



City Council Regular Meeting Agenda

Tuesday, February 10, 2026 at 6:00 PM

9103 E Frederick Ave.

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2026 Strategic Theme: "Our Future. Our Water."

1. CALL TO ORDER & ROLL CALL
2. PLEDGE OF ALLEGIANCE
3. APPROVAL OF MEETING AGENDA
4. LOCAL AGENCY REPORTS/PRESENTATIONS
 - a. STA - Robert Hamud
5. OTHER PRESENTATIONS
6. PUBLIC COMMENTS CONCERNING ACTION ITEMS

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

7. EXECUTIVE SESSION (if necessary)
8. ACTION ITEMS FOR FIRST READING
 - a. [PUBLIC HEARING](#)
[2026 Comprehensive Plan Periodic Update Part 2](#)
 - b. [ORDINANCE #558 - 2026 Comprehensive Plan Periodic Update Part 2 - Exhibit A](#)
 - c. [ORDINANCE #557 Amending MMC 2.36.010 Planning Commission](#)
 - d. [RESOLUTION 2026-02 Interfund Loan](#)
9. ACTION ITEMS FOR CONSIDERATION
 - a. [Consent Agenda](#)
[\(1\) City Council Regular Meeting Minutes, \(2\) WCIA Board Delegate, \(3\) Bobbie Beese Planning Commission Appointment, \(4\) SRTC Board Delegate, \(5\) January Treasurer's Report, \(6\) January Claims, and \(7\) January Payroll \(8\) Intermountain Sign & Safety Self-Contained Radar Speed Sign Quote](#)
 - b. [RESOLUTION 2026-01 Water and Sewer Rates](#)
 - c. [Elevator Service Agreement](#)

10. REPORTS (no action)

- a. Treasurer - Lynn Scharff
- b. Clerk/Public Records and Code Enforcement – Mackenzi Roderick
- 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 - Shawna Beese

11. COUNCIL INFORMATION (no action or discussion)

12. PUBLIC REMARKS

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

13. COUNCIL REMARKS

14. ANNOUNCEMENTS

15. SET NEXT MEETING - March 10th, 2026

16. ADJOURNMENT

File Attachments for Item:

a. PUBLIC HEARING

2026 Comprehensive Plan Periodic Update Part 2

FINDINGS AND RECOMMENDATIONS OF THE MILLWOOD PLANNING COMMISSION FOR 2026 COMPREHENSIVE PLAN PERIODIC UPDATE (PART 2)

January 28, 2026

Background:

1. The Growth Management Act was established in the State of Washington in 1990 to provide a framework for land use planning and development regulation.
2. Spokane County and the cities within it were mandated to plan under the GMA in 1993.
3. As a City within Spokane County, Millwood crafted a Comprehensive Plan and Development Regulations which reflect and implement the community's vision for land use.
4. The Growth Management Act, RCW 36.70A.130 requires the City of Millwood to enact a Comprehensive Plan, and to review and revise, if necessary, the Plan and development regulations periodically (currently every 10 years) to ensure that it complies with the requirements of the Growth Management Act.
5. Updates to the City of Millwood Comprehensive Plan must be consistent with the Countywide Planning Policies for Spokane County, as amended, and must plan to accommodate the urban growth projected to occur within the next 20 years as well as the City's housing allocation.
6. The WA State Department of Commerce provided a "Periodic Update Checklist for Cities" to guide cities through the periodic update requirements along with guidance for updating comprehensive plan elements such as housing to comply with recent changes to the GMA.
7. The City of Millwood completed the "Periodic Update Checklists for Cities" to determine which elements of the Comprehensive Plan would need to be reviewed and updated.
8. Millwood also prepared a Land Capacity Analysis (LCA) consistent with the Countywide Planning Policies for Spokane County, as well as a Racially Disparate Impacts Analysis (RDI) and updates to its Housing Element consistent with guidance provided by the Washington State Department of Commerce for Tier 3 cities and the expanded housing checklist (December 2025) that incorporates recent Growth Management Hearings Board (GMHB) decisions (with Millwood Comprehensive Plan Housing Element modifications included in Part 2 of the update process).
9. Part 1 of Millwood's 2026 Comprehensive Plan Periodic Update was adopted on November 12, 2025 and the Millwood Planning Commission held a Public Hearing on January 28, 2026 for Part 2 (additional clarifications added to the Housing Element to comply with a recent GMHB case and addition of the Climate Change and Resiliency Element that was coordinated with Spokane County).
10. Millwood Comprehensive Plan 2026 - 2046 (Part 1 Adopted November 12, 2025 & Part 2 Draft January 20, 2026) has met internal consistency review.
11. Millwood's 2026 Comprehensive Plan Periodic Update process has followed the City of Millwood Periodic Update Public Participation Plan and the Periodic Update Work Plan that were adopted by the City Council on August 13, 2024 with administrative adjustments and modifications completed for the Periodic Update Work Plan in order to maintain substantial progress on the Periodic Update. Extensive public participation opportunities were

provided, consistent with these plans, including meeting SEPA and 60-Day review requirements.

12. In accordance with WAC 197-11, notice was given that a SEPA Checklist had been completed on the periodic update to the Comprehensive Plan Part 2. The City of Millwood determined that the proposal would have no significant adverse environmental impacts and issued a Determination of Nonsignificance (DNS) on January 6, 2026. Copies of the SEPA Checklist, the Non-Project DNS Threshold Determination, and the draft amendments for Part 2 were available for review beginning on January 6, 2026 through 4pm, January 20, 2026. In addition to the publication and posting, notice was provided to:
 - a. City of Millwood Staff, City Council, & Planning Commission
 - b. City of Millwood Engineer
 - c. Millwood Periodic Update Notice List
 - d. Utility & Service Providers
 - e. Public Agencies
 - f. Adjacent Jurisdictions, Felts Field, and Tribes
 - g. SEPA Review Agencies
 - h. WA State Dept. of Commerce - Growth Management Services Contacts
13. The proposed updated Comprehensive Plan Part 2 was reviewed for consistency with WA State Law and was sent to the Washington State Department of Commerce and other state agencies on January 6, 2026, for the required 60-day state notification (under RCW 36.70A.106) and solicited agency comments. The comment period for Part 2 of the Comprehensive Plan Periodic Update ends on March 7, 2026.
14. A staff report to the Planning Commission for Part 2 of the Comprehensive Plan Periodic Update was issued on January 21, 2026, posted on the City's Periodic Update webpage, and emailed to the periodic update notice group.
15. The Planning Commission held a properly noticed public hearing on Wednesday, January 28, 2026 where they voted 3-0 to recommend approval of the Comprehensive Plan Periodic Update Part 2, to the City Council.
16. The two part 2026 Comprehensive Plan Periodic Update is complete.

Planning Commission Findings:

The Planning Commission recommends approval of the City of Millwood Comprehensive Plan - 2026 Periodic Update (PART 2 Draft 1-20-26) and finds that the factors in MMC Section 14.04.020(D)(2) have been considered and the criteria in MMC Section 14.04.020(D)(1), as applicable, have been met.

Conclusion(s):

1. The review process for Millwood's 2026 Comprehensive Plan Periodic Update complies with MMC requirements, as applicable, and WA State Law.
2. The City of Millwood 2026 Comprehensive Plan Periodic Update meets all applicable criteria for amendment under MMC Section 14.04.020(D)(1).

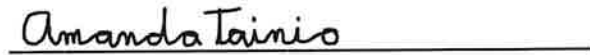
3. All of the factors listed in MMC Section 14.04.020(D)(2) have been considered in review and completion of the City of Millwood 2026 Comprehensive Plan Periodic Update.
4. The City of Millwood 2026 Comprehensive Plan Periodic Update has met internal consistency review.
5. The GMA requires proposed comprehensive plans and development regulations, including proposed amendments, be forwarded to the WA State Department of Commerce Growth Management Services for review and comment 60 days prior to the final City Council adoption, unless expedited review is requested and approved under RCW 36.70A.106. The proposed Comprehensive Plan Amendment Part 1 for the GMA periodic update was received by Commerce on August 28, 2025, and processed with the Submittal ID 2025-S-9800. The proposed Comprehensive Plan Amendment Part 2 for the GMA periodic update was received by Commerce on January 6, 2026, and processed with the Submittal ID 2026-S-11401. The procedural requirement has been met.
6. A subsequent Notice of Adoption must be submitted to WA State Department of Commerce Growth Management Services within 10 days of adoption and Comprehensive Plan Amendment Part 1 for the GMA periodic update was submitted on November 17, 2025 and processed with the Submittal ID 2025-S-11147. Comprehensive Plan Amendment Part 2 for the GMA periodic update will be submitted upon adoption of the amendments by the Millwood City Council.

Signed this 28th day of January 2026



Mike Ankney, Chair

ATTEST



Amanda Tainio, Contract City Planner



MILLWOOD PLANNING DEPARTMENT

STAFF REPORT TO THE

PLANNING COMMISSION

FILE NO.: 2026 COMPREHENSIVE PLAN PERIODIC UPDATE
(PART 2)

STAFF REPORT DATE: January 21, 2026

HEARING DATE AND LOCATION: January 28, 2026, beginning at 6:00 p.m., Millwood City Hall 9103 E. Frederick Ave. Millwood, WA 99206.

PROPOSAL DESCRIPTION: 2026 Comprehensive Plan Periodic Update (Part 2) - adds some additional clarifications to the Housing Element to comply with a recent GMHB case and adds the Climate Change and Resiliency Element that was coordinated with Spokane County.

PROPOSAL LOCATION: City of Millwood

APPLICANTS: N/A (City of Millwood)

CITY CONTACT: Amanda Tainio, Contract City Planner

PROPOSAL PROCESSING:

The following summarizes key public participation and review procedures for this proposal:

Application Submitted:	N/A
City Council / Planning Commission Joint Meeting (Kickoff):	July 9, 2024
Planning Commission Meetings:	July 2024 - January 2026
Millwood Comprehensive Plan Climate Change & Resiliency Element - Climate Vulnerability Assessment	October 28, 2025
Millwood Periodic Update Webpage Information, City Newsletter Articles, Social Media Posts, & Periodic Update Email Group Notifications:	August 2024 - January 2026
City Council (Periodic Update Public Participation & Work Plan Adoption):	August 13, 2024 (Administratively Modified January 5, 2026)
Millwood Daze 2024:	August 24, 2024
City Council (Community Survey Review / Approval):	September 10, 2024
Spokane County coordinated Climate Change & Resiliency Element:	Fall 2024 - January 2026
Public Engagement	Fall 2024 - December 2025

<i>Climate Policy Technical Advisory Committee</i>	<i>Fall 2024 - Fall 2025</i>
<i>Policy Audit</i>	<i>Fall 2024 - Spring 2025</i>
<i>Climate Risk and Vulnerability Assessment for Resilience Sub-Element</i>	<i>Winter 2025 - Fall 2025</i>
<i>Spokane County Climate Change and Resiliency Community Survey</i>	<i>Summer 2025 - Fall 2025</i>
<i>Draft Element</i>	<i>Fall 2025 - Winter 2026</i>
<i>Millwood Community Survey & Community Visioning:</i>	<i>September - October 2024</i>
<i>City Council / Planning Commission Joint Meeting (Community Survey Results & Land Capacity Analysis Presentation):</i>	<i>December 10, 2024</i>
<i>Stakeholder Interviews / Correspondence:</i>	<i>January 2025 - January 2026</i>
<i>Notice of Public Hearing (4/30/25) Issued:</i>	<i>April 18, 2025</i>
<i>Notice of Public Hearing (4/30/25) Published:</i>	<i>April 18, 2025</i>
<i>Notice of Public Hearing (4/30/25) Posted:</i>	<i>April 18, 2025</i>
<i>Planning Commission Public Hearing (Ch. 1, 2, 3, & 4, updated Community Visioning and Goals, Policies, and Actions Framework & new Draft Comprehensive Plan Parks and Recreation Element):</i>	<i>April 30, 2025</i>
<i>City Council / Planning Commission Joint Meeting (Periodic Update Overview & Status Presentation w/ Draft Housing Element and integration with Land Use / Capital Facilities and Utilities Elements):</i>	<i>July 8, 2025</i>
<i>SEPA Checklist and Non-Project DNS Threshold Determination Review (Part 1):</i>	<i>August 8, 2025 - August 25, 2025</i>
<i>Notice of Public Hearings (8/27/25 & 9/24/25) & SEPA Availability Issued (Part 1):</i>	<i>August 8, 2025</i>
<i>Notice of Public Hearings (8/27/25 & 9/24/25) & SEPA Availability Published (Part 1):</i>	<i>August 11, 2025</i>
<i>Notice of Public Hearings (8/27/25 & 9/24/25) & SEPA Availability Posted (Part 1):</i>	<i>August 15, 2025</i>
<i>Millwood Daze 2025:</i>	<i>August 23, 2025</i>
<i>Planning Commission Public Hearing (Draft Comprehensive Plan w/ Chapter 10 Millwood Park Master Plan featured):</i>	<i>August 27, 2025</i>
<i>WA State Dept. of Commerce & State Agency 60 Day Review (Part 1):</i>	<i>August 28, 2025 - October 27, 2025</i>

<i>City Council (Periodic Update Status & City Council Review Process Presentation):</i>	<i>September 9, 2025</i>
Staff Report Issuance (Part 1):	By September 17, 2025
Planning Commission Public Hearing:	September 24, 2025
City of Millwood City Council Review / Public Hearing(s):	Anticipated to be October 14, 2025 & November 12, 2025
Adoption of Updated Millwood Comprehensive Plan (Part 1)	November 12, 2025
<i>City Council / Planning Commission Joint Meeting:</i>	December 9, 2025
SEPA Checklist and Non-Project DNS Threshold Determination Review (Part 2):	January 6, 2026 - January 20, 2026
Notice of Public Hearing 1/28/26 & SEPA Availability Issued (Part 2):	January 6, 2026
Notice of Public Hearing 1/28/26 & SEPA Availability Posted (Part 2):	January 7, 2026
Notice of Public Hearing 1/28/26 & SEPA Availability Published (Part 2):	January 7, 2026
WA State Dept. of Commerce & State Agency 60 Day Review:	January 6, 2026 - March 7, 2026

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
- Millwood Municipal Code (MMC) including Section 14.04.020 - Amendments to comprehensive plan.

APPROVAL CRITERIA: Millwood Municipal Code (MMC) including Section 14.04.020 - Amendments to comprehensive plan (as applicable for the Periodic Update).

MMC 14.04.020 - Amendments to comprehensive plan (as applicable for the Periodic Update).

A. Any property owner(s) or their representatives; any citizen, agency, neighborhood association, or other party; or the department, planning commission, or city council may suggest amendments to Millwood's adopted comprehensive plan.

~~1. Sixty (60) days prior to November 1 in each calendar year, the city shall notify the public that the amendment process has begun. Notice shall be distributed as follows:~~

- ~~a. Notice published in an appropriate regional or neighborhood newspaper or trade journal;~~
- ~~b. Notice posted on all of the city's official public notice boards; and~~
- ~~c. Copy of the notice sent to all agencies, organizations, and adjacent jurisdictions with an interest.~~

~~2. 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.~~

~~3. Applications shall be made on forms provided by the city.~~

~~4. The suggested amendments shall be docketed and maintained by the city clerk and will be renewed annually during a public hearing at the January planning commission meeting.~~

5. All docketed applications shall be reviewed concurrently, on an annual basis and in a manner consistent with RCW 36.70A.130(2). ~~Applications registered after November 1 of the previous calendar year and before November 1 of the current calendar year shall be included in the annual review. Those registered after November 1 of the calendar year shall be placed on the register for review at the following annual review.~~

6. Emergency Amendments. The city may review and amend the comprehensive plan when the city council determines that an emergency exists or in other circumstances as provided for by RCW 36.70A.130(2)(a).

B. Comprehensive plan amendments require at least one open record public hearing before the planning commission. After receiving the planning commission's written recommendation on proposed amendments, the city council may conduct one or more hearings on proposed amendments.

However, except as otherwise provided in (3) in this subsection, if the city council chooses to consider a change to an amendment to a comprehensive plan or development regulation, and the change is proposed after the opportunity for public review and comment has passed under the city's procedures, an opportunity for review and comment on the proposed change shall be provided before the city council votes on the proposed change.

1. A notice of public hearing shall include the following:

- a. The citation, if any, of the provision that would be changed by the proposal along with a brief description of that provision;
- b. A statement of how the proposal would change the affected provision;
- c. A statement of what areas, comprehensive plan designations, zones, or locations will be directly affected or changed by the proposal;
- d. The date, time, and place of the public hearing;
- e. A statement of the availability of the official file; and

f. A statement of the right of any person to submit written comments to the planning commission and to appear at the public hearing of the planning commission to give oral comments on the proposal.

2. 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 town, and publishing the notice in a newspaper of general circulation. The notice shall briefly describe the amendments to be considered.

3. An additional opportunity for public review and comment is not required under this subsection if:

- a. An environmental impact statement has been prepared under chapter 43.21C RCW for the pending resolution or ordinance and the proposed change is within the range of alternatives considered in the environmental impact statement;
- b. The proposed change is within the scope of the alternatives available for public comment;
- c. The proposed change only corrects typographical errors, corrects cross-references, makes address or name changes, or clarifies language of a proposed ordinance or resolution without materially changing its effect;
- d. The proposed change is to a resolution or ordinance making a capital budget decision as provided in RCW 36.70A.120; or
- e. The proposed change is to a resolution or ordinance enacting a moratorium or interim control adopted under RCW 36.70A.390.

C. Following the public hearing, the planning commission shall consider the applications concurrently, and shall prepare and forward a recommendation of proposed action for all applications to the city council. The planning commission shall take one of the following actions:

- 1. If the planning commission determines that the proposal should be adopted, it may, by a majority vote, recommend that the city council adopt the proposal. The planning commission may make modifications to any proposal prior to recommending the proposal to city council for adoption. If the modification is substantial, the planning commission must conduct a public hearing on the modified proposal;
- 2. If the planning commission determines that the proposal should not be adopted, it may, by a majority vote, recommend that the city council not adopt the proposal; or
- 3. If the planning commission is unable to take either of the actions specified in subsections (C)(1) or (2) of this section, the proposal will be sent to city council with the notation that the planning commission makes no recommendation.

D. During its annual review of the suggested amendments, the city shall base its review on the following criteria:

- 1. The city may approve comprehensive plan amendments and area-wide zone map amendments if it finds that:

- a. The proposed amendment bears a substantial relationship to the public health, safety, welfare, and protection of the environment; and
- b. The proposed amendment is consistent with the requirements of RCW Chapter 36.70A and with the portion of the city's adopted plan not affected by the amendment;
- c. The proposed amendment responds to a substantial change in conditions beyond the property owner's control applicable to the area within which the subject property lies;
- d. The proposed amendment corrects an obvious mapping error; or
- e. The proposed amendment addresses an identified deficiency in the comprehensive plan.

2. The city must also consider the following factors prior to approving comprehensive plan amendments:

- a. The effect upon the physical environment;
- b. The effect on open space, streams, and rivers;
- c. The compatibility with and impact on adjacent land uses and surrounding neighborhoods;
- d. The adequacy of and impact on community facilities including utilities, roads, public transportation, parks, recreation, and schools;
- e. The benefit to the neighborhood, city, and region;
- f. The quantity and location of land planned for the proposed land use type and density and the demand for such land;
- g. The current and projected population density in the area; and
- h. The effect upon other aspects of the comprehensive plan.

E. Transmittal to the state of Washington. At least sixty (60) days prior to final action being taken by the city council, the Washington State Department of Commerce (WSDC) shall be provided with a copy of the amendments in order to initiate the sixty-day comment period. No later than ten days after adoption of the proposal, a copy of the final decision shall be forwarded to WSDC.

F. Within sixty (60) days of receipt of the planning commission's findings and recommendations, the city council shall consider the findings and recommendations of the commission concerning the application and may hold a public hearing pursuant to council rules. The department shall distribute notice of the council's public hearing pursuant to MMC 14.04.020(B). All annual amendments to the comprehensive plan shall be considered concurrently. By a majority vote of its membership, the city council shall:

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

PROPOSAL SUMMARY: The Washington State Growth Management Act (GMA) requires cities and counties to adopt comprehensive plans and development regulations for their communities. The City of Millwood has adopted a comprehensive plan and development regulations in accordance with the provisions of the Washington State Growth Management Act (GMA). Additionally, a GMA periodic update of a comprehensive plan and related development regulations must be conducted every ten (10) years. The City must make revisions necessary to comply with changes to WA State law, update data and best available science, and may consider changes to the vision, goals, and policies contained in the City Comprehensive Plan. The City must be up-to-date with the requirements of the GMA, including the periodic update requirements, to be eligible for grants and loans from certain state infrastructure programs. Updated Millwood Comprehensive Plan (Part 1) was adopted on November 12, 2025 under Ordinance 551. Part 2 adds some additional clarifications to the Housing Element to comply with a recent GMHB case and adds the Climate Change and Resiliency Element that was coordinated with Spokane County. The City of Millwood 2026 Comprehensive Plan Periodic Update contains the following (with the portions modified/added in Part 2 highlighted):



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Comprehensive Plan Amendments & Updates

Date	Type	Ordinance	Element(s)
October 4, 2010	Amendment	403	Historic Preservation
December 6, 2010	Amendment	406	Capital Facilities
December 13, 2011	Amendment	424	Capital Facilities
May 8, 2012	Amendment	433	Land Use
August 13, 2013	Amendment	447	Land Use
January 20, 2014	Amendment	454	Land Use
February 10, 2015	Amendment	471	Land Use
September 10, 2019	Periodic Update	Resolution 2019-05	All
October 8, 2019	Amendment	501	Land Use Map
April 12, 2022	Amendment	524	Historic Preservation
April 12, 2022	Amendment	525	Transportation
November 12, 2025	Periodic Update	551	All
<u>TBD 2026</u>	<u>Periodic Update</u>	<u>TBD</u>	<u>Housing and Climate Change/Resiliency</u>

Chapter Listing	Number	Goal	Implementing Policy
ED			
HP	G.13	Retain the historic atmosphere of Millwood while contributing to its future economic development.	9, 10, 11
HP	G.14	Pursue the acquisition of historic data and the accumulations of collections that have relevance to Millwood's local heritage and identify a central storage site for these collections.	9, 10, 13
HP	G.15	Provide public awareness of, and education about, Millwood's rich local heritage through participation in local events.	1, 9, 10
<u>CR</u>	<u>G.16</u>	<u>Strengthen Millwood's infrastructure and emergency response capacity to prepare for, respond to, and recover from extreme heat, wildfire, smoke, and flood events enhancing community safety, reliability, and resilience (Emergency Management).</u>	<u>46, 47, 48, 49, 50, 51</u>
<u>CR</u>	<u>G.17</u>	<u>Enhance Millwood's natural and built areas such as parks, streetscapes, and local waterways through tree planting, water conservation, and native landscaping to build resilience to climate hazards (Ecosystems).</u>	<u>52, 53, 54, 55</u>
<u>CR</u>	<u>G.18</u>	<u>Strengthen partnerships and community capacity to prepare for and respond to climate-related hazards (Partnerships and Community).</u>	<u>56, 57, 58, 59, 60, 61</u>

Policies / Objectives

Table 3-3: Policies / Objectives

Chapter Listing	Number	Policy / Objective	Goal Reference	Implementing Action
LU ED	P.01	Coordinate business, City and community efforts, and investment to enhance Millwood's central business district.	G.01 G.03 G.06 G.12 G. 15	1, 2, 3, 4, 5, 7, 11, 10, 19, 25, 26
LU H	P.02	Ensure commercial building design standards are appropriate and effective.	G.01	1, 2, 3, 7, 25, 26

Chapter Listing	Number	Policy / Objective	Goal Reference	Implementing Action
PR	P.45	Provide safe small/neighborhood scale public river access which accommodates a canoe/kayak put-in	G.02 G.09 G.12	13, 22, 24, 35
<u>CR</u>	<u>P.46</u>	<u>Assess and retrofit infrastructure such as transportation routes, water, and wastewater systems to reduce vulnerability to flooding, extreme heat, and wildfire impacts.</u>	<u>G.16</u>	
<u>CR</u>	<u>P.47</u>	<u>Encourage new and existing development to include features that improve comfort, save resources, and manage heat and stormwater through trees, green spaces, and efficient design.</u>	<u>G.16</u>	
<u>CR</u>	<u>P.48</u>	<u>Support expansion of energy resilience by developing microgrids, integrating renewable energy, strategically undergrounding power lines, and backup power systems for critical facilities.</u>	<u>G.16</u>	
<u>CR</u>	<u>P.49</u>	<u>Support programs and resources to educate and protect residents during heat and wildfire smoke events, including resilience hubs, cooling centers, subsidies for in-home air conditioning, DIY air filters, and public outreach on heat safety and safe sheltering in place for residents who prefer to remain at home during emergencies prioritize households with vulnerable residents (e.g., low-income seniors).</u>	<u>G.16</u>	
<u>CR</u>	<u>P.50</u>	<u>Partner with Spokane County Emergency Management, Spokane Regional Health District, and surrounding local jurisdictions to ensure essential services (e.g., emergency shelters, water systems,</u>	<u>G.16</u>	

Chapter Listing	Number	Policy / Objective	Goal Reference	Implementing Action
		<u>and health facilities) remain operational during power outages and emergencies.</u>		
<u>CR</u>	<u>P.51</u>	<u>Integrate formal notification protocols that integrate climate hazard information, evacuation routes, shelter locations, and resources for vulnerable populations into Millwood's emergency planning.</u>	<u>G.16</u>	
<u>CR</u>	<u>P.52</u>	<u>Establish water-efficient landscaping and irrigation practices for City properties, and partner with local utilities to help property owners, homeowners, renters and businesses reduce outdoor water use and prepare for drought.</u>	<u>G.17</u>	
<u>CR</u>	<u>P.53</u>	<u>Support the preservation, protection, and restoration of the Spokane River corridor, adjacent riparian areas, and connected habitat corridors to maintain and improve water quality, restore natural hydrologic and ecological functions, enhance drought and flood resilience, and protect critical salmon habitat and wildlife movement.</u>	<u>G.17</u>	
<u>CR</u>	<u>P.54</u>	<u>Expand planting and maintenance of native drought- and fire-resistant trees and plants, prioritizing areas with limited tree canopy and barren land and communities most vulnerable to climate impacts. Encourage preservation of existing trees and plants in new development to improve shade, air quality, and habitat while reducing heat and fire risks.</u>	<u>G.17</u>	
<u>CR</u>	<u>P.55</u>	<u>Maintain and enhance Millwood Park and Interurban Trail, and green spaces, as community assets that</u>	<u>G.17</u>	

Chapter Listing	Number	Policy / Objective	Goal Reference	Implementing Action
		<u>provide shade, reduce urban heat, and serve as demonstration sites for native landscaping, water-wise irrigation, and habitat restoration, while improving access to nature for overburdened communities and all residents.</u>		
<u>CR</u>	<u>P.56</u>	<u>Collaborate with regional partners, including Spokane County and local nonprofits, to pursue funding for local resilience and hazard mitigation projects such as updates to the Spokane County Emergency Management Comprehensive Emergency Management Plan, March 2024.</u>	<u>G.18</u>	
<u>CR</u>	<u>P.57</u>	<u>Expand targeted multi-language outreach to residents before, during, and after emergency and climate hazard events through partnerships with Spokane County, local nonprofits, businesses, and faith-based organizations.</u>	<u>G.18</u>	
<u>CR</u>	<u>P.58</u>	<u>Integrate wildfire preparedness, heat safety, and air quality protection into City communications and community events to increase resident awareness.</u>	<u>G.18</u>	
<u>CR</u>	<u>P.59</u>	<u>Coordinate with the Spokane Conservation District and Spokane Valley Fire to share regional wildfire preparedness information and smoke safety resources with residents and local organizations.</u>	<u>G.18</u>	
<u>CR</u>	<u>P.60</u>	<u>Support ongoing training and capacity-building opportunities for City staff, volunteers, and local organizations to strengthen</u>	<u>G.18</u>	

Chapter Listing	Number	Policy / Objective	Goal Reference	Implementing Action
		<u>Millwood's ability to prepare for and respond to climate-related hazards.</u>		
CH	2.61	Integrate efforts around climate planning, hazard mitigation planning, emergency planning, land use planning, and other disciplines so that the plans and actions are supportive of each other and cross reference each other, as applicable (i.e. City of Millwood's participation in the Spokane County Emergency Management Comprehensive Emergency Management Plan, March 2021)	8.18	

Implementing Actions

Table 3-4: Implementing Actions

Number	Action	Policy
1	Develop a Central Business District Plan for development along Argonne Road which includes parking locations with wayfinding signage, inclusion of public art, utilizing green infrastructure / low impact development, and street trees consistent with Millwood's Tree City designation.	1, 2, 3, 4, 5, 6, 8, 9, 10, 11, 12, 13, 15, 19, 20, 25, 27, 28, 29, 31, 36
2	Initiate a Parking Study along Argonne Road to better understand how parking is being utilized in the Central Business District and where opportunities exist.	1, 2, 4, 5, 6, 10, 11, 12, 19, 25, 28, 31, 36
3	Develop and adopt design standards for commercial development.	1, 2, 3, 4, 5, 6, 10, 11, 17, 28, 31, 36, 39
4	Provide an interconnected bike and pedestrian trails system that connects to the Spokane River and Millwood's public parks.	1, 6, 8, 13, 24, 28, 31, 36, 42
5	Invite the Millwood Community Association to identify infrastructure opportunities or needs.	1, 13, 15, 27, 28, 30, 31, 32, 34, 36, 43

Table 6-10: Summary of Capacity By Zoning Category

Summary of Capacity by Zoning Category			
Zone Category	Residential Unit Capacity *	Assigned Zone Category	Capacity in Zone Category
Residential (UR-1)	10	Low Density	10
Residential (UR-2)	10	Moderate Density	10
Residential (UR-3)	33	Low-Rise Multifamily	33
Low-Intensity Commercial / Mixed Use (C-2)	55	Low-Rise Multifamily (Mixed Use)	68
General Commercial (C-1) **	13		
Light Industrial (I-1) **	5	Temporary Emergency Housing	5
ADUs***	65	ADUs	65
Total Units:			121 Units + 65 ADUs + 5 Temporary

* Unit capacity was adjusted based on factors included in Table 6-9 above and is consistent with Table 6-12 below for assumed density / development standards

** Temporary emergency housing would be allowed in both C-1 & I-1; however I-1 has been utilized to demonstrate capacity based on factors included in Table 6-9

*** ADUs are permitted in UR-1, UR-2, and UR-3 Zones. Adjusted capacity is based on a 5% participation rate as identified in Table 6-9

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

Table 6-11: City of Millwood HAPT

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

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

Table 6-12: City of Millwood HAPT Capacity

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

The City of Millwood utilized the “methodology for estimating affordable housing funding gap” contained in the Commerce HB 1220 Housing Book 2. The methodology was utilized to roughly estimate the gap in funding associated with capital costs for new affordable housing development. Results are described below.

