



City Council Regular Meeting Agenda

Tuesday, March 11, 2025 at 6:00 PM

9103 E Frederick Ave.

www.youtube.com/@cityofmillwood

1. CALL TO ORDER & ROLL CALL

2. PLEDGE OF ALLEGIANCE

3. APPROVAL OF MEETING AGENDA

4. LOCAL AGENCY REPORTS/PRESENTATIONS

- a. Spokane County Assessor's Office Presentation - 2025 Property Tax Allocation - Joe Hollenbeck

5. OTHER PRESENTATIONS

- a. Jeremy Clark - Millwood Impact - Community Gardening

6. PUBLIC COMMENTS CONCERNING ACTION ITEMS

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

7. EXECUTIVE SESSION (if necessary)

8. ACTION ITEMS FOR FIRST READING

- a. [Special Event Permit - Farmers Market 2025](#)
- b. [Special Event Permit - Spokane Canoe & Kayak Club](#)
- c. [Argonne Congestion Relief Project Bids \(May request consideration\)](#)

9. ACTION ITEMS FOR CONSIDERATION

- a. [Consent Agenda](#)
[\(1\) February 2025 City Council Regular Meeting Minutes, \(2\) February 2025 Treasurer's Report, \(3\) February 2025 Claims, \(4\) February 2025 Payroll, and \(5\) Barbara St. Clair reappointment to the Historic Preservation Commission.](#)
- b. [ORDIANANCE #544 MMC Section 17.04 / 17.040.35 \(Adoption by Reference\). Spokane County Off-Street Parking & Loading Standards \(voted to table ORD #544 - November 12, 2024 Council Meeting\)](#)

10. REPORTS (no action)

- a. Treasurer - Debb Matkin

- b. Clerk/Public Records and Code Enforcement – Lisa Cassels
- c. Facilities - Kyle Schiewe
- d. Utilities - Matt Erdahl
- e. [Planning - Amanda Tainio - Upward 7 Consulting](#)
- f. Legal - Brian Werst - Witherspoon Brajcich McPhee, PLLC
- g. Mayor - Mayor Kevin Freeman

11. COUNCIL INFORMATION (no action or discussion)

- a. [SCSO - Intelligence Report - January 2025](#)

12. PUBLIC REMARKS

Public Remarks are an opportunity for citizens to address the Council, either in-person or by submitting their remarks to remarks@millwoodwa.us. We ask that in-person speakers limit themselves to two minutes and follow the Citizen Participation Guidelines Policy as posted on the City of Millwood website www.millwoodwa.us/government#CityCouncil or available at City Hall prior to this meeting.

13. COUNCIL REMARKS

14. ANNOUNCEMENTS

15. SET NEXT MEETING - City Council Regular Meeting - April 8, 2025 at 6:00 pm.

16. ADJOURNMENT

File Attachments for Item:

- a. Special Event Permit - Farmers Market 2025



APPLICATION FOR Section 8, Item a.
SPECIAL EVENT
MILLWOOD CITY HALL
9103 E. FREDERICK AVE
MILLWOOD, WA 99206
(509) 924-0960
PLANNING@MILLWOODWA.US

A SPECIAL EVENT PERMIT IS REQUIRED FOR ANY PARADE, RUN, STREET DANCE, DEMONSTRATION OR EXHIBITION ON PUBLIC PROPERTY. "SPECIAL EVENT" SHALL NOT MEAN ANY WEDDING OR FUNERAL PROCESSION, ANY EVENT SOLELY INVOLVING A GROUP REQUIRED BY LAW TO BE SO ASSEMBLED, A PEDESTRIAN PROCESSION ALONG A ROUTE THAT IS RESTRICTED TO SIDEWALKS AND CROSSING STREETS USING ONLY A PEDESTRIAN CROSSWALKS IN ACCORDANCE WITH TRAFFIC REGULATIONS AND CONTROLS, ANY ACTIVITY OR EVEN SPONSORED OR HOSTED BY THE CITY, OR ANY ACTIVITY OR EVENT DEEMED BY THE CITY'S APPOINTED DESIGNEE TO NOT REQUIRE A SPECIAL EVENT PERMIT

FILE NO:

APPLICANT NAME: Millwood Community Assoc. dba Millwood Farmers Mkt		ORGANIZATION/EVENT: Millwood Farmers Market 2025	
ADDRESS: 8903 E Liberty	CITY: Millwood	STATE: WA	ZIP: 99212
PHONE: 509-891-9173 or 509-939-1083		EMAIL: info@millwoodnow.org (alt: youngps2@comcast.net)	
TYPE OF EVENT: ☐ PARADE ☐ RUN ☐ DEMONSTRATION ☐ EXHIBITION ☒ OTHER _____			
LOCATION (STARTING POINT, ROUTE, ASSEMBLY AREAS, ACCESS TO PUBLIC PROPERTY): Millwood City Park			
DESCRIPTION OF EVENT: Annual Millwood Community Farmers Market with produce, artisan, craft, food vendors; free music performances; family activities;			
DATE/TIME OF EVENT: Wednesdays, 3PM-7PM May 28 - October 8, 2025		NUMBER OF PARTICIPANTS EXPECTED: 20-30 vendors/wk; approx 500 visitors/wk (over 4 hour period)	

- REQUIRED ATTACHMENTS:
- ☒ SITE PLAN
 - ☒ RESTROOM ACCESS AGREEMENT
 - ☒ SECURITY & EMERGENCY MEDICAL PLAN
 - ☒ CLEAN UP PLAN
 - ☐ REQUIRED PERMITS FROM OUTSIDE AGENCIES

APPLICANT SIGNATURE: Shirine Young DATE: 3/3/2025

APPLICATION APPROVED WITH THE FOLLOWING CONDITIONS:

APPROVED BY: _____ DATE: _____



SPECIAL EVENT PERMITS

APPLICATION FEE: AN APPLICATION FEE OF \$100.00 SHALL BE SUBMITTED WITH THE APPLICATION UNLESS WAIVED. THE FEE MAY BE WAIVED FOR CONSTITUTIONALLY PROTECTED EVENTS, FOR APPLICATIONS BY GOVERNMENTAL UNITS, OR FOR NONPROFIT ORGANIZATIONS WHERE THE EVENT IS OPEN TO THE PUBLIC AT NO COST AND ALL PROCEEDS FROM THE SPECIAL EVENT ARE RECEIVED BY SUCH NONPROFIT ORGANIZATION. ALL FEE WAIVER REQUESTS MUST BE SUBMITTED IN WRITING TO THE CITY CLERK AT LEAST 90 DAYS BEFORE THE DATE OF THE SPECIAL EVENT.

TRAFFIC CONTROL PLAN: THE APPLICANT SHALL SUBMIT A TRAFFIC CONTROL PLAN WHICH MAY BE AMENDED BY THE PUBLIC WORKS DEPARTMENT TO PROTECT THE HEALTH, SAFETY AND GENERAL WELFARE OF THE PUBLIC. ALL REQUIRED TRAFFIC CONTROL SHALL BE ARRANGED BY THE APPLICANT AND SHALL BE AT THE EXPENSE OF THE APPLICANT.

INSURANCE: THE APPLICANT SHALL PROVIDE THE CITY A COPY OF DOCUMENTATION OF CURRENT GENERAL LIABILITY INSURANCE WITH A COMBINATION SINGLE LIMIT OF ONE MILLION DOLLARS (\$1,000,000) PER OCCURRENCE. DEPENDING UPON THE NATURE OF THE SPECIAL EVENT AND ITS APPARENT RISK TO THE PUBLIC, THE CLERK, UPON ADVICE OF THE CITY'S LEGAL COUNSEL, MAY INCREASE THE REQUIRED LIABILITY LIMITS. THE APPLICANT SHALL AGREE AND PROVIDE EVIDENCE OF ITS ABILITY TO DEFEND, INDEMNIFY, AND HOLD HARMLESS THE CITY, ITS APPOINTED AND ELECTED OFFICERS AND EMPLOYEES FROM AND AGAINST ALL LOSS OR EXPENSE, INCLUDING BUT NOT LIMITED TO JUDGMENTS, SETTLEMENTS, ATTORNEY'S FEE AND COSTS BY REASON OF ANY AND ALL CLAIMS AND DEMANDS UPON THE CITY, ITS APPOINTED AND ELECTED OFFICIALS OR EMPLOYEES FOR DAMAGES BECAUSE OF PERSONAL OR BODILY INJURY, INCLUDING DEATH AT ANY TIME THERE FROM, SUSTAINED BY ANY PERSON OR PERSONS AND ON ACCOUNT OF DAMAGE TO PROPERTY OR LOSS THERE FROM, ARISING OUT OF ANY ACTIVITY UNDER OR IN CONNECTION WITH THE SPECIAL EVENT, EXCEPT ONLY SUCH INJURY AS SHALL HAVE BEEN OCCASIONED BY THE SOLE NEGLIGENCE OF THE CITY OR ITS APPOINTED OR ELECTED OFFICERS OR EMPLOYEES. THE CITY SHALL BE NAMED AS AN ADDITIONAL INSURED UNDER THE APPLICANT'S COMMERCIAL GENERAL LIABILITY INSURANCE POLICY USING ISO ADDITIONAL INSURED-STATE OR POLITICAL SUBDIVISION-PERMITS OR AUTHORIZATIONS CG 20 12 OR A SUBSTITUTE ENDORSEMENT PROVIDING AT LEAST AS BROAD COVERAGE.

PERFORMANCE BOND: A PERFORMANCE BOND OR DEPOSIT IN THE AMOUNT OF \$1,000.00 IS REQUIRED TO GUARANTEE COSTS OF CLEAN UP OR RESTORATION OF CITY FACILITIES. DEPENDING UPON THE NATURE OF THE SPECIAL EVENT, ITS ESTIMATED COST FOR CLEAN UP OR OTHER POTENTIAL EXPENSES, THE CLERK MAY INCREASE THE REQUIRED BOND OR DEPOSIT AMOUNT,

PERMIT REVOCATION OR SUSPENSION: A SPECIAL EVENT PERMIT ISSUED UNDER THIS CHAPTER IS TEMPORARY, VESTS NO PERMANENT RIGHTS IN THE APPLICANT, AND MAY BE IMMEDIATELY REVOKED OR SUSPENDED BY THE CITY IF:

- THE APPLICANT MAKES A MISSTATEMENT OF MATERIAL FACT ON THE APPLICATION OR IN REQUIRED OR SUPPORTING DOCUMENTATION
- THE APPLICANT FAILS TO FULFILL A TERM OR CONDITION OF THE PERMIT
- THE FORM OF PAYMENT SUBMITTED BY THE APPLICANT FOR ANY FEE OR DEPOSIT IS DISHONORED OR THE APPLICANT OTHERWISE FAILS TO PREPAY ANY FEE, DEPOSIT, OR EXPENSE.
- THE ACTIVITY ENDANGERS OR THREATENS PERSONS ON PROPERTY, OR OTHERWISE JEOPARDIZES THE HEALTH, SAFETY OR WELFARE OF PERSONS OR PROPERTY
- THE ACTIVITY CONDUCTED IS IN VIOLATION OF ANY OF THE TERMS OR CONDITIONS OF THE SPECIAL EVENT PERMIT
- AN EMERGENCY OR OCCURRENCE REQUIRES THE CANCELLATION OR TERMINATION OF THE EVENT IN ORDER TO PROTECT THE PUBLIC HEALTH, SAFETY, OR WELFARE.



MILLWOOD FARMERS MARKET

2025 Special Event Application – City of Millwood

The first Millwood Farmer's Market opened in May of 2006 in the parking lot of the Millwood Community Presbyterian Church and later on Marguerite and Dalton streets in Millwood. The market continues to provide the Millwood community with a source of fresh local farm products and handcrafted artisan goods. It also provides the Millwood neighborhood with a gathering space for connecting with neighbors and providing access to educational and informational forums. The weekly market provides social interaction with local farmers, artisans, local nonprofits, and neighbors. The coming together of the neighborhood, the laughter, fellowship, and education on nutrition and farming for children as well adults make Millwood Farmers Market a continued asset to the community.

Site Plan: Millwood City Park, 9103 E Frederick

Access for vendors to the park would be from the paved interurban trail as well as off Frederick St into the park. The market is to be located just east of the tennis courts setting up going east. Each vendor will provide their own set-up of tables, tent (if needed) with tie-downs and chair. Vehicles may be used to deliver equipment/products via the Millwood interurban trail. Set up is typically from 1PM – 3PM. Market hours are 3PM – 7PM. Takedown begins at 7PM with typical gate closure by 8PM.

Post-Covid Rules:

- All booths will have 10 ft of space and be spaced approximately 3-6 ft apart. Initially we anticipate 20-25 vendor booths with growth later in the year.
- Hand washing or sanitizing station will be available at market entrance/exit.
- The market is a member the WA State Farmers Market Association and as such will stay abreast of any community health developments and adapt market configuration and/or rules as needs change. The Inland NW Farmers Market Association (past member) is currently suspended and our market retains relationship with other local area farmers markets.

Restroom Access Agreement

The market manager/volunteers will abide by rules set by City of Millwood for access to the park restrooms including cleaning of surfaces before and after the market. Restroom locks are on timers and will be open for the market hours of set-up thru take-down.

Security and Emergency Medical Plan

Primary response for a medical emergency or other incident will be to call 911. Fortunately there is a fire station on the same block as the park however there is no guarantee the station will be manned at any given time.

General rules when confronted by an emergency:

- Remain calm – contact 911
- Assess the issue: serious accident, suspect package or container, fire, firearm discharged – or anything that threatens life, property or puts the environment at risk.
- Cooperate with emergency personnel
- Keep streets, fire lanes, hydrants and walkways clear for emergency vehicles and personnel
- Evacuate the market area if needed

Clean Up Plan

Market manager will appoint persons to monitor the market area, pick up and throw away garbage, put away any city equipment used (traffic cones and/or candlesticks), and lock park gates upon leaving.

Market Personnel: Jessica Vigil, Market Manager (509) 638-8677 or Shirene Young, Millwood Community Assoc. board member (509) 939-1083. Additional volunteers will be assisting as well but a set roster is not available at the time of our permit application.

Required Permits from Outside Agencies

Continuing for a second year, in an effort to increase nutrition awareness and information on how to prepare fresh foods, the market is expanding education offerings by providing cooking demonstrations and fresh food samples. These activities require a permit from the Dept of Health and a copy of the permit issued will be provided to the City upon receipt.

Fee Waiver Request

The Millwood Community Association requests the special event permit fee be waived on the following basis:

- Millwood Community Association is a 501(c)(3) non-profit corporation dedicated to the enhancement of life for citizens and businesses in the City of Millwood
- The market is open to the public and provides education and cultural activities at no cost to the public
- All proceeds from vendor booth fees are used by the Millwood Community Association to promote the market, increase food awareness and supply to the community, and promote our mission of enhancing our community of Millwood.

The individuals and our organization agree to abide by the management plan contained in the application.

Jessica Vigil, Market Manager
Millwood Farmers Market
C/O Millwood Community Association
8903 E. Liberty, Spokane, WA 99212
Phone: (509) 638-8677
Email: info@millwoodnow.org

Shirene Young, Millwood Comm. Assoc.
(509) 891-9173 or (509) 939-1083 (cell)
youngps2@comcast.net

File Attachments for Item:

b. Special Event Permit - Spokane Canoe & Kayak Club



CITY OF
MILLWOOD

**Application for
Special Event Permit**

Section 8, Item b.

Millwood City Hall
9103 E. Frederick Ave
Millwood, WA 99206
(509) 924-0960
info@millwoodwa.us

A Special Event Permit is required for any parade, run, street dance, demonstration or exhibition on public property. "Special Event" shall not mean any wedding or funeral procession, any event solely involving a group required by law to be so assembled, a pedestrian procession along a route that is restricted to sidewalks and crossing streets using only a pedestrian crosswalk in accordance with traffic regulations and controls, any activity or event sponsored by the city, or any activity or event deemed by the city's appointed designee to not require a special event permit.

Applicant: Sandra Blackwell For Spokane Canoe & Kayak Club		Phone: 509 4871745	Organization/Event: gear swap Spokane Canoe & Kayak	
Address: 7722 N Crestline		City: Spokane	State: WA	Zip: 99217
Property Owner Name: Sandra Blackwell		Phone: 509 4871745	Email: Sandra.Blackwell@gmail.com	
Address: 7722 N Crestline		City: Spokane	State: WA	Zip: 99217
Type of Event: ☐ Parade ☐ Run ☐ Demonstration ☐ Exhibition ☒ Other				
Is this an event involving political or religious activity intended primarily for the communication of expression of ideas? ☐ Yes ☒ No				
Location (Starting point, route, assembly areas, access to public property): millwood Park				
Description of Event: paddle gear swap/sale and season kick off				
Date/Time of Event: May 17, 2025 9AM-NOON				
Number of Participants Expected: 50				

Required Attachments:

☒ Site Plan

☒ Security & Emergency Medical Plan

n/a ☐ Required permits from outside agencies

☒ Restroom Access Agreement

☒ Clean Up Plan

By signing below the applicant is confirming that they have inspected the event space with a staff member ensuring there are no obvious hazards and all information on the application is correct.

Applicant Signature: Sandra Blackwell Date: 3-6-25

Application approved with the following conditions:

Approved By: [Signature] Date: 3-6-25

Event Description

At our first Paddle Gear Swap/Sale we had about 15 people selling/trading gear and a few kayaks (we all seem to accumulate more that we need and/or have room for) with about 40 people shopping. It was a fun, low key event, swap meet style event.

For 2025 we plan to use the East Gazebo. A few vendors may put up pop-up awnings, but most will not. Items will either be carried to the grass area, or possibly wheeled on kayak trailers or wagons. No vehicles will be on the grass. Please see attached PDF for park map.

Security and Emergency Medical Plan

Primary response for a medical emergency or other incident will be to call 911.

Fortunately there is a fire station on the same block as the park however there is no guarantee the station will be manned at any given time.

General rules when confronted by an emergency: Remain calm - contact 911

Assess the issue: serious accident, suspect package or container, fire, firearm discharged - or anything that threatens life, property or puts the environment at risk.

Cooperate with emergency personnel

Keep streets, fire lanes, hydrants and walkways clear for emergency vehicles and personnel

Evacuate the area if needed

SITE MAP

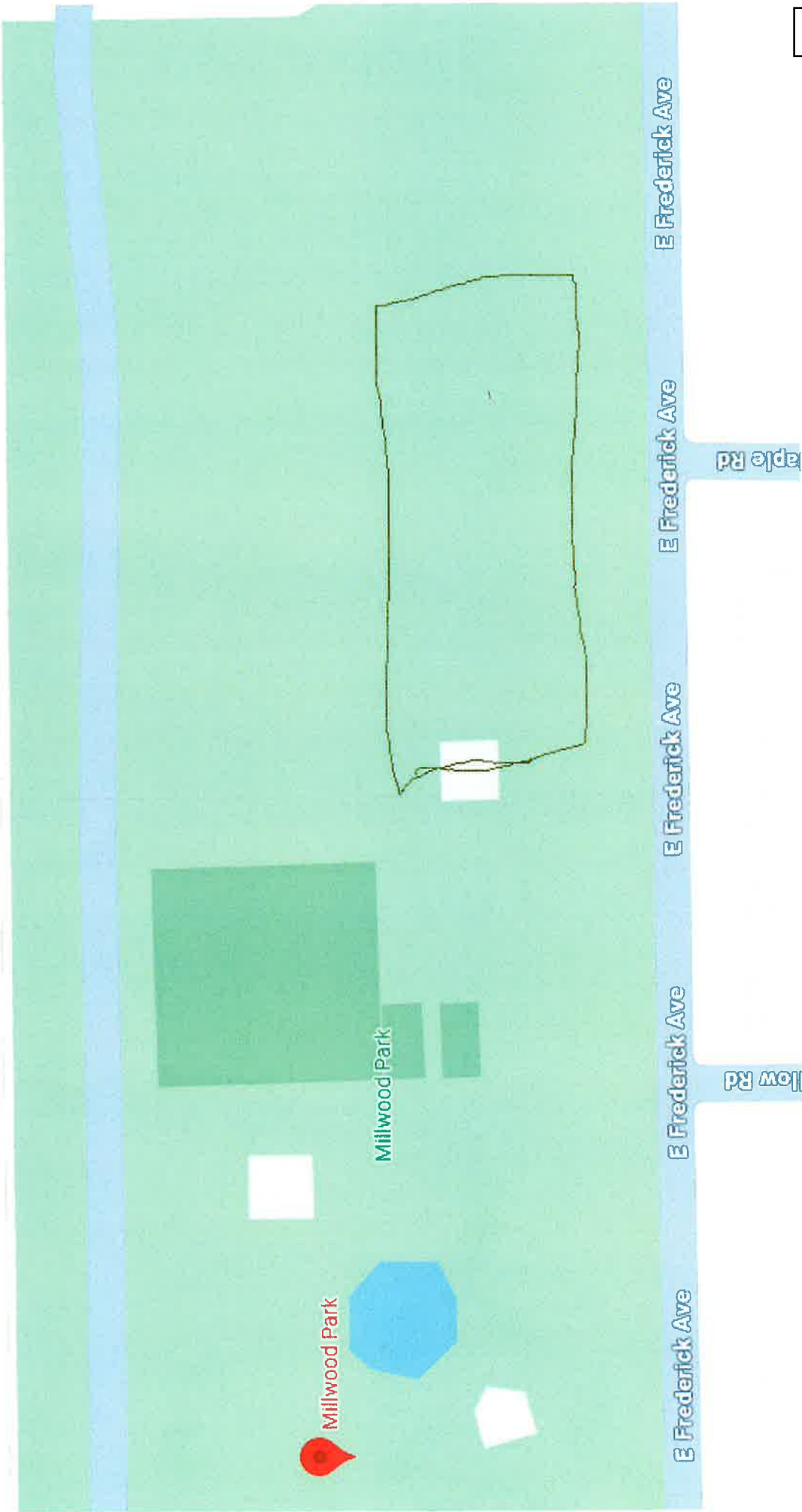
Approximate area to be used indicated with red arrow. We understand that the shelters are on a first come first served basis. If someone else is already there, we will locate to the east of the shelter. Our event ends at 1, so we will not have the space for the whole day/

RESTROOM PLAN: With the number of people we are anticipating the park restrooms will be sufficient. We will coordinate with city of Millwood staff to have the restrooms open for our event.

TRAFFIC PLAN: Event organizers will inform attendees that parking for the event will be in the Park parking stalls located at the park. Overflow parking is located at the east end of the park.

CLEAN UP PLAN: Event organizers will clean up and remove all trash generated from the event.

Primary Contact: Sandra Blackwell 509 484-1745 Cell number



File Attachments for Item:

c. Argonne Congestion Relief Project Bids (May request consideration)

March 6, 2025

Mayor Kevin Freeman
City of Millwood
9103 E Frederick Ave
Spokane, WA 99206

Re: Argonne Road, Empire to Liberty Congestion Relief Project

Dear Mayor Freeman:

Enclosed please find the bid summary, bid tabulation and review checklist for the bids which were received at your office for the Argonne Road, Empire to Liberty Congestion Relief Project. We have reviewed the bid packages received and they all seem to be responsive.

Welch Comer & Associates recommends awarding the Base Bid and Alternate No. 1, in the amount of **\$2,388,557.00**, to the low bidder, Liberty Concrete LLC. Should City Council concur with our recommendation, please sign the Notice of Award (attached) and return to our office for immediate processing.

Should you have any questions, please contact our office.

Sincerely,
Welch Comer Engineers



Matt Gillis, P.E.
Vice President

MRG/lmt

Enclosures

CITY OF MILLWOOD					Section 8, Item c.
ARGONNE ROAD, EMPIRE TO LIBERTY CONGESTION RELIEF					
BID SUMMARY*					
Bid Opening: Thursday February 20, 2025 at 2:00 pm					
	CONTRACTOR	BASE BID	ADD ALTERNATE 1	TOTAL	
	Liberty Concrete	\$ 2,373,167.00	\$ 15,390.00	\$ 2,388,557.00	
	WM Winkler Co	\$ 3,055,276.50	\$ 7,087.50	\$ 3,062,364.00	
	NA Degerstrom	\$ 3,156,816.00	\$ (4,050.00)	\$ 3,152,766.00	
	DW Excavating	\$ 3,234,183.00	\$ 28,350.00	\$ 3,262,533.00	
	Cameron-Reilly	\$ 3,287,241.00	\$ 74,925.00	\$ 3,362,166.00	
	Inland Infrastructure	\$ 3,545,000.00	\$ -	\$ 3,545,000.00	
* PLEASE NOTE THAT THIS IS FOR INFORMATION USE ONLY. THE OWNER RESERVES THE RIGHT TO REJECT ANY AND ALL BIDS PURSUANT TO THE CONTRACT DOCUMENTS.					

CITY OF MILLWOOD												
ARGONNE ROAD, EMPIRE TO LIBERTY CONGESTION RELIEF												
BID TABULATION												
Bid Opening: Thursday February 20, 2025 at 2:00 pm												
					Engineer's Estimate		Liberty Concrete		WM Winkler Co		NA Degerstrom	
Item No.	Std. Item	Description	Pay Unit	Estimated Quantity	Unit Price	Total Amount	Unit Price	Total Amount	Unit Price	Total Amount	Unit Price	Total Amount
		BASE BID										
		Section 1: Preparation										
1	0001	MOBILIZATION	L.S.	1	\$ 200,000.00	\$ 200,000.00	\$ 184,000.00	\$ 184,000.00	\$ 235,000.00	\$ 235,000.00	\$ 345,000.00	\$ 345,000.00
2	0025	CLEARING AND GRUBBING	AC	1	\$ 14,500.00	\$ 14,500.00	\$ 17,595.00	\$ 17,595.00	\$ 25,040.00	\$ 25,040.00	\$ 25,000.00	\$ 25,000.00
3	0049	REMOVING DRAINAGE STRUCTURE	EA	1	\$ 800.00	\$ 800.00	\$ 377.00	\$ 377.00	\$ 1,480.00	\$ 1,480.00	\$ 500.00	\$ 500.00
4	0050	REMOVAL OF STRUCTURES AND OBSTRUCTIONS	LS	1	\$ 5,000.00	\$ 5,000.00	\$ 34,096.00	\$ 34,096.00	\$ 9,250.00	\$ 9,250.00	\$ 50,000.00	\$ 50,000.00
5	0080	REMOVING BITUMINOUS PAVEMENT	S.Y.	2900	\$ 6.00	\$ 17,400.00	\$ 10.00	\$ 29,000.00	\$ 10.80	\$ 31,320.00	\$ 15.00	\$ 43,500.00
6	0090	REMOVING CEMENT CONC. PAVEMENT	S.Y.	85	\$ 165.00	\$ 14,025.00	\$ 25.00	\$ 2,125.00	\$ 140.50	\$ 11,942.50	\$ 90.00	\$ 7,650.00
7	0110	REMOVING CEMENT CONC. CURB	L.F.	745	\$ 7.00	\$ 5,215.00	\$ 7.50	\$ 5,587.50	\$ 13.00	\$ 9,685.00	\$ 11.00	\$ 8,195.00
8	0100	REMOVING CEMENT CONC. SIDEWALK	S.Y.	1255	\$ 12.00	\$ 15,060.00	\$ 12.00	\$ 15,060.00	\$ 14.10	\$ 17,695.50	\$ 15.00	\$ 18,825.00
9		REMOVING CONCRETE WALL	L.F.	466	\$ 6.00	\$ 2,796.00	\$ 21.00	\$ 9,786.00	\$ 13.00	\$ 6,058.00	\$ 15.00	\$ 6,990.00
10	0220	REMOVAL OF CHAIN LINK FENCE	L.F.	587	\$ 7.00	\$ 4,109.00	\$ 8.00	\$ 4,696.00	\$ 11.00	\$ 6,457.00	\$ 13.50	\$ 7,924.50
11	0170	REMOVING GUARDRAIL	L.F.	77	\$ 33.00	\$ 2,541.00	\$ 13.00	\$ 1,001.00	\$ 11.90	\$ 916.30	\$ 12.00	\$ 924.00
12	0187	REMOVING PAINT LINE	L.F.	4440	\$ 1.50	\$ 6,660.00	\$ 3.50	\$ 15,540.00	\$ 3.25	\$ 14,430.00	\$ 3.25	\$ 14,430.00
13	0203	REMOVING PAINTED CROSSWALK LINE	S.F.	650	\$ 5.00	\$ 3,250.00	\$ 11.00	\$ 7,150.00	\$ 10.80	\$ 7,020.00	\$ 11.00	\$ 7,150.00
14		TRENCH SAFETY SYSTEMS	L.S.	1	\$ 1,000.00	\$ 1,000.00	\$ 980.00	\$ 980.00	\$ 2,500.00	\$ 2,500.00	\$ 500.00	\$ 500.00
15	3566	HIGH-DENSITY POLYETHYLENE (HDPE) PIPE 12 IN. DIAM.	L.F.	20	\$ 100.00	\$ 2,000.00	\$ 94.00	\$ 1,880.00	\$ 211.50	\$ 4,230.00	\$ 75.00	\$ 1,500.00
		Section 2: Grading										
16	0310	ROADWAY EXCAVATION & EMBANKMENT INCL. HAUL	L.S.	1	\$ 75,000.00	\$ 75,000.00	\$ 73,021.00	\$ 73,021.00	\$ 39,500.00	\$ 39,500.00	\$ 225,000.00	\$ 225,000.00
		Section 5: Storm Sewer										
17	3091	CATCH BASIN TYPE 1	EA	2	\$ 2,500.00	\$ 5,000.00	\$ 3,001.00	\$ 6,002.00	\$ 2,043.00	\$ 4,086.00	\$ 3,200.00	\$ 6,400.00
		Section 7: Water Lines										
18	3846	HYDRANT ASSEMBLY	EA	1	\$ 7,000.00	\$ 7,000.00	\$ 9,151.00	\$ 9,151.00	\$ 9,945.00	\$ 9,945.00	\$ 11,000.00	\$ 11,000.00
		Section 14: Hot Mix Asphalt										
19	5766.1	HMA CL. 1/2 IN. PG 70-28	S.Y.	1798	\$ 65.00	\$ 116,870.00	\$ 62.00	\$ 111,476.00	\$ 116.00	\$ 208,568.00	\$ 90.00	\$ 161,820.00
20	5766.2	HMA CL. 1/2 IN. PG 70-28 Path	S.Y.	1238	\$ 25.00	\$ 30,950.00	\$ 29.00	\$ 35,902.00	\$ 68.00	\$ 84,184.00	\$ 40.00	\$ 49,520.00
21	5739	HMA FOR PAVEMENT REPAIR CL 1/2 IN PG 70-28, 3 IN. DEPTH	S.Y.	744	\$ 35.00	\$ 26,040.00	\$ 50.00	\$ 37,200.00	\$ 85.10	\$ 63,314.40	\$ 55.00	\$ 40,920.00
22	5739	HMA FOR PAVEMENT REPAIR CL 1/2 IN PG 70-28, 4 IN. DEPTH (IEP)	S.Y.	239	\$ 45.00	\$ 10,755.00	\$ 87.00	\$ 20,793.00	\$ 128.50	\$ 30,711.50	\$ 85.00	\$ 20,315.00
23	5837	ASPHALT COST PRICE ADJUSTMENT	CALC	1	\$ 1.00	\$ 1.00	\$ 1.00	\$ 1.00	\$ 1.00	\$ 1.00	\$ 1.00	\$ 1.00
		Section 17: Erosion Control and Planting										
24	6488	EROSION CONTROL AND WATER POLLUTION PREVENTION	L.S.	1	\$ 10,000.00	\$ 10,000.00	\$ 13,946.00	\$ 13,946.00	\$ 8,000.00	\$ 8,000.00	\$ 25,000.00	\$ 25,000.00
		Section 18: Traffic										
25	6701	CEMENT CONC. TRAFFIC CURB	L.F.	2517	\$ 65.00	\$ 163,605.00	\$ 27.00	\$ 67,959.00	\$ 46.00	\$ 115,782.00	\$ 40.00	\$ 100,680.00
26	6700	CEMENT CONC. TRAFFIC CURB & GUTTER	L.F.	70	\$ 60.00	\$ 4,200.00	\$ 39.00	\$ 2,730.00	\$ 56.00	\$ 3,920.00	\$ 60.00	\$ 4,200.00
27	6851	TEMPORARY CROSSWALK LINE-SHORT DURATION	S.F.	238	\$ 15.00	\$ 3,570.00	\$ 4.00	\$ 952.00	\$ 4.00	\$ 952.00	\$ 4.00	\$ 952.00
28	6869	PEDESTRIAN TRAFFIC CONTROL	L.S.	1	\$ 40,500.00	\$ 40,500.00	\$ 38,932.00	\$ 38,932.00	\$ 79,500.00	\$ 79,500.00	\$ 35,000.00	\$ 35,000.00
29	6890	PERMANENT SIGNING	L.S.	1	\$ 20,000.00	\$ 20,000.00	\$ 33,207.00	\$ 33,207.00	\$ 36,750.00	\$ 36,750.00	\$ 31,500.00	\$ 31,500.00
30	6895	TEMPORARY PAVEMENT MARKING-SHORT DURATION	L.F.	1527	\$ 5.00	\$ 7,635.00	\$ 1.50	\$ 2,290.50	\$ 1.50	\$ 2,290.50	\$ 1.50	\$ 2,290.50

Section 8, Item c.

