FARR RD
N DALE RD
N ELTON RD
Millwood
011600
011701
Spokane River Centennial State Park


Health Disparities
Rank 8
Social Determinants 7
No Access to a Private Vehicle (%) 5
No High School Diploma (%) 6
Population 65+ Living Alone (%) 10
Population with a Disability (%) 7
Primary Language other than English 3
Economic Determinants 6
Poor Health Outcomes 9
Rank
High
10
9
8
7
6
5
4
3
2
1
Low
E MARINGO DR
E SOUTH RIVERWAY AVE
E EMPIRE AVE
E TRENT AVE
E BUCKEYE AVE
N FARR RD
N DALE RD
N ELTON RD
Millwood
011600
011701
Spokane River Centennial State Park


Health Disparities
Rank
8
Social Determinants
7
Economic Determinants
6
Children Living in Poverty (%)
6
Population 19 to 64 with No Health Insurance (%)
7
Population Living in Poverty (%)
6
Single Parent Household (%)
9
Unaffordable Housing (>30% of Income)
2
Unemployed (%)
5
Poor Health Outcomes
9
Rank
High
10
9
8
7
6
5
4
3
2
1
Low
E MARINGO DR
E SOUTH RIVERWAY AVE
N ELDON RD
N DALE RD
E EMPIRE AVE
Millwood
N FARR RD
E BUCKEYE AVE
E KNOX AVE
Spokane River Centennial State Park


Health Disparities
Rank
8
Social Determinants
7
Economic Determinants
6
Poor Health Outcomes
9
Cancer Deaths - all
10
Death from Cardiovascular Disease
1
Low Birth Weight - Combined (%)
3
Lower Life Expectancy at Birth (Years)
7
Premature Death
10
Rank
High
10
9
8
7
6
5
4
3
2
1
Low
E MARINGO DR
E SOUTH RIVERWAY AVE
N ELDON RD
N DALE RD
E EMPIRE AVE
Millwood
N FARR RD
E BUCKEYE AVE



10.2 GOALS AND OBJECTIVES

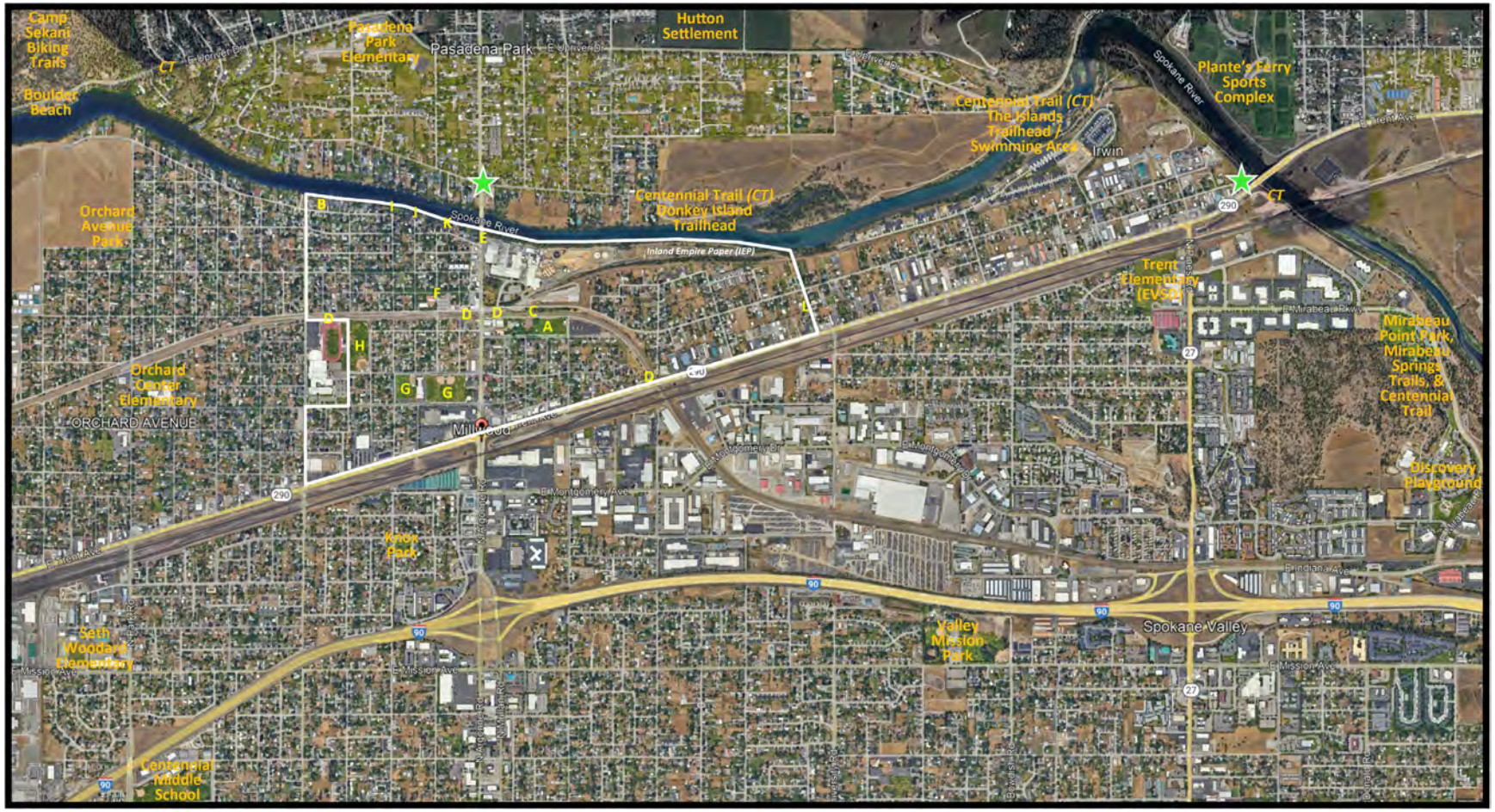
Refer to City Comprehensive Plan, Chapter 3 Community Vision – Section 3.2 Goals, Policies / Objectives, and Actions Framework. Goals, Objectives, and Actions for Parks and Recreation are labeled “PR” in the tables.

10.3 INVENTORY AND CONDITIONS ASSESSMENT

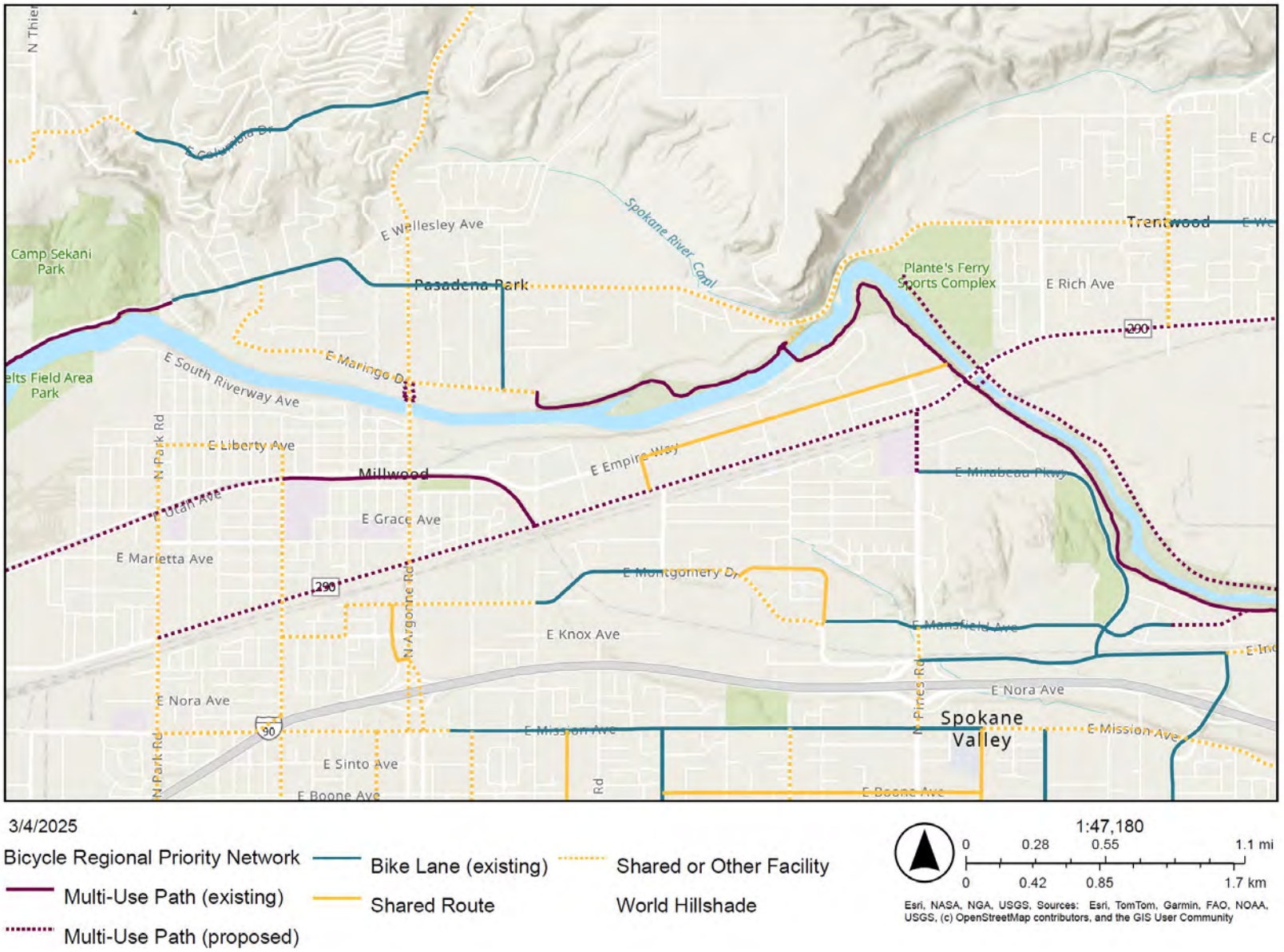
Per RCO Manual 2 requirements, this plan must include “an inventory or planning area description, which is a description of the service area facilities, lands, programs, and their conditions. It also may include local, state, federal, and private facilities, and extend beyond the applicant’s service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

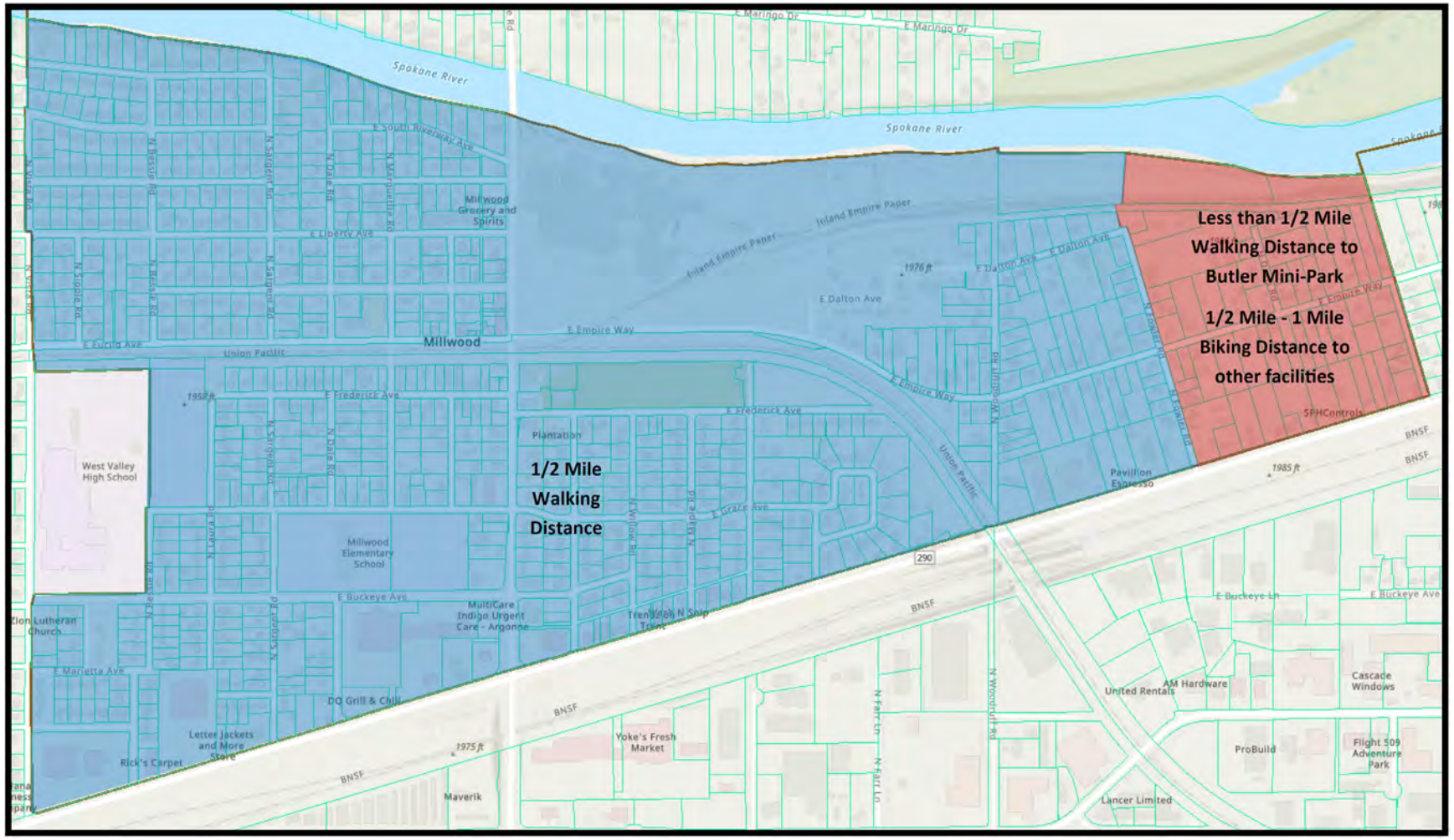
Map 10-1 identifies the Millwood Parks and Recreation Inventory and Service Area. Within the city limits, Millwood has outdoor parks and recreation facilities owned and managed by the City of Millwood and the West Valley School District (letters A-K). Adjacent to the City of Millwood is the Centennial 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



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 Octoberfest 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	

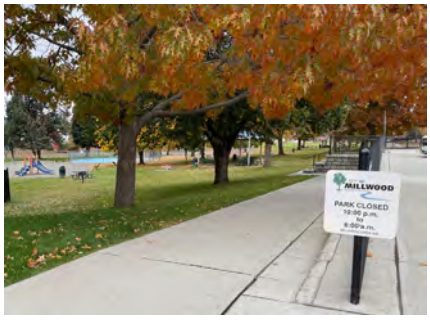


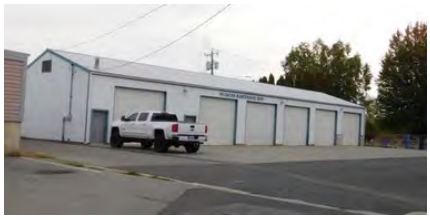


Map 10-1 Label	Facility	Location	Facility Type	Owner / Manager	Description / Comments	Condition
A-1	• Playground	 			Circa 1985 – 2016 Separate preschool and older play structures plus swings and monkey bars Pea gravel surfacing w/ concrete edging (no ADA access)	Fair – Good (Merry Go Round removed due 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, re-painted 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

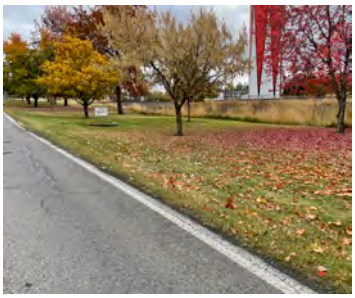
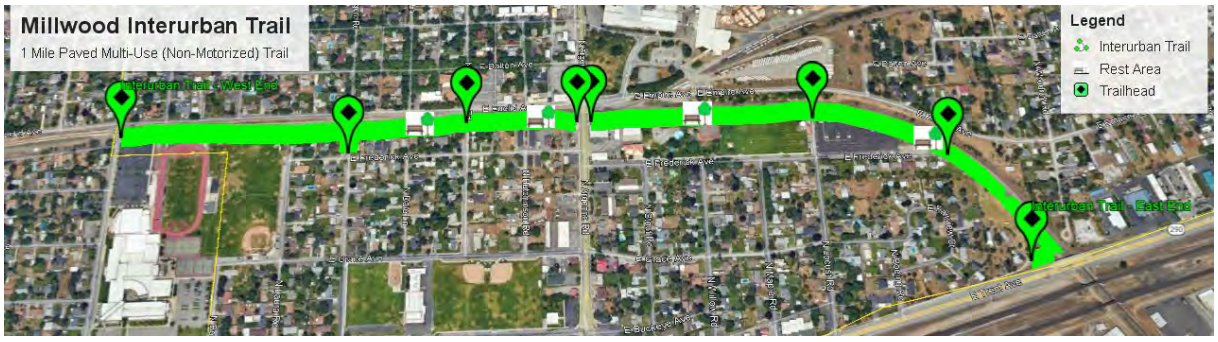
Map 10-1 Label	Facility	Location	Facility Type	Owner / Manager	Description / Comments	Condition
A-11	• Maintenance shop				Fleet enlargement would require more space (limited room to expand)	Good
B	Spokane River Property	North Side of E. South Riverway Ave, Millwood (Parcels 45064.0059 & 0060)	City Open 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



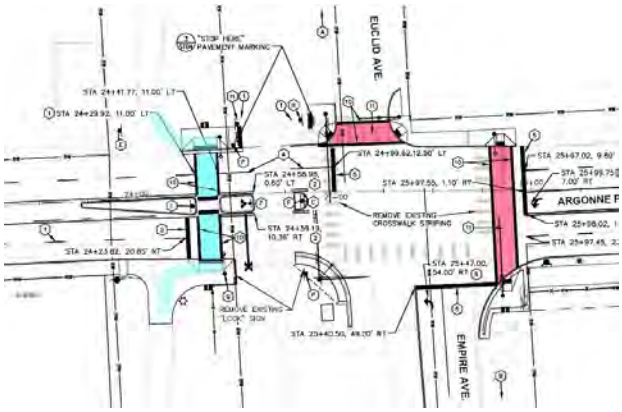






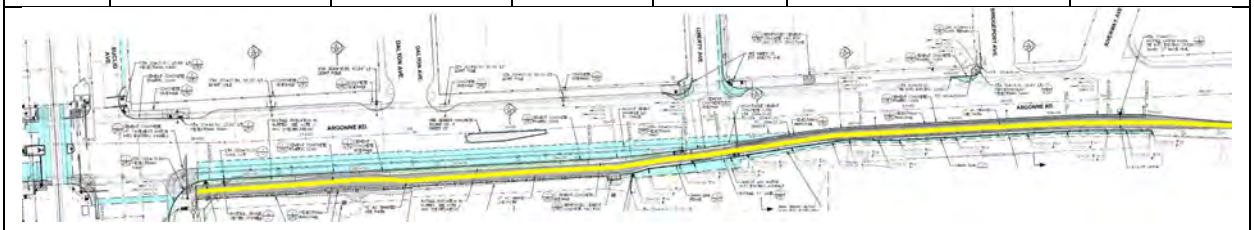
Map 10-1 Label	Facility	Location	Facility Type	Owner / Manager	Description / Comments	Condition
C	Jeanne Batson Arboretum	South Side of E. Empire Way, Millwood (East of Argonne Rd. w/ open space to 9700 block of Empire)	City Arboretum	City of Millwood	Circa 2007 Approx. 1.5 acres + open space No designated 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)	
						

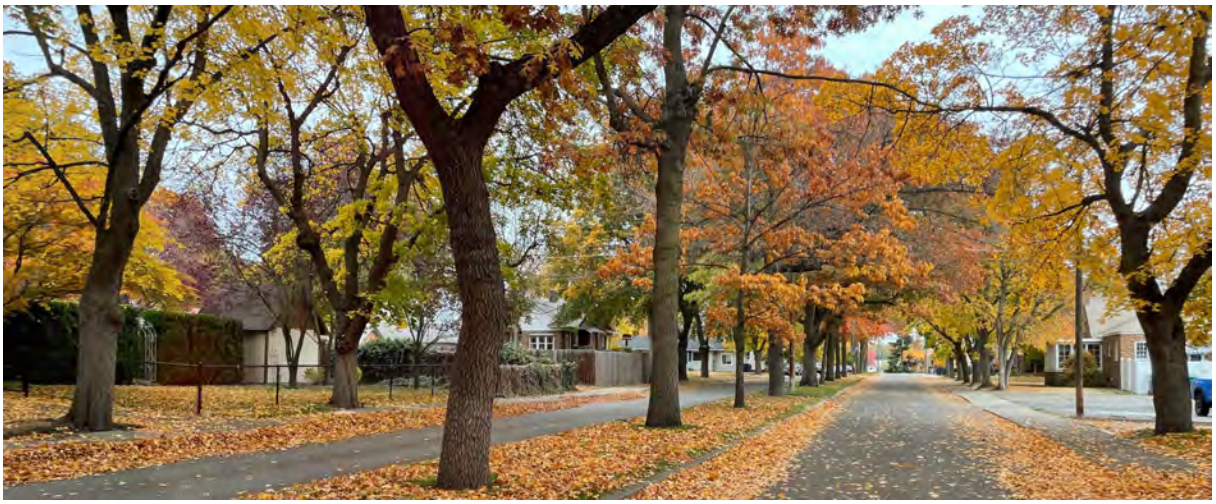
Map 10-1 Label	Facility	Location	Facility Type	Owner / Manager	Description / Comments	Condition
D - West End	  				West end of trail at Vista Rd. does not have an ADA ramp at end of trail (must exit off sidewalk driveway ramp to south) Adjoins West Valley High School	Good but needs trail ADA ramp at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

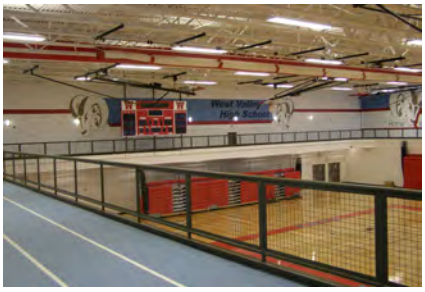
Map 10-1 Label	Facility	Location	Facility Type	Owner / Manager	Description / Comments	Condition
	  					
E	Millwood Trail Extension	East Side of Argonne Rd. from Empire Ave. to Spokane River Bridge	Planned Shared Use Path (Class IP)	City of Millwood	0.23 Mile, 10' wide, separated, shared use pathway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

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 2nd cinder block up from beach), beach exposure dependent on water level 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	Poor – access issues (grass to intermittent cinder block with dirt to river beach)







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 *(school groups allowed to visit for field trips)*	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.

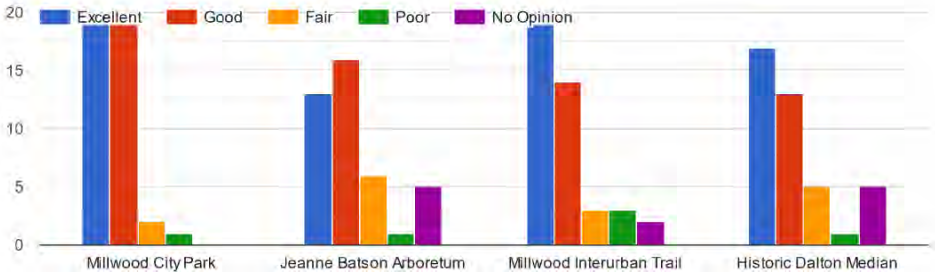
Millwood Community Survey

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.

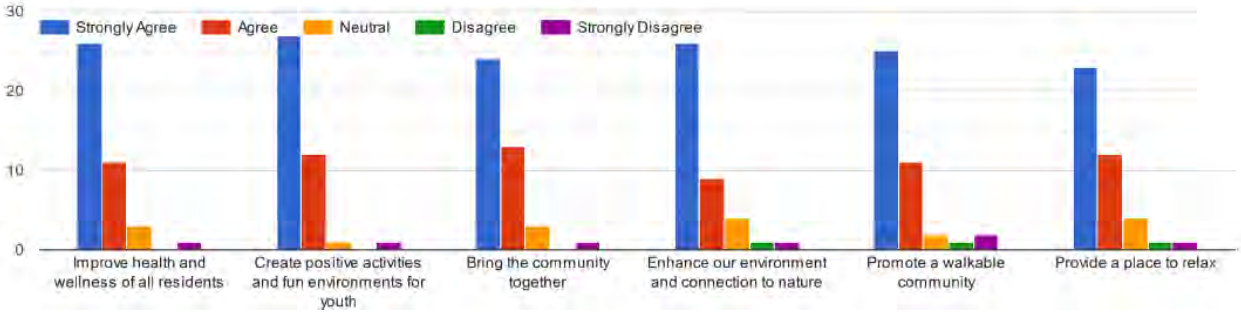
Overall, citizens and user groups feel the City's parks, open space, and trails facilities are well maintained, they provide multiple benefits, access is very important, pedestrian and bicycle paths as well as overall walkability is good but sidewalks could be improved, and the City needs to work on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

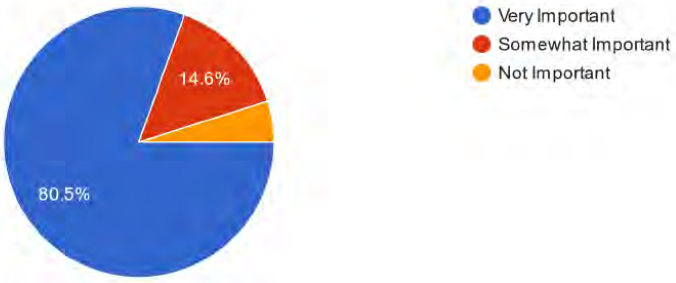


What are the most important things Millwood parks, recreation, open space, and trails can do for our community?

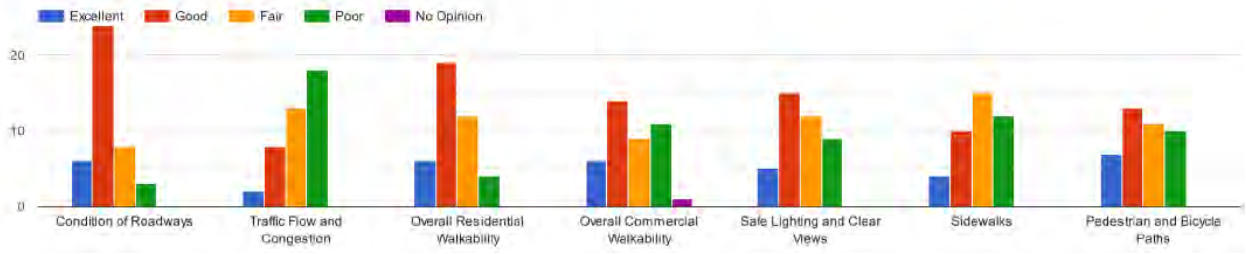


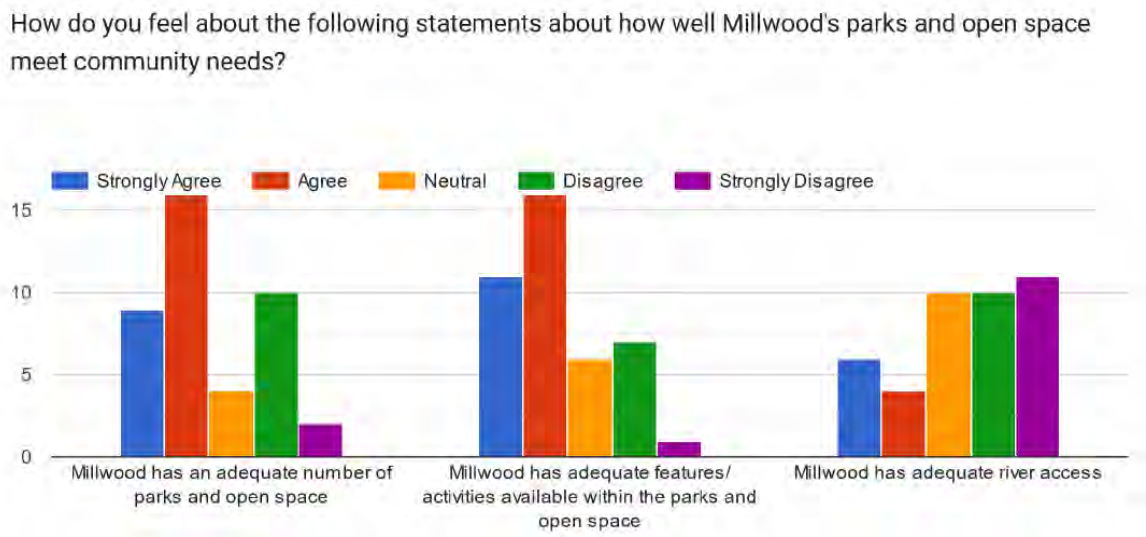
How important is access to parks, recreation, open space, and trails within the City of Millwood?