City of Millwood Estimated Affordable Housing Funding Gap

1. Total annual affordable housing units needed: Per Table 6-11 above, 60 units are needed in the 0-50% AMI brackets. For a twenty (20) year planning period, this would result in an average of 3 new units needed per year to meet Millwood’s allocated need.
2. Average annual units produced: Millwood has not had any recent affordable housing production.
3. Gap in annual affordable housing production: The total gap in average annual production in Millwood is 3 units (total annual affordable housing units needed minus average annual units produced).
4. Gap in funding: Based on 3 units and a Spokane County average cost per unit of \$217,419 (in 2022 \$ per Book 2 Exhibit 25), the rough estimated funding gap is \$652,257 per year (excluding money paid by tenants/occupants).

6.6 BARRIERS TO HOUSING DEVELOPMENT

Reviewing past projects, analyzing current projects and data, discussions with developers and community members, Comprehensive Plan and development regulations code review, and research were the methods utilized to determine the likely barriers to housing development in Millwood.

As discussed in Section 6.4 above, for the City of Millwood, the most likely factors contributing to housing affordability and housing supply issues that the City can potentially address are:

- Development regulations (adding a variety of middle housing types as permitted uses, reducing minimum lot sizes to be consistent with adopted bulk density standards, reducing off-street parking requirements, updating ADU regulations, reducing setbacks/lot coverage/impervious surface standards, etc.).
- Process obstacles (increasing SEPA Threshold Exemptions and Infill Exemptions, streamlining of permitting processes, and subdivision process streamlining).
- Offsetting limited land availability (maximizing use of land through development regulation modifications listed above and encouraging infill development).
- Addressing funding gaps (exploring funding options and incentives for affordable housing including pre-approved designs).
- Additionally, continued coordination with Spokane Transit for transit system improvements can contribute to reducing affordable housing barriers in Millwood.

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

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

- Goal: A larger variety of housing options.
 - Policy: Limit barriers to development caused by institutional requirements, as appropriate.
 - Policy: Encourage the development of low and moderate-income housing in places close to services and easily served by transit.

CHAPTER 12 – CLIMATE CHANGE & RESILIENCY ELEMENT

~~Currently being developed in coordination with Spokane County. Anticipate inclusion in the Millwood Comprehensive Plan in 2026.~~

12.1 PURPOSE

~~Millwood is developing a Climate Element to increase local resilience to climate change impacts and hazards. Climate change is a current and continuing threat to our community, environment, and economy; climate impacts, such as rising annual temperatures, increased frequency and intensity of wildfires and wildfire smoke, and changes in precipitation patterns, have cascading impacts across the community.~~

12.2 LEGISLATIVE CONTEXT

~~In 2023, Washington House Bill (HB) 1181 introduced a new requirement under the Growth Management Act (GMA), calling for cities and counties to integrate climate change policies into all future comprehensive plan updates. The GMA sets the following goals for climate change and resiliency:~~

Ensure that comprehensive plans, development regulations, and regional policies, plans, and strategies adapt to and mitigate the effects of a changing climate; support reductions in greenhouse gas emissions and per capita vehicle miles traveled; prepare for climate impact scenarios; foster resiliency to climate impacts and natural hazards; protect and enhance environmental, economic, and human health and safety; and advance environmental justice. (RCW 36.70A.070(9))

~~Under HB 1181, Millwood is required to develop a Climate Resilience sub-element as part of its 2026 Comprehensive Plan Update. This Climate Chapter seeks to elevate and address key climate issues facing the Millwood community. Specifically, it aims to build community resilience to climate change impacts~~

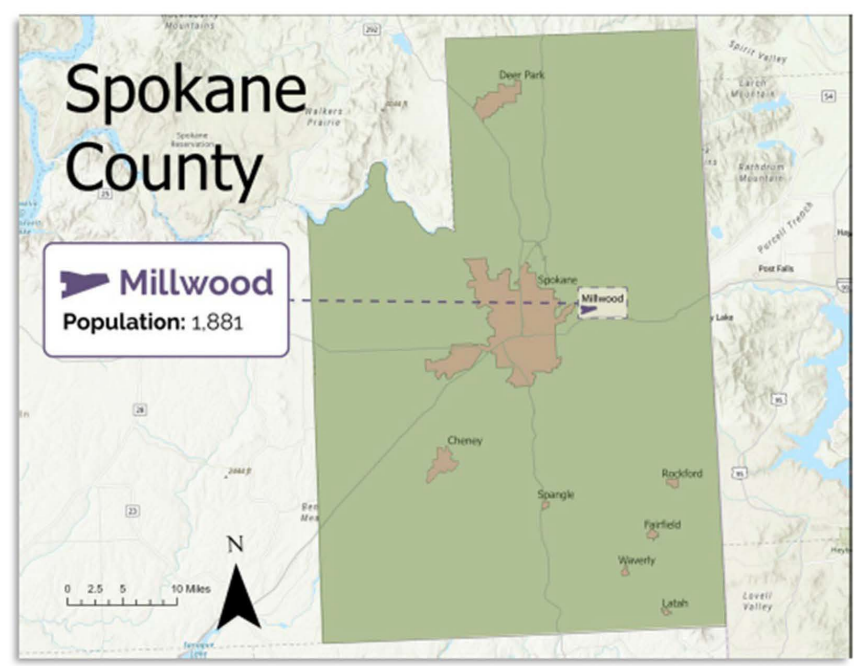
~~The Millwood Climate Element was developed in tandem with the Spokane County Climate Element, and goals and policies are in alignment under Commerce’s requirements. Both the Spokane County and Millwood Climate Elements were funded by Commerce’s Climate Commitment Act.~~

12.3 EXISTING CONDITIONS AND CLIMATE VULNERABILITY ASSESSMENT



Extreme Weather Events and Climate Impacts

~~The City of Millwood, located in east central Spokane County right near the city of Spokane and Spokane Valley, is home to 1,881 residents (Map 12-1). The city is suburban, surrounded by housing on its east and west borders, a state highway and railway to the south, and the Spokane River to the north. Millwood faces potential risks from existing and future climate hazards, including to community health and safety, natural resources and ecosystems, and built infrastructure.~~



Map 12-1: Location of Millwood within Spokane County, Washington, included in the Climate Vulnerability Assessment.

The following extreme weather events and climate impacts are expected in Millwood. See the Spokane County Climate Vulnerability Assessment for a full discussion of all potential extreme weather and climate impacts.

- **Increased annual temperature:** Higher annual temperatures with an expected 9.5°F temperature increase by 2100 and more frequent extreme heat events.
- **Wildfire and wildfire smoke:** Increased wildfire activity and risk from extreme heat and heightened drought conditions, raising wildfire and wildfire smoke impacts.
- **Changing precipitation:** Changes to precipitation patterns, with more winter precipitation falling as rain rather than snow, increasing streamflow and risk of flooding.

Impacts on Health and Well-being

While climate change will affect all residents, certain groups face greater risks. According to the U.S. Census Bureau (2023), local demographics highlight key populations who may be especially vulnerable:

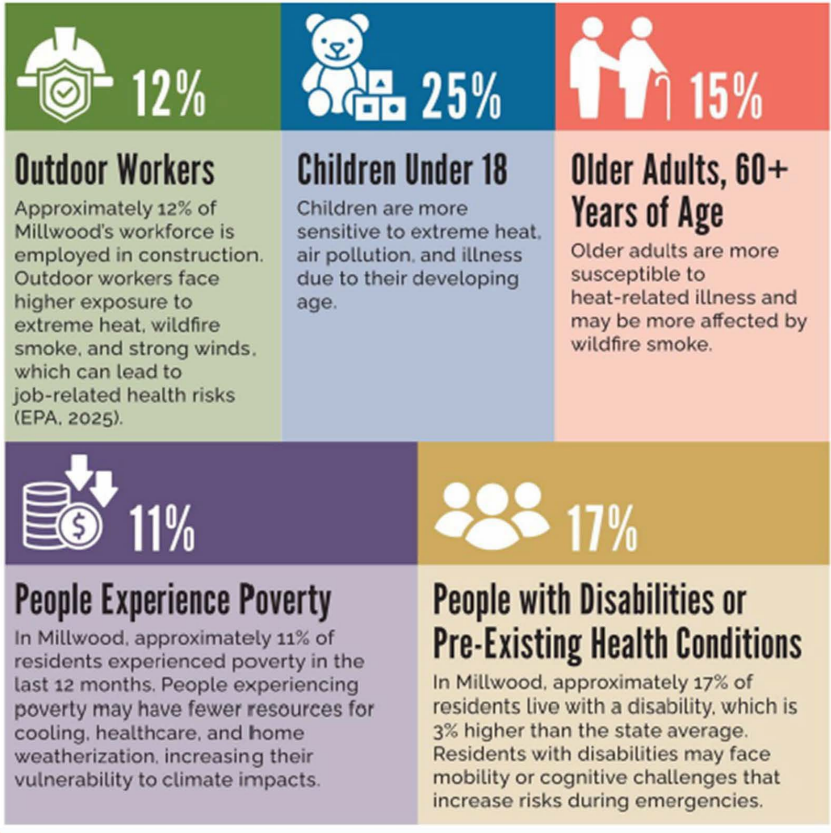
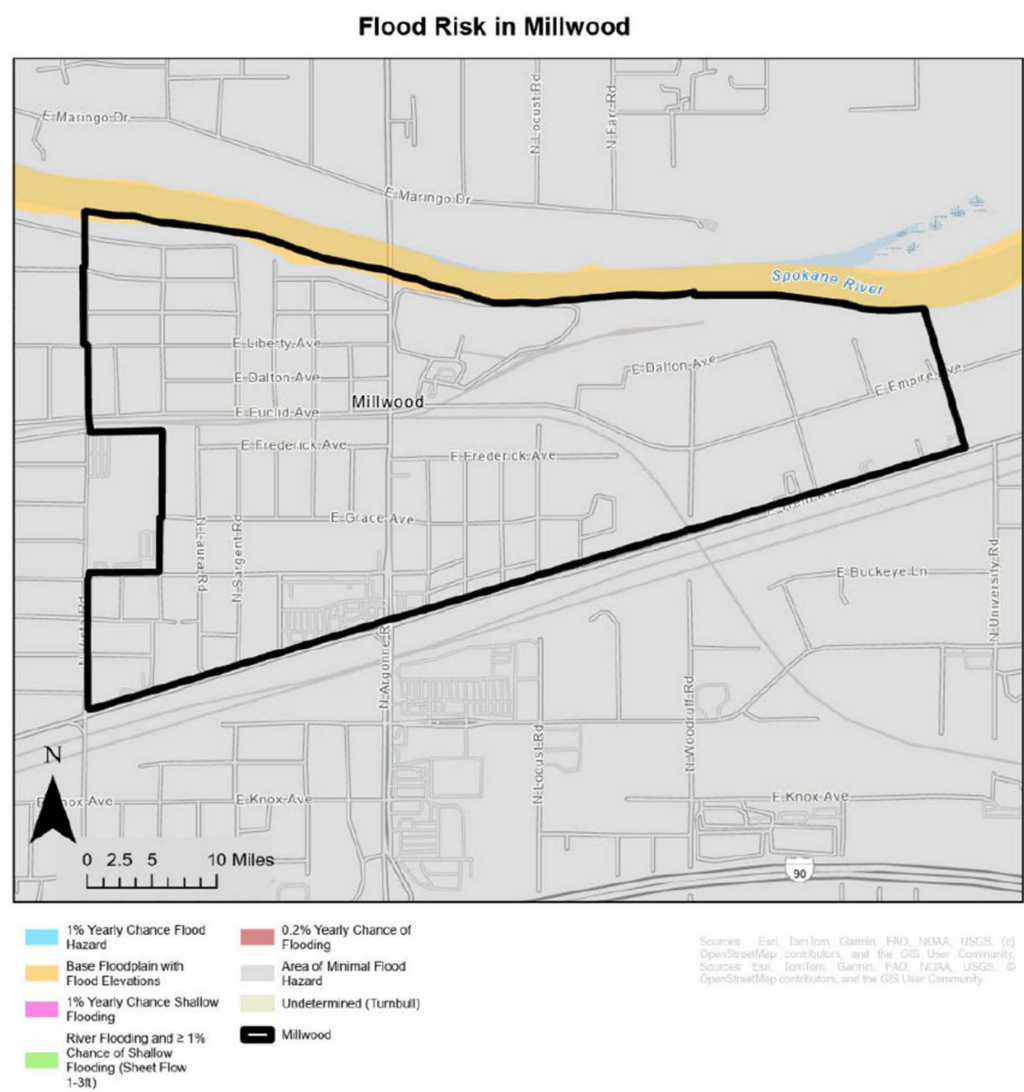


Figure 12-1: Key populations who may be especially vulnerable to climate change (U.S. Census Bureau (2023))

 Impacts on Infrastructure, Community and Natural Resources

Millwood is located just south of the Spokane River. According to the Federal Emergency Management Agency (FEMA) floodplain map (Map 12-2), there is some localized flooding risk along the river's shoreline. Depending on changing climate conditions, flooding could potentially impact homes, roads, and industries situated close to the Spokane River. It's important to note that FEMA floodplain maps may underestimate future flood risks, as they do not fully account for the effects of a changing climate.



Map 12-2: Flood Risk in Millwood WA, FEMA Flood Risk Data

Extreme weather and climate events such as wildfire smoke, extreme heat, and flooding will affect all residents of Millwood and place added stress on the city’s infrastructure and natural resources. Although Millwood’s direct wildfire risk is relatively low, nearby fires could still force evacuation. Displacement places added strain on emergency systems, disrupts medical care, and increases stress and instability for residents. Wildfire smoke traveling from other areas can further degrade local air quality, impacting outdoor activity and visibility.

In Millwood, limited tree cover and extensive paved areas intensify heat exposure, creating harsh conditions for people walking, biking, or waiting for transit. Hotter nights further limit opportunities for

cooling, disrupt sleep, and increase stress, while households face rising costs to keep homes safe and livable during extreme heat. Wildfire smoke and extreme heat compound these risks, with smoke triggering asthma, weakening the immune system, affecting brain development in children, and worsening heart, lung, and memory issues among older adults.



Resilience Opportunities

Millwood has several opportunities to strengthen resilience:

- ✓ **Transportation options:** As a busy commuter and freight corridor, Millwood can reduce risks by improving traffic management, expanding sidewalks and bike paths, improving public transit access, and planning detour routes to keep emergency response moving during floods or severe weather.
- ✓ **Spokane River stewardship:** Restoring riparian areas along the Spokane River with trees and native plants can both reduce flood and erosion risks and improve water quality.
- ✓ **Protecting health:** With many drivers and outdoor workers in Millwood, providing shaded rest areas, clean-air shelters, and hydration stations at community facilities could help residents cope with wildfire smoke and extreme heat.

12.4 RESILIENCE GOALS AND POLICIES

See Millwood’s **Housing and Land Use Elements** for policies that promote affordable and accessible housing near transportation developments.

See the **Essential Public Facilities and Utilities Elements** for policies that promote sustainable management of stormwater infrastructure to promote ecosystem and community health.

See the **Land Use and Parks & Recreation Elements** for policies that promote the use of best available science and habitat restoration efforts.

See the **Transportation Element** for policies that promote a safe, accessible, and reliable transportation network.

The Millwood Climate Element builds on and aligns with the Spokane County Climate Element’s overarching resilience goals and policies. Together, these plans strengthen regional coordination on climate preparedness, reduce risks to people, infrastructure, and ecosystems, and support a thriving, resilient future for all communities in the County. In accordance with the Washington State Department of Commerce’s requirements for the Climate Element sub-element (RCW 36.70A.020 and HB 1181, 2023), this section addresses the three resilience planning requirements by:

- Addressing natural hazards created or aggravated by climate change, including flooding, drought, heat, smoke, wildfire, and other changes to temperature and precipitation patterns;
- Identifying, protecting, and enhancing natural areas to foster climate resilience and support safe species migration; and

- Strengthening community resilience to climate impacts by addressing social, economic, and built-environment factors, and advancing environmental justice.

Millwood Comprehensive Plan Section 3.6 provides information on critical areas in the City of Millwood.

Refer to Section 3.2 for Climate Change & Resiliency (CR) Goals and Policies addressing Emergency Management, Ecosystems, and Partnerships and Community, in addition to supplemental CR goals, policies, and implementing actions previously adopted by the City of Millwood.

ENVIRONMENTAL REVIEW: In accordance with WAC 197-11, notice was given that a SEPA Checklists had been completed on the periodic update to the Comprehensive Plan. The City of Millwood determined that the proposals would have no significant adverse environmental impacts and issued a Determination of Nonsignificance (DNS) on August 8, 2025 for Part 1 and January 6, 2026 for Part 2. Copies of the SEPA Checklists and the Non-Project DNS Threshold Determinations were available for review beginning on August 8, 2025 through 4pm, August 25, 2025 and January 6, 2026 through 4pm, January 20, 2026. In addition to the publications and postings, notice was provided to:

- City of Millwood Staff, City Council, & Planning Commission
- City of Millwood Engineer
- Millwood Periodic Update Notice List
- Utility & Service Providers
- Public Agencies
- Adjacent Jurisdictions, Felts Field, and Tribes
- SEPA Review Agencies
- WA State Dept. of Commerce - Growth Management Services Contacts

REVIEWING AGENCIES: Agency comments received from the Notice of Public Hearing 1/28/26 & SEPA Availability for Part 2 and/or the 60-Day GMA Review for Part 2 (received as of January 20, 2026) have been summarized below and attached to this staff report.

- 1/13/26 - Washington Geological Survey (WGS), Washington Department of Natural Resources (DNR).
 - Language additions concerning hazard mitigation planning, coordination, and critical areas were incorporated into draft plan (January 20, 2026 version) and highlighted in green.

PUBLIC COMMENTS (WRITTEN): Public comments received from the Notice of Public Hearing 1/28/26 & SEPA Availability for Part 2 and/or the 60-Day GMA Review for Part 2 (received as of January 20, 2026) have been summarized below and attached to this staff report.

- None Received

HEARING PROCESS: The Planning Commission will conduct the hearings pursuant to MMC Title 14 including Section 14.04.020, as applicable for the Periodic Update. 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 Periodic Update Checklist for Fully-Planning Cities (July 2024 version) with additional checklist items for the housing element in the expanded housing checklist (reviewed by Commerce in December 2025), were utilized for the Comprehensive Plan Periodic Update with revisions made to the plan as needed.

Section I: Comprehensive Plan
LAND USE
HOUSING
CAPITAL FACILITIES
UTILITIES
TRANSPORTATION
SHORELINE
ESSENTIAL PUBLIC FACILITIES
TRIBAL PLANNING
CLIMATE CHANGE & RESILIENCY
ECONOMIC DEVELOPMENT
PARKS & RECREATION
OPTIONAL ELEMENTS
CONSISTENCY
PUBLIC PARTICIPATION

The proposed updated Comprehensive Plan was reviewed for consistency with WA State Law and was sent to the Washington State Department of Commerce and other state agencies on August 28, 2025 for the required 60-day state notification (under RCW 36.70A.106) for Part 1 and on January 6, 2026 for Part 2 to solicit agency comments. The 2026 Comprehensive Plan Periodic Update is complete per current requirements.

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

<u>File #</u>	<u>Comprehensive Plan Analysis</u>
2026 Comprehensive Plan Periodic Update (Part 1 and Part 2)	<i>As currently written, internal consistency requirements have been met.</i> Millwood Comprehensive Plan 2026 - 2046 (Part 1 Adopted November 12, 2025 & Part 2 Draft January 20, 2026).
<u>File #</u>	<u>Development Code/Zoning Analysis</u>
2026 Comprehensive Plan Periodic Update (Part 1 and Part 2)	<i>Consistent w/ GMA requirements, development regulations will need to be updated for consistency with the adopted Comprehensive Plan. No zone changes are required in order to accommodate Millwood's future growth.</i> Millwood Municipal Code (MMC), current as of October 22, 2025.

MMC Section 14.04.020 - Amendments to comprehensive plan (as applicable).

D. During its annual review of the suggested amendments, the city shall base its review on the following criteria:

1. The city may approve comprehensive plan amendments and area-wide zone map amendments if it finds that:
 - a. The proposed amendment bears a substantial relationship to the public health, safety, welfare, and protection of the environment; and
 - b. The proposed amendment is consistent with the requirements of RCW Chapter 36.70A and with the portion of the city's adopted plan not affected by the amendment;
 - c. The proposed amendment responds to a substantial change in conditions beyond the property owner's control applicable to the area within which the subject property lies;
 - d. The proposed amendment corrects an obvious mapping error; or
 - e. The proposed amendment addresses an identified deficiency in the comprehensive plan.

The January 20, 2026 (Part 2) version of the City of Millwood 2026 Comprehensive Plan Periodic Update meets all applicable criteria for amendment.

2. The city must also consider the following factors prior to approving comprehensive plan amendments:
 - a. The effect upon the physical environment;

- b. The effect on open space, streams, and rivers;
- c. The compatibility with and impact on adjacent land uses and surrounding neighborhoods;
- d. The adequacy of and impact on community facilities including utilities, roads, public transportation, parks, recreation, and schools;
- e. The benefit to the neighborhood, city, and region;
- f. The quantity and location of land planned for the proposed land use type and density and the demand for such land;
- g. The current and projected population density in the area; and
- h. The effect upon other aspects of the comprehensive plan.

All of the factors above have been considered in review and completion of the City of Millwood 2026 Comprehensive Plan Periodic Update (Part 1 and Part 2).

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 Growth Management Act, RCW 36.70A.130 requires the City of Millwood to enact a Comprehensive Plan, and to review and revise, if necessary, the Plan and development regulations periodically (currently every 10 years) to ensure that it complies with the requirements of the Growth Management Act.
- E. Updates to the City of Millwood Comprehensive Plan must be consistent with the Countywide Planning Policies for Spokane County, as amended, and must plan to accommodate the urban growth projected to occur within the next 20 years as well as the City's housing allocation.
- F. The WA State Department of Commerce provided a "Periodic Update Checklist for Cities" to guide cities through the periodic update requirements along with guidance for updating comprehensive plan elements such as housing to comply with recent changes to the GMA.
- G. The City of Millwood completed the "Periodic Update Checklists for Cities" to determine which elements of the Comprehensive Plan would need to be reviewed and updated.
- H. Millwood also prepared a Land Capacity Analysis (LCA) consistent with the Countywide Planning Policies for Spokane County, as well as a Racially Disparate Impacts Analysis (RDI) and updates to its Housing Element consistent with guidance provided by the Washington State Department of Commerce for Tier 3 cities and the expanded housing checklist (December 2025) that incorporates recent Growth Management Hearings Board (GMHB) decisions (with Millwood Comprehensive Plan Housing Element modifications included in Part 2 of the update process).

- I. Part 1 of Millwood’s 2026 Comprehensive Plan Periodic Update was adopted on November 12, 2025 and the January 28, 2026 Planning Commission Public Hearing is for Part 2 (additional clarifications added to the Housing Element to comply with a recent GMHB case and addition of the Climate Change and Resiliency Element that was coordinated with Spokane County).
- J. Millwood’s 2026 Comprehensive Plan Periodic Update process has followed the City of Millwood Periodic Update Public Participation Plan and the Periodic Update Work Plan that were adopted by the City Council on August 13, 2024 with administrative adjustments and modifications completed for the Periodic Update Work Plan in order to maintain substantial progress on the Periodic Update. Extensive public participation opportunities were provided, consistent with these plans, including meeting SEPA and 60-Day review requirements.
- K. The periodic update review process will continue in 2026 with updates to the critical areas ordinance and development regulations to be consistent with the updated Millwood Comprehensive Plan and the “Periodic Update Checklists for Cities”, following the City of Millwood Periodic Update Public Participation Plan and the Periodic Update Work Plan (as adjusted/modified), along with SB 5558 passed in April 2025 that provides a final compliance deadline of December 2026.
- L. The review process for Millwood’s 2026 Comprehensive Plan Periodic Update complies with MMC requirements, as applicable, and WA State Law.
- M. Millwood Comprehensive Plan 2026 - 2046 (Part 1 Adopted November 12, 2025 & Part 2 Draft January 20, 2026) has met internal consistency review.