CITY OF MILLWOOD										
ARGONNE ROAD, EMPIRE TO LIBERTY CONGESTION RELIEF										
BID TABULATION										
Bid Opening: Thursday February 20, 2025 at 2:00 pm										
					DW Excavating		Cameron-Reilly		Inland Infrastructure	
Item No.	Std. Item	Description	Pay Unit	Estimated Quantity	Unit Price	Total Amount	Unit Price	Total Amount	Unit Price	Total Amount
		BASE BID								
		Section 1: Preparation								
1	0001	MOBILIZATION	L.S.	1	\$ 269,500.00	\$ 269,500.00	\$ 329,049.00	\$ 329,049.00	\$ 350,000.00	\$ 350,000.00
2	0025	CLEARING AND GRUBBING	AC	1	\$ 30,000.00	\$ 30,000.00	\$ 40,000.00	\$ 40,000.00	\$ 100,000.00	\$ 100,000.00
3	0049	REMOVING DRAINAGE STRUCTURE	EA	1	\$ 720.00	\$ 720.00	\$ 1,500.00	\$ 1,500.00	\$ 1,100.00	\$ 1,100.00
4	0050	REMOVAL OF STRUCTURES AND OBSTRUCTIONS	LS	1	\$ 11,600.00	\$ 11,600.00	\$ 15,000.00	\$ 15,000.00	\$ 44,792.00	\$ 44,792.00
5	0080	REMOVING BITUMINOUS PAVEMENT	S.Y.	2900	\$ 12.00	\$ 34,800.00	\$ 25.00	\$ 72,500.00	\$ 22.00	\$ 63,800.00
6	0090	REMOVING CEMENT CONC. PAVEMENT	S.Y.	85	\$ 62.00	\$ 5,270.00	\$ 225.00	\$ 19,125.00	\$ 55.00	\$ 4,675.00
7	0110	REMOVING CEMENT CONC. CURB	L.F.	745	\$ 4.00	\$ 2,980.00	\$ 20.00	\$ 14,900.00	\$ 11.00	\$ 8,195.00
8	0100	REMOVING CEMENT CONC. SIDEWALK	S.Y.	1255	\$ 12.00	\$ 15,060.00	\$ 45.00	\$ 56,475.00	\$ 33.00	\$ 41,415.00
9		REMOVING CONCRETE WALL	L.F.	466	\$ 10.00	\$ 4,660.00	\$ 15.00	\$ 6,990.00	\$ 28.00	\$ 13,048.00
10	0220	REMOVAL OF CHAIN LINK FENCE	L.F.	587	\$ 7.00	\$ 4,109.00	\$ 6.50	\$ 3,815.50	\$ 17.00	\$ 9,979.00
11	0170	REMOVING GUARDRAIL	L.F.	77	\$ 13.00	\$ 1,001.00	\$ 65.00	\$ 5,005.00	\$ 13.00	\$ 1,001.00
12	0187	REMOVING PAINT LINE	L.F.	4440	\$ 1.10	\$ 4,884.00	\$ 1.10	\$ 4,884.00	\$ 3.50	\$ 15,540.00
13	0203	REMOVING PAINTED CROSSWALK LINE	S.F.	650	\$ 3.80	\$ 2,470.00	\$ 4.00	\$ 2,600.00	\$ 11.00	\$ 7,150.00
14		TRENCH SAFETY SYSTEMS	L.S.	1	\$ 670.00	\$ 670.00	\$ 1,000.00	\$ 1,000.00	\$ 3,000.00	\$ 3,000.00
15	3566	HIGH-DENSITY POLYETHYLENE (HDPE) PIPE 12 IN. DIAM.	L.F.	20	\$ 200.00	\$ 4,000.00	\$ 125.00	\$ 2,500.00	\$ 105.00	\$ 2,100.00
		Section 2: Grading								
16	0310	ROADWAY EXCAVATION & EMBANKMENT INCL. HAUL	L.S.	1	\$ 88,900.00	\$ 88,900.00	\$ 85,000.00	\$ 85,000.00	\$ 160,000.00	\$ 160,000.00
		Section 5: Storm Sewer								
17	3091	CATCH BASIN TYPE 1	EA	2	\$ 3,200.00	\$ 6,400.00	\$ 3,000.00	\$ 6,000.00	\$ 3,000.00	\$ 6,000.00
		Section 7: Water Lines								
18	3846	HYDRANT ASSEMBLY	EA	1	\$ 6,900.00	\$ 6,900.00	\$ 12,500.00	\$ 12,500.00	\$ 8,400.00	\$ 8,400.00
		Section 14: Hot Mix Asphalt								
19	5766.1	HMA CL. 1/2 IN. PG 70-28	S.Y.	1798	\$ 132.00	\$ 237,336.00	\$ 120.00	\$ 215,760.00	\$ 95.00	\$ 170,810.00
20	5766.2	HMA CL. 1/2 IN. PG 70-28 Path	S.Y.	1238	\$ 61.00	\$ 75,518.00	\$ 40.00	\$ 49,520.00	\$ 45.00	\$ 55,710.00
21	5739	HMA FOR PAVEMENT REPAIR CL 1/2 IN PG 70-28, 3 IN. DEPTH	S.Y.	744	\$ 120.00	\$ 89,280.00	\$ 80.00	\$ 59,520.00	\$ 64.00	\$ 47,616.00
22	5739	HMA FOR PAVEMENT REPAIR CL 1/2 IN PG 70-28, 4 IN. DEPTH (IEP)	S.Y.	239	\$ 152.00	\$ 36,328.00	\$ 115.00	\$ 27,485.00	\$ 96.00	\$ 22,944.00
23	5837	ASPHALT COST PRICE ADJUSTMENT	CALC	1	\$ 1.00	\$ 1.00	\$ 1.00	\$ 1.00	\$ 1.00	\$ 1.00
		Section 17: Erosion Control and Planting								
24	6488	EROSION CONTROL AND WATER POLLUTION PREVENTION	L.S.	1	\$ 16,600.00	\$ 16,600.00	\$ 10,000.00	\$ 10,000.00	\$ 40,000.00	\$ 40,000.00
		Section 18: Traffic								
25	6701	CEMENT CONC. TRAFFIC CURB	L.F.	2517	\$ 49.00	\$ 123,333.00	\$ 38.00	\$ 95,646.00	\$ 50.00	\$ 125,850.00
26	6700	CEMENT CONC. TRAFFIC CURB & GUTTER	L.F.	70	\$ 63.00	\$ 4,410.00	\$ 75.00	\$ 5,250.00	\$ 65.00	\$ 4,550.00
27	6851	TEMPORARY CROSSWALK LINE-SHORT DURATION	S.F.	238	\$ 10.00	\$ 2,380.00	\$ 10.00	\$ 2,380.00	\$ 4.00	\$ 952.00
28	6869	PEDESTRIAN TRAFFIC CONTROL	L.S.	1	\$ 77,700.00	\$ 77,700.00	\$ 17,500.00	\$ 17,500.00	\$ 140,000.00	\$ 140,000.00
29	6890	PERMANENT SIGNING	L.S.	1	\$ 18,800.00	\$ 18,800.00	\$ 18,000.00	\$ 18,000.00	\$ 34,000.00	\$ 34,000.00
30	6895	TEMPORARY PAVEMENT MARKING-SHORT DURATION	L.F.	1527	\$ 1.00	\$ 1,527.00	\$ 1.50	\$ 2,290.50	\$ 2.00	\$ 3,054.00

Item No.	Std. Item	Description	Pay Unit	Estimated Quantity	DW Excavating		Cameron-Reilly		Inland Infrastructure	
					Unit Price	Total Amount	Unit Price	Total Amount	Unit Price	Total Amount
31	6912.1	TRAFFIC SIGNAL SYSTEM (EMPIRE)	L.S.	1	\$ 555,600.00	\$ 555,600.00	\$ 650,000.00	\$ 650,000.00	\$ 570,000.00	\$ 570,000.00
32	6912.2	TRAFFIC SIGNAL SYSTEM MODIFICATIONS (LIBERTY)	L.S.	1	\$ 274,900.00	\$ 274,900.00	\$ 265,000.00	\$ 265,000.00	\$ 280,000.00	\$ 280,000.00
33	6971	PROJECT TEMPORARY TRAFFIC CONTROL	L.S.	1	\$ 318,700.00	\$ 318,700.00	\$ 165,000.00	\$ 165,000.00	\$ 250,000.00	\$ 250,000.00
34	6993	PORTABLE CHANGEABLE MESSAGE SIGN	HR	4080	\$ 10.00	\$ 40,800.00	\$ 6.00	\$ 24,480.00	\$ 3.50	\$ 14,280.00
35	8044	PAVEMENT MARKING	L.S.	1	\$ 15,300.00	\$ 15,300.00	\$ 15,000.00	\$ 15,000.00	\$ 42,000.00	\$ 42,000.00
36		WORK ZONE SAFETY CONTINGENCY	F.A.	1	\$ 25,000.00	\$ 25,000.00	\$ 25,000.00	\$ 25,000.00	\$ 25,000.00	\$ 25,000.00
		Section 19: Other Items								
37	1062	PRECAST CONCRETE DRYWELL	EA	3	\$ 4,900.00	\$ 14,700.00	\$ 8,500.00	\$ 25,500.00	\$ 6,000.00	\$ 18,000.00
38	4139	CONCRETE CLASS 4000 FOR RETAINING WALL	L.F.	506	\$ 126.00	\$ 63,756.00	\$ 80.00	\$ 40,480.00	\$ 130.00	\$ 65,780.00
39	5625.1	CEMENT CONC. PAVEMENT 14"	S.Y.	68	\$ 250.00	\$ 17,000.00	\$ 490.00	\$ 33,320.00	\$ 235.00	\$ 15,980.00
40	5625.2	CEMENT CONC. PAVEMENT 14" (COLORED)	S.Y.	168	\$ 280.00	\$ 47,040.00	\$ 530.00	\$ 89,040.00	\$ 270.00	\$ 45,360.00
41	5625.3	CEMENT CONC. PAVEMENT 8"	S.Y.	16	\$ 198.00	\$ 3,168.00	\$ 400.00	\$ 6,400.00	\$ 180.00	\$ 2,880.00
42	5625.4	CEMENT CONC. PAVEMENT 8" (COLORED)	S.Y.	89	\$ 227.00	\$ 20,203.00	\$ 400.00	\$ 35,600.00	\$ 205.00	\$ 18,245.00
43	5625.5	CEMENT CONC. PAVEMENT 6" ISLAND (COLORED)	S.Y.	131	\$ 178.00	\$ 23,318.00	\$ 265.00	\$ 34,715.00	\$ 155.00	\$ 20,305.00
44	6071	IRRIGATION SYSTEM	L.S.	1	\$ 7,400.00	\$ 7,400.00	\$ 15,000.00	\$ 15,000.00	\$ 7,500.00	\$ 7,500.00
45	6391	TOPSOIL TYPE A, 4"	S.Y.	375	\$ 15.00	\$ 5,625.00	\$ 10.00	\$ 3,750.00	\$ 15.00	\$ 5,625.00
46	6555	SOD INSTALLATION	S.Y.	242	\$ 13.00	\$ 3,146.00	\$ 12.50	\$ 3,025.00	\$ 13.00	\$ 3,146.00
47	6904	ILLUMINATION SYSTEM	L.S.	1	\$ 237,500.00	\$ 237,500.00	\$ 250,500.00	\$ 250,500.00	\$ 235,000.00	\$ 235,000.00
48	7042	ADA FEATURES SURVEYING	L.S.	1	\$ 3,400.00	\$ 3,400.00	\$ 1,500.00	\$ 1,500.00	\$ 3,500.00	\$ 3,500.00
49	7055.1	CEMENT CONC. SIDEWALK	S.Y.	474	\$ 136.00	\$ 64,464.00	\$ 110.00	\$ 52,140.00	\$ 115.00	\$ 54,510.00
50	7055.2	CEMENT CONC. SIDEWALK (COLORED)	S.Y.	184	\$ 160.00	\$ 29,440.00	\$ 175.00	\$ 32,200.00	\$ 140.00	\$ 25,760.00
51	7058	CEMENT CONC. CURB RAMP	S.Y.	112	\$ 285.00	\$ 31,920.00	\$ 475.00	\$ 53,200.00	\$ 270.00	\$ 30,240.00
52	7059	CEMENT CONC. DRIVEWAY ENTRANCE TYPE 1	S.Y.	93	\$ 152.00	\$ 14,136.00	\$ 130.00	\$ 12,090.00	\$ 126.00	\$ 11,718.00
53	7061	CEMENT CONC. SIDEWALK UNDERDRAIN	S.Y.	7	\$ 179.00	\$ 1,253.00	\$ 360.00	\$ 2,520.00	\$ 675.00	\$ 4,725.00
		CEMENT CONC. BUS STOP STRUCTURE (COLORED)	S.Y.	21	\$ 181.00	\$ 3,801.00	\$ 355.00	\$ 7,455.00	\$ 160.00	\$ 3,360.00
55	7083	COATED CHAIN LINK FENCE, TYPE 4 FT. HEIGHT	L.F.	428	\$ 61.00	\$ 26,108.00	\$ 60.00	\$ 25,680.00	\$ 60.00	\$ 25,680.00
56	7100	COATED CHAIN LINK FENCE, TYPE 6 FT. HEIGHT	L.F.	502	\$ 59.00	\$ 29,618.00	\$ 65.00	\$ 32,630.00	\$ 77.00	\$ 38,654.00
57	7104	SINGLE 20 FT. COATED CHAIN LINK GATE	EA	1	\$ 2,000.00	\$ 2,000.00	\$ 2,000.00	\$ 2,000.00	\$ 8,000.00	\$ 8,000.00
58	7728	DOUBLE 40 FT. COATED CHAIN LINK GATE	EA	1	\$ 2,700.00	\$ 2,700.00	\$ 3,000.00	\$ 3,000.00	\$ 10,000.00	\$ 10,000.00
59	7736	MINOR CHANGE	CALC	1	\$ 25,000.00	\$ 25,000.00	\$ 25,000.00	\$ 25,000.00	\$ 25,000.00	\$ 25,000.00
60	SP	SPCC PLAN	L.S.	1	\$ 700.00	\$ 700.00	\$ 1,000.00	\$ 1,000.00	\$ 1,000.00	\$ 1,000.00
61		EXPLORATORY EXCAVATION	HR	10	\$ 500.00	\$ 5,000.00	\$ 650.00	\$ 6,500.00	\$ 335.00	\$ 3,350.00
62		GEOGRID FOR REINFORCEMENT	S.Y.	1300	\$ 2.65	\$ 3,445.00	\$ 21.00	\$ 27,300.00	\$ 7.50	\$ 9,750.00
63		PUBLIC LIAISON REPRESENTATIVE	L.S.	1	\$ 13,900.00	\$ 13,900.00	\$ 15,000.00	\$ 15,000.00	\$ 40,000.00	\$ 40,000.00
64		PEDESTRIAN HANDRAIL	L.F.	418	\$ 150.00	\$ 62,700.00	\$ 125.00	\$ 52,250.00	\$ 195.00	\$ 81,510.00
65		TEMPORARY FENCE	L.F.	610	\$ 6.50	\$ 3,965.00	\$ 7.00	\$ 4,270.00	\$ 11.00	\$ 6,710.00
66		PULL BOX	EA	4	\$ 4,900.00	\$ 19,600.00	\$ 5,500.00	\$ 22,000.00	\$ 5,000.00	\$ 20,000.00
67		ITS INTERCONNECT	L.F.	1750	\$ 23.28	\$ 40,740.00	\$ 26.00	\$ 45,500.00	\$ 21.00	\$ 36,750.00
				B/		\$ 3,234,183.00		\$ 3,287,241.00		\$ 3,545,000.00
		ADD ALTERNATE 1								
68	6763	SINGLE SLOPE CONCRETE BARRIER	L.F.	405	\$ 178.00	\$ 72,090.00	\$ 195.00	\$ 78,975.00	\$ 195.00	\$ 78,975.00
69		PEDESTRIAN HANDRAIL	L.F.	-405	\$ 108.00	\$ (43,740.00)	\$ 10.00	\$ (4,050.00)	\$ 195.00	\$ (78,975.00)
				ADD ALTEF		\$ 28,350.00		\$ 74,925.00		\$ -
						MATH ERROR				
Bid Tabulation Reviewed By:										
Engineer Name: Adam Dorsey, P.E.										

Section 8, Item c.

BID REVIEW CHECKLIST
PRIOR TO RECOMMENDATION

OWNER: CITY OF MILLWOOD

PROJECT: ARGONNE ROAD, EMPIRE TO LIBERTY CONGESTION RELIEF

Open Date: Thursday February 20, 2025 at 2:00 pm

Bid Review Performed By: Lina Turner

CONTRACTOR	Liberty Concrete	WM Winkler Co	NA Degerstrom	DW Excavating	Cameron-Reilly
BID AMOUNT (Basis of Bid Award)	\$ 2,388,557.00	\$ 3,062,364.00	\$ 3,152,766.00	\$ 3,262,533.00	\$ 3,362,166.00
WA STATE CONTRACTORS LICENSE NO./UBI NO.	LIBERCL77R / 605 011 736	WMWINC*935LA / 602 703 784	DEGERNA375NO / 328 042 324	DWEXCEI856QB / 603 543 995	CAMERRL942NU / 602 633 401
License Confirmed with the L & I	YES	YES	YES	YES	YES
BID PACKAGE					
Are all forms filled out completely and correctly?					
ALL ADDENDA ACKNOWLEDGED?	YES	YES	YES	YES	YES
LOCAL AGENCY SIGNATURE PAGE DOT FORM 272-036J EF	YES	YES	YES	YES	YES
LOCAL AGENCY PROPOSAL BOND DOT FORM 272-036J EF	YES	YES	YES	YES	YES
Surety Company Confirmed at www.fms.treas.gov/c570/index.html ?	YES	YES	YES	YES	YES
NON-COLLUSION DECLARATION DOT FORM 272-036I EF	YES	YES	YES	YES	YES
LOCAL AGENCY SUBCONTRACTOR LIST DOT FORM 271-015A	YES	YES	YES	YES	YES
CONTRACTOR CERTIFICATION WAGE LAW COMPLIANCE - RESPONSIBILITY CRITERIA WASHINGTON STATE PUBLIC WORKS CONTRACTS DOT FORM 272-009	YES	YES	YES	YES	YES
BIDDER QUESTIONNAIRE DOT FORM 272-022	YES	YES	YES	NO	YES
DISADVANTAGED BUSINESS ENTERPRISE (DBE) BID ITEM BREAKDOWN FORM DOT DOT 272-054	YES	YES	YES	NO	YES
DISADVANTAGED BUSINESS ENTERPRISE UTILIZATION CERTIFICATION DOT FORM 272- 056	YES	YES	YES	YES	YES
DISADVANTAGED BUSINESS ENTERPRISE (DBE) TRUCKING CREDIT FORM DOT FORM 272-058	YES	YES	YES - BLANK/UNSIGNED	NO	YES - BLANK/UNSIGNED
DISADVANTAGED BUSINESS ENTERPRISE (DBE) WRITTEN CONFIRMATION DOCUMENT DOT FORM 422-031	YES	YES	YES	NO	YES
BID PROPOSAL FORM	YES	YES	YES	YES	YES
List other requirements:					
On State Debarred List?	NO	NO	NO	NO	NO
Active Exclusions on sam.gov?	NO	NO	NO	NO	NO

BID REVIEW CHECKLIST
PRIOR TO RECOMMENDATION

OWNER: CITY OF MILLWOOD

PROJECT: ARGONNE ROAD, EMPIRE TO LIBERTY CONGESTION RELIEF

Open Date: Thursday February 20, 2025 at 2:00 pm

CONTRACTOR	Inland Infrastructure
BID AMOUNT (Basis of Bid Award)	\$ 3,545,000.00
WA STATE CONTRACTORS LICENSE NO./UBI NO.	INLANIL799LN / 604 746 194
License Confirmed with the L & I	YES
BID PACKAGE	
Are all forms filled out completely and correctly?	
ALL ADDENDA ACKNOWLEDGED?	YES
LOCAL AGENCY SIGNATURE PAGE DOT FORM 272-036J EF	YES
LOCAL AGENCY PROPOSAL BOND DOT FORM 272-036J EF	YES
Surety Company Confirmed at www.fms.treas.gov/c570/index.html ?	YES
NON-COLLUSION DECLARATION DOT FORM 272-036I EF	YES
LOCAL AGENCY SUBCONTRACTOR LIST DOT FORM 271-015A	YES
CONTRACTOR CERTIFICATION WAGE LAW COMPLIANCE - RESPONSIBILITY CRITERIA WASHINGTON STATE PUBLIC WORKS CONTRACTS DOT FORM 272-009	YES
BIDDER QUESTIONNAIRE DOT FORM 272-022	YES
DISADVANTAGED BUSINESS ENTERPRISE (DBE) BID ITEM BREAKDOWN FORM DOT DOT 272-054	YES
DISADVANTAGED BUSINESS ENTERPRISE UTILIZATION CERTIFICATION DOT FORM 272- 056	YES
DISADVANTAGED BUSINESS ENTERPRISE (DBE) TRUCKING CREDIT FORM DOT FORM 272-058	YES
DISADVANTAGED BUSINESS ENTERPRISE (DBE) WRITTEN CONFIRMATION DOCUMENT DOT FORM 422-031	YES
BID PROPOSAL FORM	YES
List other requirements:	
On State Debarred List?	NO
Active Exclusions on sam.gov?	NO

File Attachments for Item:

a. Consent Agenda

(1) February 2025 City Council Regular Meeting Minutes, (2) February 2025 Treasurer's Report, (3) February 2025 Claims, (4) February 2025 Payroll, and (5) Barbara St. Clair reappointment to the Historic Preservation Commission.



City Council Regular Meeting Minutes

Tuesday, February 11, 2025 at 6:00 PM

9103 E Frederick Ave.

www.youtube.com/@cityofmillwood

1. CALL TO ORDER & ROLL CALL

Mayor Pro Tem Culler called the Regular City Council Meeting to order at 6:00 pm. Council Member Beese attended the meeting remotely. A quorum was present.

PRESENT

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

2. PLEDGE OF ALLEGIANCE

3. APPROVAL OF MEETING AGENDA

Motion made by Council Member Van Hees, Seconded by Council Member Stravens to approve the agenda as presented.

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

4. LOCAL AGENCY REPORTS/PRESENTATIONS

There were no local agency presentations.

5. OTHER PRESENTATIONS

There were no presentations.

6. PUBLIC COMMENTS CONCERNING ACTION ITEMS

There were no public comments concerning action items submitted prior to the meeting nor were there any comments from those in attendance.

7. EXECUTIVE SESSION (if necessary)

There was no Executive Session.

8. ACTION ITEMS FOR FIRST READING

a. Traffic Calming - Empire Ave.

Mr. Schiewe presented a cost estimate for the speed bump options discussed at the last meeting, the tabletop bump and the double speed bump; both estimates included signage. The estimates were between \$15,000.00 & \$17,000.00 with the tabletop option being the more expensive option.

Mr. Schiewe will procure bids to present to Council for their review at the next meeting.

9. ACTION ITEMS FOR CONSIDERATION

a. Consent Agenda

Consent Agenda consisting of (1) January 2025 City Council Regular Meeting Minutes, (2) January 2025 Treasurer's Report, (3) January 2025 Claims (4) January 2025 Payroll

Motion made by Council Member Stravens, Seconded by Council Member Van Hees to approve the consent agenda as presented.

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

b. ORDINANCE # 545 WHOLSALE WATER SERVICE

Mr. Werst explained that the City Council had discussed Ordinance #545 at several Council meetings. Ordinance #545 would codify the ability for the City to engage in wholesale water service and only gave the City authorization to pursue potential buyers of wholesale untreated water. There would be no sale of water rights, no transfer of water rights and no obligation to enter into a contract to sell wholesale water. Any contract would need to be approved by City Council.

Council Members discussed that Ordinance #545 was a good starting point, provided options for the City, and the Ordinance provided a framework to explore possibilities.

Motion made by Council Member Sander, Seconded by Council Member Stravens to approve Ordinance #545 as presented.

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

c. RESOLUTION 2025-02 WATER AND SEWER RATE RESOLUTION

Mayor Pro Tem explained that there were two minor changes to the Resolution; a typo in Section 1 "sewer" should be "water" and the As of Date in Section 1&2 should be March 1, 2025. Utility fees have also been included in the resolution.

Motion made by Council Member Van Hees, Seconded by Council Member Stravens to approve Resolution 2025 -02 as amended.

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

d. WELCH COMER - WATER SYSTEM CAPITAL IMPROVEMENT PLAN TASK ORDER

Mr. Werst explained that the City was obligated to update the Water System Capital Improvement Plan every 10 years. Council Members discussed the City's leak issues, GIS mapping, and the need to pursue funding for future projects.

Motion made by Council Member Sander, Seconded by Council Member Stravens to approve the Welch Comer Water System Capital Improvement Plan task order as presented.

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

10. REPORTS (no action)

a. Treasurer - Debb Matkin

Ms. Matkin reported that she was still working on the audit.

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

Ms. Cassels reported that there were no outstanding public records request, several code enforcements open cases, and the Historic Preservation Commission had their first meeting after a long hiatus on February 10, 2025.

c. Facilities - Kyle Schiewe

Mr. Schiewe reported on the DNR Grant reimbursement, SRTC meeting about upcoming projects looking forward to 2050, the Argonne Congestion Relief Project went out for bid on January 30, 2025 with a pre bid meeting on February 12th and the bid opening on February 19th. He also reported on a project to locate an abandoned water line along Argonne under the Railroad tracks that was to be used as a conduit to send other conduits under the tracks. The project was successful and the abandoned water line will allow access under the RR tracks during the Argonne Congestion Relief Project.

d. Utilities - Matt Erdahl

Mr. Erdahl reported that the water samples were good, the AWAA membership had been renewed, he attended a MRSC procurement webinar, he and Mayor Freeman measured the depth of the aquifer at the City's wells, contacted Bigfoot to get a quote on transducers to monitor the level and temperature of the aquifer and unfrozen the first frozen meter of the year.

e. Planning - Amanda Tainio - Upward 7 Consulting

Ms. Tainio's report was in the packet.

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

Mr. Werst reported on the outstanding code enforcement at 10423 E Trent.

g. Mayor - Mayor Kevin Freeman

There was no Mayor's report. Mayor Freeman was not in attendance.

11. COUNCIL INFORMATION (no action or discussion)

Ms. Cassels reported that there would be 3 positions up for election this fall; Mayor, Council position #1 & Council position #2; filing week for those open positions was May 5-9, 2025.

a. SCSO - Intelligence Report - December 2024

b. Traffic Camera Use by Local Governments

c. MRSC Running for Local Elected Office - Filing Week May 5, 2025 - May 9, 2025.

12. PUBLIC REMARKS

LaDonna Dement, 10306 E Empire, informed the Council that Doug Sadler had passed away on February 2, 2025. Doug was very involved in the Millwood Community and rarely missed a Council or Planning Commission meeting. He will be missed.

13. COUNCIL REMARKS

Council Members Stavens and Van Hees thanked staff for their work throughout the City.

Council Member Sander reported that the Spokane Transit Authority CEO had retired and the board was working to find a replacement, in the meantime the position was being co-chaired by 2 of the directors. The board was also looking to increase their ambassador program.

Council Member Beese thanked staff for their efforts, and Ms. Dement for letting everyone know about Doug Sadler's passing. She reminded Council that Jeremy Clark would be presenting at the March meeting talking about the Community Garden expansion and noted that without Doug & Teresa Sadler the Community Garden would not be where it was today. She also announced that

the Argonne library would be having a Millwood History Photo Expedition as well as presentation during the month of March.

Council Member Culler announced that with Mayor Freeman stepping down, he would be running for Mayor. He stated that he had been on City Council for 17 years and that there was a need for continuity within the City to keep projects going. He looked forward to working with the City if elected and if he was not elected he would remain on City Council.

14. ANNOUNCEMENTS

There were no announcements.

15. SET NEXT MEETING - City Council Regular Meeting - March 11, 2025 at 6:00 pm.

16. ADJOURNMENT

Motion made by Council Member Van Hees, Seconded by Council Member Stravens to adjourn the City Council Regular Meeting at 6:56 pm..
Voting Yea: Council Member Beese, Council Member Culler, Council Member Sander, Council Member Stravens, Council Member Van Hees

Approved:

Attest:

Shaun Culler, Mayor Pro Tem

Lisa Cassels, City Clerk

TREASURER'S REPORT

Section 9, Item a.

Fund Totals

City Of Millwood

Time: 14:22:15 Date: 03/06/2025

02/01/2025 To: 02/28/2025

Page: 1

Fund	Previous Balance	Revenue	Expenditures	Ending Balance	Claims Clearing	Payroll Clearing	Outstanding Deposits	Adjusted Ending Balance
001 General Fund	2,243,954.68	98,086.95	228,848.60	2,113,193.03	178,214.93	54,884.60	-2,415.92	2,343,876.64
002 MVFT Managerial Fund	2,638.88	2,453.42		5,092.30	0.00	0.00	0.00	5,092.30
099 Unemployment Compensation Fund	51,182.00	0.00		51,182.00	0.00	0.00	0.00	51,182.00
301 Capital Projects Fund	406,492.74	745.72		407,238.46	0.00	0.00	0.00	407,238.46
302 Special Capital Projects Fund	411,287.99	745.72		412,033.71	0.00	0.00	0.00	412,033.71
401 Utility Operating Fund	395,996.39	40,666.60	34,617.81	402,045.18	13,694.72	21,430.33	-12,784.55	424,385.68
402 Water Capital Fund Managerial	258,856.11	4,112.27		262,968.38	0.00	0.00	-1,340.86	261,627.52
403 Sewer Capital Fund - Managerial	63,748.68	20,299.27	20,352.19	63,695.76	20,352.19	0.00	-6,892.95	77,155.00
	<u>3,834,157.47</u>	<u>167,109.95</u>	<u>283,818.60</u>	<u>3,717,448.82</u>	<u>212,261.84</u>	<u>76,314.93</u>	<u>-23,434.28</u>	<u>3,982,591.31</u>

TREASURER'S REPORT

Account Totals

Section 9, Item a.

City Of Millwood

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Cash Accounts		Beg Balance	Deposits	Withdrawals	Ending	Outstanding Rec	Outstanding Exp	Adj Balance
5	2064-Banner Checking	299,356.52	174,522.27	291,236.39	182,642.40	-23,434.28	288,576.77	447,784.89
6	1726-Banner Money Market	357,099.18	5.47	0.00	357,104.65	0.00	0.00	357,104.65
8	3411-Banner Dedicated	23,000.00	0.00	0.00	23,000.00	0.00	0.00	23,000.00
10	1753 - US Bank Safekeeping	7,524.05	0.00	0.00	7,524.05	0.00	0.00	7,524.05
Total Cash:		686,979.75	174,527.74	291,236.39	570,271.10	-23,434.28	288,576.77	835,413.59
Investment Accounts		Beg Balance	Deposits	Withdrawals	Ending	Outstanding Rec	Outstanding Exp	Adj Balance
9	0373-US Bank Investment	2,123,491.14	0.00	0.00	2,123,491.14	0.00	0.00	2,123,491.14
11	1323 - Banner CD	1,023,686.58	0.00	0.00	1,023,686.58	0.00	0.00	1,023,686.58
Total Investments:		3,147,177.72	0.00	0.00	3,147,177.72	0.00	0.00	3,147,177.72
		3,834,157.47	174,527.74	291,236.39	3,717,448.82	-23,434.28	288,576.77	3,982,591.31

TREASURER'S REPORT
Fund Investments By Account

Section 9, Item a.

City Of Millwood

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Fund Totals:	Previous Balance	Purchases	Interest	Total Investments	Liquidated	Ending Balance
001 000 General Fund	1,829,384.64					1,829,384.64
301 000 Capital Projects Fund	405,000.00					405,000.00
302 000 Special Capital Projects Fund	410,000.00					410,000.00
401 000 Utility Fund	-520,893.50					-520,893.50
9 - 0373-US Bank Investment	2,123,491.14	0.00	0.00			2,123,491.14
001 000 General Fund	1,023,686.58					1,023,686.58
11 - 1323 - Banner CD	1,023,686.58	0.00	0.00			1,023,686.58
	3,147,177.72	0.00	0.00			3,147,177.72

TREASURER'S REPORT
Fund Investment Totals

Section 9, Item a.

City Of Millwood

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Fund Totals:	Previous Balance	Purchases	Interest	Ttl Investments	Liquidated	Investment Bal	Available Cash
001 General Fund	3,185,317.22					3,185,317.22	-1,072,124.19
002 MVFT Managerial Fund						0.00	5,092.30
099 Unemployment Compensation Fund						0.00	51,182.00
301 Capital Projects Fund	405,000.00					405,000.00	2,238.46
302 Special Capital Projects Fund	410,000.00					410,000.00	2,033.71
401 Utility Operating Fund	-804,628.22					-804,628.22	1,206,673.40
402 Water Capital Fund Managerial						0.00	262,968.38
403 Sewer Capital Fund - Managerial						0.00	63,695.76
	3,195,689.00					3,195,689.00	521,759.82
Ending fund balance (Page 1) - Investment balance = Available cash.							3,717,448.82

TREASURER'S REPORT

Section 9, Item a.

Outstanding Vouchers

City Of Millwood

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Year	Trans#	Date	Type	Acct#	War#	Vendor	Amount	Memo
2020	2610	12/13/2020	Util Pay	5		Xpress Billpay	48.40	Xpress Import - CC - 12-13-2020_daily_batch.csv
2025	305	02/19/2025	Util Pay	5		Xpress Billpay	71.52	Xpress Import - EFT - 02-19-2025_daily_batch.csv
2025	306	02/19/2025	Util Pay	5		Xpress Billpay	94.32	Xpress Import - Metavante - 02-19-2025_daily_batch.csv
2025	307	02/19/2025	Util Pay	5		Xpress Billpay	358.46	Xpress Import - iPay - 02-19-2025_daily_batch.csv
2025	308	02/19/2025	Util Pay	5		Xpress Billpay	173.93	Xpress Import - CheckFree - 02-19-2025_daily_batch.csv
2025	318	02/20/2025	Util Pay	5		Xpress Billpay	149.70	Xpress Import - EFT - 02-20-2025_daily_batch.csv
2025	319	02/20/2025	Util Pay	5		Xpress Billpay	215.20	Xpress Import - Metavante - 02-20-2025_daily_batch.csv
2025	320	02/20/2025	Util Pay	5		Xpress Billpay	166.84	Xpress Import - iPay - 02-20-2025_daily_batch.csv
2025	321	02/20/2025	Util Pay	5		Xpress Billpay	72.48	Xpress Import - OnlineResources - 02-20-2025_daily_batch.csv
2025	322	02/20/2025	Util Pay	5		Xpress Billpay	71.20	Xpress Import - CheckFree - 02-20-2025_daily_batch.csv
2025	323	02/21/2025	Util Pay	5		Xpress Billpay	-176.70	Xpress Import - Returns - 02-21-2025_daily_batch.csv
2025	325	02/21/2025	Util Pay	5		Xpress Billpay	203.72	Xpress Import - EFT - 02-21-2025_daily_batch.csv
2025	326	02/21/2025	Util Pay	5		Xpress Billpay	625.01	Xpress Import - iPay - 02-21-2025_daily_batch.csv
2025	327	02/21/2025	Util Pay	5		Xpress Billpay	414.76	Xpress Import - CheckFree - 02-21-2025_daily_batch.csv
2025	328	02/22/2025	Util Pay	5		Xpress Billpay	72.48	Xpress Import - EFT - 02-22-2025_daily_batch.csv
2025	330	02/23/2025	Util Pay	5		Xpress Billpay	984.45	Xpress Import - EFT - 02-23-2025_daily_batch.csv
2025	343	02/24/2025	Util Pay	5		Xpress Billpay	1,344.91	Xpress Import - EFT - 02-24-2025_daily_batch.csv
2025	344	02/24/2025	Util Pay	5		Xpress Billpay	138.26	Xpress Import - Metavante - 02-24-2025_daily_batch.csv
2025	345	02/24/2025	Util Pay	5		Xpress Billpay	216.00	Xpress Import - iPay - 02-24-2025_daily_batch.csv
2025	346	02/24/2025	Util Pay	5		Xpress Billpay	143.36	Xpress Import - CheckFree - 02-24-2025_daily_batch.csv
2025	348	02/25/2025	Util Pay	5		Xpress Billpay	917.80	Xpress Import - EFT - 02-25-2025_daily_batch.csv
2025	349	02/25/2025	Util Pay	5		Xpress Billpay	76.38	Xpress Import - iPay - 02-25-2025_daily_batch.csv
2025	350	02/25/2025	Util Pay	5		Xpress Billpay	139.86	Xpress Import - CheckFree - 02-25-2025_daily_batch.csv
2025	352	02/26/2025	Util Pay	5		Xpress Billpay	800.07	Xpress Import - EFT - 02-26-2025_daily_batch.csv
2025	353	02/26/2025	Util Pay	5		Xpress Billpay	261.87	Xpress Import - Metavante - 02-26-2025_daily_batch.csv
2025	354	02/26/2025	Util Pay	5		Xpress Billpay	151.20	Xpress Import - iPay - 02-26-2025_daily_batch.csv
2025	355	02/26/2025	Util Pay	5		Xpress Billpay	40.91	Xpress Import - OnlineResources - 02-26-2025_daily_batch.csv
2025	356	02/26/2025	Util Pay	5		Xpress Billpay	113.07	Xpress Import - CheckFree - 02-26-2025_daily_batch.csv
2025	400	02/27/2025	Util Pay	5		Xpress Billpay	1,656.01	Xpress Import - CC - 02-27-2025_daily_batch.csv
2025	401	02/27/2025	Util Pay	5		Xpress Billpay	690.35	Xpress Import - EFT - 02-27-2025_daily_batch.csv
2025	402	02/27/2025	Util Pay	5		Xpress Billpay	142.72	Xpress Import - Metavante - 02-27-2025_daily_batch.csv
2025	403	02/27/2025	Util Pay	5		Xpress Billpay	234.88	Xpress Import - iPay - 02-27-2025_daily_batch.csv
2025	404	02/27/2025	Util Pay	5		Xpress Billpay	136.98	Xpress Import - CheckFree - 02-27-2025_daily_batch.csv
2025	358	02/28/2025	Util Pay	5		Utility Batch	1,256.09	
2025	359	02/28/2025	Tr Rec	5		Freeman, Kevin M	2,415.92	Credit Card Reimbursement
2025	405	02/28/2025	Util Pay	5		Xpress Billpay	2,906.78	Xpress Import - CC - 02-28-2025_daily_batch.csv
2025	406	02/28/2025	Util Pay	5		Xpress Billpay	5,220.22	Xpress Import - EFT - 02-28-2025_daily_batch.csv
2025	407	02/28/2025	Util Pay	5		Xpress Billpay	201.00	Xpress Import - Metavante - 02-28-2025_daily_batch.csv
2025	408	02/28/2025	Util Pay	5		Xpress Billpay	65.00	Xpress Import - iPay - 02-28-2025_daily_batch.csv
2025	409	02/28/2025	Util Pay	5		Xpress Billpay	40.91	Xpress Import - OnlineResources - 02-28-2025_daily_batch.csv
2025	410	02/28/2025	Util Pay	5		Xpress Billpay	577.96	Xpress Import - CheckFree - 02-28-2025_daily_batch.csv

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Outstanding Vouchers

City Of Millwood

02/01/2025 To: 02/28/2025

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Year	Trans#	Date	Type	Acct#	War#	Vendor	Amount	Memo
Receipts Outstanding:							23,434.28	
2025	396	02/28/2025	Payroll	5	EFT	EFTPS	13,075.71	941 Deposit for Pay Cycle(s) 02/28/2025 - 02/28/2025
2025	384	02/28/2025	Payroll	5	EFT	Andrew J Van Hees	68.82	February 2025
2025	383	02/28/2025	Payroll	5	EFT	Kelly K Stravens	68.82	February 2025
2025	377	02/28/2025	Payroll	5	EFT	Bryce Keith Noack	4,326.85	February 2025
2025	372	02/28/2025	Payroll	5	EFT	Sarah Christine Hobbs	869.61	February 2025
2025	369	02/28/2025	Payroll	5	EFT	Matthew James Erdahl	5,132.81	February 2025
2025	367	02/28/2025	Payroll	5	EFT	Lisa M Cassels	3,068.12	February 2025
2025	380	02/28/2025	Payroll	5	EFT	Daniel Karl Sander	68.82	February 2025
2025	375	02/28/2025	Payroll	5	EFT	Deborah Ann Matkin	5,531.37	February 2025
2025	397	02/28/2025	Payroll	5	EFT	Department of Retirement	16,976.47	Pay Cycle(s) 02/28/2025 To 02/28/2025 - PERS 2; Pay Cycle(s) 02/28/2025 To 02/28/2025 - Deferred Comp
2024	2590	11/30/2024	Claims	5	EFT	Banner Bank - 7779	936.90	
2025	398	02/28/2025	Payroll	5	EFT	AWC Employee Benefits Trust	11,527.74	Pay Cycle(s) 02/28/2025 To 02/28/2025 - Asuris; Pay Cycle(s) 02/28/2025 To 02/28/2025 - Kaiser; Pay Cycle(s) 02/28/2025 To 02/28/2025 - Dental; Pay Cycle(s) 02/28/2025 To 02/28/2025 - Vision; Pay Cycl
2024	2769	12/31/2024	Claims	5	EFT	Banner Bank - 6225	680.37	
2025	371	02/28/2025	Payroll	5	EFT	Daniel Joseph Heacox	3,595.27	February 2025
2025	370	02/28/2025	Payroll	5	EFT	Kevin M Freeman	716.66	February 2025
2025	368	02/28/2025	Payroll	5	EFT	Shaun Broderick Culler	68.82	February 2025
2025	364	02/28/2025	Payroll	5	EFT	Samuel Gene Bachman	3,385.37	February 2025
2025	381	02/28/2025	Payroll	5	EFT	Kyle Lee Schiewe	6,338.93	February 2025
2024	2170	10/05/2024	Claims	5	EFT	Xpress Billpay	362.32	September 2024 Online Transaction Fees
2022	152	01/31/2022	Payroll	5	10574	Roberta L Beese	35.03	January 2021
2022	392	02/28/2022	Payroll	5	10639	Roberta L Beese	35.03	February 2022
2022	620	03/31/2022	Payroll	5	10697	Roberta L Beese	35.03	March 2022
2022	876	04/30/2022	Payroll	5	10760	Roberta L Beese	108.91	April 2022
2022	987	05/05/2022	Claims	5	10809	Gregory & Celestine Kuntz	88.03	00760100 - 8928 E SOUTH RIVERWAY
2022	1126	05/20/2022	Claims	5	10827	Limelyte Technology Group, Inc.	50.00	April 2022 Hosting
2022	1433	06/30/2022	Payroll	5	10895	Roberta L Beese	48.88	June 2022
2022	1916	08/31/2022	Payroll	5	11018	Roberta L Beese	11.94	August 2022
2023	1415	06/30/2023	Claims	5	11573	Tribe Media Lab SPC	1,250.00	HPC Video Editing