41 responses



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

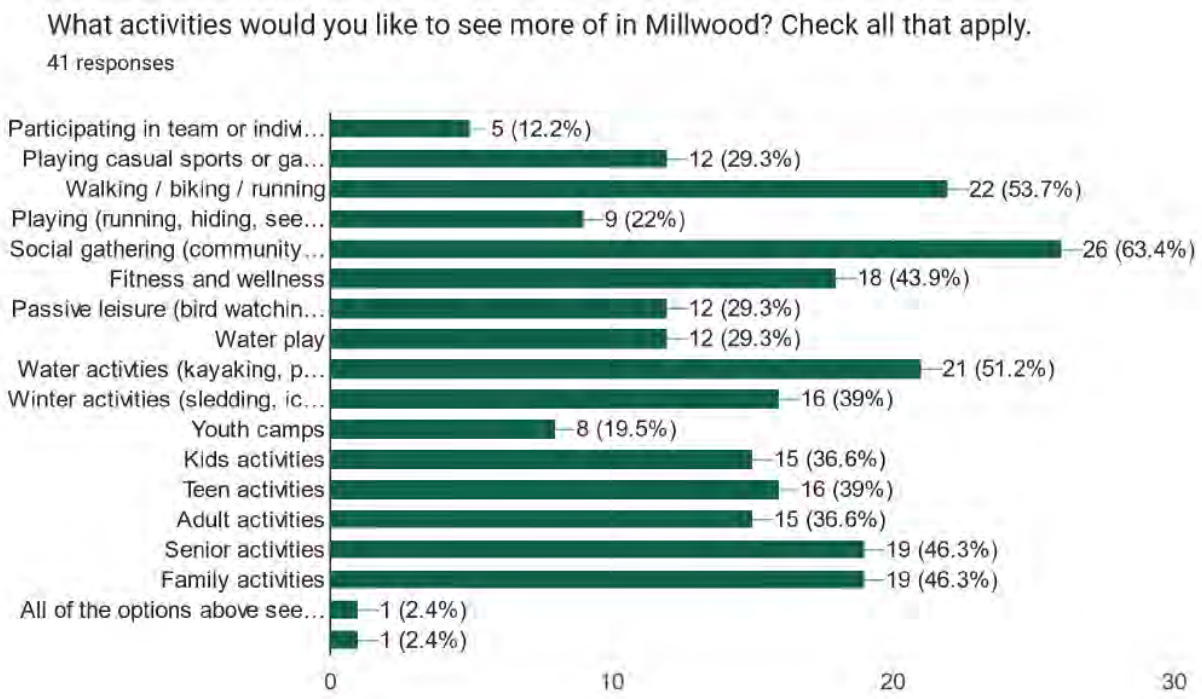




Respondents were asked to expand upon their answers to the community needs question and the following is a summary of the responses by topic and majority opinion:

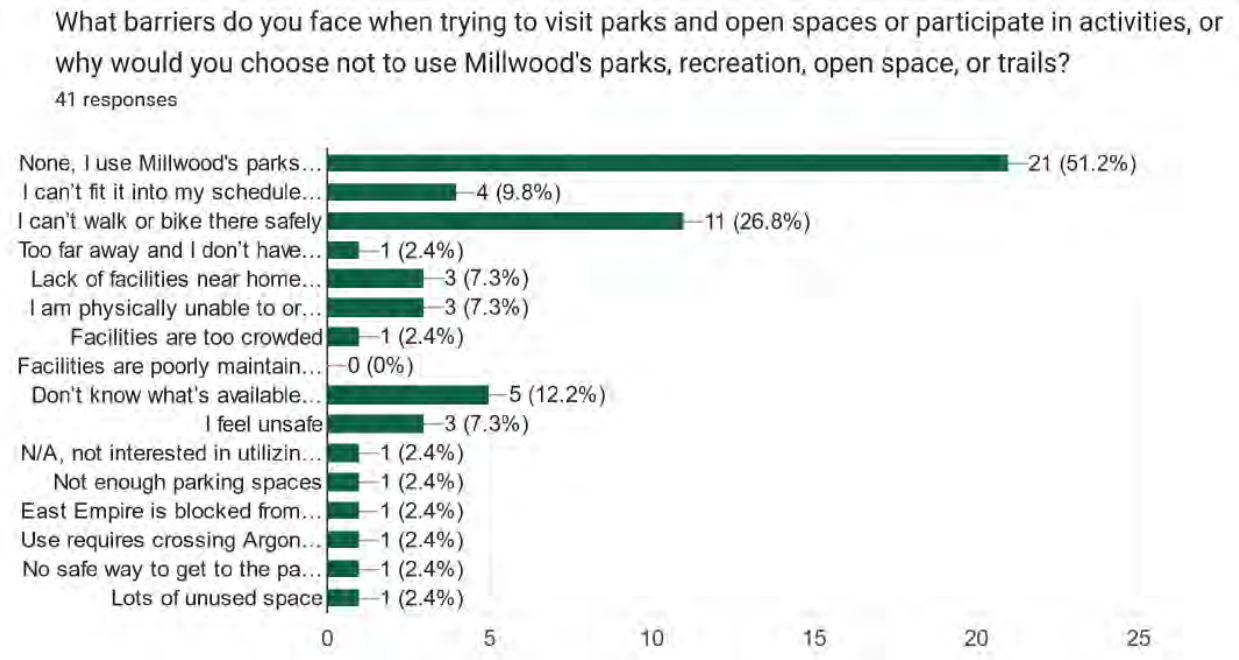
- There is only one park and playing at the school playgrounds isn't a good daytime option unless it is summer. The park is nice but it has limited parking and no handicap accessibility. Parts of the park could be updated and used for more activities / amenities (i.e. pickleball courts, space for food 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.

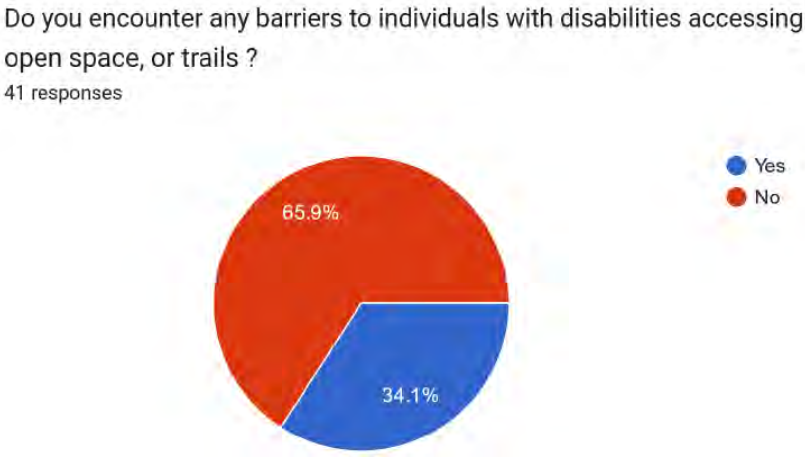
There were also individual responses about selling the city's lots on the Spokane River / not creating river access, not adding more walkability, having the city work on maintaining / beautifying trail connections between residences, issues with residents / animal control near parks, needing a way to 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.



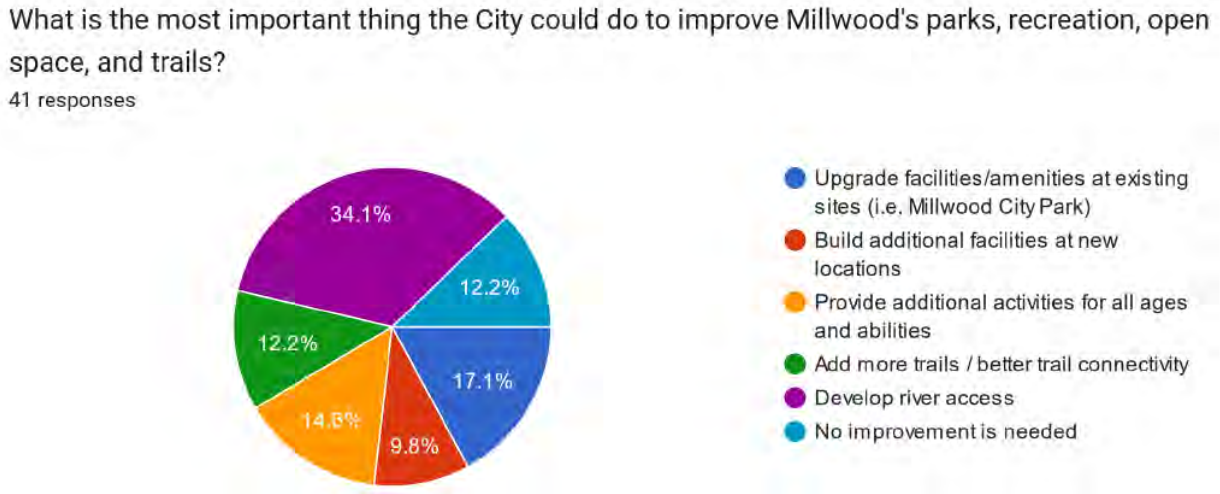
Concerning Millwood activities, the top five activities that respondents would like to see more of in Millwood are social gatherings / community events, walking/biking/running opportunities, water activities (kayaking, paddle boarding, etc.), senior activities, and family activities.

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.





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.



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:

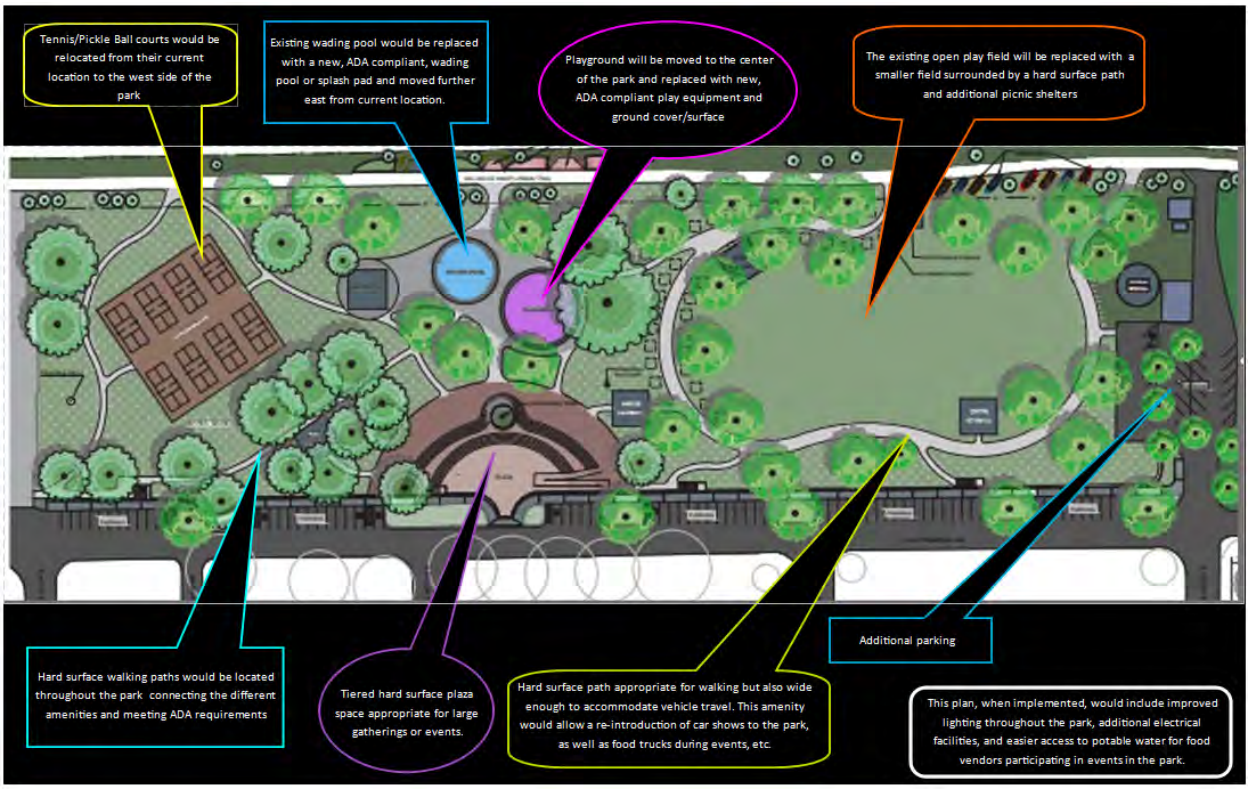
- WA State Dept. of Ecology (DOE) - Encourage safe public river access at small scale, Spokane River (South Riverway property) could have a small canoe/kayak put in but it would be costly and preservation is encouraged, Centennial Trail pedestrian connection via Argonne and Maringo Drive to the east 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), ~~3.25~~4 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)*	Safety improvements to the existing non-motorized put in at Sargent Rd. ADA improvements to the existing non-motorized put in at Sargent Rd.	• 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)*	Potential conservation area, neighborhood riverfront park, and/or river access	• RCO ALEA, LWCF, and/or WWRP Grants • Spokane County Conservation Futures • Donations / In-Kind Contributions					TBD	TBD	TBD			
Millwood Park *(Development / Renovation)*	Complete Renovation of Millwood Park (demolition, earthwork, utilities, hardscape, irrigation, landscaping, site furnishings, storm drainage and erosion control):	• 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** +
	• New Playground (ADA Compliant), • 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 • Irrigation modifications, drinking fountain, site stormwater management • Facility improvements for events such as addition of a mop sink, prep trailer water access, electrical outlets, movie screen mounts	• Donations / In-Kind Contributions										

Project Name *& Type*	Description	Proposed Funding Source*	2026**	2027**	2028**	2029**	2030**	2031**	2032**	2033**	2034**	2035** +
** Proposed funding source is dependent on final project scope / design* *(RCO Grants currently includes ALEA, COAF, LWCF, WWRP, & YAF, as applicable based on project)* *** 2025 Construction Cost Estimate - need to adjust for inflation, add A&E, SEPA, & Cultural Resources, as needed* *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.*												

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

1~~0~~.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.

1~~0~~.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.

1~~0~~.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.

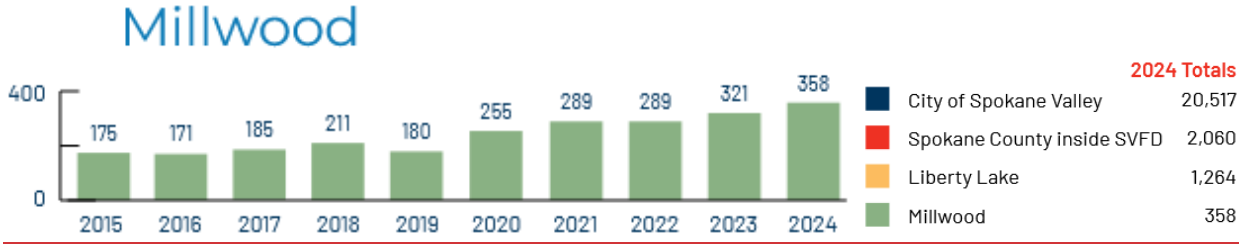
Fire Protection

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 ½ 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

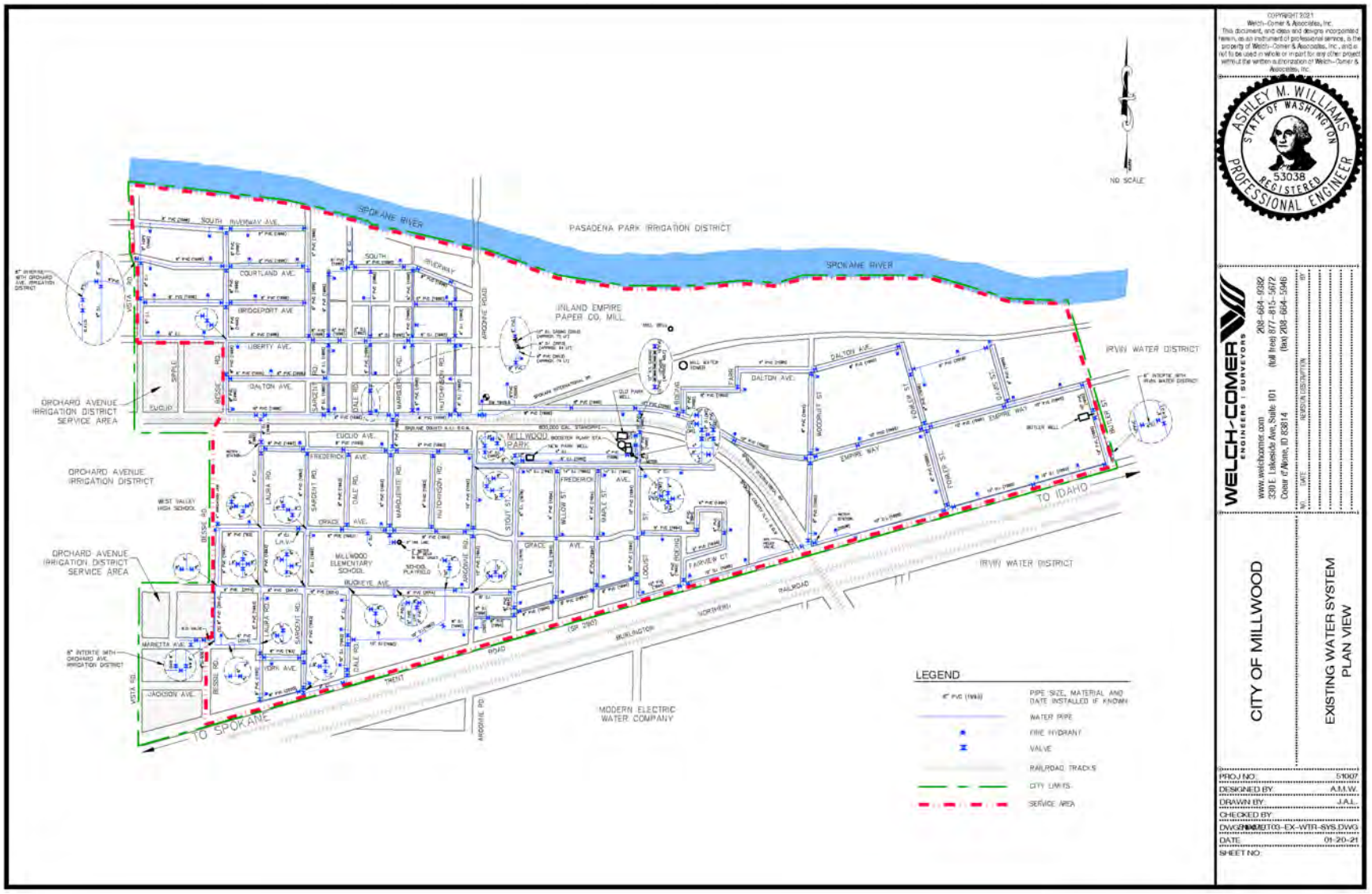
Major components of Millwood's water system consist of: three wells, a diesel-powered backup power generator currently connected to the Old Park well, an 800,000-gallon standpipe with two 75-Hp variable speed driven booster pumps, approximately 12 miles of distribution system main pipelines; a SCADA 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.



Figure 11-~~1~~2: Millwood Water Tower

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.



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 ~~25~~11-2. 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 ~~5~~11-2: Millwood Water Wells

Well	Date Drilled	Depth (ft.)	Capacity (gallons/min.)	Static Water Level (at time of drilling)	Volume Pumped (2021) acre-feet per year (AF/yr)	Volume Projected for Full Buildout (AF/yr)
Butler	1959	130	~~750~~700	70 ft.	184	237
New Park	1981	197	2,200	50 ft.	351	451
Old Park	1952	112	~~1,000~~1,200	40 ft.	205	263
Total					740 AF/yr	951 AF/yr

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 constitutes 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 system~~s~~ to the New Park ~~and Butler~~ Well~~s~~ 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 Protection

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

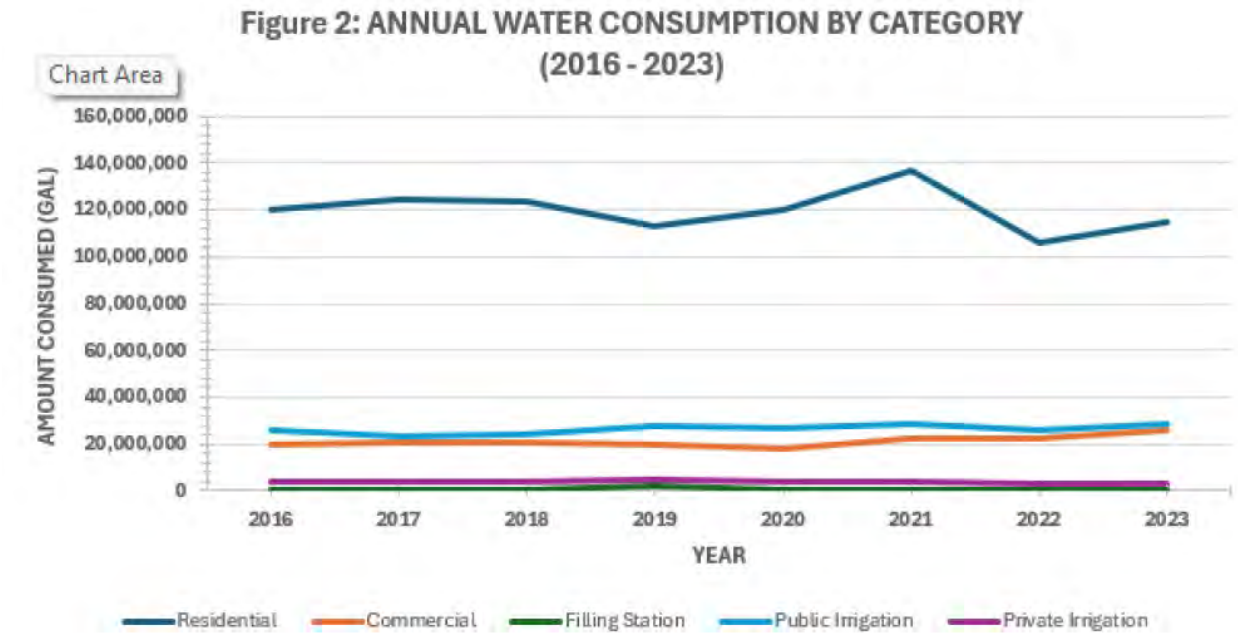
Table 7: Annual Consumption Per Connection (gallons/connection) by Billing Category

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.

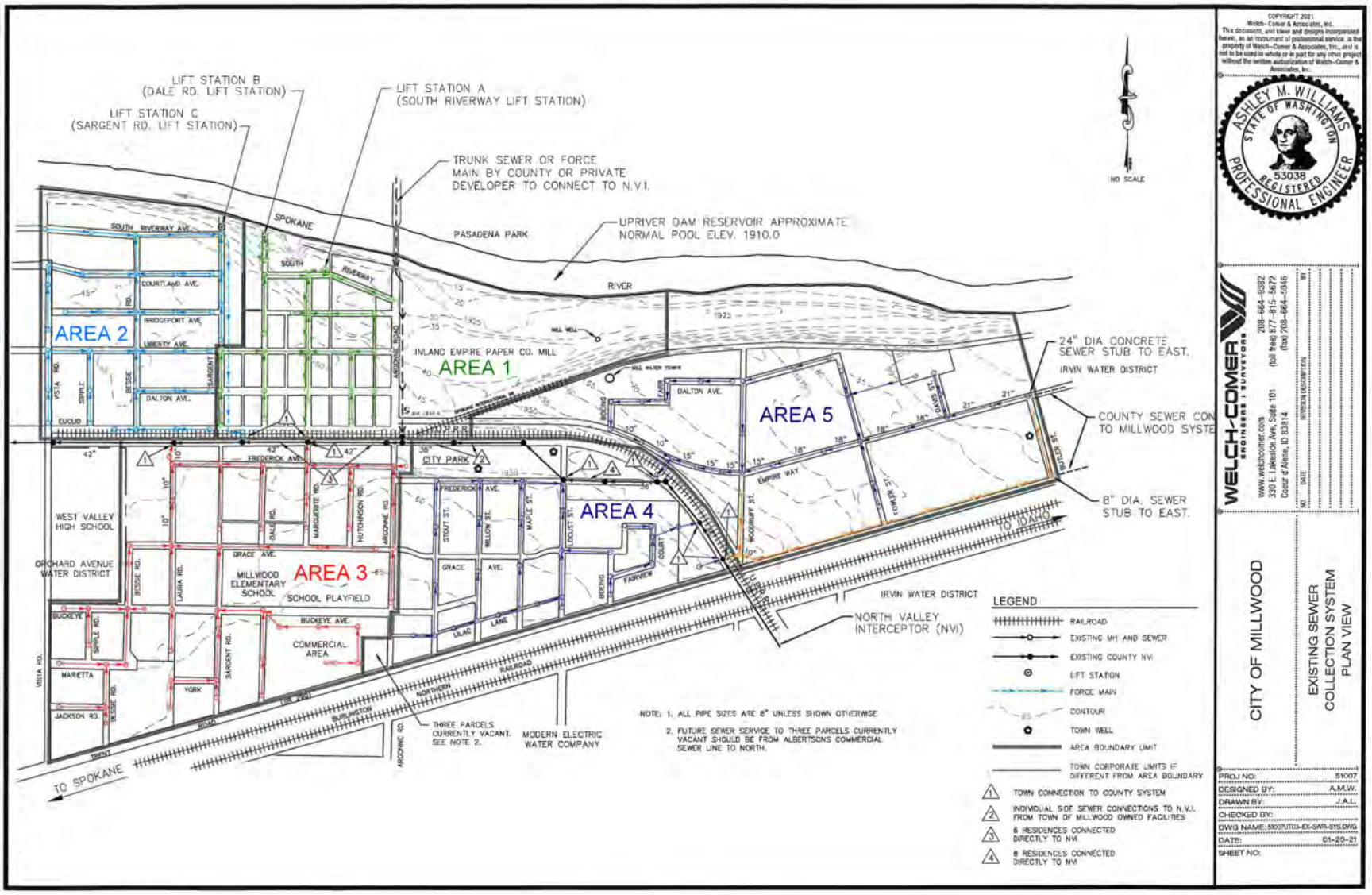
Based on the City of Millwood Water Quality Report for 2024, the total water that was produced (water pumped) was 224,237,139 gallons with an authorized consumption (metered water and calculated flushing) of 183,123,453 gallons for 749 connections. System leakage (unmetered water and leaks) accounted 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 ~~1992~~2024, with ~~an indefinite~~up 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 citv 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:

Name	Location / Dept.	Year	Useful Life	Current Condition	Estimated Current Value	Estimated Replacement Year	Estimated Replacement Cost
ODB Leaf Vac (LCT650)	Public Works	2016	20 Years	Good	$20,000	2036	$45,000
Caterpillar Backhoe (420F2)	Public Works	2018	30 Years	Good	$120,000	2050	$130,000
Caterpillar Mini	Public Works	2016	20 Years	Good	$73,443	2036	$73,443

Name	Location / Dept.	Year	Useful Life	Current Condition	Estimated Current Value	Estimated Replacement Year	Estimated Replacement Cost
Excavator (303.5 E2)							
Ford F-250 Diesel w/ Service Box	Public Works	2007	15 Years	Poor	$20,000	Overdue	$60,000
Freightliner Dump Truck (FL-70) Diesel	Public Works	1999	25 Years	Good	$20,000+	Overdue	$150,000
Freightliner Dump Truck (FL-70) Diesel	Public Works	2001	25 Years	Good	$20,000+	2026	$150,000
Kubota RTV w/ Attachments	Public Works	2020	15 Years	Good	$25,000	2035	$30,000
Chevrolet 2500 Crew Cab 4x4 Pickup	Public Works	2018	15 Years	Good	$38,000	2033	$40,000
Chevrolet Traverse V6 AWD SUV	City Hall	2018	15 Years	Good	$33,000	2033	$35,000

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.