ATTACHMENTS:

- Exhibit 1 Modified pages from City of Millwood Comprehensive Plan - 2026 Periodic Update (PART 2 Draft 1-20-26)
- Exhibit 2: Draft Millwood Climate Element 12-29-25/1-5-26 (prepared by Spokane County) - *incorporated into PART 2 Draft 1-5-26 & 1-20-26*
- Exhibit 3: Notice of Planning Commission Public Hearing 1-28-26 and SEPA Availability
- Exhibit 4: 2026 Millwood Comprehensive Plan Periodic Update (Part 2) - SEPA Packet 1-6-26
- Exhibit 5: Agency/Public Comments received from Notice of Public Hearing 1/28/26 & SEPA Availability for Part 2 and/or the 60-Day GMA Review for Part 2 (received as of January 20, 2026)

The complete City of Millwood Comprehensive Plan - 2026 Periodic Update (PART 2 Draft 1-20-26) is available on the City website - <https://www.millwoodwa.us/periodic-updates>.

DRAFT RECOMMENDATIONS FOR THE PLANNING COMMISSION

Option 1: Recommendation of approval

The Planning Commission recommends approval of the City of Millwood Comprehensive Plan - 2026 Periodic Update (PART 2 Draft 1-20-26) and finds that the factors in MMC Section 14.04.020(D)(2) have been considered and the criteria in MMC Section 14.04.020(D)(1), as applicable, have been met.

Option 2: Recommendation of approval with modification(s)

The Planning Commission recommends approval with modification(s) of the City of Millwood Comprehensive Plan - 2026 Periodic Update (PART 2 Draft 1-20-26) and finds that the factors in MMC Section 14.04.020(D)(2) have been considered and the criteria in MMC Section 14.04.020(D)(1), as applicable, have been met. The following proposed modification(s) are to be included with the recommendation:

- 1.

Option 3: Recommendation of denial

The Planning Commission recommends denial of the City of Millwood Comprehensive Plan - 2026 Periodic Update (PART 2 Draft 1-20-26) and finds that the factors in MMC Section 14.04.020(D)(2) have not been considered and/or the criteria in MMC Section 14.04.020(D)(1), as applicable, have not been met.

Option 4: Forward to City Council without Planning Commission recommendation

The Planning Commission requests the City of Millwood Comprehensive Plan - 2026 Periodic Update (PART 2 Draft 1-20-26) be sent to City Council with the notation that the Planning Commission makes no recommendation on the proposed plan.

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

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

ATTACHMENT - EXHIBIT 1:
MODIFIED PAGES FROM CITY OF MILLWOOD COMPREHENSIVE PLAN - 2026 PERIODIC UPDATE
(PART 2 DRAFT 1-20-26)



Comprehensive Plan



2026 - 2046



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Comprehensive Plan Amendments & Updates

Date	Type	Ordinance	Element(s)
October 4, 2010	Amendment	403	Historic Preservation
December 6, 2010	Amendment	406	Capital Facilities
December 13, 2011	Amendment	424	Capital Facilities
May 8, 2012	Amendment	433	Land Use
August 13, 2013	Amendment	447	Land Use
January 20, 2014	Amendment	454	Land Use
February 10, 2015	Amendment	471	Land Use
September 10, 2019	Periodic Update	Resolution 2019-05	All
October 8, 2019	Amendment	501	Land Use Map
April 12, 2022	Amendment	524	Historic Preservation
April 12, 2022	Amendment	525	Transportation
November 12, 2025	Periodic Update	551	All
<u>TBD 2026</u>	<u>Periodic Update</u>	<u>TBD</u>	<u>Housing and Climate Change/Resiliency</u>

Chapter Listing	Number	Goal	Implementing Policy
ED			
HP	G.13	Retain the historic atmosphere of Millwood while contributing to its future economic development.	9, 10, 11
HP	G.14	Pursue the acquisition of historic data and the accumulations of collections that have relevance to Millwood's local heritage and identify a central storage site for these collections.	9, 10, 13
HP	G.15	Provide public awareness of, and education about, Millwood's rich local heritage through participation in local events.	1, 9, 10
<u>CR</u>	<u>G.16</u>	<u>Strengthen Millwood's infrastructure and emergency response capacity to prepare for, respond to, and recover from extreme heat, wildfire, smoke, and flood events enhancing community safety, reliability, and resilience (Emergency Management).</u>	<u>46, 47, 48, 49, 50, 51</u>
<u>CR</u>	<u>G.17</u>	<u>Enhance Millwood's natural and built areas such as parks, streetscapes, and local waterways through tree planting, water conservation, and native landscaping to build resilience to climate hazards (Ecosystems).</u>	<u>52, 53, 54, 55</u>
<u>CR</u>	<u>G.18</u>	<u>Strengthen partnerships and community capacity to prepare for and respond to climate-related hazards (Partnerships and Community).</u>	<u>56, 57, 58, 59, 60, 61</u>

Policies / Objectives

Table 3-3: Policies / Objectives

Chapter Listing	Number	Policy / Objective	Goal Reference	Implementing Action
LU ED	P.01	Coordinate business, City and community efforts, and investment to enhance Millwood's central business district.	G.01 G.03 G.06 G.12 G. 15	1, 2, 3, 4, 5, 7, 11, 10, 19, 25, 26
LU H	P.02	Ensure commercial building design standards are appropriate and effective.	G.01	1, 2, 3, 7, 25, 26

Chapter Listing	Number	Policy / Objective	Goal Reference	Implementing Action
PR	P.45	Provide safe small/neighborhood scale public river access which accommodates a canoe/kayak put-in	G.02 G.09 G.12	13, 22, 24, 35
<u>CR</u>	<u>P.46</u>	<u>Assess and retrofit infrastructure such as transportation routes, water, and wastewater systems to reduce vulnerability to flooding, extreme heat, and wildfire impacts.</u>	<u>G.16</u>	
<u>CR</u>	<u>P.47</u>	<u>Encourage new and existing development to include features that improve comfort, save resources, and manage heat and stormwater through trees, green spaces, and efficient design.</u>	<u>G.16</u>	
<u>CR</u>	<u>P.48</u>	<u>Support expansion of energy resilience by developing microgrids, integrating renewable energy, strategically undergrounding power lines, and backup power systems for critical facilities.</u>	<u>G.16</u>	
<u>CR</u>	<u>P.49</u>	<u>Support programs and resources to educate and protect residents during heat and wildfire smoke events, including resilience hubs, cooling centers, subsidies for in-home air conditioning, DIY air filters, and public outreach on heat safety and safe sheltering in place for residents who prefer to remain at home during emergencies prioritize households with vulnerable residents (e.g., low-income seniors).</u>	<u>G.16</u>	
<u>CR</u>	<u>P.50</u>	<u>Partner with Spokane County Emergency Management, Spokane Regional Health District, and surrounding local jurisdictions to ensure essential services (e.g., emergency shelters, water systems,</u>	<u>G.16</u>	

Chapter Listing	Number	Policy / Objective	Goal Reference	Implementing Action
		<u>and health facilities) remain operational during power outages and emergencies.</u>		
<u>CR</u>	<u>P.51</u>	<u>Integrate formal notification protocols that integrate climate hazard information, evacuation routes, shelter locations, and resources for vulnerable populations into Millwood's emergency planning.</u>	<u>G.16</u>	
<u>CR</u>	<u>P.52</u>	<u>Establish water-efficient landscaping and irrigation practices for City properties. and partner with local utilities to help property owners, homeowners, renters and businesses reduce outdoor water use and prepare for drought.</u>	<u>G.17</u>	
<u>CR</u>	<u>P.53</u>	<u>Support the preservation, protection, and restoration of the Spokane River corridor, adjacent riparian areas, and connected habitat corridors to maintain and improve water quality, restore natural hydrologic and ecological functions, enhance drought and flood resilience, and protect critical salmon habitat and wildlife movement.</u>	<u>G.17</u>	
<u>CR</u>	<u>P.54</u>	<u>Expand planting and maintenance of native drought- and fire-resistant trees and plants, prioritizing areas with limited tree canopy and barren land and communities most vulnerable to climate impacts. Encourage preservation of existing trees and plants in new development to improve shade, air quality, and habitat while reducing heat and fire risks.</u>	<u>G.17</u>	
<u>CR</u>	<u>P.55</u>	<u>Maintain and enhance Millwood Park and Interurban Trail, and green spaces, as community assets that</u>	<u>G.17</u>	

Chapter Listing	Number	Policy / Objective	Goal Reference	Implementing Action
		<u>provide shade, reduce urban heat, and serve as demonstration sites for native landscaping, water-wise irrigation, and habitat restoration, while improving access to nature for overburdened communities and all residents.</u>		
<u>CR</u>	<u>P.56</u>	<u>Collaborate with regional partners, including Spokane County and local nonprofits, to pursue funding for local resilience and hazard mitigation projects such as updates to the Spokane County Emergency Management Comprehensive Emergency Management Plan, March 2021.</u>	<u>G.18</u>	
<u>CR</u>	<u>P.57</u>	<u>Expand targeted multi-language outreach to residents before, during, and after emergency and climate hazard events through partnerships with Spokane County, local nonprofits, businesses, and faith-based organizations.</u>	<u>G.18</u>	
<u>CR</u>	<u>P.58</u>	<u>Integrate wildfire preparedness, heat safety, and air quality protection into City communications and community events to increase resident awareness.</u>	<u>G.18</u>	
<u>CR</u>	<u>P.59</u>	<u>Coordinate with the Spokane Conservation District and Spokane Valley Fire to share regional wildfire preparedness information and smoke safety resources with residents and local organizations.</u>	<u>G.18</u>	
<u>CR</u>	<u>P.60</u>	<u>Support ongoing training and capacity-building opportunities for City staff, volunteers, and local organizations to strengthen</u>	<u>G.18</u>	

Chapter Listing	Number	Policy / Objective	Goal Reference	Implementing Action
		<u>Millwood's ability to prepare for and respond to climate-related hazards.</u>		
C5	P.61	Integrate efforts around climate planning, hazard mitigation planning, emergency planning, land use planning, and other disciplines so that the plans and actions are supportive of each other and cross reference each other, as applicable (i.e. City of Millwood's participation in the Spokane County Emergency Management Comprehensive Emergency Management Plan, March 2021)	G.18	

Implementing Actions

Table 3-4: Implementing Actions

Number	Action	Policy
1	Develop a Central Business District Plan for development along Argonne Road which includes parking locations with wayfinding signage, inclusion of public art, utilizing green infrastructure / low impact development, and street trees consistent with Millwood's Tree City designation.	1, 2, 3, 4, 5, 6, 8, 9, 10, 11, 12, 13, 15, 19, 20, 25, 27, 28, 29, 31, 36
2	Initiate a Parking Study along Argonne Road to better understand how parking is being utilized in the Central Business District and where opportunities exist.	1, 2, 4, 5, 6, 10, 11, 12, 19, 25, 28, 31, 36
3	Develop and adopt design standards for commercial development.	1, 2, 3, 4, 5, 6, 10, 11, 17, 28, 31, 36, 39
4	Provide an interconnected bike and pedestrian trails system that connects to the Spokane River and Millwood's public parks.	1, 6, 8, 13, 24, 28, 31, 36, 42
5	Invite the Millwood Community Association to identify infrastructure opportunities or needs.	1, 13, 15, 27, 28, 30, 31, 32, 34, 36, 43

Table 6-10: Summary of Capacity By Zoning Category

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

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

Table 6-11: City of Millwood HAPT

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

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

Table 6-12: City of Millwood HAPT Capacity

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

The City of Millwood utilized the “methodology for estimating affordable housing funding gap” contained in the Commerce HB 1220 Housing Book 2. The methodology was utilized to roughly estimate the gap in funding associated with capital costs for new affordable housing development. Results are described below.

City of Millwood Estimated Affordable Housing Funding Gap

1. Total annual affordable housing units needed: Per Table 6-11 above, 60 units are needed in the 0-50% AMI brackets. For a twenty (20) year planning period, this would result in an average of 3 new units needed per year to meet Millwood’s allocated need.
2. Average annual units produced: Millwood has not had any recent affordable housing production.
3. Gap in annual affordable housing production: The total gap in average annual production in Millwood is 3 units (total annual affordable housing units needed minus average annual units produced).
4. Gap in funding: Based on 3 units and a Spokane County average cost per unit of \$217,419 (in 2022 \$ per Book 2 Exhibit 25), the rough estimated funding gap is \$652,257 per year (excluding money paid by tenants/occupants).

6.6 BARRIERS TO HOUSING DEVELOPMENT

Reviewing past projects, analyzing current projects and data, discussions with developers and community members, Comprehensive Plan and development regulations code review, and research were the methods utilized to determine the likely barriers to housing development in Millwood.

As discussed in Section 6.4 above, for the City of Millwood, the most likely factors contributing to housing affordability and housing supply issues that the City can potentially address are:

- Development regulations (adding a variety of middle housing types as permitted uses, reducing minimum lot sizes to be consistent with adopted bulk density standards, reducing off-street parking requirements, updating ADU regulations, reducing setbacks/lot coverage/impervious surface standards, etc.).
- Process obstacles (increasing SEPA Threshold Exemptions and Infill Exemptions, streamlining of permitting processes, and subdivision process streamlining).
- Offsetting limited land availability (maximizing use of land through development regulation modifications listed above and encouraging infill development).
- Addressing funding gaps (exploring funding options and incentives for affordable housing including pre-approved designs).
- Additionally, continued coordination with Spokane Transit for transit system improvements can contribute to reducing affordable housing barriers in Millwood.

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

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

- Goal: A larger variety of housing options.
 - Policy: Limit barriers to development caused by institutional requirements, as appropriate.
 - Policy: Encourage the development of low and moderate-income housing in places close to services and easily served by transit.

CHAPTER 12 – CLIMATE CHANGE & RESILIENCY ELEMENT

~~Currently being developed in coordination with Spokane County. Anticipate inclusion in the Millwood Comprehensive Plan in 2026.~~

12.1 PURPOSE

~~Millwood is developing a Climate Element to increase local resilience to climate change impacts and hazards. Climate change is a current and continuing threat to our community, environment, and economy; climate impacts, such as rising annual temperatures, increased frequency and intensity of wildfires and wildfire smoke, and changes in precipitation patterns, have cascading impacts across the community.~~

12.2 LEGISLATIVE CONTEXT

~~In 2023, Washington House Bill (HB) 1181 introduced a new requirement under the Growth Management Act (GMA), calling for cities and counties to integrate climate change policies into all future comprehensive plan updates. The GMA sets the following goals for climate change and resiliency:~~

Ensure that comprehensive plans, development regulations, and regional policies, plans, and strategies adapt to and mitigate the effects of a changing climate; support reductions in greenhouse gas emissions and per capita vehicle miles traveled; prepare for climate impact scenarios; foster resiliency to climate impacts and natural hazards; protect and enhance environmental, economic, and human health and safety; and advance environmental justice. (RCW 36.70A.070(9))

~~Under HB 1181, Millwood is required to develop a Climate Resilience sub-element as part of its 2026 Comprehensive Plan Update. This Climate Chapter seeks to elevate and address key climate issues facing the Millwood community. Specifically, it aims to build community resilience to climate change impacts~~

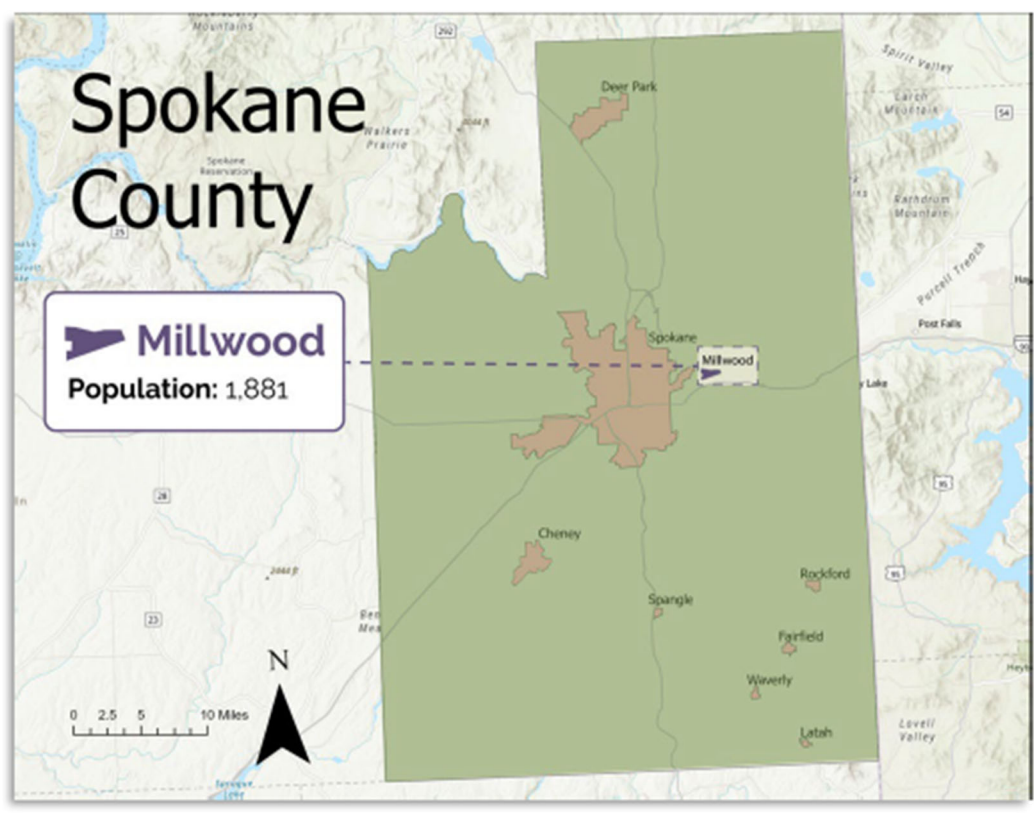
~~The Millwood Climate Element was developed in tandem with the Spokane County Climate Element, and goals and policies are in alignment under Commerce’s requirements. Both the Spokane County and Millwood Climate Elements were funded by Commerce’s Climate Commitment Act.~~

12.3 EXISTING CONDITIONS AND CLIMATE VULNERABILITY ASSESSMENT



Extreme Weather Events and Climate Impacts

~~The City of Millwood, located in east central Spokane County right near the city of Spokane and Spokane Valley, is home to 1,881 residents (Map 12-1). The city is suburban, surrounded by housing on its east and west borders, a state highway and railway to the south, and the Spokane River to the north. Millwood faces potential risks from existing and future climate hazards, including to community health and safety, natural resources and ecosystems, and built infrastructure.~~



Map 12-1: Location of Millwood within Spokane County, Washington, included in the Climate Vulnerability Assessment.

The following extreme weather events and climate impacts are expected in Millwood. See the Spokane County Climate Vulnerability Assessment for a full discussion of all potential extreme weather and climate impacts.

- **Increased annual temperature:** Higher annual temperatures with an expected 9.5°F temperature increase by 2100 and more frequent extreme heat events.
- **Wildfire and wildfire smoke:** Increased wildfire activity and risk from extreme heat and heightened drought conditions, raising wildfire and wildfire smoke impacts.
- **Changing precipitation:** Changes to precipitation patterns, with more winter precipitation falling as rain rather than snow, increasing streamflow and risk of flooding.

Impacts on Health and Well-being

While climate change will affect all residents, certain groups face greater risks. According to the U.S. Census Bureau (2023), local demographics highlight key populations who may be especially vulnerable:

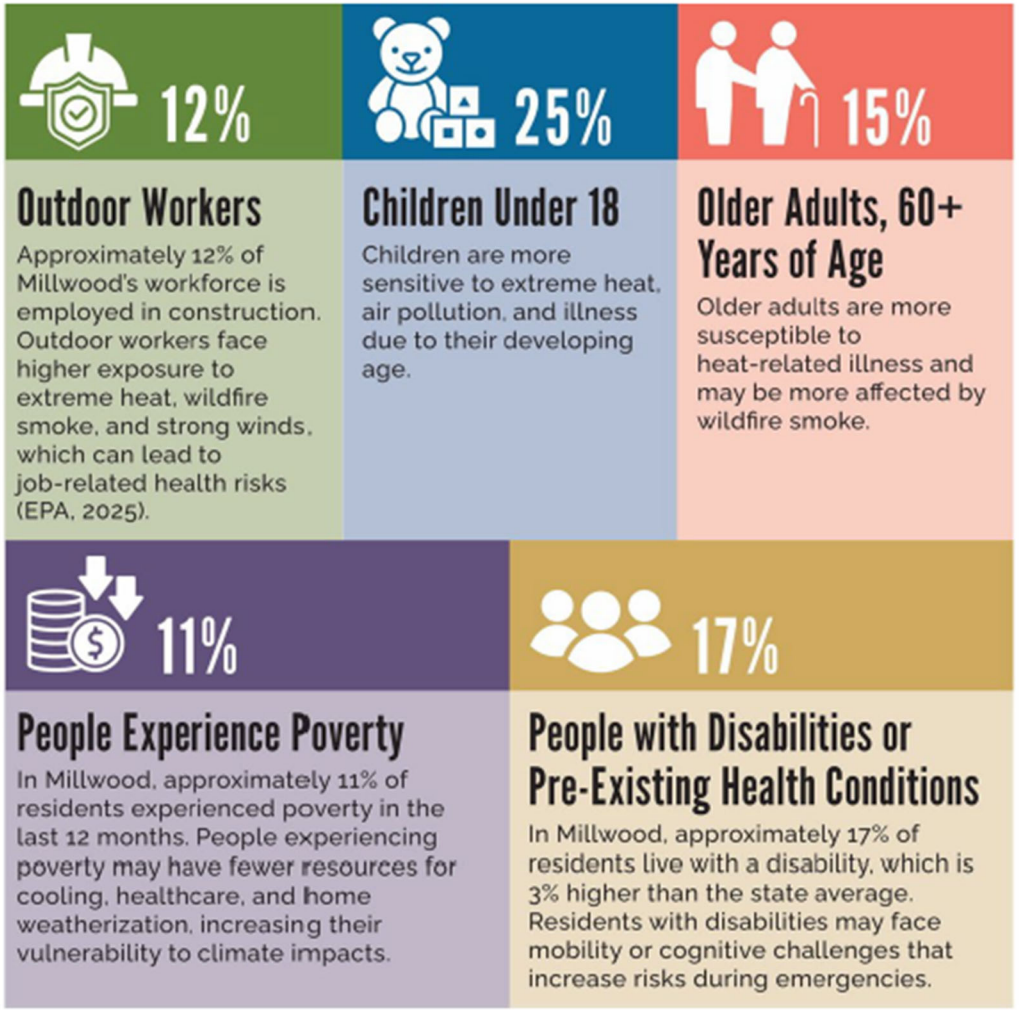


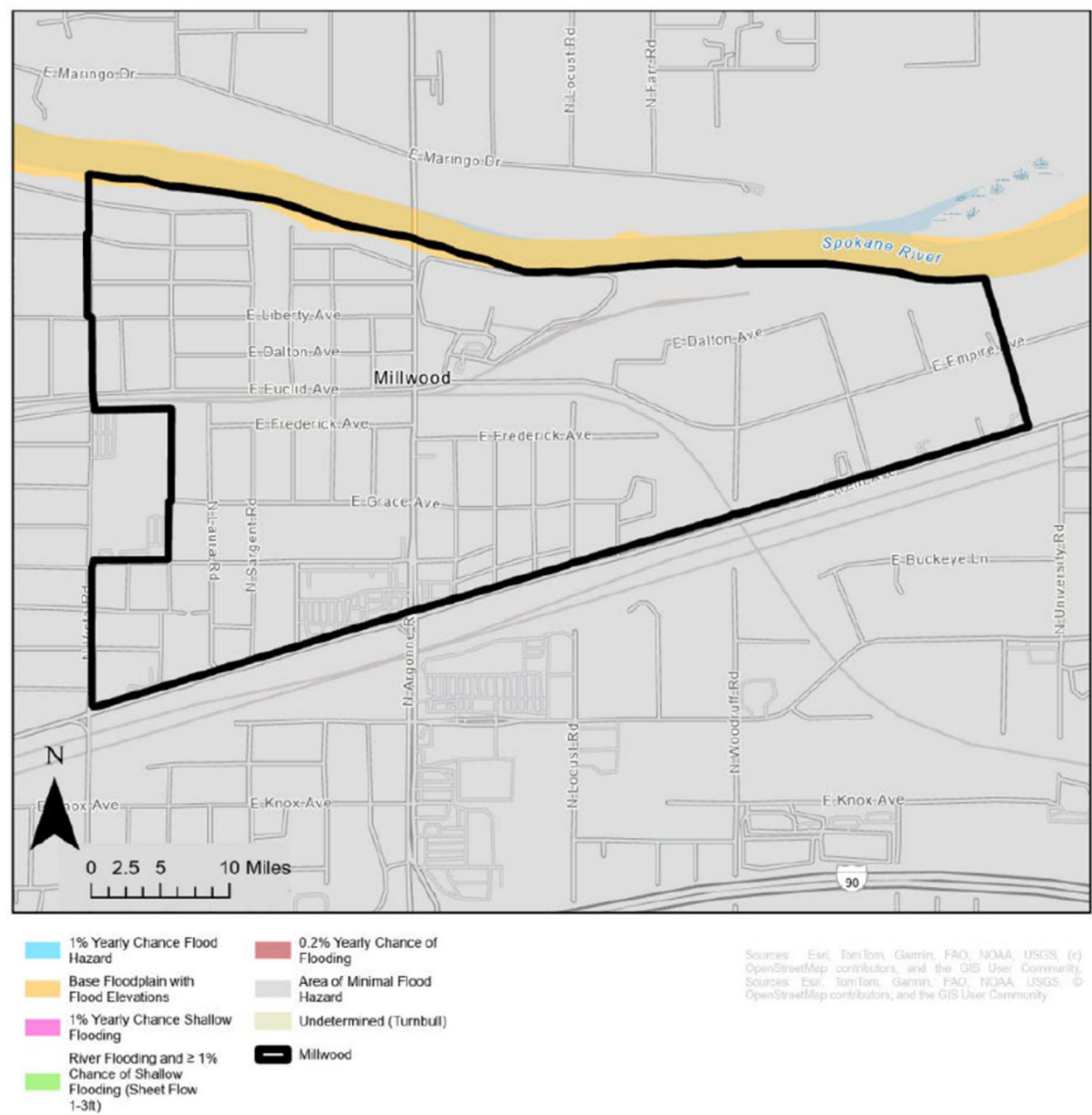
Figure 12-1: Key populations who may be especially vulnerable to climate change (U.S. Census Bureau (2023))



Impacts on Infrastructure, Community and Natural Resources

Millwood is located just south of the Spokane River. According to the Federal Emergency Management Agency (FEMA) floodplain map (Map 12-2), there is some localized flooding risk along the river’s shoreline. Depending on changing climate conditions, flooding could potentially impact homes, roads, and industries situated close to the Spokane River. It’s important to note that FEMA floodplain maps may underestimate future flood risks, as they do not fully account for the effects of a changing climate.