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Outstanding Vouchers

City Of Millwood

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Year	Trans#	Date	Type	Acct#	War#	Vendor	Amount	Memo
2023	1798	08/31/2023	Payroll	5	11654	Roberta L Beese	11.71	August 2023
2023	2594	11/30/2023	Payroll	5	11859	Roberta L Beese	11.71	November 2023
2023	2792	12/31/2023	Payroll	5	11903	Roberta L Beese	11.71	December 2023
2024	456	02/29/2024	Claims	5	12038	Quadient Finance USA, Inc.	1,100.00	
2024	2585	11/30/2024	Claims	5	12524	Add A Lawn	1,424.41	
2024	2775	12/31/2024	Payroll	5	12567	Roberta L Beese	11.71	December 2024
2025	144	01/31/2025	Payroll	5	12622	Roberta L Beese	11.71	January 2025
2025	145	01/31/2025	Payroll	5	12623	Shawna Beese	68.82	January 2025
2025	153	01/31/2025	Payroll	5	12624	Jay James Molitor	36.71	January 2025
2025	160	01/31/2025	Payroll	5	12626	Savannah Wu	36.71	January 2025
2025	238	01/31/2025	Claims	5	12656	WA State Department of Health	1,479.35	2025 Public Water System Annual Fee
2025	309	02/20/2025	Claims	5	12663	Scott Fitzgerald	920.00	Argonne Road TCE Extension 2025
2025	363	02/28/2025	Payroll	5	12666	Michael L Ankney	36.71	February 2025
2025	365	02/28/2025	Payroll	5	12667	Roberta L Beese	11.71	February 2025
2025	366	02/28/2025	Payroll	5	12668	Shawna Beese	68.82	February 2025
2025	373	02/28/2025	Payroll	5	12669	Colleen A Kirsten	22.94	February 2025
2025	374	02/28/2025	Payroll	5	12670	Kristine M Major	22.94	February 2025
2025	376	02/28/2025	Payroll	5	12671	Jay James Molitor	36.71	February 2025
2025	378	02/28/2025	Payroll	5	12672	Annette T Oakes	22.94	February 2025
2025	379	02/28/2025	Payroll	5	12673	Ronald W Rickard	36.71	February 2025
2025	382	02/28/2025	Payroll	5	12674	Barbara E StClair	22.94	February 2025
2025	385	02/28/2025	Payroll	5	12675	Savannah Wu	36.71	February 2025
2025	399	02/28/2025	Payroll	5	12676	HRA VEBA Trust Contributions	700.00	Pay Cycle(s) 02/28/2025 To 02/28/2025 - VEBA
2025	427	02/28/2025	Claims	5	12677	AT&T Mobility	88.14	
2025	428	02/28/2025	Claims	5	12678	Access Information Management	37.90	
2025	429	02/28/2025	Claims	5	12679	All Electric & Design LLC	326.70	
2025	430	02/28/2025	Claims	5	12680	Anatek Labs, Inc.	120.00	
2025	431	02/28/2025	Claims	5	12681	Aquatic Informatics	900.00	
2025	432	02/28/2025	Claims	5	12682	Arrow Construction Supply	811.70	
2025	433	02/28/2025	Claims	5	12683	Avista Utilities	9,340.87	
2025	434	02/28/2025	Claims	5	12684	Canon Financial Services, Inc.	185.13	
2025	435	02/28/2025	Claims	5	12685	CenturyLink	138.00	
2025	436	02/28/2025	Claims	5	12686	City of Millwood	2,946.32	
2025	437	02/28/2025	Claims	5	12687	City of Spokane Valley	743.39	
2025	438	02/28/2025	Claims	5	12688	Comcast	1,090.58	
2025	439	02/28/2025	Claims	5	12689	Daedalus Drafting Services LLC	550.00	
2025	440	02/28/2025	Claims	5	12690	DataPro Solutions, Inc.	1,923.71	

TREASURER'S REPORT

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Outstanding Vouchers

City Of Millwood

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Year	Trans#	Date	Type	Acct#	War#	Vendor	Amount	Memo
2025	441	02/28/2025	Claims	5	12691	Department of Labor & Industries	95.40	
2025	442	02/28/2025	Claims	5	12692	Grainger	178.89	
2025	443	02/28/2025	Claims	5	12693	H&H Document Management Solutions	75.71	
2025	444	02/28/2025	Claims	5	12694	Halverson Northwest Law Group P.C.	691.00	
2025	445	02/28/2025	Claims	5	12695	Montgomery Hardware	180.94	
2025	446	02/28/2025	Claims	5	12696	NAPA Auto Parts	272.22	
2025	447	02/28/2025	Claims	5	12697	North 40 Outfitters	121.92	
2025	448	02/28/2025	Claims	5	12698	Oxarc	30.21	
2025	449	02/28/2025	Claims	5	12699	Pro-Recycle	148.04	
2025	450	02/28/2025	Claims	5	12700	Quadient Finance USA, Inc.	1,000.00	
2025	451	02/28/2025	Claims	5	12701	Brett R Sargent	1,229.75	
2025	452	02/28/2025	Claims	5	12702	Spokane Aquifer Joint Board	1,154.72	
2025	453	02/28/2025	Claims	5	12703	Spokane County District Court	2,538.55	
2025	454	02/28/2025	Claims	5	12704	Spokane County Environmental Service	20,352.19	
2025	455	02/28/2025	Claims	5	12705	Spokane County Treasurer - PD	749.10	
2025	456	02/28/2025	Claims	5	12706	Spokane County Treasurer - PW	4,618.58	
2025	457	02/28/2025	Claims	5	12707	Spokane County Treasurer - Sheriff's	53,045.00	
2025	458	02/28/2025	Claims	5	12708	Spokane Traffic Control	2,052.00	
2025	459	02/28/2025	Claims	5	12709	State Auditor's Office	2,156.05	
2025	460	02/28/2025	Claims	5	12710	Tacoma Screw Products INC	132.40	
2025	461	02/28/2025	Claims	5	12711	The Home Depot Pro	1,059.54	
2025	462	02/28/2025	Claims	5	12712	Legal Posting The Spokesman-Review	585.56	
2025	463	02/28/2025	Claims	5	12713	Union Pacific Railroad Company	4,917.27	
2025	464	02/28/2025	Claims	5	12714	Upward 7 Consulting	8,156.25	
2025	465	02/28/2025	Claims	5	12715	Vanguard Cleaning Systems	300.00	
2025	466	02/28/2025	Claims	5	12716	Verizon Wireless	522.10	
2025	467	02/28/2025	Claims	5	12717	WM Of Spokane - Monthly	255.98	
2025	468	02/28/2025	Claims	5	12718	Welch-Comer	67,245.99	
2025	469	02/28/2025	Claims	5	12719	Wilbur - Ellis Company	4,071.66	
2025	470	02/28/2025	Claims	5	12720	Witherspoon Brajcich McPhee, PLLC	6,831.00	
							<u>288,576.77</u>	

Fund	Claims	Payroll	Total
001 General Fund	178,214.93	54,884.60	233,099.53
401 Utility Operating Fund	13,694.72	21,430.33	35,125.05
403 Sewer Capital Fund - Managerial	20,352.19	0.00	20,352.19
	<u>212,261.84</u>	<u>76,314.93</u>	<u>288,576.77</u>

TREASURER'S REPORT

Signature Page

Section 9, Item a.

City Of Millwood

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We the undersigned officers for the City of Millwood have reviewed the foregoing report and acknowledge that to the best of our knowledge this report is accurate and true:

Signed: _____ Signed: _____
City Treasurer / Date Elected Representative / Date

Signed: _____ Signed: _____
Elected Representative / Date Elected Representative / Date

CHECK REGISTER

City Of Millwood

Time: 12:01:55 Date: Section 9, Item a.

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Trans	Date	Type	Acct #	Chk #	Claimant	Amount	Memo
174	02/05/2025	Claims	5	EFT	Xpress Billpay	475.20	January 2025 Online Transaction Fees
251	02/04/2025	Claims	5	EFT	Paymentech, LLC	381.45	January 2025 CC Fees
391	02/28/2025	Claims	5	EFT	Banner Bank - 6225	2,550.29	
392	02/28/2025	Claims	5	EFT	Banner Bank - 7761	30.86	
393	02/28/2025	Claims	5	EFT	Banner Bank - 7779	955.22	
257	02/11/2025	Claims	5	12661	MAK Properties, LLC	5,165.00	MAK parcel - TCE Extension
284	02/18/2025	Claims	5	12662	Daedalus Drafting Services LLC	500.00	
309	02/20/2025	Claims	5	12663	Scott Fitzgerald	920.00	Argonne Road TCE Extension 2025
310	02/20/2025	Claims	5	12664	Petty Cash	69.08	
337	02/26/2025	Claims	5	12665	Banner Bank - 4120	379.51	
427	02/28/2025	Claims	5	12677	AT&T Mobility	88.14	
428	02/28/2025	Claims	5	12678	Access Information Management	37.90	
429	02/28/2025	Claims	5	12679	All Electric & Design LLC	326.70	
430	02/28/2025	Claims	5	12680	Anatek Labs, Inc.	120.00	
431	02/28/2025	Claims	5	12681	Aquatic Informatics	900.00	
432	02/28/2025	Claims	5	12682	Arrow Construction Supply	811.70	
433	02/28/2025	Claims	5	12683	Avista Utilities	9,340.87	
434	02/28/2025	Claims	5	12684	Canon Financial Services, Inc.	185.13	
435	02/28/2025	Claims	5	12685	CenturyLink	138.00	
436	02/28/2025	Claims	5	12686	City of Millwood	2,946.32	
437	02/28/2025	Claims	5	12687	City of Spokane Valley	743.39	
438	02/28/2025	Claims	5	12688	Comcast	1,090.58	
439	02/28/2025	Claims	5	12689	Daedalus Drafting Services LLC	550.00	
440	02/28/2025	Claims	5	12690	DataPro Solutions, Inc.	1,923.71	
441	02/28/2025	Claims	5	12691	Department of Labor & Industries	95.40	
442	02/28/2025	Claims	5	12692	Grainger	178.89	
443	02/28/2025	Claims	5	12693	H&H Document Management Solutions	75.71	
444	02/28/2025	Claims	5	12694	Halverson Northwest Law Group P.C.	691.00	
445	02/28/2025	Claims	5	12695	Montgomery Hardware	180.94	
446	02/28/2025	Claims	5	12696	NAPA Auto Parts	272.22	
447	02/28/2025	Claims	5	12697	North 40 Outfitters	121.92	
448	02/28/2025	Claims	5	12698	Oxarc	30.21	
449	02/28/2025	Claims	5	12699	Pro-Recycle	148.04	
450	02/28/2025	Claims	5	12700	Quadient Finance USA, Inc.	1,000.00	
451	02/28/2025	Claims	5	12701	Brett R Sargent	1,229.75	
452	02/28/2025	Claims	5	12702	Spokane Aquifer Joint Board	1,154.72	
453	02/28/2025	Claims	5	12703	Spokane County District Court	2,538.55	
454	02/28/2025	Claims	5	12704	Spokane County Environmental Service	20,352.19	
455	02/28/2025	Claims	5	12705	Spokane County Treasurer - PD	749.10	
456	02/28/2025	Claims	5	12706	Spokane County Treasurer - PW	4,618.58	
457	02/28/2025	Claims	5	12707	Spokane County Treasurer - Sheriff's	53,045.00	
458	02/28/2025	Claims	5	12708	Spokane Traffic Control	2,052.00	
459	02/28/2025	Claims	5	12709	State Auditor's Office	2,156.05	
460	02/28/2025	Claims	5	12710	Tacoma Screw Products INC	132.40	
461	02/28/2025	Claims	5	12711	The Home Depot Pro	1,059.54	
462	02/28/2025	Claims	5	12712	Legal Posting The Spokesman-Review	585.56	
463	02/28/2025	Claims	5	12713	Union Pacific Railroad Company	4,917.27	
464	02/28/2025	Claims	5	12714	Upward 7 Consulting	8,156.25	
465	02/28/2025	Claims	5	12715	Vanguard Cleaning Systems	300.00	
466	02/28/2025	Claims	5	12716	Verizon Wireless	522.10	

CHECK REGISTER

City Of Millwood

Time: 12:01:55 Date:

Section 9, Item a.

02/01/2025 To: 02/28/2025

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Trans	Date	Type	Acct #	Chk #	Claimant	Amount	Memo
467	02/28/2025	Claims	5	12717	WM Of Spokane - Monthly	255.98	
468	02/28/2025	Claims	5	12718	Welch-Comer	67,245.99	
469	02/28/2025	Claims	5	12719	Wilbur - Ellis Company	4,071.66	
470	02/28/2025	Claims	5	12720	Witherspoon Brajcich McPhee, PLLC	6,831.00	
						223.38	
						181,634.02	
						13,187.48	
						20,352.19	
							Claims: 215,397.07
						215,397.07	

CERTIFICATION: I, the undersigned do hereby certify under penalty of perjury, that the materials have been furnished, the services rendered or the labor performed as described and that the claim is a due and unpaid obligation against the City of Millwood and that I am authorized to authenticate and certify to said claim.

() Treasurer _____ Date: _____

() Elected Representative _____ Date: _____

() Elected Representative _____ Date: _____

() Elected Representative _____ Date: _____

CHECK REGISTER

City Of Millwood

Time: 12:01:02 Date:

Section 9, Item a.

02/01/2025 To: 02/28/2025

Page:

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Trans	Date	Type	Acct #	Chk #	Claimant	Amount	Memo
364	02/28/2025	Payroll	5	EFT		3,385.37	February 2025
367	02/28/2025	Payroll	5	EFT		3,068.12	February 2025
368	02/28/2025	Payroll	5	EFT		68.82	February 2025
369	02/28/2025	Payroll	5	EFT		5,132.81	February 2025
370	02/28/2025	Payroll	5	EFT		716.66	February 2025
371	02/28/2025	Payroll	5	EFT		3,595.27	February 2025
372	02/28/2025	Payroll	5	EFT		869.61	February 2025
375	02/28/2025	Payroll	5	EFT		5,531.37	February 2025
377	02/28/2025	Payroll	5	EFT		4,326.85	February 2025
380	02/28/2025	Payroll	5	EFT		68.82	February 2025
381	02/28/2025	Payroll	5	EFT		6,338.93	February 2025
383	02/28/2025	Payroll	5	EFT		68.82	February 2025
384	02/28/2025	Payroll	5	EFT		68.82	February 2025
396	02/28/2025	Payroll	5	EFT	EFTPS	13,075.71	941 Deposit for Pay Cycle(s) 02/28/2025 - 02/28/2025
397	02/28/2025	Payroll	5	EFT	Department of Retirement	16,976.47	Pay Cycle(s) 02/28/2025 To 02/28/2025 - PERS 2; Pay Cycle(s) 02/28/2025 To 02/28/2025 - Deferred Comp
398	02/28/2025	Payroll	5	EFT	AWC Employee Benefits Trust	11,527.74	Pay Cycle(s) 02/28/2025 To 02/28/2025 - Asuris; Pay Cycle(s) 02/28/2025 To 02/28/2025 - Kaiser; Pay Cycle(s) 02/28/2025 To 02/28/2025 - Dental; Pay Cycle(s) 02/28/2025 To 02/28/2025 - Vision; Pay Cycl
363	02/28/2025	Payroll	5	12666		36.71	February 2025
365	02/28/2025	Payroll	5	12667		11.71	February 2025
366	02/28/2025	Payroll	5	12668		68.82	February 2025
373	02/28/2025	Payroll	5	12669		22.94	February 2025
374	02/28/2025	Payroll	5	12670		22.94	February 2025
376	02/28/2025	Payroll	5	12671		36.71	February 2025
378	02/28/2025	Payroll	5	12672		22.94	February 2025
379	02/28/2025	Payroll	5	12673		36.71	February 2025
382	02/28/2025	Payroll	5	12674		22.94	February 2025
385	02/28/2025	Payroll	5	12675		36.71	February 2025
399	02/28/2025	Payroll	5	12676	HRA VEBA Trust Contributions	700.00	Pay Cycle(s) 02/28/2025 To 02/28/2025 - VEBA

001 General Fund

54,408.99

401 Utility Operating Fund

21,430.33

75,839.32 Payroll:

75,839.32

CHECK REGISTER

City Of Millwood

Time: 12:01:02 Date:

Section 9, Item a.
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02/01/2025 To: 02/28/2025

Page:

Trans	Date	Type	Acct #	Chk #	Claimant	Amount	Memo
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CERTIFICATION: I, the undersigned do hereby certify under penalty of perjury, that the materials have been furnished, the services rendered or the labor performed as described and that the claim is a due and unpaid obligation against the City of Millwood and that I am authorized to authenticate and certify to said claim.

() Treasurer _____ Date:_____

() Elected Representative _____ Date:_____

() Elected Representative _____ Date:_____

() Elected Representative _____ Date:_____



MEMO

To: Millwood City Council

From: Kevin Freeman, Mayor

Date: March 11, 2024

Re: **Historic Preservation Commission**

I request confirmation of the following re-appointment to the Historic Preservation Commission in accordance with MMC 15.22.040(d).

Barbara St. Clair Term ending October 3, 2026

Thank you

File Attachments for Item:

b. ORDINANCE #544 MMC Section 17.04 / 17.040.35 (Adoption by Reference). Spokane County Off-Street Parking & Loading Standards (voted to table ORD #544 - November 12, 2024 Council Meeting)

ORDINANCE NO. 544

MARCH 11, 2025

AN ORDINANCE OF THE CITY OF MILLWOOD, WASHINGTON, AMENDING MILLWOOD MUNICIPAL CODE (MMC) SECTION 17.04 / 17.040.35 (ADOPTION BY REFERENCE) AND PROVIDING FOR OTHER MATTERS RELATED THERETO

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

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

WHEREAS, the City of Millwood Planning Commission held an open record public hearing on August 28, 2024, which was continued until September 25, 2024, to review the proposed amendment (ZTA-2024-02) and recommended approval of the amendment with clarification modifications; and,

WHEREAS, on October 8, 2024, the City Council reviewed the Planning Commission's recommendation and pursuant to MMC 14.12.150(C), affirmed the suggested amendment and requested that it be written by the appropriate department and presented for adoption at the following council meeting; and on November 12, 2024 council voted to table Ordinance 544; and was brought back to council for consideration for motion on March 11, 2025, and

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

WHEREAS, the Council finds it is in the best interest of the City to modify Millwood Municipal Code (MMC) Section 17.04 / 17.040.35, Adoption by reference.;

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

Section 1. Modification of Millwood Municipal Code Section 17.04 / 17.040.35. The final adopted Millwood Municipal Code Chapters are attached hereto as Exhibit "A" (deleted language ~~stricken~~, added language underlined):

Section 2. Severability. If any section, sentence, clause, or phrase of this ordinance should be held to be invalid or unconstitutional by a court of competent jurisdiction, such invalidity or unconstitutionality shall not affect the validity or constitutionality of any other section, sentence, clause or phrase of this ordinance.

ORDINANCE NO. 544

MARCH 11, 2025

Section 3. Effective Date. This ordinance shall be in full force and effect from and after its adoption and five (5) days after its publication or a publication of a summary of this ordinance in the official newspaper of the City.

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

Kevin Freeman, Mayor

Attest:

Lisa Cassels, City Clerk

STATE OF WASHINGTON)
):
County of Spokane)

Lisa Cassels, being first duly sworn on oath deposes and says: I am the City Clerk of the City of Millwood, Washington, and the foregoing ordinance entitled "AN ORDINANCE OF THE CITY OF MILLWOOD, WASHINGTON, AMENDING MILLWOOD MUNICIPAL CODE (MMC) SECTION 17.04/17.040.35 (ADOPTION BY REFERENCE) AND PROVIDING FOR OTHER MATTERS RELATED THERETO" is the true and correct original copy of the City of Millwood's Ordinance numbered #544 and that the same was posted and published according to law.

Lisa Cassels, City Clerk

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

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

ORDINANCE NO. 544

MARCH 11, 2025

ORDINANCE 544 - EXHIBIT A

Title 17 - ZONING

Chapter 17.04 - [TITLE, USE ZONES, BOUNDARIES AND DISTRICTS]

17.040.35 - Adoption by reference.

Where not otherwise indicated in the MMC, the Spokane County stormwater and landscaping regulations, as may be amended, along with Spokane County Chapter 14.802 Off-Street Parking and Loading Standards, are herein adopted by reference. References to Spokane County residential zones shall apply to all Millwood residential zones and references to Spokane County shall be interpreted as Millwood.

(Ord. No. 527 , § 1, 6-14-2022)

DRAFT

From: youngps2@comcast.net
To: [comments](#)
Subject: 11/12/2024 City Council Meeting - Comments
Date: Monday, November 11, 2024 3:56:26 PM

Dear Millwood City Council,

I am writing to comment on two items coming before you:

CITY COUNCIL ACTION ITEM – ZTA-2024-02 (Ordinance 544)

This proposal is to adopt Spokane County off-street parking/unloading standards where they do not conflict with Millwood Municipal Code. I don't believe we currently have any of these standards itemized and realize planning commission is working on updates. However, it appears in many cases, the parking requirements in Spokane County do not fit with the space Millwood City has available. For instance, a public assembly space requires one space for every 4 occupants based on permitted occupant load. If the Masonic Lodge were to make improvements to their building, would this requirement be applicable? If so, how would it be met? If there are changes to occupants in any of the historic buildings (for instance the former Mellow Monkey studio) and they do improvements, how would the parking requirements be met? There is also another space purchased by Kodiak Construction (former Fitness Fanatic building) that if turned into a restaurant or other business, how would it meet parking requirements?

I'm concerned that adopting Spokane County standards wholesale when Millwood City has very obvious constraints, we are setting ourselves up to prevent new businesses from being established in Millwood.

If there are specific areas of concern that are on the horizon, I would request the city council request planning commission to develop those areas until they are able to finalize their comprehensive updates.

Ordinance 545 Wholesale Water

I am surprised to see an ordinance approving wholesale water sales moved forward so quickly considering the complexity of the issue and the assurances that all due diligence would be exercised. There was to be information provided to council about water districts that have sold water and had regrettable experiences. The presentation at the last council meeting indicated the subject matter is far from settled in WA State and remains inconclusive as to exactly how it will be handled by state or federal jurisdictions.

I request further diligence be conducted before moving forward on creating an entirely new chapter in Millwood's code.

Thank you

Shirene Young

8903 E Liberty

Spokane, WA 99212

CITY COUNCIL ACTION ITEM – ZTA-2024-02

Pursuant to MMC 14.12.150(C), the city council shall, after an examination of the planning commission's recommendation and reasons therefor:

- 1. Affirm the suggested amendment requesting that it be written by the appropriate department and presented for adoption at the following council meeting;**
- 2. Affirm the suggested amendment, as revised by the council, following the criteria set forth in subsection B of MMC Section 14.12.150, requesting that it be written by the appropriate department and presented for adoption at the following council meeting;**

MMC 14.12.150(B). The planning commission shall base its recommendations to the city council on the following criteria:

1. The suggested amendment is consistent with the purpose and intent of the comprehensive plan for the physical development of the district, or city, as applicable.
2. The suggested amendment will not adversely affect the health and safety and welfare of the public.
3. The suggested amendment is not in violation of any state or federal law.

- 3. Disallow the suggested amendment.**

**FINDINGS AND RECOMMENDATIONS OF THE MILLWOOD PLANNING COMMISSION FOR
FILE NO. ZTA-2024-02
September 26, 2024**

Background:

1. ZTA-2024-02 is a non-project action for a zoning text amendment to modify Millwood Municipal Code (MMC) Section 17.04/17.040.35 (Adoption by reference).
2. In accordance with WAC 197-11, notice was given that a SEPA Checklist had been completed on ZTA-2024-02. The City of Millwood determined that the proposal would have no significant adverse environmental impacts and issued a Determination of Nonsignificance (DNS) on August 9, 2024.
3. A Notice of Public Hearing & SEPA Availability was issued, posted on the City website under public notices, and emailed to agencies on August 9, 2024. The comment deadline was identified as 4pm, August 23, 2024.
4. A Notice of Public Hearing & SEPA Availability was posted on the City notice boards on August 8, 2024.
5. A Notice of Public Hearing & SEPA Availability was published in the Spokesman Review on August 9, 2024.
6. A staff report for ZTA-2024-02 was issued on August 20, 2024 and posted on the City website under public notices.
7. The Planning Commission held a properly noticed public hearing on Wednesday, August 28, 2024, which was continued until Wednesday, September 25, 2024. The Planning Commission voted 5-0 to recommend approval of ZTA-2024-02 with modifications, as identified in the Revised Exhibit A, to the City Council.

Planning Commission Findings:

The Planning Commission recommends approval of ZTA-2024-02 with modifications and finds that the criteria in MMC 14.12.150(B) have been met. The suggested amendment:

1. Is consistent with the purpose and intent of the comprehensive plan for the physical development of the district, or city, as applicable.
2. Will not adversely affect the health and safety and welfare of the public.
3. Is not in violation of any state or federal law.

Conclusion(s):

1. The review process for ZTA-2024-02 complies with MMC requirements and WA State Law.
2. The GMA requires proposed comprehensive plans and development regulations, including proposed amendments, be forwarded to the WA State Department of Commerce Growth Management Services for review and comment 60 days prior to the final City Council adoption, unless expedited review is requested and approved under RCW 36.70A.106. ZTA-2024-02 has been forwarded as required.

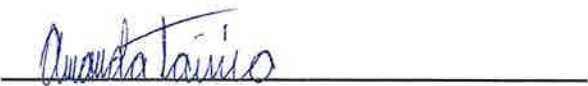
- 3. The criteria for amendment under MMC 14.12.150(B) have been met.
- 4. The proposed zoning text amendment has met consistency review requirements.

Signed this 30 day of September 2024



Mike Ankney, Chair

ATTEST



Amanda Tainio, Contract City Planner

ZTA-2024-02 - EXHIBIT A (REVISED BY PLANNING COMMISSION 9/25/24)

Title 17 - ZONING

Chapter 17.04 - ~~[TITLE, USE ZONES, BOUNDARIES AND DISTRICTS]~~

17.040.35 - Adoption by reference.

Where not otherwise indicated in the MMC, the Spokane County stormwater and landscaping regulations, as may be amended, along with Spokane County Chapter 14.802 Off-Street Parking and Loading Standards, are herein adopted by reference. References to Spokane County residential zones shall apply to all Millwood residential zones and references to Spokane County shall be interpreted as Millwood.

(Ord. No. 527 , § 1, 6-14-2022)

Chapter 14.802

Off-Street Parking and Loading Standards

14.802.000 Purpose and Intent

The purpose and intent of the off-street parking and loading standards is to provide adequate parking spaces, internal circulation, pedestrian facilities and access to ensure a safe and functional parking facilities. The chapter implements many of the goals and policies of the Comprehensive Plan.

14.802.020 Applicability of Standards and Plan Submission

1. Land used as a public or private parking area shall be developed and maintained in accordance with this chapter except for those zones that specifically allow variations to these standards.
2. Submission of a parking plan shall be required for all new construction, any change to a building, or any change in the use of a building or site to such an extent that a County development permit or certificate of occupancy is necessary. Building permits shall not be issued until the parking plan has been approved. The parking plan shall illustrate the location of all traffic control devices, parking stalls, directional arrows, signs, curbs, ingress/egress points, pedestrian access and walkways. The parking plan may be incorporated into the overall site development plan.

14.802.040 Off-Street Parking Requirements

1. Off-street parking shall be provided for all uses. The number of required parking spaces shall be determined as specified in Table 802-1 below.

Table 802-1, Off Street Parking Requirement

Cultural and Recreational Uses	
Use Classification	Number of spaces required
Public assembly	One space for every 4 occupants based on maximum permitted occupant load
Libraries, museums, art galleries	One space per 275 gross sq. ft.
Bowling alley	Four spaces per lane.
Driving range	Two spaces per tee.
Gymnasium	One space per 100 gross sq. ft.
Golf course	Three spaces per tee.
Health/Fitness club	One space per 100 gross sq. ft.
Skating rink	One space per 200 gross sq. ft.
Sports field (soccer, baseball, etc.)	Twenty spaces per acre of site.
Swimming pool	One space per 40 sq. ft. of pool area.
Tennis and similar courts	One and 1/2 spaces per court.

Table 802-1, continued

Educational uses	
Use Classification	Number of spaces required
Kindergarten through 8 th grade	Two spaces per teaching station; <i>OR</i> 1 space for every 4 seats or every 8 feet of bench or pew for fixed seating assembly areas (school auditorium, theater, stadium); <i>OR</i> 1 space for every 75 gross square feet of school assembly area without fixed seating, whichever is greater.
Grades 9 through 12	Five spaces per teaching station; <i>OR</i> 1 space for every 4 seats or every 8 feet of bench or pew for fixed seating assembly areas (school auditorium, theater, stadium); <i>OR</i> 1 space for every 75 gross square feet for school assembly areas without fixed seating, whichever is greater.
Colleges and universities	One space per 4 seats in classroom, plus 1 space per classroom. Dormitories, 0.75 spaces per planned resident.
Technical and specialized schools/studios	One space per 125 gross sq. ft.
Motor Vehicle Sales, Service and Car Washes	
Use Classification	Number of spaces required
Automotive wrecking yard	Twelve spaces for sites up to 10 acres; 20 spaces for sites over 10 acres.
Car washes and other short-turn-around auto services. (Tire mounting, quick lubes, etc.)	Three spaces for each service bay. Space inside the service bay shall be considered a parking space.
Motor vehicle or large machinery sales and service	One space per 1,000 gross sq. ft of building, plus 1 space per 1,500 gross sq. ft. of outside display area.
Recreational vehicles and manufactured home sales	One space per 3,000 gross sq. ft. of display area.
Auto repair garage	One space per 200 gross sq. ft. with a minimum of 3 spaces.

Table 802-1 - continued

Office and Business Services	
Use Classification	Number of spaces required
Business and professional offices	One space per 350 gross sq. ft. Minimum of 5 spaces.
Day care center	One space per 10 children.
Governmental buildings and uses	One space per 350 gross sq. ft. Minimum of 5 spaces.
Hospital or medical center	0.4 spaces per employee, plus 1 space for every 3 beds, plus 1 space for every 5 daily outpatient treatments, plus teaching hospitals add 1 space for every 3 students.
Kennel, public or private	One space for each 10 animals kept on the premises.
Medical offices	One space per 175 gross sq. ft.
Retail and Food Services	
Use Classification	Number of spaces required
Animal clinics, hospitals, veterinarian offices, kennels and pounds	One space per 200 gross sq. ft. of waiting, office, and exam rooms.
Coin-operated laundries	One space per 5 machines.
General retail, not elsewhere classified	One space per 250 gross sq. ft. Minimum of 3 spaces.
Large appliance retail	One space per 650 gross sq. ft.
Personal care services	One space per 100 gross sq. ft.
Restaurants and taverns.	One space for every 5 occupants based on maximum permitted occupant load. Outdoor seating areas shall require additional parking spaces at 10 spaces per 1,000 gross square feet. Minimum of 5 spaces.
Restaurant, drive through, carryout, or espresso with no seating	One space per 75 gross sq. ft. Minimum of 6 spaces. Outdoor seating areas shall require additional parking spaces at 10 spaces per 1,000 gross square feet.
Shopping centers	One space per 250 gross sq. ft.

Table 802-1, continued

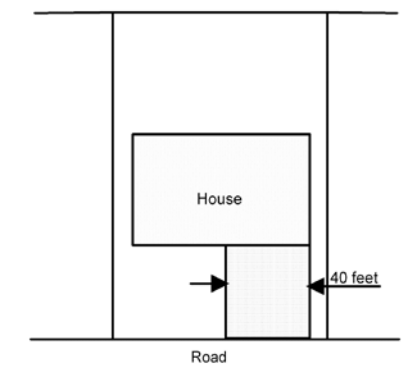
Residential/Lodging/Rooms	
Use Classification	Number of spaces required
Commercial lodgings and sleeping rooms	One space per unit/room plus required spaces for associated uses.
Manufactured home parks	Two spaces per dwelling unit, plus 5% of total requirement for guest parking.
Multi-family dwelling	One and one half spaces per dwelling unit, plus 5% of total requirement for guest parking.
Nursing/convalescent homes	One space per 5 beds.
Retirement/elderly housing, low income subsidized	One space per 3 dwelling units, plus 5% of total requirement for guest parking..
Single-family or duplex dwelling	Two spaces per dwelling unit. Spaces may be stacked in driveway.
Storage, Wholesale and Industrial Uses	
Use Classification	Number of spaces required
Self service storage (mini-storage) ¹	Minimum of 4 spaces.
Wholesale and commercial warehouses and storage.	1 space per 2,000 gross sq. ft.
Manufacturing, processing, machining, assembly, and/or packaging plants of all types.	1 space per 400 gross sq. ft.
¹ Driveway aisles shall be a minimum of 20 feet wide where access to storage units is only on one side of the aisle, and 24 feet wide where access to storage units is on both sides of the aisle.	

2. Uses not specified in Tables 802-1 shall provide parking based on the most comparable use as determined by the Planning Director.
3. In the case of multiple-use occupancies, in a building or on a lot, the total requirement for off-street parking shall be the sum of the requirements for the various uses computed separately. Off-street parking facilities for a particular use shall not be considered as providing required parking facilities for any other use except as allowed by joint use parking agreements under section 14.802.140.
4. All required parking areas shall be made permanently available to the customers of the use on the site and maintained for parking purposes only. Required parking facilities shall not be used for product display, automobile sales, storage, and/or repair work.

14.802.060 Parking Lot Location and Design

Off-street parking shall be located and designed according to the parking and design standards as specified herein.

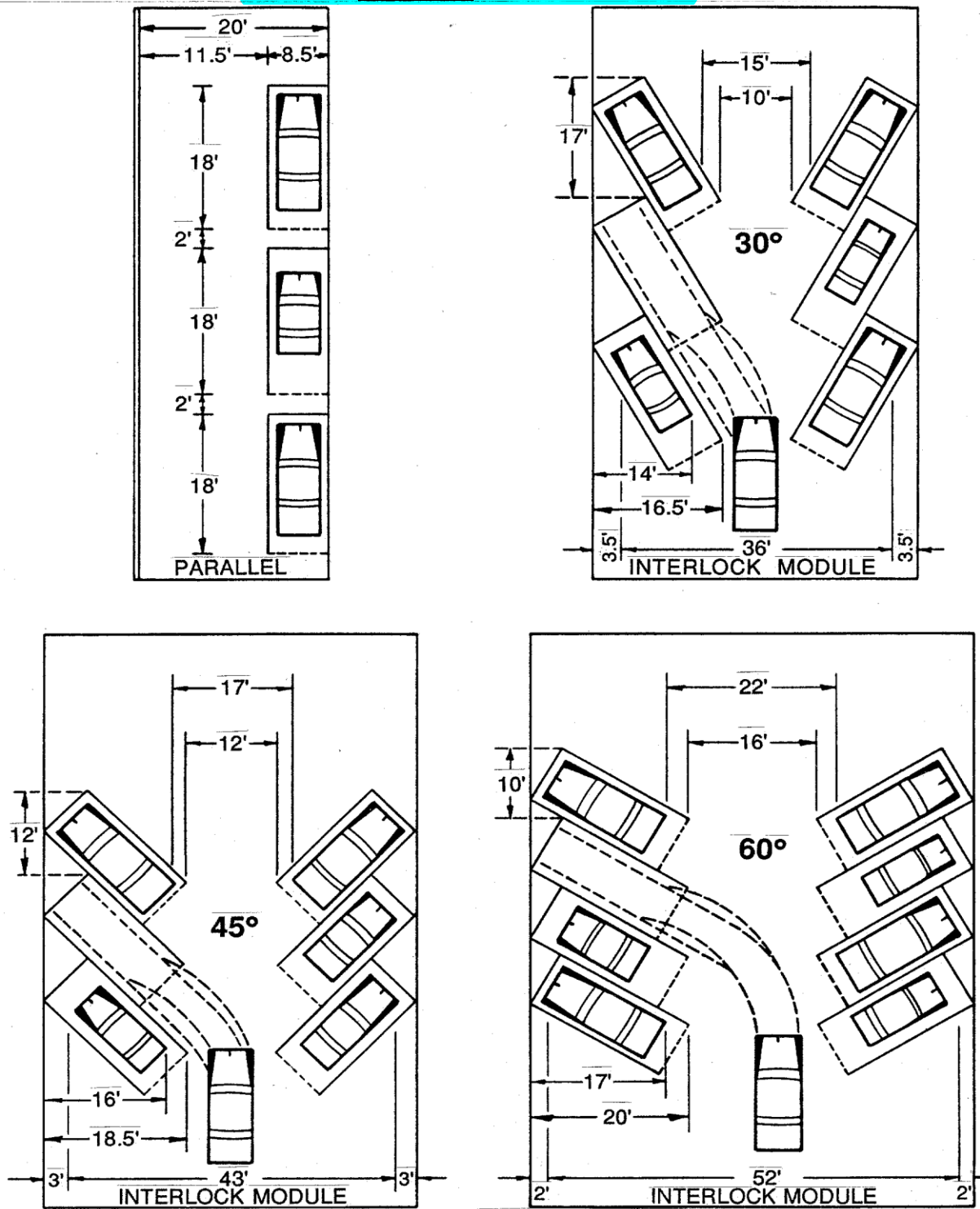
1. Parking facilities required under Section 14.802.040 shall be generally located on the same site as the use or building for which the parking is required. Off-site parking that is separated from the use by an arterial may be denied if adequate provisions to ensure pedestrian safety cannot be provided.
2. Parking stalls shall be designed so there is no vehicle overhang into public rights of way, drainage swales or ditches or adjoining property. Parking areas shall not encroach into stormwater facilities, including but not limited to grassy swales and ditches, and stormwater easements without written permission of the County Engineer or their designee.
3. The accessible parking space(s) required by Chapter 19.27 RCW shall be included in the total number of required parking spaces.
4. Bicycle racks and/or storage shall be provided when 25 or more parking spaces are required, at a ratio of 1 rack for every 25 parking spaces. Bicycle racks shall accommodate 5 or more bicycles and shall be located near the entrance of the building or use they are intended for.
5. New office and industrial developments, with 50 or more required parking spaces, shall designate at least 5% of the spaces for employee carpool or vanpool parking. Employee carpool or vanpool parking shall be located closer to the building entrance or the employee entrance than other employee parking with the exception of accessible parking. The carpool/vanpool spaces shall be clearly marked "Reserved Carpool/Vanpool Only".
6. Parking shall be so designed that vehicles will not back out into public rights-of-way. Single family and duplex residences are exempt from this requirement.
7. Parking stalls and aisles shall be designed as illustrated in Figure 1 and Figure 2 below. Parking spaces at any angle other than those shown are permitted, provided the width of stalls and aisles are proportionately adjusted based upon the angle proposed.
8. Parking spaces may be allowed in required setback areas, provided standards for frontage landscaping are adequately met.
9. Within in the LDR, LDR-P, MDR, or HDR zones, outdoor parking areas for single family and two family dwellings, which are located between the existing roadway and the dwelling, shall be consistent with the following standards:
 - a. Parking areas shall be limited in width to 50% of the lot frontage or 40 feet, whichever is less.
 - b. Parking or storage of vehicles outside the parking area described above is prohibited.
 - c. Parking areas and driveways shall be paved except that expansion of parking areas for existing dwellings may be allowed to utilize gravel surfaces of sufficient material and compaction to prevent erosion or tracking of soil, dirt, mud or debris onto public, private or future public road rights of way/easements, stormwater facilities or other public property.
 - d. The Director may make modifications in instances where due to a lot's configuration there is not adequate area in the front yard to comply with both minimum parking requirements and the parking width limitations described above.