11~~0~~.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

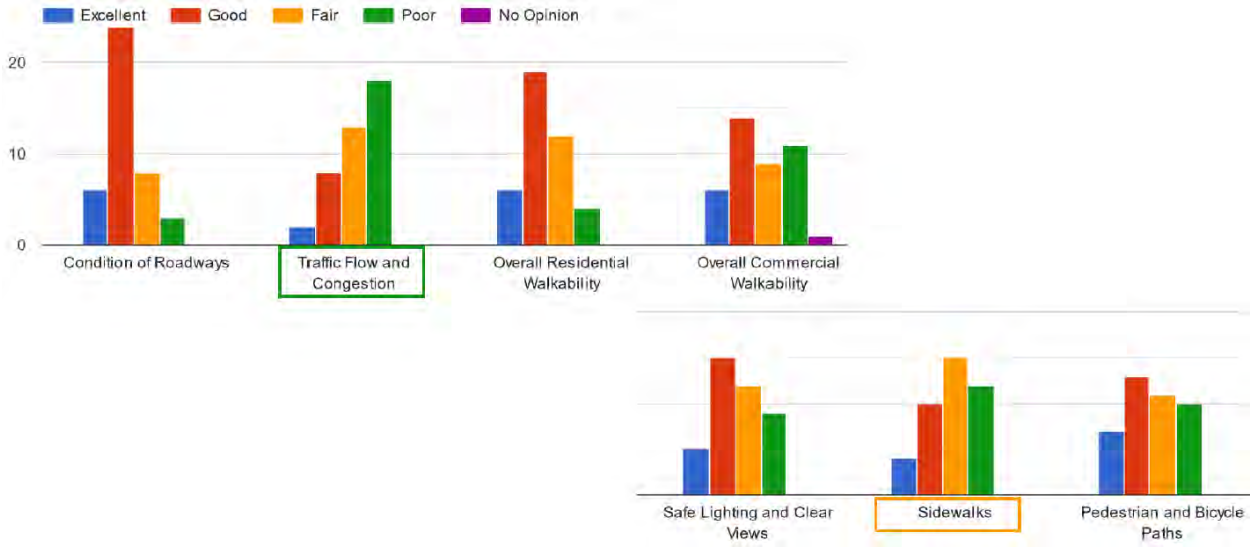
Refer to Section 10.5 under Chapter 10, Parks and Recreation above for the parks and recreation level of service analysis.

11.5 CAPITAL FACILITIES, UTILITIES, AND SERVICES PRIORITIZATION

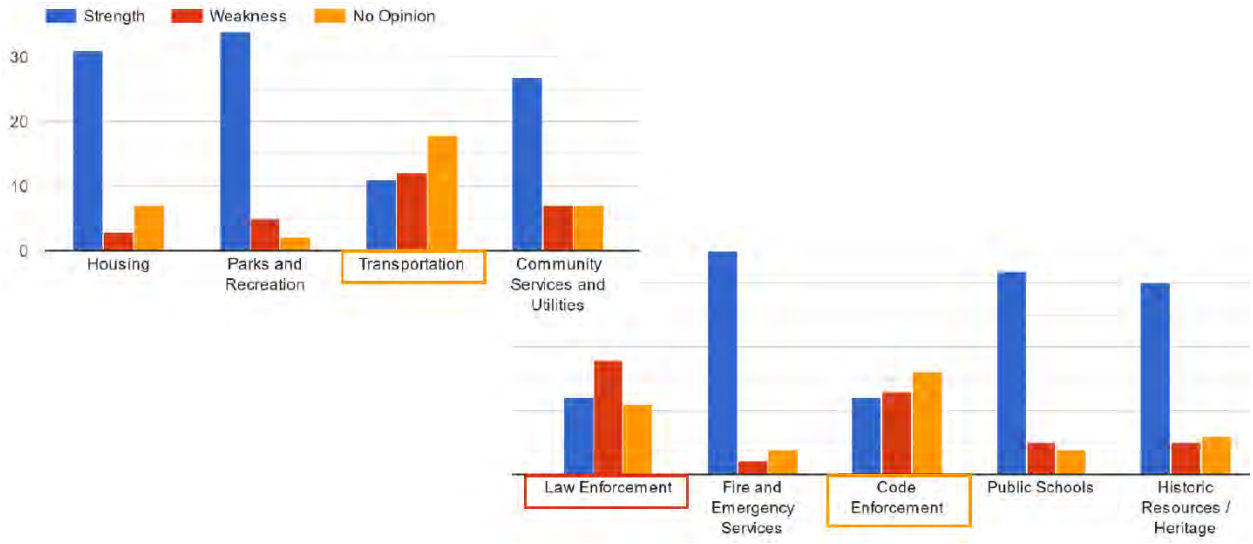
From mid-September to mid-October 2024, a community survey was conducted for the periodic update and the responses have been disbursed throughout this Comprehensive Plan based on the element topic. Questions that were specifically related to capital facilities and utilities have been included below. 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.

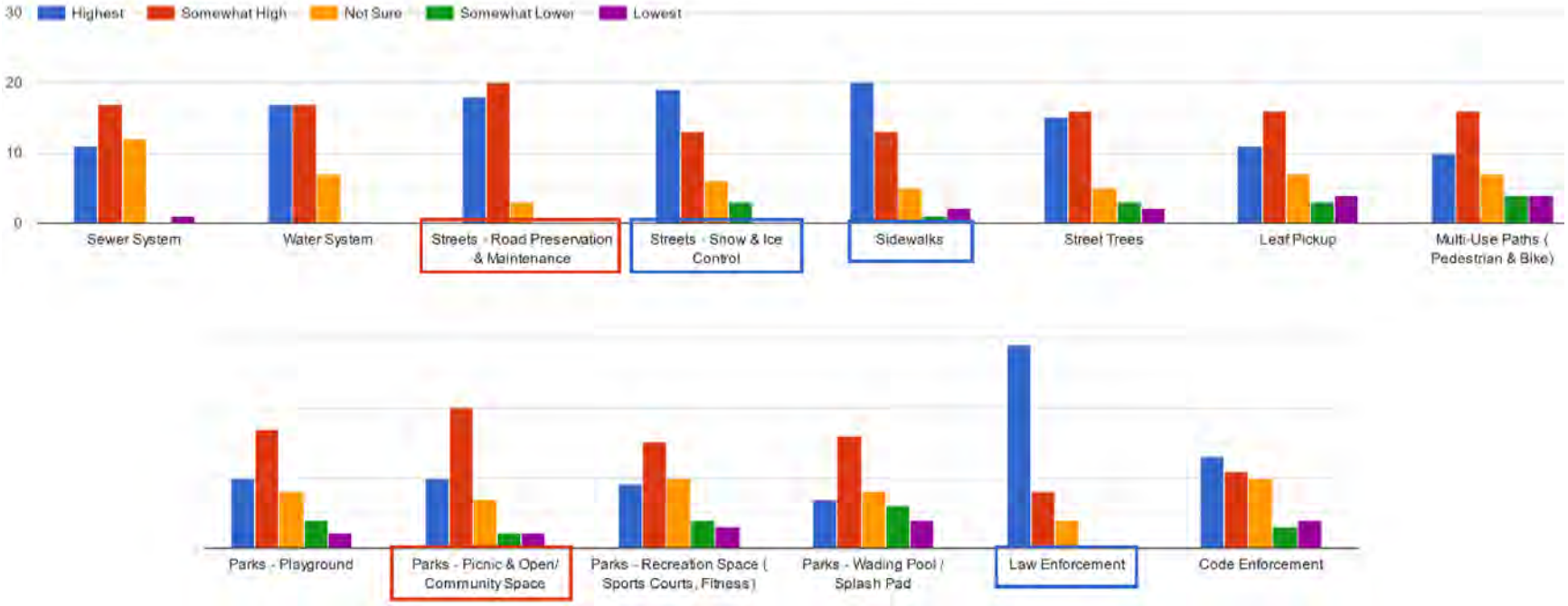
How would you rate the quality of the following transportation conditions?



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.



Sewer System
$33.50
#4

Water System
$39.00
#2

Streets - Road Preservation & Maintenance
$35.50
#3A

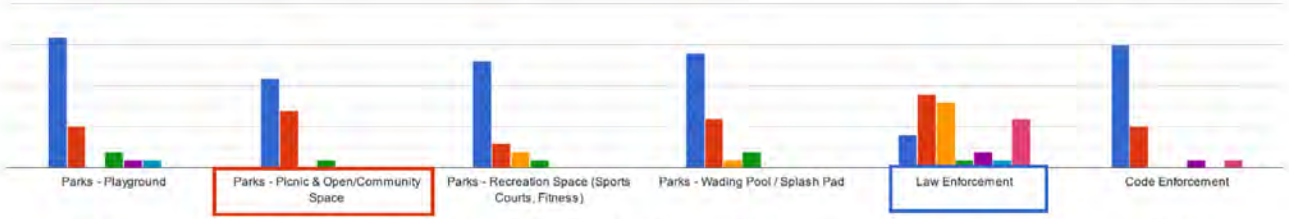
Streets - Snow & Ice Control
$32.00
#5

Sidewalks
$35.50
#3B

Street Trees
$27.00
#7

Leaf Pickup
$29.00
#6

Multi-Use Paths (Pedestrian & Bike)
$21.00
#9



Parks - Playground
$22.50
#8

Parks - Picnic & Open/Community Space
$14.50
#11A

Parks - Recreation Space (Sports Courts, Fitness)
$14.50
#11B

Parks - Wading Pool / Splash Pad
$18.50
#10A

Law Enforcement
$54.00
#1

Code Enforcement
$18.50
#10B

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.



Figure 11-4: SVFD District 1 Firefighter

Fire Department

The City has been annexed into Fire ProtectionDistrict 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.



Figure 11-7: Parks provide community meeting spaces and playgrounds.

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.

110.6 CAPITAL ~~FACILITY~~FACILITIES, UTILITIES, AND SERVICES ~~LOCATION & CAPACITY~~SUMMARY

Facility, Utility, or Service	Ownership / Agreement	Capacity / Level of Service (LOS)
Law Enforcement	Interlocal agreement between 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 Via the interlocal agreement, the Spokane County Sheriff's office will provide adequate law enforcement services within this planning period.
Fire Protection	Interlocal agreement between City of Millwood and Spokane Valley Fire District #1 (SVFD)	SVFD will endeavor to maintain the Fire Insurance Rating of "2" (WSRB Protection Class 2). Millwood has adequate fire flow and hydrant distribution in accordance with the International Fire Code, as adopted by Millwood. Millwood Firehouse meets the needs of the community.
Parks	City of Millwood with additional land owned by West Valley School District (WVSD)	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).
Transportation	City of Millwood roads, sidewalks, and trails plus Spokane Transit Authority (STA) for public transportation	Millwood's minimum LOS for all arterials is level D which is and will be met within the planning period. 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.
Water Service	City of Millwood predominantly with Orchard Avenue Irrigation District	The water system will have capacity to serve and accommodates fire flow and protection within the planning period.

	serving a small portion of the City along the western boundary at Vista Rd.	
Sewer Service	City of Millwood & Interlocal agreement between City of Millwood and Spokane County	Public sewer required within the City limits. The present collection and treatment system will meet the demand forecasted within the planning period.
Stormwater	City of Millwood & private property owners	The stormwater system (drywells, swales, and non-conforming surface drainage) adequately meets the needs of the city within the planning period.
Municipal Buildings	City of Millwood	The needs of the City will be met within the planning period.
Schools	West Valley School District (WVSD)	WVSD will meet the demand forecasted within the planning period.
Library	Spokane County Library District (SCLD)	SCLD will meet the needs of the city within the planning period.
Green Infrastructure	City of Millwood & private property owners	The needs of the City will be met within the planning period.
Electricity	City of Millwood has a non-exclusive franchise agreement with Avista Corporation	There are no constraints placed upon the supply at this time.
Natural Gas	City of Millwood has a non-exclusive franchise agreement with Avista Corporation	There are no constraints placed upon the supply at this time.
Cable Television, Internet, Telephone, Fiber, & Cellular	City of Millwood has non-exclusive franchise agreements with multiple private company providers	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.
Vehicles and Equipment	City of Millwood	Multiple vehicles and equipment have estimated replacement years within the planning period.

Solid Waste & Recycling	Waste Management	Millwood will maintain an interlocal agreement with Spokane County for a Solid Waste Management Plan. 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.

~~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~~	~~-~~

11~~0~~.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:
    - 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.

- 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:
  - 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

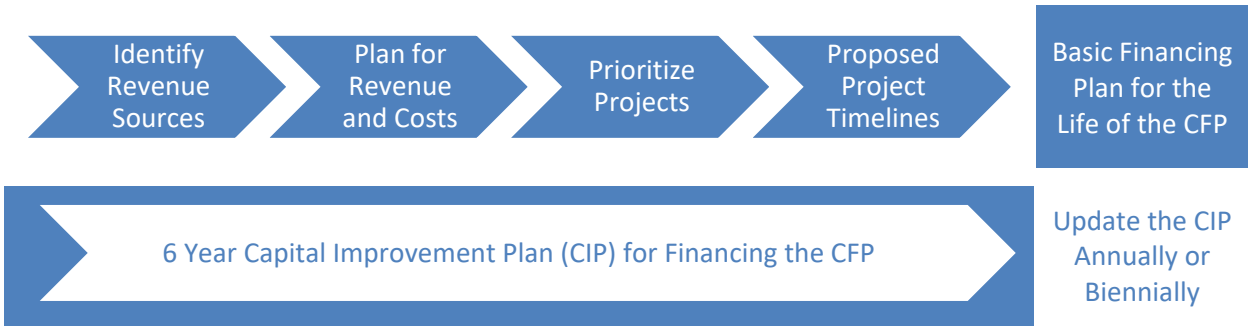
The intent of the policy direction over the next planning period is to continue inter-governmental coordination for capital facilities and utilities. The City of Millwood is fortunate that the interlocal agreements for services held with Spokane County, City of Spokane, and the City of Spokane Valley 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+

Category	Project / Expenditure Title	Description	Included in 2025 TIP	Estimated Cost*	Potential Funding Source**	Anticipated Year(s)
Building/Facility	N/A					
Parks	Spokane River Access - Sargent Rd. Spokane River Corridor	Safety improvements to the existing non-motorized put in at Sargent Rd. ADA improvements to the existing non-motorized put in at Sargent Rd.	N/A	$40,000 50% Safety & 50% ADA	RCO ALEA or Other Grant Land Surplus / Sale City General Fund Donations / In-Kind Contributions	2026 - 2027
Parks	Millwood Park	Complete Renovation of Millwood Park (demolition, earthwork, utilities, hardscape, irrigation, landscaping, site furnishings, storm drainage and erosion control): • New Playground (ADA Compliant), • 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 • Irrigation modifications, drinking fountain, site stormwater management • Facility improvements for events such as addition of a mop sink, prep trailer water access, electrical outlets, movie screen mounts	N/A	$3,442,000	RCO COAF, LWCF, WWRP, and/or YAF Grants REET 2 City General Fund Donations / In-Kind Contributions	2027 - 2029

Category	Project / Expenditure Title	Description	Included in 2025 TIP	Estimated Cost*	Potential Funding Source**	Anticipated Year(s)
Parks	Spokane River Access - Spokane River Property	Potential conservation area, neighborhood riverfront park, and/or river access	N/A	TBD	RCO ALEA, LWCF, and/or WWRP Grants Spokane County Conservation Futures Donations / In-Kind Contributions	2030 - 2032
Transportation	Argonne Grind and Overlay #1	Grind and overlay 815 feet of Argonne Rd. from Frederick to Liberty	Yes	$457,200	Street Fund/TIB	2026
Transportation	Argonne Grind and Overlay #2	Grind and overlay 570 feet of Argonne Rd. from Liberty to South Riverway	Yes	$335,700	Street Fund/TIB	2026
Transportation	Dalton Sidewalk Improvements	1300 feet of sidewalk improvements on Dalton Ave from Argonne to Sargent	Yes	$1,225,400	Street Fund/TIB	2026
Transportation	Liberty -Chip Seal	Pavement prep and chip seal, fog seal 2,700 feet of Liberty Ave from Argonne to Vista	Yes	$83,300	Street Fund/TIB	2027
Transportation	Euclid - Chip Seal	Pavement prep and chip seal, fog seal 2,800 feet of Euclid Ave. from Argonne to Vista	Yes	$74,000	Street Fund/TIB	2027
Transportation	Buckeye - Chip seal	Pavement prep and chip seal, fog seal 1,300 feet of Buckeye Ave. from Argonne to Sargent	Yes	$61,200	Street Fund/TIB	2028
Transportation	Grace	Upgrade Grace Signal Equipment at Intersection	Yes	$246,000	City Funds / Capital Projects Fund	2029
Transportation	Grace & Marguerite	Traffic calming: raised concrete intersection, removal of parking stalls, and minor stormwater modifications at intersection	Yes	$120,000	City Funds / Capital Projects Fund	2029

Category	Project / Expenditure Title	Description	Included in 2025 TIP	Estimated Cost*	Potential Funding Source**	Anticipated Year(s)
Transportation	Trent & Argonne Lane Improvements	Northbound left turn lane reconfiguration and removal of right turn only lane on Argonne Rd., north of Trent	Yes	$160,000	City Funds / Capital Projects Fund	2029
Utilities - Sewer	N/A					
Utilities - Water	Water Meter Replacements	Annual meter replacement (individual customer meters & source meters)	N/A	$20,000 / Year	City Utility Fund	2026+
Utilities - Water	Water Structure Maintenance	Old Park and Buter Wells Roof Sealant, Windows at Old Park Well	N/A	$36,000	City Utility Fund	2026 - 2027
Utilities - Water	Water Well Improvements	Add chlorination at New Park Well, all well level and temperature monitors, SCADA update/upgrade	N/A	$49,800	City Utility Fund	2026 - 2028
Utilities - Water	Cast Iron Water Pipe Replacement	Replacement of 4,890 linear feet of cast iron pipe remaining throughout City	N/A	$3,620,700	City Utility Fund Public Works Board Loan	2027 - 2031
Utilities - Water	Butler Pump Replacement	Water well pump replacement	N/A	$60,000	City Utility Fund	2028
Utilities - Water	Water Tank Interior Coating	Steel water tank interior coating	N/A	$572,492	City Utility Fund Public Works Board Loan	2030
Utilities - Water	Water Tank Exterior Coating	Steel water tank exterior coating	N/A	$372,200	City Utility Fund Public Works Board Loan	2032

Category	Project / Expenditure Title	Description	Included in 2025 TIP	Estimated Cost*	Potential Funding Source**	Anticipated Year(s)
Utilities - Water	Old Park Pump Replacement	Water well pump replacement	N/A	$130,000	City Utility Fund Public Works Board Loan	2036
Utilities - Water	Butler Well Generator	Water well backup generator replacement	N/A	$204,000	City Utility Fund Public Works Board Loan	2036
Utilities - Water	New Park Pump Replacement	Water well pump replacement	N/A	$175,000	City Utility Fund Public Works Board Loan	2044
Vehicles and Equipment	2007 Ford F-250 Diesel w/ Service Box	Replacement	N/A	$60,000	City Funds / City Utility Fund	2027
Vehicles and Equipment	1999 Freightliner Dump Truck (FL-70) Diesel	Replacement	N/A	$150,000	City Funds / City Utility Fund	2029
Vehicles and Equipment	2001 Freightliner Dump Truck (FL-70) Diesel	Replacement	N/A	$150,000	City Funds / City Utility Fund	2032
Vehicles and Equipment	2018 Chevrolet 2500 Crew Cab 4x4 Pickup	Replacement	N/A	$40,000	TBD	2033
Vehicles and Equipment	2018 Chevrolet Traverse V6 AWD SUV	Replacement	N/A	$35,000	TBD	2033

Category	Project / Expenditure Title	Description	Included in 2025 TIP	Estimated Cost*	Potential Funding Source**	Anticipated Year(s)
Vehicles and Equipment	2020 Kubota RTV w/ Attachments	Replacement	N/A	$30,000	TBD	2035
Vehicles and Equipment	2016 ODB Leaf Vac Replacement	Replacement	N/A	$45,000	TBD	2036
Vehicles and Equipment	2016 Caterpillar Mini Excavator Replacement	Replacement	N/A	$73,443	City Funds / City Utility Fund	2036

** 2025 Construction Cost Estimate - need to adjust for inflation, add A&E, SEPA, & Cultural Resources, as needed. Vehicles and equipment are estimated replacement cost.*

*** Proposed funding source is dependent on final project scope / design*

RCO Grants currently includes ALEA, COAF, LWCF, WWRP, & YAF, as applicable based on the project

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.

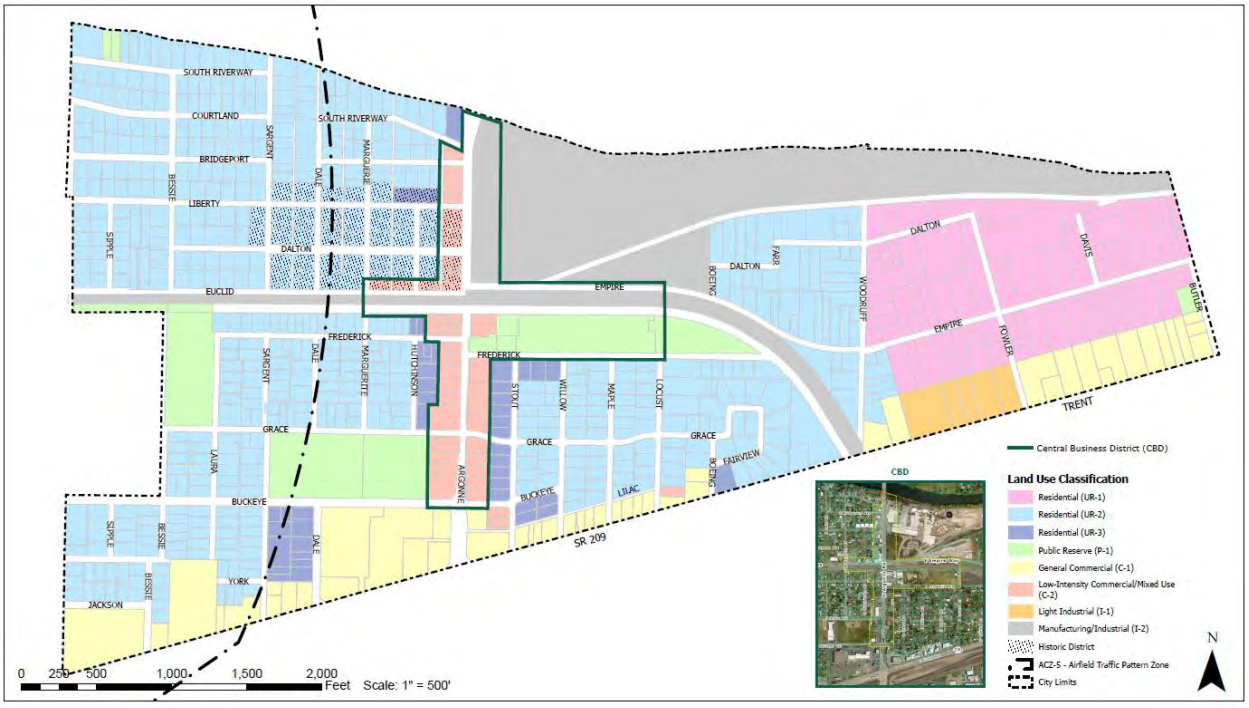
Major Transit Stop: (a) a stop on a high capacity transportation system funded or expanded under the provisions of chapter 81.104 RCW; (b) commuter rail stops; (c) stops on rail or fixed guideway systems; or (d) stops on bus rapid transit routes, including those stops that are under construction.

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 MHCSS 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

OHWM 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

WHERAS, 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 herby 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, Chair

Josh Kerns, Vice-Chair

Al French, Commissioner

Amber Waldref, Commissioner

Chris Jordan, Commissioner

ATTEST:

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 crated 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

	2023 Baseline TOTAL		2046 Allocation -- RECOMMENDATION TOTAL		GROWTH	
Jurisdiction	**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.

Table 2: COMPARING 2017 AND 2026 SHARE OF GROWTH

	2017 UPDATE CYCLE			2026 UPDATE CYCLE				
	CURRENT	FUTURE		CURRENT	FUTURE		COMPARISON	
Jurisdiction	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:

Table 3: PTAC Recommendation, 2046 Forecast and Allocation

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

CITY OF MILLWOOD





Click Here to Complete the Community Survey!

(https://forms.gle/GZiebmf4TC3heDV7A)

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

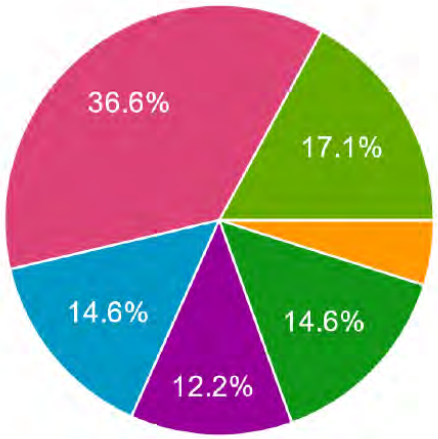
Click here to view the Periodic Update - Community Survey flyer

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?

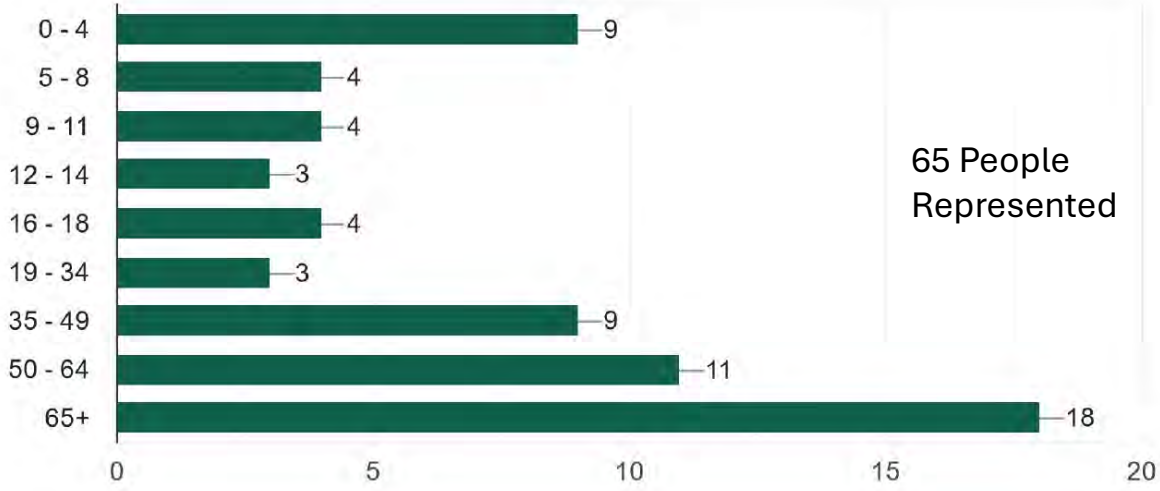
41 responses



- Under 18
- 18 -24
- 25 - 34
- 35 - 44
- 45 - 54
- 55 - 64
- 65 - 74
- 75+

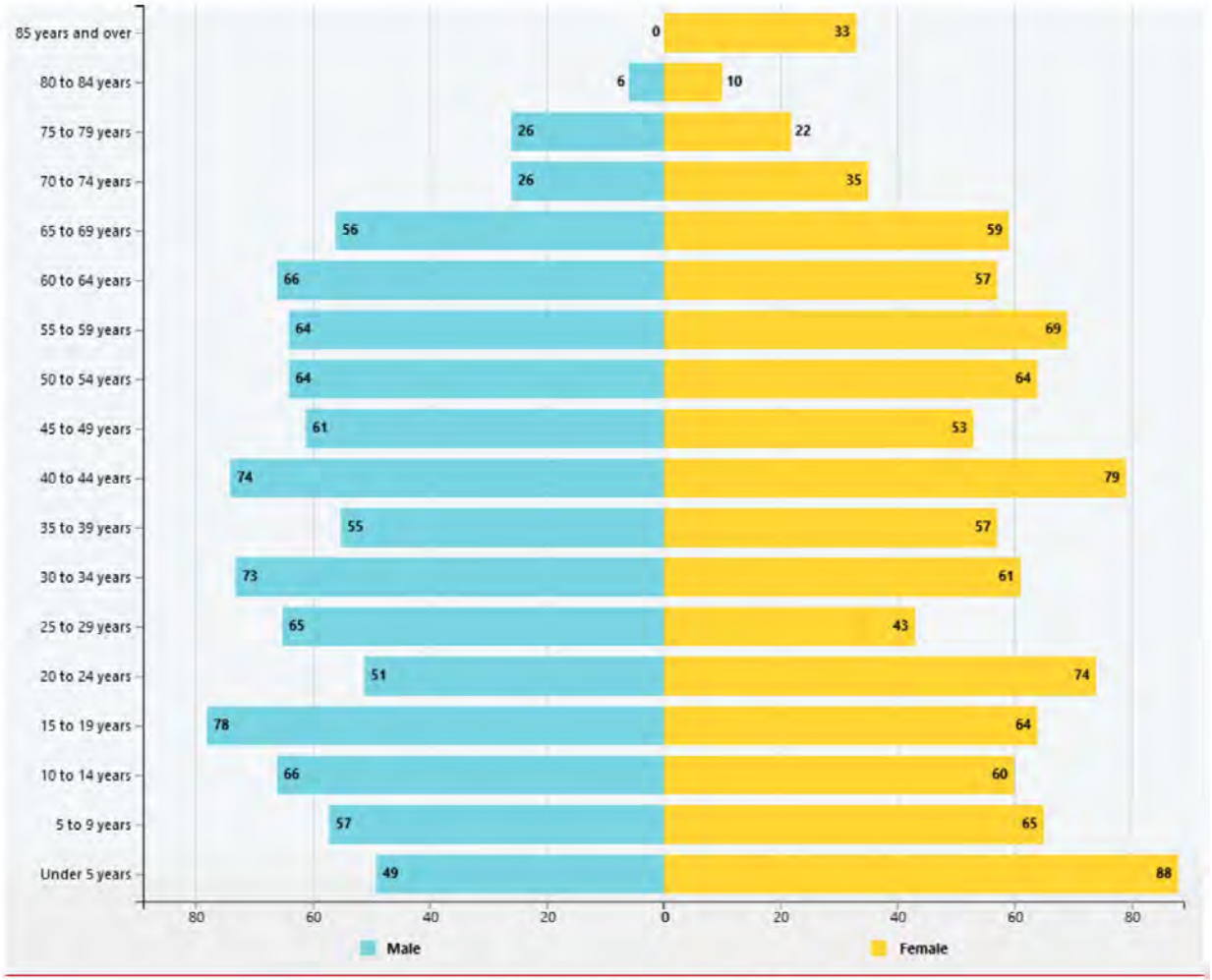
Which of the following age categories make up your household (including yourself)?