Flood Risk in Millwood



Map 12-2: Flood Risk in Millwood WA, FEMA Flood Risk Data

Extreme weather and climate events such as wildfire smoke, extreme heat, and flooding will affect all residents of Millwood and place added stress on the city’s infrastructure and natural resources. Although Millwood’s direct wildfire risk is relatively low, nearby fires could still force evacuation. Displacement places added strain on emergency systems, disrupts medical care, and increases stress and instability for residents. Wildfire smoke traveling from other areas can further degrade local air quality, impacting outdoor activity and visibility.

In Millwood, limited tree cover and extensive paved areas intensify heat exposure, creating harsh conditions for people walking, biking, or waiting for transit. Hotter nights further limit opportunities for

cooling, disrupt sleep, and increase stress, while households face rising costs to keep homes safe and livable during extreme heat. Wildfire smoke and extreme heat compound these risks, with smoke triggering asthma, weakening the immune system, affecting brain development in children, and worsening heart, lung, and memory issues among older adults.



Millwood has several opportunities to strengthen resilience:

- ✓ **Transportation options:** As a busy commuter and freight corridor, Millwood can reduce risks by improving traffic management, expanding sidewalks and bike paths, improving public transit access, and planning detour routes to keep emergency response moving during floods or severe weather.
- ✓ **Spokane River stewardship:** Restoring riparian areas along the Spokane River with trees and native plants can both reduce flood and erosion risks and improve water quality.
- ✓ **Protecting health:** With many drivers and outdoor workers in Millwood, providing shaded rest areas, clean-air shelters, and hydration stations at community facilities could help residents cope with wildfire smoke and extreme heat.

12.4 RESILIENCE GOALS AND POLICIES

See Millwood’s **Housing and Land Use Elements** for policies that promote affordable and accessible housing near transportation developments.

See the **Essential Public Facilities and Utilities Elements** for policies that promote sustainable management of stormwater infrastructure to promote ecosystem and community health.

See the **Land Use and Parks & Recreation Elements** for policies that promote the use of best available science and habitat restoration efforts.

See the **Transportation Element** for policies that promote a safe, accessible, and reliable transportation network.

The Millwood Climate Element builds on and aligns with the Spokane County Climate Element’s overarching resilience goals and policies. Together, these plans strengthen regional coordination on climate preparedness, reduce risks to people, infrastructure, and ecosystems, and support a thriving, resilient future for all communities in the County. In accordance with the Washington State Department of Commerce’s requirements for the Climate Element sub-element (RCW 36.70A.020 and HB 1181, 2023), this section addresses the three resilience planning requirements by:

- Addressing natural hazards created or aggravated by climate change, including flooding, drought, heat, smoke, wildfire, and other changes to temperature and precipitation patterns;
- Identifying, protecting, and enhancing natural areas to foster climate resilience and support safe species migration; and

- Strengthening community resilience to climate impacts by addressing social, economic, and built-environment factors, and advancing environmental justice.

Millwood Comprehensive Plan Section 5.6 provides information on critical areas in the City of Millwood.

Refer to Section 3.2 for Climate Change & Resiliency (CR) Goals and Policies addressing Emergency Management, Ecosystems, and Partnerships and Community, in addition to supplemental CR goals, policies, and implementing actions previously adopted by the City of Millwood.

ATTACHMENT - EXHIBIT 2:
DRAFT MILLWOOD CLIMATE ELEMENT 12-29-25/1-5-26 (PREPARED BY SPOKANE COUNTY) -
INCORPORATED INTO PART 2 DRAFT 1-5-26 & 1-20-26

Millwood, Washington Climate Element

January 5, 2026



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Climate Element, Millwood

Purpose

Millwood is developing a Climate Element to increase local resilience to climate change impacts and hazards. Climate change is a current and continuing threat to our community, environment, and economy; climate impacts, such as rising annual temperatures, increased frequency and intensity of wildfires and wildfire smoke, and changes in precipitation patterns, have cascading impacts across the community.

Legislative Context

In 2023, Washington House Bill (HB) 1181 introduced a new requirement under the Growth Management Act (GMA), calling for cities and counties to integrate climate change policies into all future comprehensive plan updates. The GMA sets the following goals for climate change and resiliency:

Ensure that comprehensive plans, development regulations, and regional policies, plans, and strategies adapt to and mitigate the effects of a changing climate; support reductions in greenhouse gas emissions and per capita vehicle miles traveled; prepare for climate impact scenarios; foster resiliency to climate impacts and natural hazards; protect and enhance environmental, economic, and human health and safety; and advance environmental justice. (RCW 36.70A.070(9))

Under HB 1181, Millwood is required to develop a Climate Resilience sub-element as part of its 2026 Comprehensive Plan Update. This Climate Chapter seeks to elevate and address key climate issues facing the Millwood community. Specifically, it aims to build community resilience to climate change impacts

The Millwood Climate Element was developed in tandem with the Spokane County Climate Element, and goals and policies are in alignment under Commerce's requirements. Both the Spokane County and Millwood Climate Elements were funded by Commerce's Climate Commitment Act.

Existing Conditions and Climate Vulnerability Assessment



Extreme Weather Events and Climate Impacts

The City of Millwood, located in east central Spokane County right near the city of Spokane and Spokane Valley, is home to 1,881 residents (Figure 1). The city is suburban, surrounded by housing on its east and west borders, a state highway and railway to the south, and the Spokane River to the north. Millwood faces potential risks from existing and future climate hazards, including to community health and safety, natural resources and ecosystems, and built infrastructure.

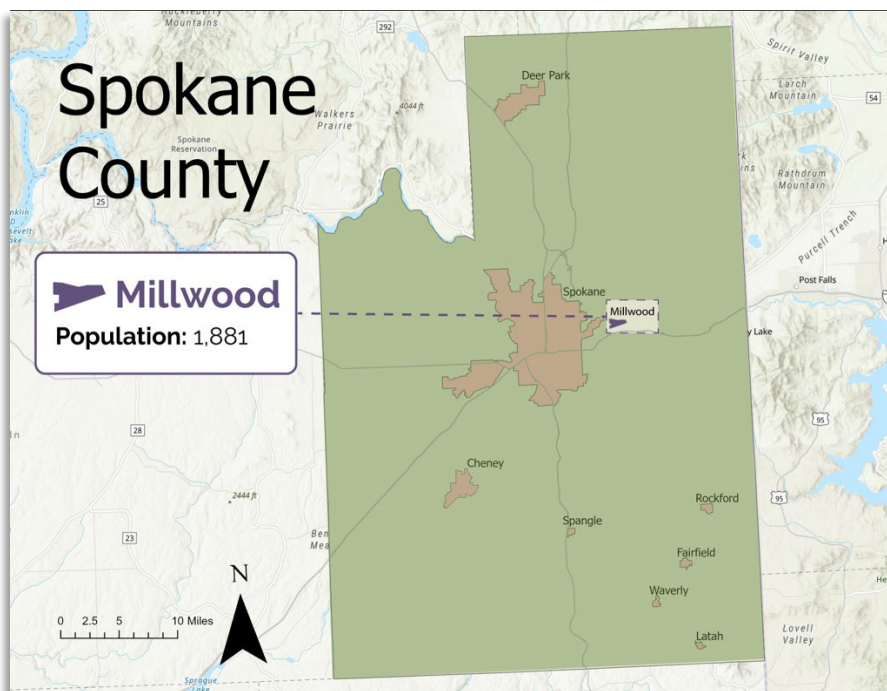


Figure 1. Location of Millwood within Spokane County, Washington, included in the Climate Vulnerability Assessment.

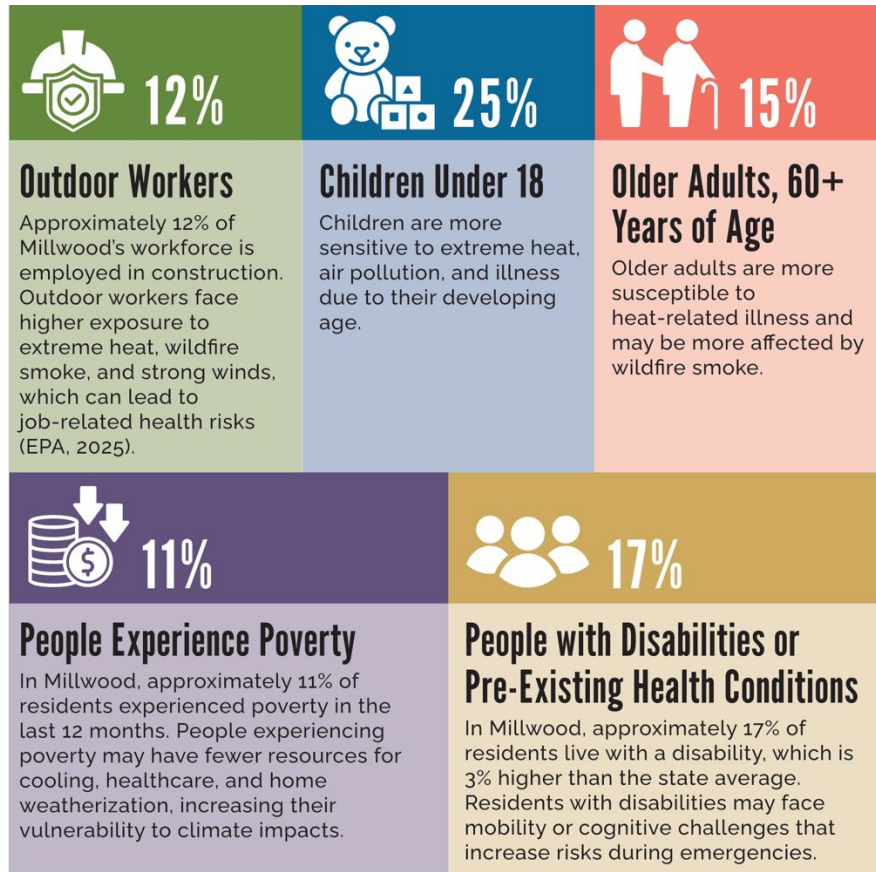
The following extreme weather events and climate impacts are expected in Millwood. See the Spokane County Climate Vulnerability Assessment for a full discussion of all potential extreme weather and climate impacts.

- **Increased annual temperature:** Higher annual temperatures with an expected 9.5°F temperature increase by 2100 and more frequent extreme heat events.
- **Wildfire and wildfire smoke:** Increased wildfire activity and risk from extreme heat and heightened drought conditions, raising wildfire and wildfire smoke impacts.
- **Changing precipitation:** Changes to precipitation patterns, with more winter precipitation falling as rain rather than snow, increasing streamflow and risk of flooding.



Impacts on Health and Well-being

While climate change will affect all residents, certain groups face greater risks. According to the U.S. Census Bureau (2023), local demographics highlight key populations who may be especially vulnerable:



Impacts on Infrastructure, Community and Natural Resources

Millwood is located just south of the Spokane River. According to the Federal Emergency Management Agency (FEMA) floodplain map (Figure 2), there is some localized flooding risk along the river's shoreline. Depending on changing climate conditions, flooding could potentially impact homes, roads, and industries situated close to the Spokane River. It's important to note that FEMA

floodplain maps may underestimate future flood risks, as they do not fully account for the effects of a changing climate.

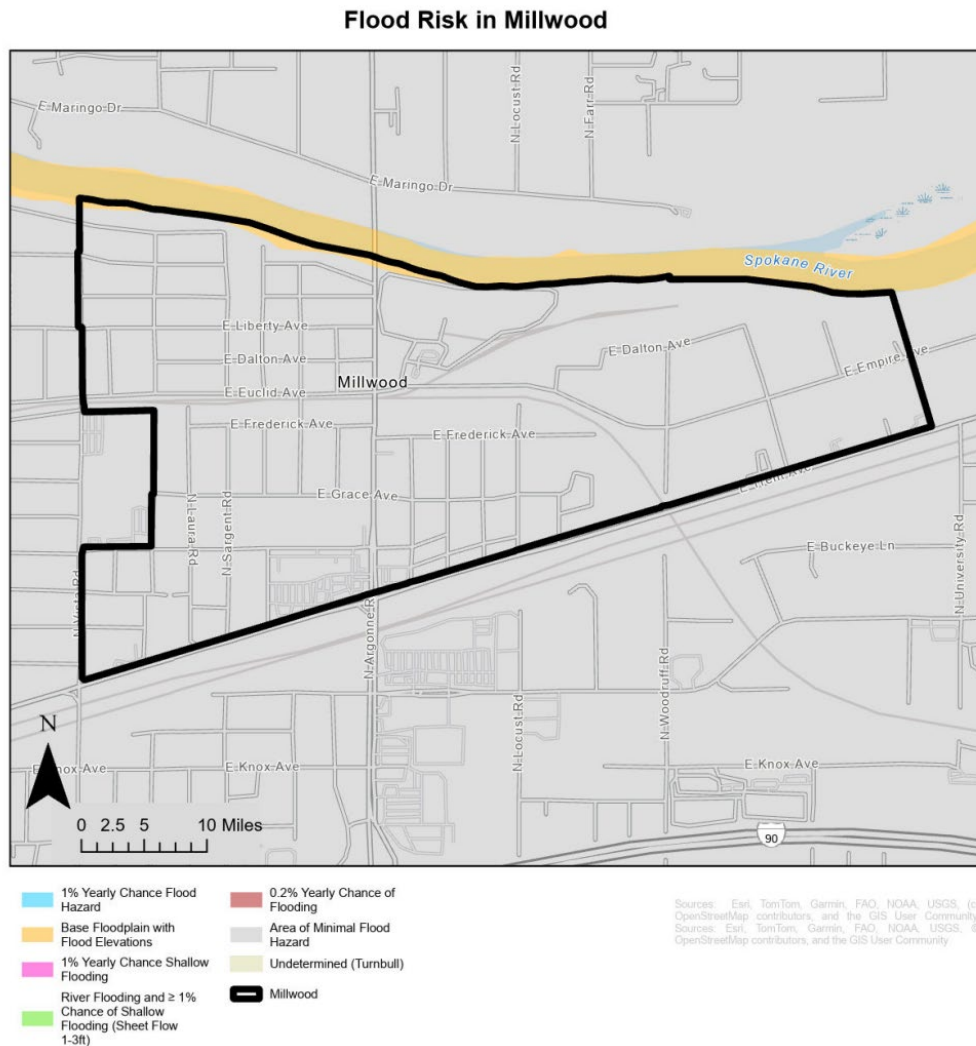


Figure 2. Flood Risk in Millwood WA, FEMA Flood Risk Data

Extreme weather and climate events such as wildfire smoke, extreme heat, and flooding will affect all residents of Millwood and place added stress on the city's infrastructure and natural resources. Although Millwood's direct wildfire risk is relatively low, nearby fires could still force evacuation. Displacement places added strain on emergency systems, disrupts medical care, and increases stress and instability for residents. Wildfire smoke traveling from other areas can further degrade local air quality, impacting outdoor activity and visibility.

In Millwood, limited tree cover and extensive paved areas intensify heat exposure, creating harsh conditions for people walking, biking, or waiting for transit. Hotter nights further limit opportunities for cooling, disrupt sleep, and increase stress, while households face rising costs to keep homes safe and livable during extreme heat. Wildfire smoke and extreme heat compound these risks, with

smoke triggering asthma, weakening the immune system, affecting brain development in children, and worsening heart, lung, and memory issues among older adults.



Resilience Opportunities

Millwood has several opportunities to strengthen resilience:

- ✓ **Transportation options:** As a busy commuter and freight corridor, Millwood can reduce risks by improving traffic management, expanding sidewalks and bike paths, improving public transit access, and planning detour routes to keep emergency response moving during floods or severe weather.
- ✓ **Spokane River stewardship:** Restoring riparian areas along the Spokane River with trees and native plants can both reduce flood and erosion risks and improve water quality.
- ✓ **Protecting health:** With many drivers and outdoor workers in Millwood, providing shaded rest areas, clean-air shelters, and hydration stations at community facilities could help residents cope with wildfire smoke and extreme heat.

Resilience Goals and Policies

See Millwood's **Housing and Land Use Elements** for policies that promote affordable and accessible housing near transportation developments.

See the **Essential Public Facilities and Utilities Elements** for policies that promote sustainable management of stormwater infrastructure to promote ecosystem and community health.

See the **Land Use and Parks & Recreation Elements** for policies that promote the use of best available science and habitat restoration efforts.

See the **Transportation Element** for policies that promote a safe, accessible, and reliable transportation network.

The Millwood Climate Element builds on and aligns with the Spokane County Climate Element's overarching resilience goals and policies. Together, these plans strengthen regional coordination on climate preparedness, reduce risks to people, infrastructure, and ecosystems, and support a thriving, resilient future for all communities in the County. In accordance with the Washington State Department of Commerce's requirements for the Climate Element sub-element (RCW 36.70A.020 and HB 1181, 2023), this section addresses the three resilience planning requirements by:

- Addressing natural hazards created or aggravated by climate change, including flooding, drought, heat, smoke, wildfire, and other changes to temperature and precipitation patterns;
- Identifying, protecting, and enhancing natural areas to foster climate resilience and support safe species migration; and

- Strengthening community resilience to climate impacts by addressing social, economic, and built-environment factors, and advancing environmental justice.

Emergency Management

Goal 1: Strengthen Millwood's infrastructure and emergency response capacity to prepare for, respond to, and recover from extreme heat, wildfire, smoke, and flood events enhancing community safety, reliability, and resilience.

CE-1.1. Assess and retrofit infrastructure such as transportation routes, water, and wastewater systems to reduce vulnerability to flooding, extreme heat, and wildfire impacts.

CE-1.2. Encourage new and existing development to include features that improve comfort, save resources, and manage heat and stormwater through trees, green spaces, and efficient design.

CE-1.3. Support expansion of energy resilience by developing microgrids, integrating renewable energy, strategically undergrounding power lines, and backup power systems for critical facilities.

CE-1.4. Support programs and resources to educate and protect residents during heat and wildfire smoke events, including resilience hubs, cooling centers, subsidies for in-home air conditioning, DIY air filters, and public outreach on heat safety and safe sheltering in place for residents who prefer to remain at home during emergencies prioritize households with vulnerable residents (e.g., low-income seniors).

CE-1.4. Partner with Spokane County Emergency Management, Spokane Regional Health District, and surrounding local jurisdictions to ensure essential services (e.g., emergency shelters, water systems, and health facilities) remain operational during power outages and emergencies.

CE-1.5. Integrate formal notification protocols that integrate climate hazard information, evacuation routes, shelter locations, and resources for vulnerable populations into Millwood's emergency planning.

Ecosystems

Goal 2: Enhance Millwood's natural and built areas such as parks, streetscapes, and local waterways through tree planting, water conservation, and native landscaping to build resilience to climate hazards.

CE-2.1. Establish water-efficient landscaping and irrigation practices for City properties . and partner with local utilities to help property owners, homeowners, renters and businesses reduce outdoor water use and prepare for drought.

CE-2.2. Support the preservation, protection, and restoration of the Spokane River corridor, adjacent riparian areas, and connected habitat corridors to maintain and improve water quality, restore natural hydrologic and ecological functions, enhance drought and flood resilience, and protect critical salmon habitat and wildlife movement.

CE-2.3. Expand planting and maintenance of native drought- and fire-resistant trees and plants, prioritizing areas with limited tree canopy and barren land and communities most vulnerable to climate impacts. Encourage preservation of existing trees and plants in new development to improve shade, air quality, and habitat while reducing heat and fire risks.

CE-2.4. Maintain and enhance Millwood Park and Interurban Trail, and green spaces, as community assets that provide shade, reduce urban heat, and serve as demonstration sites for native landscaping, water-wise irrigation, and habitat restoration, while improving access to nature for overburdened communities and all residents.

Partnerships and Community

Goal 3: Strengthen partnerships and community capacity to prepare for and respond to climate-related hazards.

CE-3.1. Collaborate with regional partners, including Spokane County and local nonprofits, to pursue funding for local resilience and hazard mitigation projects.

CE-3.2. Expand targeted multi-language outreach to residents before, during, and after emergency and climate hazard events through partnerships with Spokane County, local nonprofits, businesses, and faith-based organizations.

CE-3.3. Integrate wildfire preparedness, heat safety, and air quality protection into City communications and community events to increase resident awareness.

CE-3.4. Coordinate with the Spokane Conservation District and Spokane Valley Fire to share regional wildfire preparedness information and smoke safety resources with residents and local organizations.

CE-3.5. Support ongoing training and capacity-building opportunities for City staff, volunteers, and local organizations to strengthen Millwood's ability to prepare for and respond to climate-related hazards.

ATTACHMENT - EXHIBIT 3:
NOTICE OF PLANNING COMMISSION PUBLIC HEARING 1-28-26 AND SEPA AVAILABILITY

NOTICE OF PERIODIC UPDATE - PUBLIC HEARING

MILLWOOD PLANNING COMMISSION & AVAILABILITY OF SEPA CHECKLIST AND THRESHOLD DETERMINATION

HEARING DATE/TIME: Wednesday, January 28, 2026 at 6:00pm during the regularly scheduled City Planning Commission Meeting

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

DECISION MAKING AUTHORITY: Millwood Planning Commission provides a recommendation to the Millwood City Council on updates to the Comprehensive Plan.

LOCATION OF PROPOSAL: City of Millwood

APPLICATION/DESCRIPTION OF PROPOSAL: This is a non-project action for the second part of a periodic update to the Comprehensive Plan for the City of Millwood in accordance with the WA State Growth Management Act (GMA) Periodic Update requirements. No zone changes are required in order to accommodate Millwood’s future growth and a substantial change in land use and travel demand is not anticipated within the City of Millwood. The second part adds some additional clarifications to the Housing Element to comply with a recent GMHB case and adds the Climate Change and Resiliency Element that was coordinated with Spokane County.

ENVIRONMENTAL DETERMINATION: In accordance with WAC 197-11, notice is hereby given that a SEPA Checklist has been completed for the 2026 Comprehensive Plan Periodic Update (Part 2). 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 January 6, 2026. Comments on the DNS Threshold Determination should be sent to the City contact (SEPA Responsible Official) by 4pm, January 20, 2026.

HEARING PROCESS: The Planning Commission will conduct the hearing pursuant to MMC Title 14 including Section 14.04.020, as applicable for the Periodic Update. 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 January 28, 2026 public hearing. The file may be inspected at Millwood City Hall, 9103 E. Frederick Ave., between 7:00 am and 4:00 pm, Monday-Friday, excluding holidays. Copies of documents are available for purchase.

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

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

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

ATTACHMENT - EXHIBIT 4:
2026 MILLWOOD COMPREHENSIVE PLAN PERIODIC UPDATE (PART 2) - SEPA PACKET 1-6-26



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

FILE NUMBER: 2026 Comprehensive Plan Periodic Update (Part 2)

PROPONENT: City of Millwood

DESCRIPTION OF PROPOSAL: This is a non-project action for the second part of a periodic update to the Comprehensive Plan for the City of Millwood in accordance with the WA State Growth Management Act (GMA) Periodic Update requirements. No zone changes are required in order to accommodate Millwood's future growth and a substantial change in land use and travel demand is not anticipated within the City of Millwood. The second part adds some additional clarifications to the Housing Element to comply with a recent GMHB case and adds the Climate Change and Resiliency Element that was coordinated with Spokane County.

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, 1/20/26.

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: January 6, 2026

SIGNATURE: Amanda Tainio

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 1/28/26). 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 1/7/26 edition of the Spokesman Review.



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

SEPA¹ Environmental Checklist

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

Please adjust the format of this template as needed. 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 nonproject proposals

For nonproject proposals (such as ordinances, regulations, plans and programs), complete the applicable parts of sections A and B, plus the Supplemental Sheet for Nonproject Actions (Part D). Please completely answer 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. The lead agency may exclude (for non projects) questions in “Part B: Environmental Elements” that do not contribute meaningfully to the analysis of the proposal.

¹ <https://ecology.wa.gov/Regulations-Permits/SEPA/Environmental-review/SEPA-guidance/Checklist-guidance>

A. Background

1. Name of proposed project, if applicable:

City of Millwood 2026 Comprehensive Plan Periodic Update (Part 2)

2. Name of applicant:

City of Millwood

3. Address and phone number of applicant and 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:

January 6, 2026

5. Agency requesting checklist:

City of Millwood

6. Proposed timing of schedule (including phasing, if applicable):

A Planning Commission Public Hearing on the Draft Comprehensive Plan Housing Element modification and Climate Change/Resiliency Element (Chapter 12) addition is scheduled for January 28, 2026, followed by a Planning Commission recommendation, then City Council review potentially in February and March 2026, and State review with potential adoption by March/April 2026.

7. Do you have any plans for future additions, expansion, or further activity related to or connected with this proposal? If yes, explain.

Completion of the Periodic Update process for consistent development regulations by December 2026.

8. List any environmental information you know about that has been prepared, or will be prepared, directly related to this proposal.

SEPA review and DNS issued for 2017 Comprehensive Plan Periodic Update which had consistency for planned residential units and buildout as well as SEPA review and DNS for City of Millwood 2026 Comprehensive Plan Periodic Update (Part 1) in August 2025. The City of Millwood coordinated with Spokane County on the Climate Change and Resiliency Element. For their entire Comprehensive Plan and UGA expansion considerations, Spokane County completed a SEPA Checklist and issued a Determination of Significance in 2025 followed by EIS scoping and are currently in the DEIS/FEIS process for their growth alternatives.

9. Do you know whether applications are pending for governmental approvals of other proposals directly affecting the property covered by your proposal? If yes, explain.

No pending applications or approvals would be affected. Once adopted by the City Council, the amended Comprehensive Plan and subsequent development regulations would regulate new development projects or activities/uses located within the City of Millwood.

10. List any government approvals or permits that will be needed for your proposal, if known.

Millwood Planning Commission recommendation; Washington State Dept. of Commerce Growth Management Services and State Agency 60 Day Review; and Millwood City Council adoption.

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 the second part of a periodic update to the Comprehensive Plan for the City of Millwood in accordance with the WA State Growth Management Act (GMA) Periodic Update requirements. No zone changes are required in order to accommodate Millwood’s future growth and a substantial change in land use and travel demand is not anticipated within the City of Millwood. The second part adds some additional clarifications to the Housing Element to comply with a recent GMHB case and adds the Climate Change and Resiliency Element that was coordinated with Spokane County.

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.

This is a non-project action for the City of Millwood, located in Spokane County, WA and bordered by City of Spokane Valley to the west, south, and east, and unincorporated Spokane County that is within the Urban Growth Area (UGA) to the north.

B.Environmental Elements

1. Earth

a. General description of the site:

This is a non-project action for the City of Millwood which overall is generally flat with some steep slopes along the Spokane River.

Circle or highlight one: Flat, rolling, hilly, steep slopes, mountainous, other:

b. What is the steepest slope on the site (approximate percent slope)?

This is a non-project action for the City of Millwood which has a small section of over 30% slopes along the Spokane River.

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 agricultural land of long-term commercial significance and whether the proposal results in removing any of these soils.

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, total area, and approximate quantities and total affected area of any filling, excavation, and grading proposed. Indicate source of fill.

N/A - Non-Project Action

f. Could erosion occur because 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

h. Proposed measures to reduce or control erosion, or other impacts to the earth, if any.

N/A - Non-Project Action

2. Air**a. What types of emissions to the air would result from the proposal during construction, operation, and maintenance 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 affect 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:****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.

This is a non-project action for the City of Millwood which has the Spokane River that is parallel to the northern boundary of the City.

- 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 proposal require surface water withdrawals or diversions? Give a general description, purpose, and approximate quantities if known.**

N/A - Non-Project Action

- 5. Does the proposal lie within a 100-year floodplain? If so, note location on the site plan.**

This is a non-project action for the City of Millwood which has a low risk of flooding per the June 2024 FEMA map which identifies only a Zone AE (1% annual chance of flooding) for the Spokane River and small portions of land south of the river.