Maximum parking allowed under 14.802.060(9)

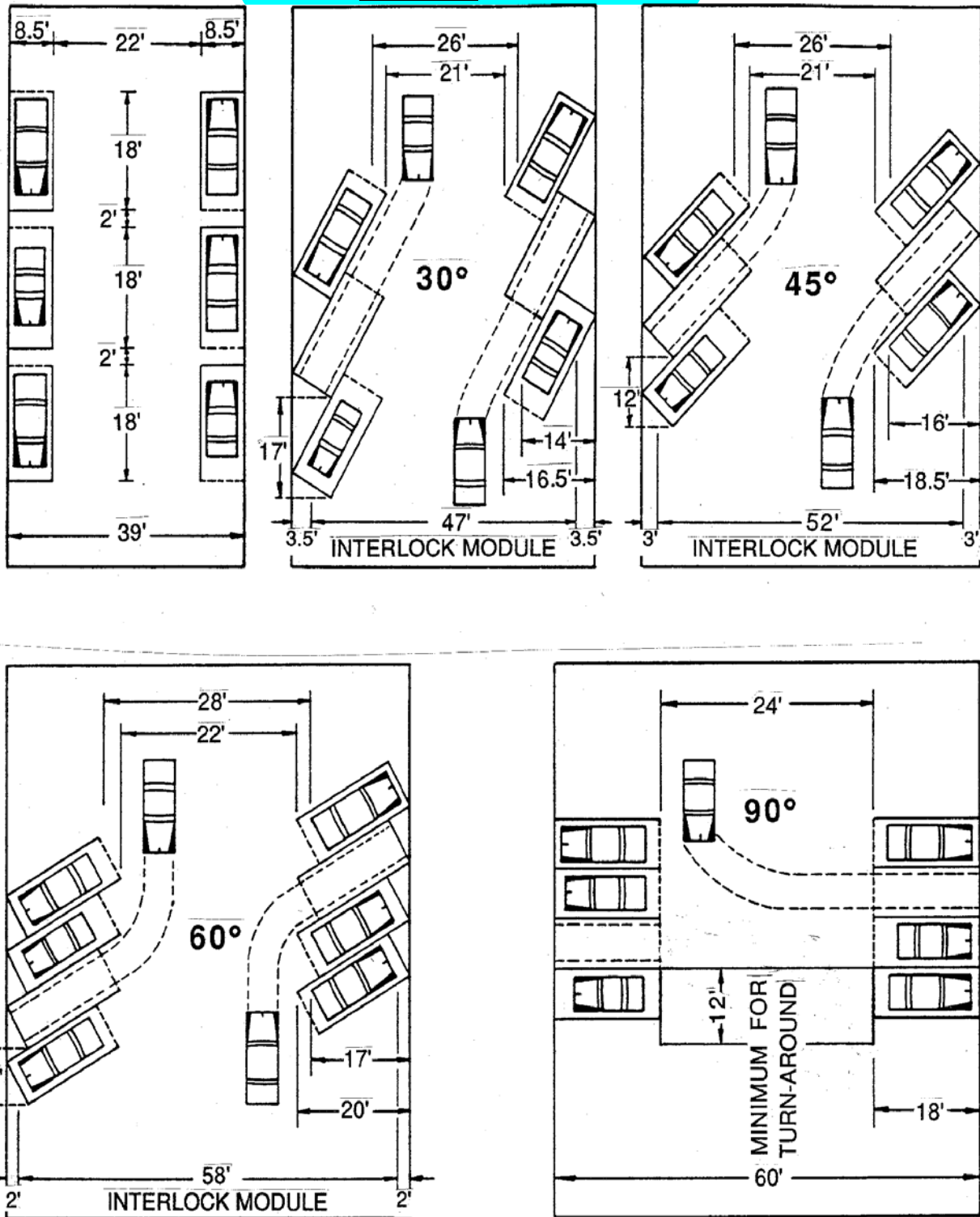
PARKING DESIGN STANDARDS

FIGURE 802-1
MINIMUM ONE-WAY PARKING DEPTHS



NOTE: NOT TO SCALE. PARKING STALLS 8.5' W. X 18' L.

PARKING DESIGN STANDARDS
FIGURE 802-2
MINIMUM TWO-WAY PARKING DEPTHS



NOTE: NOT TO SCALE. PARKING STALLS 8.5' W. X 18' L.

14.802.080 Parking Lot Surfacing and Marking Requirements

1. All off-street parking and outdoor storage areas shall be graded and paved with a hard surface such as concrete, asphalt, brick pavers or other hard material before a certificate of occupancy for the building is issued.
2. Paint or markers shall be used to delineate parking stalls and directional arrows on paved or hard-surfaced areas.
3. Pedestrian walkways shall be installed and/or marked according to Section 14.802.120.

14.802.100 Illumination

Parking lots shall have lighting capable of providing adequate illumination for security and safety. All light sources shall be constructed, down shielded and used as not to illuminate directly or create glare visible from adjacent properties or public rights of way. Lighting resembling or conflicting with traffic signals, emergency vehicles or otherwise creating safety hazards for pedestrian/vehicular traffic is prohibited.

14.802.120 Pedestrian Access

1. Parking lot circulation shall be designed to minimize conflicts between vehicles and pedestrians around and within parking lots and at vehicle ingress/egress points. Internal pedestrian walkways shall be installed through any parking lot of 50 or more spaces and shall be located and constructed as an integrated part of existing sidewalks and/or pedestrian trails.
2. Walkways shall be accessible and a minimum of 6 feet wide. Internal walkways shall be separated from traffic lanes and vehicle overhangs and shall be located as follows:
 - a. Walkways running parallel to the parking rows shall be provided for every 4 rows. A row is considered either a single or double line of parking stalls which are separated from other rows by internal driveways.
 - b. Walkways running perpendicular to the parking rows shall be no further than 20 parking spaces apart.
 - c. Walkways that cross vehicle lanes shall be marked with striping or constructed with a contrasting paving material to indicate a pedestrian crossing area.

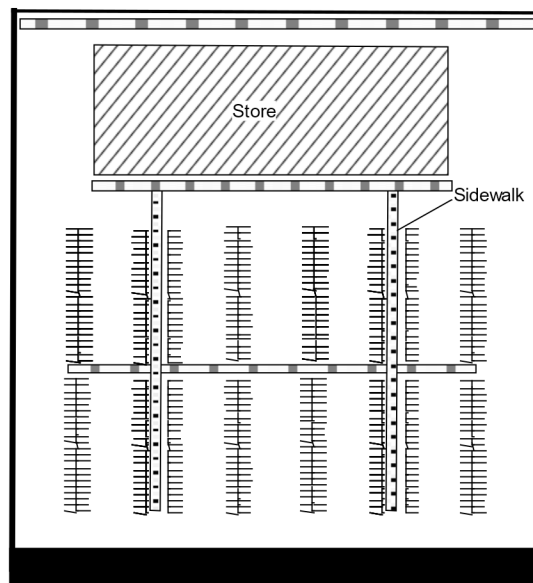


Figure 802-3, Example of Walkway System Within a Parking Lot

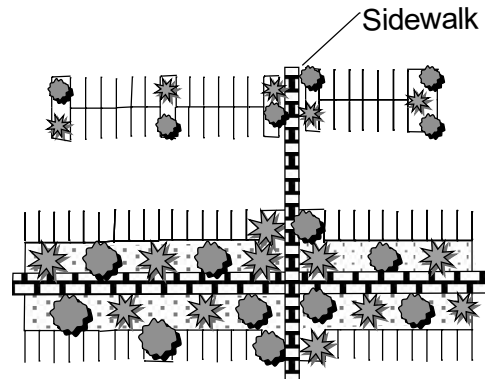


Figure 802-4, Detail of Landscaped Walkway System

14.802.140 Joint-Use Parking Requirements

1. The owner(s) of a group of uses or buildings may jointly provide parking and loading spaces, subject to the Director's approval. Written plans shall be submitted to the Director and shall include all of the following items.
 - a. The identification of the limits of the property involved.
 - b. The footprint of all structures.
 - c. The identification of all other areas not involved in the off-street parking, loading or access thereto (e.g., pedestrian areas, landscaping, refuse storage areas).
 - d. The actual layout of all off-street parking and loading spaces, as well as access thereto.
 - e. Identification of those spaces to be used collectively if other than all spaces on the property.
 - f. Parties involved with the joint use of parking facilities shall execute a legal easement regarding their joint use agreement. The agreement shall be reviewed by the Director and recorded in the County Auditor's office. The agreement shall run with the land and shall not be terminated without authorization by the Planning Director, based upon changed conditions.
2. For shopping centers, the Director may establish a total parking requirement based upon the mixture of uses contained within the center. If the Director finds that the uses within the center have substantially dissimilar peak demands for off-street parking, the Director may establish the center's parking requirements at a level reduced up to 25% of the normal parking requirement.
3. Up to 50% of the parking facilities required by this chapter for a use considered to be primarily a daytime use may be provided by the parking facilities of a use considered to be primarily a nighttime use or vice versa, provided that the reciprocal parking area shall be subject to the same conditions set forth in items 4a, 4b and 4c of this subsection. For purposes of this subsection, the following uses are typical daytime uses: business offices, barber and beauty shops and manufacturing or wholesale buildings. The following uses are typical nighttime and/or weekend uses: auditoriums (incidental to a public or parochial school), churches, dance halls, theaters and taverns.
4. Up to 100% of the weekend and/or nighttime parking facilities required by this chapter for a church or auditorium may be supplied by parking facilities required for the public/private school or college e, provided that the reciprocal parking area shall be subject to the following conditions.
 - a. The church must be incidental or adjacent to a public/private school or college
 - b. The building or use requesting joint parking shall be within 150 feet of the proposed joint use parking area.
 - c. The applicant shall demonstrate that there is not substantial conflict in the principal operating hours of the buildings or uses utilizing a joint use area.
 - d. Parties involved with the joint use of parking facilities shall execute a legal easement regarding their joint use agreement. The agreement shall be reviewed by the Director and recorded in the County Auditor's office. The agreement shall run with the land and shall not be terminated without authorization from the Director, based upon changed conditions.

14.802.160 Modification of Parking Requirements

1. A non-paved surface such as gravel or crushed rock for parking and storage areas routinely used by cleated and other heavy equipment may be allowed when approved by the Director.
2. The Director may waive paving requirements upon recommendations by the Spokane County Air Pollution Control Authority or the County Engineer's Office. Such recommendations shall be in writing and assert that the proposed surfacing, such as grass pavers or other technology, will not adversely affect air quality, water quality or the integrity of the parking area. Economic hardship shall not be a reason for granting a waiver.
3. The Director may allow a reduced number of parking spaces when an applicant can quantify a reduced demand based on the attributes of the use, site or surrounding area (for example, transit availability, commute trip reduction programs, employee housing etc.).
4. Storage areas in retail stores and offices, in excess of 1,000 sq. ft., may be calculated separately as a warehouse, if no more than 50% of the total floor area is considered a warehouse.
5. Industrial buildings with storage areas in excess of 1,000 square feet may be considered as a warehouse use for calculating the required parking.

14.802.170 Parking Design Incentives

Maximum lot coverage requirements in residential and commercial zones may be increased by 25% provided one of the following design features is incorporated into the development.

1. Underground parking is provided for the building or use.
2. A multilevel parking structure is provided for the building or use.
3. The building is adjacent to the street and all parking facilities are located to the rear or side of the building or use.
4. Bus shelters or other facilities designed exclusively to support transit are incorporated into the development and have a cost of at least 0.5% of the total development value. The value shall be determined from official County records. In the absence of an appropriate assessed value in the official County records, an appraisal performed by a licensed appraiser may be accepted.

14.802.180 Required Off-Street Loading

Off-street loading facilities are required to provide adequate space to accommodate outside deliveries from large vehicles which cannot be functionally served by normal parking stalls.

1. All off-street loading spaces shall be located and designed according to the following criteria:
 - a. All off-street loading spaces shall be designed to minimize impacts on adjacent properties.
 - b. In all cases, loading facilities shall be located on the same lot as the structure they are designed to serve.
 - c. Off-street loading space shall not be included in an area calculation used to satisfy off-street parking requirements for landscaping.
 - d. Loading spaces shall be designed and located so vehicles using these spaces do not project into any public right-of-way.
 - e. Loading spaces shall be designed so vehicles are not required to back to or from an adjacent street. Loading spaces in industrial zones that use local access streets are exempt from this requirement.
2. Off-street loading spaces shall measure at least 15 feet wide, 60 feet long and 15 feet high, except if this section requires only one off-street loading space, it may measure 12 feet wide, 30 feet long and 15 feet high.
3. The minimum number of off-street loading spaces shall be provided according to Table 802-2.

Table 802-2, Required Off-Street Loading

Use	Size	Required Parking Spaces
Industrial, manufacturing wholesale, warehouse, similar uses	10,000 - 40,000 sq. ft.	1 space
	40,000 - 60,000 sq. ft.	2 spaces
	60,000 - 100,000 sq. ft.	3 spaces
	Over 100,000 sq. ft.	1 space for each 50,000 sq. ft. or part thereof
Offices, hotel/motel, restaurants	20,000 - 60,000 sq. ft.	1 space
	60,000 - 100,000 sq. ft.	2 spaces
	Over 100,000 sq. ft.	1 space for each 50,000 sq. ft. or part thereof
Hospitals, convalescent centers, nursing homes, similar institutions	10,000 - 40,000 sq. ft.	1 space
	40,000 - 100,000 sq. ft.	2 spaces
	Over 100,000 sq. ft.	1 space for each 50,000 sq. ft. or part thereof
Department stores, retail and other commercial uses	10,000 - 20,000 sq. ft.	1 space
	20,000 - 50,000 sq. ft.	2 spaces
	50,000 - 100,000 sq. ft.	3 spaces
	Over 100,000 sq. ft.	1 space for each 50,000 sq. ft. or part thereof
Residential	No requirement	

14.802.200 Public Transit

Provisions for transit facilities shall be coordinated through the Division of Engineering and Roads and the Spokane County Transit Authority.

14.802.220 Landscaping Requirements

Landscaping shall be provided pursuant to chapter 14.806.



MILLWOOD PLANNING DEPARTMENT

STAFF REPORT TO THE
PLANNING COMMISSION

FILE NO.: ZTA-2024-02

STAFF REPORT DATE: August 20, 2024

HEARING DATE AND LOCATION: August 28, 2024, beginning at 6:00 p.m., Millwood City Hall 9103 E. Frederick Ave. Millwood, WA 99206.

PROPOSAL DESCRIPTION: ZTA-2024-02 - Non-project action for a zoning text amendment to modify Millwood Municipal Code (MMC) Section 17.04/17.040.35 (Adoption by reference).

PROPOSAL LOCATION: City of Millwood

APPLICANTS: N/A (City of Millwood)

CITY CONTACT: Amanda Tainio, Contract City Planner

APPLICATION PROCESSING:

The following summarizes key application procedures for the proposal:

Application Submitted:	N/A
Notice of Public Hearing & SEPA Availability Published:	August 9, 2024
Notice of Public Hearing & SEPA Availability Posted:	August 8, 2024
Notice of Public Hearing & SEPA Availability Issued:	August 9, 2024
Staff Report Issued:	August 20, 2024
City of Millwood Planning Commission Public Hearing:	August 28, 2024
WA State DOC & State Agency Review Request:	August 22, 2024
City of Millwood City Council Review:	Anticipated to be September 10, 2024 & October 8, 2024

REGULATORY AUTHORITY FOR AMENDMENT REVIEW:

- WAC 365-196 - Growth Management -- Procedural Criteria for Adopting Comprehensive Plans and Development Regulations.
- RCW 36.70A - Growth Management -- Planning By Selected Counties and Cities.
- RCW 43.21C - State Environmental Policy Act
- WAC 197-11 - SEPA Rules
- MMC including Section 14.12.150 - Amendments to development regulations.

APPROVAL CRITERIA: Millwood Municipal Code (MMC) including Section 14.12.150 - Amendments to development regulations.

MMC 14.12.150 - Amendments to development regulations.

A. Any citizen of Millwood and staff members of Spokane County, Washington State, or federal agencies may suggest amendments to Millwood's development regulations, including Ordinance 46 (zoning), Ordinance 52 (uniform building codes), Ordinance 147 (SEPA), Ordinance 270 (shoreline), Ordinance 226 (subdivision), Ordinance 236 (critical areas), and amendments to these ordinances, as well as any future development regulations. The suggested amendments shall be reviewed during a public hearing by the planning commission.

The suggested amendments shall be in writing with a qualifying statement(s) that explains how the amendments would increase public health, welfare, and safety, and/or be in any other way beneficial to the public.

B. The planning commission shall base its recommendations to the city council on the following criteria:

1. The suggested amendment is consistent with the purpose and intent of the comprehensive plan for the physical development of the district, or city, as applicable.
2. The suggested amendment will not adversely affect the health and safety and welfare of the public.
3. The suggested amendment is not in violation of any state or federal law.

C. The city council shall, after an examination of the planning commission's recommendation and reasons therefor:

1. Affirm the suggested amendment requesting that it be written by the appropriate department and presented for adoption at the following council meeting;
2. Affirm the suggested amendment, as revised by the council, following the criteria set forth in subsection B of this section, requesting that it be written by the appropriate department and presented for adoption at the following council meeting;
3. Disallow the suggested amendment.

D. Notice for the public hearing shall be made at a minimum of ten days prior to the public hearing by posting the notice at three public notice boards within the city, and publishing the notice in a newspaper of general circulation. The notice shall briefly describe the amendments to be considered.

E. Amendments of development regulations that are associated with amendments of the comprehensive plan shall be subject to the rules contained in section 14.04.020.

PROPOSAL SUMMARY:

- Modify Millwood Municipal Code (MMC) Section 17.04/17.040.35 (Adoption by reference)

Title 17 - ZONING

Chapter 17.04 - ~~{TITLE, USE ZONES, BOUNDARIES AND DISTRICTS}~~

17.040.35 - Adoption by reference.

Where not otherwise indicated in the MMC, the Spokane County stormwater and landscaping regulations, as may be amended, along with Spokane County Chapter 14.802 Off-Street Parking and Loading Standards, are herein adopted by reference. (Ord. No. 527 , § 1, 6-14-2022)

ENVIRONMENTAL REVIEW: In accordance with WAC 197-11, notice was given that a SEPA Checklist had been completed on ZTA-2024-02. The City of Millwood determined that the proposal would have no significant adverse environmental impacts and issued a Determination of Nonsignificance (DNS). Copies of the SEPA Checklist and the DNS Threshold Determination were available for review beginning on August 9, 2024. Comments on the DNS Threshold Determination should be sent to the City contact – Amanda Tainio, Contract City Planner (SEPA Responsible Official) by 4pm, August 23, 2024.

The Planning Commission will be briefed at the Public Hearing of any comments received.

REVIEWING AGENCIES: Agency comment letters submitted as of August 19, 2024 will be attached to this staff report (2 comments have been received).

- The Spokane Valley Fire Department has completed a review for the above referenced project and has no comments on the proposed Zoning Text Amendment.
- The Spokane County Public Works Wastewater System Division has no objection to the finalization of the above mentioned project.

The Planning Commission will be briefed at the Public Hearing of any additional comments received.

PUBLIC COMMENTS (WRITTEN): Public comment letters submitted as of August 19, 2024 will be attached to this staff report (no comments have been received).

The Planning Commission will be briefed at the Public Hearing of any comments received.

HEARING PROCESS: The Planning Commission will conduct the hearing pursuant to MMC Chapter 14.12-Land Use Permit Review. All interested persons may testify at the public hearing and may submit written comments and documents before or at the hearing. All hearings are conducted in facilities that are accessible to persons with physical disabilities. The City Council shall, after an examination of the Planning Commission's recommendation and reasons therefor, render the final decision.

STAFF ANALYSIS:**Legal Compliance**

The proposed zoning text amendment was reviewed for consistency with WA State Law.

Consistency

Pursuant to WAC 365-196, one of the features of the Growth Management Act (GMA) is requiring that locally developed plans be internally consistent, consistent with county-wide planning policies and multicounty planning policies, and consistent with the plans of other counties and cities where there are common borders or related regional issues. Additionally, development regulations adopted to implement the comprehensive plans must be consistent with such plans.

WAC 365-196-500 outlines internal consistency:

- (1) Comprehensive plans must be internally consistent. This requirement means that differing parts of the comprehensive plan must fit together so that no one feature precludes the achievement of any other.
- (2) Use of compatible assumptions. A county or city must use compatible assumptions in different aspects of the plan.
 - (a) A county or city should use common numeric assumptions to the fullest extent possible, particularly in the long-term growth assumptions used in developing the land use, capital facilities and other elements of the comprehensive plan.
 - (b) If a county or city relies on forecasts, inventories, or functional plans developed by other entities, these plans might have been developed using different time horizons or different boundaries. If these differences create inconsistent assumptions, a county or city should include an analysis in its comprehensive plan of the differences and reconcile them to create a plan that uses compatible assumptions.
- (3) The development regulations must be internally consistent and be consistent with and implement the comprehensive plan.
- (4) Consistency review. Each comprehensive plan should provide mechanisms for ongoing review of its implementation and adjustment of its terms whenever internal conflicts become apparent. At a minimum, any amendment to the comprehensive plan or development regulations must be reviewed for consistency. The review and update processes required in RCW 36.70A.130 (1) and (3) should include a review of the comprehensive plan and development regulations for consistency.
- (5) See WAC 365-196-800 for more information on the relationship between development regulations and the comprehensive plan. See WAC 356-196-305 for more information on the relationship between county-wide planning policies and the comprehensive plan. See WAC 365-196-315 (5)(a) for information on consistencies between assumptions and observed development for cities or counties subject to monitoring requirements in RCW 36.70A.215.

WAC 365-196-800 outlines the relationship between development regulations and comprehensive plans.

Development regulations under the act are specific controls placed on development or land use activities by a county or city. Development regulations must be consistent with and implement comprehensive plans adopted pursuant to the act. "Implement" in this context has a more affirmative meaning than merely "consistent." See WAC 365-196-210. "Implement" connotes not only a lack of conflict but also a sufficient scope to fully carry out the goals, policies, standards and directions contained in the comprehensive plan.

<u>File #</u>	<u>Comprehensive Plan Analysis</u>
ZTA-2024-02	As currently written, the zoning text amendment meets consistency requirements with the City Comprehensive Plan. Millwood Comprehensive Plan - Amended 2019.
<u>File #</u>	<u>Development Code/Zoning Analysis</u>
ZTA-2024-02	As currently written, the amendment meets internal consistency requirements. Millwood Municipal Code (MMC), current as of June 11, 2024.

MMC Section 14.12.150 – Amendments to development regulations.

The suggested amendments shall be in writing with a qualifying statement(s) that explains how the amendments would increase public health, welfare, and safety, and/or be in any other way beneficial to the public.

B. The planning commission shall base its recommendations to the city council on the following criteria:

1. The suggested amendment is consistent with the purpose and intent of the comprehensive plan for the physical development of the district, or city, as applicable.

In Section 1.3 of the City Comprehensive Plan, “An effective means of implementation is essential to achieve the desired goals set forth in the Plan. Implementation includes, at a minimum, subdivision regulations, zoning ordinances, development guidelines, public participation, environmental awareness, and annual review and update of the Plan. Implementation measures shall be consistent with the goals and policies set forth in this Plan.” Adopting the Spokane County Off-Street Parking and Loading Standards by reference fills a gap in the MMC for development guidelines.

2. The suggested amendment will not adversely affect the health and safety and welfare of the public.

The Spokane County Off-Street Parking and Loading Standards have been utilized for numerous years and adopting them by reference for utilization in Millwood will not adversely affect the health and safety and welfare of the public, it will increase it with clearly defined standards for parking stalls, bike racks, etc.

3. The suggested amendment is not in violation of any state or federal law.

The suggested amendment is not in violation of any state or federal law.

STAFF SUMMARY

- A. The Growth Management Act was established in the State of Washington in 1990 to provide a framework for land use planning and development regulation.
- B. Spokane County and the cities within it were mandated to plan under the GMA in 1993.
- C. As a City within Spokane County, Millwood crafted a Comprehensive Plan and Development Regulations which reflect and implement the community's vision for land use.
- D. The 14 planning goals outlined in RCW 36.70A.020 and 480, guide the development and adoption of comprehensive plans and development regulations.
- E. The comprehensive plan is the starting point for any planning process and the centerpiece of local planning. Development regulations implement the Comprehensive Plan and include a variety of land use regulations, such as zoning, subdivisions, critical areas, landscaping, planned unit development, signs, etc. and the City Development Code must be consistent with the City Comprehensive Plan, as well as being internally consistent. State agencies are required to comply with comprehensive plans and development regulations of jurisdictions planning under the GMA.
- F. The review process for ZTA-2024-02 complies with MMC requirements and WA State Law.
- G. The GMA requires proposed comprehensive plans and development regulations, including proposed amendments, be forwarded to the WA State Department of Commerce Growth Management Services for review and comment 60 days prior to the final City Council adoption, unless expedited review is requested and approved under RCW 36.70A.106. ZTA-2024-02 will be forwarded as required.
- H. The criteria for amendment under MMC 14.12.150(B) have been met.
- I. The proposed zoning text amendment has met consistency review requirements.

ATTACHMENTS:

- Exhibit 1 Notice of SEPA Availability - Notice of Public Hearing Packet
- Exhibit 2: Agency/Public Comments (Received as of August 19, 2024)

DRAFT RECOMMENDATIONS FOR THE PLANNING COMMISSION

Option 1: Recommendation of approval

The Planning Commission recommends approval of ZTA-2024-02 and finds that the criteria in MMC 14.12.150(B) have been met. The suggested amendment:

1. Is consistent with the purpose and intent of the comprehensive plan for the physical development of the district, or city, as applicable.
2. Will not adversely affect the health and safety and welfare of the public.
3. Is not in violation of any state or federal law.

Option 2: Recommendation of denial

The Planning Commission recommends denial of ZTA-2024-02 and finds that the criteria in MMC 14.12.150(B) have not been met. The suggested amendment:

1. Is not consistent with the purpose and intent of the comprehensive plan for the physical development of the district, or city, as applicable; and/or
2. Will adversely affect the health and safety and welfare of the public; and/or
3. Is in violation of any state or federal law.

Pursuant to MMC 14.12.150(C), the city council shall, after an examination of the planning commission's recommendation and reasons therefor:

1. Affirm the suggested amendment requesting that it be written by the appropriate department and presented for adoption at the following council meeting;
2. Affirm the suggested amendment, as revised by the council, following the criteria set forth in subsection B of MMC Section 14.12.150, requesting that it be written by the appropriate department and presented for adoption at the following council meeting;
3. Disallow the suggested amendment.

ATTACHMENT - EXHIBIT 1: Notice of SEPA Availability - Notice of Public Hearing Packet

NOTICE OF PUBLIC HEARING

MILLWOOD PLANNING COMMISSION

& AVAILABILITY OF SEPA CHECKLIST AND THRESHOLD DETERMINATION

HEARING DATE/TIME: Wednesday, August 28, 2024, at 6:00pm

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

DECISION MAKING AUTHORITY: Millwood Planning Commission provides a recommendation to the Millwood City Council

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

APPLICATION/DESCRIPTION OF PROPOSAL: ZTA-2024-02 - Non-project action for a zoning text amendment to modify Millwood Municipal Code (MMC) Section 17.04/17.040.35 (Adoption by reference).

LOCATION OF PROPOSAL: City of Millwood

ENVIRONMENTAL DETERMINATION: In accordance with WAC 197-11, notice is hereby given that a SEPA Checklist has been completed on ZTA-2024-02. The City of Millwood has determined that the proposal will have no significant adverse environmental impacts and has issued a Determination of Nonsignificance (DNS). Copies of the SEPA Checklist and the DNS Threshold Determination will be available for review beginning on August 9, 2024. Comments on the DNS Threshold Determination should be sent to the City contact (SEPA Responsible Official) by 4pm, 8/23/24.

APPROVAL CRITERIA: Millwood Municipal Code (MMC) including Section 14.12.150 - Amendments to development regulations.

HEARING PROCESS: The Planning Commission will conduct the hearing pursuant to MMC Chapter 14.12-Land Use Permit Review. All interested persons may testify at the public hearing and may submit written comments and documents before or at the hearing. All hearings are conducted in facilities that are accessible to persons with physical disabilities. The City Council shall, after an examination of the Planning Commission's recommendation and reasons therefor, render the final decision.

STAFF REPORT AND INSPECTION OF FILE: A staff report will be available for inspection at least seven (7) calendar days before the hearing. The staff report and application file may be inspected at Millwood City Hall 9103 E. Frederick Ave. between 7:00 am and 4:00 pm, Monday-Friday, excluding holidays. Copies of documents are available for purchase. Questions or public comments can be directed to Amanda Tainio, Contract City Planner - (509) 924-0960 or planner@millwoodwa.us.

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

ZTA-2024-02 - EXHIBIT A

Title 17 - ZONING

Chapter 17.04 - ~~TITLE, USE ZONES, BOUNDARIES AND DISTRICTS~~

17.040.35 - Adoption by reference.

Where not otherwise indicated in the MMC, the Spokane County stormwater and landscaping regulations, as may be amended, along with Spokane County Chapter 14.802 Off-Street Parking and Loading Standards, are herein adopted by reference.

(Ord. No. 527 , § 1, 6-14-2022)



WAC 197-11-970
DETERMINATION OF
NON-SIGNIFICANCE (DNS)

FILE NUMBER: ZTA-2024-02

PROPONENT: City of Millwood

DESCRIPTION OF PROPOSAL: Non-project action for a zoning text amendment to modify Millwood Municipal Code (MMC) Section 17.04/17.040.35 (Adoption by reference).

LOCATION OF PROPOSAL: City of Millwood

LEAD AGENCY: City of Millwood

The lead agency for this proposal has determined that this proposal will not have a probable significant adverse impact on the environment. An environmental impact statement (EIS) is not required under RCW 43.21C.030. We have reviewed the attached Environmental Checklist and other information on file with the lead agency. This information is available to the public on request.

- ☐ There is no comment period for this DNS
- ☐ This DNS is issued after using the optional DNS process in WAC 197-11-355. There is no further comment period on the DNS.
- ☒ **This DNS is issued under WAC 197-11-340(2); the lead agency will not act on this proposal for at least 14 days from the date issued below.**

Comments regarding this DNS must be submitted to the SEPA Responsible Official by 4pm, 8/23/24.

SEPA RESPONSIBLE OFFICIAL: Amanda Tainio
Contract City Planner
Millwood City Hall 9103 E. Frederick Ave., Millwood, WA 99206
Phone: (509) 924-0960
Email: planner@millwoodwa.us

DATE ISSUED: August 9, 2024

SIGNATURE: 

APPEAL: An appeal of this determination after it becomes final, may be made to the City of Millwood 9103 E. Frederick Ave., Millwood, WA 99206. The appeal deadline is twenty-one (21) calendar days after issuance/publication of this determination (Appeal Deadline 8/30/24). This appeal must be written, and the appellant should be prepared to make specific factual objections to the City's threshold determination. Any required fees pursuant to the City's adopted Fee Schedule shall be made at time of appeal submittal. Pursuant to WAC 197-11-680, appeals shall be limited to a review of a final threshold determination.

A copy of this SEPA determination has been provided to the Dept. of Ecology - Olympia, Dept. of Transportation - Spokane County, and Other Reviewing Agencies.

Notice was also printed in the 8/9/24 edition of the Spokesman Review.



ENVIRONMENTAL CHECKLIST

MILLWOOD CITY HALL
9103 E. FREDERICK AVE
MILLWOOD, WA 99206
(509) 924-0960
INFO@MILLWOODWA.US

PURPOSE OF CHECKLIST:

GOVERNMENTAL AGENCIES USE THIS CHECKLIST TO HELP DETERMINE WHETHER THE ENVIRONMENTAL IMPACTS OF YOUR PROPOSAL ARE SIGNIFICANT. THIS INFORMATION IS ALSO HELPFUL TO DETERMINE IF AVAILABLE AVOIDANCE, MINIMIZATION OR COMPENSATORY MITIGATION MEASURES WILL ADDRESS THE PROBABLE SIGNIFICANT IMPACTS OR IF AN ENVIRONMENTAL IMPACT STATEMENT WILL BE PREPARED TO FURTHER ANALYZE THE PROPOSAL.

INSTRUCTIONS FOR APPLICANTS:

THIS ENVIRONMENTAL CHECKLIST ASKS YOU TO DESCRIBE SOME BASIC INFORMATION ABOUT YOUR PROPOSAL. PLEASE ANSWER EACH QUESTION ACCURATELY AND CAREFULLY, TO THE BEST OF YOUR KNOWLEDGE. YOU MAY NEED TO CONSULT WITH AN AGENCY SPECIALIST OR PRIVATE CONSULTANT FOR SOME QUESTIONS. YOU MAY USE "NOT APPLICABLE" OR "DOES NOT APPLY" ONLY WHEN YOU CAN EXPLAIN WHY IT DOES NOT APPLY AND NOT WHEN THE ANSWER IS UNKNOWN. YOU MAY ALSO ATTACH OR INCORPORATE BY REFERENCE ADDITIONAL STUDIES REPORTS. COMPLETE AND ACCURATE ANSWERS TO THESE QUESTIONS OFTEN AVOID DELAYS WITH THE SEPA PROCESS AS WELL AS LATER IN THE DECISION-MAKING PROCESS.

THE CHECKLIST QUESTIONS APPLY TO ALL PARTS OF YOUR PROPOSAL, EVEN IF YOU PLAN TO DO THEM OVER A PERIOD OF TIME OR ON DIFFERENT PARCELS OF LAND. ATTACH ANY ADDITIONAL INFORMATION THAT WILL HELP DESCRIBE YOUR PROPOSAL OR ITS ENVIRONMENTAL EFFECTS. THE AGENCY TO WHICH YOU SUBMIT THIS CHECKLIST MAY ASK YOU TO EXPLAIN YOUR ANSWERS OR PROVIDE ADDITIONAL INFORMATION REASONABLY RELATED TO DETERMINING IF THERE MAY BE SIGNIFICANT ADVERSE IMPACT.

INSTRUCTIONS FOR LEAD AGENCIES:

ADDITIONAL INFORMATION MAY BE NECESSARY TO EVALUATE THE EXISTING ENVIRONMENT, ALL INTERRELATED ASPECTS OF THE PROPOSAL AND AN ANALYSIS OF ADVERSE IMPACTS. THE CHECKLIST IS CONSIDERED THE FIRST BUT NOT NECESSARILY THE ONLY SOURCE OF INFORMATION NEEDED TO MAKE AN ADEQUATE THRESHOLD DETERMINATION. ONCE A THRESHOLD DETERMINATION IS MADE, THE LEAD AGENCY IS RESPONSIBLE FOR THE COMPLETENESS AND ACCURACY OF THE CHECKLIST AND OTHER SUPPORTING DOCUMENTS.