41 responses



65 People Represented

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%

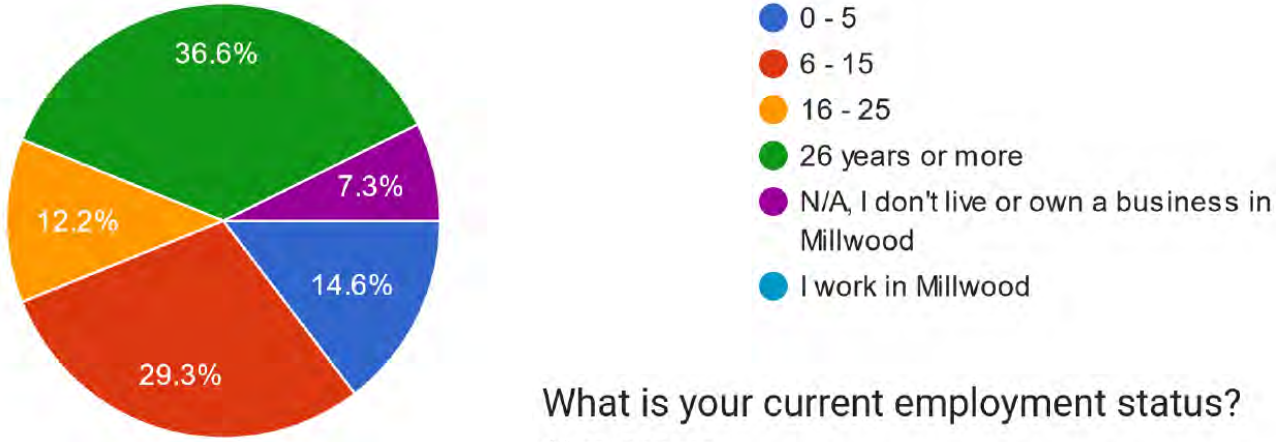
Responses were heavier from Seniors 65+ and lighter from age 34 or younger compared to Millwood demographics; however all age groups were represented in households.

Survey was representative of Millwood.

Imagine Millwood, Stakeholder Interviews, etc. will also be utilized to gather input

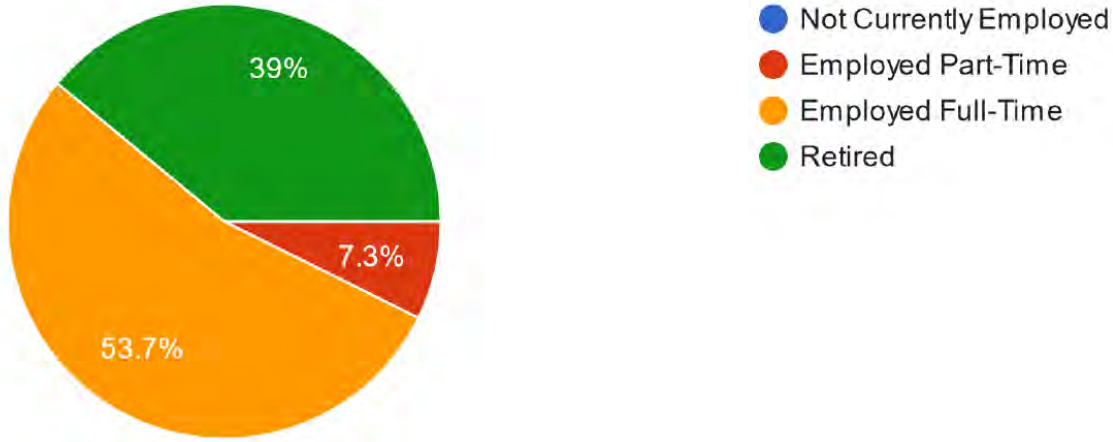
How many years have you lived or owned a business in Millwood?

41 responses



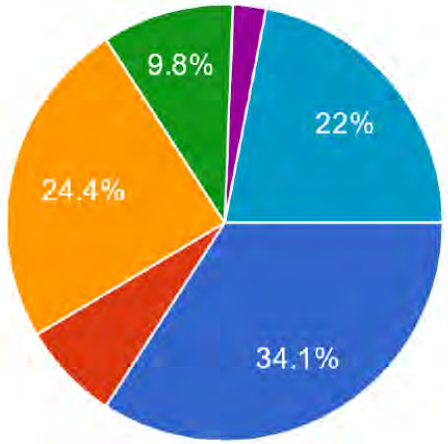
What is your current employment status?

41 responses



Where does your work primarily take place?

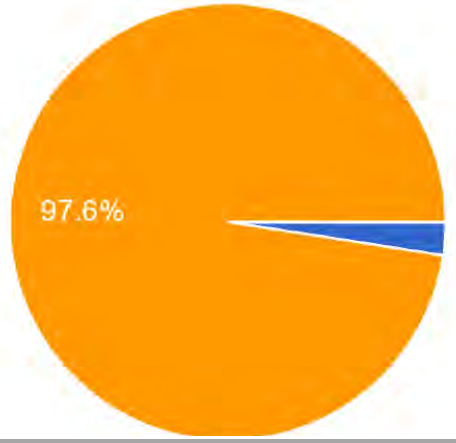
41 responses



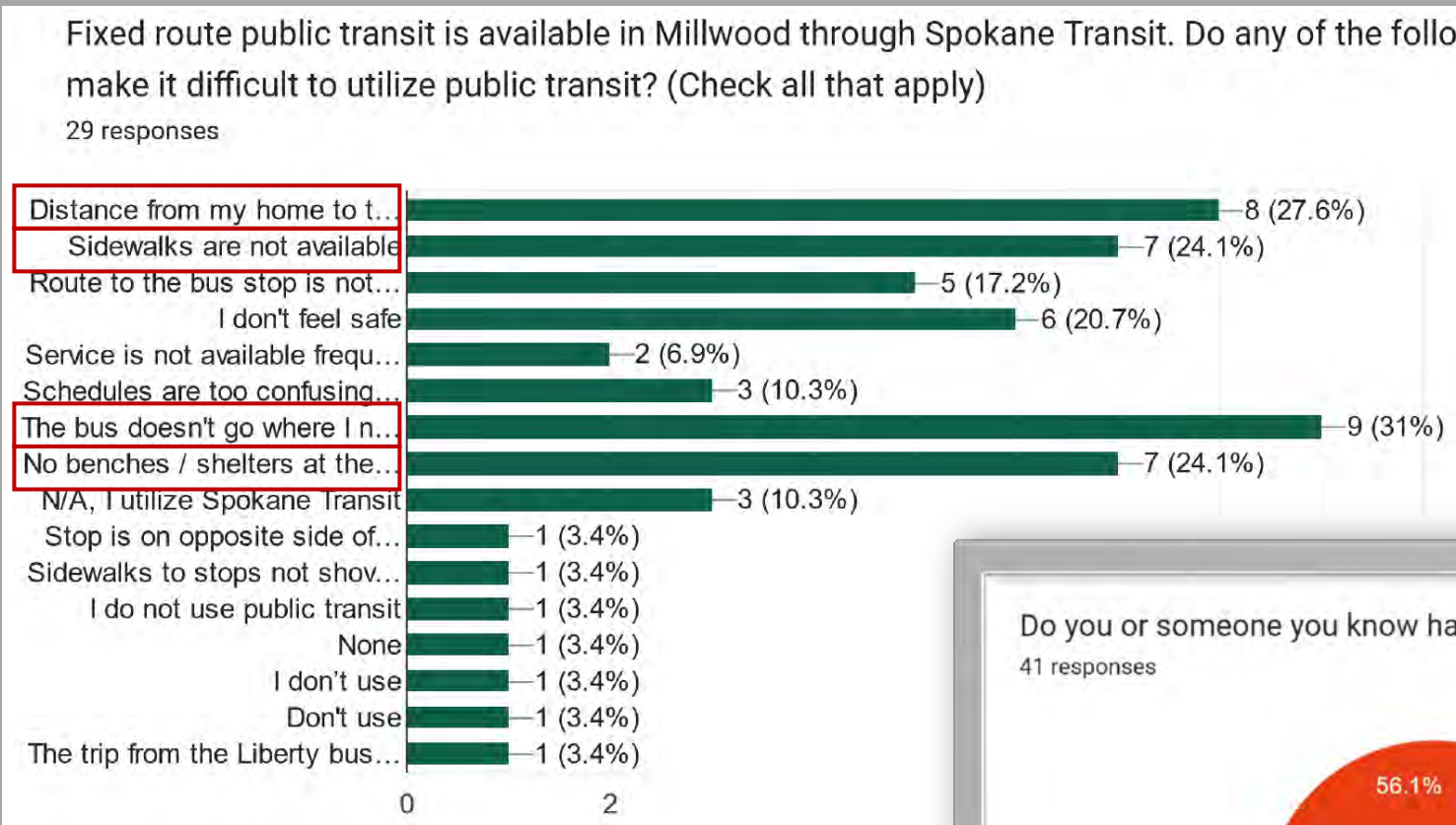
- N/A - not currently employed or retired
- Within City of Millwood
- Neighboring Municipalities (Spokane Valley, Liberty Lake, Spokane, etc.)
- Within Greater Spokane County (15+ miles away from home)
- Outside Spokane County
- From home / remote work, including hybrid

What is your primary mode of transportation?

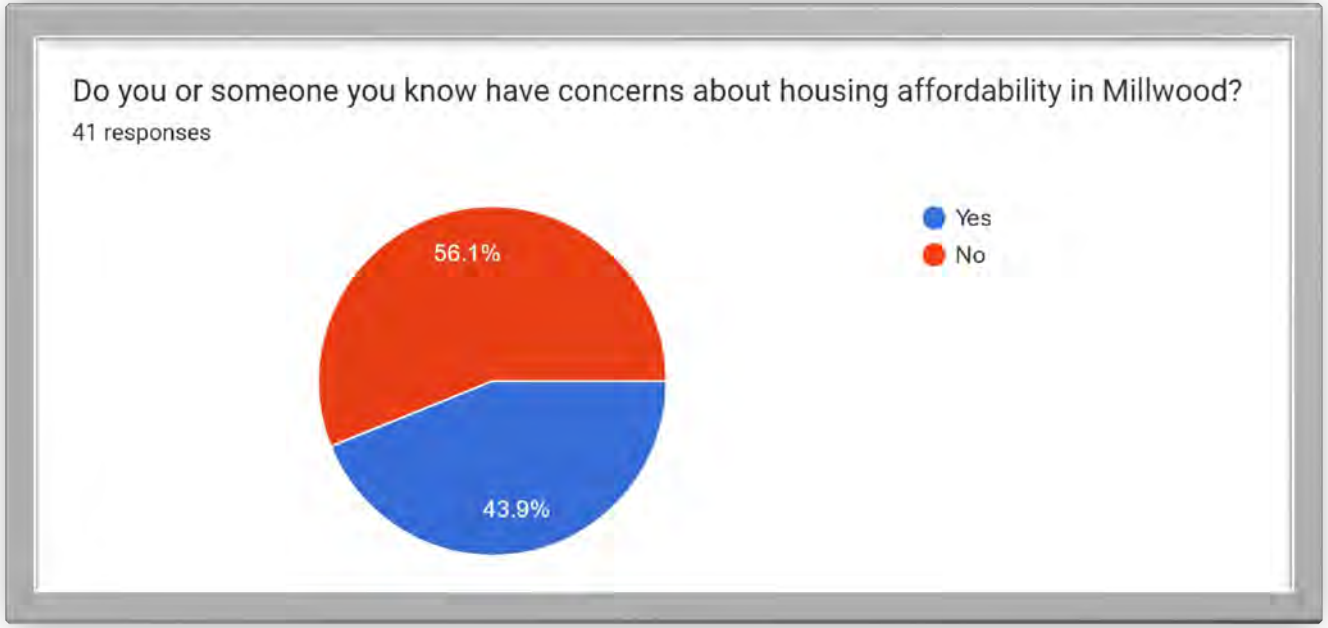
41 responses



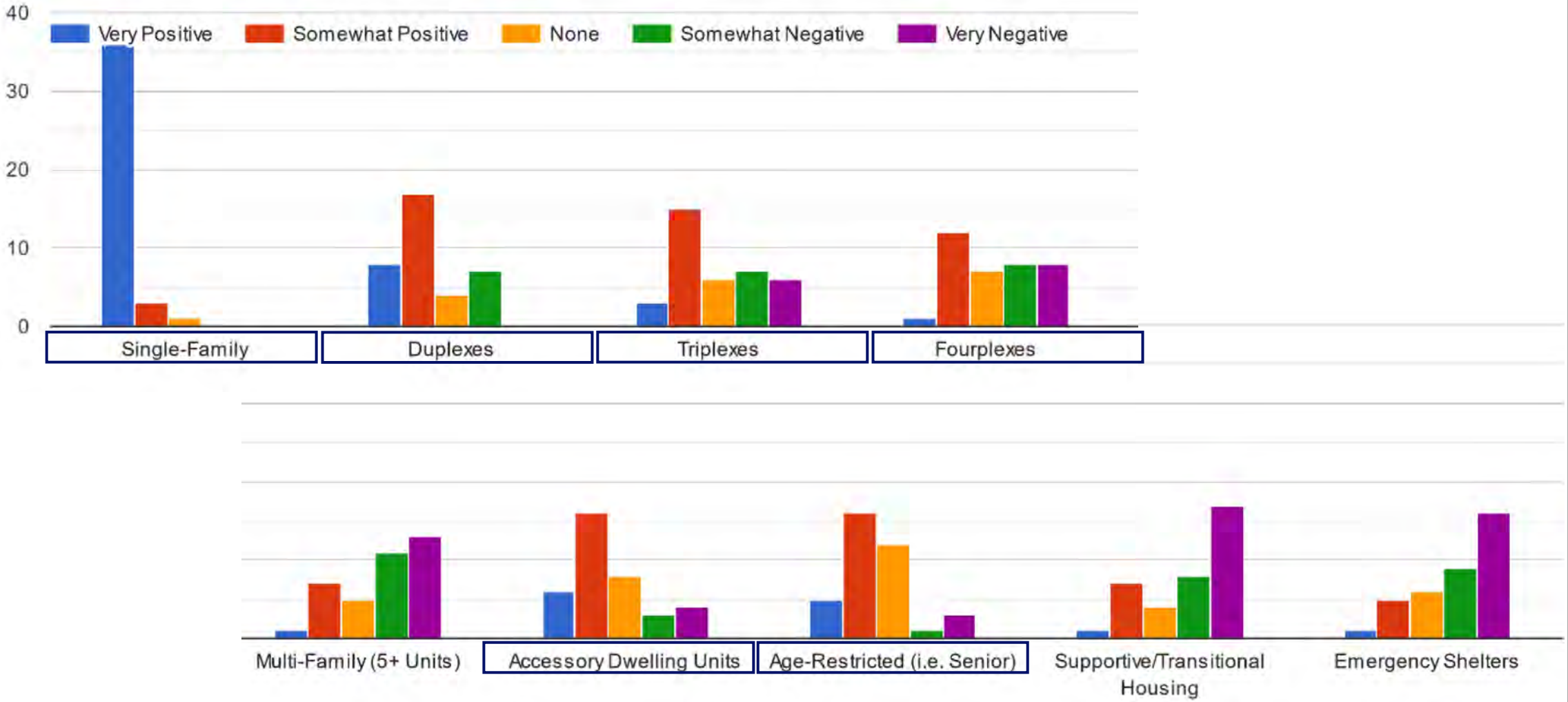
- Walking
- Biking
- Personal Vehicle
- Rideshare
- Public Transit



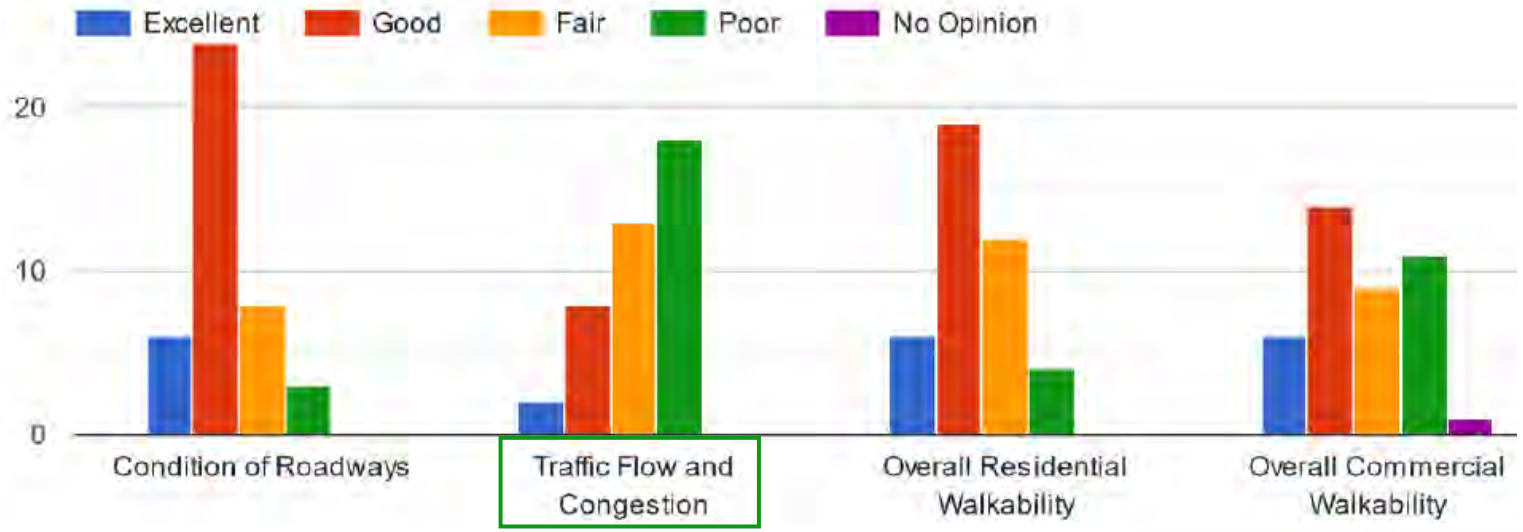
1. Bus doesn't go where I need to go
2. Distance from my home to the nearest bus stop is too far
3. Lacking infrastructure - no sidewalks or no benches / bus shelters at the bus stop

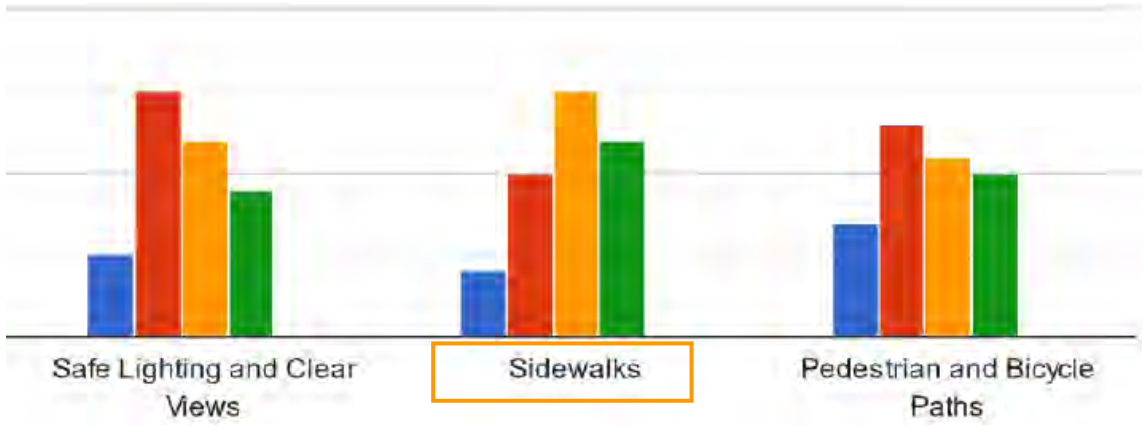


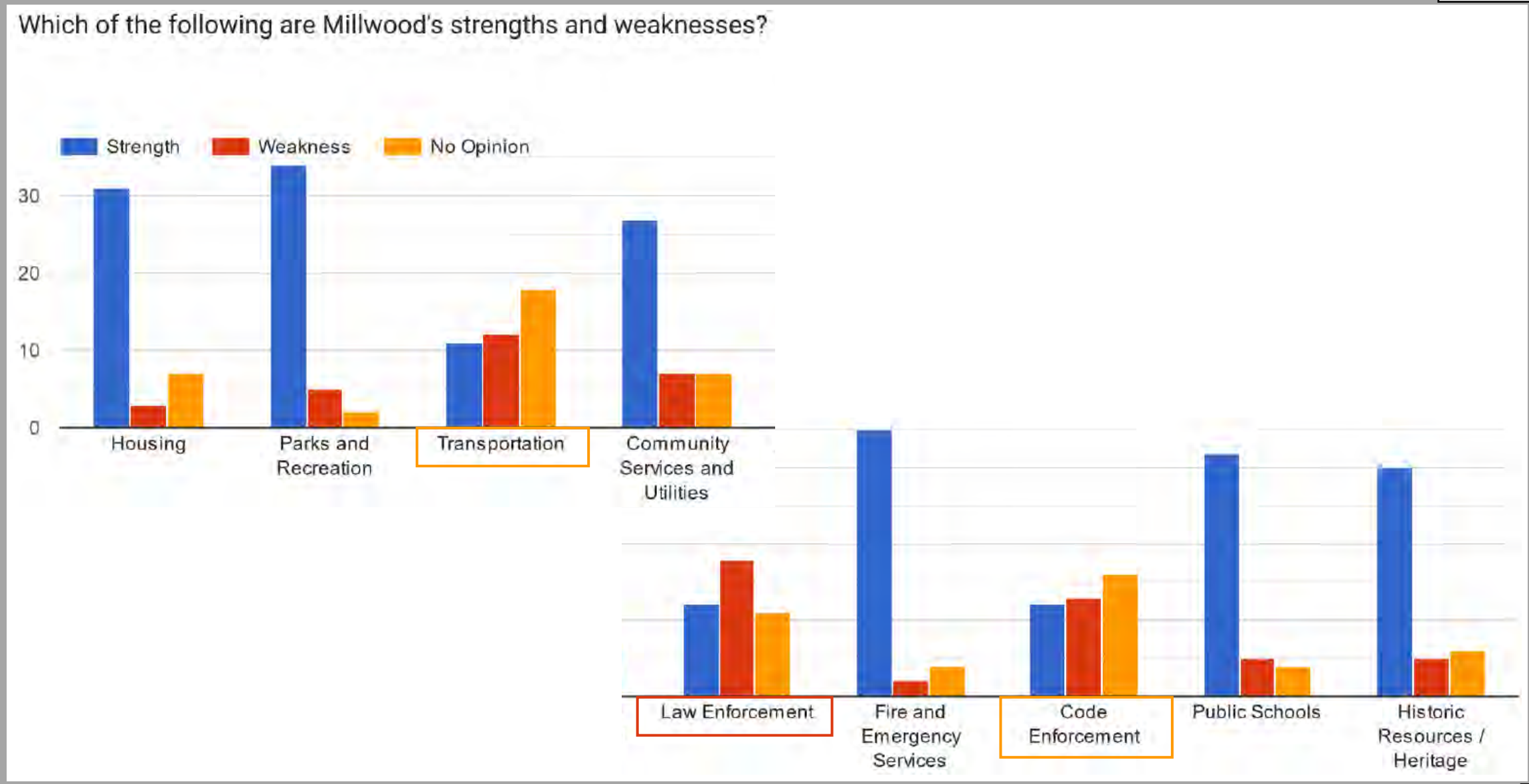
WA State legislation now requires the City of Millwood to plan for multiple housing types and incomes. What impact do you believe the following residential development types have on Millwood?



