



Historic Preservation Commission Special Meeting Agenda

Monday, February 10, 2025 at 2:00 PM

9103 E Frederick Ave.

www.youtube.com/@cityofmillwood

1. CALL TO ORDER & ROLL CALL
2. APPROVAL OF MEETING AGENDA
3. ACTION ITEMS FOR DISCUSSION
 - a. [Motion to approve May 18, 2023 meeting minutes as presented or with any modifications.](#)
 - b. [Historic Preservation Commission Meetings - Frequency-Date-Time](#)
 - c. [Central Business District Street Lights](#)
 - d. [Millwood Register of Historic Places](#)
 - e. [Millwood Racially Restrictive Covenants](#)
4. REPORTS (no action)
5. PUBLIC REMARKS
6. COMMISSIONER REMARKS
7. ANNOUNCEMENTS
8. SET NEXT MEETING
9. ADJOURNMENT

Historic Preservation Commission Minutes

Thursday, May 18, 2023

1. **Call to Order**

Meeting called to order at 6:00pm.

2. **Roll Call**

Commissioners Alex and Colleen are absent from the meeting.

3. **Approval of Meeting Agenda**

Moved by Annie Oakes; seconded by Barbara St. Clair to Approve.

Motion Passed: 0 - 0

Voting For: None

Voting Against: None

4. **Action Items**

4.a Approval of Minutes

Make corrections to the spelling of Shirene's name in the previous meeting minutes.

Moved by Annie Oakes; seconded by Barbara St. Clair to Approve.

Motion Passed: 3- 0

Voting For: Kris Major, Annie Oakes, Barbara St. Clair

Voting Against: None

5. **Discussion Items**

5.a Student Intern/Volunteer

Brian Werst has notified the Commission that we would need to get the approval of City Council to amend the code to fund another position for the HPC. This would include a student commissioner. Kris would like to consider reaching out to West Valley High School in August to see if any of the teachers would like to work with the Commission to get students to attend meetings on their own. Denise will add that to the agenda for the August Meeting.

5.b Trail Signs

The presentation on the trail signs was shown detailing the differences between the original sign design and the final design as edited by Christina and the sign company. Annie and Barbara expressed some concern over the amount of information left out of the edited signs and that some of the pictures didn't present well. Kris reminded them these signs are already in production as they were approved at our last meeting and no changes can be made at this time. We will have the rest of the signs for review in the coming months. Annie had questions regarding the material the signs would be printed on and the placement of each sign. Denise will follow up with Christina and get some more information at the next meeting. The Commission would still like to consider adding QR Codes down the road. They will work on

getting more information on the website so we have somewhere to direct people to when the codes are finished. They may also add the walking tour of Millwood to the site/QR code information.

5.c Millwood Farmer's Market

Annie would like the Commission to attend the Farmer's Market through the summer. Kris approved meeting on June 21st and July 19th for now and we will consider August and September once we see how these two meetings go. Barbara will be unavailable to attend the market for health reasons. Kris and Annie agreed to split the time with each working for 2 hour shift based on their availability. For the Farmer's Market, the Commission would like a table and HPC sign, postcards and pins for community handouts, a TV with the HPC videos on a loop, and possibly a map of homes nearing or at their centennial so that they can hand out the 100 year window clings to approved households. Lastly, they would like to have the forms for applying to the National Historic Register for interested parties to take and fill out.

6. Reports (no action)

6.a Staff Report

Christina is currently at the IIMC convention. The pins that were designed for the event were handed out to Commission members. The reviewed trail signs are in production as previously discussed and the next round of signs should be in production by the end of the year. Denise showed the Shirene video completed by Tribe Media. Commissioners were happy with the outcome.

7. Commission Remarks

None at this time.

8. Set Next Meeting

8.a Next Meeting: Thursday, June 15, 2023 at 6:00 pm

The next meeting will be moved to Wednesday, June 21st to accommodate the Commission attending the Farmer's Market.

9. Adjournment

Meeting adjourned at 6:45 pm.

Moved by Barbara St. Clair; seconded by Annie Oakes to
Approve. Motion Passed: 3 – 0
Voting For: Kris Major, Annie Oakes, Barbara St. Clair
Voting Against: None

RESOLUTION # 2015-02

MARCH 10, 2015

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF MILLWOOD, WASHINGTON ADOPTING RULES OF PROCEDURE FOR THE HISTORIC PRESERVATION COMMISSION; 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, the City adopted Ordinance 464 on August 12, 2014, creating the Millwood Historic Preservation Commission ("Commission"); and

WHEREAS, state law provides certain property tax incentives for property owners under the Certified Local Government Program administered by the Washington State Department of Archaeology and Historic Preservation ("DAHP"); and

WHEREAS, the adoption of Rules of Procedure for the Commission is a requirement for designation of the City as a Certified Local Government; and

WHEREAS, the Commission has recommended approval of a draft Rules of Procedure meeting DAHP's requirements, a copy of which is attached hereto as Attachment 1.

NOW THEREFORE, THE CITY COUNCIL OF THE CITY OF MILLWOOD, WASHINGTON, HEREBY RESOLVE AS FOLLOWS:

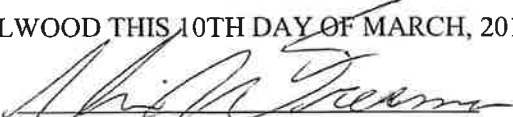
Section 1. Approval of Rules of Procedure: The Rules of Procedure for the Millwood Historic Preservation Commission contained in Attachment 1 attached hereto are hereby approved.

Section 2. 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 unconstitutionality shall not affect the validity or constitutionality of any other section, sentence, clause or phrase of this Resolution.

Section 3. Repeal: All ordinances and resolutions, laws, and regulations, or parts thereof in conflict with this Ordinance are, to the extent of said conflict, hereby repealed.

Section 4. Effective Date: This Resolution shall be in full force and effect upon adoption by the Council.

PASSED BY THE COUNCIL OF THE CITY OF MILLWOOD THIS 10TH DAY OF MARCH, 2015.


KEVIN FREEMAN, MAYOR

Attest:


THOMAS G. RICHARDSON, CITY CLERK

Att. Rules of Procedure

Millwood Historic Preservation Commission

Rules of Procedure

Introduction

Rules of Procedure are intended to provide a format and guidance for the operations of the Historic Preservation Commission. The information is gathered in part from the historic preservation ordinance. It also gives the HPC an opportunity to elaborate on policies in the preservation ordinance. In the event of a conflict between these Rules and a city ordinance, the ordinance shall prevail. These Rules of Procedure are subject to approval by the City Council.

Article I Organization and Meetings

- A) Creation. The Millwood Historic Preservation Commission ("Commission") was created by Ordinance No. 464, codified in Chapter 15.22 of the Millwood Municipal Code.
- B) Purpose. The purpose of this Commission is *to provide for the identification, evaluation, designation, and protection of significant historic and prehistoric resources within the city of Millwood and preserve and rehabilitate eligible historic properties for future generations through special valuation, a property tax incentive, as provided in Chapter 84.26 RCW in order to:*
- (1) safeguard the heritage of the community as represented by those buildings, objects, sites and structures which reflect significant elements of its history;*
 - (2) foster civic and neighborhood pride in the beauty and accomplishments of the past, and a sense of identity based on the community's history;*
 - (3) encourage the stabilization or improvement of the aesthetic and economic vitality and values of such sites, improvements and objects;*
 - (4) assist, encourage and provide incentives to private owners for preservation, restoration, redevelopment and use of outstanding historic buildings, objects, sites and structures; and*
 - (5) promote and facilitate the conservation of valuable material and energy resources through ongoing use and maintenance of the existing built environment.*
- C) Membership. *The Historic Preservation Commission shall be organized in accordance with the following provisions.*
- (1) The commission shall consist of no more than five (5) members appointed by the Mayor and confirmed by the City Council. All members of the commission shall have a demonstrated interest and/or competence in historic preservation and possess qualities of impartiality and broad judgment.*

- (2) *Members of the commission shall either be residents of the city of Millwood or own real property within the city of Millwood.*
- (3) *A minimum of two (2) positions on the commission shall be reserved for persons who have experience in identifying, evaluating, and protecting historic resources and are selected from among the disciplines of architecture, history, architectural history, planning, prehistoric and historic archaeology, folklore, cultural anthropology, curation, conservation, and landscape architecture, or related disciplines. Any commission action that would otherwise be valid shall not be rendered invalid by the temporary vacancy of any or all of the two positions, unless the commission action is related to meeting Certified Local Government (CLG) responsibilities cited in the Certification Agreement between the Mayor and the State Historic Preservation Officer. Exception to the residency requirement in Subsection 15.22.040(2)(b) may be granted by the Mayor and confirmed by the City Council in order to provide for members of the commission from the necessary disciplines.*
- (4) *The original appointment of members to the commission shall be as follows: one (1) member for two (2) years, two (2) members for three (3) years; and two (2) members for four (4) years. Thereafter, appointments shall be made for a three (3) year term. Members may be appointed to successive terms. Vacancies shall be filled for the unexpired term in the same manner as the original appointment. Members may be removed by the Mayor with the approval of the City Council.*
- (5) *In making commission appointments, the Mayor may consider names submitted from any source, but the Mayor should notify history and community development related organizations of vacancies so that names of interested and qualified individuals may be submitted by such organizations for consideration, along with names from any other source.*

D) Duties and Responsibilities. The primary responsibilities of the Historic Preservation Commission are to identify and actively encourage the conservation of the city's historic resources by initiating and maintaining a register of historic places and reviewing proposed changes to register properties; to raise community awareness of the city's history and historic resources; and to serve as the city's primary resource in matters of history, historic planning, and preservation.

In carrying out these responsibilities, the historic preservation commission shall engage in the following activities:

- (1) *conduct and maintain a comprehensive inventory of historic resources within the boundaries of the city and adopt standards in its rules to guide this activity;*
- (2) *initiate and administer the Millwood Register of Historic Places as set forth in Section 15.22.050 and adopt standards in its rules to guide this activity;*
- (3) *review and make recommendations regarding proposals to construct, modify, remodel, move, demolish, or significantly affect properties or districts*

on the register as provided in Section 15.22.060 and adopt standards in its rules to guide this review and the issuance of a Certificate of Alteration or Certificate of Demolition;

- (4) serve as the local review board for special property tax valuation in accordance with the provisions of Section 15.22.070 and adopt standards in its rules to guide this activity;*
- (5) review nominations to the State and National Registers of Historic Places;*
- (6) conduct and promote public educational and interpretive programs regarding historic and prehistoric resources, addressing such topics as maintenance and rehabilitation of historic properties to encourage appropriate use and preservation of historic resources and discourage the deterioration of historic properties due to neglect, abandonment, or other cause;*
- (7) cooperate with federal, state, and other local government entities on matters that further historic preservation objectives in the community;*
- (8) advise the Mayor and City Council on matters pertaining to history and historic preservation, including recommendations on land use, housing, and capital improvement proposals that may affect local historic resources, and communication about various federal, state, local or private funding sources available to promote historic preservation in the community;*
- (9) officially recognize excellence in the rehabilitation of historic buildings, structures and sites, and new construction in historic areas, and encourage appropriate measures for such recognition;*
- (10) conduct all commission meetings in compliance with Chapter 42.30 RCW, Open Public Meetings Act, to provide for adequate public participation, and adopt standards in its rules to guide this action; and*
- (11) perform such other duties and responsibilities as may be conferred by city ordinance or as directed by the City Council.*

E) Open Meetings - All meetings of the preservation commission shall be open to the public, except where otherwise provided by the Washington Open Public Meetings Act (Chapter 42.30 RCW). It is the intent of OPMA that the actions of the Commission be taken openly and that their deliberations be conducted openly. A meeting under OPMA takes place when a quorum of the Commission is present and takes "action." Action is defined very liberally to include discussions, deliberations, public testimony, review, evaluations and voting on motions related to matters which are, or will be, before the Commission. This applies as well to telephone conversations and electronic messages. Special meetings must be publicized as required by statute: 24 hours' notice to members and the news media, and posted to the city's website and public notice boards. Executive sessions, in which the public are excluded, must comply with the state's strict rules on such meetings.