USE OF CHECKLIST FOR NON-PROJECT PROPOSALS:

PLEASE COMPLETE ALL QUESTIONS THAT APPLY AND NOTE THAT THE WORDS "PROJECT," "APPLICANT," AND "PROPERTY OR SITE" SHOULD BE READ AS "PROPOSAL," "PROponent," AND "AFFECTED GEOGRAPHIC AREA," RESPECTIVELY. COMPLETE THE SUPPLEMENTAL SHEET FOR NON-PROJECT ACTIONS (PART D). FOR NON-PROJECT ACTIONS.

A. BACKGROUND

1. NAME OF PROPOSED PROJECT, IF APPLICABLE:
City of Millwood ZTA-2024-02 (MMC 17.04 Adoption by Reference Zoning Text Amendment)
2. NAME OF APPLICANT:
City of Millwood
3. ADDRESS AND PHONE NUMBER OF APPLICANT & CONTACT PERSON:
City of Millwood 9103 E Frederick Ave, Millwood, WA 99206, Phone: 509-924-0960
Contact: Amanda Tainio, Contract City Planner
4. DATE CHECKLIST PREPARED:
8/6/24
5. AGENCY REQUESTING CHECKLIST:
City of Millwood
6. PROPOSED TIMING OR SCHEDULE (INCLUDING PHASING, IF APPLICABLE):
A public hearing on the proposed amendment is anticipated August 28, 2024, followed by a Planning Commission recommendation, then City Council review potentially in September/October 2024, and State review with potential adoption by October 2024.
7. DO YOU HAVE ANY PLANS FOR FUTURE ADDITIONS, EXPANSION, OR FURTHER ACTIVITY RELATED TO OR CONNECT WITH THIS PROPOSAL? IF YES, PLEASE EXPLAIN.
No, outside of the Periodic Update process and consistency review.
8. LIST ANY ENVIRONMENTAL INFORMATION YOU KNOW ABOUT THAT HAS BEEN PREPARED, OR WILL BE PREPARED, DIRECTLY RELATED TO THIS PROPOSAL.
Previous Spokane County SEPA review for inclusion of Ch. 14.802 in the Spokane County Zoning Code.
9. DO YOU KNOW WHETHER APPLICATIONS ARE PENDING FOR GOVERNMENTAL APPROVALS OF OTHER PROPOSALS DIRECTLY AFFECTING THE PROPERTY COVERED BY YOU PROPOSAL? IF YES, EXPLAIN.
No permits or applications are pending at this time.
10. LIST ANY GOVERNMENTAL APPROVALS OR PERMITS THAT WILL BE NEEDED FOR YOUR PROPOSAL, IF KNOWN.
Millwood Planning Commission recommendation; Millwood City Council adoption; Washington State Dept. of Commerce Growth Management Services (DOC GMS) and State Agency 60 Day Review.
11. GIVE BRIEF, COMPLETE DESCRIPTION OF YOUR PROPOSAL, INCLUDING THE PROPOSED USES AND THE SIZE OF THE PROJECT AND SITE. THERE ARE SEVERAL QUESTIONS LATER IN THIS CHECKLIST THAT ASK YOU TO DESCRIBE CERTAIN ASPECTS OF YOUR PROPOSAL. YOU DO NOT NEED TO REPEAT THOSE ANSWERS ON THIS PAGE (LEAD AGENCIES MAY MODIFY THIS FORM TO INCLUDE ADDITIONAL SPECIFIC INFORMATION ON PROJECT DESCRIPTION)
This is a non-project action for a zoning text amendment to modify Millwood Municipal Code (MMC) Section 17.04/17.040.35 (Adoption by reference) to include Spokane County Chapter 14.802 Off-Street Parking and Loading Standards.

12. LOCATION OF THE PROPOSAL. GIVE SUFFICIENT INFORMATION FOR A PERSON TO UNDERSTAND THE PRECISE LOCATION OF YOUR PROPOSED PROJECT, INCLUDING A STREET ADDRESS, IF ANY, AND SECTION, TOWNSHIP, AND RANGE, IF KNOWN. IF A PROPOSAL WOULD OCCUR OVER A RANGE OF AREA, PROVIDE THE RANGE OR BOUNDARIES OF THE SITE(S). PROVIDE A LEGAL DESCRIPTION, SITE PLAN, VICINITY MAP, AND TOPOGRAPHIC MAP, IF REASONABLY AVAILABLE. WHILE YOU SHOULD SUBMIT ANY PLANS REQUIRED BY THE AGENCY, YOU ARE NOT REQUIRED TO DUPLICATE MAPS OR DETAILED PLANS SUBMITTED WITH ANY PERMIT APPLICATIONS RELATED TO THIS CHECKLIST.

City of Millwood

B. ENVIRONMENTAL ELEMENTS

1. EARTH

- A. GENERAL DESCRIPTION OF THE SITE (CIRCLE ONE): FLAT, ROLLING, HILLY, STEEP SLOPES, MOUNTAINOUS, OTHER _____
N/A - Non-Project Action
- B. WHAT IS THE STEEPEST SLOPE ON THE SITE (APPROXIMATE PERCENT SLOPE)?
N/A - Non-Project Action
- C. WHAT GENERAL TYPES OF SOILS ARE FOUND ON THE SITE (FOR EXAMPLE, CLAY, SAND, GRAVEL, PEAT, MUCK)? IF YOU KNOW THE CLASSIFICATION OF AGRICULTURAL SOILS, SPECIFY THEM AND NOTE ANY PRIME FARMLAND.
N/A - Non-Project Action
- D. ARE THERE SURFACE INDICATIONS OR HISTORY OF UNSTABLE SOILS IN THE IMMEDIATE VICINITY? IF SO, DESCRIBE.
N/A - Non-Project Action
- E. DESCRIBE THE PURPOSE, TYPE, AND APPROXIMATE QUANTITIES OF ANY FILLING OR GRADING PROPOSED. INDICATE SOURCE OF FILL.
N/A - Non-Project Action
- F. COULD EROSION OCCUR AS A RESULT OF CLEARING, CONSTRUCTION, OR USE? IF SO, GENERALLY DESCRIBE.
N/A - Non-Project Action
- G. ABOUT WHAT PERCENT OF THE SITE WILL BE COVERED WITH IMPERVIOUS SURFACES AFTER PROJECT CONSTRUCTION (FOR EXAMPLE, ASPHALT OR BUILDINGS)?
N/A - Non-Project Action

2. AIR

A. WHAT TYPES OF EMISSIONS TO THE AIR WOULD RESULT FROM THE PROPOSAL (I.E., DUST, AUTOMOBILE, ODORS, INDUSTRIAL WOOD SMOKE) DURING CONSTRUCTION AND WHEN THE PROJECT IS COMPLETED? IF ANY, GENERALLY DESCRIBE AND GIVE APPROXIMATE QUANTITIES IF KNOWN.

N/A - Non-Project Action

B. ARE THERE ANY OFF-SITE SOURCES OF EMISSIONS OR ODOR THAT MAY EFFECT YOUR PROPOSAL? IF SO, GENERALLY DESCRIBE.

N/A - Non-Project Action

C. PROPOSED MEASURES TO REDUCE OR CONTROL EMISSIONS OR OTHER IMPACTS TO AIR, IF ANY.

N/A - Non-Project Action

3. WATER

A. SURFACE WATER:

1. IS THERE ANY SURFACE WATER BODY ON OR IN THE IMMEDIATE VICINITY OF THE SITE (INCLUDING YEAR-ROUND AND SEASONAL STREAMS, SALTWATER, LAKES, PONDS, WETLANDS)? IF YES, DESCRIBE TYPE AND PROVIDE NAMES. IF APPROPRIATE, STATE WHAT STREAM OR RIVER IT FLOWS INTO.

The Spokane River is parallel to the northern boundary of the City of Millwood; however this zoning text amendment is a non-project action.

2. WILL THE PROJECT REQUIRE ANY WORK OVER, IN, OR ADJACENT TO (WITHIN 200 FEET) THE DESCRIBED WATERS? IF YES, PLEASE DESCRIBE AND ATTACH AVAILABLE PLANS.

N/A - Non-Project Action

3. ESTIMATE THE AMOUNT OF FILL AND DREDGE MATERIAL THAT WOULD BE PLACED IN OR REMOVED FROM SURFACE WATER OR WETLANDS AND INDICATE THE AREA OF THE SITE THAT WOULD BE AFFECTED. INDICATE THE SOURCE OF FILL MATERIAL.

N/A - Non-Project Action

4. WILL THE PROPOSED REQUIRE SURFACE WATER WITHDRAWALS OR DIVERSIONS? GIVE GENERAL DESCRIPTION, PURPOSE, AND APPROXIMATE QUANTITIES OF KNOWN.

N/A - Non-Project Action

5. DOES THE PROPOSAL LIE WITH A 100-YEAR FLOODPLAIN? IF SO, NOT LOCATION ON THE SITE PLAN.

Portions of the City are located within a 100 year floodplain; however this zoning text amendment is a non-project action.

6. DOES THE PROPOSAL INVOLVE ANY DISCHARGES OF WASTE MATERIALS TO SURFACE WATERS? IF SO, DESCRIBE THE TYPE OF WASTE AND ANTICIPATED VOLUME OF DISCHARGE.

N/A - Non-Project Action

B. GROUND WATER

1. WILL GROUND WATER BE WITHDRAWN, OR WILL WATER BE DISCHARGED TO GROUND WATER? GIVE GENERAL DESCRIPTION, PURPOSE, AND APPROXIMATE QUANTITIES IF KNOWN.

N/A - Non-Project Action

2. DESCRIBE WASTE MATERIAL THAT WILL BE DISCHARGED INTO THE GROUND FROM SEPTIC TANKS OR OTHER SOURCES, IF ANY (FOR EXAMPLE: DOMESTIC SEWAGE; INDUSTRIAL, CONTAINING THE FOLLOWING CHEMICALS.....; AGRICULTURAL; ETC.). DESCRIBE THE GENERAL SIZE OF THE SYSTEM, THE NUMBER OF SUCH SYSTEMS, THE NUMBER OF HOUSES TO BE SERVED (IF APPLICABLE), OR THE NUMBER OF ANIMALS OR HUMANS THE SYSTEM(S) ARE EXPECTED TO SERVE.

N/A - Non-Project Action

C. WATER RUNOFF (INCLUDING STORMWATER):

1. WILL GROUND WATER BE WITHDRAWN, OR WILL WATER BE DISCHARGED TO GROUND WATER? GIVE GENERAL DESCRIPTION, PURPOSE, AND APPROXIMATE QUANTITIES IF KNOWN.

N/A - Non-Project Action

2. DESCRIBE WASTE MATERIAL THAT WILL BE DISCHARGED INTO THE GROUND FROM SEPTIC TANKS OR OTHER SOURCES, IF ANY (FOR EXAMPLE: DOMESTIC SEWAGE; INDUSTRIAL, CONTAINING THE FOLLOWING CHEMICALS.....; AGRICULTURAL; ETC.) DESCRIBE THE GENERAL SIZE OF THE SYSTEM, THE NUMBER OF SUCH SYSTEMS, THE NUMBER OF HOUSES TO BE SERVED (IF APPLICABLE), OR THE NUMBER OF ANIMALS OR HUMANS THE SYSTEM(S) ARE EXPECTED TO SERVE.

N/A - Non-Project Action

- D. PROPOSED MEASURES TO REDUCE OR CONTROL SURFACE, GROUND, AND RUNOFF WATER IMPACTS, IF ANY:

N/A - Non-Project Action

4. PLANTS

A. CHECK OR CIRCLE TYPES OF VEGETATION FOUND ON THE SITE:

- _____ DECIDUOUS TREE: ALDER, MAPLE, ASPEN, OTHER
- _____ EVERGREEN TREE: FIR, CEDAR, PINE, OTHER
- _____ SHRUBS
- _____ GRASS
- _____ PASTURE
- _____ CROP OR GRAIN
- _____ WET SOIL PLANTS: CATTAIL, BUTTERCUP, BULRUSH, SKUNK CABBAGE, OTHER
- _____ WATER PLANTS: WATER LILY, EELGRASS, MILFOIL, OTHER
- _____ OTHER TYPES OF VEGETATION

N/A - Non-Project Action

B. WHAT KIND AND AMOUNT OF VEGETATION WILL BE REMOVED OR ALTERED?

N/A - Non-Project Action

C. LIST THREATENED, OR ENDANGERED SPECIES KNOW TO BE ON OR NEAR THE SITE.

N/A - Non-Project Action

D. PROPOSED LANDSCAPING, USE OF NATIVE PLANTS, OR OTHER MEASURES TO PRESERVE OR ENHANCE VEGETATION ON THE SITE, IF ANY:

N/A - Non-Project Action

5. ANIMALS

A. LIST ANY BIRDS AND OTHER ANIMALS WHICH HAVE BEEN OBSERVED ON OR NEAR THE SITE OR ARE KNOW TO BE ON OR NEAR THE SITE. EXAMPLES INCLUDE: N/A - Non-Project Action

- BIRDS: HAWK, HERON, EAGLE, SONGBIRDS, OTHER _____
- MAMMALS: DEER, BEAR, ELK, BEAVER, OTHER _____
- FISH: BASS, SALMON, TROUT, HERRING, SHELLFISH, OTHER _____

B. LIST ANY THREATENED & ENDANGERED SPECIES KNOWN TO BE ON OR NEAR THE SITE

Various state or federally listed threatened or endangered species are known to be present in Spokane County and possibly the City of Millwood boundaries; however this zoning text amendment is a non-project action.

C. IS THE SITE PART OF A MIGRATION ROUTE? IF SO, EXPLAIN.

The City of Millwood area is part of the Pacific Flyway; however this zoning text amendment is a non-project action.

D. PROPOSED MEASURES TO PRESERVE OR ENHANCE WILDLIFE, IF ANY.

N/A - Non-Project Action

- E. LIST ANY INVASIVE ANIMAL SPECIES KNOW TO BE ON OR NEAR THE SITE.
- N/A - Non-Project Action

6. ENERGY & NATURAL RESOURCES

- A. WHAT KINDS OF ENERGY (ELECTRIC, NATURAL GAS, OIL, WOOD STOVE, SOLAR) WILL BE USED TO MEET THE COMPLETED PROJECTS ENERGY NEEDS? DESCRIBE WHETHER IT WILL BE USED FOR HEATING, MANUFACTURING, ETC.
- N/A - Non-Project Action
- B. WOULD YOUR PROJECT AFFECT THE POTENTIAL USE OF SOLAR ENERGY BY ADJACENT PROPERTIES? IF SO, GENERALLY DESCRIBE.
- N/A - Non-Project Action
- C. WHAT KINDS OF ENERGY CONSERVATION FEATURES ARE INCLUDED IN THE PLANS OF THIS PROPOSAL? LIST OTHER PROPOSED MEASURES TO REDUCE OR CONTROL ENERGY IMPACTS, IF ANY.
- N/A - Non-Project Action

7. ENVIRONMENTAL HEALTH

- A. ARE THERE ENVIRONMENTAL HEALTH HAZARDS, INCLUDING EXPOSURE TO TOXIC CHEMICALS, RISK OF FIRE AND EXPLOSION, SPILL OR HAZARDOUS WASTE THAT COULD OCCUR AS A RESULT OF THIS PROPOSAL? IF SO, DESCRIBE.
- N/A - Non-Project Action
1. DESCRIBE ANY KNOWN OR POSSIBLE CONTAMINATION OF THE SITE FROM PRESENT OR PAST USES.
- N/A - Non-Project Action
2. DESCRIBE EXISTING HAZARDOUS CHEMICALS/CONDITIONS THAT MIGHT AFFECT PROJECT DEVELOPMENT AND DESIGN. THIS INCLUDES UNDERGROUND HAZARDOUS LIQUID AND GAS TRANSMISSIONS PIPELINES LOCATED WITHIN THE PROJECT AREA AND IN THE VICINITY.
- N/A - Non-Project Action
3. DESCRIBE ANY TOXIC OR HAZARDOUS CHEMICALS THAT MIGHT BE STORED, USED OR PRODUCED DURING THE PROJECTS DEVELOPMENT OR CONSTRUCTION, OR AT ANY TIME DURING THE OPERATING LIFE OF THE PROJECT.
- N/A - Non-Project Action

4. DESCRIBE SPECIAL EMERGENCY SERVICES THAT MIGHT BE REQUIRED.

N/A - Non-Project Action

5. PROPOSED MEASURES TO REDUCE OR CONTROL ENVIRONMENTAL HEALTH HAZARDS, IF ANY.

N/A - Non-Project Action

B. NOISE

1. WHAT TYPES OF NOISE EXISTING THE AREA WHICH MAY AFFECT YOUR PROJECT (FOR EXAMPLE: TRAFFIC, EQUIPMENT, OPERATION, OTHER)?

N/A - Non-Project Action

2. WHAT TYPES AND LEVELS OF NOISE WOULD BE CREATED BY OR ASSOCIATED WITH THE PROJECT ON A SHORT-TERM OR A LONG-TERM BASIS (FOR EXAMPLE: TRAFFIC, CONSTRUCTION, OPERATION, OTHER)? INDICATE WHAT HOURS NOISE WOULD COME FROM THE SITE.

N/A - Non-Project Action

3. PROPOSED MEASURES TO REDUCE OR CONTROL NOISE IMPACTS, IF ANY.

N/A - Non-Project Action

8. LAND AND SHORELINE USE

A. WHAT IS THE CURRENT USE OF THE SITE AND ADJACENT PROPERTIES? WILL THE PROPOSAL AFFECT CURRENT LAND USES ON NEARBY OR ADJACENT PROPERTIES? IF SO, DESCRIBE.

N/A - Non-Project Action

B. HAS THE PROJECT SITE BEEN USED AS WORKING FARMLANDS OR WORKING FOREST LANDS? IF SO, DESCRIBE. HOW MUCH AGRICULTURAL OR FOREST LAND OF LONG-TERM COMMERCIAL SIGNIFICANCE WILL BE CONVERTED TO OTHER USES AS A RESULT OF THE PROPOSAL, IF ANY? IF RESOURCE LANDS HAVE NOT BEEN DESIGNATED, HOW MANY ACRES IN FARMLAND OR FOREST LAND TAX STATUS WILL BE CONVERTED TO NONFARM OR NON-FOREST USE?

N/A - Non-Project Action

C. DESCRIBE ANY STRUCTURES ON THE SITE.

N/A - Non-Project Action

D. WILL ANY BE DEMOLISHED? IF SO, WHAT?

N/A - Non-Project Action

E. WHAT IS THE CURRENT ZONING CLASSIFICATION OF THE SITE? N/A, this is a Non-Project Action for a zoning text amendment which is not site specific.

F. WHAT IS THE CURRENT COMPREHENSIVE PLAN DESIGNATION OF THE SITE?

N/A, this is a Non-Project Action for a zoning text amendment which is not site specific.

G. IF APPLICABLE, WHAT IS THE CURRENT SHORELINE MASTER PROGRAM DESIGNATION OF THE SITE?

N/A, this is a Non-Project Action for a zoning text amendment which is not site specific.

H. HAS ANY PART OF THE SITE BEEN CLASSIFIED AS A CRITICAL AREA BY THE CITY OR COUNTY? IF SO, SPECIFY.

N/A, this is a Non-Project Action for a zoning text amendment which is not site specific.

I. APPROXIMATELY HOW MANY PEOPLE WOULD RESIDE OR WORK IN THE COMPLETED PROJECT?

N/A - Non-Project Action

J. APPROXIMATELY HOW MANY PEOPLE WOULD THE COMPLETED PROJECT DISPLACE?

N/A - Non-Project Action

K. PROPOSED MEASURES TO AVOID OR REDUCE DISPLACEMENT IMPACTS, IF ANY.

N/A, this is a zoning text amendment which is not site specific and would not cause any displacement.

L. PROPOSED MEASURES TO ENSURE THE PROPOSAL IS COMPATIBLE WITH EXISTING AND PROJECTED LAND USES, AND PLANS, IF ANY.

N/A - Non-Project Action

M. PROPOSED MEASURES TO ENSURE THE PROPOSAL IS COMPATIBLE WITH NEARBY AGRICULTURAL AND FOREST LANDS OF LONG-TERM COMMERCIAL SIGNIFICANCE, IF ANY.

N/A - Non-Project Action

9. HOUSING

- A. APPROXIMATELY HOW MANY UNITS WOULD BE PROVIDED, IF ANY? INDICATE WHETHER HIGH, MIDDLE, OR LOW-INCOME HOUSING.
No housing units are proposed as part of this non-project action.
- B. APPROXIMATELY HOW MANY UNITS, IF ANY, WOULD BE ELIMINATED? INDICATE WHETHER HIGH, MIDDLE, OR LOW-INCOME HOUSING.
No housing units are proposed to be eliminated as part of this non-project action.
- C. PROPOSED MEASURES TO REDUCE OR CONTROL HOUSING IMPACTS, IF ANY.
N/A, this is a zoning text amendment which is not site specific and would not cause housing impacts.

10. AESTHETICS

- A. WHAT IS THE TALLEST HEIGHT OF ANY PROPOSED STRUCTURE(S), NOT INCLUDING ANTENNAS; WHAT IS THE PRINCIPAL EXTERIOR BUILDING MATERIAL(S) PROPOSED?
N/A - Non-Project Action
- B. WHAT VIEWS IN THE IMMEDIATE VICINITY WOULD BE ALTERED OR OBSTRUCTED?
N/A - Non-Project Action
- C. PROPOSED MEASURES TO REDUCE OR CONTROL AESTHETIC IMPACTS, IF ANY.
N/A - Non-Project Action

11. LIGHT & GLARE

- A. WHAT TYPE OF LIGHT OR GLARE WILL THE PROPOSAL PRODUCE? WHAT TIME OF DAY WOULD IT MAINLY OCCUR?
N/A - Non-Project Action
- B. COULD LIGHT OR GLARE FROM THE FINISHED PROJECT BE A SAFETY HAZARD OR INTERFERE WITH VIEWS?
N/A - Non-Project Action
- C. WHAT EXISTING OFF-SITE SOURCES OF LIGHT OR GLARE MAY AFFECT YOUR PROPOSAL?
N/A - Non-Project Action

12. RECREATION

- A. WHAT DESIGNATED AND INFORMAL RECREATIONAL OPPORTUNITIES ARE IN THE IMMEDIATE VICINITY?
The Millwood City Park is located within the City of Millwood; however this zoning text amendment is a non-project action.

B. WOULD THE PROPOSED PROJECT DISPLACE ANY EXISTING RECREATIONAL USES? IF SO, DESCRIBE.
N/A - Non-Project Action

C. PROPOSED MEASURES TO REDUCE OR CONTROL IMPACTS ON RECREATION, INCLUDING RECREATION OPPORTUNITIES TO BE PROVIDED BY THE PROJECT OR APPLICANT, IF ANY.
N/A - Non-Project Action

13. HISTORIC & CULTURAL PRESERVATION

A. ARE THERE ANY BUILDINGS, STRUCTURES, OR SITES, LOCATED ON OR NEAR THE SITE THAT ARE OVER 45 YEARS OLD LISTED IN OR ELIGIBLE FOR LISTING IN NATIONAL, STATE, OR LOCAL PRESERVATION REGISTERS LOCATED ON OR NEAR THE SITE? IF SO, SPECIFICALLY DESCRIBE.
There are multiple historical buildings within the City of Millwood; however this zoning text amendment is a non-project action.

B. ARE THERE ANY LANDMARKS, FEATURES, OR OTHER EVIDENCE OF INDIAN OR HISTORIC USE OR OCCUPATION? THIS MAY INCLUDE HUMAN BURIALS OR OLD CEMETERIES. ARE THERE ANY MATERIAL EVIDENCE, ARTIFACTS, OR AREAS OF CULTURAL IMPORTANCE ON OR NEAR THE SITE? PLEASE LIST ANY PROFESSIONAL STUDIES CONDUCTED AT THE SITE TO IDENTIFY SUCH RESOURCES.
According to the DAHP WISAARD system, the City of Millwood is within the specified consultation area of the Coeur D'Alene Tribe of Indians. Additionally the City consults with the Spokane Tribe of Indians on proposals; however, this zoning text amendment is a non-project action.

C. DESCRIBE THE METHODS USED TO ASSESS THE POTENTIAL IMPACTS TO CULTURAL AND HISTORIC RESOURCES ON OR NEAR THE PROJECT SITE. EXAMPLES INCLUDE CONSULTATION WITH TRIBES AND THE DEPARTMENT OF ARCHEOLOGY AND HISTORIC PRESERVATION, ARCHAEOLOGICAL SURVEYS, HISTORIC MAPS, GIS DATA, ETC.
No specific assessments have been completed for this non-project action; however, the City will provide this SEPA Checklist to the Spokane Tribe and the Coeur d'Alene Tribe as part of the proposal review process.

D. PROPOSED MEASURES TO AVOID, MINIMIZE, OR COMPENSATE FOR LOSS, CHANGES TO AND THE DISTURBANCE TO RESOURCES. PLEASE INCLUDE PLANS FOR THE ABOVE AND ANY PERMITS THAT MAY BE REQUIRED.
No changes to such resources are proposed as part of this non-project action; however, the City will provide this SEPA Checklist to the Spokane Tribe and the Coeur d'Alene Tribe as part of the proposal review process.

14. TRANSPORTATION

- A. IDENTIFY PUBLIC STREETS AND HIGHWAYS SERVING THE SITE OR AFFECTED GEOGRAPHIC AREA AND DESCRIBE PROPOSED ACCESS TO THE EXISTING STREET SYSTEM. SHOW ON SITE PLANS, IF ANY.
E. Trent Ave. (WA State Route 290) is the southern boundary to the City of Millwood with multiple public streets contained within the City limits; however this zoning text amendment is a non-project action.
- B. IS THE SITE OR AFFECT GEOGRAPHIC AREA CURRENTLY SERVED BY PUBLIC TRANSIT? IF SO, GENERALLY DESCRIBE. IF NOT, WHAT IS THE APPROXIMATE DISTANCE TO THE NEAREST TRANSIT STOP?

The City of Millwood is currently served by Spokane Transit; however, this zoning text amendment is a non-project action.
- C. HOW MANY ADDITIONAL PARKING SPACES WOULD THE COMPLETED PROJECT OR NON-PROJECT PROPOSAL HAVE? HOW MANY WOULD THE PROJECT OR PROPOSAL ELIMINATE?

N/A - Non-Project Action
- D. WILL THE PROPOSAL REQUIRE ANY NEW OR IMPROVEMENTS TO EXISTING ROADS, STREETS, PEDESTRIAN, BICYCLE OR STATE TRANSPORTATION FACILITIES, NOT INCLUDING DRIVEWAYS? IF SO, GENERALLY DESCRIBE (INDICATE WHETHER PUBLIC OR PRIVATE).

N/A - Non-Project Action
- E. WILL THE PROJECT OR PROPOSAL US (OR OCCUR IN THE IMMEDIATE VICINITY OF) WATER, RAIL OR AIR TRANSPORTATION? IF SO, GENERALLY DESCRIBE.

N/A - Non-Project Action
- F. HOW MANY VEHICULAR TRIPS PER DAY WOULD BE GENERATED BY THE COMPLETED PROJECT OR PROPOSAL? IF KNOWN, INDICATE WHEN PEAK VOLUMES WOULD OCCUR AND WHAT PERCENTAGE OF THE VOLUME WOULD BE TRUCKS (SUCH AS COMMERCIAL AND NON-PASSENGER VEHICLES.) WHAT DADA OR TRANSPORTATION MODELS WERE USED TO MAKE THESE ESTIMATES?

N/A - Non-Project Action
- G. WILL THE PROPOSAL INTERFERE WITH, AFFECT OR BE AFFECTED BY THE MOVEMENT OF AGRICULTURAL AND FOREST PRODUCTS ON ROADS OR STREETS IN THE AREA? IF SO, GENERALLY DESCRIBE.

N/A - Non-Project Action
- H. PROPOSED MEASURES TO REDUCE OR CONTROL TRANSPORTATION IMPACTS, IF ANY.

N/A - Non-Project Action

15. PUBLIC SERVICES

A. WOULD THE PROJECT RESULT IN AN INCREASED NEED FOR PUBLIC SERVICES (FOR EXAMPLE: FIRE PROTECTION, POLICE PROTECTION, PUBLIC TRANSIT, HEALTH CARE, SCHOOLS, OTHER)? IF SO, GENERALLY DESCRIBE.

N/A - Non-Project Action

B. PROPOSED MEASURES TO REDUCE OR CONTROL DIRECT IMPACTS ON PUBLIC SERVICES, IF ANY.

N/A - Non-Project Action

16. UTILITIES

A. CIRCLE UTILITIES CURRENTLY AVAILABLE AT THE SITE

ELECTRICITY, NATURAL GAS, WATER, REFUSE SERVICE, TELEPHONE, SANITARY SEWER, SEPTIC SYSTEM, OTHER _____

N/A - Non-Project Action

B. DESCRIBE THE UTILITIES THAT ARE PROPOSED FOR THE PROJECT, THE UTILITY PROVIDING THE SERVICE, AND THE GENERAL CONSTRUCTION ACTIVITIES ON THE SITE OR IN THE IMMEDIATE VICINITY WHICH MIGHT BE NEEDED.

No new utilities or construction are proposed as part of this non-project action.

C. SIGNATURE

THE ABOVE ANSWERS ARE TRUE AND COMPLETE TO THE BEST OF MY KNOWLEDGE. I UNDERSTAND THAT THE LEAD AGENCY IS RELYING ON THEM TO MAKE ITS DECISION.

SIGNATURE: Amanda Tainio

NAME OF SIGNEE: Amanda Tainio

POSITION AND AGENCY/ORGANIZATION City of Millwood - Contract City Planner

DATE SUBMITTED: 8/6/24

**D. SUPPLEMENTAL SHEET FOR NON-PROJECT ACTIONS
(IT IS NOT NECESSARY TO USE THIS SHEET FOR PROJECT ACTIONS)**

BECAUSE THESE QUESTIONS ARE VERY GENERAL, IT MAY BE HELPFUL TO READ THEM IN CONJUNCTION WITH THE LIST OF THE ELEMENTS OF THE ENVIRONMENT.

WHEN ANSWERING THESE QUESTIONS, BE AWARE OF THE EXTENT THE PROPOSAL, OR THE TYPES OF ACTIVITIES LIKELY TO RESULT FROM THE PROPOSAL WOULD AFFECT THE ITEM AT A GREATER INTENSITY OR AT A FASTER RATE THAN IF THE PROPOSAL WERE NOT IMPLEMENTED. RESPOND BRIEFLY AND IN GENERAL TERMS.

1. HOW WOULD THE PROPOSAL BE LIKELY TO INCREASE DISCHARGE TO WATER, EMISSIONS TO AIR, PRODUCTION, STORAGE OR RELEASE OF TOXIC OR HAZARDOUS SUBSTANCES; OR PRODUCTION OF NOISE?

Not likely

PROPOSED MEASURES TO AVOID OR REDUCE SUCH INCREASES ARE:

No specific development is proposed. SEPA review is required for applicable development projects.

2. HOW WOULD THE PROPOSAL BE LIKELY TO AFFECT PLANTS, ANIMALS, FISH, OR MARINE LIFE?

Not likely

PROPOSED MEASURES TO PROTECT OR CONSERVE PLANTS, ANIMALS, FISH, OR MARINE LIFE ARE:

No specific development is proposed. SEPA review is required for applicable development projects along with MMC compliance including shoreline regulations, when applicable.

3. HOW WOULD THE PROPOSAL BE LIKELY TO DEplete ENERGY OR NATURAL RESOURCES?

Not likely

PROPOSED MEASURES TO PROTECT OR CONSERVE ENERGY AND NATURAL RESOURCES ARE:

No specific development is proposed. SEPA review is required for applicable development projects.

4. HOW WOULD THE PROPOSAL BE LIKELY TO USE OR AFFECT ENVIRONMENTALLY SENSITIVE AREAS OR AREAS DESIGNATED (OR ELIGIBLE OR UNDER STUDY) FOR GOVERNMENTAL PROTECTION; SUCH AS PARKS, WILDERNESS, WILD AND SCENIC RIVERS, THREATENED OR ENDANGERED SPECIES HABITAT, HISTORIC OR CULTURAL SITES, WETLANDS, FLOODPLAINS, OR PRIME FARMLANDS?

Not likely

PROPOSED MEASURE TO PROTECT SUCH RESOURCES OR TO AVOID OR REDUCE IMPACTS ARE:

No specific development is proposed. SEPA review is required for applicable development projects along with MMC compliance including shoreline regulations, when applicable.

5. HOW WOULD THE PROPOSAL BE LIKELY TO AFFECT LAND AND SHORELINE USE, INCLUDING WHETHER IT WOULD ALLOW OR ENCOURAGE LAND OR SHORELINE USES INCOMPATIBLE WITH EXISTING PLANS.

Not likely

PROPOSED MEASURES TO AVOID OR REDUCE SHORELINE AND LAND USE IMPACTS ARE:

The proposal has been reviewed for consistency with the City Comprehensive Plan as well as internal code consistency.

6. HOW WOULD THE PROPOSAL BE LIKELY TO INCREASE DEMANDS ON TRANSPORTATION OR PUBLIC SERVICE AND UTILITIES? Not likely

PROPOSED MEASURES TO REDUCE OR RESPOND TO SUCH DEMAND(S) ARE:

No specific development is proposed. SEPA review is required for applicable development projects.

7. IDENTIFY, IF POSSIBLE, WHETHER THE PROPOSAL MAY CONFLICT WITH LOCAL, STATE OR FEDERAL LAWS OR REQUIREMENTS FOR THE PROTECTION OF THE ENVIRONMENT.

It is not anticipated that the proposal would conflict with local, state, or federal laws or requirements for the protection of the environment.

ATTACHMENT - EXHIBIT 2: AGENCY/PUBLIC COMMENTS (RECEIVED AS OF AUGUST 19, 2024)



FRANK SOTO JR, FIRE CHIEF

2120 N. Wilbur

Spokane Valley, WA 99206

(509) 928-1700 Main

(509) 892-4125 Fax

spokanevalleyfire.com

August 12, 2024

Permit #: ZTA-2024-02

Project Description: Zoning Text Amendment

Millwood City Hall

9103 E Frederick Avenue

Millwood, WA 99206

RE: Technical Review Comments

The Spokane Valley Fire Department has completed a review for the above referenced project and has no comments on the proposed Zoning Text Amendment.

If there are any questions, please do not hesitate to call.

Sincerely,

Traci Harvey

Traci Harvey

Fire Protection Engineer

Spokane Valley Fire Department



PROJECT COMMENT TRANSMITTAL

To planner@millwoodwa.us
From: Dawn Dompier
Date: 08-16-2024

Planning Number	Name	Parent Parcels	Project Type
ZTA-2024-02	NOTICE OF SEPA/NOTICE OF PUBLIC HEARING		SEPA

FA01	The Spokane County Public Works Wastewater System Division has no objection to the finalization of the above mentioned project.	
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Additional information on last page of this transmittal

General Sanitary Sewer Links

- Sewer Plan Submittal: To submit a sewer plan for review, please follow this link: [Sewer Plan Submittal](#)
- If your project requires a sewer plan submittal, please refer to the requirements here:
 - o [Development Plan Review Checklist](#)
- Additional General Commercial Sewer information can be found here:
 - o [General Commercial Sewer Info](#) | [Water Usage Estimate Form](#)
 - o Sewer Planning and Design webpage: [Sewer Planning & Design](#)

Pretreatment Information

- **IF GREASE PRODUCING STATUS IS NOT KNOWN:**
 - o Pretreatment review is required for your business or project. Please complete and return the “Commercial Pretreatment Questionnaire” located at: www.spokanecounty.org/FOG. Additionally, pretreatment requirements under our Industrial Pretreatment Program may apply to your business or project, for more information, please visit: www.spokanecounty.org/IPP.
- **IF FACILITY IS ALREADY KNOWN TO NEED GREASE CONTROL (FOOD SERVICE ONLY):**
 - o Pretreatment review is required for your business or project. Please complete the “GCD Sizing & Permitting Checklist,” located at: www.spokanecounty.org/FOG and email to: ES Pretreatment@spokanecounty.org. Additionally, pretreatment requirements under our Industrial Pretreatment Program may apply to your business or project, for more information, please visit: www.spokanecounty.org/IPP.
- **IF FACILITY IS ALREADY KNOWN TO NEED GREASE CONTROL (OIL-WATER SEPARATORS ONLY):**

Pretreatment review is required for your business or project. Please visit www.spokanecounty.org/FOG to download the “OWS Sizing” and “OWS Fact Sheet” for guidance on oil-water separators. Additionally, pretreatment requirements under our Industrial Pretreatment Program may apply to your business or project, for more information, please visit: www.spokanecounty.org/IPP

File Attachments for Item:

e. Planning - Amanda Tainio - Upward 7 Consulting



Amanda Tainio, Principal

March 6, 2025

Memo To: Millwood City Council

RE: February 2025 Planning Report

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

- The Planning Commission met on February 26th and held a Public Workshop to review modifications to Draft Comprehensive Plan Ch. 1, 2, 3, & 4, updated Community Visioning and Goals, Policies, & Actions Framework and review new Draft Comprehensive Plan Parks and Recreation Element.
 - The next meeting is scheduled for March 26th at 6pm
 - Anticipated Agenda Items:
 - Periodic Update - Review modifications to Draft Comprehensive Plan Ch. 1, 2, 3, & 4, and new Draft Comprehensive Plan Parks and Recreation Element (Chapter 10)
- Permit/license/land use application review and processing:
 - 8712 E. Buckeye – Code Enforcement Assistance (structure within side setback)
 - 2607 N. Dale - Home Business Application Assistance
 - 9411 E. Trent Ave. - Zoning Verification Letter
 - 8304 E. Bridgeport - Fence Permit Extension Review
 - 8901 E. Trent Ave., Suite 112 - Wingstop Pre-C/O Coordination
 - 2708 N. Laura - Variance Application Coordination (reduced side setback for garage & carport)
 - Misc. zoning reviews / information / other jurisdiction SEPA reviews / staff assistance
- 2026 Periodic Update
 - Interviews – Spokane County Conservation District
 - SRTC Horizon 2050 Meeting
 - Design Review Webinar
 - FEMA Meeting
 - Population & Housing Allocation
 - Comprehensive Plan - Chapters 1 - 4 Modifications w/ Goals, Policies, & Actions Framework Revisions for Commerce Comprehensive Plan Checklist Compliance
 - Comprehensive Plan Parks & Recreation Element (Chapter 10)
 - Incorporation of Ordinance 524 (Historic Preservation) & Ordinance 525 (TIP)



Amanda Tainio, Principal

- Planning Technical Advisory Committee (PTAC), PTAC LCA Subcommittee, & Steering Committee of Elected Officials (SCEO) Meetings – 2026 Periodic Update Topics

With best regards,
Amanda Tainio
Millwood Contract City Planner
planner@millwoodwa.us

File Attachments for Item:

a. SCSO - Intelligence Report - January 2025



SPOKANE COUNTY
SHERIFF

Sheriff John F. Nowels

Spokane County Sheriff's Office Monthly Statistical Crime Review

January 2025

Millwood Reports

(includes all incidents that the Sheriff's Office handled
within the City of Millwood)

The data reflected in these reports pertain to only incidents involving
Spokane County Sheriff's Office personnel.