- 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:

- 1. Will groundwater be withdrawn from a well for drinking water or other purposes? If so, give a general description of the well, proposed uses and approximate quantities withdrawn from the well. Will water be discharged to groundwater? Give a general description, purpose, and approximate quantities if known.**

This is a non-project action for the City of Millwood and adequate public water is available within the City of Millwood.

- 2. Describe waste material that will be discharged into the ground from septic tanks or other sources, if any (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.**

This is a non-project action for the City of Millwood and adequate public sewer is available within the City of Millwood.

c. Water Runoff (including stormwater):

1. **Describe the source of runoff (including storm water) and method of collection and disposal, if any (include quantities, if known). Where will this water flow? Will this water flow into other waters? If so, describe.**

N/A - Non-Project Action

2. **Could waste materials enter ground or surface waters? If so, generally describe.**

N/A - Non-Project Action

3. **Does the proposal alter or otherwise affect drainage patterns in the vicinity of the site? If so, describe.**

N/A - Non-Project Action

- d. **Proposed measures to reduce or control surface, ground, and runoff water, and drainage pattern impacts, if any:**

N/A - Non-Project Action

4. Plants

- a. **Check the types of vegetation found on the site:** N/A - Non-Project Action

- ☐ **deciduous tree: alder, maple, aspen, other**
- ☐ **evergreen tree: fir, cedar, pine, other**
- ☐ **shrubs**
- ☐ **grass**
- ☐ **pasture**
- ☐ **crop or grain**
- ☐ **orchards, vineyards, or other permanent crops.**
- ☐ **wet soil plants: cattail, buttercup, bullrush, skunk cabbage, other**
- ☐ **water plants: water lily, eelgrass, milfoil, other**
- ☐ **other types of vegetation**

- b. **What kind and amount of vegetation will be removed or altered?**

N/A - Non-Project Action

- c. **List threatened and endangered species known 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

- e. **List all noxious weeds and invasive species known to be on or near the site.**

N/A - Non-Project Action

5. Animals

- a. List any birds and other animals that have been observed on or near the site or are known to be on or near the site.**

Examples include:

- **Birds:** hawk, heron, eagle, songbirds, other:
- **Mammals:** deer, bear, elk, beaver, other:
- **Fish:** bass, salmon, trout, herring, shellfish, other:

N/A - Non-Project Action

- b. List any threatened and 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 periodic update is a non-project action, not site specific.

- 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 periodic update is a non-project action, not site specific.

- d. Proposed measures to preserve or enhance wildlife, if any.**

N/A - Non-Project Action

- e. List any invasive animal species known to be on or near the site.**

N/A - Non-Project Action

6. Energy and natural resources

- a. What kinds of energy (electric, natural gas, oil, wood stove, solar) will be used to meet the completed project's energy needs? Describe whether it will be used for heating, manufacturing, etc.**

This is a non-project action for the City of Millwood and adequate utilities are available within the City of Millwood.

- 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 any environmental health hazards, including exposure to toxic chemicals, risk of fire and explosion, spill, or hazardous waste, that could occur because of this proposal? If so, describe.

N/A - Non-Project Action

1. Describe any known or possible contamination at 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 transmission 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 project's 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 exist in 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 because 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 nonforest use?**

This is a non-project action for the City of Millwood and the City does not contain any working farm or forest lands.

- 1. Will the proposal affect or be affected by surrounding working farm or forest land normal business operations, such as oversize equipment access, the application of pesticides, tilling, and harvesting? If so, how?**

N/A - Non-Project Action

- c. Describe any structures on the site.**

N/A - Non-Project Action

- d. Will any structures be demolished? If so, what?**

N/A - Non-Project Action

- e. What is the current zoning classification of the site?**

This is a non-project action for the City of Millwood and not site specific. No zone changes have been proposed as part of the periodic update.

- f. What is the current comprehensive plan designation of the site?**

This is a non-project action for the City of Millwood and not site specific. No changes have been proposed to the comprehensive plan land use designations as part of the periodic update.

- g. If applicable, what is the current shoreline master program designation of the site?**

This is a non-project action for the City of Millwood and not site specific. No shoreline master program designations have been proposed as part of the periodic update.

- h. Has any part of the site been classified as a critical area by the city or county? If so, specify.**

The City of Millwood does contain critical areas; however, this periodic update is a non-project action, not site specific.

- i. Approximately how many people would reside or work in the completed project?**

This is a non-project action for the City of Millwood and the Comprehensive Plan has been previously updated consistent with the City of Millwood's population allocation and housing share for Spokane County as well as employment capacity considerations.

- 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 - Non-Project Action

- l. Proposed measures to ensure the proposal is compatible with existing and projected land uses and plans, if any.**

This is a non-project action for the City of Millwood and the Comprehensive Plan has been reviewed for consistency as part of the periodic update process.

- m. Proposed measures to reduce or control impacts to agricultural and forest lands of long-term commercial significance, if any:**

This is a non-project action for the City of Millwood and the City does not contain any agricultural or forest lands of long-term significance.

9. Housing

- a. Approximately how many units would be provided, if any? Indicate whether high, middle, or low-income housing.**

This is a non-project action for the City of Millwood and the Comprehensive Plan has been previously updated consistent with the City of Millwood's housing share for Spokane County, based on the Housing for All Planning Tool (HAPT).

- b. Approximately how many units, if any, would be eliminated? Indicate whether high, middle, or low-income housing.**

N/A - Non-Project Action

- c. Proposed measures to reduce or control housing impacts, if any:**

This is a non-project action for the City of Millwood and the Comprehensive Plan has been updated consistent with the WA State Growth Management Act (GMA) and specifically the Housing Goal.

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 and 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

- d. Proposed measures to reduce or control light and glare impacts, if any:**

N/A - Non-Project Action

12. Recreation

- a. What designated and informal recreational opportunities are in the immediate vicinity?**

This is a non-project action for the City of Millwood and the Comprehensive Plan includes an inventory of recreational opportunities in vicinity of the City of Millwood.

- 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 and 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? If so, specifically describe.**

There are multiple historical buildings within the City of Millwood and the Comprehensive Plan contains information about the buildings; however, this periodic update is a non-project action, not site specific.

- 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 periodic update is a non-project action, not site specific.

- 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 review process.

- d. Proposed measures to avoid, minimize, or compensate for loss, changes to, and 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 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 periodic update is a non-project action, not site specific.

- b. Is the site or affected 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 periodic update is a non-project action, not site specific.

- c. 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).**

The City of Millwood has planned for adequate multi-modal transportation; however, this periodic update is a non-project action, not site specific.

- d. Will the project or proposal use (or occur in the immediate vicinity of) water, rail, or air transportation? If so, generally describe.**

The City of Millwood is bisected by rail and has Felt’s Field Airport located west of the City; however, this periodic update is a non-project action, not site specific.

- e. 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 nonpassenger vehicles). What data or transportation models were used to make these estimates?**

The City of Millwood has planned for adequate multi-modal transportation; however, this periodic update is a non-project action, not site specific.

- f. 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

g. Proposed measures to reduce or control transportation impacts, if any:

The City of Millwood has planned for adequate multi-modal transportation; however, this periodic update is a non-project action, not site specific.

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.

The City of Millwood has planned for adequate public services; however, this periodic update is a non-project action, not site specific.

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:

This is a non-project action for the City of Millwood and adequate utilities are available within the City of Millwood.

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.

N/A - 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

Type name of signee: Amanda Tainio

Position and agency/organization: City of Millwood, Contract City Planner

Date submitted: 1/6/26

D. Supplemental sheet for nonproject actions

Do not use this section 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. The proposal would not directly increase discharges to water; emissions to air; production, storage, or release of toxic or hazardous substances; or production of noise. The Comprehensive Plan and development regulations discourage future projects from discharging untreated pollutants and emissions. All future development and redevelopment would be subject to local, state and federal regulatory requirements, including building code, fire code, and surface water management standards.

- Proposed measures to avoid or reduce such increases are:**

The Comprehensive Plan's goals and policies direct the City to promulgate development regulations that protect, preserve and enhance the natural environment and limit impacts from the built environment. The zoning code regulates use and activities or development practices that are commonly associated with toxic or hazardous discharge and air emissions, or otherwise mandates mitigation for environmental impacts. The City's storm water management, critical area, and shoreline regulations are designed to avoid or reduce adverse environmental impacts.

2. How would the proposal be likely to affect plants, animals, fish, or marine life?

Not likely. The Comprehensive Plan establishes goals and policies aimed at protecting fish and wildlife habitat and preserving vegetation, including trees, to reduce runoff and erosion, as well as improving air quality. Provisions of the MMC and Millwood's Shoreline Master Program (SMP) would require planned growth to avoid, minimize, or otherwise compensate for impacts to plants, animals, fish, and marine life.

- Proposed measures to protect or conserve plants, animals, fish, or marine life are:**

The Comprehensive Plan supports effective implementation and administration of critical areas, stormwater, tree preservation, and other environmental protection provisions. These regulations will offer protection for the Spokane River, wetlands, and other areas where fish and animals may have habitat, by limiting uses, maintaining buffers, and avoiding or mitigating potential impacts. Project proposals will undergo individual SEPA review, as applicable.

3. How would the proposal be likely to deplete energy or natural resources?

Not likely. The proposed Comprehensive Plan and subsequent code amendments would not directly result in depletion of energy or natural resources, although future development allowed by policy and regulations will result in incremental increases in energy consumption. Extractive or resource based industries such as mining and forestry are prohibited throughout the City of Millwood.

- **Proposed measures to protect or conserve energy and natural resources are:**

The Comprehensive Plan aims to increase the use of public transit and provide pedestrian supportive neighborhoods to reduce the reliance on automobiles and conserve energy. Natural features, including regulated critical areas and public open spaces, are the focus of numerous Comprehensive goals and policies that call for protection, preservation, restoration, and enhancement.

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. The proposed Comprehensive Plan and development regulations set forth in the MMC provide for the protection and conservation of environmentally sensitive areas and support the responsible use of public access/recreational sites and cultural or historic sites. The City does not have any farmlands or wilderness areas.

- **Proposed measures to protect such resources or to avoid or reduce impacts are:**

None required. Applicable provisions are already in place.

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. The Comprehensive Plan envisions population growth in the City. The Plan envisions its growth to occur on its vacant and underutilized parcels, and otherwise occur on developed residential lots as is permitted through recently passed WA State legislation. The Comprehensive Plan does not make allowances for incompatible land or shoreline use and is mindful to permit both the siting of new housing types and the preservation of existing housing stock. Uses in the shoreline have been unaffected by the Comprehensive Plan update and remain compatible with the Millwood Shoreline designations.

- **Proposed measures to avoid or reduce shoreline and land use impacts are:**

The Comprehensive Plan, as amended, in conjunction with subsequent development regulations, will ensure that future development is compatible or consistent with surrounding uses and the physical environment. The City's SMP will guide development in shoreline areas and will continue to protect other environmentally sensitive areas.

6. How would the proposal be likely to increase demands on transportation or public services and utilities?

The projected population increases incorporated into the previously adopted Comprehensive Plan are not expected to substantially change travel demand within the City of Millwood nor substantially increase demand on public services or utilities. Public works maintenance and improvements will continue to be installed consistent with the City's capital planning to maintain adopted level of service standards. Police, fire, utilities, and schools have sufficient capacity to serve the projected population growth and housing share.

- **Proposed measures to reduce or respond to such demand(s) are:**

The previously updated Transportation and Capital Facilities/Utilities Elements include goals, policies and improvement plans to provide public facilities, services, and utilities that will accommodate the City of Millwood and its projected growth. The City previously met with service providers and discussed/reviewed their long-range plans for consistency with Millwood's Comprehensive Plan.

7. Identify, if possible, whether the proposal may conflict with local, state, or federal laws or requirements for the protection of the environment.

The proposed amendments do not conflict with local, state or federal laws. They are consistent with GMA goals, Horizon 2045 and 2050, and the Countywide Planning Policies for Spokane County. Additionally, the new Climate Change and Resiliency Element was coordinated with Spokane County.



Comprehensive Plan



2026 - 2046



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Comprehensive Plan Amendments & Updates

Date	Type	Ordinance	Element(s)
October 4, 2010	Amendment	403	Historic Preservation
December 6, 2010	Amendment	406	Capital Facilities
December 13, 2011	Amendment	424	Capital Facilities
May 8, 2012	Amendment	433	Land Use
August 13, 2013	Amendment	447	Land Use
January 20, 2014	Amendment	454	Land Use
February 10, 2015	Amendment	471	Land Use
September 10, 2019	Periodic Update	Resolution 2019-05	All
October 8, 2019	Amendment	501	Land Use Map
April 12, 2022	Amendment	524	Historic Preservation
April 12, 2022	Amendment	525	Transportation
November 12, 2025	Periodic Update	551	All
<u>TBD 2026</u>	<u>Periodic Update</u>	<u>TBD</u>	<u>Housing and Climate Change/Resiliency</u>

Chapter Listing	Number	Goal	Implementing Policy
ED			
HP	G.13	Retain the historic atmosphere of Millwood while contributing to its future economic development.	9, 10, 11
HP	G.14	Pursue the acquisition of historic data and the accumulations of collections that have relevance to Millwood's local heritage and identify a central storage site for these collections.	9, 10, 13
HP	G.15	Provide public awareness of, and education about, Millwood's rich local heritage through participation in local events.	1, 9, 10
<u>CR</u>	<u>G.16</u>	<u>Strengthen Millwood's infrastructure and emergency response capacity to prepare for, respond to, and recover from extreme heat, wildfire, smoke, and flood events enhancing community safety, reliability, and resilience (Emergency Management).</u>	<u>46, 47, 48, 49, 50, 51</u>
<u>CR</u>	<u>G.17</u>	<u>Enhance Millwood's natural and built areas such as parks, streetscapes, and local waterways through tree planting, water conservation, and native landscaping to build resilience to climate hazards (Ecosystems).</u>	<u>52, 53, 54, 55</u>
<u>CR</u>	<u>G.18</u>	<u>Strengthen partnerships and community capacity to prepare for and respond to climate-related hazards (Partnerships and Community).</u>	<u>56, 57, 58, 59, 60</u>

Policies / Objectives

Table 3-3: Policies / Objectives

Chapter Listing	Number	Policy / Objective	Goal Reference	Implementing Action
LU ED	P.01	Coordinate business, City and community efforts, and investment to enhance Millwood's central business district.	G.01 G.03 G.06 G.12 G. 15	1, 2, 3, 4, 5, 7, 11, 10, 19, 25, 26

Chapter Listing	Number	Policy / Objective	Goal Reference	Implementing Action
		play capacity while maintaining a historic connection.		
PR	P.44	Add small scale amenities to Butler Mini-Park to provide passive green space for the adjoining neighborhood.	G.02 G.05	13, 24, 35
PR	P.45	Provide safe small/neighborhood scale public river access which accommodates a canoe/kayak put-in	G.02 G.09 G.12	13, 22, 24, 35
<u>CR</u>	<u>P.46</u>	<u>Assess and retrofit infrastructure such as transportation routes, water, and wastewater systems to reduce vulnerability to flooding, extreme heat, and wildfire impacts.</u>	<u>G.16</u>	
<u>CR</u>	<u>P.47</u>	<u>Encourage new and existing development to include features that improve comfort, save resources, and manage heat and stormwater through trees, green spaces, and efficient design.</u>	<u>G.16</u>	
<u>CR</u>	<u>P.48</u>	<u>Support expansion of energy resilience by developing microgrids, integrating renewable energy, strategically undergrounding power lines, and backup power systems for critical facilities.</u>	<u>G.16</u>	
<u>CR</u>	<u>P.49</u>	<u>Support programs and resources to educate and protect residents during heat and wildfire smoke events, including resilience hubs, cooling centers, subsidies for in-home air conditioning, DIY air filters, and public outreach on heat safety and safe sheltering in place for residents who prefer to remain at home during emergencies prioritize households with vulnerable residents (e.g., low-income seniors).</u>	<u>G.16</u>	

Chapter Listing	Number	Policy / Objective	Goal Reference	Implementing Action
<u>CR</u>	<u>P.50</u>	<u>Partner with Spokane County Emergency Management, Spokane Regional Health District, and surrounding local jurisdictions to ensure essential services (e.g., emergency shelters, water systems, and health facilities) remain operational during power outages and emergencies.</u>	<u>G.16</u>	
<u>CR</u>	<u>P.51</u>	<u>Integrate formal notification protocols that integrate climate hazard information, evacuation routes, shelter locations, and resources for vulnerable populations into Millwood's emergency planning.</u>	<u>G.16</u>	
<u>CR</u>	<u>P.52</u>	<u>Establish water-efficient landscaping and irrigation practices for City properties. and partner with local utilities to help property owners, homeowners, renters and businesses reduce outdoor water use and prepare for drought.</u>	<u>G.17</u>	
<u>CR</u>	<u>P.53</u>	<u>Support the preservation, protection, and restoration of the Spokane River corridor, adjacent riparian areas, and connected habitat corridors to maintain and improve water quality, restore natural hydrologic and ecological functions, enhance drought and flood resilience, and protect critical salmon habitat and wildlife movement.</u>	<u>G.17</u>	
<u>CR</u>	<u>P.54</u>	<u>Expand planting and maintenance of native drought- and fire-resistant trees and plants, prioritizing areas with limited tree canopy and barren land and communities most vulnerable to climate impacts. Encourage preservation of existing trees and plants in new development</u>	<u>G.17</u>	

Chapter Listing	Number	Policy / Objective	Goal Reference	Implementing Action
		<u>to improve shade, air quality, and habitat while reducing heat and fire risks.</u>		
<u>CR</u>	<u>P.55</u>	<u>Maintain and enhance Millwood Park and Interurban Trail, and green spaces, as community assets that provide shade, reduce urban heat, and serve as demonstration sites for native landscaping, water-wise irrigation, and habitat restoration, while improving access to nature for overburdened communities and all residents.</u>	<u>G.17</u>	
<u>CR</u>	<u>P.56</u>	<u>Collaborate with regional partners, including Spokane County and local nonprofits, to pursue funding for local resilience and hazard mitigation projects.</u>	<u>G.18</u>	
<u>CR</u>	<u>P.57</u>	<u>Expand targeted multi-language outreach to residents before, during, and after emergency and climate hazard events through partnerships with Spokane County, local nonprofits, businesses, and faith-based organizations.</u>	<u>G.18</u>	
<u>CR</u>	<u>P.58</u>	<u>Integrate wildfire preparedness, heat safety, and air quality protection into City communications and community events to increase resident awareness.</u>	<u>G.18</u>	
<u>CR</u>	<u>P.59</u>	<u>Coordinate with the Spokane Conservation District and Spokane Valley Fire to share regional wildfire preparedness information and smoke safety resources with residents and local organizations.</u>	<u>G.18</u>	
<u>CR</u>	<u>P.60</u>	<u>Support ongoing training and capacity-building opportunities for City staff, volunteers, and local</u>	<u>G.18</u>	

Chapter Listing	Number	Policy / Objective	Goal Reference	Implementing Action
		<u>organizations to strengthen Millwood's ability to prepare for and respond to climate-related hazards.</u>		

Implementing Actions

Table 3-4: Implementing Actions

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

Table 6-10: Summary of Capacity By Zoning Category

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

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

Table 6-11: City of Millwood HAPT

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

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

Table 6-12: City of Millwood HAPT Capacity

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

The City of Millwood utilized the “methodology for estimating affordable housing funding gap” contained in the Commerce HB 1220 Housing Book 2. The methodology was utilized to roughly estimate the gap in funding associated with capital costs for new affordable housing development. Results are described below.

City of Millwood Estimated Affordable Housing Funding Gap

1. Total annual affordable housing units needed: Per Table 6-11 above, 60 units are needed in the 0-50% AMI brackets. For a twenty (20) year planning period, this would result in an average of 3 new units needed per year to meet Millwood's allocated need.
2. Average annual units produced: Millwood has not had any recent affordable housing production.
3. Gap in annual affordable housing production: The total gap in average annual production in Millwood is 3 units (total annual affordable housing units needed minus average annual units produced).
4. Gap in funding: Based on 3 units and a Spokane County average cost per unit of \$217,419 (in 2022 \$ per Book 2 Exhibit 25), the rough estimated funding gap is \$652,257 per year (excluding money paid by tenants/occupants).

6.6 BARRIERS TO HOUSING DEVELOPMENT

Reviewing past projects, analyzing current projects and data, discussions with developers and community members, Comprehensive Plan and development regulations code review, and research were the methods utilized to determine the likely barriers to housing development in Millwood.

As discussed in Section 6.4 above, for the City of Millwood, the most likely factors contributing to housing affordability and housing supply issues that the City can potentially address are:

- Development regulations (adding a variety of middle housing types as permitted uses, reducing minimum lot sizes to be consistent with adopted bulk density standards, reducing off-street parking requirements, updating ADU regulations, reducing setbacks/lot coverage/impervious surface standards, etc.).
- Process obstacles (increasing SEPA Threshold Exemptions and Infill Exemptions, streamlining of permitting processes, and subdivision process streamlining).
- Offsetting limited land availability (maximizing use of land through development regulation modifications listed above and encouraging infill development).
- Addressing funding gaps (exploring funding options and incentives for affordable housing including pre-approved designs).
- Additionally, continued coordination with Spokane Transit for transit system improvements can contribute to reducing affordable housing barriers in Millwood.

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

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

- Goal: A larger variety of housing options.
 - Policy: Limit barriers to development caused by institutional requirements, as appropriate.
 - Policy: Encourage the development of low and moderate-income housing in places close to services and easily served by transit.

CHAPTER 12 – CLIMATE CHANGE & RESILIENCY ELEMENT

Currently being developed in coordination with Spokane County. Anticipate inclusion in the Millwood Comprehensive Plan in 2026.

12.1 PURPOSE

Millwood is developing a Climate Element to increase local resilience to climate change impacts and hazards. Climate change is a current and continuing threat to our community, environment, and economy; climate impacts, such as rising annual temperatures, increased frequency and intensity of wildfires and wildfire smoke, and changes in precipitation patterns, have cascading impacts across the community.

12.2 LEGISLATIVE CONTEXT

In 2023, Washington House Bill (HB) 1181 introduced a new requirement under the Growth Management Act (GMA), calling for cities and counties to integrate climate change policies into all future comprehensive plan updates. The GMA sets the following goals for climate change and resiliency:

Ensure that comprehensive plans, development regulations, and regional policies, plans, and strategies adapt to and mitigate the effects of a changing climate; support reductions in greenhouse gas emissions and per capita vehicle miles traveled; prepare for climate impact scenarios; foster resiliency to climate impacts and natural hazards; protect and enhance environmental, economic, and human health and safety; and advance environmental justice. (RCW 36.70A.070(9))

Under HB 1181, Millwood is required to develop a Climate Resilience sub-element as part of its 2026 Comprehensive Plan Update. This Climate Chapter seeks to elevate and address key climate issues facing the Millwood community. Specifically, it aims to build community resilience to climate change impacts

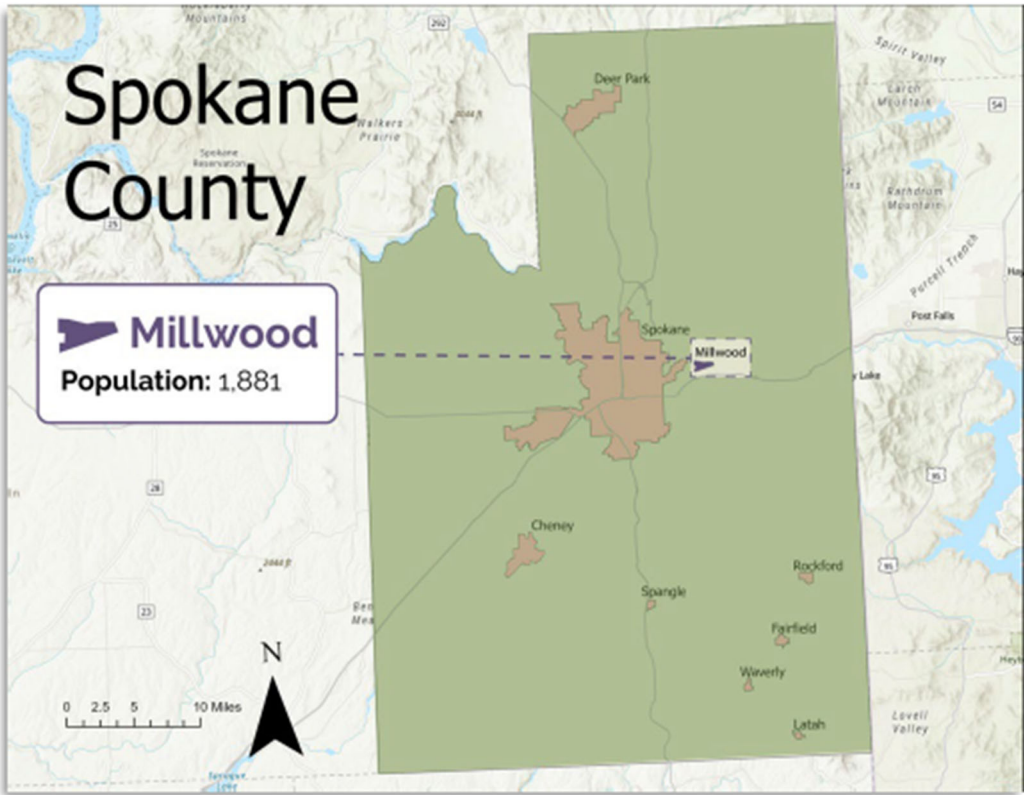
The Millwood Climate Element was developed in tandem with the Spokane County Climate Element, and goals and policies are in alignment under Commerce’s requirements. Both the Spokane County and Millwood Climate Elements were funded by Commerce’s Climate Commitment Act.

12.3 EXISTING CONDITIONS AND CLIMATE VULNERABILITY ASSESSMENT



Extreme Weather Events and Climate Impacts

The City of Millwood, located in east central Spokane County right near the city of Spokane and Spokane Valley, is home to 1,881 residents (Map 12-1). The city is suburban, surrounded by housing on its east and west borders, a state highway and railway to the south, and the Spokane River to the north. Millwood faces potential risks from existing and future climate hazards, including to community health and safety, natural resources and ecosystems, and built infrastructure.



Map 12-1: Location of Millwood within Spokane County, Washington, included in the Climate Vulnerability Assessment.

The following extreme weather events and climate impacts are expected in Millwood. See the Spokane County Climate Vulnerability Assessment for a full discussion of all potential extreme weather and climate impacts.

- **Increased annual temperature:** Higher annual temperatures with an expected 9.5°F temperature increase by 2100 and more frequent extreme heat events.
- **Wildfire and wildfire smoke:** Increased wildfire activity and risk from extreme heat and heightened drought conditions, raising wildfire and wildfire smoke impacts.
- **Changing precipitation:** Changes to precipitation patterns, with more winter precipitation falling as rain rather than snow, increasing streamflow and risk of flooding.