F) Appearance of Fairness/Conflict of Interest Policy

The general rule for Appearance of Fairness (Conflict of Interest) is that a municipal officer, including an appointed official serving on the Commission, shall not use his or her position to secure special privileges or exemptions for himself, herself or others. A "special privilege" relates to being allowed to do something that would otherwise be prohibited, or to being relieved from doing something that would be otherwise mandated. When in doubt, the city attorney should be consulted. It is not necessary that there be an actual conflict of interest, but merely an appearance of a conflict may be enough to call into question the Commissioner's participation in a matter. In the case of a possible appearance of fairness issue, the Commissioner should disclose the issue as early as possible.

G) Meetings.

(1) Regular Meetings - The regular meetings of the Commission shall be held at 6:00 p.m. on the third Thursday of the month at the City Hall, provided that meetings may be held at some other convenient place if directed by the Chair in advance of the meeting. If a regularly scheduled meeting occurs on a legal holiday, the Chair may set an alternate day for the meeting.

2. Special meetings - Special meetings of the preservation commission may be called at any time by the Chair. At least forty-eight hours' notice of the time and place of special meetings shall be given to each member; provided that this requirement may be waived by consent of all the members. The purpose of the special meeting must be stated in the notice.

3. Cancellation - Whenever there is no business to be conducted, the Chair may dispense with a regular meeting by giving notice to all members not less than twenty-four hours prior to the time set for the meeting, provided that the Commission holds at least four meetings each year.

4. Quorum - A quorum shall consist of a majority of the members.

5. Agenda - The agenda for each meeting shall be prepared by staff at the direction of the Chair. The normal order of business at each meeting shall be: (1) call to order, (2) determination of quorum, (3) approval of the agenda, (4) approval of minutes of the previous meeting, (5) old business, (6) new business, (7) adjournment.

6. Decisions - Decisions of the preservation commission shall be by a majority of those members present and voting, a quorum being present. Decisions may be made by voice vote unless any member requests a roll call vote.

7. Public Comments - A time limit may be set by the preservation commission for the presentations or remarks of non-members.

8. Rules of parliamentary procedure. The Commission shall follow Robert's Rules of Order. Exceptions to the Rules may be made by majority vote of the Commission.

H) Minutes. *The Commission shall keep minutes of its proceedings showing the action of the commission upon each matter. Such minutes shall include the names of interested persons who provide comments regarding a matter under consideration and*

the respective position of each. In addition, the minutes shall document the commission's decisions and reference any conditions imposed by the commission. These minutes shall be filed with the city clerk and shall be public records.

F. Officers

I)

a. Chair - A Chair shall be elected by the members of the commission from among their membership for a one-year term, and shall be eligible for reelection. The Chair shall preside at all meetings and hearings. The Chair shall decide all points of order and procedure, subject to the historic preservation ordinance and any rules of procedure or guidelines adopted by the preservation commission, unless directed otherwise by a majority of the members in session at the time. The Chair may discuss or vote on any matters before the body. In the event the Chair is unable to participate due to absence or a conflict of interest, the Commission shall elect an acting chair from among the members present. The acting chair shall have the same powers and duties as the Chair when acting in that capacity. If the position of the member elected as Chair becomes vacant before the end of the one-year term, a new Chair shall be elected from the membership to serve for the remainder of the unexpired term.

b. Secretary – The Secretary shall be the City Planner or his/her designee. The Secretary shall keep the minutes of the Commission's proceedings, prepare meeting agenda and notices, maintain the Commission's records, and provide other staff functions for the Commission.

Article II Inventory of Historic Resources

The Commission will create a Millwood Inventory of Historic Places to list potentially significant historic resources. The following are criteria for inclusion of properties in the *Inventory*.

Any building, structure, site, object or district may be placed on the Inventory if it is significantly associated with the history, architecture, archaeology, engineering, or cultural heritage of Millwood; has historical integrity; is at least 50 years old, or, if younger, possesses exceptional importance; and if it meets at least one of the following criteria:

1. It is associated with events that have made a significant contribution to the broad patterns of national, state or local history.
2. It embodies the distinctive architectural characteristics of a type, period, style, or method of construction, or represents a significant and distinguishable entity whose components may lack individual distinction.
3. It is an outstanding work of a designer, builder or architect who has made a substantial contribution to the art.
4. It exemplifies or reflects special elements of the City's cultural, special, economic, political, aesthetic, engineering or architectural history.

5. It is associated with the lives of persons significant in national, state or local history.
6. It is yielded or is likely to yield important archaeological information.
7. It is a building or structure removed from its original location but which is significant primarily for architectural value, or which is the only surviving structure significantly associated with an historic person or event.
8. It is a birthplace or grave of an historical fixture of outstanding importance and is the only surviving structure or site associated with that person.
9. It is a cemetery which derives its primary significance from age, from distinctive design features, or from association with historic events or cultural patterns.
10. It is a reconstructed building that has been executed in a historically accurate manner on the original site.
11. It is a creative and unique example of folk architecture and design created by persons not formally trained in the architectural or design professions, and which does not fit into formal architectural or historical categories.

Anyone may recommend a property for inclusion in the Inventory.

Inventories should be completed using the Historic Place Inventory Form provided by DAHP.

Article III Millwood Register of Historic Places (cf. 15.22.050)

A. Criteria for Determining Designation in the Register.

Any building, structure, site, object, or district may be designated for inclusion in the Millwood Register of Historic Places if it is significantly associated with the history, architecture, archaeology, engineering, or cultural heritage of the community; if it has integrity; is at least 50 years old, or is of lesser age and has exceptional importance; and if it falls in at least one of the following categories:

- (1) is associated with events that have made a significant contribution to the broad patterns of national, state, or local history;*
- (2) embodies the distinctive architectural characteristics of a type, period, style, or method of design or construction, or represents a significant and distinguishable entity whose components may lack individual distinction;*

- (3) is an outstanding work of a designer, builder, or architect who has made a substantial contribution to the art;*
- (4) exemplifies or reflects special elements of the city's cultural, special, economic, political, aesthetic, engineering, or architectural history;*
- (5) is associated with the lives of persons significant in national, state, or local history;*
- (6) has yielded or may be likely to yield important archaeological information related to history or prehistory;*
- (7) is a building or structure removed from its original location but which is significant primarily for architectural value, or which is the only surviving structure significantly associated with an historic person or event;*
- (8) is a birthplace or grave of an historical figure of outstanding importance and is the only surviving structure or site associated with that person;*
- (9) is a cemetery which derives its primary significance from age, from distinctive design features, or from association with historic events, or cultural patterns;*
- (10) is a reconstructed building that has been executed in an historically accurate manner on the original site; or*
- (11) is a creative and unique example of folk architecture and design created by persons not formally trained in the architectural or design professions, and which does not fit into formal architectural or historical categories.*

B. Process for Designating Properties or Districts to the Register.

- (1) Any person may nominate a building, structure, site, object or district for inclusion in the Millwood Register of Historic Places. Members of the Historic Preservation Commission or the commission as a whole may generate nominations. In its nomination decision, the commission shall consider the Millwood inventory of historic resources and the city comprehensive plan.*
- (2) In the case of individual properties, the nomination shall include the written consent of the owner(s) of the subject property. The nomination documentation shall also include the UTM reference and all features (interior and exterior) of principal structures and accessory buildings that contribute to its significance.*
- (3) In the case of districts, the nomination shall include a description of the boundaries of the district; the characteristics of the district which justify its inclusion on the register; and a list of all properties including features, structures, sites, and objects which contribute to the significance of the district. The nomination documentation shall also include the written consent of all owner(s) of the subject property located within the proposed district.*
- (4) The commission shall consider the nomination at a public meeting. Notice of the nomination shall be given to the public, the owner(s) of all properties that are the subject of the nomination and the authors of the nomination, if different, and lessees, if any, of any subject property, at least 30 days prior to the public meeting in accordance with rules established by the commission pursuant to Subsection*

15.22.040(4). Such notice shall include publication in a newspaper of general circulation in the city and posting of the property.

(5) The Historic Preservation Commission shall consider the merits of the nomination, according to the criteria in Subsection 15.22.050(1), and according to nomination review standards that may be established by the commission pursuant to Subsection 15.22.040(4). If the commission finds that the nominated property or district is eligible for the register, the commission shall list the property or district in the register. The public, the authors of the nomination, and the owner(s) of the subject property(ies) shall be notified of the listing.

C. Effects of Listing on the Register.

(1) Listing on the Millwood Register of Historic Places is an honorary designation denoting significant association with the historic, archaeological, engineering, or cultural heritage of the community. Properties are listed individually or as located within an historic district.

(2) Prior to the commencement of any work on an historic property as defined herein or any property located within an historic district as defined herein, excluding ordinary repair and maintenance and emergency measures defined in Section 15.22.030, the owner or his/her authorized agent shall request and receive a Certificate of Alteration. Violation of this provision shall be grounds for the commission to review the historic property or historic district for removal from the Register.

(3) Prior to whole or partial demolition of an historic property as defined herein or any property located within an historic district, the owner must request and receive a Certificate of Demolition. Violation of this provision shall be grounds for the commission to review the historic property or historic district for removal from the Register.

(4) Once the city of Millwood is approved as a Certified Local Government, only historic properties listed on the Millwood Register of Historic Places are eligible for special tax valuation in accordance with the provisions of Section 15.22.070.

D. Process for Removing Properties from the Register. In the event that any property or district is no longer deemed appropriate for designation on the Millwood Register of Historic Places, the Historic Preservation Commission or the owner of the subject property may propose the removal of that property or district from the register by the same procedure set forth in Subsection 15.22.050(2) for designating a property or district on the register. Owner consent for removal of a property or district from the register is not required.

E. Appeal of Decisions to Designate or Remove Properties on Register. Any aggrieved party may appeal a decision of the Historic Preservation Commission to designate or remove a property or district on the Millwood Register of Historic Places. Said appeal shall be filed with the City Clerk and shall be accompanied by an appeal fee, the amount of which shall be set by resolution of the City Council. An appeal of such a decision shall be heard by the city hearing examiner pursuant to chapter 2.56 of the Millwood Municipal Code.

Article IV Review of Alterations to Register Properties

Except as otherwise provided in this section, no person shall alter an individual property on the Millwood Register of Historic Places or any property within an historic district on the register without receipt from the Historic Preservation Commission of a Certificate of Alteration, or in the case of demolition, a Certificate of Demolition. The review process shall apply to all features of the property, interior and exterior, that contribute to the designation of the property or an historic district as listed on the nomination form. The requirements below shall apply to review of property alterations or demolitions under this Section.