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

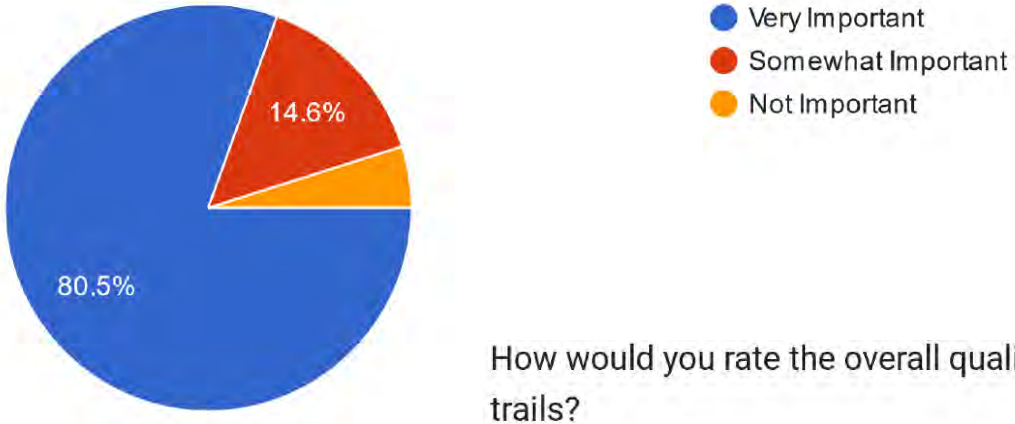




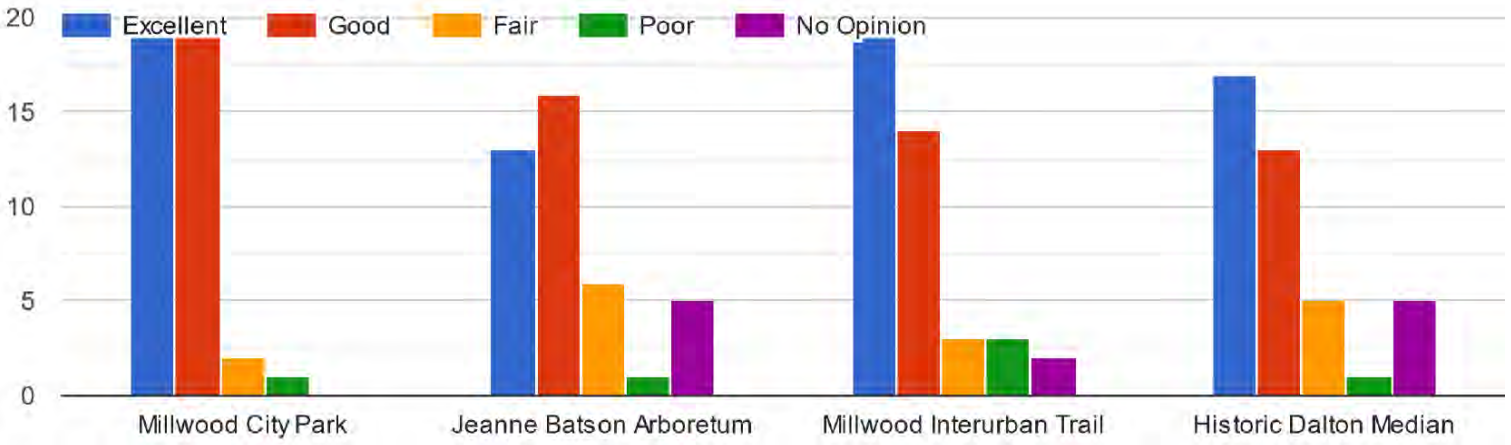

Which of the following are Millwood's strengths and weaknesses?
Strength
Weakness
No Opinion
30
20
10
0
Housing
Parks and Recreation
Transportation
Community Services and Utilities
Law Enforcement
Fire and Emergency Services
Code Enforcement
Public Schools
Historic Resources / Heritage

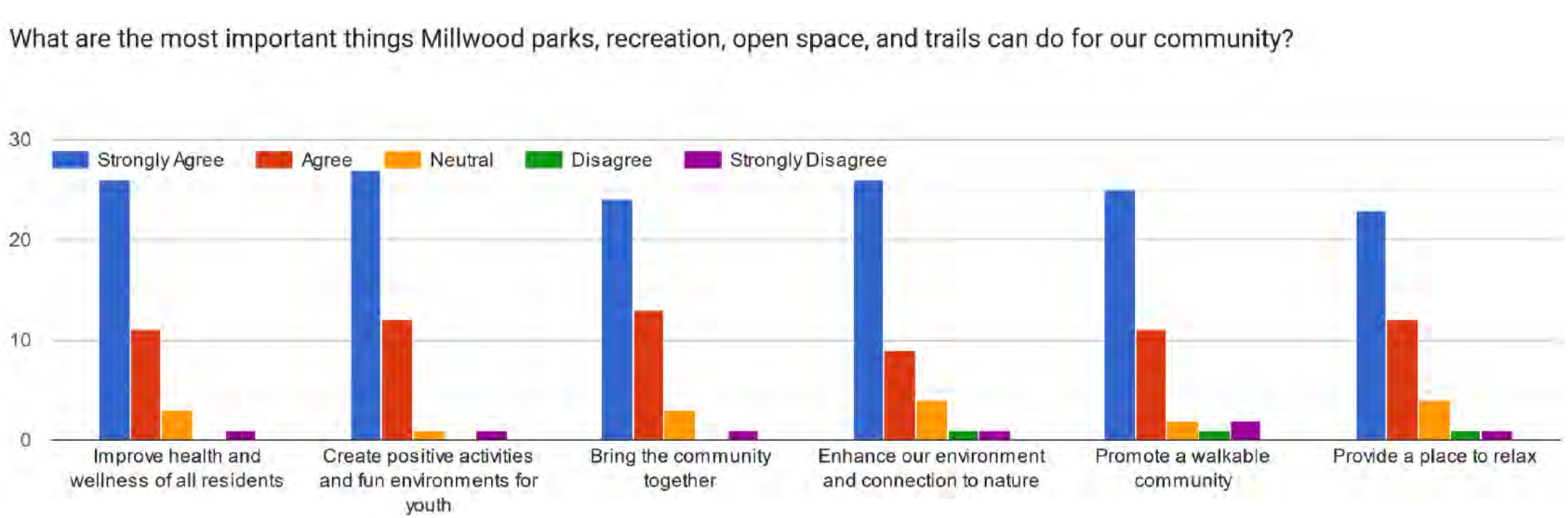
How important is access to parks, recreation, open space, and trails within the City of Millwood?

41 responses



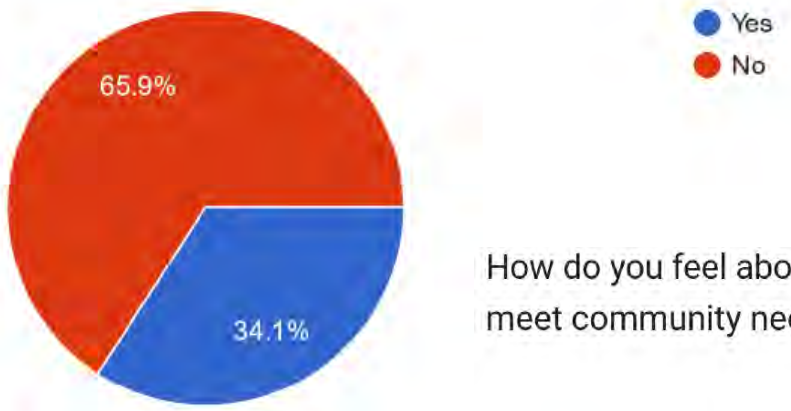
How would you rate the overall quality and maintenance of City of Millwood parks, open space, and trails?



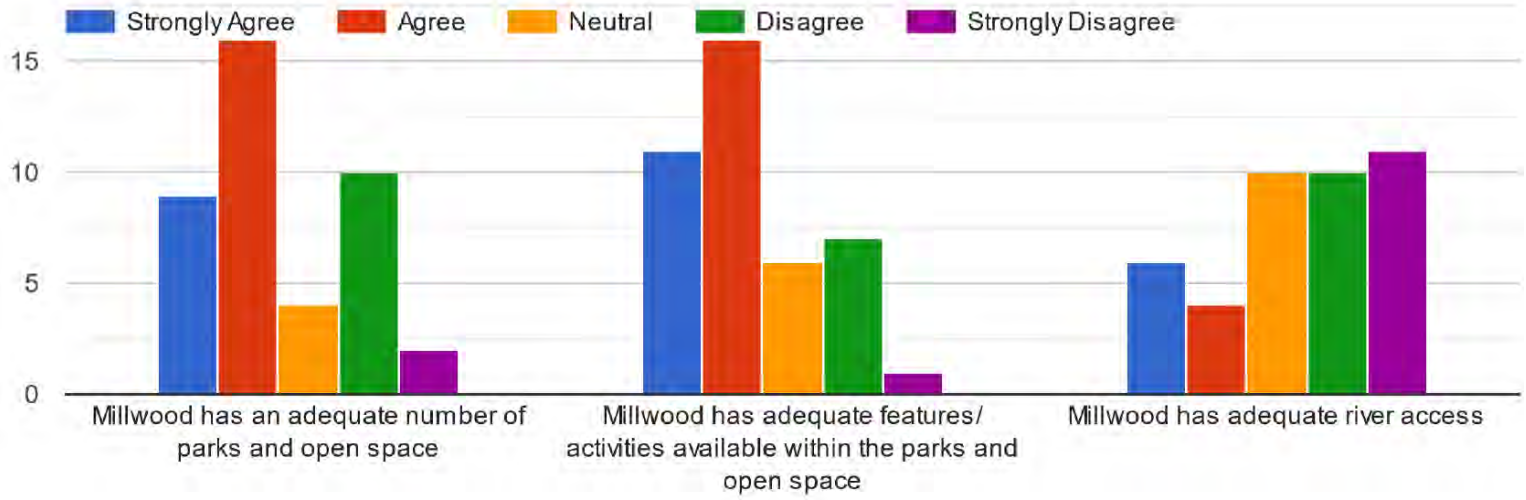

What are the most important things Millwood parks, recreation, open space, and trails can do for our community?
30
20
10
0
Strongly Agree
Agree
Neutral
Disagree
Strongly Disagree
Improve health and wellness of all residents
Create positive activities and fun environments for youth
Bring the community together
Enhance our environment and connection to nature
Promote a walkable community
Provide a place to relax

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?

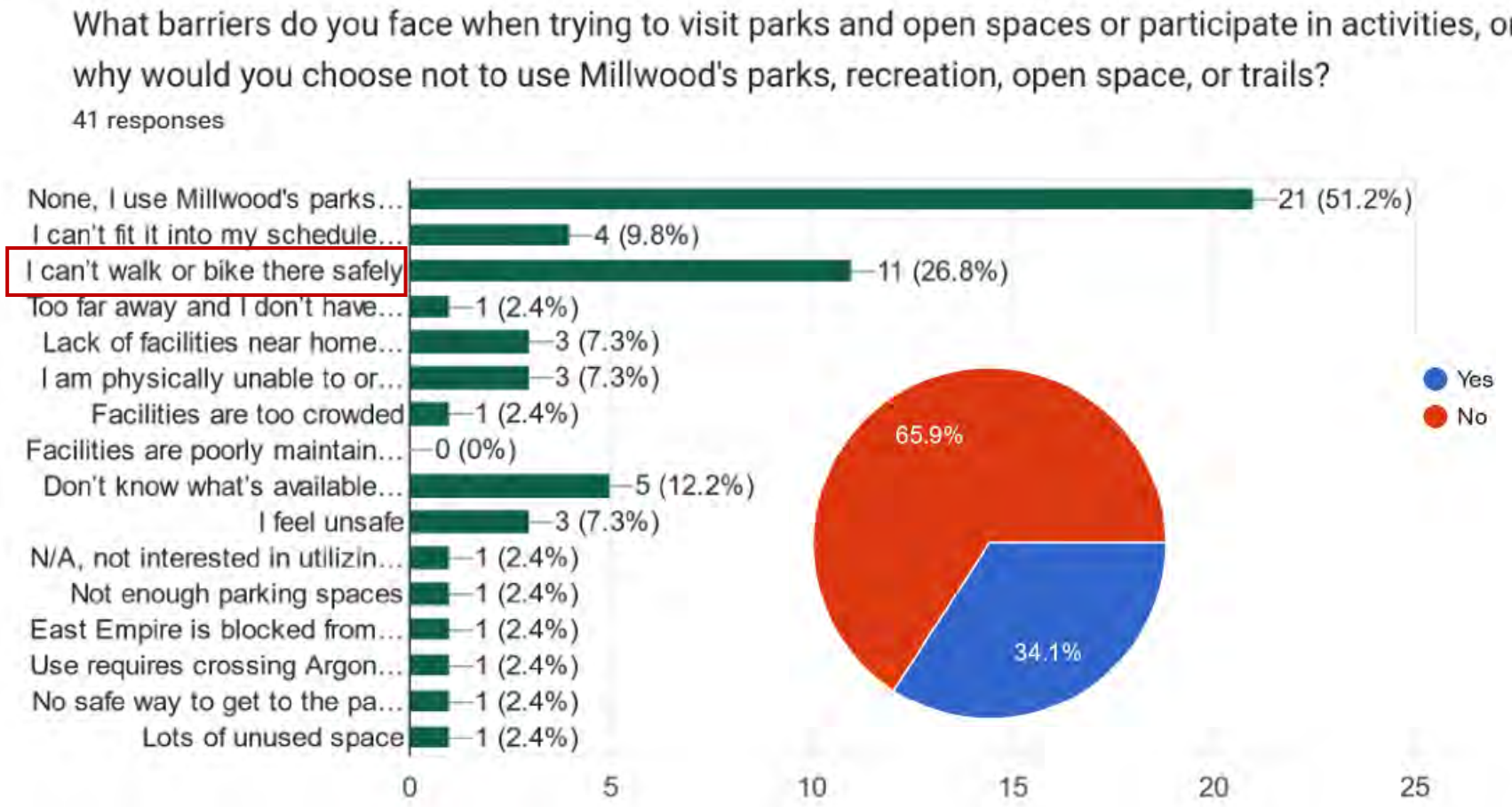


Respondents were asked to expand upon their answers to the community needs question and the following is a summary of the responses by topic and majority opinion:

- 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.



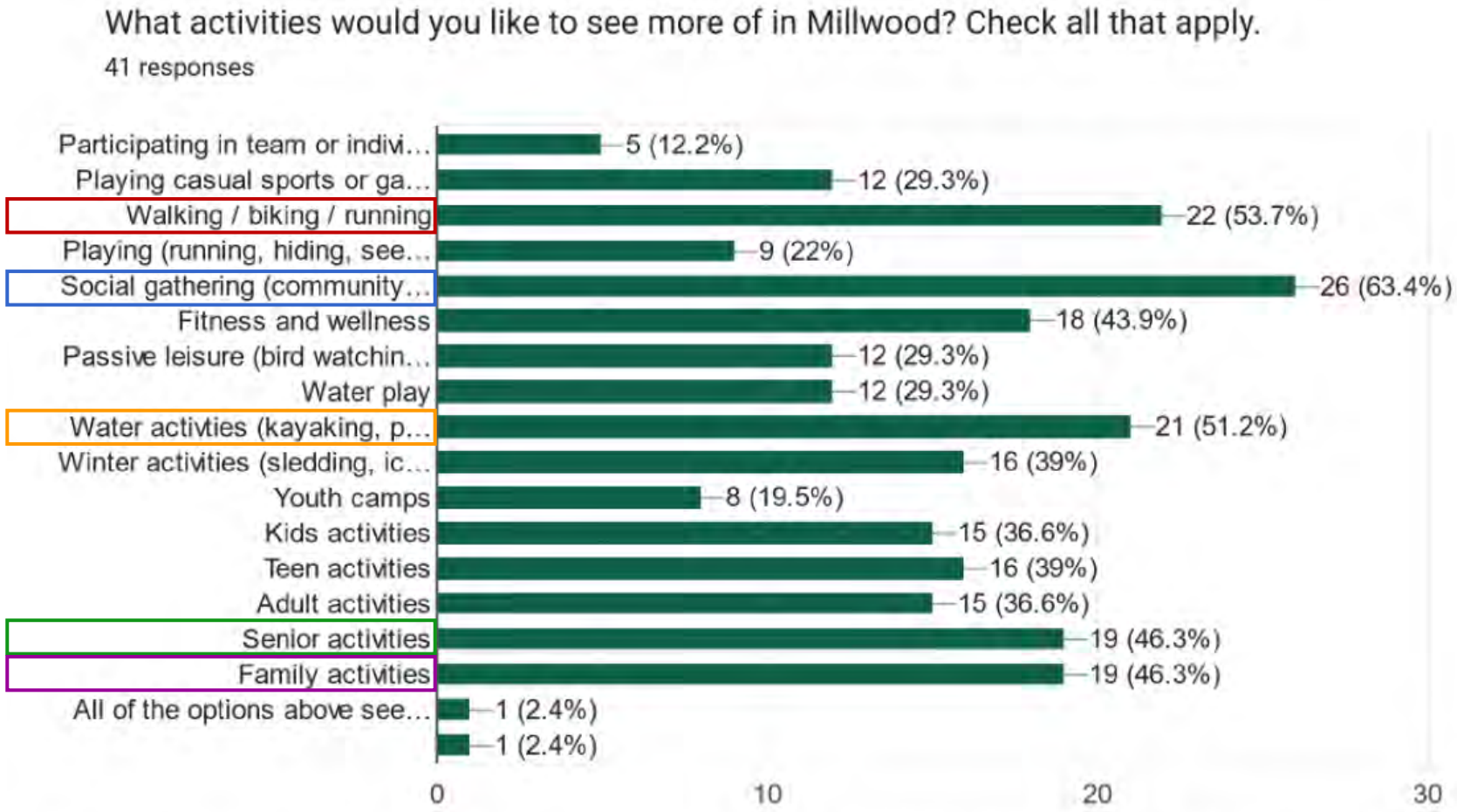
"The Farmers Market is on the grass, making it unaccessible to those in wheel chairs. It's one of the best Farmers Markets in Spokane"

"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"

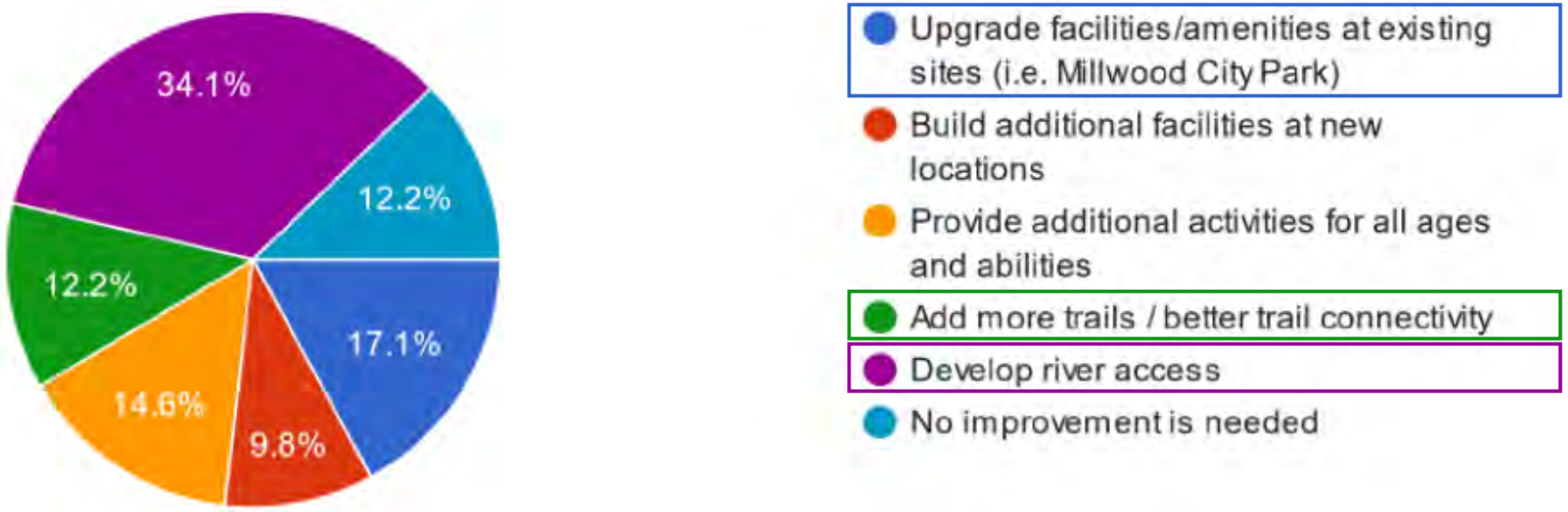


Concerning Millwood activities, the top five activities that respondents would like to see more of in Millwood are social gatherings / community events, walking/biking/running opportunities, water activities (kayaking, paddle boarding, etc.), senior activities, and family activities.

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





Based on previous feedback for Millwood Park Reimagined, the following amenities/features have been proposed for M City Park. Please rank each project by priority (1 is highest priority & 10 is lowest priority)

The results derived were as follows:

1. New Playground (ADA Compliant)
2. Wading Pool / Splash Pad (ADA Compliant)

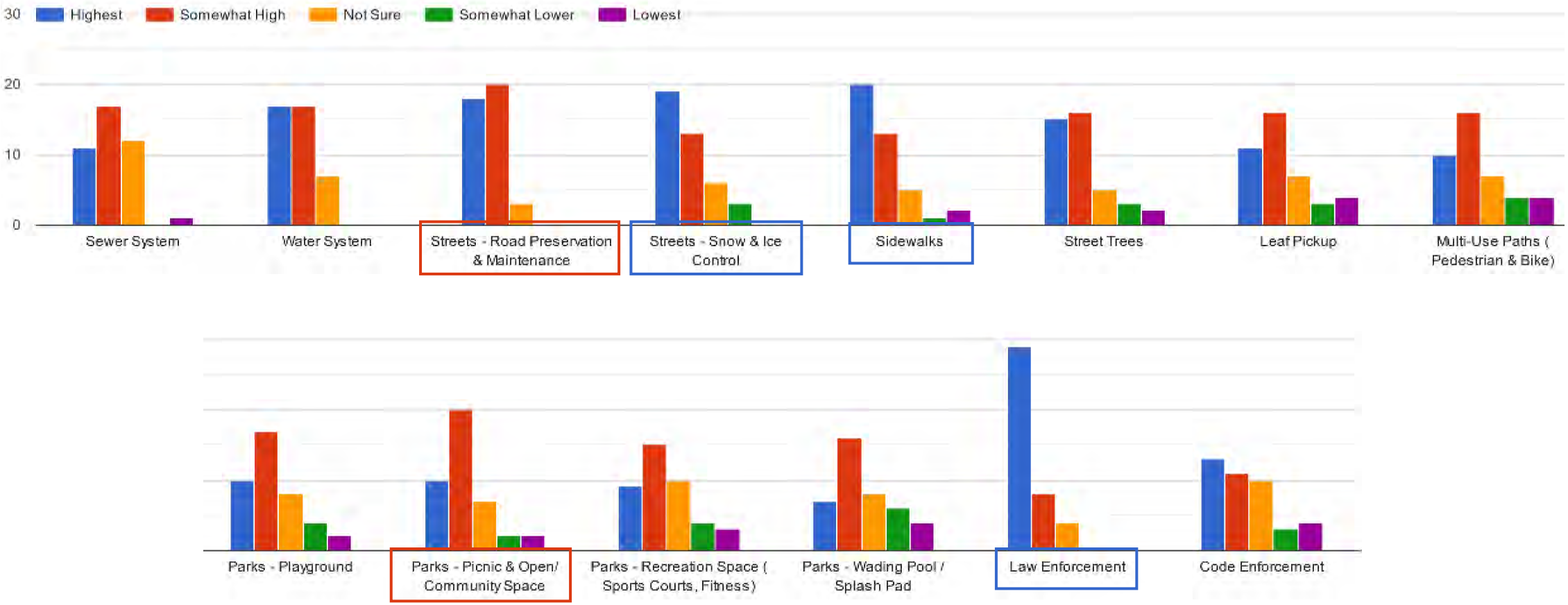
- Tiered Hard Surface Plaza for Gatherings, Events, etc.
- Additional Parking
- New Tennis / Pickleball Courts
- Picnic Shelters
- Wider Multi-Use Paths (ADA Compliant)
- Walking Paths (ADA Compliant)
- New Basketball Court / Sport Court
- Additional Bathroom

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”

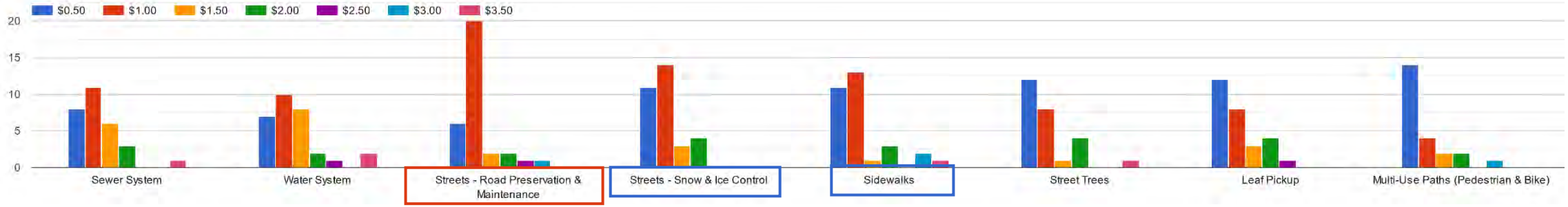
How would you prioritize the following potential infrastructure projects / improvements or City services that the City of Millwood might need to plan for in the next 20 years?



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 anywere - 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.



Sewer System
$33.50
#4

Water System
$39.00
#2

Streets - Road Preservation & Maintenance
$35.50
#3A

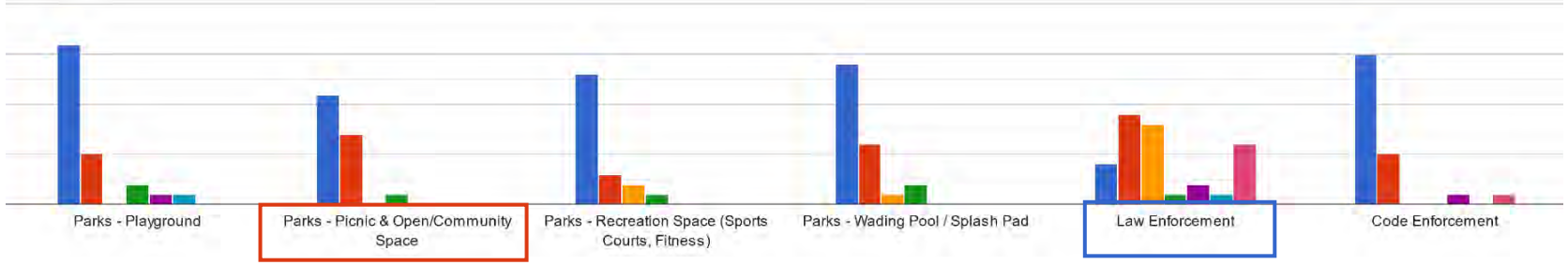
Streets - Snow & Ice Control
$32.00
#5

Sidewalks
$35.50
#3B

Street Trees
$27.00
#7

Leaf Pickup
$29.00
#6

Multi-Use Paths (Pedestrian & Bike)
$21.00
#9



Parks - Playground
$22.50
#8

Parks - Picnic & Open/Community Space
$14.50
#11A

Parks - Recreation Space (Sports Courts, Fitness)
$14.50
#11B

Parks - Wading Pool / Splash Pad
$18.50
#10A

Law Enforcement
$54.00
#1

Code Enforcement
$18.50
#10B

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 pedestrial 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 Halll 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!”



CITY OF MILLWOOD



Comprehensive Plan & Development Regulations

Periodic Update 2026









Land Capacity Analysis Report





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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. l50). 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**

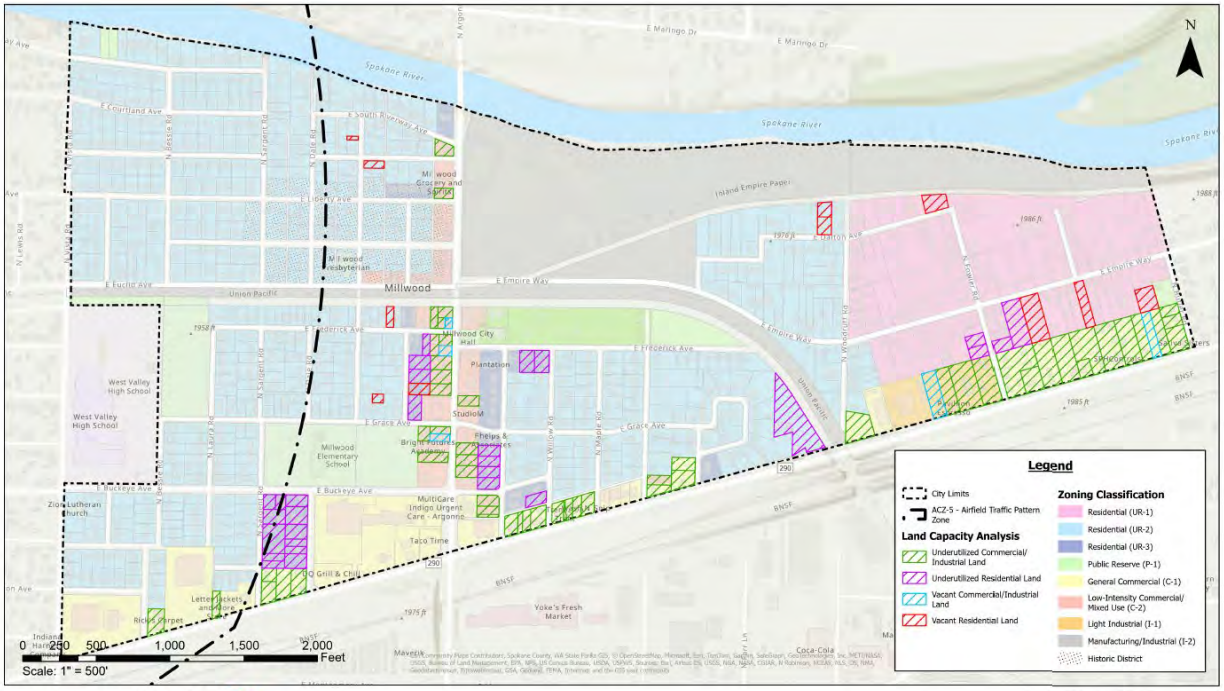
***** Additional mixed use and residential can also be accommodated in the C-2 and C-1 zones based on current development regulations.

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.



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City of Millwood
Land Capacity Analysis - Underutilized Properties

Sources:
ESRI Basemaps
Spokane County GIS
City of Millwood

PROJECT NO. 51007.00
DRAWN BY. CSH
FILENAME. LCA-ZoningMap
DATE. 10-24-2024

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. *(At Least 2 or 3 units permitted per lot)*	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. *(2 or more units permitted per lot)*	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 C-1 zone based on current development regulations, but likely at a smaller household/family size.			
** Additional residential units can also be accommodated in the C-2 zone 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 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
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- 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).