Airway Heights, Cheney, Liberty Lake, Fairchild Air Force Base, and the City
of Spokane all have their own law enforcement agency. Their data is not
reflected in these reports.



Prepared by Regional Intelligence Group 9 on: 02/13/2025

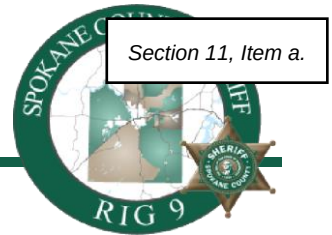


SPOKANE COUNTY SHERIFF'S OFFICE

Regional Intelligence Group 9

MONTHLY CRIME STATISTICS COMPARISON - Millwood

Preliminary IBR Counts



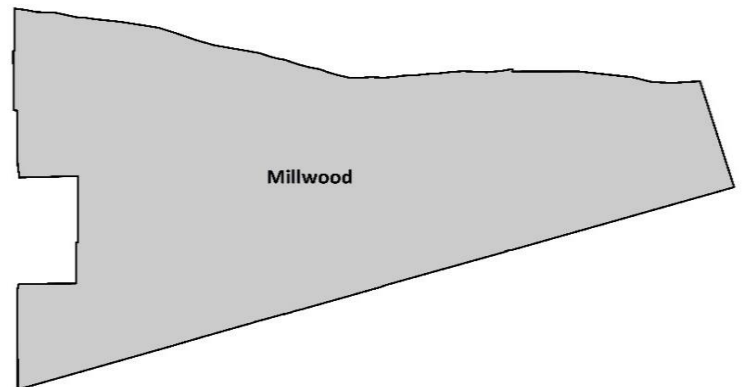
NIBRS Categories	January				Year to Date			
	2025	2024	Change	Average	2025	2024	Change	Average
Crimes Against People								
Criminal Homicide	0	0	0%	0	0	0	0%	0
Neg Manslaughter	0	0	0%	0	0	0	0%	0
Rape	0	0	0%	0	0	0	0%	0
Aggravated Assault	0	0	0%	1	0	0	0%	1
Simple Assault	1	0	100%	1	1	0	100%	1
Crimes Against Property								
Robbery	1	0	100%	1	1	0	100%	1
Burglary - Residential	0	0	0%	1	0	0	0%	1
Burglary - Garage	1	0	100%	0	1	0	100%	0
Burglary - Commercial	0	1	-100%	1	0	1	-100%	1
Theft	1	0	100%	2	1	0	100%	2
Theft - Shoplifting	3	2	50%	3	3	2	50%	3
Vehicle Theft	0	1	-100%	1	0	1	-100%	1
Malicious Mischief	3	1	200%	2	3	1	200%	2
Vehicle Prowl	0	0	0%	2	0	0	0%	2

* averages are a 5 year average and are calculated on data since 01/01/2020

This chart represents preliminary counts of the original incident reports. Full statistical analysis to determine the confidence level of this data has not been performed. In general, the preliminary incident counts are less than the crimes eventually reported on the yearly crime report.

Notes on Category Groupings:

Criminal Homicide = IBR Classification 09A
 Neg Manslaughter = IBR Classification 09B
 Rape = IBR Classification 11A, 11B, & 11C
 Aggravated Assault = IBR Classification 13A
 Simple Assault = IBR Classification 13B
 Robbery = IBR Classification 120
 Burglary = IBR Classification 220 (residential, garage, and commercial breakdown is done by statute description)
 Theft = IBR Classifications 23A, 23B, 23D, 23E, 23G, 23H
 Theft - Shoplifting = IBR Classification 23C (intentionally removed from the theft grouping)
 Vehicle Theft = IBR Classification 240
 Malicious Mischief = IBR Classification 290, Destruction/Damage/Vandalism
 Vehicle Prowl = IBR Classification 23F, Theft from Motor



SPOKANE COUNTY SHERIFF'S OFFICE

Regional Intelligence Group 9

IBR Count by District - Millwood Highlighted



Time Period: January 2025

IBR Offense	Spokane Valley Districts						Unincorporated Districts														MW	RF	SPA	WAV	OTHER	TOTAL	
	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	DP	FF	LAH	ML								
09A Murder/NonNegligent Manslaughter	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
09B Negligent Manslaughter	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
100 Kidnapping/Abduction	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	1	
11A Rape - Forcible	1	0	0	0	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	1	0	3	
11B Sodomy - Forcible	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	2	0	2	
11C Sex Assault With Object	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
11D Fondling - Forcible	0	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	1	0	2		
120 Robbery	0	0	0	1	1	1	2	0	0	1	0	0	1	0	0	0	0	0	0	0	0	0	0	0	0	8	
13A Aggravated Assault	3	0	0	4	1	0	2	1	0	0	1	1	0	0	0	0	0	0	0	0	0	0	4	0	17		
13B Simple Assault	8	7	11	10	5	4	3	2	2	3	6	1	10	4	0	2	0	0	0	7	1	0	0	0	7	93	
13C Intimidation	3	3	5	4	2	4	0	3	3	0	2	2	4	2	0	0	0	0	0	0	0	0	4	0	41		
36A Incest	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0		
36B Rape - Statutory	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0		
64A Human Trafficking - Commercial Sex Acts	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	2	0	2		
64B Human Trafficking - Involuntary Servitude	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0		
500 Violation of Protection Orders	4	4	3	2	1	4	0	0	2	0	1	2	3	2	0	2	0	0	2	0	0	0	8	0	40		
Total Crimes Against Persons	20	15	19	21	11	13	7	6	7	4	10	6	18	8	0	4	0	0	9	2	0	0	0	29	209		
200 Arson	0	0	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	1		
210 Extortion/Blackmail	2	0	1	0	2	3	1	1	2	1	1	1	2	0	0	1	0	0	0	0	0	0	1	0	19		
220 Burglary/Breaking & Entering	10	8	5	9	1	13	4	1	3	6	2	3	5	4	0	0	0	0	0	1	0	0	0	3	78		
23A Theft - Pocket-Picking	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0		
23B Theft - Purse Snatching	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0		
23C Theft - Shoplifting	19	4	4	31	7	5	0	0	0	2	0	0	1	0	0	0	0	0	1	3	0	0	0	5	82		
23D Theft From Building	9	4	3	6	0	0	0	1	0	1	1	2	6	0	0	0	0	0	0	0	1	0	0	4	38		
23E Theft From Coin Operated Machine	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0		
23F Theft From Motor Vehicle	10	20	9	10	2	13	2	0	2	2	1	3	2	1	0	2	0	0	0	0	2	0	0	2	83		
23G Theft of Motor Vehicle Parts/Accessories	4	4	2	4	1	4	0	1	0	1	0	0	3	0	0	0	0	0	0	0	0	0	4	0	28		
23H Theft - All Other	12	12	5	7	4	14	8	5	6	3	3	4	6	2	0	3	0	0	0	1	0	0	0	11	106		
240 Motor Vehicle Theft	7	5	0	4	1	7	0	1	1	1	0	2	3	1	0	0	0	0	0	0	0	0	1	0	34		
250 Counterfeiting/Forgery	2	1	2	1	1	1	1	1	0	1	1	1	1	2	0	1	0	0	0	0	0	0	2	0	19		
26A Fraud - False Pretense/Swindling	8	4	7	2	2	3	4	1	1	6	2	2	7	2	0	2	0	0	1	0	0	0	6	0	60		
26B Fraud - Credit Card/ATM	4	2	4	2	3	4	0	0	2	2	0	2	1	1	0	0	0	0	1	0	1	0	0	2	31		
26C Fraud - Impersonation	3	3	5	0	4	1	3	2	4	1	2	4	5	2	0	0	0	0	1	0	0	0	5	0	45		
26D Welfare Fraud	0	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	1		
26F Identity Theft	3	2	1	3	0	1	3	1	2	1	3	0	4	0	0	0	0	0	1	0	0	0	0	3	100		
26G Hacking/Computer Invasion	1	1	1	0	1	1	0	0	1	1	2	1	1	1	0	0	0	0	1	0	0	0	1	0			

SPOKANE COUNTY SHERIFF'S OFFICE

Regional Intelligence Group 9

IBR Count by District - Millwood Highlighted



Time Period: January 2025

	Spokane Valley Districts						Unincorporated Districts																				
IBR Offense	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	DP	FF	LAH	ML	MW	RF	SPA	WAV	OTHER	TOTAL		
270 Embezzlement	0	0	0	1	0	0	0	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	2		
280 Stolen Property Offense (Receiving, etc.)	1	1	1	2	0	1	0	0	0	0	0	1	2	0	0	0	0	0	0	0	0	0	0	1	10		
290 Destruction/Vandalism	28	30	18	22	4	15	11	4	9	12	2	12	16	5	0	7	0	0	3	3	1	0	0	16	218		
Total Crimes Against Property	123	102	69	104	33	86	37	20	33	41	20	38	65	21	0	16	0	0	9	8	5	0	0	67	897		
35A Drugs/Narcotics Violation	7	5	0	2	0	1	3	0	0	1	0	2	5	0	0	0	0	0	0	4	0	0	0	8	38		
35B Drug Equipment Violation	0	1	0	0	0	0	0	0	0	0	0	0	3	0	0	0	0	0	0	1	0	0	0	5	10		
370 Pornography/Obscene Material	0	1	1	1	0	0	0	0	0	0	1	0	0	0	0	0	0	0	0	0	0	0	0	0	4		
39A Betting/Wagering	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0		
39B Gambling - Operating Promoting Assisting	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0		
39C Gambling Equipment Violation	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0		
40A Prostitution	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0		
40B Prostitution - Assisting/Promoting	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0		
40C Purchasing Prostitution	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0		
510 Bribery	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0		
520 Weapon Law Violation	1	0	0	1	0	0	0	0	0	0	0	1	0	1	0	0	0	0	0	1	0	0	0	4	9		
720 Animal Cruelty	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0		
Total Crimes Against Society	8	7	1	4	0	1	3	0	0	1	1	3	8	1	0	0	0	0	0	6	0	0	0	17	61		
09C Justifiable Homicide	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0		
90A Bad Checks	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0		
90B Curfew/Loitering	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0		
90C Disorderly Conduct	0	1	0	1	0	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	1	4	4		
90D Driving Under Influence	1	3	0	5	0	0	0	0	0	0	0	0	1	1	0	0	0	0	0	1	0	0	0	2	14		
90F Family Offense - NonViolent	0	3	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	3	3		
90G Liquor Law Violation	0	1	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	2	2		
90H Peeping Tom	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0		
90J Trespass of Real Property	5	2	1	2	2	1	0	0	1	1	1	1	1	1	0	1	0	0	0	0	0	0	2	22	22		
90Z All Other Offenses	9	8	7	6	3	3	2	1	1	1	2	2	8	5	0	0	0	0	0	2	0	0	0	29	89		
Total Group B Offenses	15	18	9	14	5	5	2	1	2	2	3	3	10	7	0	1	0	0	0	3	0	0	0	34	134		
NR Not Reportable	8	1	4	4	0	1	3	7	1	1	1	0	2	0	0	1	0	0	0	2	0	0	0	13	49		
Total All Offenses	174	143	102	147	49	106	52	34	43	49	35	50	103	37	0	22	0	0	18	21	5	0	0	160	1350		

SPOKANE COUNTY SHERIFF'S OFFICE

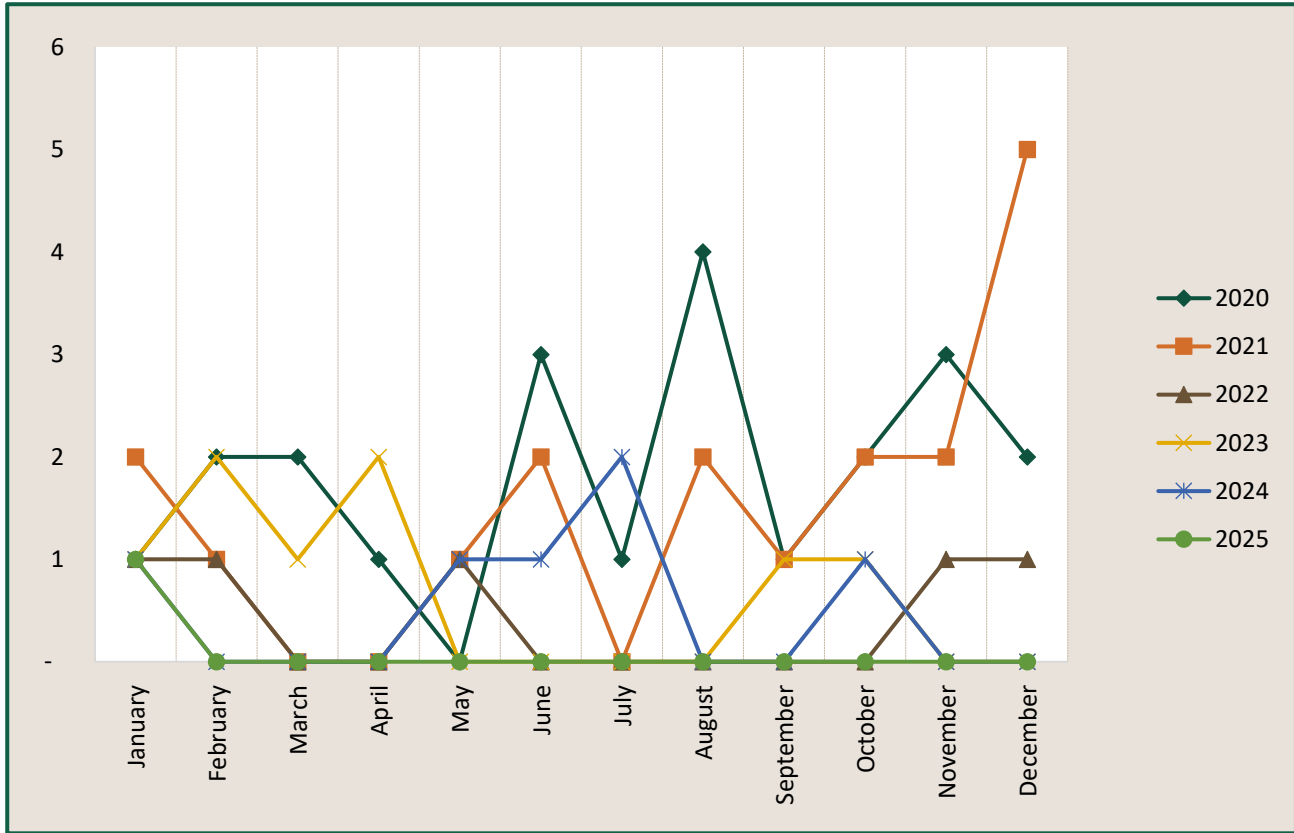
Regional Intelligence Group 9

Burglary - Millwod

Section 11, Item a.



Time Period: January 2025



	2020	2021	2022	2023	2024	2025
January	1	2	1	1	1	1
February	2	1	1	2	-	-
March	2	-	-	1	-	-
April	1	-	-	2	-	-
May	-	1	1	-	1	-
June	3	2	-	-	1	-
July	1	-	-	-	2	-
August	4	2	-	-	-	-
September	1	1	-	1	-	-
October	2	2	-	1	1	-
November	3	2	1	-	-	-
December	2	5	1	-	-	-
Grand Total	22	18	5	8	6	1

* IBR Offense: Burglary/Breaking & Entering 220

Produced: 02/13/2025

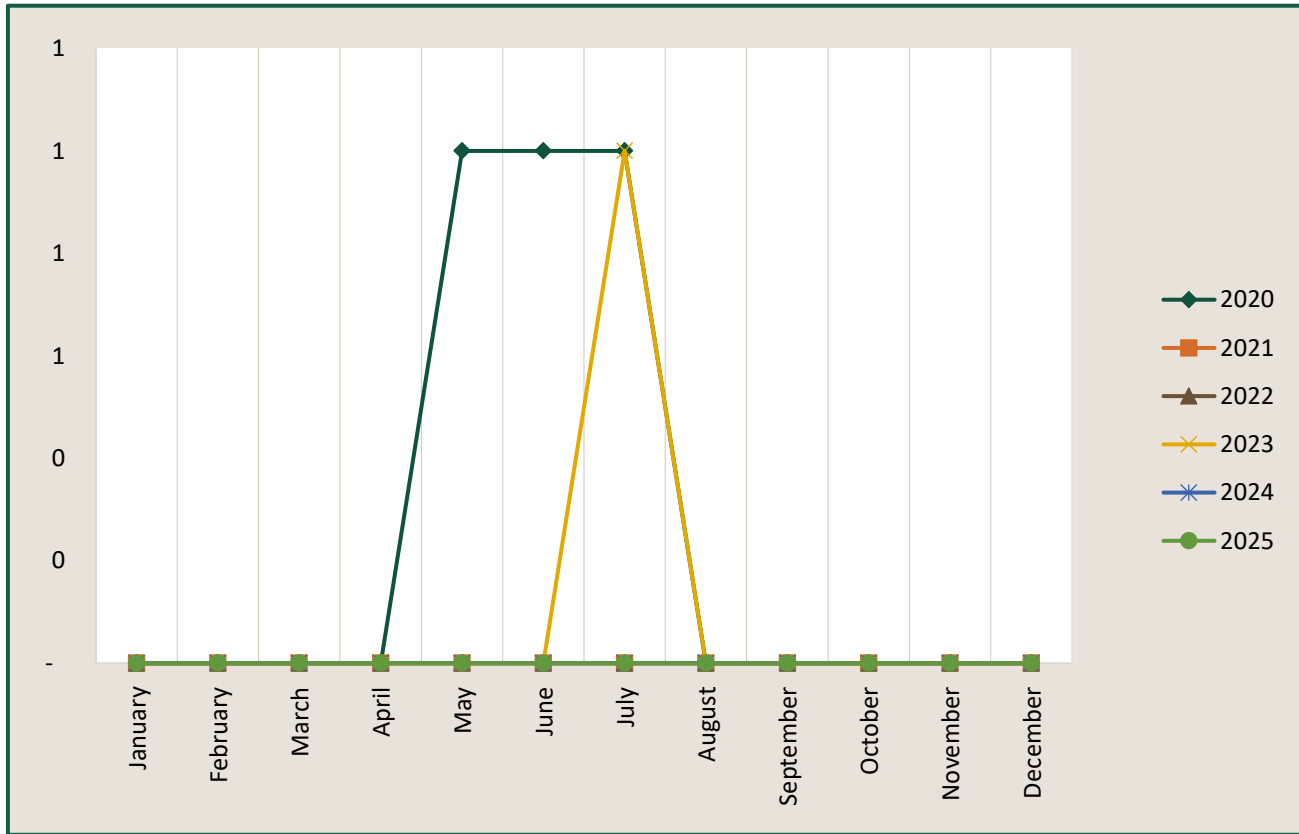
SPOKANE COUNTY SHERIFF'S OFFICE

Regional Intelligence Group 9

Rape - Millwood



Time Period: January 2025



	2020	2021	2022	2023	2024	2025
January	-	-	-	-	-	-
February	-	-	-	-	-	-
March	-	-	-	-	-	-
April	-	-	-	-	-	-
May	1	-	-	-	-	-
June	1	-	-	-	-	-
July	1	-	-	1	-	-
August	-	-	-	-	-	-
September	-	-	-	-	-	-
October	-	-	-	-	-	-
November	-	-	-	-	-	-
December	-	-	-	-	-	-
Grand Total	3	-	-	1	-	-

*IBR Offense: Rape - Forcible 11A, Sodomy - Forcible 11B, Sexual Assault with Object 11C

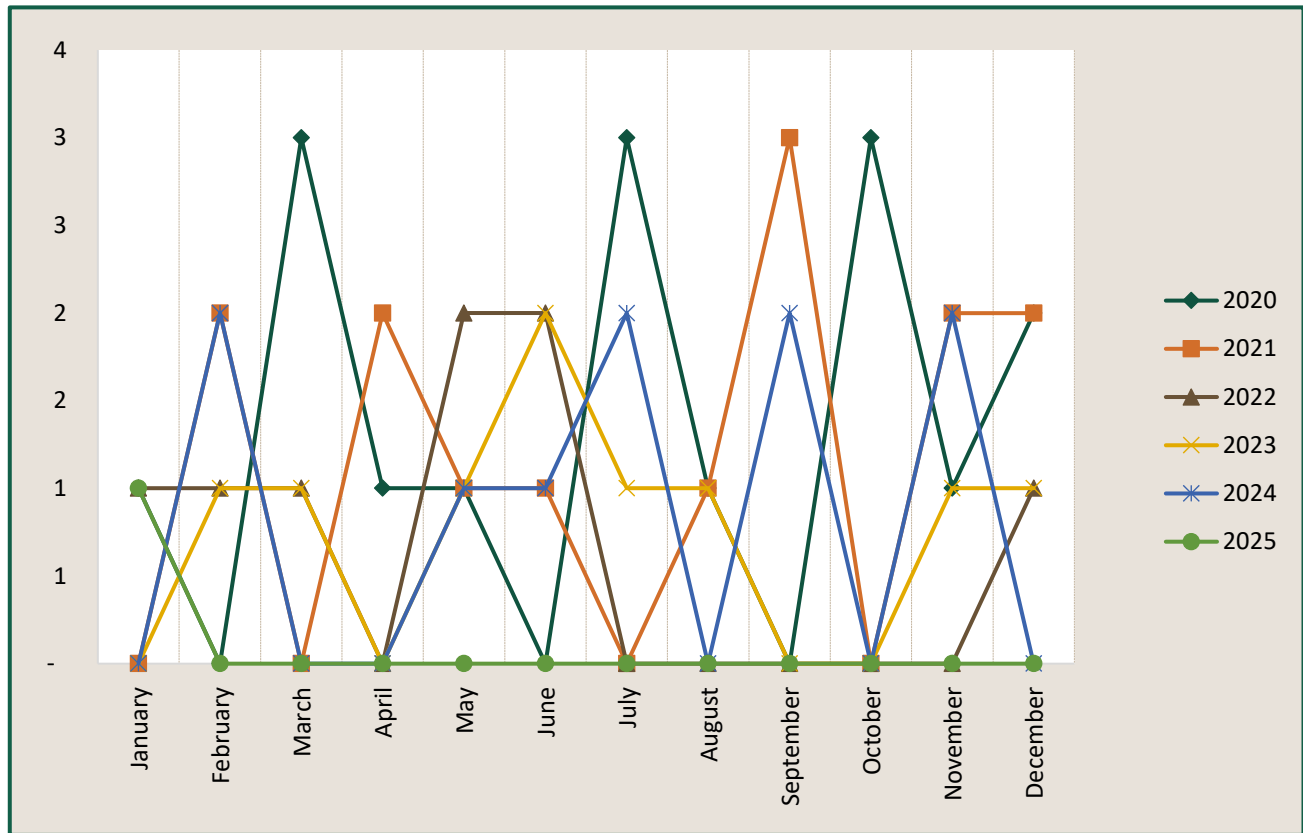
SPOKANE COUNTY SHERIFF'S OFFICE

Regional Intelligence Group 9

Assault - Millwood



Time Period: January 2025



	2020	2021	2022	2023	2024	2025
January	1	-	1	-	-	1
February	-	2	1	1	2	-
March	3	-	1	1	-	-
April	1	2	-	-	-	-
May	1	1	2	1	1	-
June	-	1	2	2	1	-
July	3	-	-	1	2	-
August	1	1	-	1	-	-
September	-	3	-	-	2	-
October	3	-	-	-	-	-
November	1	2	-	1	2	-
December	2	2	1	1	-	-
Grand Total	16	14	8	9	10	1

* IBR Offense: Aggravated Assault 13A & Simple Assault 13B

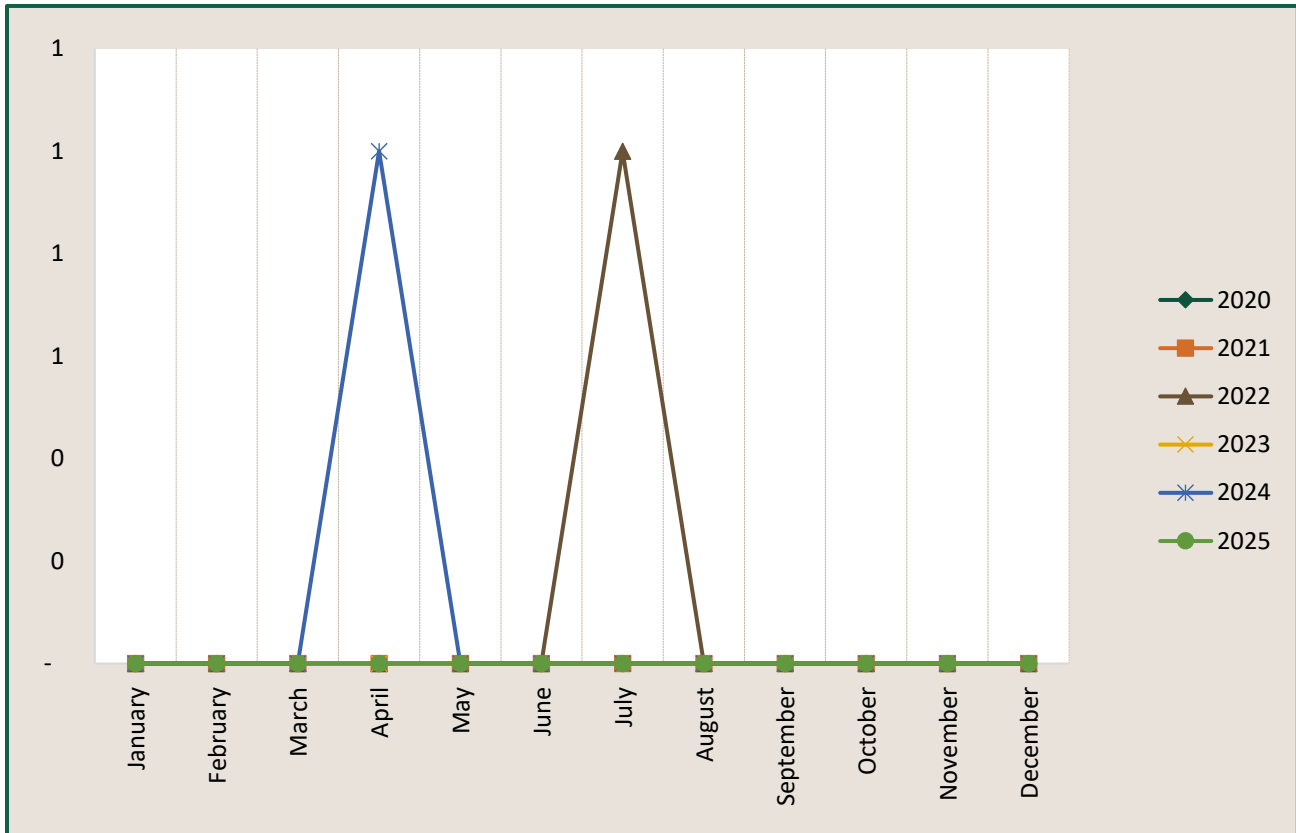
SPOKANE COUNTY SHERIFF'S OFFICE

Regional Intelligence Group 9

Robbery - Millwood



Time Period: January 2025



	2020	2021	2022	2023	2024	2025
January	-	-	-	-	-	-
February	-	-	-	-	-	-
March	-	-	-	-	-	-
April	-	-	-	-	1	-
May	-	-	-	-	-	-
June	-	-	-	-	-	-
July	-	-	1	-	-	-
August	-	-	-	-	-	-
September	-	-	-	-	-	-
October	-	-	-	-	-	-
November	-	-	-	-	-	-
December	-	-	-	-	-	-
Grand Total	-	-	1	-	1	-

* IBR Offense: Robbery 120

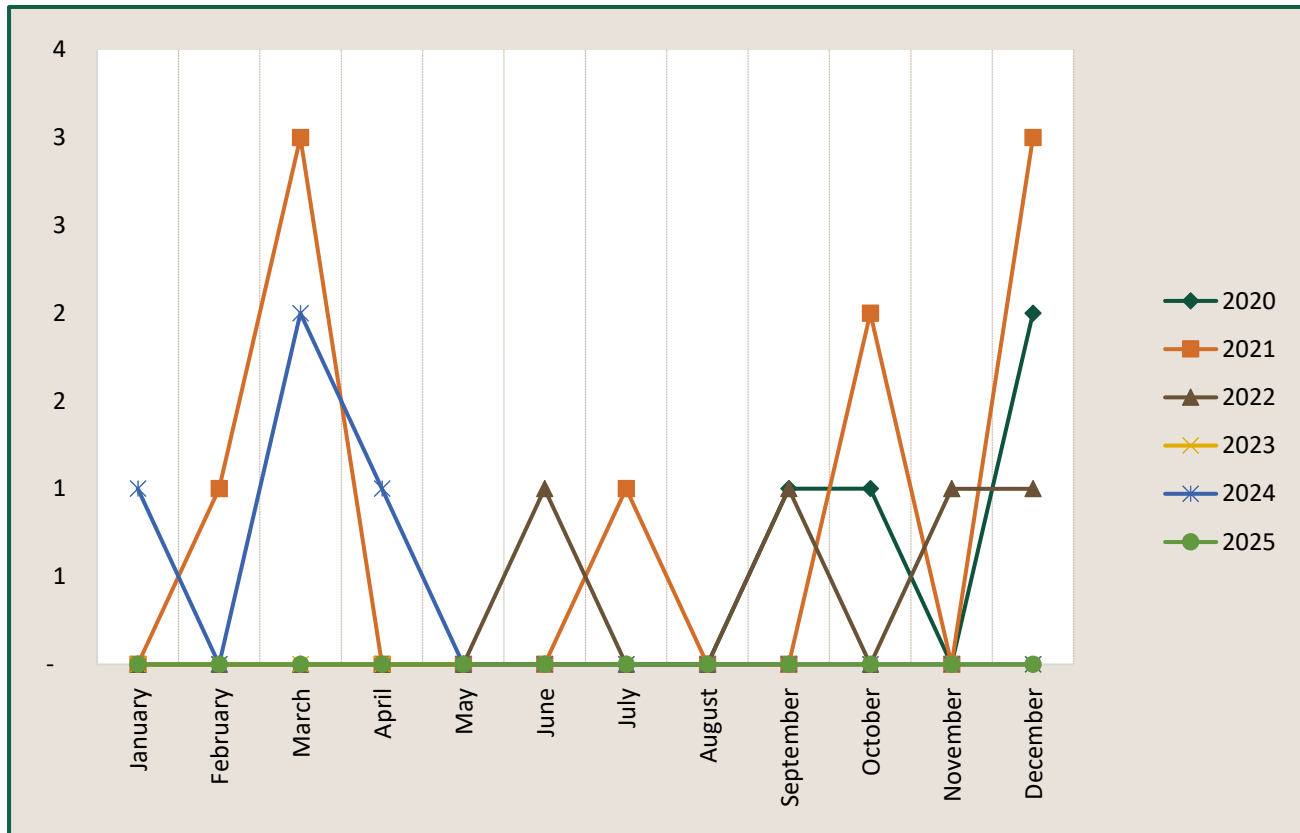
SPOKANE COUNTY SHERIFF'S OFFICE

Regional Intelligence Group 9

Motor Vehicle Theft - Millwood



Time Period: January 2025



	2020	2021	2022	2023	2024	2025
January	-	-	-	-	1	-
February	-	1	-	-	-	-
March	-	3	-	-	2	-
April	-	-	-	-	1	-
May	-	-	-	-	-	-
June	-	-	1	-	-	-
July	-	1	-	-	-	-
August	-	-	-	-	-	-
September	1	-	1	-	-	-
October	1	2	-	-	-	-
November	-	-	1	-	-	-
December	2	3	1	-	-	-
Grand Total	4	10	4	-	4	-

* IBR Offense: Motor Vehicle Theft 240

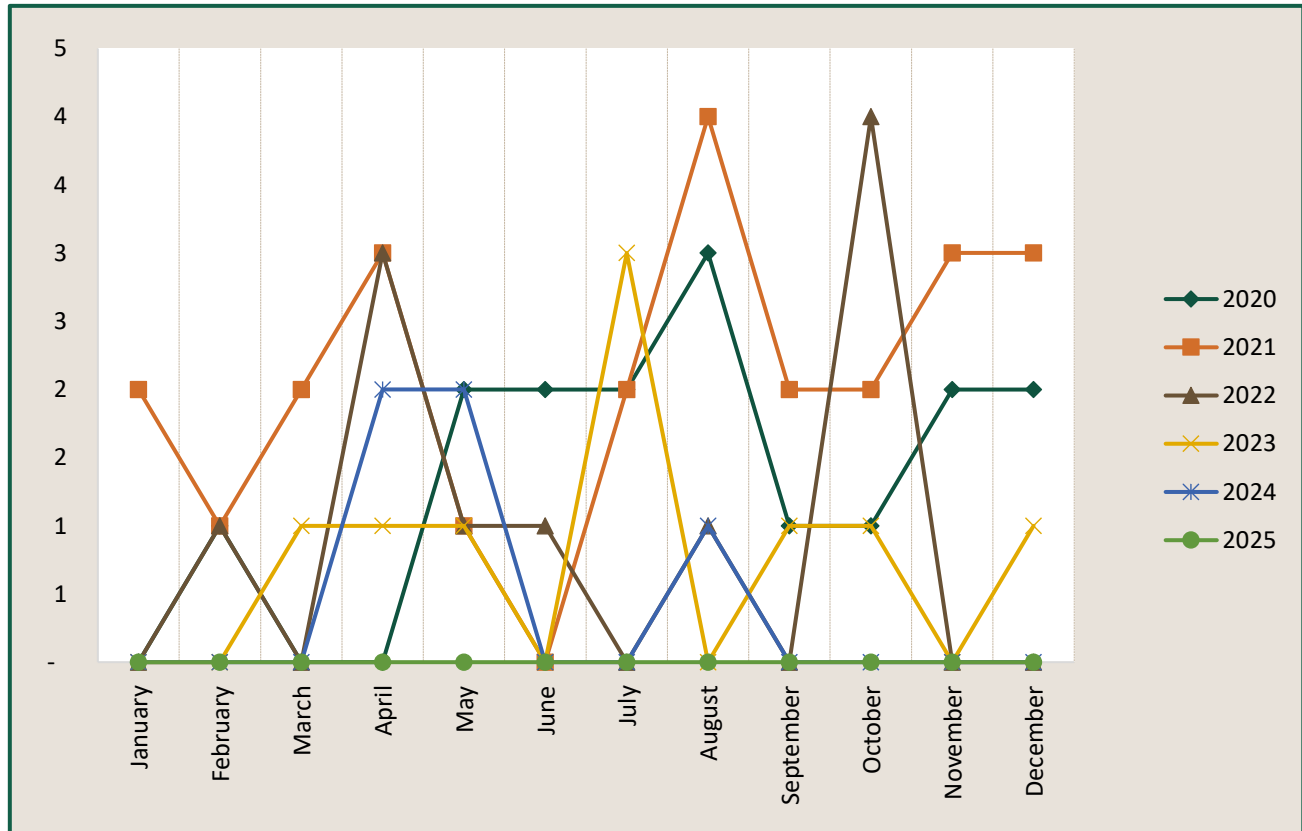
SPOKANE COUNTY SHERIFF'S OFFICE

Regional Intelligence Group 9

Theft From Motor Vehicle (Vehicle Prowl) - Millwood



Time Period: January 2025



	2020	2021	2022	2023	2024	2025
January	-	2	-	-	-	-
February	1	1	1	-	-	-
March	-	2	-	1	-	-
April	-	3	3	1	2	-
May	2	1	1	1	2	-
June	2	-	1	-	-	-
July	2	2	-	3	-	-
August	3	4	1	-	1	-
September	1	2	-	1	-	-
October	1	2	4	1	-	-
November	2	3	-	-	-	-
December	2	3	-	1	-	-
Grand Total	16	25	11	9	5	-