A. Requests for Review. The building official shall notify the historic preservation commission or professional staff of any application for a permit to work on an individual property on the Millwood Register of Historic Places or any property within an historic district on the register. If the activity is not exempt from review, the commission or professional staff shall notify the applicant of the review requirements. The building official shall not issue any such permit until a Certificate of Alteration or Certificate of Demolition is received from the commission but shall work with the commission as appropriate to provide information regarding applicable building and fire code regulations. Said regulations shall include the Washington State Historic Building Code provisions authorized in Chapter 19.27 RCW. Applications for a Certificate of Alteration or a Certificate of Demolition shall be filed with the Planning Director.

B. Review of Applications for Certificate of Alteration.

(1) Application Materials. Applications for a Certificate of Alteration shall include the following information and materials:

- a) the applicant's name and address, and the owner's name, address, and written consent if the applicant is not the owner;*
- b) proof of ownership of the property;*
- c) a legal description of the property;*
- d) comprehensive exterior and interior photographs of the property;*
- e) a scaled plot plan exhibiting dimensions and orientation of the property, location and dimensions of existing and proposed structures, and location and layout of parking areas, walkways, and landscaping, provided the proposal involves alterations to the exterior dimensions of any structure on the property;*
- f) architectural plans or other legible drawings, drawn to scale, depicting the proposed alteration activity, including a description of existing and proposed building materials and colors; and*
- g) an application fee, the amount of which shall be set by resolution of the City Council.*

(2) Exemptions. The following activities do not require a Certificate of Alteration or review by the commission:

- a) *ordinary repair and maintenance, as defined in Section 15.22.030;*
- b) *emergency measures, as defined in Section 15.22.030; or*
- c) *work involving interior features of a property that the commission has not designated as historic features unless the interior work is being considered for Special Tax Valuation.*

(3) Commission Review.

- a) *The commission shall meet with the applicant and review the proposed work according to the design review criteria in its rules established pursuant to Subsection 15.22.040(4). Unless legally required, there shall be no notice, posting, or publication requirements for action on the application, but all such actions shall be made at regular or special meetings of the commission. The commission shall complete its review and make its recommendations within 45 calendar days of the date of receipt of a complete application. If the commission is unable to process the request, the commission may ask for an extension of time.*
- b) *The commission's recommendations shall be in writing and shall state the findings of fact and reasons relied upon in reaching its decision. Any conditions agreed to by the applicant in this review process shall become conditions of approval of the permits granted. If the owner agrees to the commission's recommendations, a Certificate of Alteration shall be granted by the commission according to standards established in the commission's rules.*
- c) *The commission's recommendations shall be transmitted to the building official, who shall have final determination on whether to issue a Certificate of Alteration. If a Certificate of Alteration is granted, the building official may then issue the permit.*

C. Review of Applications for Certificate of Demolition.

(1) Application Materials. *Applications for a Certificate of Demolition shall include the following information and materials:*

- a) *the applicant's name and address, and the owner's name, address, and written consent if the applicant is not the owner;*
- b) *proof of ownership of the property;*
- c) *a legal description of the property;*
- d) *comprehensive exterior and interior photographs of the property;*
- e) *a scaled plot plan exhibiting dimensions and orientation of the property; location and dimensions of existing structures, with an indication of which structure(s) is proposed to be demolished; and location and layout of parking areas, walkways, and landscaping; and*
- f) *an application fee, the amount of which shall be set by resolution of the City Council.*

(2) Exemption. *Emergency measures, as defined in Section 15.22.030, do not require a Certificate of Demolition or review by the commission.*

(3) Commission Review.

a) *The commission shall meet with the applicant in an attempt to find alternatives to demolition. Unless legally required, there shall be no notice, posting, or publication requirements for action on the application, but all such actions shall be made at regular or special meetings of the commission. Negotiations between the commission and applicant may last no longer than 45 calendar days from the initial meeting of the commission, unless the applicant requests an extension of time. If no request for an extension is made and there is no agreement on an alternative to demolition, the commission shall act to approve or deny the Certificate of Demolition.*

b) *The commission's decision to approve or deny a Certificate of Demolition shall be in writing and shall state the findings of fact and reasons relied upon in reaching its decision. When issuing a Certificate of Demolition, the board may require the owner to mitigate the loss of the structure(s) by means determined by the commission at the meeting including the possible requirement to deconstruct and salvage building materials as part of the demolition process.*

c) *The commission's decision and, if granted, the Certificate of Demolition shall be transmitted to the building official, who shall have final determination on whether to issue a Certificate of Alteration. If a Certificate of Demolition is granted, the building official may then issue the permit.*

d) *After demolition is accomplished, the commission shall review the property to determine if it should be removed from the register.*

D. Commission Rules. *The Historic Preservation Commission is authorized to establish rules to guide its review of applications for a Certificate of Alteration or Certificate of Demolition.*

E. Appeal of Decisions on Certificates of Alteration or Demolition. *Any aggrieved party may appeal a decision regarding a Certificate of Alteration or Certificate of Demolition to the City's hearing examiner within ten (10) calendar days after the date of the decision being appealed. The appeal must state the grounds upon which the appeal is based. The appeal shall be reviewed by the hearing examiner pursuant to chapter 2.56 of the Millwood Municipal Code. Appeal of the hearing examiner's decision regarding a Certificate of Alteration or Certificate of Demolition may be made pursuant to Chapter 36.70C RCW, the Land Use Petition Act, in compliance with the statute and through the Spokane County Superior Court.*

Article V Special Property Tax Valuation

A. Eligible Property. *In order to be eligible to apply for special valuation in accordance with the provisions of this Chapter, a property must be individually listed on the Millwood Register of Historic Places or must be certified by the Historic*

Preservation Commission as a contributing property within an historic district on the Millwood Register of Historic Places and said property must have undergone qualifying rehabilitation work within the standards set forth in this Section. The actual cost of rehabilitation work shall be calculated on the basis of expenses incurred for improvements or work elements completed during the 24 month period prior to the date of application. Properties subject to ongoing or phased rehabilitation work shall be eligible for special valuation so long as the property meets the criteria of Subsection 15.22.070(3)(a).

B. Application Requirements. The requirements below shall apply to applications for special valuation.

(1) The owner of an historic property desiring special valuation shall apply to the assessor of the county in which the historic property is located upon forms prescribed by the department of revenue and supplied by the county assessor.

(2) In order to be eligible for special valuation, applications must be filed not later than October 1 of the calendar year preceding the assessment year for which special valuation is sought.

(3) Applications for special valuation shall be accompanied by the applicable fee(s) established for such applications, provided a resolution and/or interlocal agreement(s) has been approved by the City Council for this purpose.

(4) Applications for special valuation shall include the following information and materials:

- a) the applicant's name and address, and the owner's name, address, and written consent if the applicant is not the owner;*
- b) proof of ownership of the property;*
- c) a legal description of the property;*
- d) comprehensive exterior and interior photographs of the property before and after rehabilitation;*
- e) architectural plans or other legible drawings, drawn to scale, depicting the completed rehabilitation work, including a description of applicable building materials and colors; and*
- f) documentation as to the actual cost of the rehabilitation project and the period of time during which the rehabilitation took place, and a notarized affidavit attesting to the accuracy of this information.*

(5) The Historic Preservation Commission is authorized to examine the applicant's records and may require the applicant to provide information in addition to the material required in Section 15.22.070(2)(d) to assist in its review.

C. Application Procedures. The procedures below shall be followed with regard to applications for special valuation.

(1) Following receipt of an application for special valuation from the Spokane County Assessor, the Historic Preservation Commission shall conduct a public meeting to

review the application consistent with the provisions of this Section and the commission's rules. At said public meeting, the commission shall determine if the application is complete and if the property in question meets the following criteria:

- a) the property is historic property;
- b) the property is included within a class of historic property determined eligible for special valuation by the provisions of this Section;
- c) the property has been rehabilitated at a cost which meets the definition of "cost" set forth in Section 15.22.030; and
- d) the property has not been altered in any way that adversely affects those elements that qualify it as historically significant, utilizing for this purpose the Washington State Advisory Council's Standards for the Rehabilitation and Maintenance of Historic Properties set forth in WAC 254-20-100, as amended.

(2) If the Historic Preservation Commission determines that the application for special valuation is complete and the property in question satisfies all of the criteria set forth in Subsection 15.22.070(3)(a), it shall, on behalf of the city of Millwood, enter into an agreement with the owner that meets the specifications of WAC 254-20-120, as amended. Upon execution of said agreement between the commission and the owner, the commission shall approve the application for special valuation.

(3) If the Historic Preservation Commission determines that the property in question does not meet all of the requirements for special valuation, including the criteria set forth in Section 15.22.070(3)(a), it shall deny the application.

(4) The Historic Preservation Commission shall certify its decision in writing and state the facts upon which the approval or denial is based. Within ten days of issuing a decision, the commission shall file a copy of its certified written decision, all application materials, and any pertinent agreement(s) with the county assessor for recording. The commission shall also transmit a copy of the certification to the applicant. If the commission has approved an application for special valuation, the commission shall notify the state review board of such approval.

(5) Complete applications for special valuation filed on or before October 1 shall be approved or denied by the Historic Preservation Commission before December 31 of the calendar year in which the application is made.

D. Monitoring and Disqualification.

(1) Following the execution of a special valuation agreement between the Historic Preservation Commission and the property owner, no changes in standards of maintenance, public access, alteration, report requirements, or any other provisions of the agreement shall be allowed during the special valuation period without the approval of all parties to the agreement.

(2) The Historic Preservation Commission shall monitor properties for which special valuation has been approved, and, if it suspects any irregularities, it shall conduct a public meeting in accordance with its rules to determine whether or not a property is disqualified from special valuation due to:

- a) *the owner's failure to comply with the terms of the agreement, or*
- b) *a loss of historic value resulting from physical changes to the building or site, utilizing for this purpose the Washington State Advisory Council's Standards for the Rehabilitation and Maintenance of Historic Properties set forth in WAC 254-20-100.*

(3) In the event that the Historic Preservation Commission concludes that a property is no longer qualified for special valuation, it shall notify the owner(s), the Spokane County Assessor, and the state review board in writing and state the facts supporting its findings.

E. *Appeals.*

(1) Any decision of the Historic Preservation Commission acting on an application for classification as historic property eligible for special valuation may be appealed to Superior Court of Spokane County under Chapter 34.05.510 through 34.05.598 RCW in addition to any other remedy of law.

(2) Any decision on the disqualification of historic property eligible for special valuation, or any other dispute, may be appealed to the County Board of Equalization in accordance with 84.40.038 RCW.

Appendix:

A. Forms

Approved by the City Council this ____ day of _____, 2015.