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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.

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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.

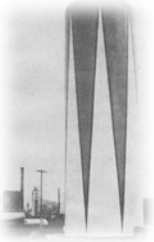
Given the difficulty when rural lands (those outside the UGA) are developed or redeveloped, assuming a higher market factor in those areas is generally acceptable. For this reason, it is assumed that half (50 percent) of capacity in rural areas will not be available for development within 20 years.

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).



CITY OF MILLWOOD



Comprehensive Plan & Development Regulations

Periodic Update 2026









Racially Disparate Impact (RDI) Analysis





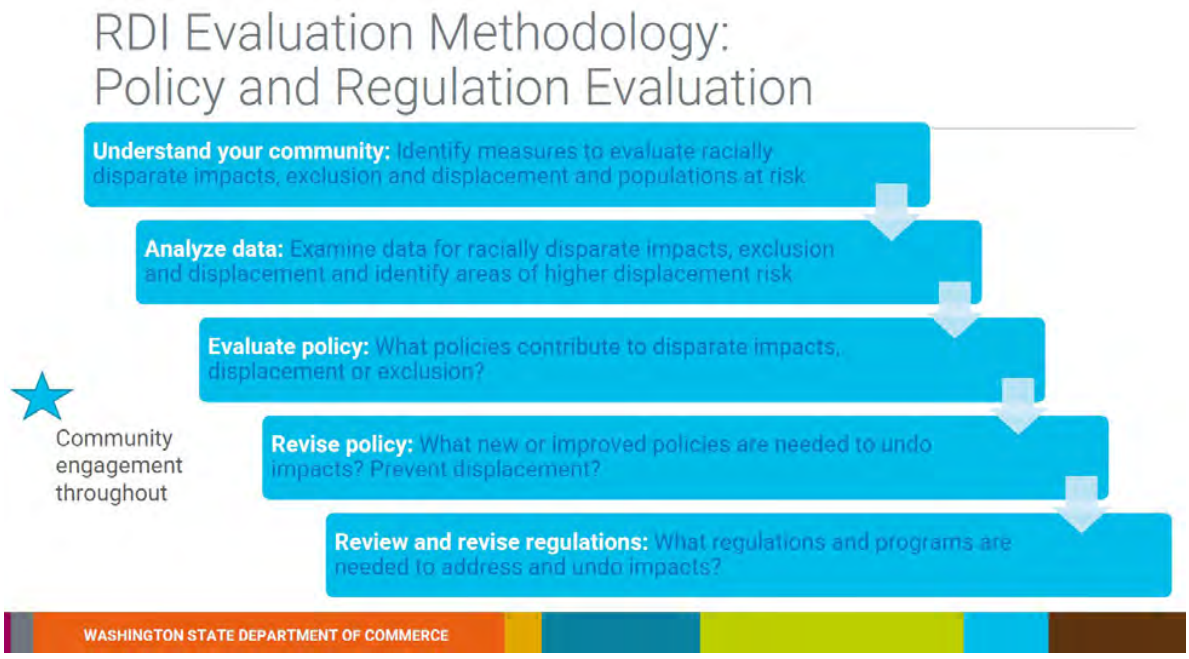
Introduction

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:





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

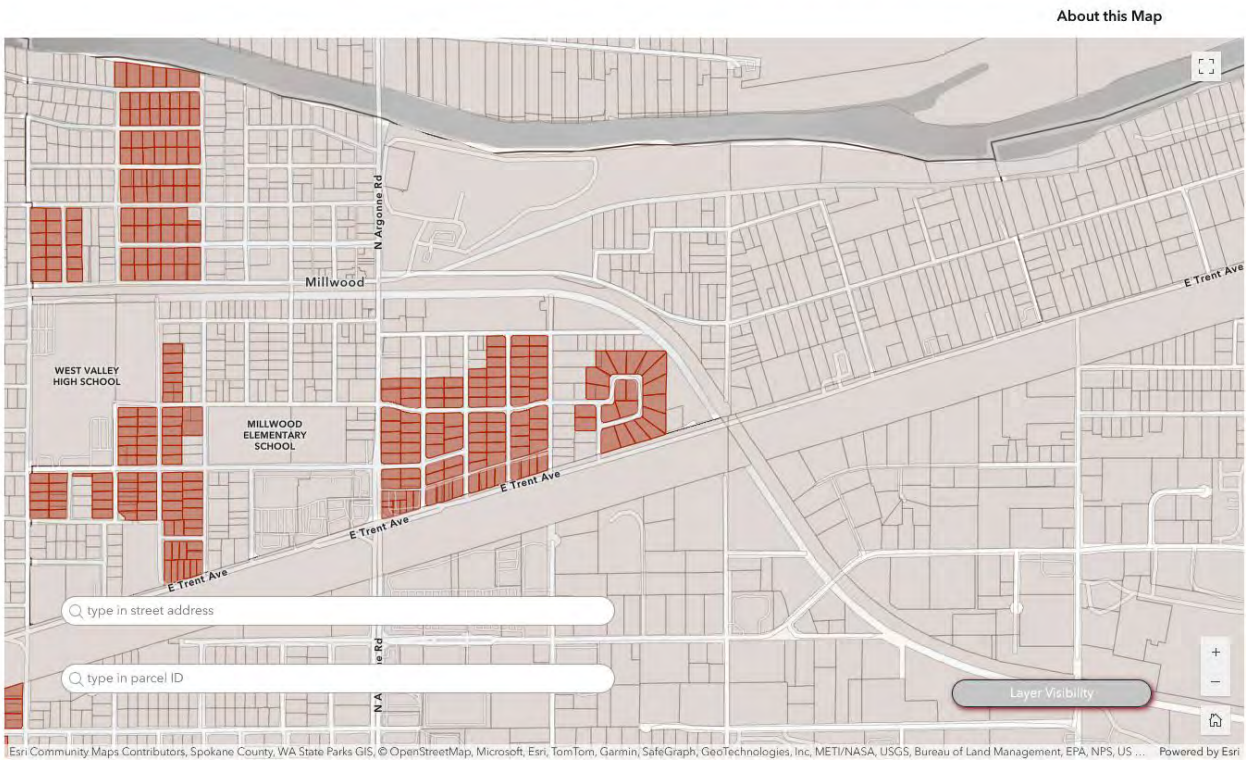


Figure 1 – Riverwood Addition Racial Covenant Example

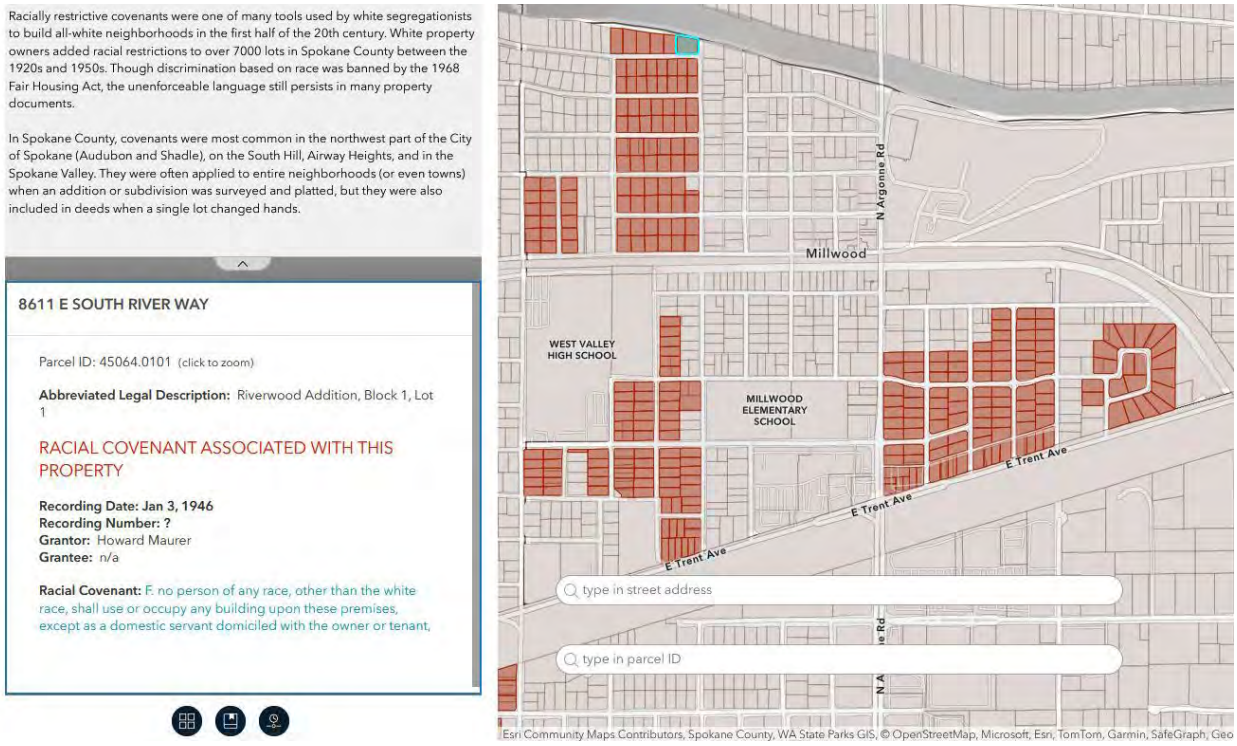


Figure 2 – Sipple's Addition Racial Covenant Example

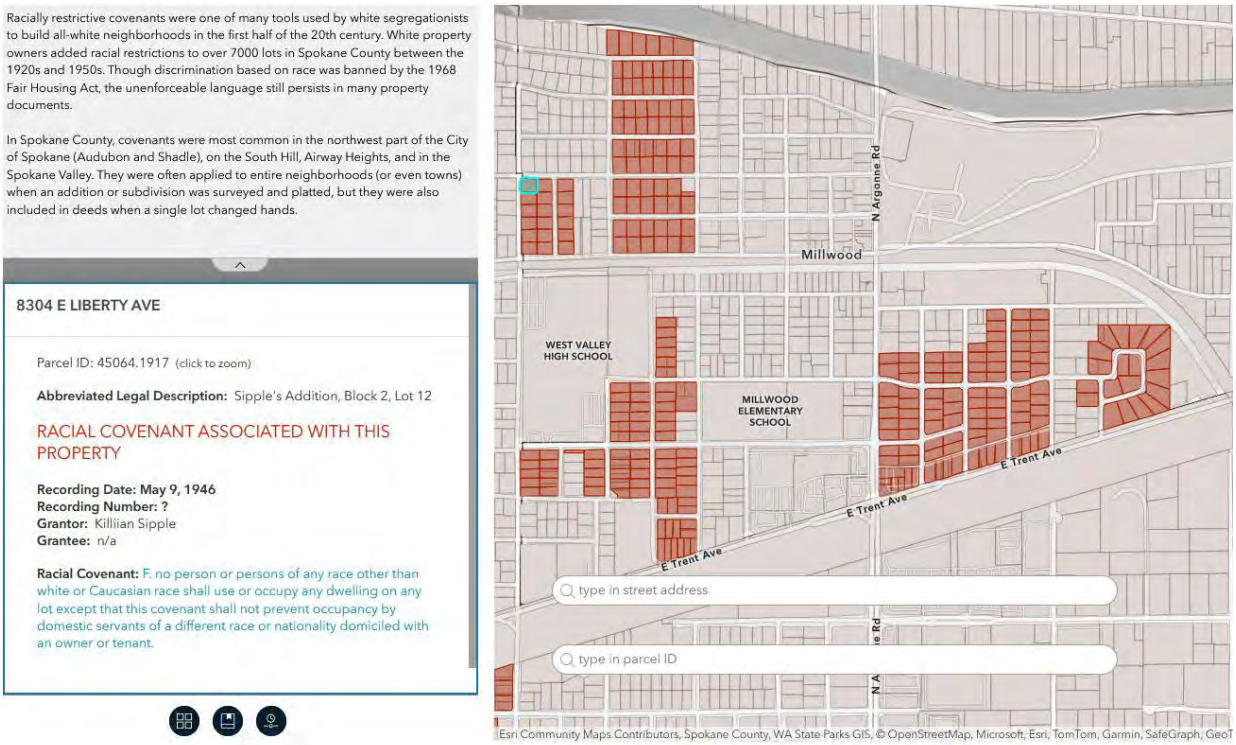


Figure 3 – Hedman's Addition Racial Covenant Example

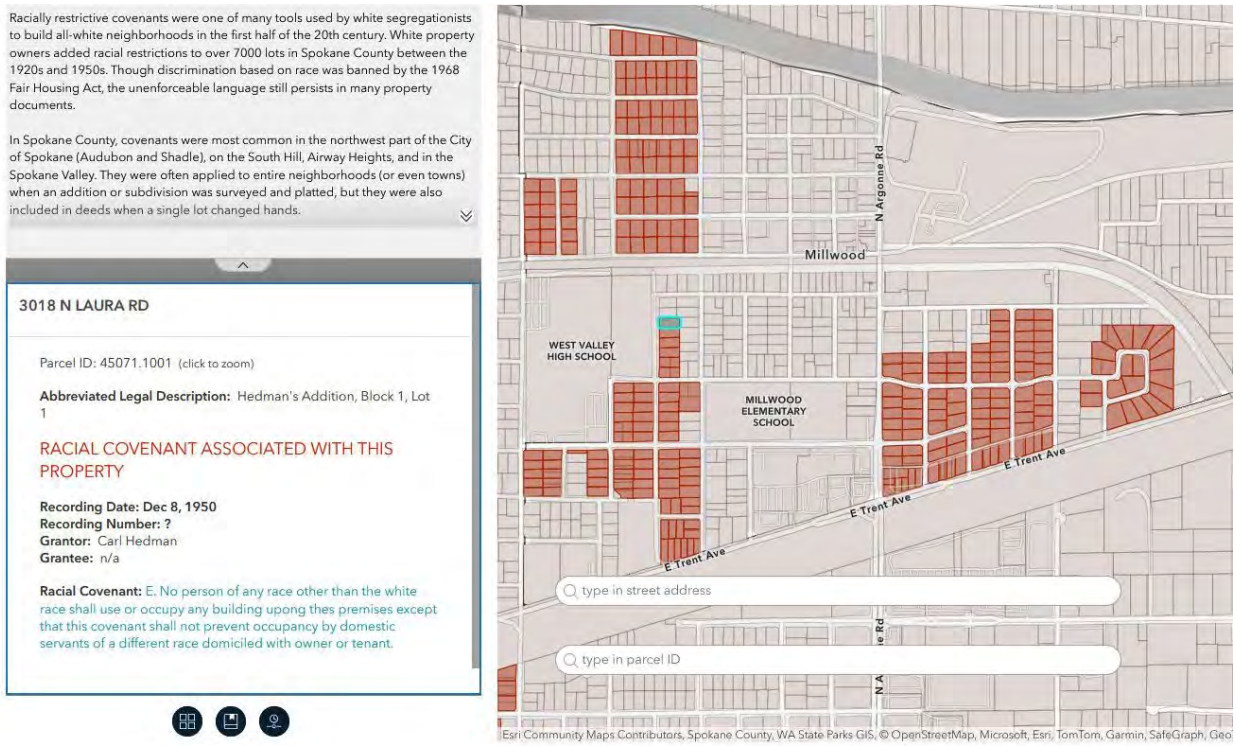


Figure 4 – Polwarth's 1st Addition Racial Covenant Example

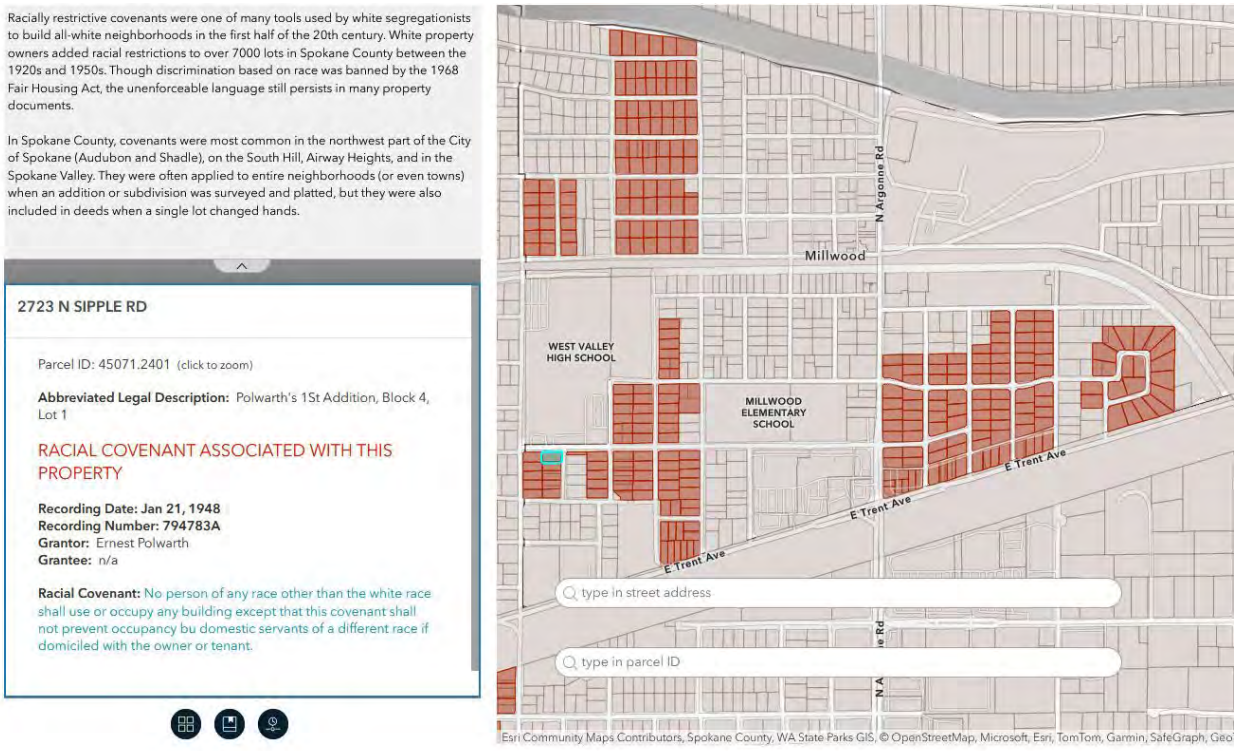


Figure 5 – Polwarth's Addition Racial Covenant Example

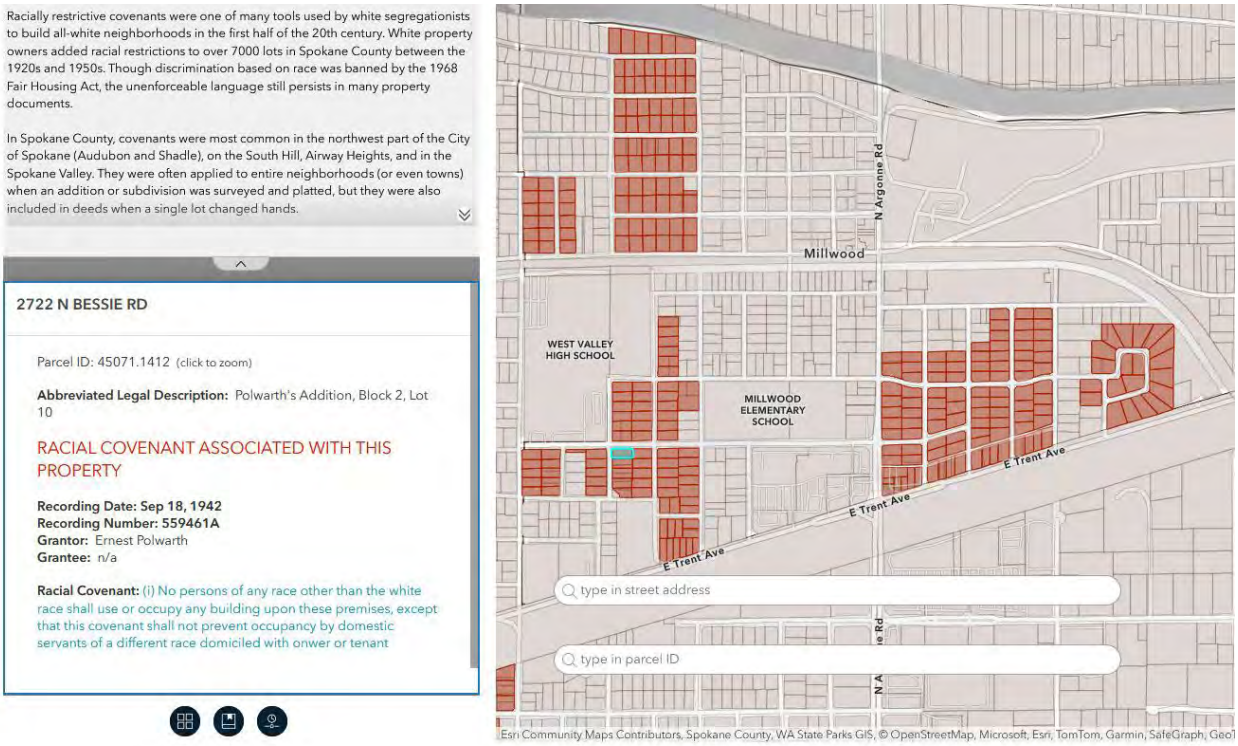


Figure 6 – Julian Addition Racial Covenant Example

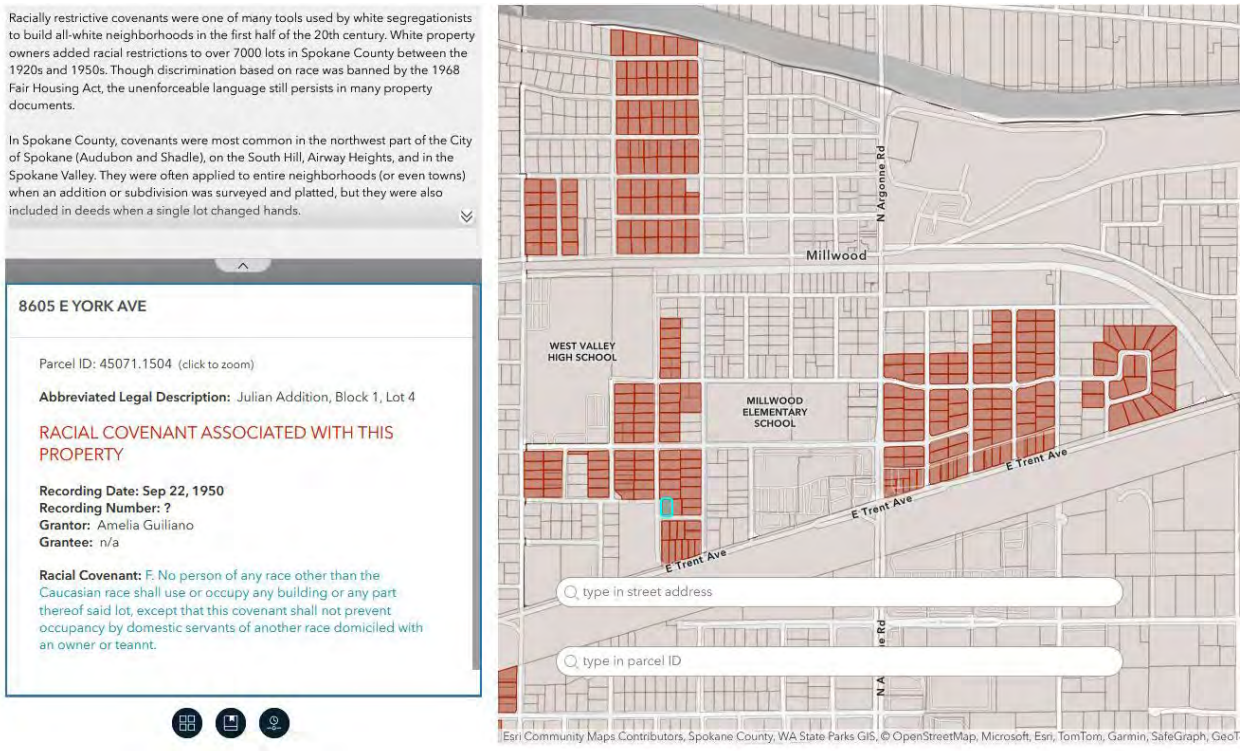


Figure 7 – Millwood Homes Addition Racial Covenant Example

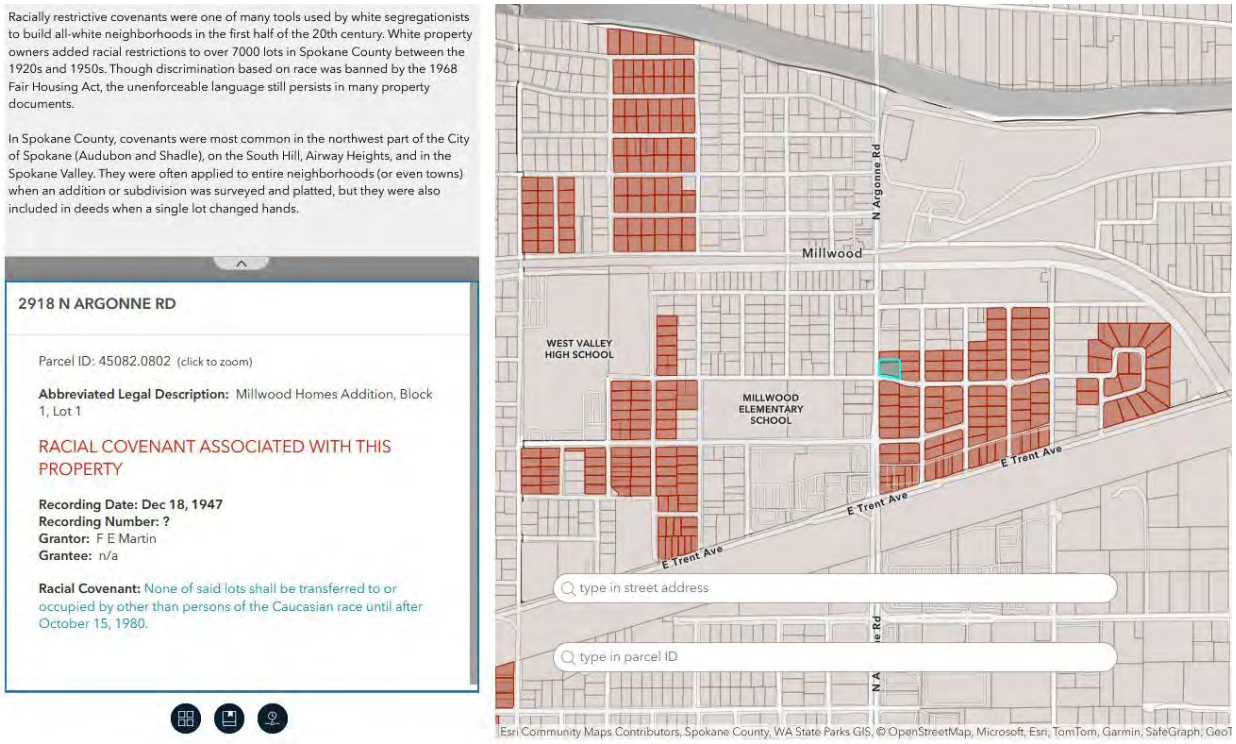
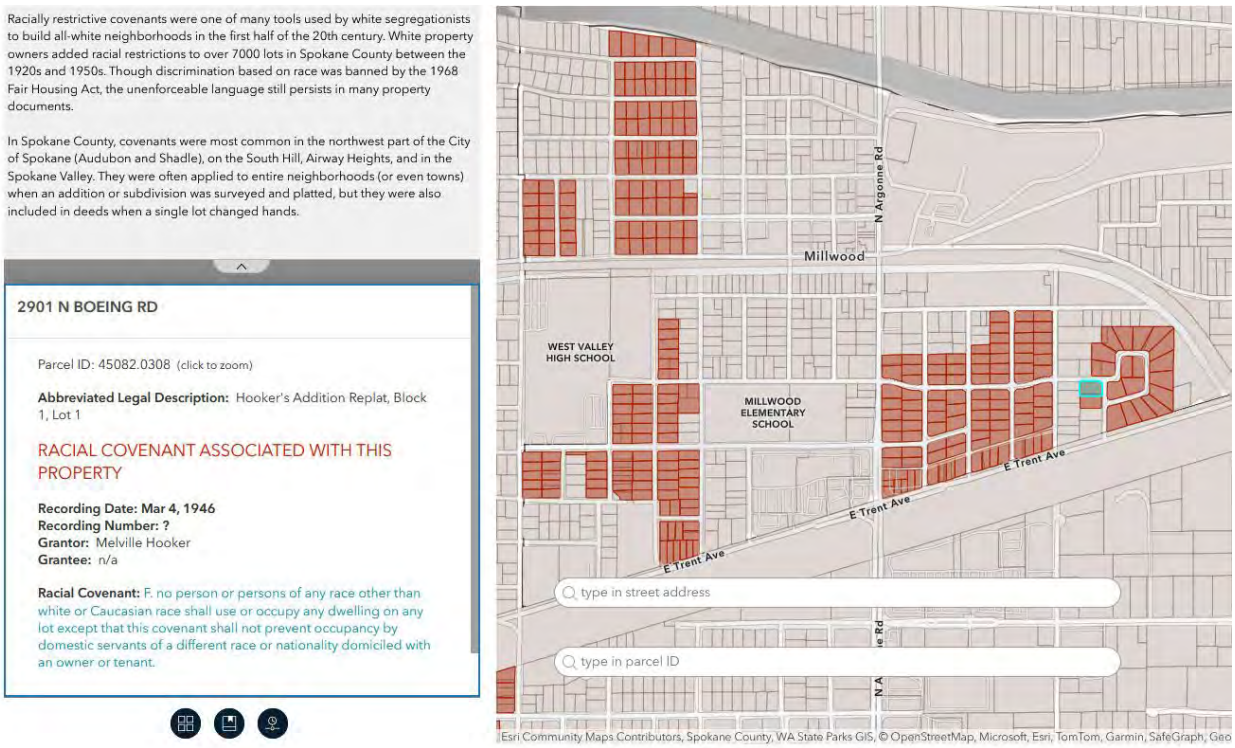