Impacts on Health and Well-being

While climate change will affect all residents, certain groups face greater risks. According to the U.S. Census Bureau (2023), local demographics highlight key populations who may be especially vulnerable:

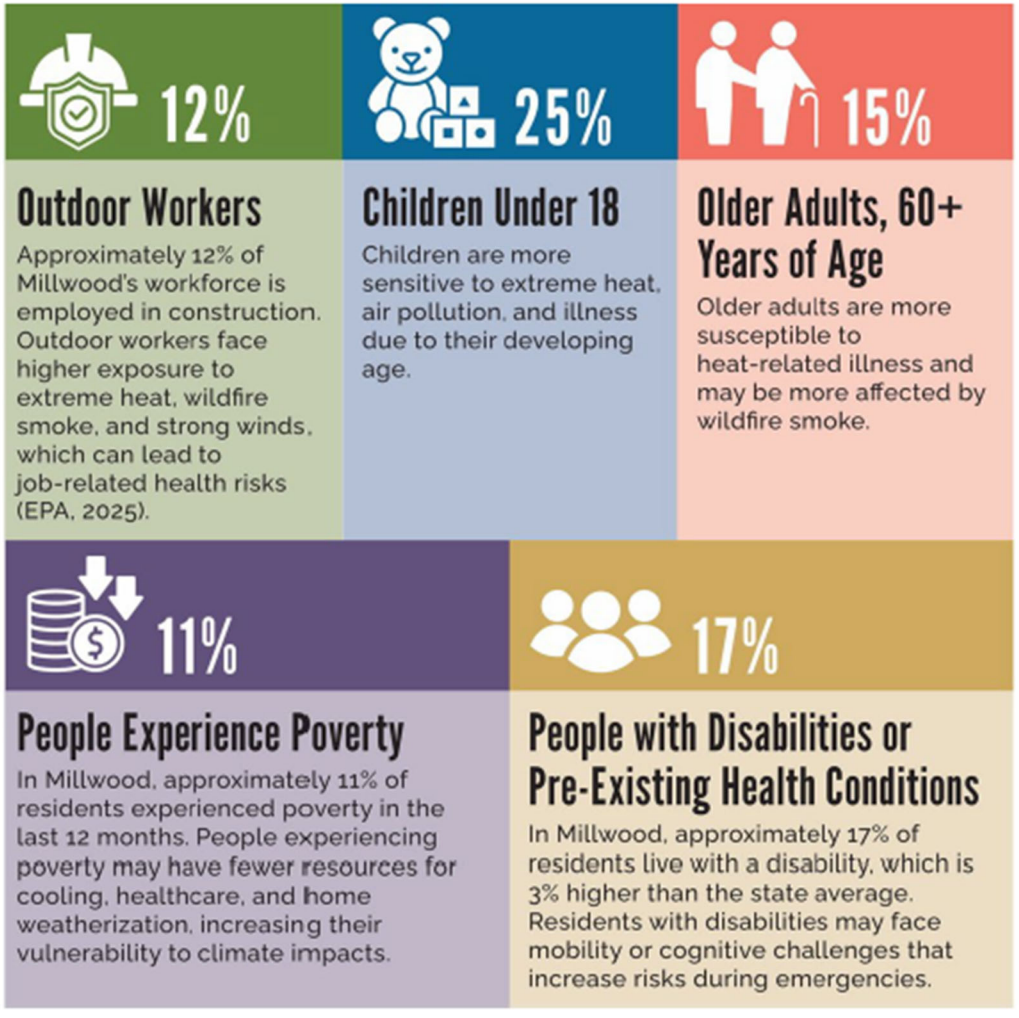


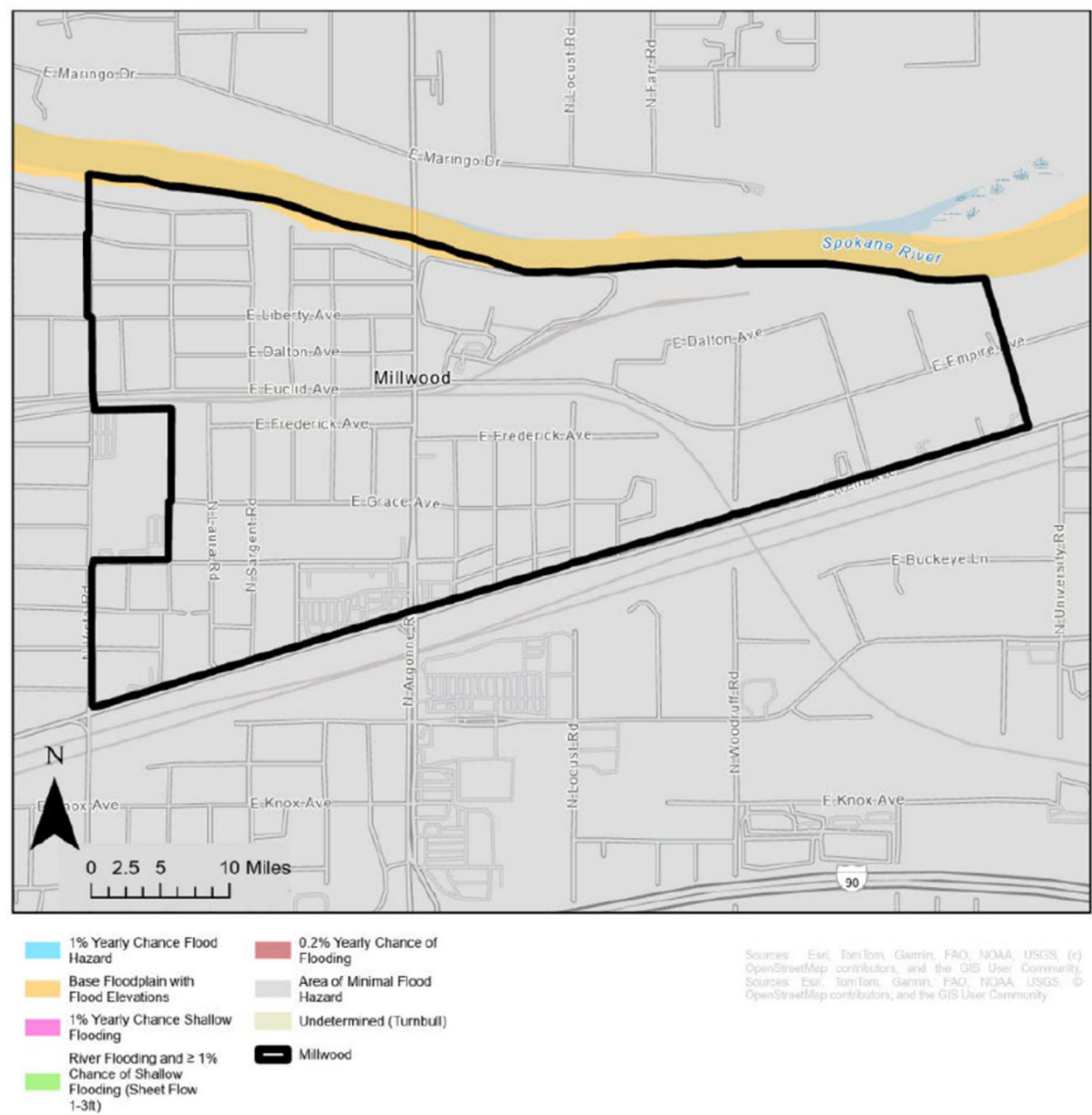
Figure 12-1: Key populations who may be especially vulnerable to climate change (U.S. Census Bureau (2023))



Impacts on Infrastructure, Community and Natural Resources

Millwood is located just south of the Spokane River. According to the Federal Emergency Management Agency (FEMA) floodplain map (Map 12-2), there is some localized flooding risk along the river’s shoreline. Depending on changing climate conditions, flooding could potentially impact homes, roads, and industries situated close to the Spokane River. It’s important to note that FEMA floodplain maps may underestimate future flood risks, as they do not fully account for the effects of a changing climate.

Flood Risk in Millwood



Map 12-2: Flood Risk in Millwood WA, FEMA Flood Risk Data

Extreme weather and climate events such as wildfire smoke, extreme heat, and flooding will affect all residents of Millwood and place added stress on the city’s infrastructure and natural resources. Although Millwood’s direct wildfire risk is relatively low, nearby fires could still force evacuation. Displacement places added strain on emergency systems, disrupts medical care, and increases stress and instability for residents. Wildfire smoke traveling from other areas can further degrade local air quality, impacting outdoor activity and visibility.

In Millwood, limited tree cover and extensive paved areas intensify heat exposure, creating harsh conditions for people walking, biking, or waiting for transit. Hotter nights further limit opportunities for

cooling, disrupt sleep, and increase stress, while households face rising costs to keep homes safe and livable during extreme heat. Wildfire smoke and extreme heat compound these risks, with smoke triggering asthma, weakening the immune system, affecting brain development in children, and worsening heart, lung, and memory issues among older adults.



Millwood has several opportunities to strengthen resilience:

- ✓ **Transportation options:** As a busy commuter and freight corridor, Millwood can reduce risks by improving traffic management, expanding sidewalks and bike paths, improving public transit access, and planning detour routes to keep emergency response moving during floods or severe weather.
- ✓ **Spokane River stewardship:** Restoring riparian areas along the Spokane River with trees and native plants can both reduce flood and erosion risks and improve water quality.
- ✓ **Protecting health:** With many drivers and outdoor workers in Millwood, providing shaded rest areas, clean-air shelters, and hydration stations at community facilities could help residents cope with wildfire smoke and extreme heat.

12.4 RESILIENCE GOALS AND POLICIES

See Millwood’s **Housing and Land Use Elements** for policies that promote affordable and accessible housing near transportation developments.

See the **Essential Public Facilities and Utilities Elements** for policies that promote sustainable management of stormwater infrastructure to promote ecosystem and community health.

See the **Land Use and Parks & Recreation Elements** for policies that promote the use of best available science and habitat restoration efforts.

See the **Transportation Element** for policies that promote a safe, accessible, and reliable transportation network.

The Millwood Climate Element builds on and aligns with the Spokane County Climate Element’s overarching resilience goals and policies. Together, these plans strengthen regional coordination on climate preparedness, reduce risks to people, infrastructure, and ecosystems, and support a thriving, resilient future for all communities in the County. In accordance with the Washington State Department of Commerce’s requirements for the Climate Element sub-element (RCW 36.70A.020 and HB 1181, 2023), this section addresses the three resilience planning requirements by:

- Addressing natural hazards created or aggravated by climate change, including flooding, drought, heat, smoke, wildfire, and other changes to temperature and precipitation patterns;
- Identifying, protecting, and enhancing natural areas to foster climate resilience and support safe species migration; and

- Strengthening community resilience to climate impacts by addressing social, economic, and built-environment factors, and advancing environmental justice.

Refer to Section 3.2 for Climate Change & Resiliency (CR) Goals and Policies addressing Emergency Management, Ecosystems, and Partnerships and Community, in addition to supplemental CR goals, policies, and implementing actions previously adopted by the City of Millwood.

ATTACHMENT - EXHIBIT 5:
AGENCY/PUBLIC COMMENTS RECEIVED FROM NOTICE OF PUBLIC HEARING 1/28/26
& SEPA AVAILABILITY FOR PART 2 AND/OR THE 60-DAY GMA REVIEW FOR PART 2
(RECEIVED AS OF JANUARY 20, 2026)

City Planner

From: Sears, Tricia (DNR) <Tricia.Sears@dnr.wa.gov>
Sent: Tuesday, January 13, 2026 12:30 PM
To: City Planner
Cc: Sears, Tricia (DNR); Alofaituli, Melissa (COM)
Subject: Millwood Comprehensive Plan Amendments (2026-S-11401): WGS comments

Hello Amanda,

In keeping with the interagency correspondence principles, I am providing you with comments on Millwood Comprehensive Plan Amendments (2026-S-11401).

For this proposal submitted via Planview, I looked at the proposal and focused on areas related to WGS work. Of note, but not limited to, I look for language around the geologically hazardous areas, mineral resource lands, mining, climate change, and natural hazards mitigation plans.

Specifically in this proposal, I reviewed the City of Millwood Comprehensive Plan 2026 Periodic Update (Part 2 Draft 1-5-26).pdf.

Kudos to you for making changes to the comprehensive plan!

On pages 5-9 of the pdf (labeled page 21, 28-31 at the bottom of the page), it is good to see the proposed goals. Suggest including a goal to or a statement about integrating efforts around the climate planning, hazard mitigation planning, emergency planning, land use planning, and other disciplines so that the plans and actions are supportive of each other and cross reference each other. Some comp plans include a list of the related plans like climate plans, hazard mitigation plans, and so forth.

On page 8, that is the only reference to hazard mitigation, and it does not mention the hazard mitigation plan, "Collaborate with regional partners, including Spokane County, to pursue funding for local resilience and hazard mitigation projects."

On pages 12-17 of the pdf, there is the Climate Change & Resiliency Element. There is mention of flood hazards and a map is included, great. There are three bullet points on pages 16-17 about addressing resilience planning requirements. Suggest including information about the critical areas in Millwood, such as stating what critical areas Millwood has. Some of the hazards that are impacted by climate change are critical areas. Having language linking these together can be useful.

Below, I include our usual language for this and future endeavors.

Recognizing the limitations of the current proposals, I want to mention that it would be great for you to consider these in current or future work, be it in your comprehensive plan, development code, and SMP updates, and in your work in general:

- Consider adding a reference to the definition of geologically hazardous areas, WAC 365-190-120, in other areas besides the CAO. In addition, consider adding a reference to WAC 365-196-480 for natural resource lands.
- Consider adding in other areas besides the CAO. If you have not checked our interactive database, the Washington Geologic Information Portal, lately, you may wish to do so. [Geologic Information Portal | WA - DNR](#)
- If you have not checked out our Geologic Planning page, you may wish to do so. [Geologic Planning | WA - DNR](#)

Thank you for considering our comments. If you have any questions or need additional information, please contact me. For your convenience, if there are no concerns or follow-up discussion, you may consider these comments to be final as of the 60-day comment deadline of 3/7/26.

Have a great day!

Tricia

Tricia R. Sears (she/her/hers)

Geologic Planning Liaison

Washington Geological Survey (WGS)

Washington Department of Natural Resources (DNR)

Cell: 360-628-2867 | Email: tricia.sears@dnr.wa.gov

File Attachments for Item:

b. ORDINANCE #558 - 2026 Comprehensive Plan Periodic Update Part 2 - Exhibit A

ORDINANCE NO. 558

March 10, 2026

AN ORDINANCE OF THE CITY OF MILLWOOD, WASHINGTON, AMENDING MILLWOOD MUNICIPAL CODE (MMC) SECTION 14.04.010 TO ADOPT THE UPDATED MILLWOOD COMPREHENSIVE PLAN AMENDMENTS (COMPREHENSIVE PLAN PERIODIC UPDATE PART 2), AND PROVIDING FOR OTHER MATTERS RELATED THERETO

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

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

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

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

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

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

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

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

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

WHEREAS, the City also prepared a Land Capacity Analysis (“LCA”) consistent with the Countywide Planning Policies for Spokane County, as well as a Racially Disparate Impacts Analysis (“RDI”) and updates to its Housing Element consistent with guidance provided by the Washington State Department of Commerce for Tier 3 cities and the expanded housing checklist (December 2025) that incorporates recent Growth Management Hearings Board (“GMHB”) decisions (with Millwood Comprehensive Plan Housing Element modifications included in Part 2 of the update process); and

WHEREAS, the City’s 2026 Comprehensive Plan Periodic Update process has followed the City Periodic Update Public Participation Plan and the Periodic Update Work Plan that were adopted by the City Council on August 13, 2024 with administrative adjustments and modifications completed for the Periodic Update Work Plan in order to maintain substantial progress on the Periodic Update, Extensive public participation opportunities were provided, consistent with these plans, including meeting SEPA and 60-Day review requirements, as identified in the Staff Report to the Planning Commission dated January 21, 2026; and

WHEREAS, in accordance with WAC 197-11, notice was given that a SEPA Checklist had been completed on the periodic update to the Comprehensive Plan Part 2. The City of Millwood determined that the proposal would have no significant adverse environmental impacts and issued a Determination of Nonsignificance (“DNS”) on January 6, 2026. Copies of the SEPA Checklist, the Non-Project DNS Threshold Determination, and the draft amendments for Part 2 were available for

ORDINANCE NO. 558

March 10, 2026

review beginning on January 6, 2026 through 4pm, January 20, 2026. In addition to the publication and posting, notice was provided to::

- City of Millwood Staff, City Council, & Planning Commission,
- City of Millwood Engineer,
- Millwood Periodic Update Notice List,
- Utility & Service Providers,
- Public Agencies,
- Adjacent Jurisdictions, Felts Field, and Tribes,
- SEPA Review Agencies,
- WA State Dept. of Commerce - Growth Management Services Contacts; and

WHEREAS, Part 1 of Millwood’s 2026 Comprehensive Plan Periodic Update was adopted on November 12, 2025 and the Millwood Planning Commission held a properly noticed open record public hearing on January 28, 2026 to review the proposed updates to the City Comprehensive Plan for Part 2 (additional clarifications added to the Housing Element to comply with a recent GMHB case and addition of the Climate Change and Resiliency Element that was coordinated with Spokane County).

WHEREAS, the proposed updated Comprehensive Plan Part 2 was reviewed for consistency with Washington Law and was sent to the Washington State Department of Commerce and other state agencies on January 6, 2026, for the required 60-day state notification (under RCW 36.70A.106); and

WHEREAS, at their January 28, 2026, meeting, the City Planning Commission, after considering the public testimony and staff report, voted 3-0 to recommend approval of the Comprehensive Plan Periodic Update Part 2, to the City Council; and

WHEREAS, pursuant to MMC 14.04.020(F), properly noticed public hearings were held on February 10, 2026, and March 10, 2026, where the Council reviewed the Planning Commission’s recommendation on the updated City Comprehensive Plan Part 2; and

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

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

WHEREAS, the two part 2026 Comprehensive Plan Periodic Update is complete.

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

Section 1. Modification of Millwood Municipal Code Section 14.04.010. The City Comprehensive Plan adopted by Ordinance No. 551 as amended by Ordinance 558 is available in its entirety in the office of the city clerk.

Section 2. Adoption of the Updated City Comprehensive Plan. The Council adopts the updated City Comprehensive Plan Part 2, attached hereto as Exhibit A.

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

ORDINANCE NO. 558

March 10, 2026

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

PASSED BY THE COUNCIL OF THE CITY OF MILLWOOD THIS _____ DAY
OF _____, 2026.

Shawna Beese, Mayor

Attest:

Mackenzi Roderick, City Clerk

STATE OF WASHINGTON)
):
County of Spokane)

Mackenzi Roderick, being first duly sworn on oath deposes and says: I am the City Clerk of the City of Millwood, Washington, and the foregoing ordinance entitled “AN ORDINANCE OF THE CITY OF MILLWOOD, WASHINGTON, AMENDING MILLWOOD MUNICIPAL CODE (MMC) SECTION 14.04.010 TO ADOPT THE UPDATED MILLWOOD COMPREHENSIVE PLAN AMENDMENTS (COMPREHENSIVE PLAN PERIODIC UPDATE PART 2), AND PROVIDING FOR OTHER MATTERS RELATED THERETO” is the true and correct original copy of the City of Millwood’s Ordinance numbered #558 and that the same was posted and published according to law.

Mackenzi Roderick, City Clerk

SUBSCRIBED AND SWORN TO BEFORE ME THIS ____ DAY OF _____, 2026.

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

ORDINANCE NO. 558

March 10, 2026

ORDINANCE 558 - EXHIBIT A



Comprehensive Plan





2026 - 2046



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Comprehensive Plan Amendments & Updates

Date	Type	Ordinance	Element(s)
October 4, 2010	Amendment	403	Historic Preservation
December 6, 2010	Amendment	406	Capital Facilities
December 13, 2011	Amendment	424	Capital Facilities
May 8, 2012	Amendment	433	Land Use
August 13, 2013	Amendment	447	Land Use
January 20, 2014	Amendment	454	Land Use
February 10, 2015	Amendment	471	Land Use
September 10, 2019	Periodic Update	Resolution 2019-05	All
October 8, 2019	Amendment	501	Land Use Map
April 12, 2022	Amendment	524	Historic Preservation
April 12, 2022	Amendment	525	Transportation
November 12, 2025	Periodic Update	551	All
TBD 2026	Periodic Update	558	Housing and Climate Change/Resiliency

CHAPTER 1 - INTRODUCTION

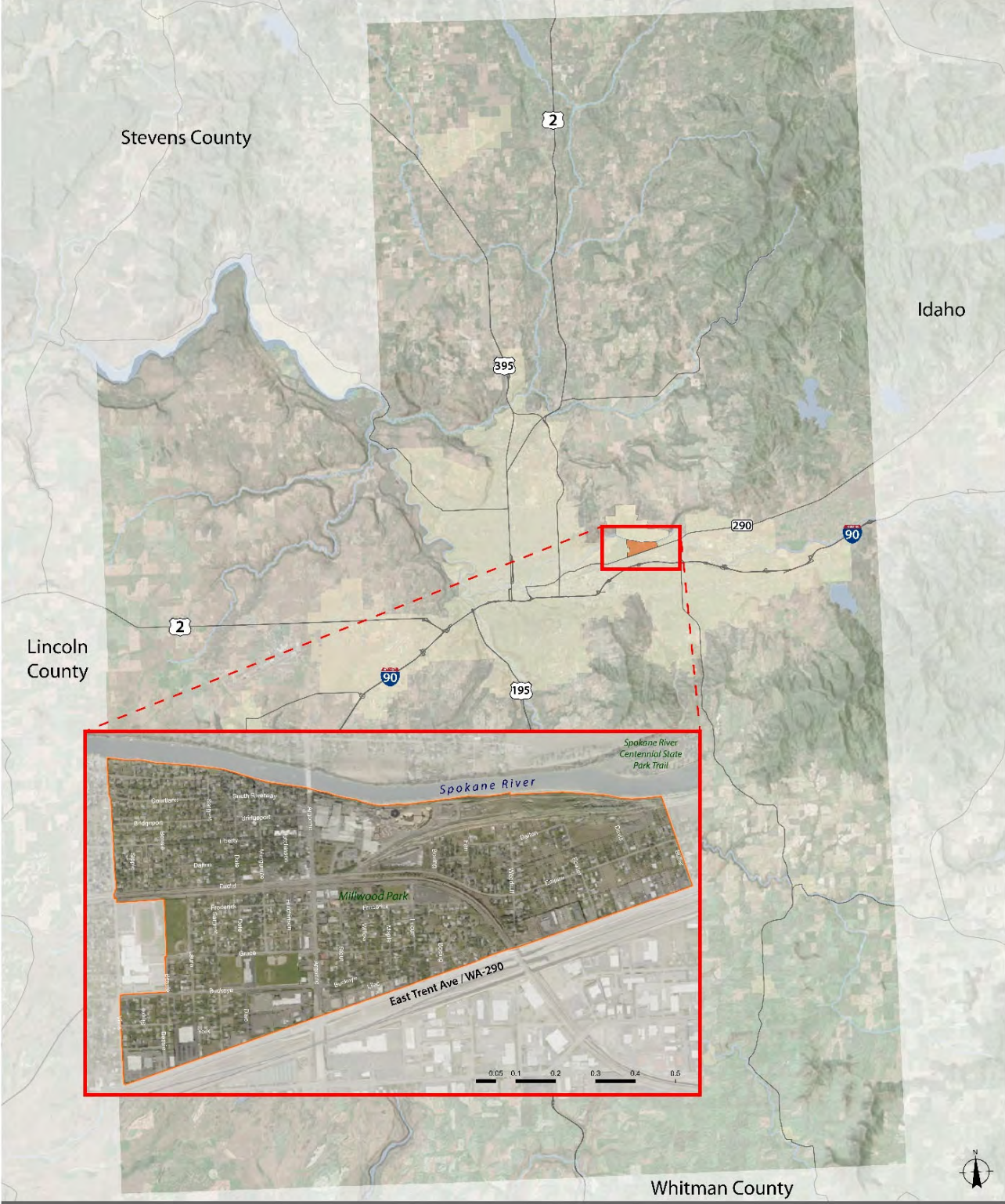
The City of Millwood is small, urban in development, and adjacent to the scenic Spokane River. What started as agricultural development transformed itself into a company town and finally into the small urban municipality it is today.

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

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



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



Map 1-1: Millwood Location Map

1.1 MILLWOOD’S HISTORY

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

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

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

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

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

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

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

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

In 1928, Millwood became the first incorporated Town in the Spokane Valley. Increased housing demand following WWII spurred Millwood to annex and plat numerous tracts of land north and west of its historic core. These Millwood neighborhoods now display a variety of post-WWII ranch-style homes.

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



Figure 1-2: Inland Empire Paper Company

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

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

1.2 GROWTH MANAGEMENT ACT (GMA)

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

1.3 COMPREHENSIVE PLANNING

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

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

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



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

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

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

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

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

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

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

CHAPTER 2 – PURPOSE OF THE COMPREHENSIVE PLAN

2.1 STATE REQUIREMENTS AND REGIONAL PLANNING

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

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

To guide the development of comprehensive plans and land use regulations for those municipalities and counties to which the GMA applies. The GMA establishes the following goals (RCW 36.70A.030, updated in 2021 and 2023):

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

2.2 COUNTY-WIDE PLANNING POLICIES

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

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

- Policy Topic 1 Urban Growth Areas
- Policy Topic 2 Joint Planning within Urban Growth Areas
- Policy Topic 3 Promotion of Contiguous and Orderly Development and Provision of Urban Services
- Policy Topic 4 Parks and Open Space
- Policy Topic 5 Transportation
- Policy Topic 6 Siting of Capital Facilities of a Countywide or Statewide Nature
- Policy Topic 7 Affordable Housing

- Policy Topic 8 Economic Development
- Policy Topic 9 Fiscal Impacts

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

2.3 CONSISTENCY AND CONCURRENCY

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

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

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

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

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

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

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

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

2.4 AMENDMENT PROCESS

Amendments to the Comprehensive Plan must be consistent with the requirements of RCW 36.70A.130 and follow the amendment process outlined in the Millwood Municipal Code (MMC). Specifically,

amendments shall not occur more than once a year, except under certain circumstances as outlined in RCW 36.70A.130 and as summarized below.

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

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

2.5 PUBLIC PARTICIPATION PROGRAM

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

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

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

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

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

Millwood Community Survey, Imagine Millwood, and Stakeholder Interviews

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

CHAPTER 3 – COMMUNITY VISION

3.1 OVERVIEW OF COMMUNITY VISIONING PROCESS

Introduction

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

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

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



Figure 3-1: Millwood’s Central Business District

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

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

City of Millwood General Goals:

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

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

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

Central Business District (CBD)

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

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

Industrial Development

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

Historic Preservation

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

Housing

Millwood needs to accommodate existing and projected housing needs for all economic segments of the community, consistent with the County-wide Planning Policies for Spokane County, Affordable Housing Policy Topic. Single-family, duplexes, triplexes, quadplexes, accessory dwelling units, and other innovative housing types can be utilized to bridge the gap between single-family and multi-family development. The currently sited mobile home park will continue to be allowed through appropriate

zoning. Multi-family housing will be located near the central business district and public transit routes. Larger residential lots are envisioned on the east side of the city, while other residential areas of the city will maintain more dense development pattern(s).

Public and Open Space

Millwood needs a safe, pedestrian/bicycle connection to the adjacent Centennial Trail as well as Spokane River access that is safely useable and insurable or river view access, if useable land isn't appropriate or available. The Interurban Trail provides a non-motorized connection through the City of Millwood, south of E. Euclid Ave. / E. Empire Way connecting Millwood City Park to the CBD and the western City neighborhoods via former railroad right-of-way. Millwood should encourage adjoining municipalities to improve the trail west of Vista Rd. as well as to the east, to provide continued linkage. Millwood will preserve and maintain the City's tree-lined boulevards and improve Millwood's parks, recreation, and open space for a variety of users.