ORDINANCE #542

JUNE 11, 2024

AN ORDINANCE OF THE CITY OF MILLWOOD, SPOKANE COUNTY, WASHINGTON, AMENDING CHAPTER 2.52 BEAUTIFICATION AND TREE BOARD; 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 adopted Ordinance #364 in 2007, codified in Chapter 2.52 of the Millwood Municipal Code, which established a program to preserve, protect, maintain, and enlarge the urban forest of the City and, for the further purpose of establishing the Beautification and Tree Board of the City and terms of appointment, to implement said program and make recommendations to the City, thereby enhancing the natural beauty of the City; and

WHEREAS, the City recognizes urban forestry as an equal part of the community infrastructure, and will create, enhance, maintain, support, and sustain a vibrant, healthy, structurally, and ecologically sound community forest resource for the benefit of City residents and visitors; and

WHEREAS, the Council adopted Resolution 2023-03 on May 9, 2023, which adopted on behalf of the City an Urban Forestry Management Plan and set forth various recommendations for the City regarding amendments and updates to Chapter 2.52 of the Millwood Municipal Code; and

WHEREAS, the Council finds it is in the best interests of the City to amend and update such regulations;

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

Section 1. New Section 2.52.005 MMC – Purpose. A new Section 2.52.005 MMC is hereby created as follows (deleted language stricken, added language double-underlined):

The purpose of this chapter is to develop and provide for a program to preserve, protect, maintain, and enlarge the urban forest of the city and, for the further purpose of establishing the Millwood Beautification and Tree Board to implement said program and make recommendations to the City, thereby enhancing the natural beauty of the city. The city shall recognize urban forestry as an equal part of the community infrastructure, will create, enhance, maintain, support, and sustain a vibrant, healthy, structurally, and ecologically sound community forest resource for the benefit of city residents and visitors.

ORDINANCE #542

JUNE 11, 2024

Section 2. Amendment to Section 2.52.010 MMC – Definitions. Section 2.52.010 MMC is hereby amended as follows (deleted language ~~stricken~~, added language double-underlined):

A. "Board" means Millwood beautification and tree board or its designee.

B. "Historic/landmark tree" refers to trees designated as such due to their location, size or age of their species, botanical interest, commemorative plantings, scenic enhancement or historic significance.

C. "Pruning" is the selective removal of any tree or shrub parts to achieve defined objectives.

D. "Public nuisance" is defined and declared to be the following for purposes of this chapter:

(i) Any tree or shrub located on private property having a destructive or communicable disease or other pestilence which endangers the growth, health, life or well-being of trees, shrubs or plants in the ~~town~~ city, or which is capable of causing an epidemic spread of a communicable disease or insect infestation;

(ii) The roots of any tree or shrub, located on private property, which cause the surface of the public street, curb or sidewalk to be upheaved or otherwise disturbed;

(iii) Any tree, shrub or portion thereof located on private property which, by reason of location or condition, constitutes an imminent danger to the health, safety or well-being of the general public on ~~town~~ city property.

E. "Public property" means all roads, streets, avenues, boulevards, alleys, parkways, ~~public rights-of-way~~, tree lawns, parking strips, or any public property or portion thereof, of the ~~town~~ city.

F. "Right-of-way" means all public streets and property granted or reserved for, or dedicated to, public use for street purposes, together with public property granted or reserved for, or dedicated to, public use walkways, sidewalks, bikeways, planter areas, alleys or other structure used for pedestrian or vehicular traffic, or a utility structure or appurtenance and horse trails, whether improved or unimproved, including the air rights, sub-surface rights and easements related thereto. A right-of-way or easement is included within the definition of "right-of-way" whether or not such right-of-way or easement is currently used.

G. "Species" means a group of trees in the same genus made up of similar individuals.

ORDINANCE #542

JUNE 11, 2024

H. "Street tree" means any tree or part thereof located within the public-right-of-way.

I. "Topping/stubbing" means the severe cutting back of limbs to stubs within the tree's crown to such a degree so as to remove the normal canopy and disfigure the tree.

J. "Tree" means a woody plant that has secondary branches supported clear of the ground on a single main stem or trunk with clear apical dominance, usually exceeding ten feet in height at maturity.

K. "Tree lawn" means that part of the street or avenue or right-of-way not covered by sidewalk or other paving, lying between the property line and that portion of the street or avenue usually used for vehicular traffic.

Section 3. Amendment to Section 2.52.020 MMC – Establishment of the Millwood beautification and tree board. Section 2.52.020 MMC is hereby amended as follows (deleted language stricken, added language double-underlined):

There shall be created a board to be known and designated as the Millwood beautification and tree board composed of ~~four~~ five voting members appointed by the mayor. Three of these members shall be citizens of Millwood, ~~and the other two of these member, who may or may not be citizens of Millwood, shall have experience in arboriculture or urban forestry.~~ member shall be a town A city official or employee who shall be a nonvoting ex officio member. The initial three members appointed by the mayor shall be appointed as follows: one for two years; one for one year; and one for three years, and each shall serve until his/her successor is duly appointed. Successors to the original Voting members shall be appointed for terms of four years. Vacancy caused by death, resignation or otherwise shall be filled for the unexpired term in the same manner as original appointments are made. All members of the board shall serve without pay and without respect to political affiliations. No member shall serve more than two terms consecutively. Within a reasonable time after appointment of said board and the approval of the members thereof, said committee shall meet and organize the election of a chairman. Board members shall vote and elect one chairperson of the board. The board shall then provide for the adoption of rules and procedures and for the holding of regular and special meetings as said board shall deem advisable and necessary in order to perform the duties set forth.

Section 4. Amendment to Section 2.52.030 MMC –Duties of the board. Section 2.52.030 MMC is hereby amended as follows (deleted language stricken, added language double-underlined):

A. To conduct regular or monthly and special meetings at which the subject of trees, insofar as it relates to the town city, may be discussed by the members of the

ORDINANCE #542

JUNE 11, 2024

board, officers and personnel of the ~~town~~ city, its divisions and all others interested in the tree program;

B. To study the problems and determine the needs of the ~~town~~ city in connection with its tree program.

C. Achieve the objectives of tree pruning, which are to improve structure, mitigate risks, provide clearance, maintain tree health, restoration, mitigate view obstructions, and manage wildlife habitat;

~~GD.~~ Prepare a manual containing guidelines and regulations, which it may add to, delete from or adjust in the best interest of the ~~town~~ city. The manual will be known as "A Community Tree Program-The Urban Forestry Management Plan; Millwood, Washington" and will contain: (1) a historic and landmark tree nomination process, (2) pruning standards, (3) the master tree list, and (4) the inventory of existing trees. The accepted pruning standards will be the most current ANSI standards (as amended). The master tree list will contain trees recommended for planting in specific areas and those trees that are prohibited as street trees. The inventory of existing trees, completed by the board, will include all public trees and will be kept current by issuing planting and removal permits. The manual will be placed on file in the office of the mayor and shall be the official manual of the board;

~~DE.~~ After consulting with those familiar with the subject of plantings (such as landscape architects, arborists, nursery professionals and/or the ~~town~~ city maintenance facilities supervisor), prepare a master tree list, to be recommended by the Parks and Beautification Board and adopted by the ~~town~~ city council, that identifies the size and species of trees suitable and desirable for planting on public property. All trees hereafter planted on public property shall be guided by the master tree list unless a written permit from the ~~town~~ city is first obtained to plant a tree not on the master tree list;

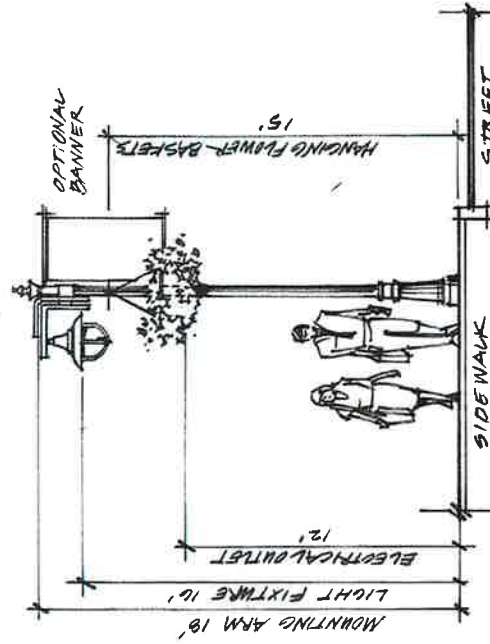
~~EF.~~ Provide news and information regarding the selection, planting and maintenance of trees on public and private property with said public education subject to the availability of funding and other necessary resources;