Figure 8 – Hooker's Addition Replat Racial Covenant Example



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

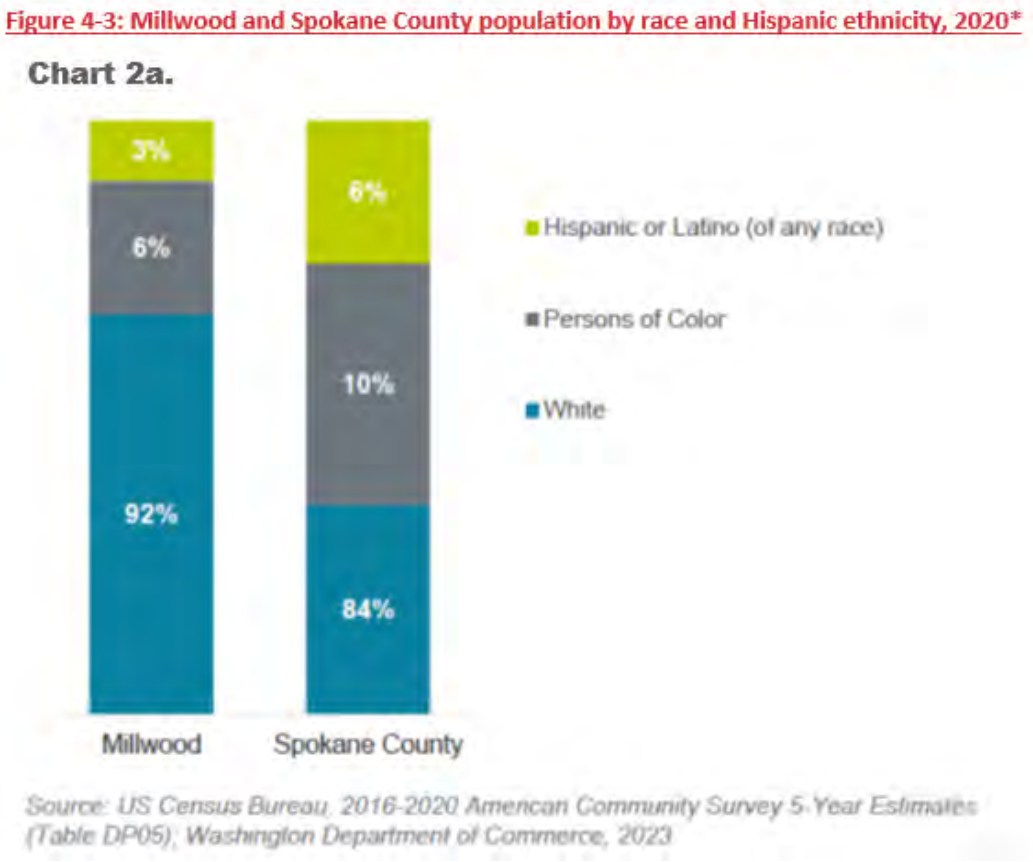
Figure 11 – 2000 Racial Distribution (2015 City of Millwood Comprehensive Plan Table 5.4)

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

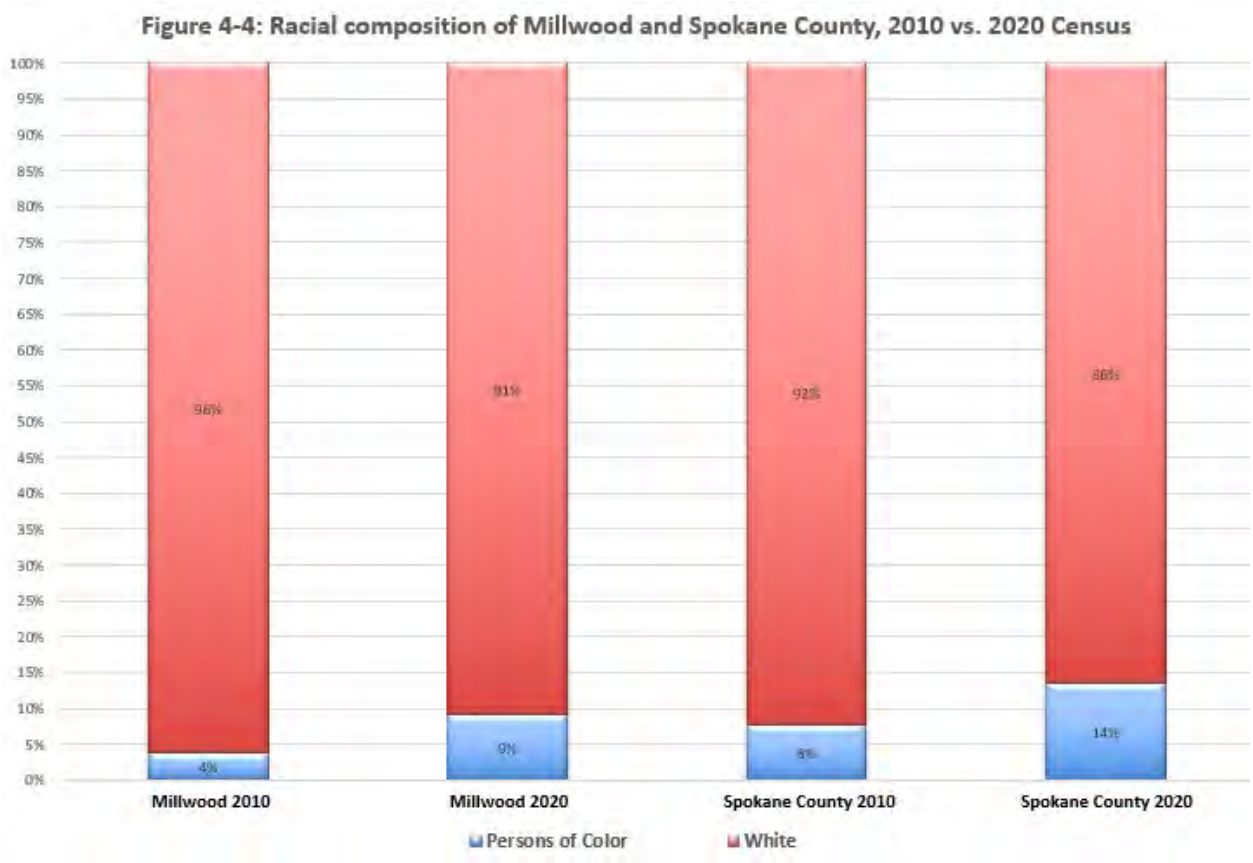
Millwood has a small population of Persons of Color and Hispanic or Latino (of any race) but is becoming more diverse according to Census numbers.

Figure 12 – Millwood and Spokane County population by race and Hispanic ethnicity, 2020* (2026 Draft City of Millwood Comprehensive Plan Figure 4-3)



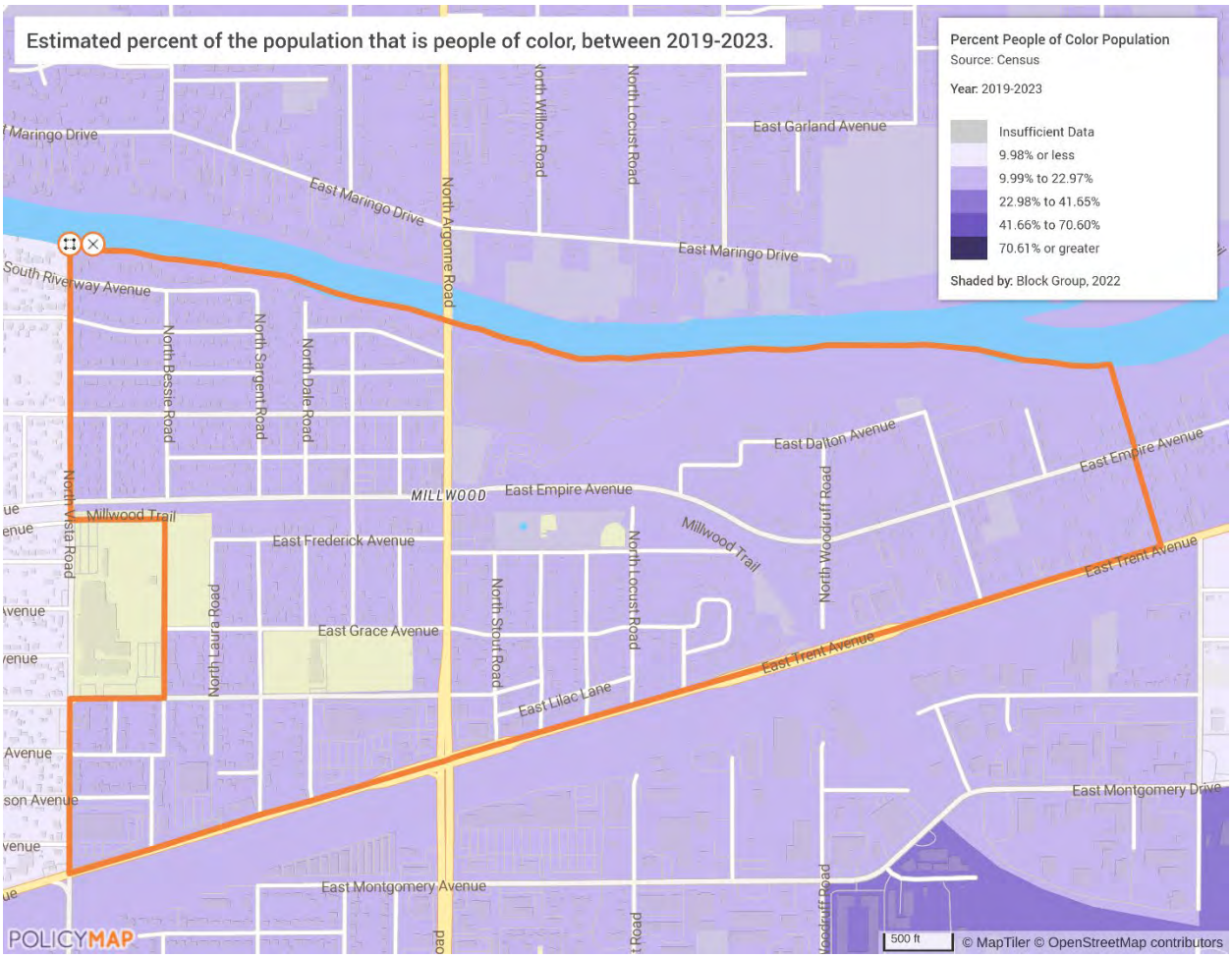
** The American Community Survey (ACS) and HUD's Comprehensive Housing Affordability Strategy (CHAS) estimates are based on a sample of the population and have sampling error. Sampling error is the difference between the sample value and the population value (if one were to survey the entire population).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

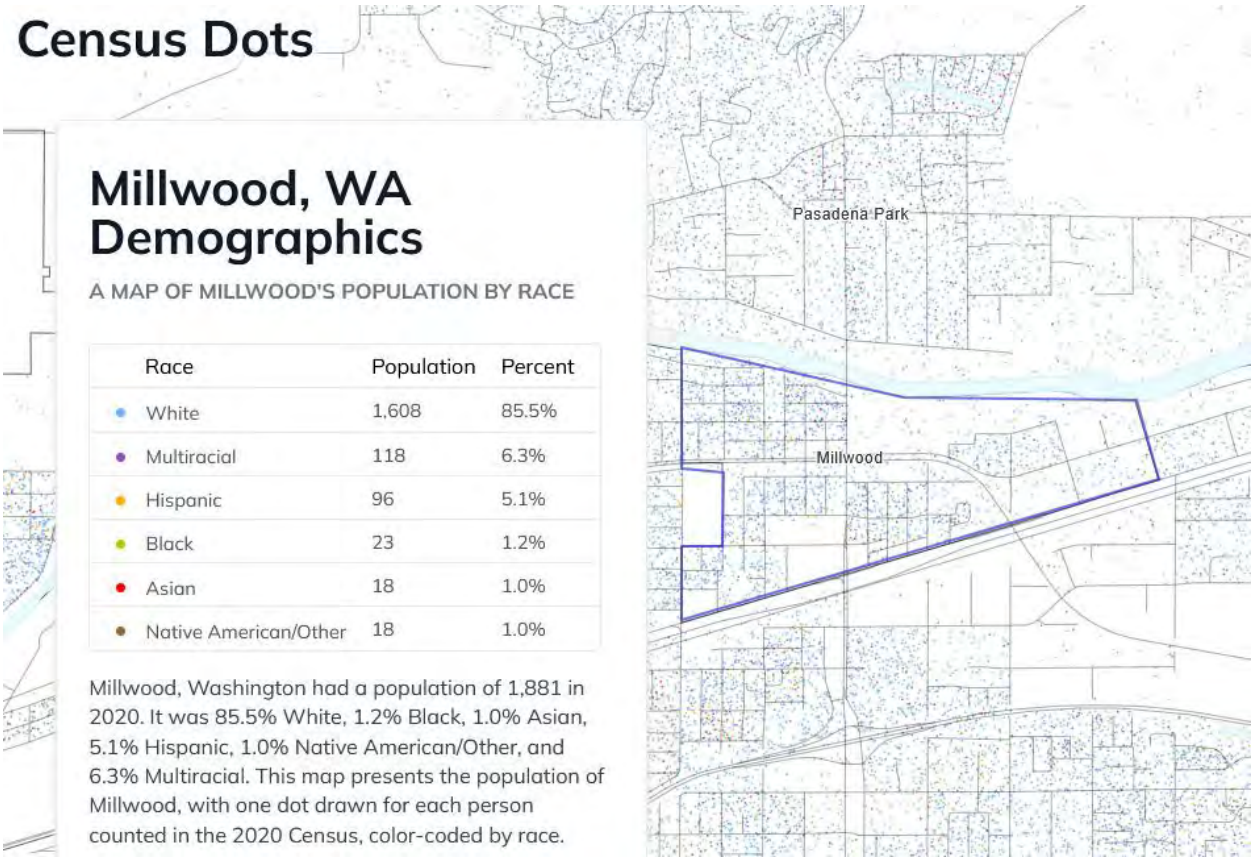


According to 2022 ACS 5 Year Estimates, 2.1% of the Millwood population speaks a language other than English at home (Spanish, Other Indo-European languages, and Asian/Pacific Islander languages).

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 population[1]. 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



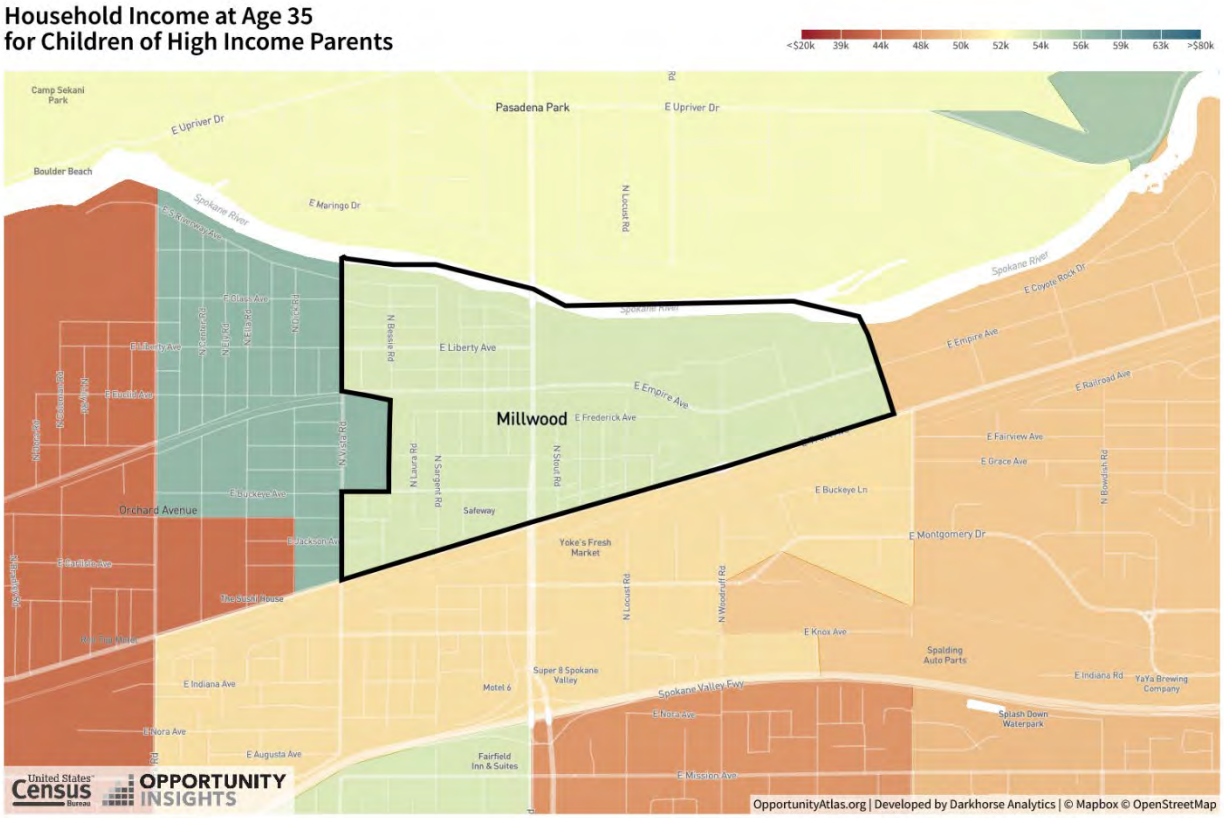
Income and Housing

"In 2018, in collaboration with Opportunity Insights, the Census Bureau constructed and released the Opportunity Atlas, 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.

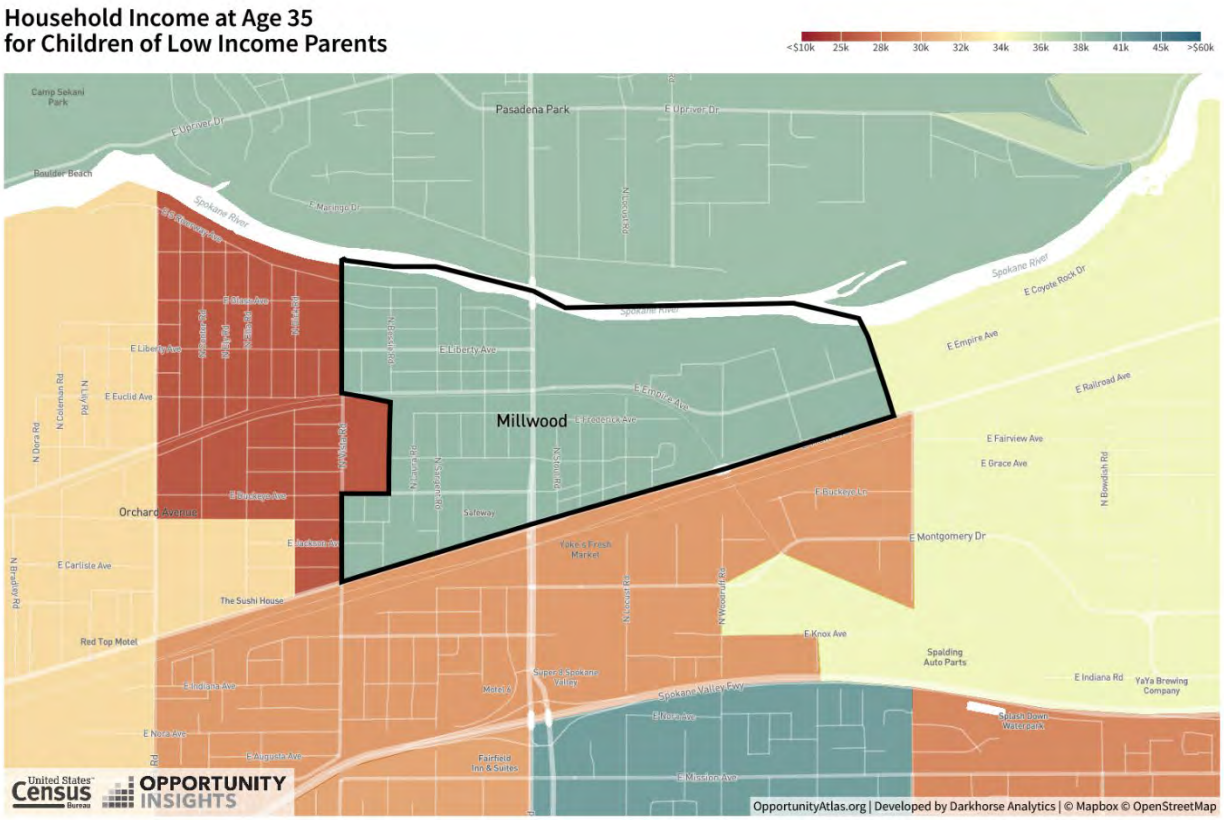
The maps below show data for the City of Millwood and the surrounding area within Spokane Valley. Millwood's data is consistent for the entire City while other jurisdictions can have different data for different sections, seeming to correspond with racial household concentrations that Millwood does not appear to have.

Map 4 – Household Income at Age 35 for Children of Millwood High Income Parents



Map 4 above shows that children born to families in Millwood with Higher Income Parents (75th percentile), were also in the above median income brackets (2014-2015 average annual household incomes of $54K compared to the median of $52K) in their mid-thirties, while the results for surrounding areas varied. The 2014-2015 average annual individual incomes were for $25K for women with a 77% employment rate and 68% of women were married in 2015, while men individually earned $42K with an 89% employment rate and 57% of men were married in 2015. The data also stated that the children of Millwood's Higher Income Parents had an incarceration rate that was less than 1%, a teenage birth rate of 2.5%, and their overall employment rate was 82%.

Map 5 – Household Income at Age 35 for Children of Millwood Low Income Parents



Map 5 above shows that children born to families in Millwood with Lower Income Parents (25th percentile) made about $16K less than those in Map 4; however, they were still above the median income (2014-2015 average annual household incomes of $38K compared to the median of $34K) in their mid-thirties, while the results for surrounding areas varied. The 2014-2015 average annual individual incomes were for $22K for women with a 62% employment rate and 54% of women were married in 2015, while men individually earned $25K with a 73% employment rate and only 37% of men were married in 2015. The data also stated that the children of Millwood's Lower Income Parents had an incarceration rate of 4.5%, a teenage birth rate of 20%, and their overall employment rate was 67%.

With the assumed household distribution throughout the City,
outcomes by race cannot be calculated for Maps 4 or 5.

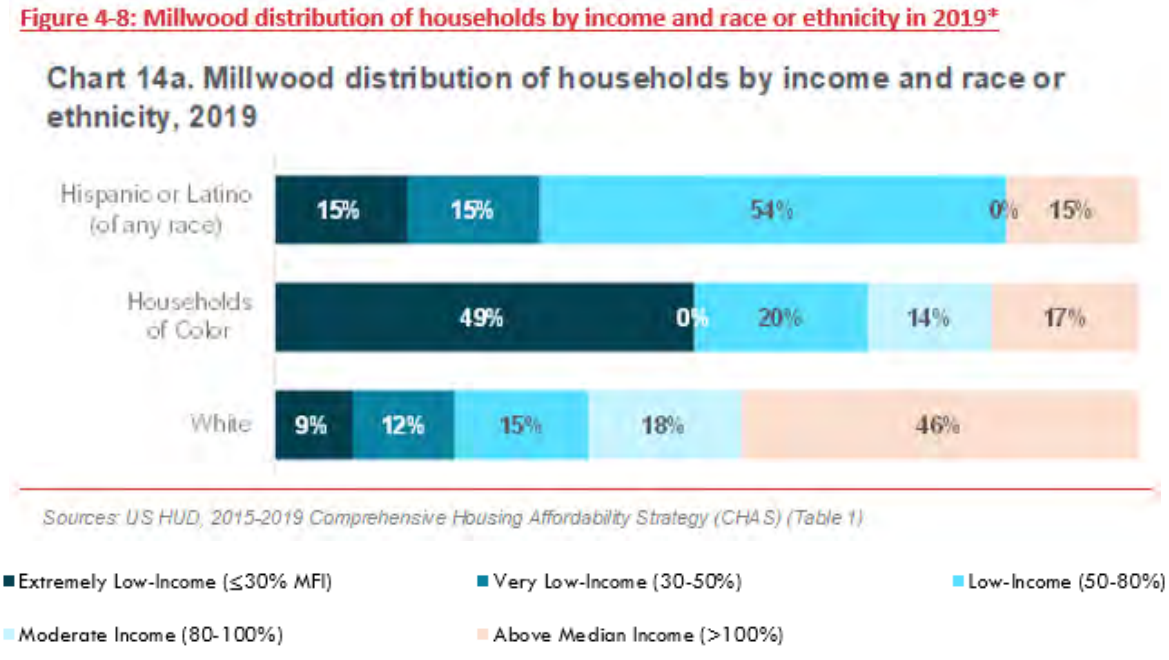
Figure 14 below summarizes the results between children of higher income parents in Millwood and children of lower income parents in Millwood. The 2014-2015 average annual individual income differences between women and men from higher income parents vs. lower income parents was surprising.