Transportation systems

Argonne Rd., which passes through the pedestrian-oriented CBD, is the primary north-south transportation corridor through Millwood and provides the only Spokane River crossing. Euclid Ave and Empire Way provide the primary east-west connection from residential neighborhoods through the CBD. Millwood has bus service by Spokane Transit and a network of sidewalks and the Interurban Trail provide non-motorized circulation. Millwood's transportation system is multi-modal and considerations need to be made for the safety, functionality, and integration of all components (vehicular, pedestrian, bicycle, and public transportation – complete streets) throughout the city, consistent with the existing and proposed land uses.

Stormwater Management

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

Shoreline Protection

The city will provide for the protection of the Spokane River through the adopted City of Millwood Shoreline Master Program.

Millwood's Visioning Process

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

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

The outcome of the Community Visioning meetings was the realization that the City of Millwood would like to preserve its character and identity, it's "small town atmosphere". This goal can be accomplished through policies and actions, which are appropriate for our community. The goals are deemed to be

essential in maintaining a satisfactory quality of life for Millwood. The goals and policies will guide the implementation of the plan. As the Plan is updated to account for changing conditions the goals will provide direction for revisions. As noted above, community visioning was reviewed, received, and renewed as part of the 2026 Periodic Update and Section 3.2 has been refined to be consistent with updated city general goals and vision statements, as well as changes necessitated by the WA State legislature.

3.2 GOALS, POLICIES / OBJECTIVES, AND ACTIONS FRAMEWORK

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

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

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

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

Table columns show how the goals, policies / objectives, and actions interrelate. In many cases, a single goal serves the needs of multiple planning topics. Also, in many cases, single policies can serve the needs of multiple topics, too. This multiple-purpose orientation of goals and policies / objectives allows this single compilation to serve the entire plan, and the tables help users navigate how the goals and policies / objectives serve multiple topics and interrelate with each other. Table 3-1 shows the abbreviations of each chapter listing;

Table 3-1: Chapter Listings

Name	Abbreviation
Land Use	LU
Housing	H
Historic Preservation	HP
Transportation	XP
Essential Public Facilities	EPF

Parks & Recreation	PR
Capital Facilities	CF
Utilities	U
Climate Change & Resiliency	CR
Economic Development	ED

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

Goals

Table 3-2: Goals

Chapter Listing	Number	Goal	Implementing Policy
LU HP XP ED	G.01	A prosperous, identity-rich central commercial core, with opportunities for local businesses to flourish, walkable and bicycle friendly, and people to remember as a place uniquely Millwood.	1, 2, 5, 6, 10, 15, 28, 31, 36, 42
LU XP PR H U CR ED	G.02	Types and quantities of land use that support community needs and business development.	3, 4, 35, 36, 39, 42, 43, 44, 45
LU H XP ED	G.03	Distinct shopping districts that provide uniquely different shopping experiences.	1, 5, 10, 36

Chapter Listing	Number	Goal	Implementing Policy
XP PR CR	G.04	An integral trails system that connects parks and open space for passive and active transportation and activity.	7, 8, 24, 28, 36, 42
PR	G.05	Parks and recreation system that is convenient, enjoyable, and a source of civic pride.	7, 8, 14, 18, 21, 36, 42, 43, 44
LU H HP	G.06	A built environment reflecting Millwood's inviting walkability, inclusive sense of place, architectural history and spatial scale, form and open space.	1, 4, 5, 9, 10, 11, 15, 16, 17, 31, 36
LU H	G.07	A larger variety of housing options.	3, 6, 11, 12, 36, 39, 41, 42
LU H	G.08	Foster strong, inclusive neighborhoods and empower active, diverse community groups to equitably shape local decision-making.	9, 10, 13, 36, 42
LU PR U CR	G.09	Preservation and stewardship of our natural environment and resources, including but not limited to: water quality, clean air, native species protection, geological landforms, and habitat connectivity.	14, 15, 16, 17, 18, 19, 20, 21, 22, 23, 24, 25, 36, 40, 42, 45
XP CR	G.10	An efficient transportation pattern with coordinated land use that supports walking, cycling and use of transit.	6, 26, 27, 28, 29, 30, 31, 36, 42
XP EPF CF U CR	G.11	Adequate public facilities and utility services that align with desired growth and land use types.	20, 26, 30, 32, 33, 34, 35, 36, 42
LU HP PR	G.12	Identify and encourage the preservation of lands, sites, structures, cultures and social customs that have historic or archaeological significance.	1, 4, 9, 10, 11, 36, 42, 43, 45

Chapter Listing	Number	Goal	Implementing Policy
ED			
HP	G.13	Retain the historic atmosphere of Millwood while contributing to its future economic development.	9, 10, 11
HP	G.14	Pursue the acquisition of historic data and the accumulations of collections that have relevance to Millwood's local heritage and identify a central storage site for these collections.	9, 10, 13
HP	G.15	Provide public awareness of, and education about, Millwood's rich local heritage through participation in local events.	1, 9, 10
CR	G.16	Strengthen Millwood's infrastructure and emergency response capacity to prepare for, respond to, and recover from extreme heat, wildfire, smoke, and flood events enhancing community safety, reliability, and resilience (Emergency Management).	46, 47, 48, 49, 50, 51
CR	G.17	Enhance Millwood's natural and built areas such as parks, streetscapes, and local waterways through tree planting, water conservation, and native landscaping to build resilience to climate hazards (Ecosystems).	52, 53, 54, 55
CR	G.18	Strengthen partnerships and community capacity to prepare for and respond to climate-related hazards (Partnerships and Community).	56, 57, 58, 59, 60, 61

Policies / Objectives

Table 3-3: Policies / Objectives

Chapter Listing	Number	Policy / Objective	Goal Reference	Implementing Action
LU ED	P.01	Coordinate business, City and community efforts, and investment to enhance Millwood's central business district.	G.01 G.03 G.06 G.12 G. 15	1, 2, 3, 4, 5, 7, 11, 10, 19, 25, 26
LU H	P.02	Ensure commercial building design standards are appropriate and effective.	G.01	1, 2, 3, 7, 25, 26

Chapter Listing	Number	Policy / Objective	Goal Reference	Implementing Action
HP				
LU H ED	P.03	Limit barriers to development caused by institutional requirements, as appropriate.	G.02 G.07	1, 3, 7, 23, 26, 28, 38, 39
LU H HP CR	P.04	Elevate site and building design expectations for housing and business projects.	G.02 G.06 G.12	1, 2, 3, 7, 9, 10, 18, 26
LU HP XP ED	P.05	Differentiate the CBD along Argonne Rd from the commercial business area along Trent Ave.	G.01 G.03 G.06	1, 2, 3, 20, 26
LU H HP ED	P.06	Allow multi-family housing to be located near the CBD, and also along Trent Ave. near public transit routes, this will increase density and foot traffic in the CBD and commercial areas.	G.01 G.07 G.10	1, 2, 3, 4, 7, 25, 26, 36
LU XP PR	P.07	Enhance connectivity of parks and open space areas.	G.04 G.05	11, 13, 19, 24, 31, 35
LU PR	P.08	Pursue opportunities to expand and enhance the parks system, including pocket parks (mini-parks).	G.04 G.05	1, 4, 12, 13, 15, 16, 24
HP	P.09	Provide opportunities that empower citizens to take part in the conservation of historic districts, sites, and structures	G.06 G.08 G.12 G.13 G.14 G. 15	1, 8, 16, 17, 27, 29

Chapter Listing	Number	Policy / Objective	Goal Reference	Implementing Action
LU HP	P.10	Support the preservation, restoration, and adaptive reuse of historic homes, buildings, and properties in Millwood.	G.01 G.03 G.06 G.08 G.12 G.13 G.14 G.15	1, 2, 3, 6, 8, 9, 10, 18, 25, 26, 27, 28, 36
LU H HP	P.11	Align new housing styles and remodels with the historic fabric of the surrounding neighborhood.	G.06 G.07 G.12 G.13	1, 2, 3, 9, 10, 18, 25, 27, 28
LU H	P.12	Encourage the development of low and moderate-income housing in places close to services and easily served by transit.	G.07	1, 2, 7, 11, 26, 28, 35, 36
ED	P.13	Support active local groups and neighborhoods in their work to reinforce community identity, social networks, and community leadership.	G.08 G.14	1, 4, 5, 6, 8, 9, 10, 13, 17, 18, 26, 29
LU CF U CR	P.14	Protect the sole source Spokane Rathdrum Prairie Aquifer through appropriate siting of land uses and implementation of stormwater management regulations.	G.05 G.09	14, 21, 22
XP PR CR	P.15	Preserve Millwood's tree city designation.	G.01 G.06 G.09	1, 5, 6, 13, 15, 16
LU XP PR	P.16	Support a comprehensive urban forestry program.	G.06 G.09	6, 13, 15, 16

Chapter Listing	Number	Policy / Objective	Goal Reference	Implementing Action
CR				
LU CR	P.17	Ensure development aligns with and protects natural features and wildlife habitat.	G.06 G.09	3, 21, 22
LU PR CR	P.18	Align and enforce goals, policies, best available science and best practice with the City of Millwood Shoreline Master Program manual and Shoreline Master Program	G.05 G.09	9, 10, 18, 22
LU U CR	P.19	Improve City and community management and treatment of stormwater runoff.	G.09	1, 2, 6, 14, 21, 22
LU EPF CF U CR	P.20	Manage stormwater runoff to minimize contamination of drinking water supplies, degradation of habitat, and soil erosion.	G.09 G.11	1, 6, 14, 21, 22
LU PR	P.21	Consider goals and policies incorporated in the City's shoreline master program as part of this comprehensive plan.	G.05 G.09	22
LU CR	P.22	Incorporate best available science (BAS) in any update to the City's critical areas ordinance (CAO).	G.09	21, 22
LU PR CR	P.23	Conserve fish and wildlife habitat areas to ensure no net loss of ecological functions and values, maintain public safety, and prevent the degradation of natural resources.	G.09	13, 14, 22
LU	P.24	Restrict or discourage development in potential slide hazard areas.	G.04 G.09	4, 22

Chapter Listing	Number	Policy / Objective	Goal Reference	Implementing Action
LU	P.25	Protect groundwater quality and quantity from development impacts.	G.09	1, 2, 14, 21, 22
LU XP	P.26	Prohibit the siting of land uses that are incompatible with aviation operations in the Airfield Influence Areas designated on Comprehensive Plan maps.	G.10 G.11	18
XP	P.27	Routinely engage local and regional agencies and neighboring jurisdictions in developing a holistic transportation system.	G.10	1, 5, 11, 12, 20, 30, 31, 35
XP	P.28	Enhance safety, accessibility, and efficiency for all modes of transportation, ensure the compatibility of motor vehicles, bicycles, bus transit and pedestrians for the benefit of all.	G.01 G.04 G.10	1, 2, 3, 4, 5, 11, 12, 13, 19, 20, 30, 31
XP	P.29	Ensure transportation compatibility, connectivity, and enhancement between agencies and jurisdictions through regional coordination.	G.10	1, 11, 12, 19, 20, 30, 31, 33, 34, 35
XP EPF CF U	P.30	Ensure levels of public services and public facilities are adequate to satisfy the community's needs now and as new development occurs.	G.10 G.11	5, 11, 12, 13, 14, 20, 30, 31, 33, 34, 35
XP	P.31	Strategically approach street improvements to satisfy transportation, economic development, and community identity needs.	G.01 G.06 G.10	1, 2, 3, 4, 5, 11, 20, 30, 31, 33, 34, 35
EPF U	P.32	Prioritize the list of facility and utility improvement projects using criteria based on this plan.	G.11	5, 11, 12, 13, 14, 20, 30, 31, 35
EPF	P.33	Participate in Spokane County's Essential Public Facilities siting	G.11	18

Chapter Listing	Number	Policy / Objective	Goal Reference	Implementing Action
CF		process in accordance with County-wide Planning Policies.		
CF	P.34	Ensure local budget decisions are consistent with the adopted comprehensive plan.	G.11	5, 11, 13, 32, 35
LU CF	P.35	Reassess the land use element and its forecast levels of development if the ability to fund public services falls short.	G.02 G.11	32, 33, 34, 35
LU XP EPF CF ED	P.36	Ensure overall comprehensive plan consistency with applicable Countywide Planning Policies.	G.01 G.02 G.03 G.04 G.05 G.06 G.07 G.08 G.09 G.10 G.11 G.12	1 - 39
HP	P.37	Encourage the owners of properties with historic significance to list their properties on a National Register of Historic Places, Washington Heritage Register, or Millwood Register of Historic Places.	G.12	10
HP	P.38	Provide regional support of similar organizations; recognizing that Millwood is a part of a broader realm of historic relevance.	G.8	8
H	P.39	Encourage multi-story buildings with mixed-use (i.e. residential use above	G.02 G.07	3, 7, 25, 26, 27, 28

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

Chapter Listing	Number	Policy / Objective	Goal Reference	Implementing Action
PR	P.45	Provide safe small/neighborhood scale public river access which accommodates a canoe/kayak put-in	G.02 G.09 G.12	13, 22, 24, 35
CR	P.46	Assess and retrofit infrastructure such as transportation routes, water, and wastewater systems to reduce vulnerability to flooding, extreme heat, and wildfire impacts.	G.16	
CR	P.47	Encourage new and existing development to include features that improve comfort, save resources, and manage heat and stormwater through trees, green spaces, and efficient design.	G.16	
CR	P.48	Support expansion of energy resilience by developing microgrids, integrating renewable energy, strategically undergrounding power lines, and backup power systems for critical facilities.	G.16	
CR	P.49	Support programs and resources to educate and protect residents during heat and wildfire smoke events, including resilience hubs, cooling centers, subsidies for in-home air conditioning, DIY air filters, and public outreach on heat safety and safe sheltering in place for residents who prefer to remain at home during emergencies prioritize households with vulnerable residents (e.g., low-income seniors).	G.16	
CR	P.50	Partner with Spokane County Emergency Management, Spokane Regional Health District, and surrounding local jurisdictions to ensure essential services (e.g., emergency shelters, water systems,	G.16	

Chapter Listing	Number	Policy / Objective	Goal Reference	Implementing Action
		<u>and health facilities) remain operational during power outages and emergencies.</u>		
CR	P.51	<u>Integrate formal notification protocols that integrate climate hazard information, evacuation routes, shelter locations, and resources for vulnerable populations into Millwood's emergency planning.</u>	G.16	
CR	P.52	<u>Establish water-efficient landscaping and irrigation practices for City properties. and partner with local utilities to help property owners, homeowners, renters and businesses reduce outdoor water use and prepare for drought.</u>	G.17	
CR	P.53	<u>Support the preservation, protection, and restoration of the Spokane River corridor, adjacent riparian areas, and connected habitat corridors to maintain and improve water quality, restore natural hydrologic and ecological functions, enhance drought and flood resilience, and protect critical salmon habitat and wildlife movement.</u>	G.17	
CR	P.54	<u>Expand planting and maintenance of native drought- and fire-resistant trees and plants, prioritizing areas with limited tree canopy and barren land and communities most vulnerable to climate impacts. Encourage preservation of existing trees and plants in new development to improve shade, air quality, and habitat while reducing heat and fire risks.</u>	G.17	
CR	P.55	<u>Maintain and enhance Millwood Park and Interurban Trail, and green spaces, as community assets that</u>	G.17	

Chapter Listing	Number	Policy / Objective	Goal Reference	Implementing Action
		provide shade, reduce urban heat, and serve as demonstration sites for native landscaping, water-wise irrigation, and habitat restoration, while improving access to nature for overburdened communities and all residents.		
CR	P.56	Collaborate with regional partners, including Spokane County and local nonprofits, to pursue funding for local resilience and hazard mitigation projects such as updates to the Spokane County Emergency Management Comprehensive Emergency Management Plan, March 2021.	G.18	
CR	P.57	Expand targeted multi-language outreach to residents before, during, and after emergency and climate hazard events through partnerships with Spokane County, local nonprofits, businesses, and faith-based organizations.	G.18	
CR	P.58	Integrate wildfire preparedness, heat safety, and air quality protection into City communications and community events to increase resident awareness.	G.18	
CR	P.59	Coordinate with the Spokane Conservation District and Spokane Valley Fire to share regional wildfire preparedness information and smoke safety resources with residents and local organizations.	G.18	
CR	P.60	Support ongoing training and capacity-building opportunities for City staff, volunteers, and local organizations to strengthen	G.18	

Chapter Listing	Number	Policy / Objective	Goal Reference	Implementing Action
		Millwood's ability to prepare for and respond to climate-related hazards.		
CR	P.61	Integrate efforts around climate planning, hazard mitigation planning, emergency planning, land use planning, and other disciplines so that the plans and actions are supportive of each other and cross reference each other, as applicable (i.e. City of Millwood's participation in the Spokane County Emergency Management Comprehensive Emergency Management Plan, March 2021)	G.18	

Implementing Actions

Table 3-4: Implementing Actions

Number	Action	Policy
1	Develop a Central Business District Plan for development along Argonne Road which includes parking locations with wayfinding signage, inclusion of public art, utilizing green infrastructure / low impact development, and street trees consistent with Millwood's Tree City designation.	1, 2, 3, 4, 5, 6, 8, 9, 10, 11, 12, 13, 15, 19, 20, 25, 27, 28, 29, 31, 36
2	Initiate a Parking Study along Argonne Road to better understand how parking is being utilized in the Central Business District and where opportunities exist.	1, 2, 4, 5, 6, 10, 11, 12, 19, 25, 28, 31, 36
3	Develop and adopt design standards for commercial development.	1, 2, 3, 4, 5, 6, 10, 11, 17, 28, 31, 36, 39
4	Provide an interconnected bike and pedestrian trails system that connects to the Spokane River and Millwood's public parks.	1, 6, 8, 13, 24, 28, 31, 36, 42
5	Invite the Millwood Community Association to identify infrastructure opportunities or needs.	1, 13, 15, 27, 28, 30, 31, 32, 34, 36, 43

Number	Action	Policy
6	Annually apply for the Tree City USA designation.	10, 13, 15, 16, 19, 20, 36
7	Collaborate with housing agencies to locate and develop affordable housing options, identify partnerships with fiscally responsible agencies to manage and implement the development of housing utilizing public funds.	1, 2, 3, 4, 6, 12, 36, 39, 42
8	Provide public awareness of, and education about, Millwood's rich local heritage through local events that are city led and/or community led.	9, 10, 13, 36, 38
9	Heighten the awareness of what constitutes nuisance code violations across the city by providing resource brochures and outlining the process to address each violation type, with an emphasis on education and voluntary compliance.	4, 10, 11, 13, 18, 36
10	Develop and provide resource information for historic preservation incentives, National Register of Historic Places, Washington Heritage Register, and the Local Register	1, 4, 10, 11, 13, 18, 36, 37
11	Adopt a Six-Year Transportation Improvement Program (TIP) that adequately develops and maintains a transportation system supportive of multiple modes of travel. The Six-Year TIP should include a multiyear financing plan and analysis of future funding capabilities in order to evaluate needs against probably funding resources.	1, 7, 12, 27, 28, 29, 30, 31, 32, 34, 36
12	Evaluate and adopt level of service standards for public facility and utility services.	8, 27, 28, 29, 30, 32, 36
13	Establish a park plan for the City of Millwood and supplemental implementation such as habitat and microhabitat inclusion in park and median improvements, increasing tree canopy cover and utilization of native drought- and pest-resistant trees, shrubs, and grasses in restoration efforts to support climate resilience, removing derelict or obsolete fencing and utilizing wildlife-friendly fencing design when constructing new fences or modifying existing fences, utilizing permeable pathways where possible, considering open space dedications for larger new development projects, etc.	7, 8, 13, 15, 16, 23, 28, 30, 32, 34, 36, 42, 43, 44, 45
14	Evaluate the city's dry well system and develop a plan for scheduled replacement and decommissioning of dry wells and other potentially ineffective or harmful practices to protect the Spokane Rathdrum Prairie Aquifer.	19, 20, 23, 25, 30, 32, 36, 42

Number	Action	Policy
15	Develop programs which support the maintenance and planting of street trees.	8, 15, 16, 36
16	Update the street tree inventory and vegetation maintenance plan.	8, 15, 16, 36
17	Update and make available resource materials for special events permits, create a community event calendar.	9, 13, 36
18	Enforce the city codes for land use, development and public nuisances impacting neighborhood properties. Education and voluntary compliance should be utilized prior to issuing fines or citations and possibly utilize partnerships with community organizations to assist vulnerable residents with meeting code requirements without displacement.	4, 10, 11, 13, 18, 36
19	Develop the proposed shared pedestrian/bicycle path on the east side of Argonne Rd from Empire to the Spokane River.	1, 7, 28, 29, 36, 42
20	Develop the two shared roadway sections, on Argonne Road between Trent and Liberty, and on Liberty from Argonne to Vista Road.	5, 27, 28, 29, 30, 31, 32, 36, 42
21	Implement best practices, goals, and policies of the Eastern Washington Stormwater Manual.	17, 19, 20, 22, 25, 36, 40
22	Implement the regulations, standards, and code of the Critical Areas Ordinance (CAO) and the Shoreline Master Program (SMP), with updates as needed for consistency with revised Comprehensive Plan goals, policies, and implementation actions.	17, 18, 19, 20, 21, 22, 23, 24, 25, 36, 42, 45
23	Evaluate and modify, if necessary, the city's development code fee structure.	3, 36
24	Identify opportunities for expansion and enhancement of the parks systems, including pocket parks (mini-parks) and Spokane River access.	7, 8, 36, 42, 43, 44, 45
25	Evaluate and modify, if necessary, design regulations for housing and businesses.	1, 2, 6, 10, 11, 36, 39
26	Refine business districts and development strategies to create economically strong districts targeting specific business types while integrating the districts through use of the City identity symbols (trees, architectural arches, brick, and trains).	1, 2, 3, 4, 5, 6, 10, 12, 13, 36, 39
27	Evaluate and improve, if necessary, zoning regulations related to housing density and type to ensure compatibility with historic	9, 10, 11, 36, 39, 41, 42

Number	Action	Policy
	neighborhoods, while also addressing and mitigating any racially disparate impacts that regulations may have on housing access and affordability.	
28	Evaluate development regulations to remove impediments to the development of low and moderate-income housing.	3, 10, 11, 12, 36, 39, 41, 42
29	Develop community resource information to support active civic organizations and neighborhoods.	9, 13, 36
30	Identify and prioritize a list of street improvements including integration of complete streets.	27, 28, 29, 30, 31, 32, 36
31	Identify specific actions to achieve transportation LOS standards.	7, 27, 28, 29, 30, 31, 32, 36
32	Evaluate the budget process to incorporate comprehensive plan references to ensure level of service standards will be met, especially for transportation.	34, 35, 36
33	Millwood to create and adopt a master Bike and Pedestrian Plan.	29, 30, 31, 35, 36, 42
34	Evaluate transportation demand management (TDM) strategies to be utilized.	29, 30, 31, 35, 36
35	Adopt a Six-Year Capital Facilities Plan (CFP). The CFP should include a multiyear financing plan and analysis of future funding capabilities in order to evaluate needs against probable funding resources.	7, 12, 27, 29, 30, 31, 32, 34, 36, 43, 44, 45
36	Facilitate opportunities for property owners to connect with housing providers and non-profit organizations to create and preserve affordable housing.	6, 10, 12, 36, 42
37	Maintain an Interlocal Agreement with Spokane County for a Solid Waste Management Plan that includes the City of Millwood.	40
38	Remove any local policies and/or regulations that have been determined to result in racially disparate impacts, displacement, and exclusion in housing (see demographics in Section 4.3 and the Housing Element in Chapter 6).	3, 42
39	Update zoning, development, and land division regulations to allow for infill development consistent with neighborhood scale and form.	3, 36, 41, 42

CHAPTER 4 – PLANNING AREA, DEMOGRAPHICS, AND PROJECTIONS

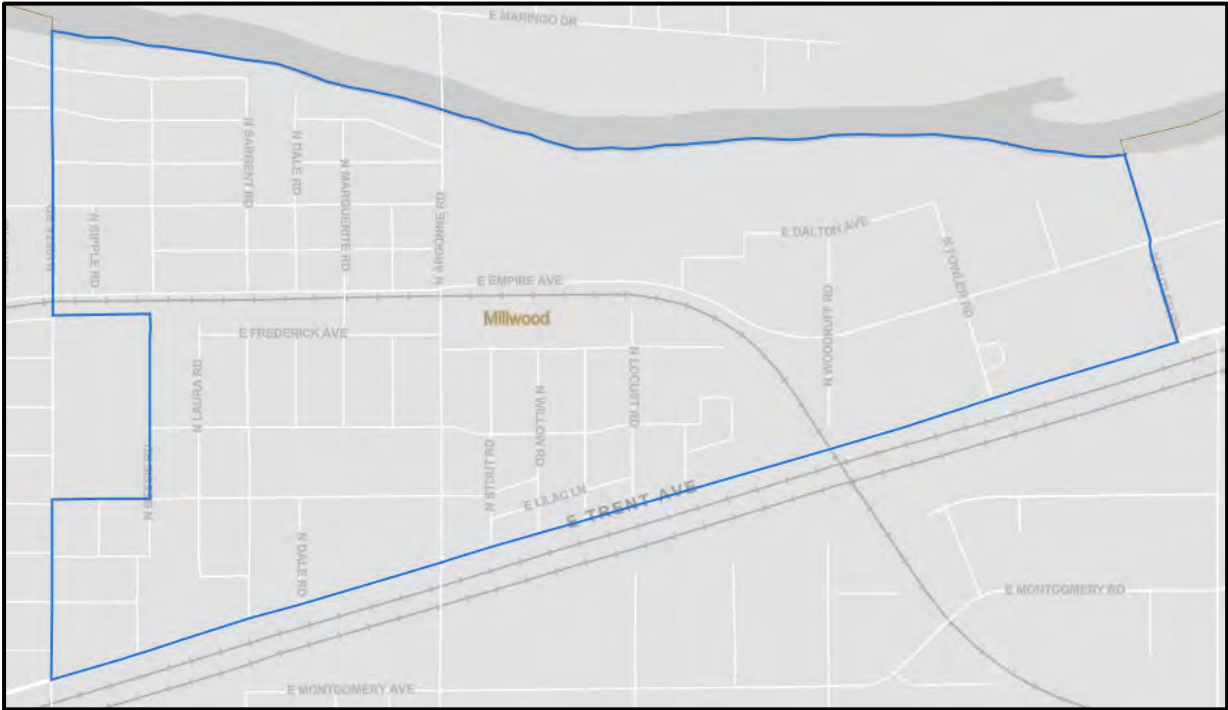
4.1 INTRODUCTION

The Growth Management Act requires the city to plan for future population growth, as such, the City of Millwood coordinates with Spokane County in determining population growths for all municipalities within the county. On June 18, 2024, the Spokane County Board of Commissioners (BoCC) adopted a population forecast for planning purposes under approved BoCC Resolution 24-0348. The forecast utilized the Office of Financial Management’s medium level forecast for Spokane County and each municipality’s populations for 2023-2046. The resolution allocated a population of 1,974 to the City of Millwood by 2046 (a 49-person population increase from the 2023 baseline of 1,925) or 0.05% of Spokane County’s growth.