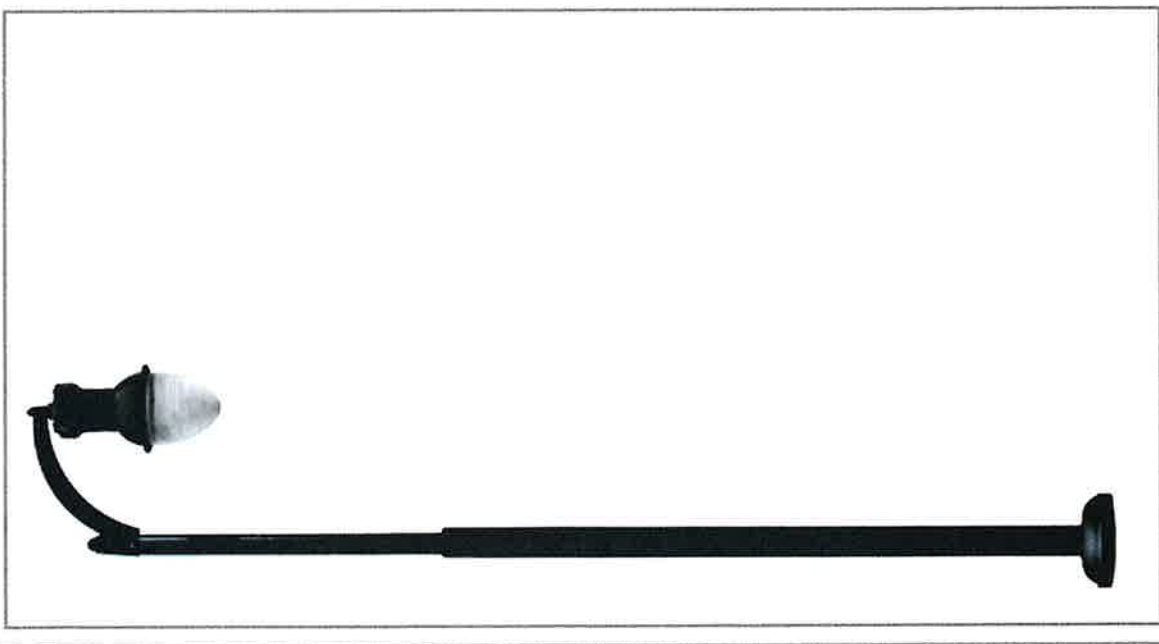
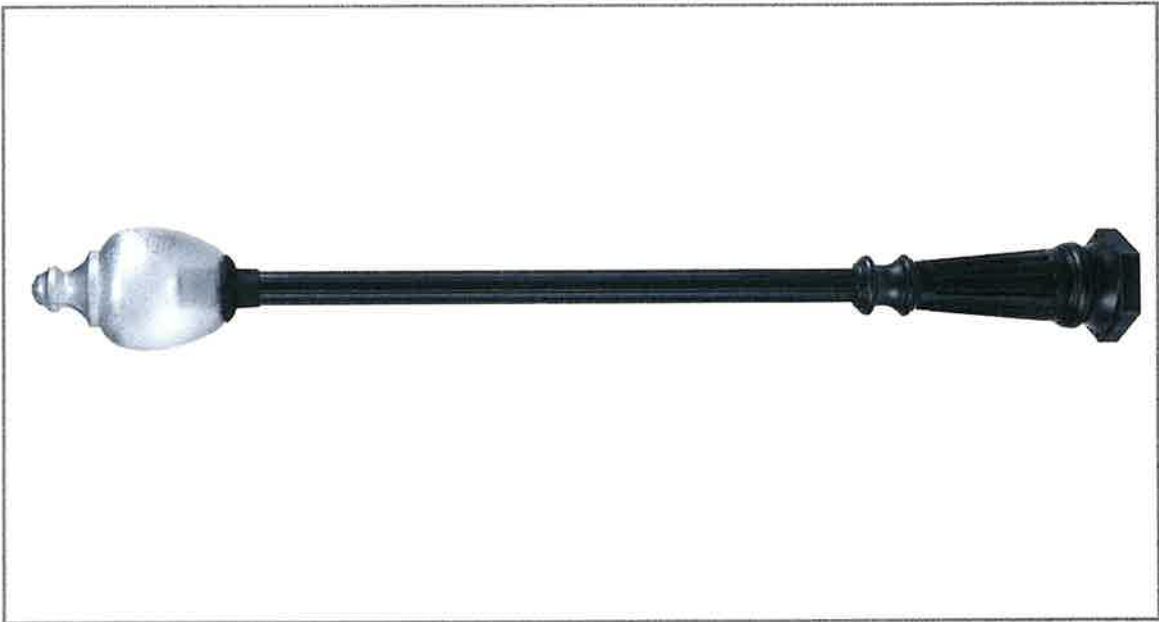
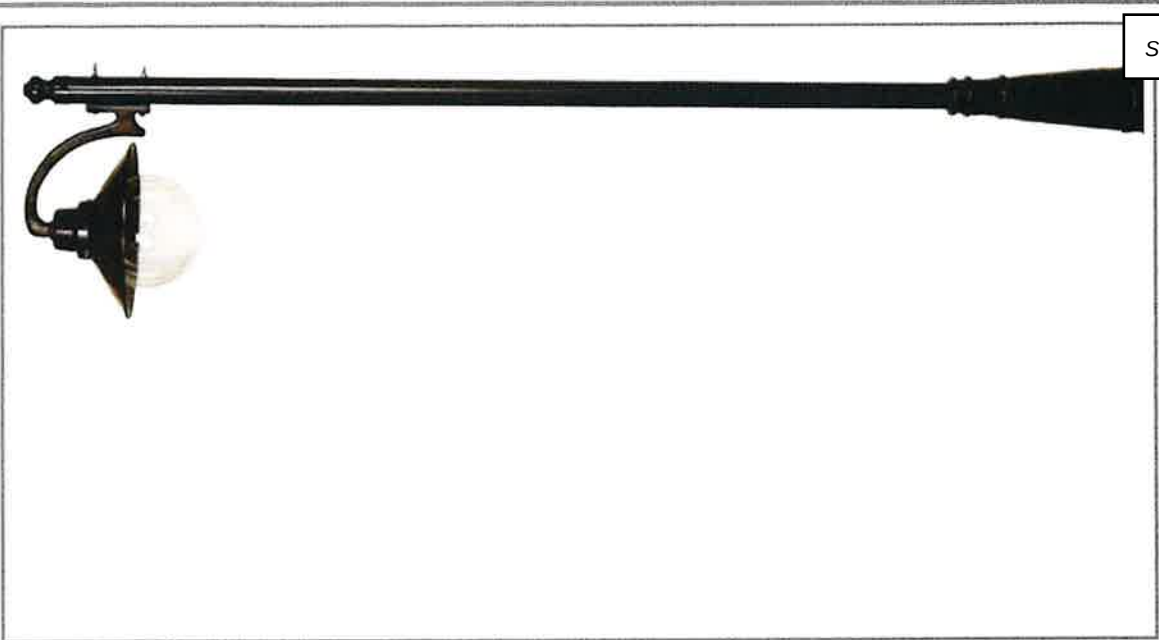
~~FG.~~ As necessary, advise the ~~town~~ city council on desirable legislation concerning the tree program and tree activities; and

~~GH.~~ ~~Devise a process to develop a comprehensive urban tree plan to be adopted by the city council-~~ The Urban Forestry Management plan will be reviewed by the board to evaluate the city's strategic plans to evaluate progress toward management goals.

I. Prepare a 5-year plan, to be reviewed annually, to determine progress, review activities accomplished, aid in the development of annual operating plans, and plan for future activities to complete the UFMP recommendations.

Section 5. Section 2.52.040 – Enforcing Authority The Mayor, or his/her duly authorized representative, shall be charged with the enforcement of this chapter.







Millwood Register of Historic Places Nomination Form

Section 3, Item d.

City of Millwood, Historic Preservation Commission
9103 E Frederick Avenue, Spokane, WA 99206

1. Name of Property

Historic Name: Enter historic name of property

And/Or Common Name: Enter common name of property

2. Location

Street & Number: Enter street address

City, State, Zip Code: Enter city, state, and zip code

Parcel Number: Enter parcel number

3. Classification

Category

- ☐ building
☐ site
☐ structure
☐ object

Ownership

- ☐ public ☐ both
☐ private

Public Acquisition

- ☐ in process
☐ being considered

Status

- ☐ occupied
☐ work in progress
☐ vacant

Accessible

- ☐ yes, restricted
☐ yes, unrestricted
☐ no

Present Use

- ☐ agricultural ☐ museum
☐ commercial ☐ park
☐ educational ☐ residential
☐ entertainment ☐ religious
☐ government ☐ scientific
☐ industrial ☐ transportation
☐ military ☐ other:

If other selected, please list use

4. Owner of Property

Name: Enter property owner's name

Street & Number: Enter property owner's street address

City, State, Zip Code: Enter property owner's city, state, and zip code

Telephone Number/Email: Enter property owner's telephone number and email

5. Location of Legal Description

Courthouse, Registry of Deeds: Spokane County Courthouse
Street Number: 1116 West Broadway
City, State, Zip Code: Spokane, WA 99260
County: Spokane

6. Representation in Existing Surveys and/or Other Historic Registers

Survey Title: Enter previous survey name if applicable, otherwise write "N/A"

Survey Date: Enter survey date if applicable, otherwise write "N/A"

Millwood Register of Historic Places Nomination Form

City of Millwood, Historic Preservation Commission, 9103 E Frederick Avenue, Spokane, WA 99206

Historic Register Listing: Enter historic register listing (National Register, Wasington Heritage Register)

Historic Register Listing Date: Enter historic register listing date

7. Physical Description

Extent of Alterations. Please select yes or no on the choices below and also describe in the Narrative section.

	<i>Original Materials Intact</i>			<i>Original Materials Intact</i>			
Plan	☐ Yes	☐ Mostly	☐ No	Interior	☐ Yes	☐ Mostly	☐ No
Original Cladding	☐ Yes	☐ Mostly	☐ No	Windows	☐ Yes	☐ Mostly	☐ No

Narrative physical description is found on one or more continuation sheets.

Section 7 will contain a detailed architectural description of the nominated property.

Begin with a summary paragraph that provides a brief overview of the property's appearance, location, landscape, size, style, and significant features.

Then describe the property from the ground up, from the exterior to interior. Reference accompanying photographs and/or documents when appropriate. Utilize headings to organize the description, such as "Summary Statement," "Site," "Exterior," "Interior," and "Alterations."

8. Millwood Register Criteria and Statement of Significance

Applicable Millwood Register of Historic Places criteria. Please check one or more criterion that qualify the property for Millwood Register listing:

- ☐ a. Is associated with events that have made a significant contribution to the broad patterns of national, state, or local history.
- ☐ b. Embodies the distinctive architectural characteristics of a type, period, style, or method of design or construction, or represents a significant and distinguishable entity whose components may lack individual distinction.
- ☐ c. Is an outstanding work of a designer, builder, or architect who has made a substantial contribution to the art.
- ☐ d. Exemplifies or reflects special elements of the city's cultural, special, economic, political, aesthetic, engineering, or architectural history.
- ☐ e. Is associated with the lives of persons significant in national, state, or local history.
- ☐ f. Has yielded or may be likely to yield important archaeological information related to history or prehistory.

Millwood Register of Historic Places Nomination Form

City of Millwood, Historic Preservation Commission, 9103 E Frederick Avenue, Spokane, WA 99206

- ☐ g. Is a building or structure removed from its original location but which is significant primarily for architectural value, or which is the only surviving structure significantly associated with an historic person or event.
- ☐ h. Is a birthplace or grave of an historical figure of outstanding importance and is the only surviving structure or site associated with that person.
- ☐ i. Is a cemetery which derives its primary significance from age, from distinctive design features, or from association with historic events, or cultural patterns.
- ☐ j. Is a reconstructed building that has been executed in an historically accurate manner on the original site.
- ☐ k. Is a creative and unique example of folk architecture and design created by persons not formally trained in the architectural or design professions, and which does not fit into formal architectural or historical categories.

Narrative statement of significance is found on one or more continuation sheets.

Section 8 will contain a detailed description of the property’s history and significance. Begin with a summary paragraph that describes the property’s significance and how it meets the applicable Millwood Register Criteria (A, B, C, D, E, F, G, H, I, J, and/or K). The statement of significance should outline the history of the property and place it in the context of Millwood’s history and any other contexts (e.g. residential construction, commercial development). For the nominated property, the following information should be included (if known): the area of significance, period of significance, date of construction, architect, and builder, and an ownership/occupancy history. Utilize headings to organize the significance statement, such as “Summary Statement,” “Historic Context: Millwood,” and “Construction”, “Use”, and “Ownership.”

9. Major Bibliographical References

Bibliography is found on one or more continuation sheets.

Please list all sources referenced and cited in the nomination. Potential sources include historic newspaper articles, Sanborn maps, city directories, published histories, books, websites, drawings, and photographs.

10. Geographical Data

Acreage of Property:

Enter acreage of property

Verbal Boundary Description:

Describe the legal boundaries of the property

Verbal Boundary Justification:

Nominated property includes entire parcel and urban legal description.

11. Form Prepared By

Name and Title: Your name and title

Millwood Register of Historic Places Nomination Form

City of Millwood, Historic Preservation Commission, 9103 E Frederick Avenue, Spokane, WA 99206

Organization: Your organization
Street, City, State, Zip Code: Your address
Telephone Number: Your telephone number
Email Address: Your email address
Date Nomination Submitted: Date you submitted the nomination

12. Additional Documentation

Additional documentation, including representative photographs of the property and original drawings, is found on one or more continuation sheets.

This section includes photographs (current and historic) of the nominated property, as well as any relevant maps (e.g. plat maps and Sanborns), and other relevant documentation. Please provide a description of the documentation and proper attribution. Key exterior photographs to a sketch map or printed aerial photograph.

13. Signature of Owner(s)

Owner Name: Enter property owner's name

Owner Signature: _____

Date: _____

14. For Official Use Only

Date nomination application filed: _____

Date of Historic Preservation Commission Hearing: _____

Historic Preservation Commission decision: _____

I hereby certify that this property has been listed in the Millwood Register of Historic Places based upon the action of the Millwood Historic Preservation Commission as set forth above.