* IBR Offense: Theft From Motor Vehicle 23F

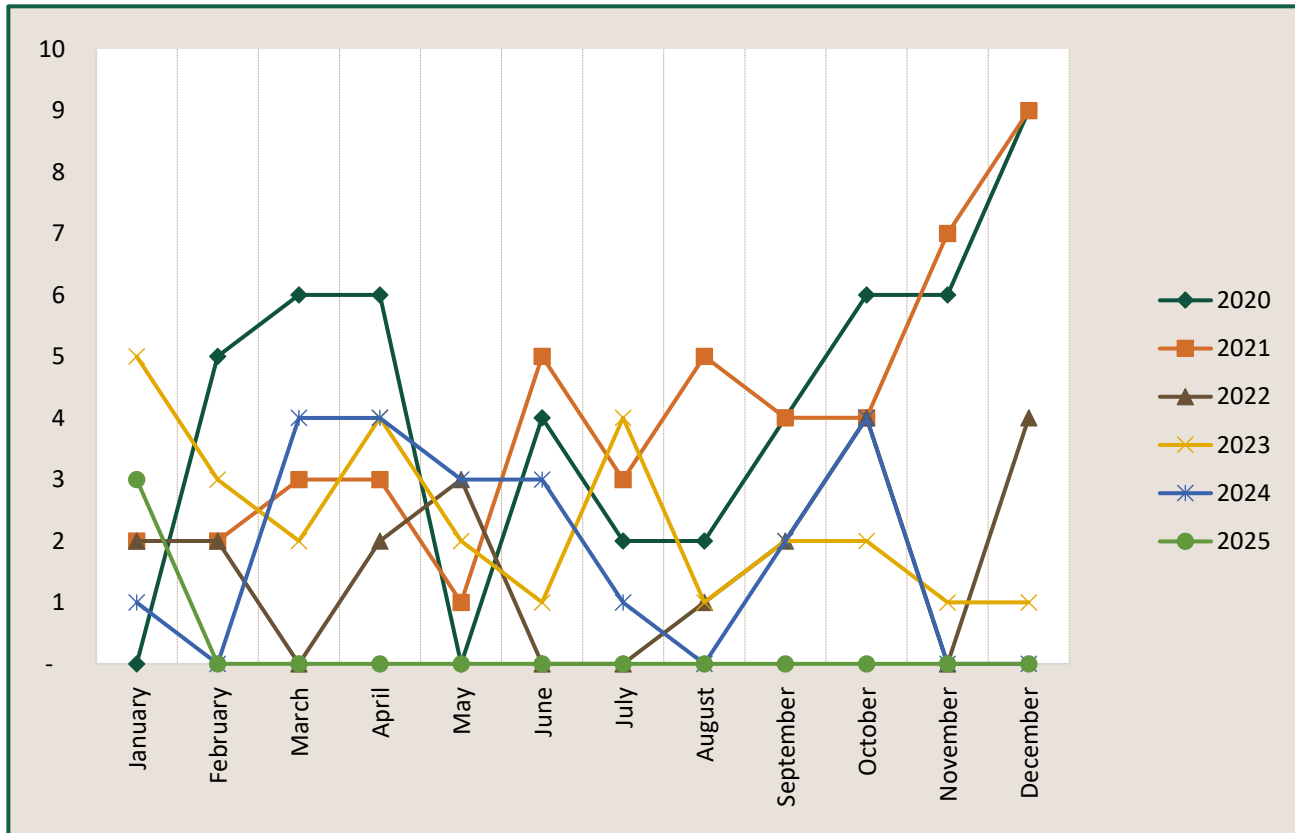
SPOKANE COUNTY SHERIFF'S OFFICE

Regional Intelligence Group 9

Damage/Destruction/Vandalism (MALMS) - Millwood



Time Period: January 2025



	2020	2021	2022	2023	2024	2025
January	-	2	2	5	1	3
February	5	2	2	3	-	-
March	6	3	-	2	4	-
April	6	3	2	4	4	-
May	-	1	3	2	3	-
June	4	5	-	1	3	-
July	2	3	-	4	1	-
August	2	5	1	1	-	-
September	4	4	2	2	2	-
October	6	4	4	2	4	-
November	6	7	-	1	-	-
December	9	9	4	1	-	-
Grand Total	50	48	20	28	22	3

IBR Offense: Destruction/Damage/Vandalism 290

Produced: 02/13/2025

SPOKANE COUNTY SHERIFF'S OFFICE

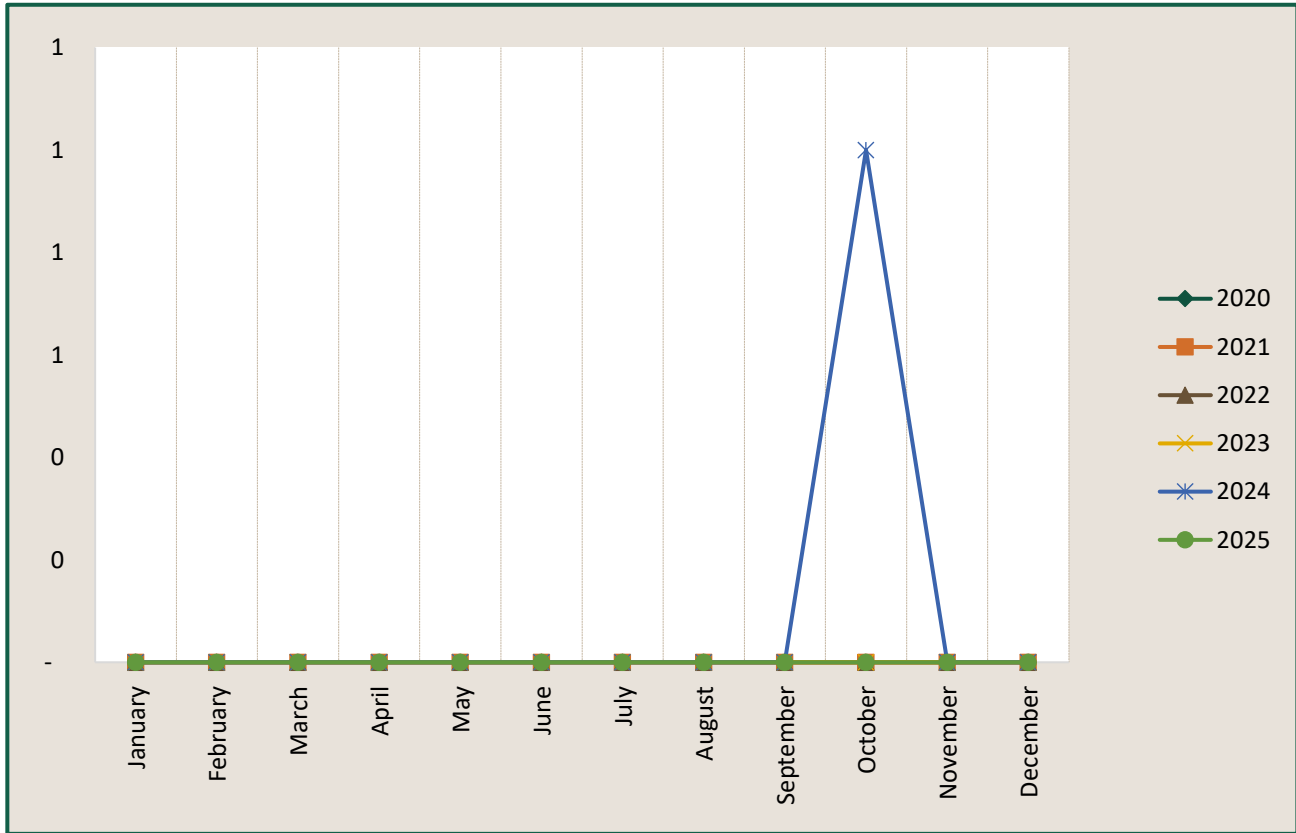
Regional Intelligence Group 9

Homicide - Millwood

Section 11, Item a.



Time Period: January 2025



	2020	2021	2022	2023	2024	2025
January	-	-	-	-	-	-
February	-	-	-	-	-	-
March	-	-	-	-	-	-
April	-	-	-	-	-	-
May	-	-	-	-	-	-
June	-	-	-	-	-	-
July	-	-	-	-	-	-
August	-	-	-	-	-	-
September	-	-	-	-	-	-
October	-	-	-	-	1	-
November	-	-	-	-	-	-
December	-	-	-	-	-	-
Grand Total	-	-	-	-	1	-

*IBR Offense: Murder/Non-Negligent Manslaughter 09A

Produced: 02/13/2025

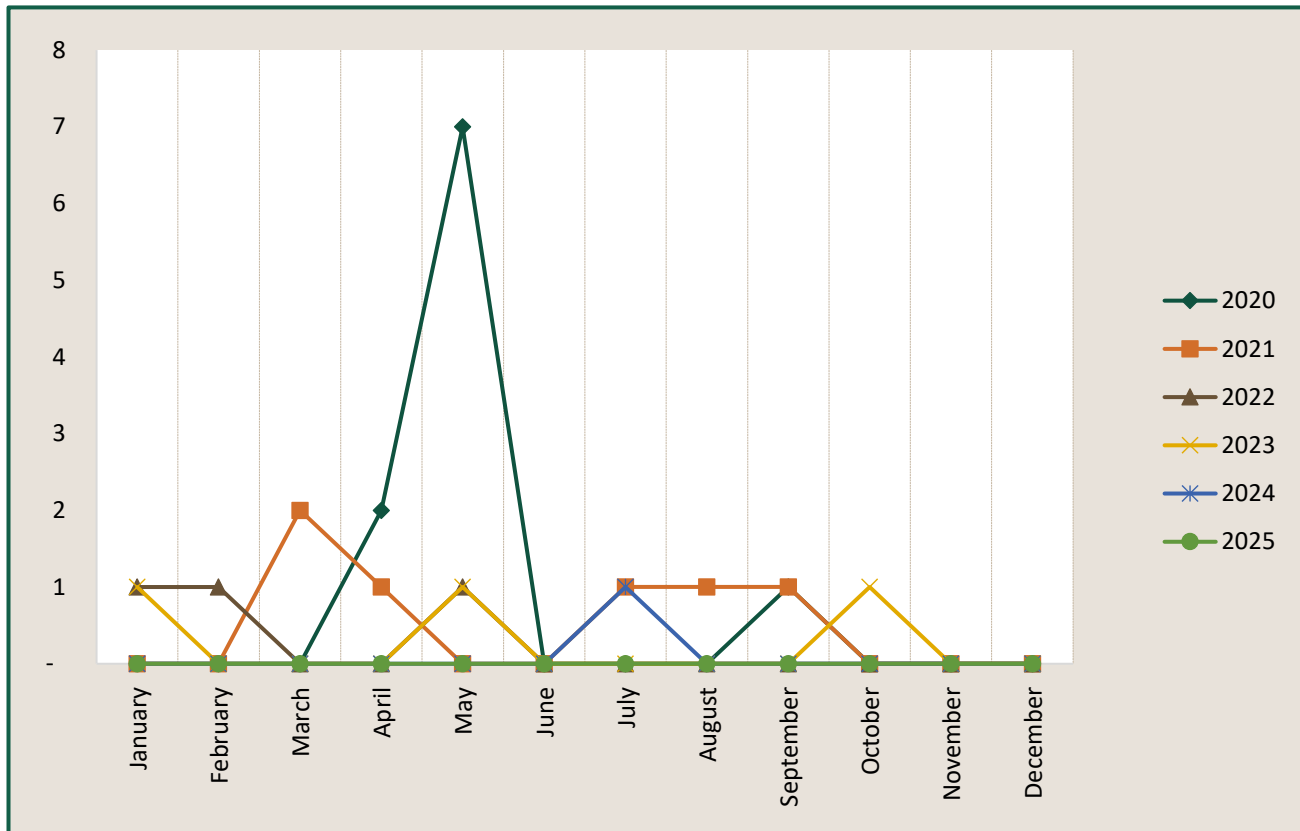
SPOKANE COUNTY SHERIFF'S OFFICE

Regional Intelligence Group 9

Identity Theft - Millwood



Time Period: January 2025



	2020	2021	2022	2023	2024	2025
January	-	-	1	1	-	-
February	-	-	1	-	-	-
March	-	2	-	-	-	-
April	2	1	-	-	-	-
May	7	-	1	1	-	-
June	-	-	-	-	-	-
July	-	1	-	-	1	-
August	-	1	-	-	-	-
September	1	1	-	-	-	-
October	-	-	-	1	-	-
November	-	-	-	-	-	-
December	-	-	-	-	-	-
Grand Total	10	6	3	3	1	-

*IBR Offense: Identity Theft 26F

SPOKANE COUNTY SHERIFF'S OFFICE

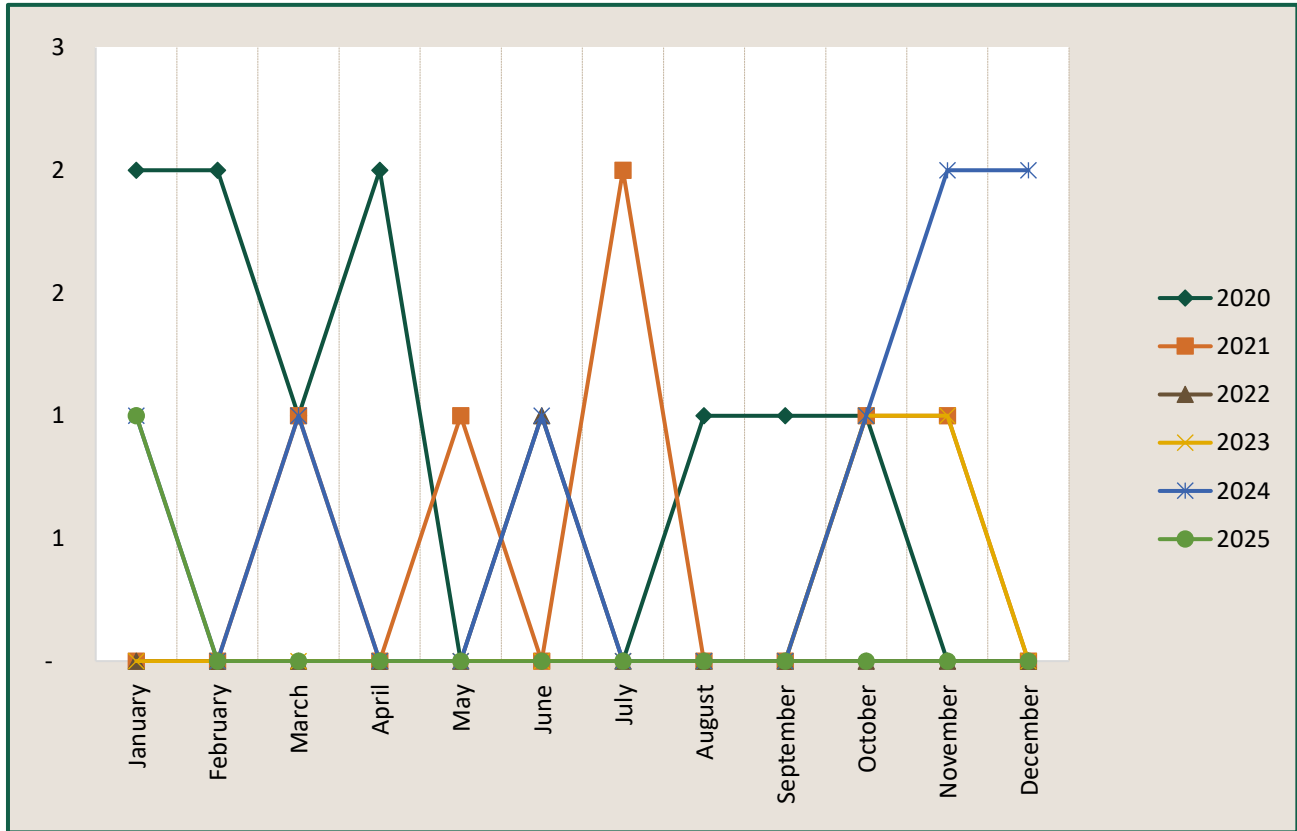
Regional Intelligence Group 9

DUI - Millwood

Section 11, Item a.



Time Period: January 2025



	2020	2021	2022	2023	2024	2025
January	2	-	-	-	1	1
February	2	-	-	-	-	-
March	1	1	-	-	1	-
April	2	-	-	-	-	-
May	-	1	-	-	-	-
June	-	-	1	-	1	-
July	-	2	-	-	-	-
August	1	-	-	-	-	-
September	1	-	-	-	-	-
October	1	1	-	1	1	-
November	-	1	-	1	2	-
December	-	-	-	-	2	-
Grand Total	10	6	1	2	8	1

* IBR Offense: DUI 90D

Produced: 02/13/2025

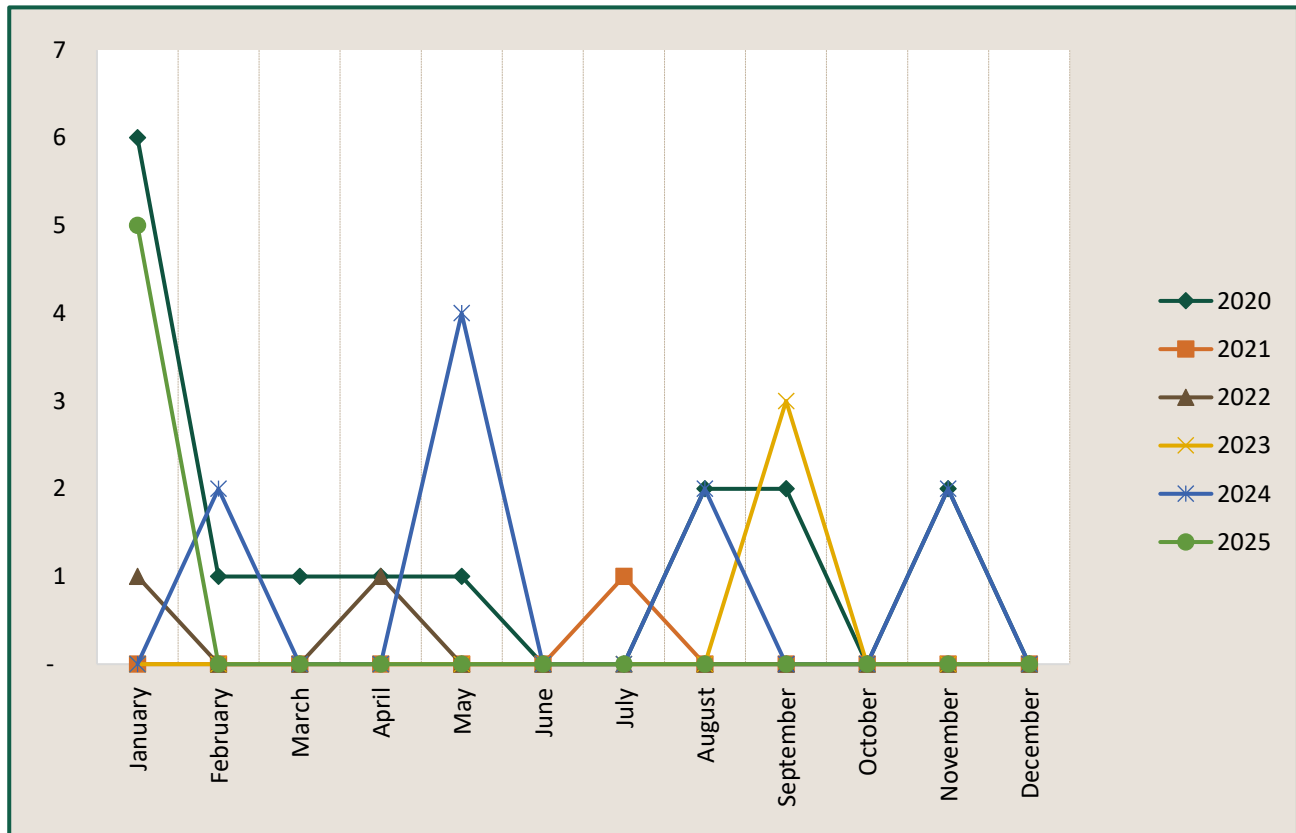
SPOKANE COUNTY SHERIFF'S OFFICE

Regional Intelligence Group 9

Drugs - Millwood



Time Period: January 2025



	2020	2021	2022	2023	2024	2025
January	6	-	1	-	-	5
February	1	-	-	-	2	-
March	1	-	-	-	-	-
April	1	-	1	-	-	-
May	1	-	-	-	4	-
June	-	-	-	-	-	-
July	-	1	-	-	-	-
August	2	-	-	-	2	-
September	2	-	-	3	-	-
October	-	-	-	-	-	-
November	2	-	-	-	2	-
December	-	-	-	-	-	-
Grand Total	16	1	2	3	10	5

* IBR Offense: Drugs/Narcotics Violations 35A and Drug Equipment Violations 35B

Produced: 02/13/2025

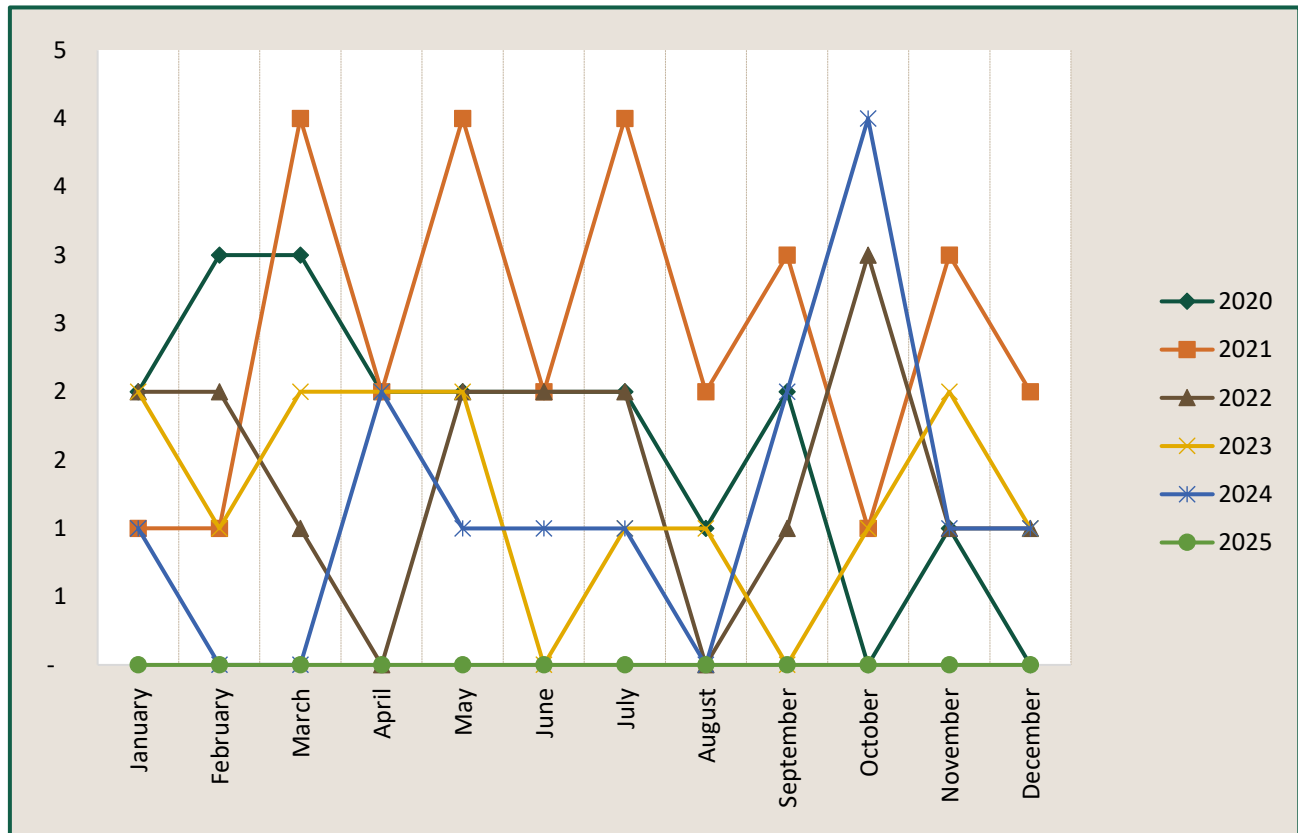
SPOKANE COUNTY SHERIFF'S OFFICE

Regional Intelligence Group 9

Fraud - Millwood



Time Period: January 2025



	2020	2021	2022	2023	2024	2025
January	2	1	2	2	1	-
February	3	1	2	1	-	-
March	3	4	1	2	-	-
April	2	2	-	2	2	-
May	2	4	2	2	1	-
June	2	2	2	-	1	-
July	2	4	2	1	1	-
August	1	2	-	1	-	-
September	2	3	1	-	2	-
October	-	1	3	1	4	-
November	1	3	1	2	1	-
December	-	2	1	1	1	-
Grand Total	20	29	17	15	14	-

* IBR Offense: Pretenses/Swindling/Con Games 26A, Fraud - Credit Card/ATM 26B, and Fraud - False & Fraud - Impersonation 26C

Produced: 02/13/2025

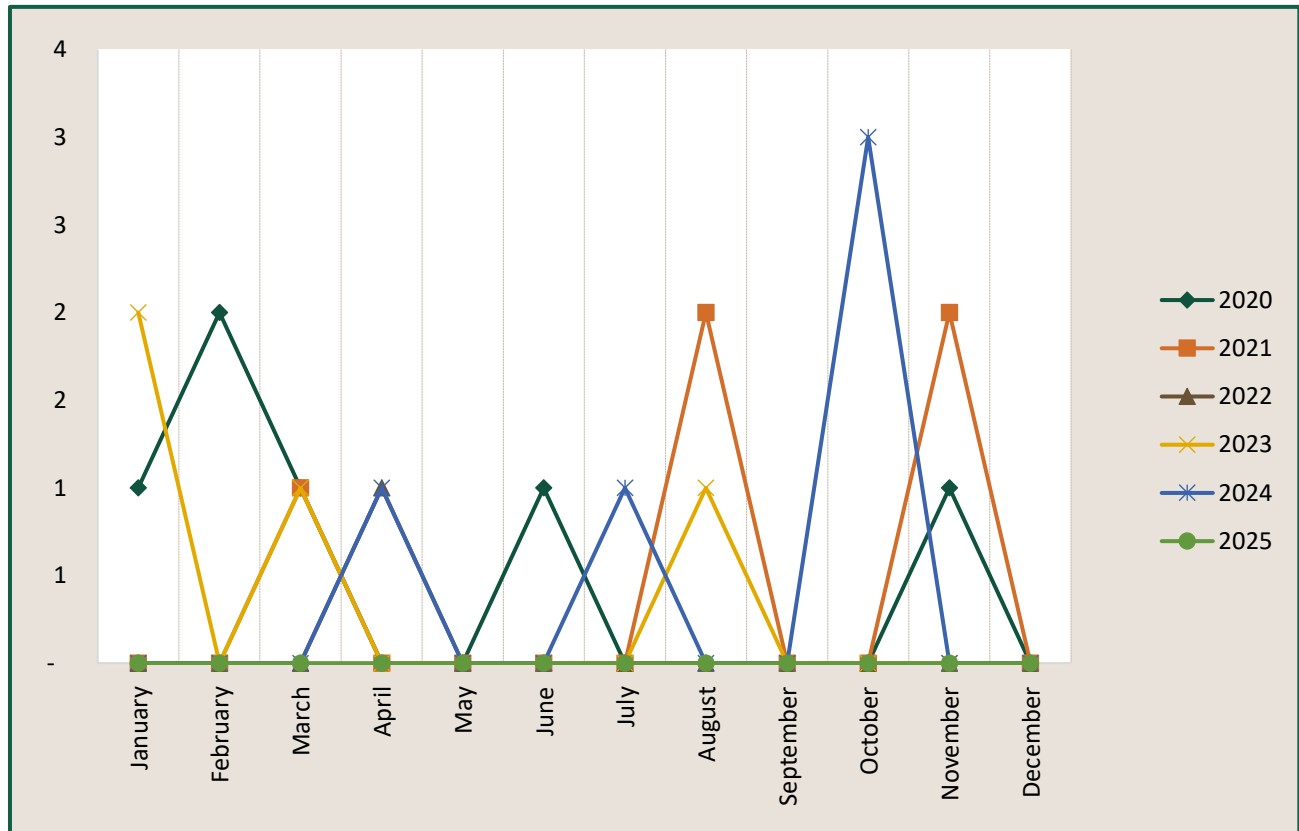
SPOKANE COUNTY SHERIFF'S OFFICE

Regional Intelligence Group 9

Forgery - Millwood



Time Period: January 2025



	2020	2021	2022	2023	2024	2025
January	1	-	-	2	-	-
February	2	-	-	-	-	-
March	1	1	-	1	-	-
April	-	-	1	-	1	-
May	-	-	-	-	-	-
June	1	-	-	-	-	-
July	-	-	-	-	1	-
August	-	2	-	1	-	-
September	-	-	-	-	-	-
October	-	-	-	-	3	-
November	1	2	-	-	-	-
December	-	-	-	-	-	-
Grand Total	6	5	1	4	5	-

*IBR Offense: Counterfeiting/Forgery 250

Produced: 02/13/2025

SPOKANE COUNTY SHERIFF'S OFFICE

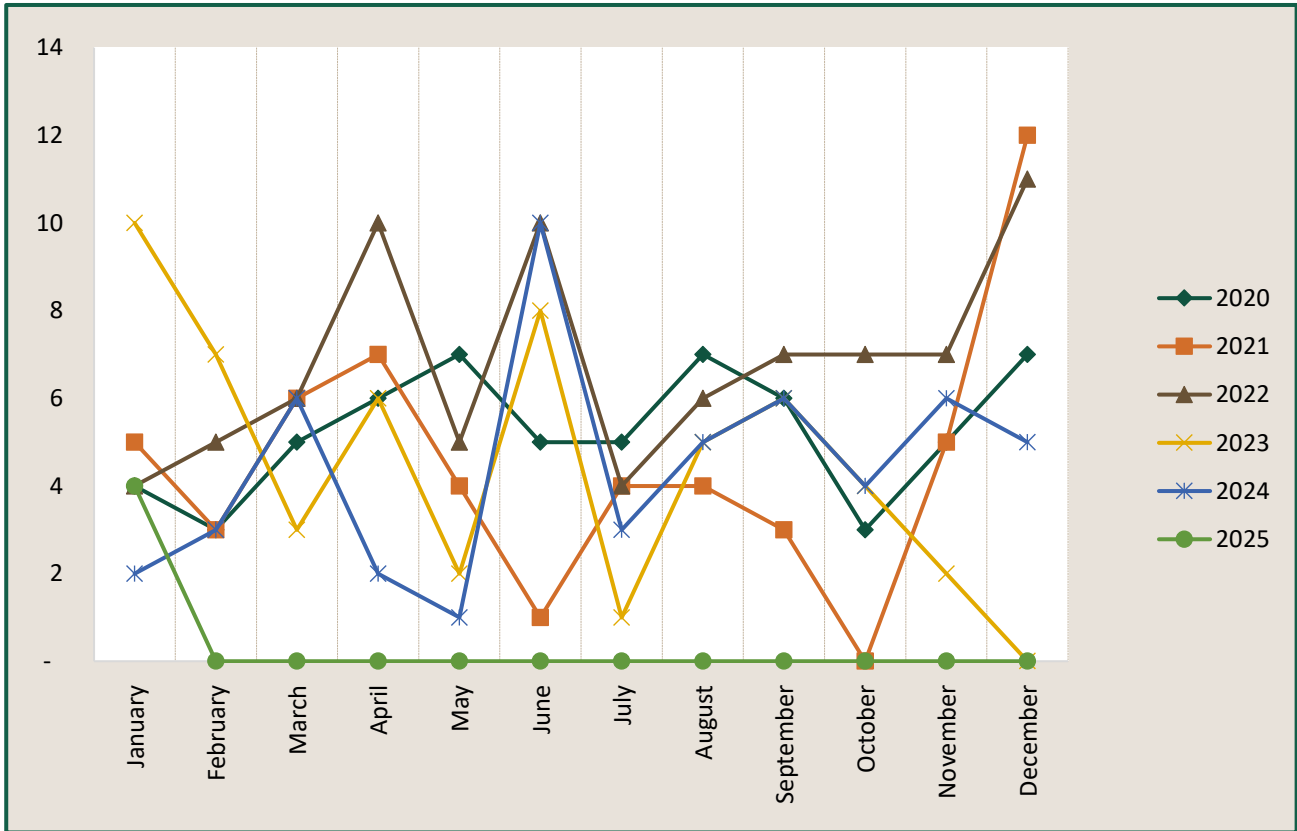
Regional Intelligence Group 9

Theft - Millwood

Section 11, Item a.