Figure 14 – The Opportunity Atlas Data Summary

	Higher Income Parents (75th percentile)		Lower Income Parents (25th 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)



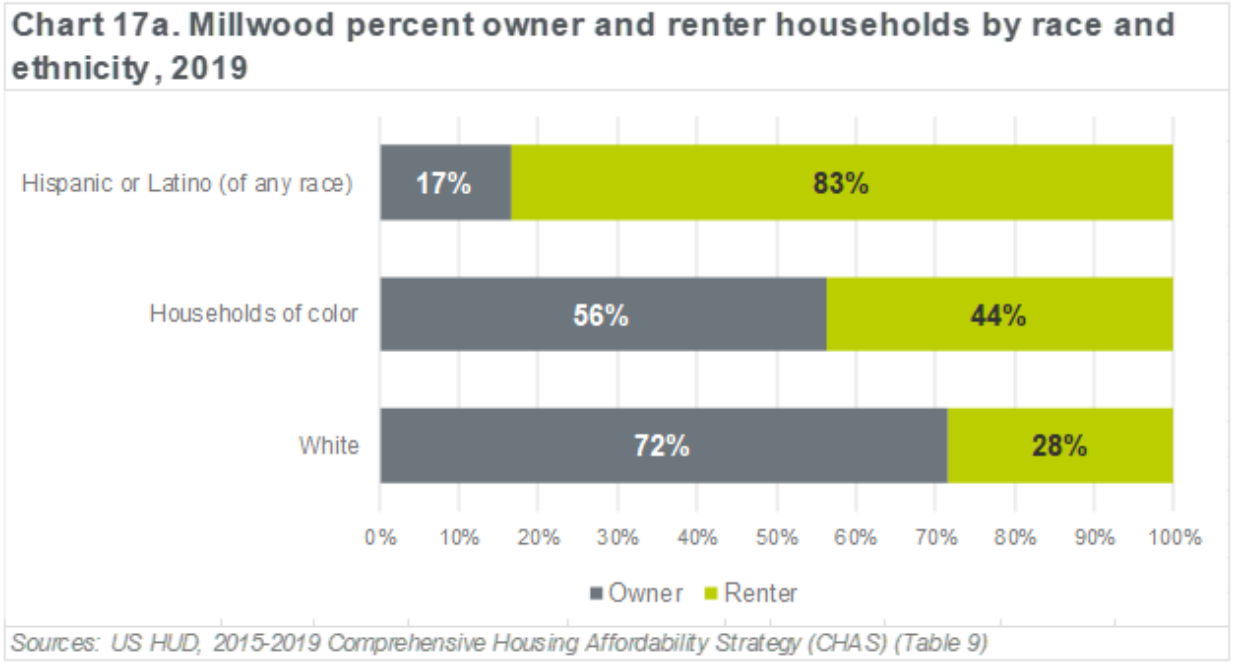
** The American Community Survey (ACS) and HUD's Comprehensive Housing Affordability Strategy (CHAS) estimates are based on a sample of the population and have sampling error. Sampling error is the difference between the sample value and the*

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*

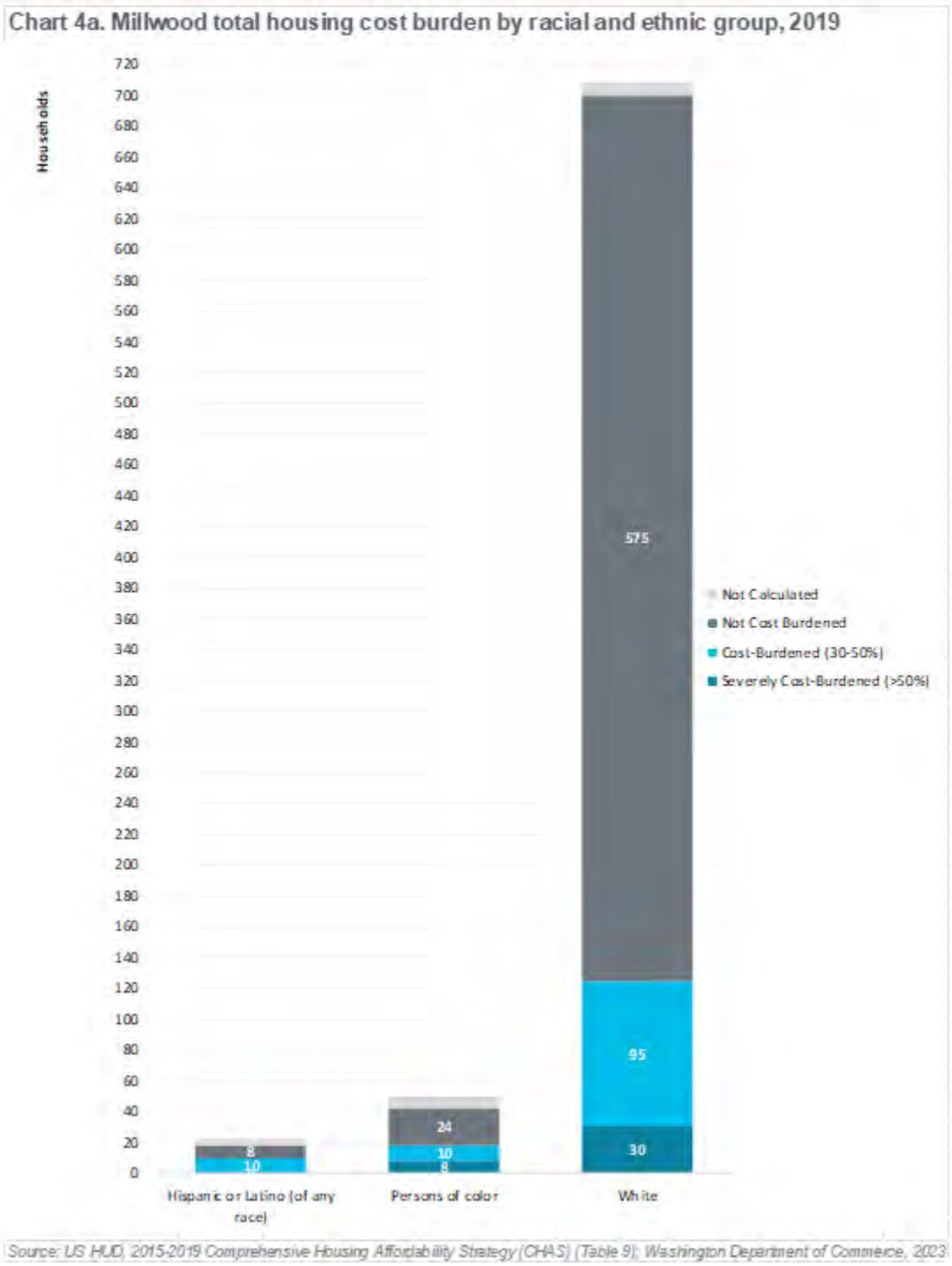


Figure 18 – Millwood Owner Households Experiencing Housing Cost Burden, 2019 (2026 Draft City of Millwood Comprehensive Plan Figure 6-5)

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

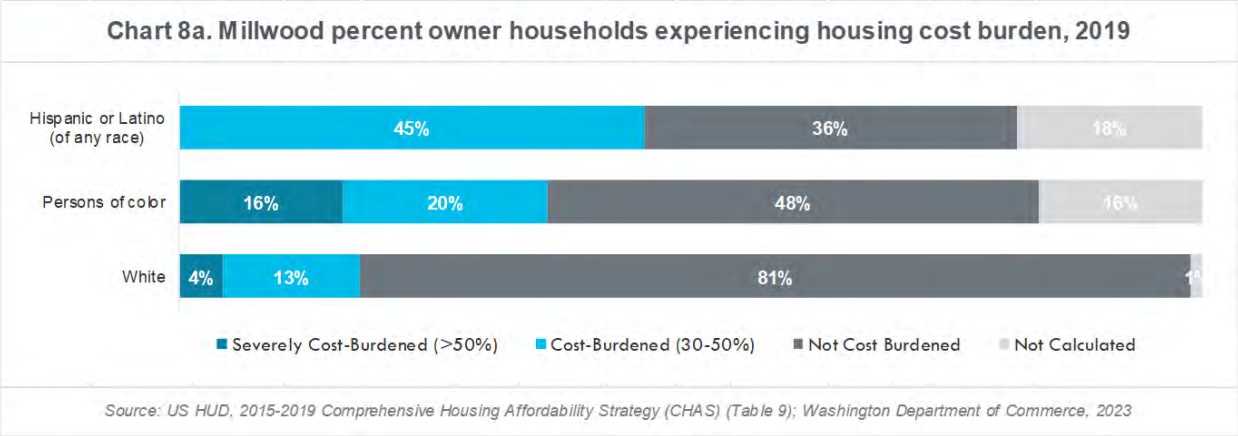
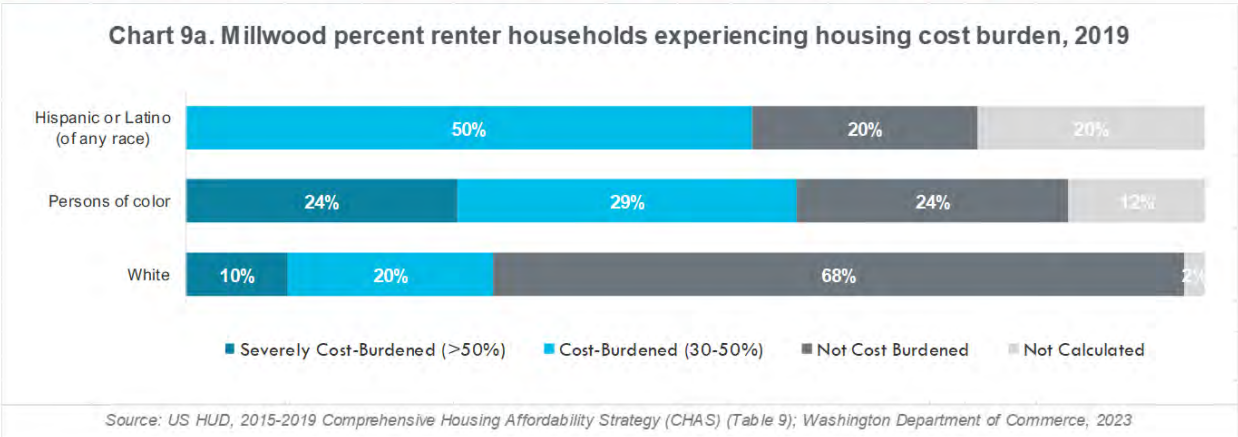


Figure 19 – Millwood Renter Households Experiencing Housing Cost Burden, 2019 (2026 Draft City of Millwood Comprehensive Plan Figure 6-6)

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

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 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

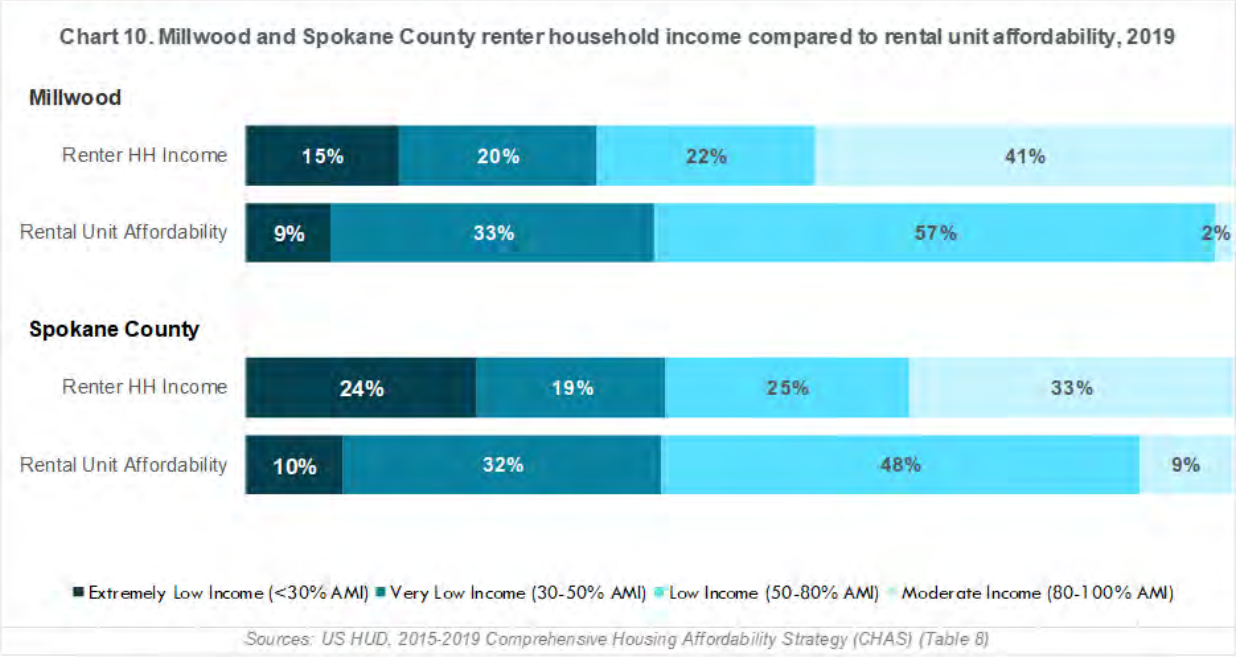
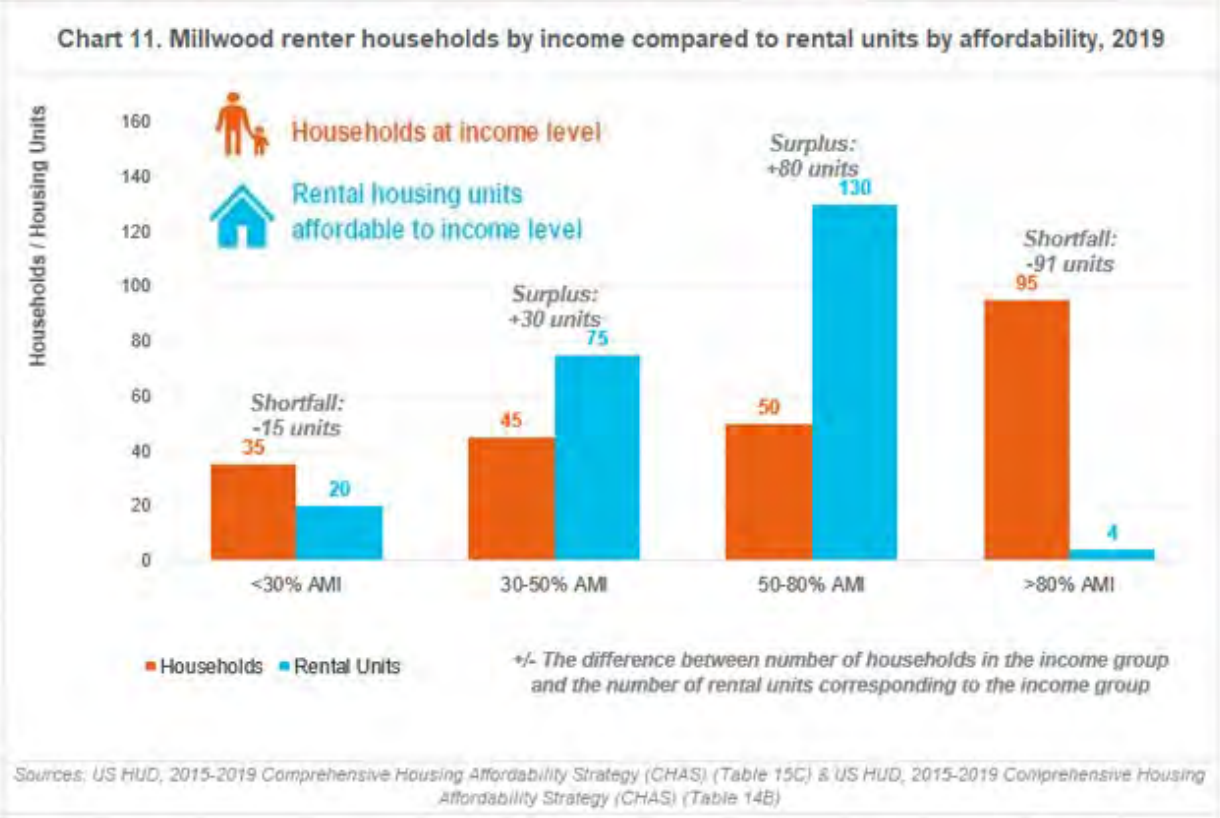


Figure 22 – Millwood Renter Households By Income Compared to Rental Units By Affordability, 2019 (2026 Draft City of Millwood Comprehensive Plan Figure 6-8)

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



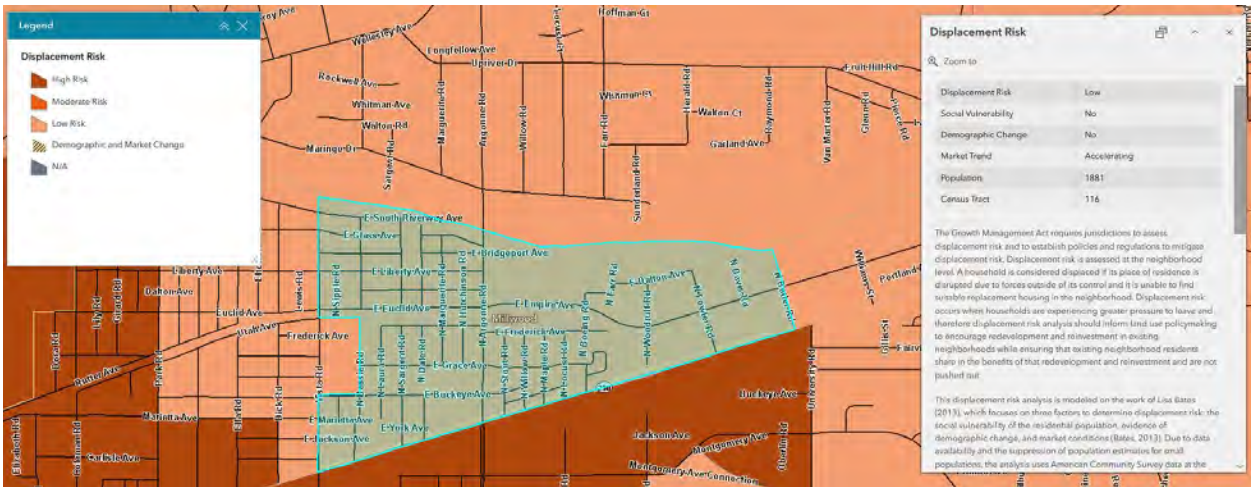
These figures suggest that residents from some racial and ethnic backgrounds face higher economic challenges compared to their White counterparts. Rapid increases in property values can exacerbate affordability issues, particularly for communities that have historically been marginalized.

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 inviting walkability, inclusive sense of place, architectural history and spatial scale, form and open space~~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: Foster strong, inclusive neighborhoods and empower active, diverse community groups to equitably shape local decision-making.
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 what constitutes ~~land use, development, and~~ nuisance code violations across the city by providing resource brochures and ~~outline~~ outlining the process to address each violation type, with an emphasis on education and voluntary compliance."
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. 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."
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~~.~~, while also addressing and mitigating any racially disparate impacts that regulations may have on housing access and affordability.
28 - Evaluate development regulations to remove impediments to the development of low and moderate-income housing.	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 probably 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 neighborhood scale and form ~~neighborhood design~~."

Contact

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Spokane County Regional Siting Process for Essential Public Facilities

June 21, 2002

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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

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- Deer Park:
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  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
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  Liberty Lake, WA 99019
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- Spangle:
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  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 obligations[1], 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 Philosophy[3]:

> 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).

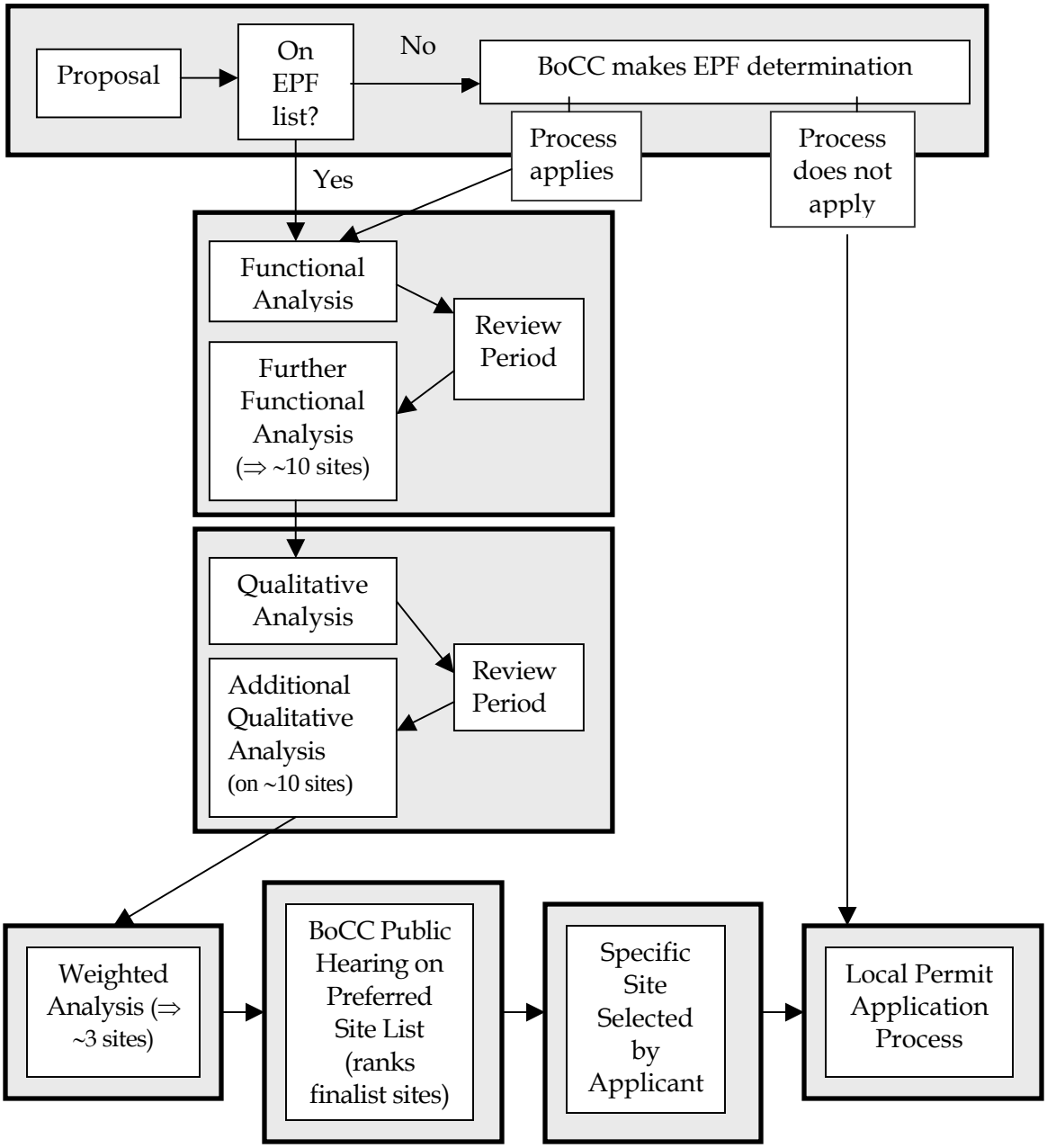
VII. Local Siting Process

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 pubic 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	Total Length	Estimated Cost
Funded	2025	Argonne- Widening/ turn pockets	Frederick/ Liberty	Widen Argonne, create turn pockets - Construction phase	Street Fund /CMAC/SRTC/TIB	1,000 ft	$4,550,600
Funded	2025	Argonne - Full Depth Restoration (Trent - Frederick)	Trent / Frederick	FDR between Trent and Frederick	Street Fund/TIB	1,400 ft	$1,483,400
Funded	2025	Empire Traffic Calming	Argonne/ Butler	Speed Humps and Pavement Marking Revisions	Street Fund	N/A	$16,738
Unfunded	2026	Argonne - Grind and Overlay	Frederick /Liberty	Grind and Overlay	Street Fund/TIB	815 ft	$457,200
Unfunded	2026	Argonne - Grind and Overlay	Liberty / South Riverway	Grind and Overlay	Street Fund/TIB	570 ft	$335,700
Unfunded	2026	Dalton Sidewalk Improvements	Sargent / Argonne	Sidewalk improvements on Dalton Ave	Street Fund/TIB	1,300 ft	$1,225,400
Unfunded	2027	Liberty -Chip Seal	Argonne/ Vista	Pavement prep and chip seal,fog seal	Street Fund/TIB	2,700 ft	$83,300
Unfunded	2027	Euclid - Chip Seal	Argonne/ Vista	Pavement prep and chip seal,fog seal	Street Fund/TIB	2,800 ft	$74,000
Unfunded	2028	Buckeye - chip seal	Argonne/ Sargent	Pavement prep and chip seal,fog seal	Street Fund/TIB	1,300 ft	$61,200
Unfunded	2029	Grace	Grace Intersection	Upgrade Grace Signal Equipment	City Funds	N/A	$246,000
Unfunded	2029	Grace & Marguerite	Grace & Marguerite Intersection	Traffic calming: raised concrete intersection, removal of parking stalls, minor stormwater modifications	City Funds	N/A	$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	N/A	$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.

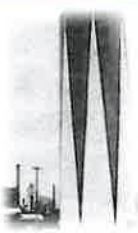
PASSED BY THE COUNCIL OF THE CITY OF MILLWOOD THIS 13TH DAY OF AUGUST, 2024.

KEVIN FREEMAN, MAYOR

Attest:

DEBB MATKIN,
ACTING CITY CLERK

ATTACHMENT B



CITY OF MILLWOOD



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 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

- 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
- Allows communities to make decisions based on shared values
- Supports swift and efficient project implementation
- Enhances the quality of planning by incorporating a wide variety of information and perspectives
- Engages citizens in the ownership of local land use challenges and solutions
- 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:

g. ORDINANCE #552 Regulating Public Camping

ORDINANCE NO. _____, 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

WHERAS, 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

DRAFT

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.~~

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"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.

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"Trail" means a public path constructed for the primary purpose of allowing recreational 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 within300 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.

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12.12.050. Removal of unauthorized encampments and individual camps.

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.

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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~~mayor 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.

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SECTION 4. EFFECTIVE DATE

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 #__ and that the same was posted and published according to law.

_____
Lisa Cassels

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

_____

Notary Public in and for the State of Washington
My Commission expires _____

DRAFT

File Attachments for Item:

h. Winterfest Special Event Permit 2025

CITY OF MILLWOOD

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:	Phone:	Organization/Event:
Millwood Comm. Assoc.		Winterfest 2025 Christmas Mkt

Address:	City	State	Zip
8903 E Liberty	Spokane	WA	99212

Property Owner Name:	Phone:	Email:
City of Millwood	509-924-0960	info@millwoodwa.us

Address:	City	State	Zip
Dalton Ave at Argonne	Millwood	WA	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 boot activities

Date/Time of Event:	Operate	Set up	Takedown
Friday, Dec 5, 2025	4pm-7pm	2pm-4pm	7pm-8pm

Number of Participants Expected:
15-24 vendors, approx 300 visitors (over 3hr. period)

Required Attachments:

☐ Required permits from outside agencies
☑ Site Plan
☑ Restroom Access Agreement
☑ Security & Emergency Medical Plan
☑ 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: _____ Date: 10-2-25

CITY OF MILLWOOD

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: G.L. Thompson G-L-e Thompson.

Signature of Event Organizer(Print): Millwood Community Association

By: Shirene Young, Board Member Shirene Young

Millwood WinterFest Christmas Market

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 Associat
Millwood Winterfest. In accordance with Millwood Municipal Code 12.10.080, the Millwood Winterfest e
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

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:

e. Planning - Amanda Tainio - Upward 7 Consulting

Amanda Tainio, Principal

November 4, 2025

Memo To: Millwood City Council

RE: October 2025 Planning Report

Here is a summary of the planning activities for the month of October 2025:

- Permit/license/land use application review and processing:
    - STA Real-Time Signage Pilot Review for Argonne
    - 3121 N. Woodruff (MW-2025-0062) - Adult Family Home review / approval
    - 9011 E. South Riverway – CP-2025-01 (Ward-Millwood Project - reconfiguration of multi-family parking lot with additional asphalt, landscape changes, retaining wall installation, etc.)
    - Misc. zoning reviews / information / other jurisdiction SEPA reviews / staff assistance
- Planning Commission - see 2026 Periodic Update
- 2026 Periodic Update
    - Planning Update Grant (PUG) Year 2 and Year 2 Extended - Scope of Services Cost Estimates and Agreement Review
    - City Council 10/14/25 & 11/12/25 Comprehensive Plan Public Hearing Notice
    - 10/1/25 Planning Technical Advisory Committee (PTAC) Meeting
    - 10/6/25 STA Transit Oriented Development (TOD) Meeting
    - 10/9/25 WDFW Meeting on Comprehensive Plan 60 Day Review Comments
    - City Council Meeting on October 14, 2025 at 6:00pm (2026 Comprehensive Plan Periodic Update – Public Hearing & Planning Commission Recommendation Presentation w/ Ordinance 1st Reading)
    - 10/17/25 WA State Dept. of Commerce GMS Meeting on Comprehensive Plan 60 Day Review Comments
    - Comprehensive Plan 60 Day Review Comments Presentation
    - Draft Critical Areas Ordinance
    - Planning Commission meeting on October 28th at 6:00pm
        - Periodic Update - Millwood Comprehensive Plan Climate Change & Resiliency Element - Climate Vulnerability Assessment
        - Periodic Update - Draft Critical Areas Ordinance Review
        - Periodic Update - Comprehensive Plan 60 Day Review Comments Presentation & Feedback
    - Comprehensive Plan 60 Day Review Comments / Modifications Presentation Updates, Comprehensive Plan Ordinance modification, & City Council Action Request Draft
    - Development Regulations - Table of Permitted Uses Review

9116 E. Sprague Ave. #439, Spokane Valley, WA 99206-3601
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- Community / agency engagement & webpage updates

With best regards,
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