Attest: Approved as to form:

Millwood Register of Historic Places Nomination Form

City of Millwood, Historic Preservation Commission, 9103 E Frederick Avenue, Spokane, WA 99206

City Clerk

Assistant City Attorney

Millwood Register of Historic Places Nomination Continuation Sheet**Section 7: Physical Description**

Write the physical description here and delete this text once you've started

Summary Statement

Refer to the example in the nomination guidelines

SiteExteriorInteriorAlterations

List known alterations by year with a brief description and delete this text once you've started

Millwood Register of Historic Places Nomination Continuation Sheet**Section 8: Statement of Significance**

Write significance statement here and delete this text once you've started.

Area of significance:

Period of significance:

Date of construction:

Architect and/or builder:

Summary Statement

Refer to the example in the nomination guidelines

Historic Context: Millwood

Construction

Use

Ownership

List owners, if known, in chronological order starting with the first owners with a brief description of who they were for each, and delete this text once you've started

Millwood Register of Historic Places Nomination Continuation Sheet

Section 9: Bibliographical References

List bibliography here

Section 12: Additional Documentation

Place additional documentation here and delete this text once you've started

MILLWOOD REGISTER *of* HISTORIC PLACES



NOMINATION GUIDELINES

February 2019

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REQUIREMENTS FOR LISTING

1. Requirements for Listing

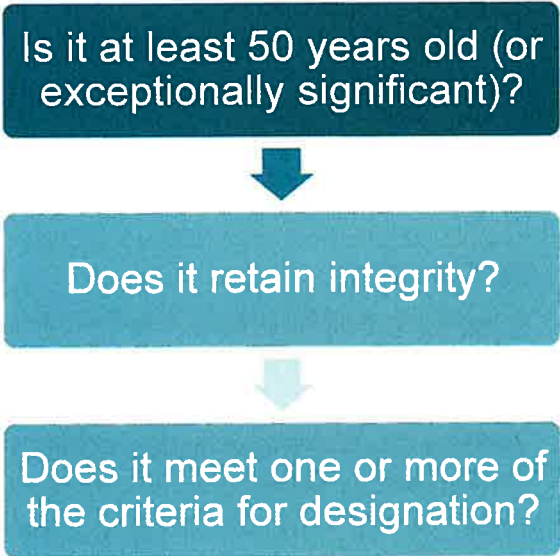
MILLWOOD REGISTER OF HISTORIC PLACES

The Millwood Register of Historic Places is the City of Millwood’s official list of properties that have contributed to the city’s history. The City adopted a historic preservation ordinance, Ordinance No. 464 and chapter 15.22 of the Millwood Municipal Code, in 2014. The historic preservation ordinance established the Millwood Historic Preservation Commission, the Millwood Register of Historic Places, and adopted Special Property Tax Valuation, the State’s tax incentive for historic properties.

CRITERIA FOR DESIGNATION

Any building, structure, site, object, or district may be designated for inclusion in the Millwood Register of Historic Places if it is significantly associated with the history, architecture, archaeology, engineering, or cultural heritage of the community; if it has integrity; is at least 50 years old, or is of lesser age and has exceptional importance; and if it falls in at least one of the following categories:

- (a) is associated with events that have made a significant contribution to the broad patterns of national, state, or local history;
- (b) embodies the distinctive architectural characteristics of a type, period, style, or method of design or construction, or represents a significant and distinguishable entity whose components may lack individual distinction;
- (c) is an outstanding work of a designer, builder, or architect who has made a substantial contribution to the art;
- (d) exemplifies or reflects special elements of the city’s cultural, special, economic, political, aesthetic, engineering, or architectural history;
- (e) is associated with the lives of persons significant in national, state, or local history;



REQUIREMENTS FOR LISTING

(f) has yielded or may be likely to yield important archaeological information related to history or prehistory;

(g) is a building or structure removed from its original location but which is significant primarily for architectural value, or which is the only surviving structure significantly associated with an historic person or event;

(h) is a birthplace or grave of an historical figure of outstanding importance and is the only surviving structure or site associated with that person;

(i) is a cemetery which derives its primary significance from age, from distinctive design features, or from association with historic events, or cultural patterns;

(j) is a reconstructed building that has been executed in an historically accurate manner on the original site; or

(k) is a creative and unique example of folk architecture and design created by persons not formally trained in the architectural or design professions, and which does not fit into formal architectural or historical categories.

INTEGRITY

Integrity, in historic preservation terminology, differs from condition. A property can be in poor condition but have a high level of integrity. The National Park Service defines integrity as “the ability of a property to convey its significance.” The National Park Service recognizes seven aspects that make up a historic property’s integrity: location, design, setting, materials, workmanship, feeling, and association. In order for a historic property to retain integrity, it must retain several if not most of the aspects of integrity. National Register Bulletin 15, “How to Apply the National Register Criteria for Evaluation” defines each quality as follows:

Location is the place where the historic property was constructed or the place where the historic event occurred. The relationship between the property and its location is often important to understanding why the property was created or why something happened. The actual location of a historic property, complemented by its setting, is particularly important in recapturing the sense of historic events and persons. Except in rare cases, the relationship between a property and its historic associations is destroyed if the property is moved.

Design is the combination of elements that create the form, plan, space, structure, and style of a property. It results from conscious decisions made during the original conception and planning of a property (or its significant alteration) and applies to activities as diverse as community planning, engineering, architecture, and landscape architecture. Design includes

REQUIREMENTS FOR LISTING

such elements as organization of space, proportion, scale, technology, ornamentation, and materials.

Setting is the physical environment of a historic property. Whereas location refers to the specific place where a property was built or an event occurred, setting refers to the *character* of the place in which the property played its historical role. It involves *how*, not just where, the property is situated and its relationship to surrounding features and open space. Setting often reflects the basic physical conditions under which a property was built and the functions it was intended to serve. In addition, the way in which a property is positioned in its environment can reflect the designer's concept of nature and aesthetic preferences.

Materials are the physical elements that were combined or deposited during a particular period of time and in a particular pattern or configuration to form a historic property. The choice and combination of materials reveal the preferences of those who created the property and indicate the availability of particular types of materials and technologies. Indigenous materials are often the focus of regional building traditions and thereby help define an area's sense of time and place.

Workmanship is the physical evidence of the crafts of a particular culture or people during any given period in history or prehistory. It is the evidence of artisans' labor and skill in constructing or altering a building, structure, object, or site. Workmanship can apply to the property as a whole or to its individual components. It can be expressed in vernacular methods of construction and plain finishes or in highly sophisticated configurations and ornamental detailing. It can be based on common traditions or innovative period techniques.

Feeling is a property's expression of the aesthetic or historic sense of a particular period of time. It results from the presence of physical features that, taken together, convey the property's historic character. For example, a rural historic district retaining original design, materials, workmanship, and setting will relate the feeling of agricultural life in the 19th century. A grouping of prehistoric petroglyphs, unmarred by graffiti and intrusions and located on its original isolated bluff, can evoke a sense of tribal spiritual life.

Association is the direct link between an important historic event or person and a historic property. A property retains association if it is the place where the event or activity occurred and is sufficiently intact to convey that relationship to an observer. Like feeling, association requires the presence of physical features that convey a property's historic character. For example, a Revolutionary War battlefield whose natural and manmade elements have remained intact since the 18th century will retain its quality of association with the battle.

NOMINATION PROCESS

2. Nomination Process

PROCESS

Anyone may nominate a building, structure, site, object, or district for inclusion in the Millwood Register of Historic Places, this includes members of the Historic Preservation Commission or the Commission as a whole. However, written consent must be obtained by the property owner and submitted with the nomination. For individual properties, consent must be obtained by the owner(s) of the property; for historic districts, consent must be obtained by all owner(s) within the district.

Once a nomination has been received and determined complete by city staff, the nomination will be scheduled for consideration by the Commission at a public meeting. Notice will be given at least 30 days prior to the meeting to the public, owner(s) of all properties that are subject of the nomination, authors of the nomination, and (if different than the owners) any lessees of the property. The Commission will review the nomination at the public meeting and determine if it is eligible for listing. If it is found eligible, the Commission will list the property in the Millwood Register and notify the owner(s), author, and the public.

EFFECTS OF LISTING

The following are the effects of listing as contained within the Millwood Historic Preservation Ordinance:

- (a) Listing on the Millwood Register of Historic Places is an honorary designation denoting significant association with the historic, archaeological, engineering, or cultural heritage of the community. Properties are listed individually or as located within an historic district.
- (b) Prior to the commencement of any work on an historic property as defined herein or any property located within an historic district as defined herein, excluding ordinary repair and maintenance and emergency measures defined in Section 15.22.030, the owner or his/her authorized agent shall request and receive a Certificate of Alteration. Violation of this provision shall be grounds for the commission to review the historic property or historic district for removal from the Register.
- (c) Prior to whole or partial demolition of an historic property as defined herein or any property located within an historic district, the owner must request and receive a Certificate of Demolition. Violation of this provision shall be grounds for the commission to review the historic property or historic district for removal from the Register.

NOMINATION PROCESS

(d) Only historic properties listed on the Millwood Register of Historic Places are eligible for special tax valuation in accordance with the provisions of Section 15.22.070.

COMPLETING THE FORM

3. Completing the Form

This section serves as a guide to completing the Millwood National Register of Historic Places nomination form and is organized by headings that correspond with sections within the nomination form. Each section is important and should be carefully researched and reviewed before submitting to the City of Millwood and the Historic Preservation Commission for their review. Please contact City of Millwood historic preservation staff with the planning department if you have any questions as you work through these sections at 509-924-0960 or info@millwoodwa.us.

NAME OF PROPERTY – SECTION 1

This section includes both the historic and common names for the nominated property. The historic name refers to the name of the property when it was either built or when it would have gained significance. For example, if a home was constructed by John and Jane Doe and it's significant for its architecture, the historic name of the property will be "Doe, John and Jane, House." The common name refers to the current name by which the property is known, such as the name of a current business if it is different from the original business.

LOCATION – SECTION 2

This data is for the physical street address of the property and should also include the Spokane County tax parcel number. To find that information, you can visit the Spokane County webpage: <http://cp.spokanecounty.org/scout/propertyinformation/>

CLASSIFICATION – SECTION 3

This section contains six sub-sections: category, ownership, status, present use, public acquisition, and accessibility.

Category

This refers to whether the nominated property is building, site, structure, or object.

A *building*, such as a house, barn, church, hotel, or similar construction, is created principally to shelter any form of human activity. "Building" may also be used to refer to a historically and functionally related unit, such as a courthouse and jail or a house and barn.

The term "*structure*" is used to distinguish from buildings those functional constructions made usually for purposes other than creating human shelter.

COMPLETING THE FORM

Examples of structures include:

aircraft	carousel	irrigation system
apiary	corncrib	kiln
automobile	dam	lighthouse
bandstand	earthwork	railroad grade
boats and ships	fence	silo
bridge	gazebo	trolley car
cairn	grain elevator	tunnel windmill
canal	highway	

The term "*object*" is used to distinguish from buildings and structures those constructions that are primarily artistic in nature or are relatively small in scale and simply constructed. Although it may be, by nature or design, movable, an object is associated with a specific setting or environment.