Time Period: January 2025



	2020	2021	2022	2023	2024	2025
January	4	5	4	10	2	4
February	3	3	5	7	3	-
March	5	6	6	3	6	-
April	6	7	10	6	2	-
May	7	4	5	2	1	-
June	5	1	10	8	10	-
July	5	4	4	1	3	-
August	7	4	6	5	5	-
September	6	3	7	6	6	-
October	3	-	7	4	4	-
November	5	5	7	2	6	-
December	7	12	11	-	5	-
Grand Total	63	54	82	54	53	4

* IBR Offense: Theft - Pocket-Picking 23A, Theft - Purse-Snatching 23B, Theft - Shoplifting 23C, Theft From Building 23D, Theft From Coin-Operated Machine 23E, Theft of Motor Vehicle Parts/Accessories 23G, and Theft-All Other 23H

Produced: 02/13/2025



January 2025

Citizen Calls by Day of Week and Hour

	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Total
0				1	1		1	3
1					1			1
3	1							1
4	1		1					2
5		1		1				2
6			1				1	2
7	1	1						2
8					1			1
9		1	2			2	1	6
10	1	1		1	2			5
11			1		2			3
12						1		1
13		3	1				1	5
14			2	1	3	2		8
15		2		1				3
16		1			2	1	1	5
17		1		1	2			4
18							1	1
19						4		4
20	1		1	1	2		1	6
21		1					1	2
22		1			1			2
23							1	1
Total	5	13	9	7	17	10	9	70

Total Deputy Involved Incidents by Day of Week and Hour

	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Total
0		1			2			3
1					1			1
2				1	1			2
4	1		1	1				3
5		1		1				2
6	1		1			1	2	5
7		1						1
8			1			1		2
9	1	1	2	1	1		1	7
10	2	2	1	2	2		2	11
11		1	2		3	1	1	8
12				1	1	2		4
13		2	2	1	1	2	1	9
14		3	3	5	2		1	14
15	1	5	2	3			3	14
16		3	4	2	2	1	4	16
17		2		1	4			7
18					1			1
19						3	1	4
20	1		1		1			3
21		1		1			1	3
22		1			1			2
23	2				1	2	1	6
Total	9	24	20	20	24	13	18	128

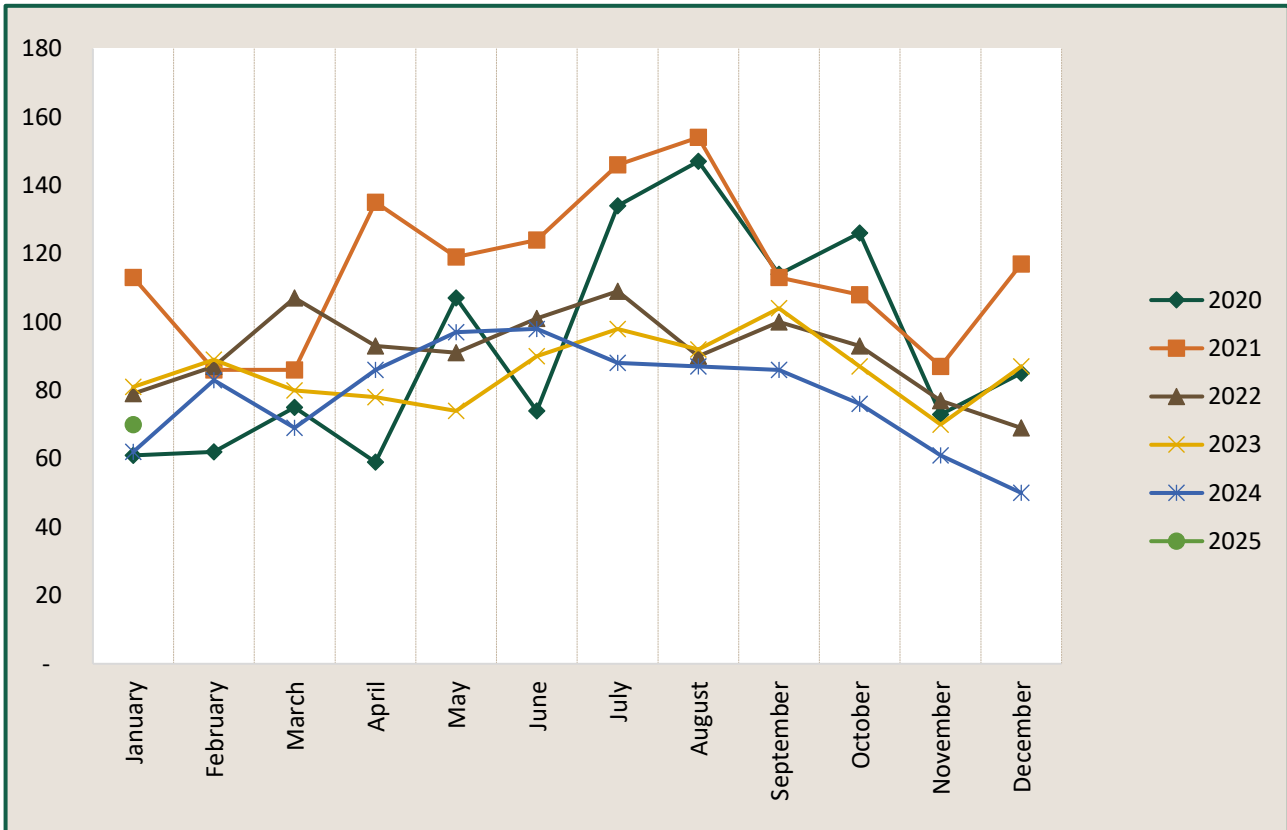
SPOKANE COUNTY SHERIFF'S OFFICE

Regional Intelligence Group 9

Citizen Initiated Call For Service (CFS) - Millwood



Time Period: January 2025



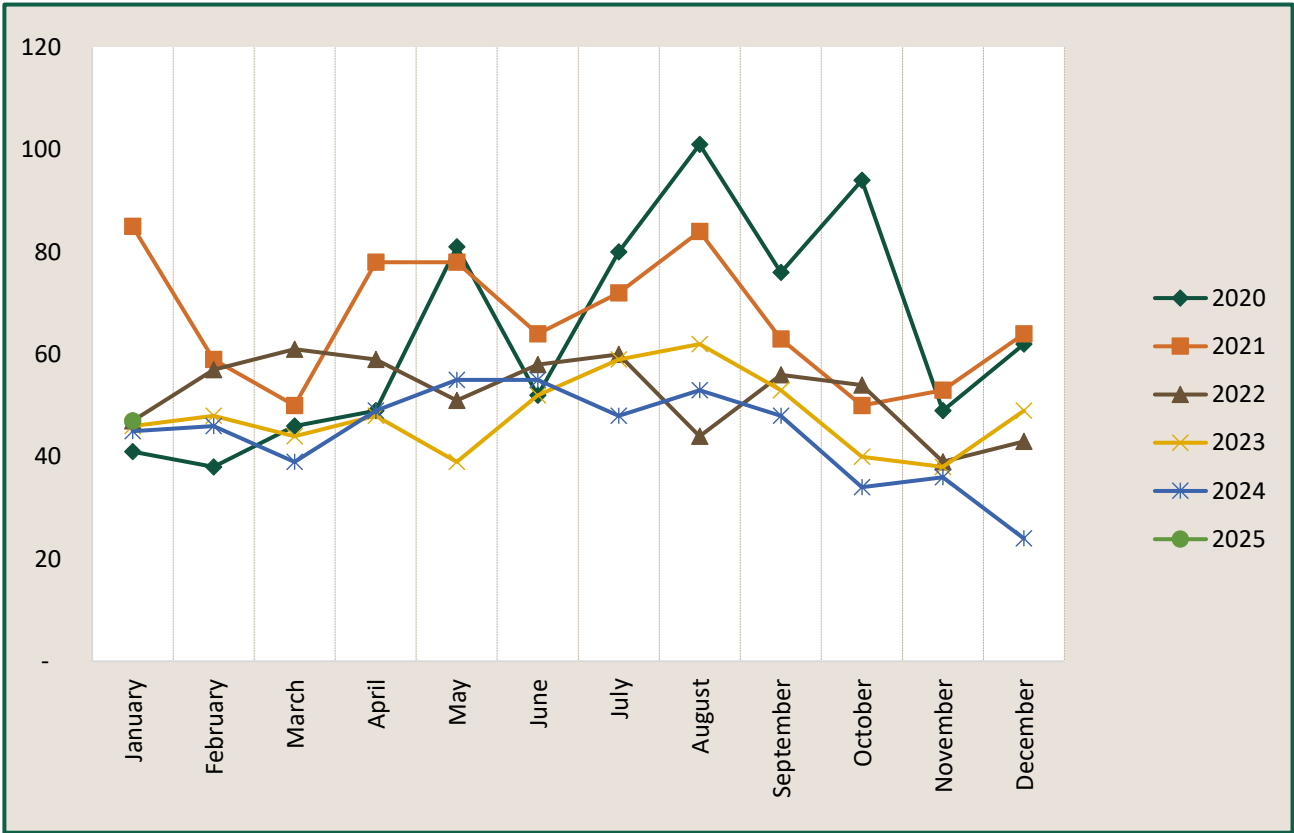
	2020	2021	2022	2023	2024	2025
January	61	113	79	81	62	70
February	62	86	87	89	83	
March	75	86	107	80	69	
April	59	135	93	78	86	
May	107	119	91	74	97	
June	74	124	101	90	98	
July	134	146	109	98	88	
August	147	154	90	92	87	
September	114	113	100	104	86	
October	126	108	93	87	76	
November	73	87	77	70	61	
December	85	117	69	87	50	
Grand Total	1,117	1,388	1,096	1,030	943	70

Produced: 02/13/2025

SPOKANE COUNTY SHERIFF'S OFFICE
Regional Intelligence Group 9
Citizen CFS With Deputy Response - Millwood



Time Period: January 2025

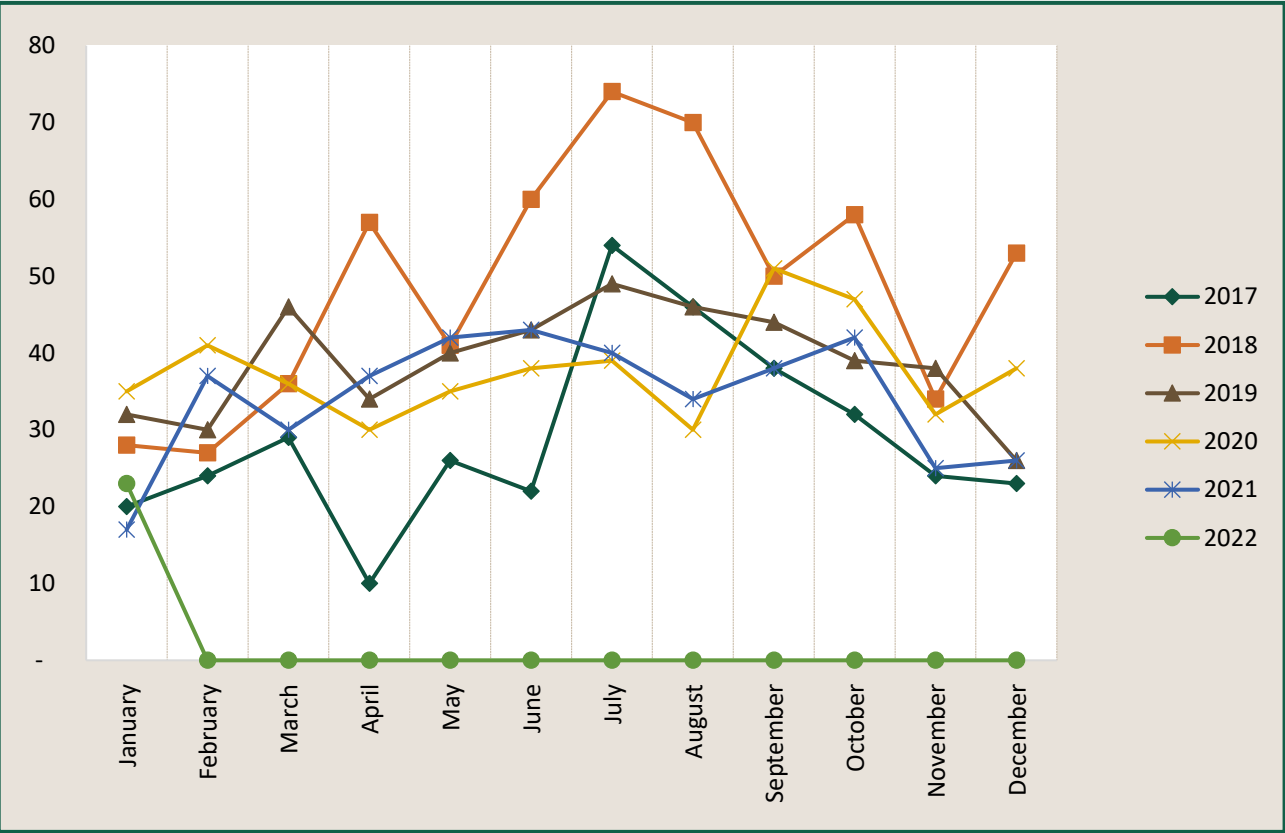


	2020	2021	2022	2023	2024	2025
January	41	85	47	46	45	47
February	38	59	57	48	46	
March	46	50	61	44	39	
April	49	78	59	48	49	
May	81	78	51	39	55	
June	52	64	58	52	55	
July	80	72	60	59	48	
August	101	84	44	62	53	
September	76	63	56	53	48	
October	94	50	54	40	34	
November	49	53	39	38	36	
December	62	64	43	49	24	
Grand Total	769	800	629	578	532	47

SPOKANE COUNTY SHERIFF'S OFFICE
Regional Intelligence Group 9
Citizen CFS Without Deputy Response - Millwood



Time Period: January 2025

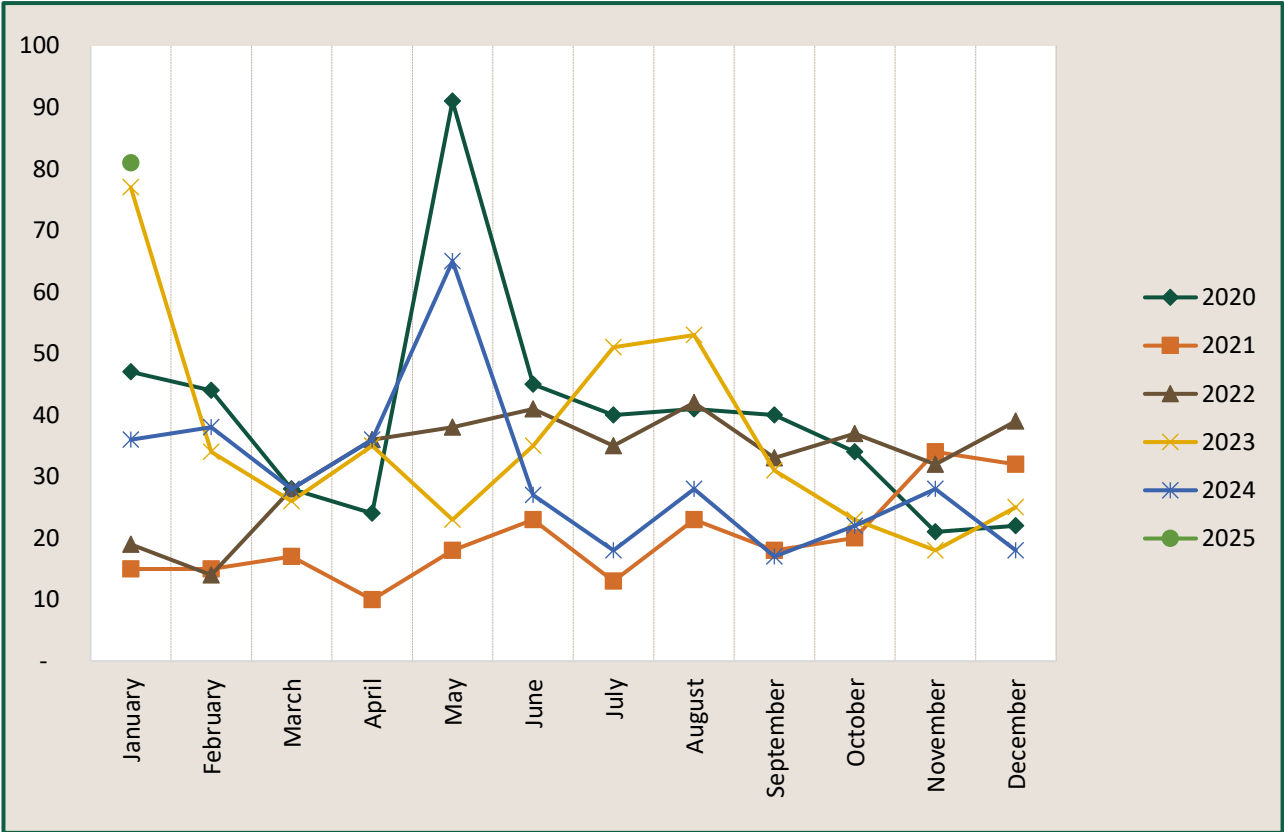


	2020	2021	2022	2023	2024	2025
January	20	28	32	35	17	23
February	24	27	30	41	37	
March	29	36	46	36	30	
April	10	57	34	30	37	
May	26	41	40	35	42	
June	22	60	43	38	43	
July	54	74	49	39	40	
August	46	70	46	30	34	
September	38	50	44	51	38	
October	32	58	39	47	42	
November	24	34	38	32	25	
December	23	53	26	38	26	
Grand Total	348	588	467	452	411	23

SPOKANE COUNTY SHERIFF'S OFFICE
Regional Intelligence Group 9
Deputy Initiated Incidents - Millwood



Time Period: January 2025



	2020	2021	2022	2023	2024	2025
January	47	15	19	77	36	81
February	44	15	14	34	38	
March	28	17	28	26	28	
April	24	10	36	35	36	
May	91	18	38	23	65	
June	45	23	41	35	27	
July	40	13	35	51	18	
August	41	23	42	53	28	
September	40	18	33	31	17	
October	34	20	37	23	22	
November	21	34	32	18	28	
December	22	32	39	25	18	
Grand Total	477	238	394	431	361	81

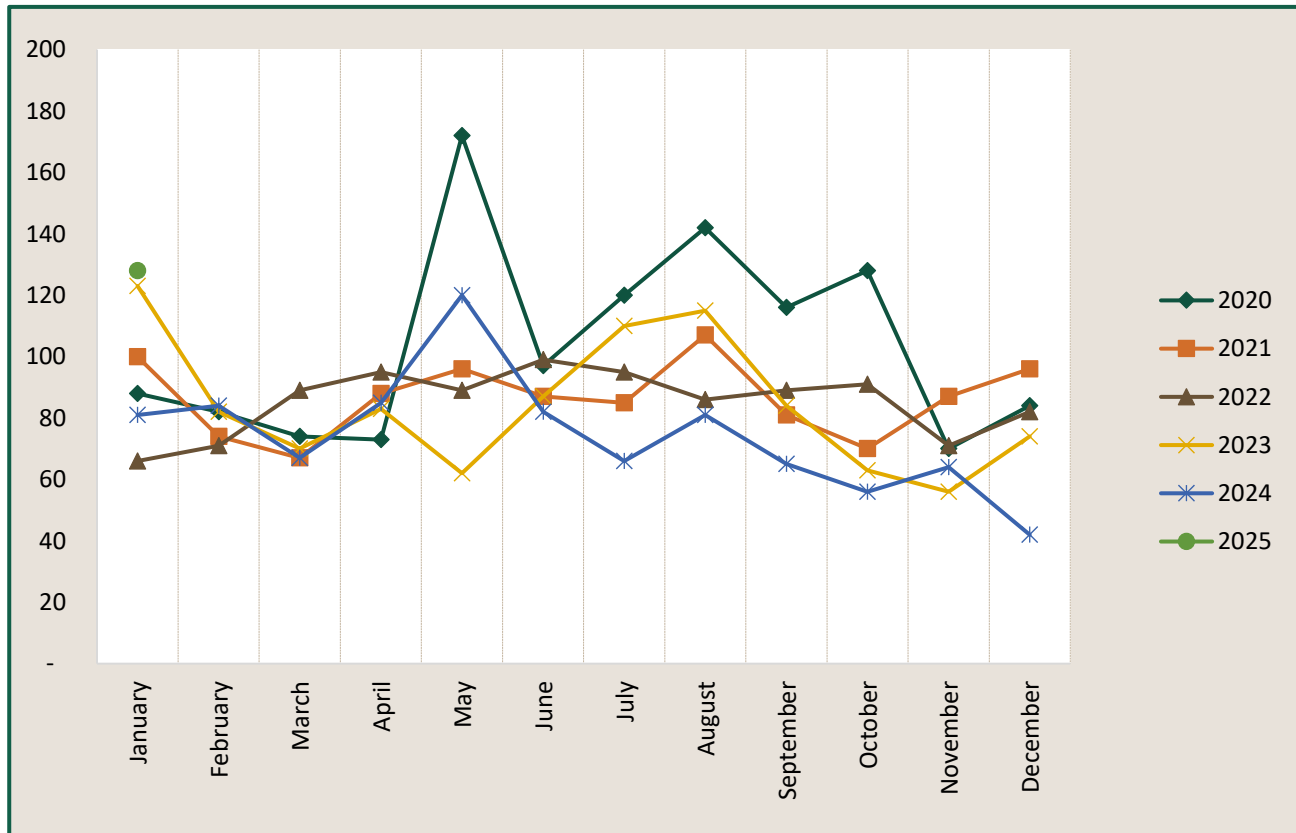
SPOKANE COUNTY SHERIFF'S OFFICE

Regional Intelligence Group 9

Total Deputy Involved Incidents - Millwood



Time Period: January 2025



	2020	2021	2022	2023	2024	2025
January	88	100	66	123	81	128
February	82	74	71	82	84	
March	74	67	89	70	67	
April	73	88	95	83	85	
May	172	96	89	62	120	
June	97	87	99	87	82	
July	120	85	95	110	66	
August	142	107	86	115	81	
September	116	81	89	84	65	
October	128	70	91	63	56	
November	70	87	71	56	64	
December	84	96	82	74	42	
Grand Total	1,246	1,038	1,023	1,009	893	128

Produced: 02/13/2025

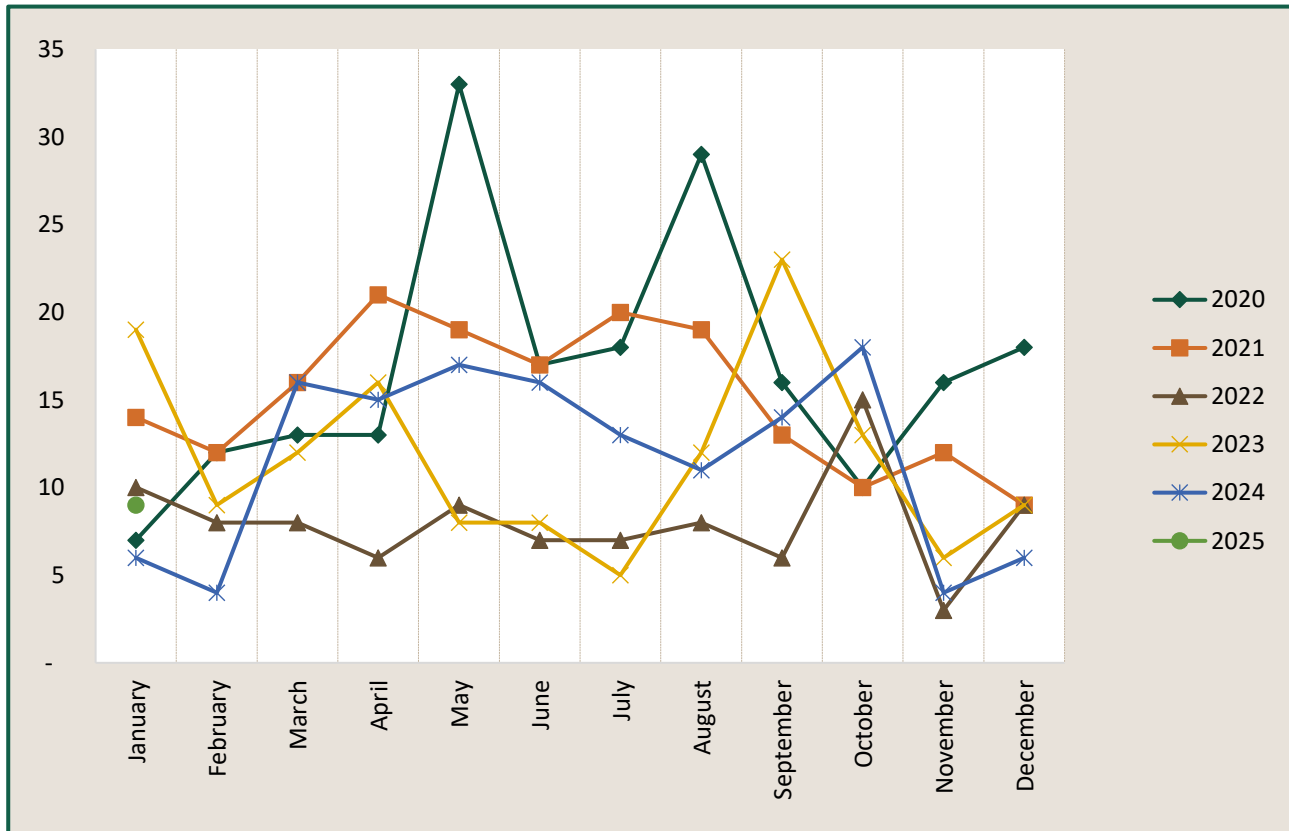
SPOKANE COUNTY SHERIFF'S OFFICE

Regional Intelligence Group 9

Crime Check Initiated Call For Service (CFS) - Millwood



Time Period: January 2025



	2020	2021	2022	2023	2024	2025
January	7	14	10	19	6	9
February	12	12	8	9	4	
March	13	16	8	12	16	
April	13	21	6	16	15	
May	33	19	9	8	17	
June	17	17	7	8	16	
July	18	20	7	5	13	
August	29	19	8	12	11	
September	16	13	6	23	14	
October	10	10	15	13	18	
November	16	12	3	6	4	
December	18	9	9	9	6	
Grand Total	202	182	96	140	140	9

Produced: 02/13/2025

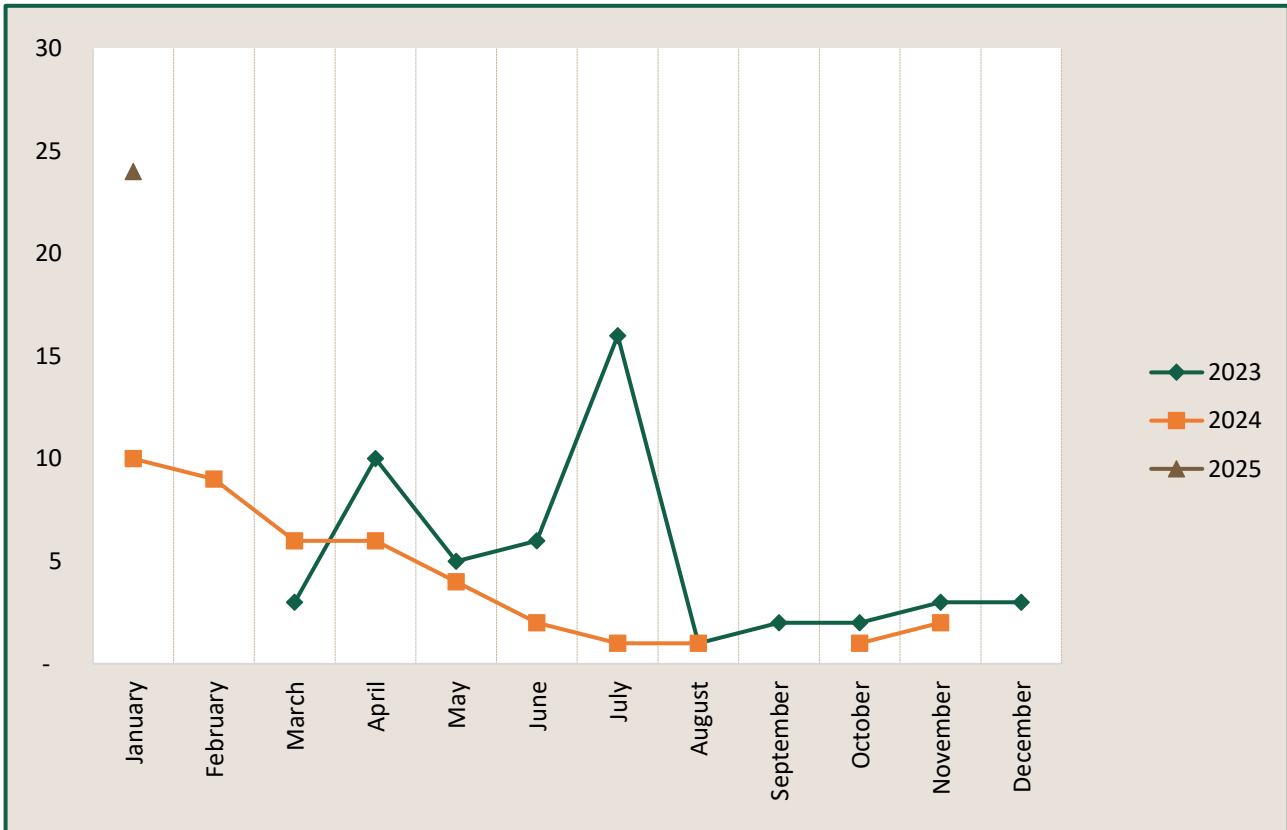
SPOKANE COUNTY SHERIFF'S OFFICE

Regional Intelligence Group 9

CAD Call Type COP - Millwood



Time Period: January 2025



	2023	2024	2025
January		10	24
February		9	
March	3	6	
April	10	6	
May	5	4	
June	6	2	
July	16	1	
August	1	1	
September	2		
October	2	1	
November	3	2	
December	3		
Grand Total	51	42	24

Produced: 02/13/2025

SPOKANE COUNTY SHERIFF'S OFFICE

Regional Intelligence Group 9

Ticket Counts

Date Range: January 2025



Ticket Type	Spokane Valley Districts		Unincorporated Districts		All Districts	
	Ticket Count	Charges Count	Ticket Count	Charges Count	Ticket Count	Charges Count
Criminal Non Traffic	76	92	71	92	147	184
Criminal Traffic	22	25	23	32	45	57
Infraction Non Traffic	1	1	0	0	1	1
Infraction Traffic	506	551	193	237	699	788
Parking	0	0	0	0	0	0
Totals:	605	669	287	361	892	1030

Ticket Type	Deer Park		Medical Lake		Millwood	
	Ticket Count	Charges Count	Ticket Count	Charges Count	Ticket Count	Charges Count
Criminal Non Traffic	2	2	1	1	4	4
Criminal Traffic	1	1	0	0	3	4
Infraction Non Traffic	0	0	0	0	0	0
Infraction Traffic	2	2	6	6	8	8
Parking	0	0	0	0	0	0
Totals:	5	5	7	7	15	16

Produced: 02/13/2025

SPOKANE COUNTY SHERIFF'S OFFICE

Regional Intelligence Group 9

Ticket Charge Details - Millwood



Date Range: January 2025

Charge	Count
46.12.650.8: FAIL TO TRANSFER TITLE W/I 45 DAYS	1
46.20.005: DRIVING WITHOUT A LICENSE	2
46.30.020: OPERATING A MOTOR VEHICLE WITHOUT INSURANCE	1
46.37.050: DEFECTIVE LIGHTS	1
46.61.400.01U: SPEED 1 OVER (40 OR UNDER)	3
46.61.400.10U: SPEED 10 OVER (40 OR UNDER)	1
46.61.400.30U: SPEED 30 OVER (40 OR UNDER)	1
46.61.502: OLD CODE:VEH(DWUIL/DRUG)NEW	1
46.61.688: FAIL TO WEAR SAFETY BELT	1
69.50.4013.1A: POSSESSION OF CONTROLLED SUBSTANCE	3
9A.36.041.2: ASSAULT 4TH DEGREE	1
Grand Total	16

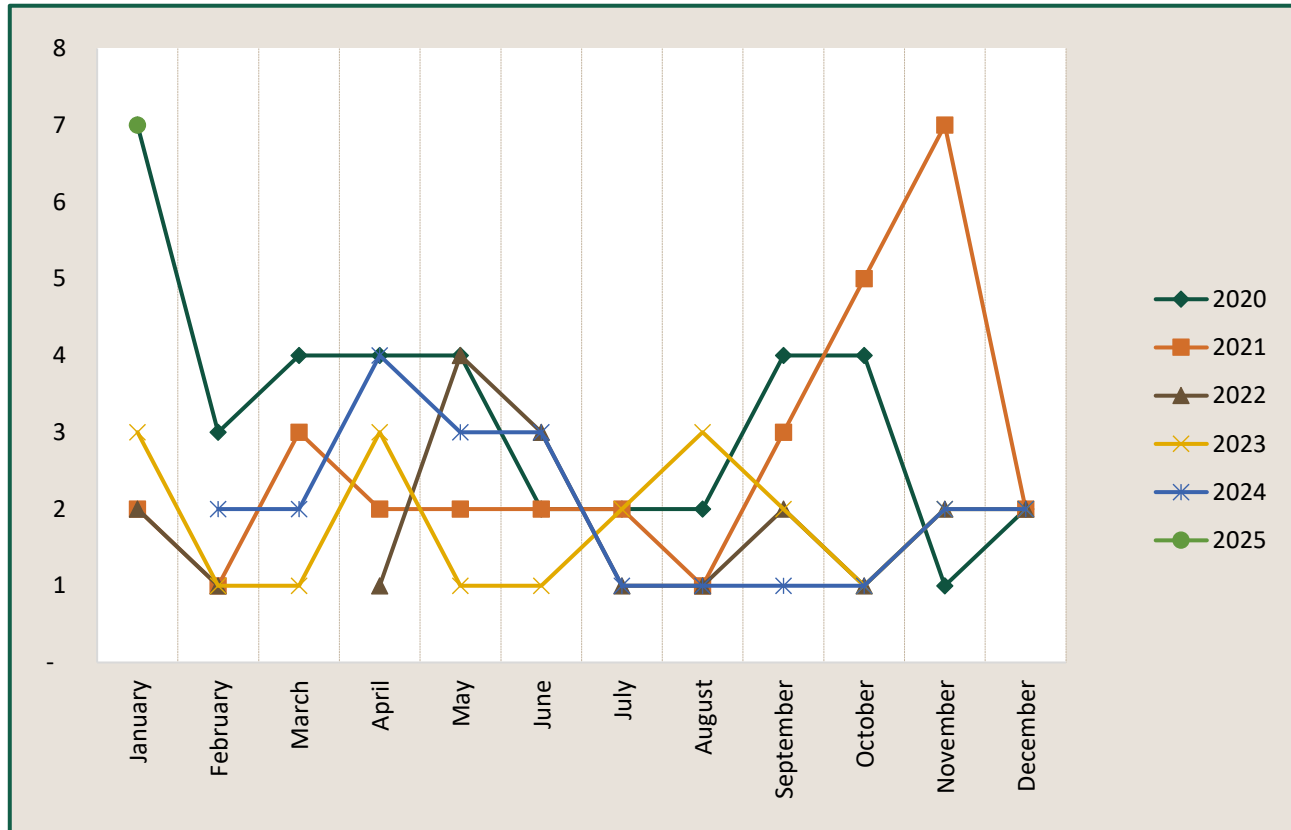
SPOKANE COUNTY SHERIFF'S OFFICE

Regional Intelligence Group 9

Criminal Ticket Counts - Millwood



Time Period: January 2025



	2020	2021	2022	2023	2024	2025
January	7	2	2	3		7
February	3	1	1	1	2	
March	4	3		1	2	
April	4	2	1	3	4	
May	4	2	4	1	3	
June	2	2	3	1	3	
July	2	2	1	2	1	
August	2	1	1	3	1	
September	4	3	2	2	1	
October	4	5	1	1	1	
November	1	7	2	2	2	
December	2	2	2	2	2	
Grand Total	39	32	20	22	22	7

*Ticket Types included Criminal Non Traffic & Criminal Traffic

Produced: 02/13/2025

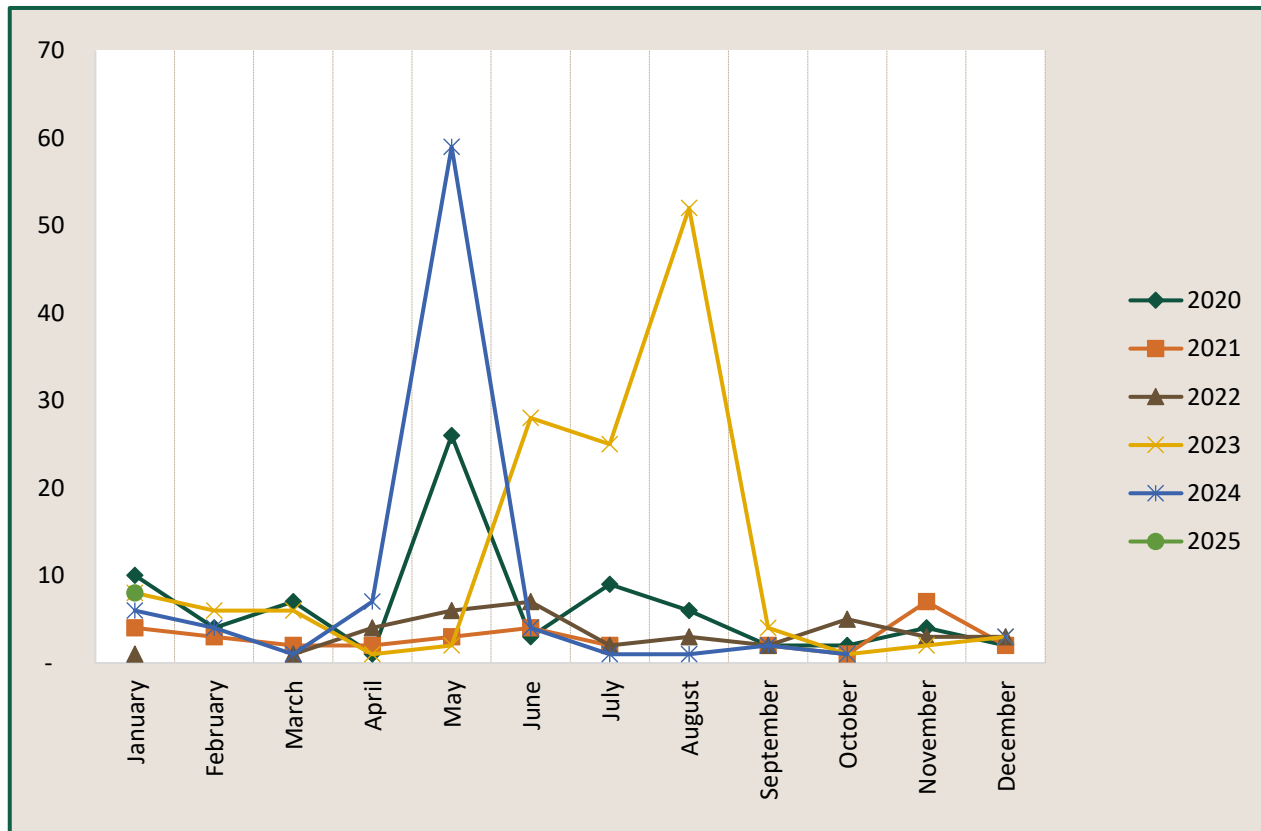
SPOKANE COUNTY SHERIFF'S OFFICE

Regional Intelligence Group 9

Non - Criminal Ticket Counts - Millwood



Time Period: January 2025



* Ticket Types included are Infraction Non Traffic & Infraction Traffic

Produced: 02/13/2025

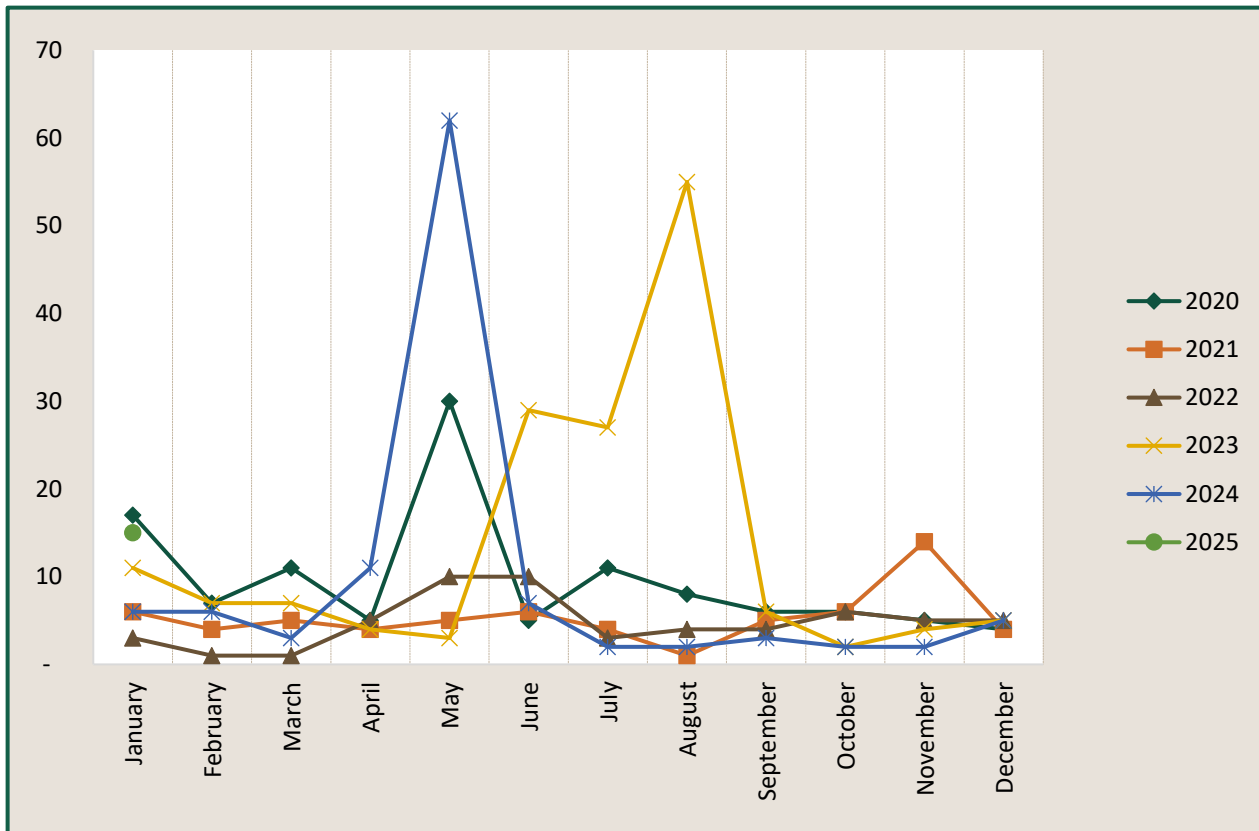
SPOKANE COUNTY SHERIFF'S OFFICE

Regional Intelligence Group 9

All Ticket Counts - Millwood



Time Period: January 2025



* All ticket types except parking

Produced: 02/13/2025