Examples of objects include:

boundary marker	milepost	statuary
fountain	monument	sculpture

A *site* is the location of a significant event, a designed or cultural landscape, a prehistoric or historic occupation or activity, or a building or structure, whether standing, ruined, or vanished, where the location itself possesses historic, cultural, or archeological value regardless of the value of any existing structure.

Examples of sites include:

battlefield	designed landscape	petroglyph
campsite	habitation site	rock carving
cemeteries significant for information potential or historic association	natural feature (such as a rock formation) having cultural significance	rock shelter
ceremonial site	park	ruins of a building or structure
		shipwreck

COMPLETING THE FORM

trail village site

A *district* possesses a significant concentration, linkage, or continuity of sites, buildings, structures, or objects united historically or aesthetically by plan or physical development.

Examples of districts include:

business districts	estates and farms with	residential areas
canal systems	large acreage /	rural villages
groups of habitation	numerous properties	transportation networks
sites	industrial complexes	rural historic districts
college campuses	irrigation systems	

Ownership

This simply refers to whether or not the nominated is public or private property. Or, in the case of a district, if there is ownership by both.

Status

Is the property currently occupied, vacant, or in progress (e.g. rehabilitation underway)?

Present Use

What is the present use of the property? (e.g. residential, commercial, education, religious)

Public Acquisition

Is the nominated property potentially a publicly owned property? Leave blank if you do not know.

Accessible

Is the nominated property open for public visitation and access? (e.g. yes for a public park or during regular business hours of a commercial building, and no for a private residence or an office building that is not open to the public)

OWNER OF PROPERTY – SECTION 4

To find that information, you can visit the Spokane County webpage: <http://cp.spokanecounty.org/scout/propertyinformation/> and search by address or parcel number. Written owner consent is required with nominations so more than a name and address are required to ensure the City can contact the owner.

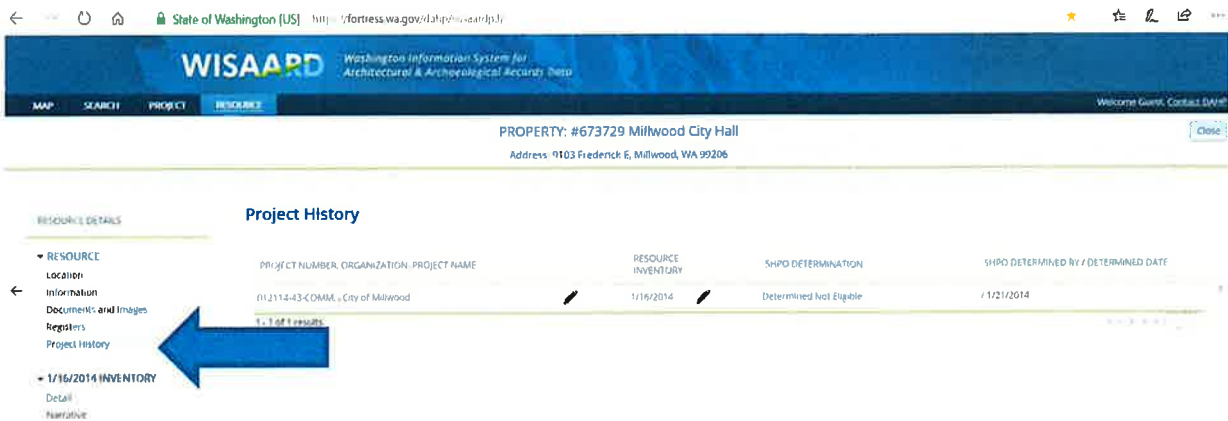
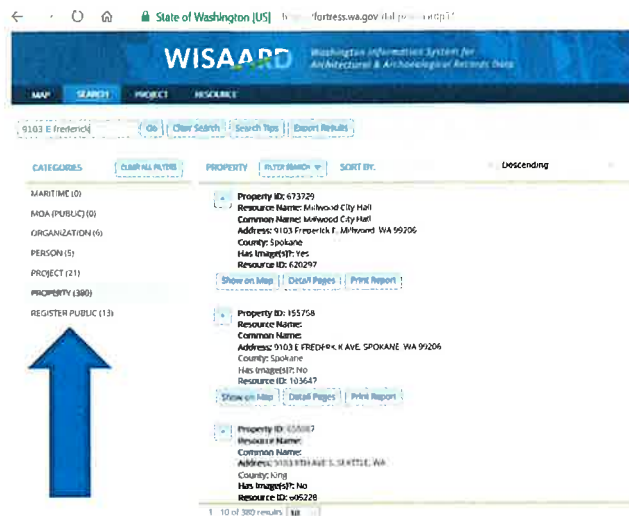
COMPLETING THE FORM

LOCATION OF LEGAL DESCRIPTION – SECTION 5

The legal description is available through the Spokane County, webpage:
<http://cp.spokanecounty.org/scout/propertyinformation/>. Search by address or parcel number.

REPRESENTATION IN EXISTING SURVEYS – SECTION 6

To determine if the nominated property has been refeerenced in a previous survey, please conduct a search in the Washington State Department of Archaeology and Historic Preservation’s Washington Information System for Architectural and Archaeological records Data (WISAARD), <https://fortress.wa.gov/dahp/wisaardp3/> and see if an inventory form has been previously completed on the property. If there is an inventory form on the property and it was surveyed as part of a larger project, enter that information in the form (it will be under Resource: Project History).



COMPLETING THE FORM

PHYSICAL DESCRIPTION – SECTION 7

Please indicate if the nominated property’s original materials have been altered (specifics should be detailed in the narrative).

Section 7 will contain a detailed architectural description of the nominated property. Begin with a summary paragraph that provides a brief overview of the property’s appearance, location, size, style, and significant features. An example summary paragraph is included in the National Register Bulletin “How to Complete the National Register Registration Form:”

The Edward Jones House¹ is a 1 and 1/2 story,² frame³, Arts and Crafts⁴ style bungalow⁵ with a modified rectangular⁶ plan, an intersecting gable roof⁷, and a front porch. The walls and roof are finished with wood shingles, and the foundation, chimneys, and porch piers are built of fieldstone.⁸ Above the front porch is an open-timbered end gable with Japanese-influenced joinery.⁹ The interior of the house reflects the Arts and Crafts style in the oak woodwork and built-in cabinetry. The house is in the Shadyside neighborhood, a middle-class subdivision with tree-lined streets and 50-foot wide lots.¹⁰ The house fronts west onto Oak Street and is set behind a modest, cultivated lawn which slopes slightly toward the street.¹¹ Behind the house, a rock garden incorporates the stonework of the foundation and chimney and is enclosed by a stone wall. A garage, echoing the house in design and materials, is set at the northeast corner of the lot and reached by a straight driveway from the street.¹² The property retains excellent integrity and has had very little alteration since its construction.¹³

- 1. Historic Name
- 2. Number of stories
- 3. Construction type
- 4. Architectural style
- 5. Form
- 6. Plan
- 7. Roof
- 8. Materials
- 9. Architectural details
- 10. Setting
- 11. Site
- 12. Associated structures and/or buildings
- 13. Integrity – focus on integrity rather than condition

Then describe the property from the ground up, from the exterior to interior. Reference accompanying photographs and/or documents when appropriate. Utilize headings to organize the description, such as “Summary Statement,” “Site,” “Exterior,” and “Alterations.” Organize the description in a logical manner, working, for example, from site/landscape then to the foundation up, facade by facade, and from the exterior to the interior.

Clearly describe both the original and current appearance. Begin with the current appearance and then discuss, if it is different, how it has been altered. Note when those alterations occurred (be specific with years or provide date ranges).

COMPLETING THE FORM

When describing groups of buildings, including historic districts, begin by describing the character of the group and then move in a logical sequence to the individual buildings, highlighting common types or pivotal buildings.

MILLWOOD REGISTER CRITERIA AND STATEMENT OF SIGNIFICANCE – SECTION 8

Select the applicable Millwood Register of Historic Places criteria; one or more criterion may be selected but there must be evidence within the section 8 narrative to support each criterion selected. This section will require primary and secondary source material research. The Northwest Room at the downtown branch of the Spokane Public Library is a great place to start. Historic newspapers, Sanborn Fire Insurance maps, and local histories will help shape the narrative relative to the nominated property.

Section 8 will contain a detailed description of the property's history and significance. Begin with a summary paragraph that describes the property's significance and how it meets the Millwood Register Criteria (A, B, C, D, E, F, G, H, I, J, and/or K). An example summary paragraph is included in the National Register Bulletin "How to Complete the National Register Registration Form" and has been modified for Millwood:

The Edward Jones House,^A built in 1911,^{B,C} is a product of the dissemination of the Arts and Crafts philosophy and aesthetic in America and is an exceptional example of the craftsmanship of a regionally prominent master builder. Contextually it relates to the influence of the American Arts and Crafts Movement in Washington.^D Secondly, the Jones House is a product of the urban growth of Millwood and the planned development of Shadyside.^D The house meets Millwood Register Criterion C in the area of Architecture as one of the best residential examples of the Arts and Crafts style in the State and as the work of master builder and craftsman John Smith.^E

- A. Historic Name
- B. Date of Construction
- C. Period of Significance (in this case, the date of construction is the date for which the house is significant)
- D. Areas of Significance
- E. Specific Criteria

The statement of significance should outline the history of the property and place it in the context of Millwood's history and any other contexts (e.g. residential construction, commercial development). For the nominated property, the following information should be included (if known): the area of significance, period of significance, date of construction, architect, and builder, and an ownership/occupancy history. Draw on facts in discussing the history of the property.

COMPLETING THE FORM

Highlight the area(s) of significance and the period of significance.

Area of significance is the historic theme that the nominated property relates to. A theme is a means of organizing properties into coherent patterns based on elements such as environment, social/ethnic groups, transportation networks, technology, or political developments that have influenced the development of an area during one or more periods of prehistory or history. The National Register of Historic Places has identified the following areas of significance:

Agriculture	Engineering	Landscape Architecture
Architecture	Entertainment/Recreation	Law
Archeology:	Ethnic Heritage:	Literature
<i>Prehistoric</i>	<i>Asian</i>	Maritime History
<i>Historic--Aboriginal</i>	<i>Black</i>	Military
<i>Historic--Non-Aboriginal</i>	<i>European</i>	Performing Arts
Art	<i>Hispanic</i>	Philosophy
Commerce	<i>Native American</i>	Politics/Government
Communications	<i>Pacific Islander</i>	Religion
Community Planning and Development	<i>Other</i>	Science
Conservation	Exploration/Settlement	Social History
Economics	Health/Medicine	Transportation
Education	Industry	Other
	Invention	

Period of significance is the length of time when a property was associated with important events, activities, or persons, or attained the characteristics which qualify it for National Register listing. Period of significance usually begins with the date when significant activities or events began giving the property its historic significance; this is often a date of construction. For prehistoric properties, the period of significance is the broad span of time about which the site or district is likely to provide information; it is often the period associated with a particular cultural group.

List the dates for one or more periods of time when the property attained the significance qualifying it for Millwood Register listing. Some periods of significance are as brief as a single year, such as the original date of construction. Many, however, span many years and consist of beginning and closing dates. Combine overlapping periods and enter them as one longer period of significance.

For the date of construction for the nominated property, if the date of construction is pulled from assessor data, record it as circa unless a year built has been researched. The same

COMPLETING THE FORM

notion applies to architect and builder; this information needs to be supported by research. If it is common knowledge, simply say that the nominated property is attributed to a specific builder and/or architect and state the basis of that attribution.

Utilize headings to organize the significance statement, such as "Summary Statement," "Historic Context: Millwood," and "Construction," "Use," and "Ownership."

MAJOR BIBLIOGRAPHICAL REFERENCES – SECTION 9

Please list all sources referenced and cited in the nomination. Potential sources include historic newspaper articles, Sanborn maps, city directories, published histories, books, websites, drawings, and photographs.

It is important that the nomination be built off factual information so please cite specific sources. If text is included from another source, please place it in quotes and provide proper attribution. Sources may be cited with a parenthetical reference [e.g. (Smith, 120)] or with footnotes/endnotes. Bibliography entries should be alphabetical and can be organized by source type (e.g. Newspapers, Books).

Sample bibliography entry:

Smith, John. *History of Millwood*. Seattle: University of Washington Press, 1992.

GEOGRAPHICAL DATA – SECTION 10

Enter the acreage of the property (if less than one acre, indicate less than one acre) and provide the legal description of the property. Provide a justification for the boundary for the nominated property (if different from what already exists within the form).

FORM PREPARED BY – SECTION 11

Include the information of whoever prepared the nomination form.

ADDITIONAL DOCUMENTATION – SECTION 12

This section includes photographs (current and historic) of the nominated property, as well as any relevant maps (e.g. plat maps and Sanborns), and other relevant documentation. Please provide a description of the documentation and proper attribution. Current photographs and a site plan must be included with the nomination.

COMPLETING THE FORM

SIGNATURE BY OWNER – SECTION 13

Please include an original signature by the owner on the nomination form.

FOR OFFICIAL USE ONLY – SECTION 14

This section will be completed by staff.

BLOG

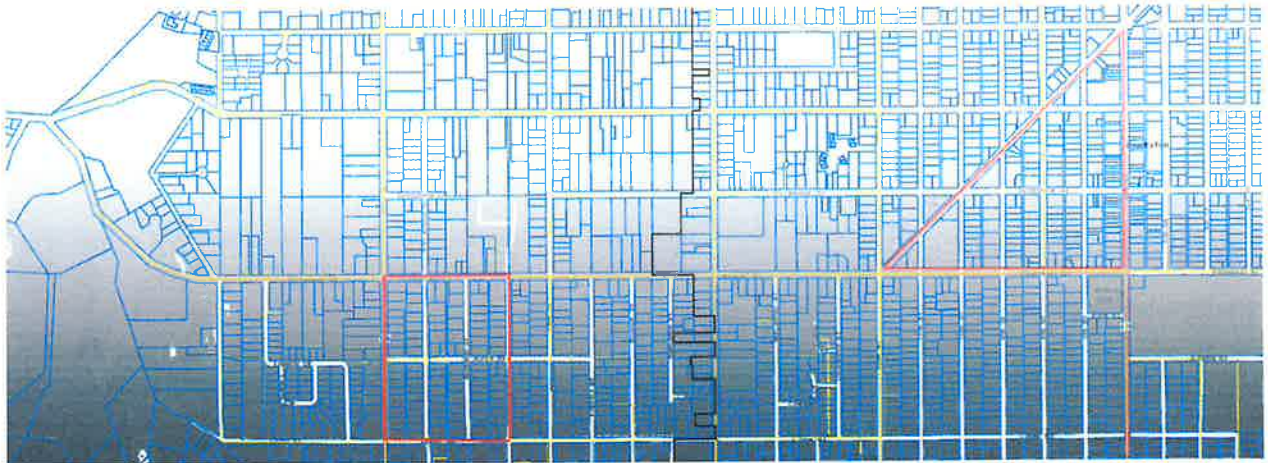
Does Your Home Have a Clause Restricting All “Non-Caucasians” From Living in it?

September 24, 2024

The [Eastern Washington University \(EWU\) Racial Covenants Project](#) is a groundbreaking research initiative that emerged from a need to address historical racial injustices embedded in property records. The project formally began in late 2021/early 2022, following the passage of Washington State’s SHB 1335. This important piece of legislation assigned EWU and the University of Washington (UW) the task of locating and informing homeowners of racially restrictive property covenants recorded in property documents.

[Find out if your home is one of the 6,400 in Spokane County that has a racially restricting covenant.](#) If you find that it does, visit one of our workshops listed below to learn how to remove it from your legal documents!

Historically, racially restrictive covenants were legal agreements written into property deeds and plat maps, prohibiting people of certain racial and ethnic backgrounds from owning or occupying properties. This practice was part of a broader system of racial segregation that persisted throughout the early and mid-20th century in the United States. Although these covenants were declared unenforceable by the Supreme Court in 1948 and were rendered illegal by the Fair Housing Act of 1968, their remnants persist in property records today. This persistence underscores a troubling legacy of exclusion and discrimination that the Racial Covenants Project seeks to uncover.



The EWU Racial Covenants Project’s initial phase involved a meticulous review of historical property records across 20 counties in eastern Washington. Researchers employed a combination of modern technology and traditional archival methods. Optical character recognition (OCR) technology played a crucial role in scanning digitized files to identify key terms related to racial restrictions, such as “white” and “Caucasian.” However, much of the work also required painstaking manual examination of bound deed books and plat maps.

Since 2022, the project had achieved significant milestones. Researchers uncovered thousands of restrictive covenants across several counties, including notable findings in Spokane, Benton and Grant counties. These findings highlighted the pervasive nature of racial discrimination in housing practices historically.

The project's findings were used to inform and enact new legislation, culminating in the enactment of the Covenants Home Ownership Account Act in May 2024. This new law established a special program to assist first-time home buyers and their descendants who were historically excluded by racial covenants. The program offers financial aid to cover down payments and closing costs, aiming to provide a tangible remedy for the discriminatory effects of these covenants. This legislative response represents a significant step toward addressing the systemic impacts of racial exclusion in housing.

In addition to its legislative impact, the project has fostered a deeper understanding of the historical context of racial covenants. EWU's research team has been instrumental in uncovering and documenting these historical injustices. Their work has included analyzing the language and implications of the discovered covenants and presenting their findings at various conferences.

Currently, the project is making a significant technological leap with its comprehensive mapping of racial covenants. [An interactive and searchable map of Spokane County](#) provides a detailed visualization of the locations of identified racially restrictive covenants. The map, the first of our counties to be released – with others slated to follow in coming months – will be an essential tool for both researchers and the public, offering a user-friendly interface to explore affected areas and access detailed information about individual covenants. **This mapping effort aims to enhance transparency, facilitate public engagement, and support ongoing efforts to rectify the legacy of racial exclusion in property records.**

UPCOMING WORKSHOPS

The EWU Racial Covenants Project and the Spokane County Auditor's Office, will be hosting workshops with the support of Spokane Public Library, to inform interested homeowners and homebuyers how to navigate the map and how to file a Racial Covenant Amendment form on their working documents* with their county Auditor's office.

Come be a part of addressing the lingering effects of racial segregation.

- [October 26th 10:00am at South Hill Library](#)
- [Nov 9th 3:00pm at Shadle Park Library](#)

*Note that original documents will be preserved for historical posterity.

© [Written By: Library Services](#)

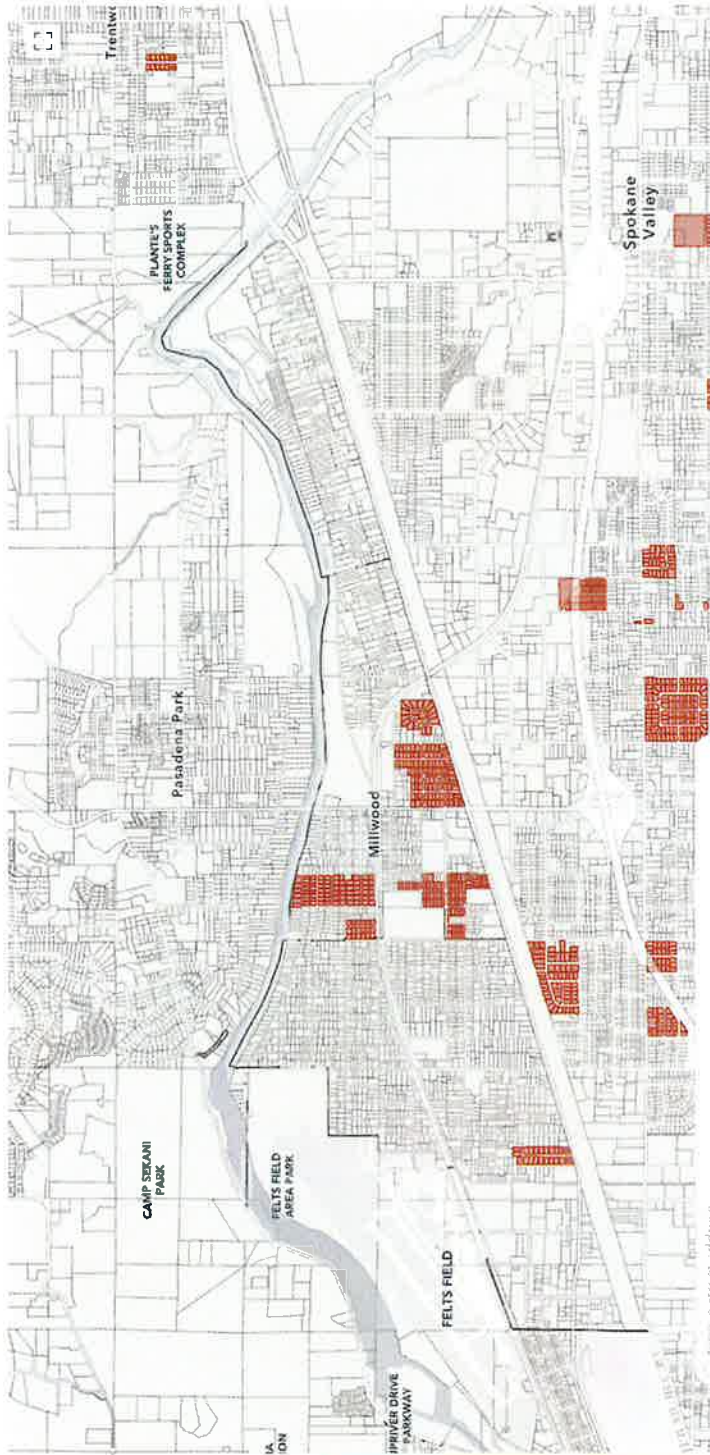
SHARE THIS STORY  

About Racial Covenants

Racially restrictive covenants were one of many tools used by white segregationists to build all-white neighborhoods in the first half of the 20th century. White property owners added racial restrictions to over 7000 lots in Spokane County between the 1920s and 1950s. Though discrimination based on race was banned by the 1968 Fair Housing Act, the unenforceable language still persists in many property documents.

In Spokane County, covenants were most common in the northwest part of the City of Spokane (Auburn and Shadle), on the South Hill, Airway Heights, and in the Spokane Valley. They were often applied to entire neighborhoods (or even towns) when an addition or subdivision was surveyed and platted, but they were also included in deeds when a single lot changed hands.

Zoom and click to search for covenants



About this Map