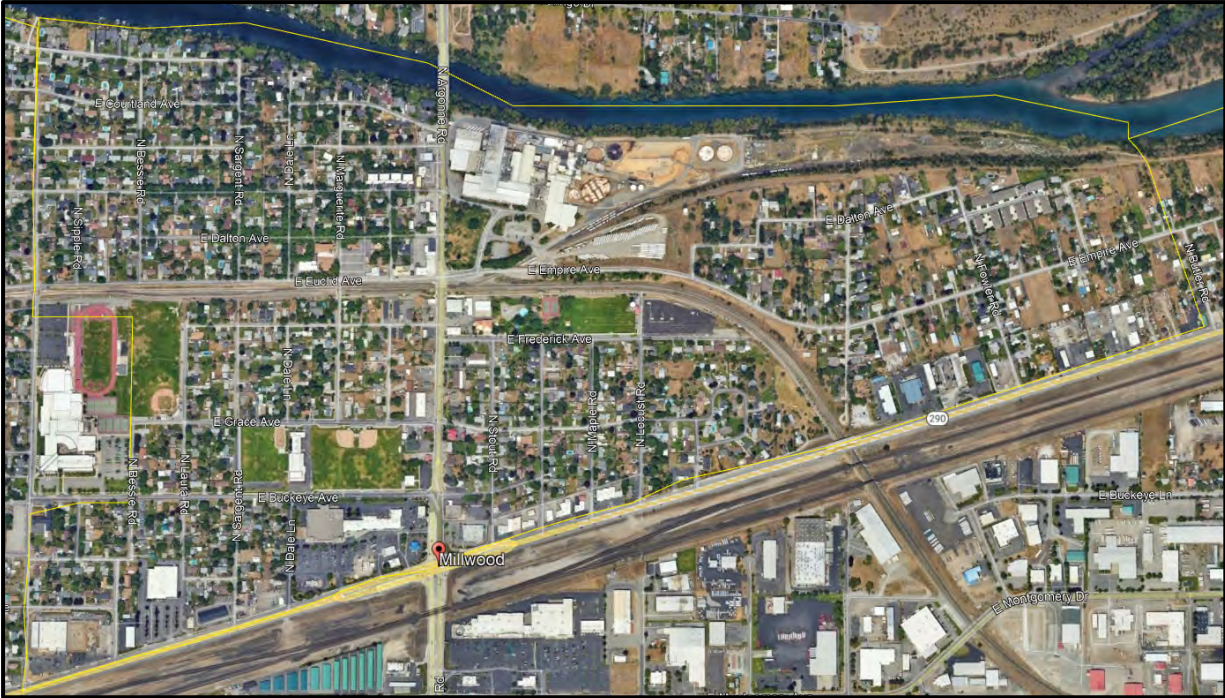
4.2 PLANNING AREA

Geography

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



Map 4-1: City of Millwood, WA



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

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



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

Climate

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

4.3 DEMOGRAPHICS

Population

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

Table 4-1: Millwood Historical Population Trends

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

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

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

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

Table 4-2: Total Population, City of Millwood & Spokane County, 2018-2024

	2018 OFM	2019 OFM	2020 OFM	2020 Census Population	2021 ¹ OFM	2022 OFM	2023 OFM	2024 OFM
Millwood	1,790	1,795	1,840	1,881	1,915	1,915	1,925	1,925
Spokane County	507,950	515,200	522,600	539,339	542,100	550,700	554,600	559,400

Millwood's Percent of County's Population	0.35%	0.35%	0.35%	0.35%	0.35%	0.35%	0.35%	0.34%
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Source: Office of Financial Management, 2024 Population Trends - Table 4. Populations of cities, towns, and counties: April 1, 2020, to April 1, 2024 & 2020 OFM Population according to OFM Postcensal Estimates of April 1 Population, 1960 to Present 6/28/24.

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

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

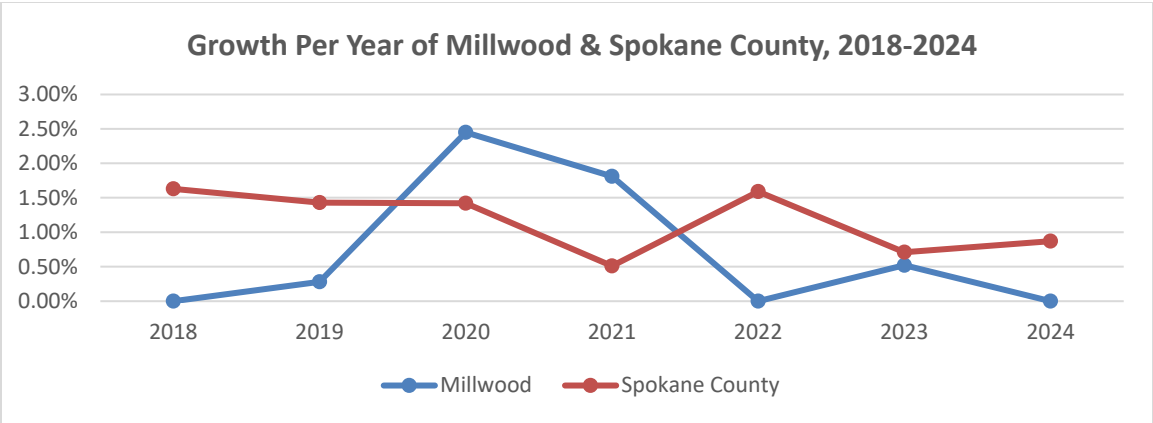
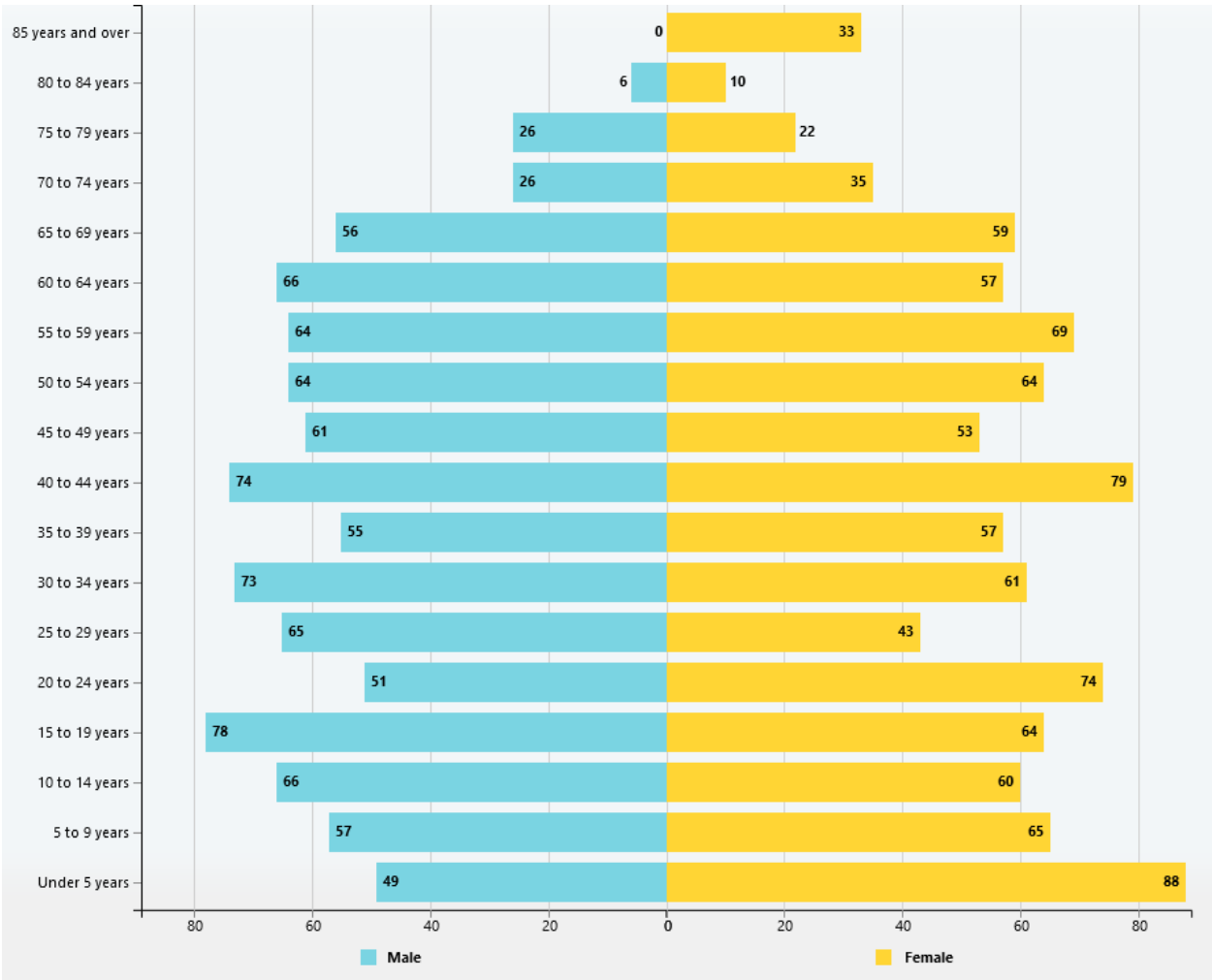


Figure 4-1: Growth Per Year of Millwood vs. Spokane County, 2018-2024

Age Distribution

The median age in the City of Millwood is 37.4 years, and the median age for Spokane County is 38.7 years of age (2022 American Community Survey 5-Year Estimates). According to Table 4-3 the younger population group, between birth and 19 years, and the older population group, 55 years and up, are close in size. The 55 and up age group will likely continue to increase as the large distribution of population currently in the 25 to 54-year groups ages and lives longer. There may be a need for increased senior services due to the aging of the population likely to occur over the next 20 years in addition to services for the youth.

Table 4-3: Age Distribution for City of Millwood



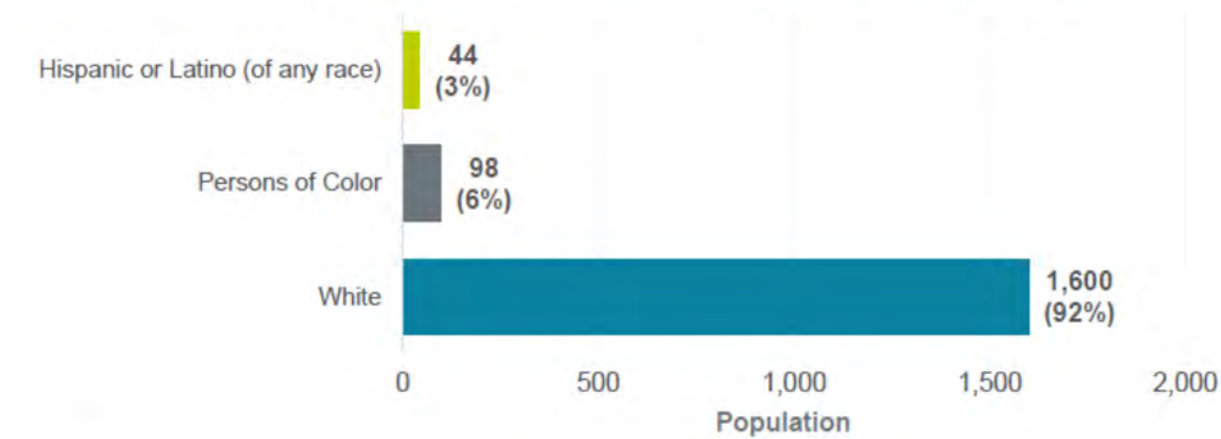
Source: 2022 American Community Survey (ACS) 5 Year Estimates

Racial Distribution

Data provided by the WA State Department of Commerce has been included with Figure and Chart labels to represent current demographics and comparisons. Millwood has a small population of Persons of Color and Hispanic or Latino (of any race) but is becoming more diverse according to Census numbers. According to 2022 ACS 5 Year Estimates, 2.1% of the Millwood population speaks a language other than English at home (Spanish, Other Indo-European languages, and Asian/Pacific Islander languages).

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

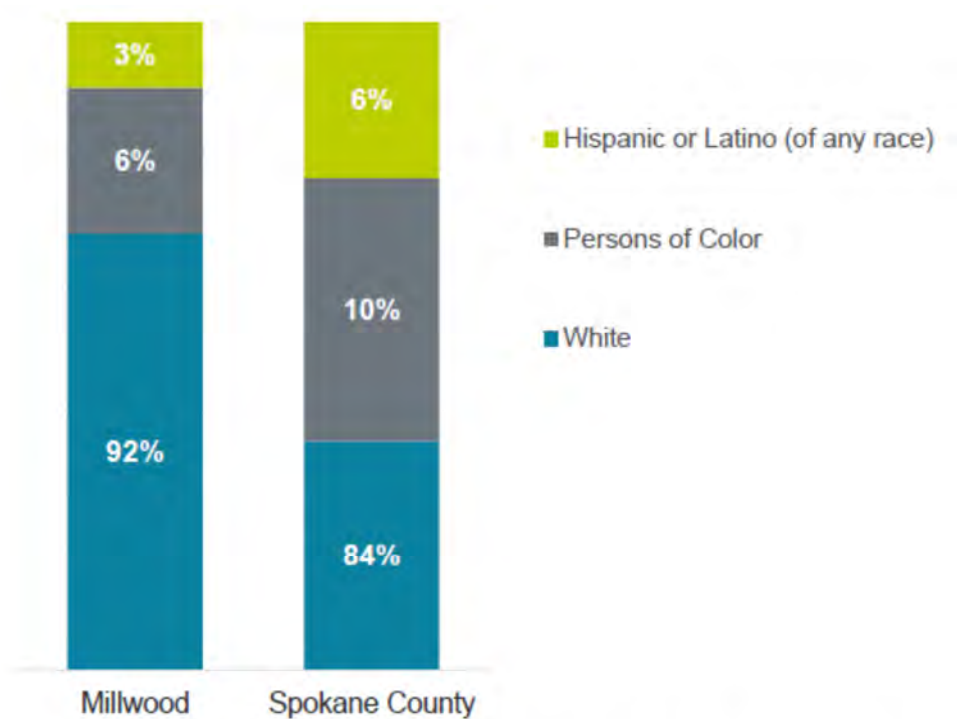
Chart 1a. Millwood population by race and Hispanic ethnicity, 2020



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

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

Chart 2a.



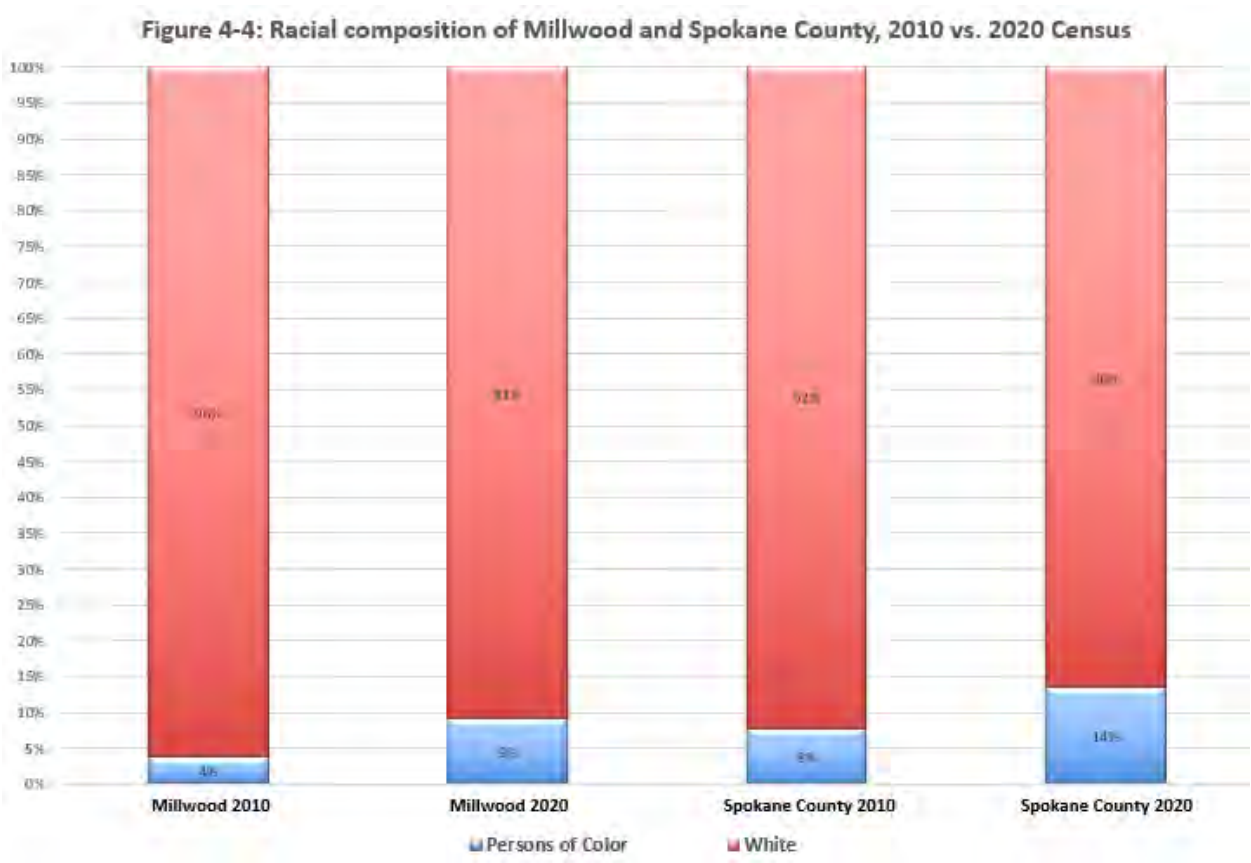
Source: US Census Bureau, 2016-2020 American Community Survey 5-Year Estimates (Table DP05); Washington Department of Commerce, 2023

Note: Chart percentages are out of scale.

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

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

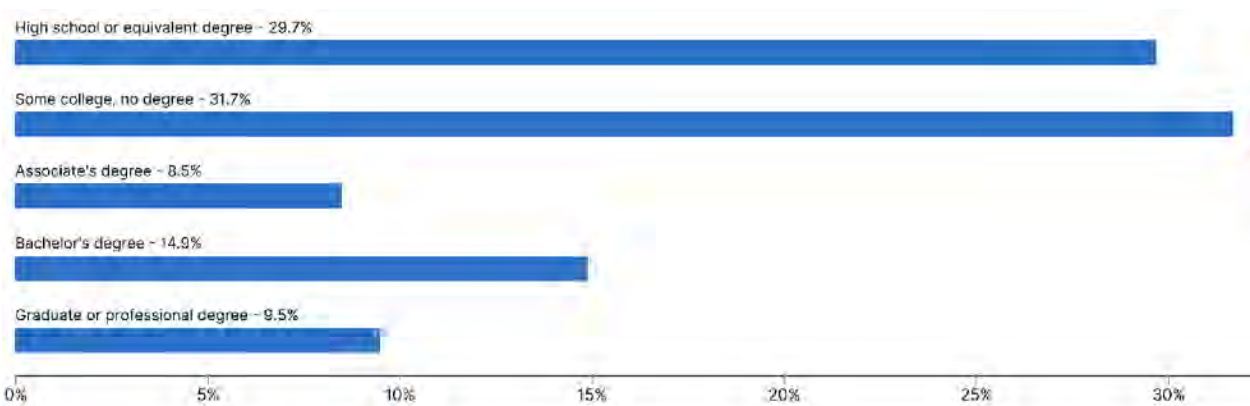
Figure 4-4: Racial composition of Millwood and Spokane County, 2010 vs. 2020 Census



Educational Attainment

Figure 4-5 shows the distribution of educational attainment among the population that is 25 years of age or older. The majority of the city population (61.4%) have a high school diploma or some college with no degree. Only 32.9% of the city population has a college degree (Associate, Bachelor, or Graduate/Professional) compared to 44.9% of Spokane County.

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

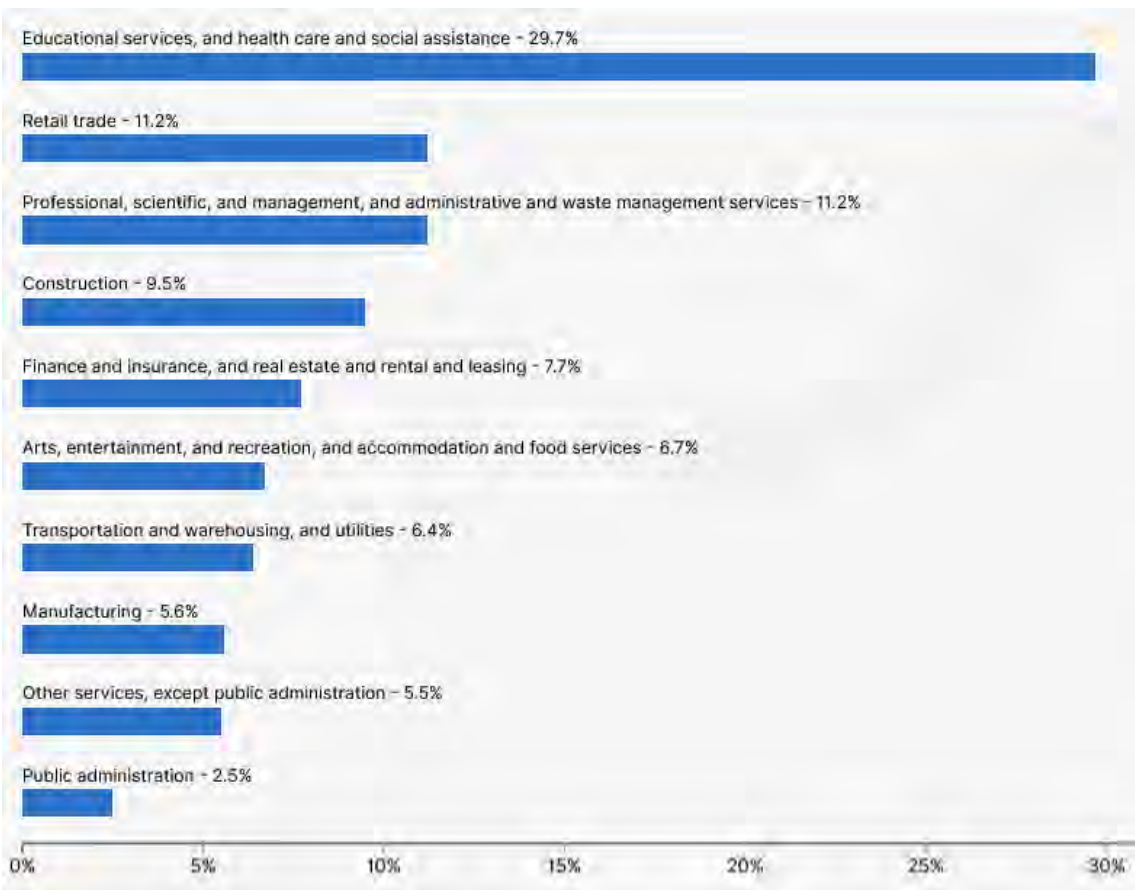


Source: 2022 American Community Survey 5 Year Estimate

Employment

There are approximately 1,375 people of working age (age 16 or older) living in Millwood. Of this total, 66.5% are employed compared to approximately 62% in Spokane County. According to Figure 4-6, the largest employment sector in the City of Millwood is in the educational services, and health care, and social assistance occupations, which account for 29.7% of all occupations.

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



Source: 2022 American Community Survey 5 Year Estimate

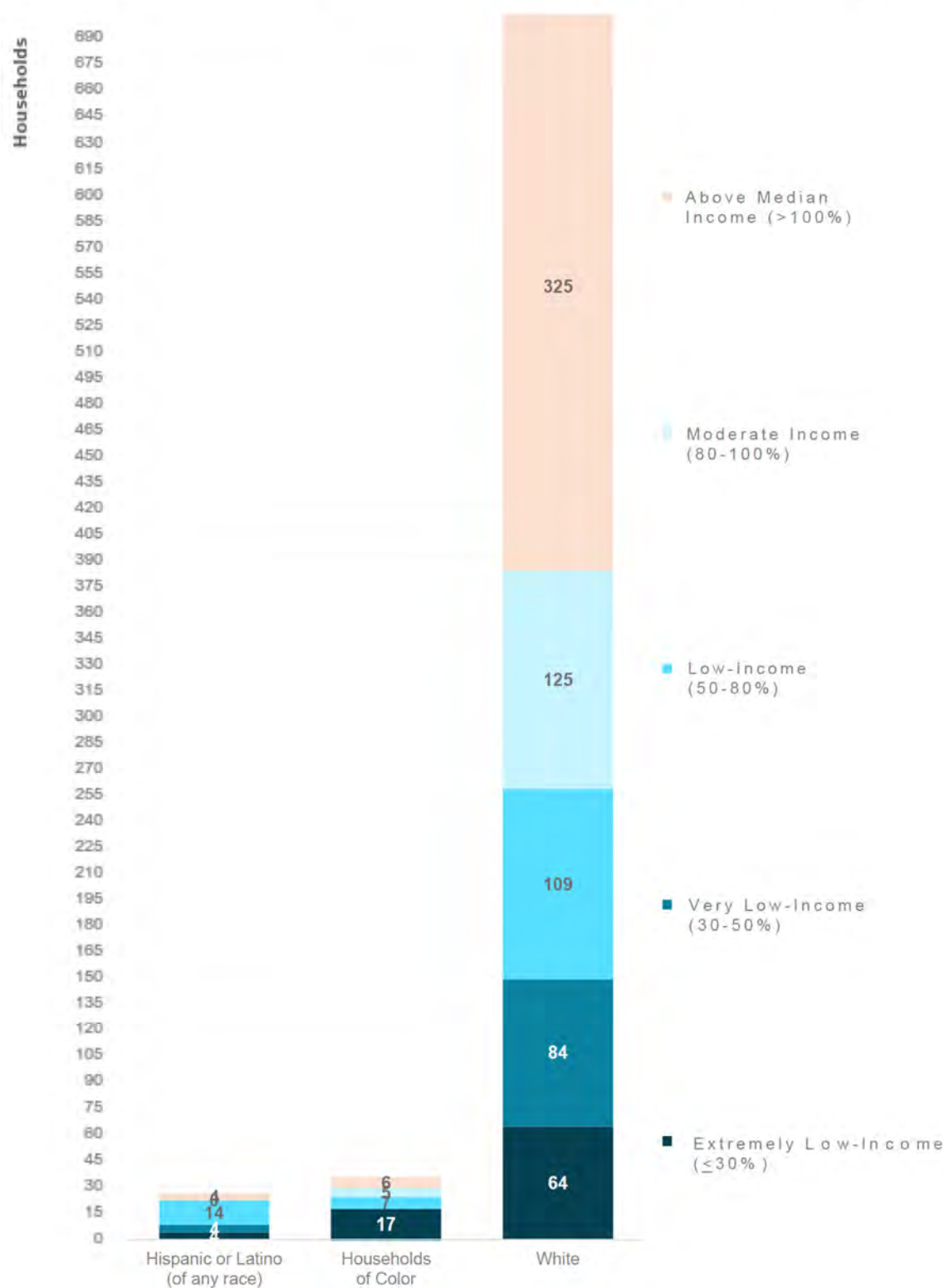
Income

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

Figure 4-7 shows the number of Millwood households by income category and race, 2019. Almost 40% of Millwood’s total households fall into the extremely low, very low, and low-income categories. Figure 4-8 shows Millwood’s distribution of households by income and race, 2019. The majority of Millwood white households fall into the moderate income to above median income categories while the majority of Millwood’s households of color fall into the extremely low-income category or low-income category.

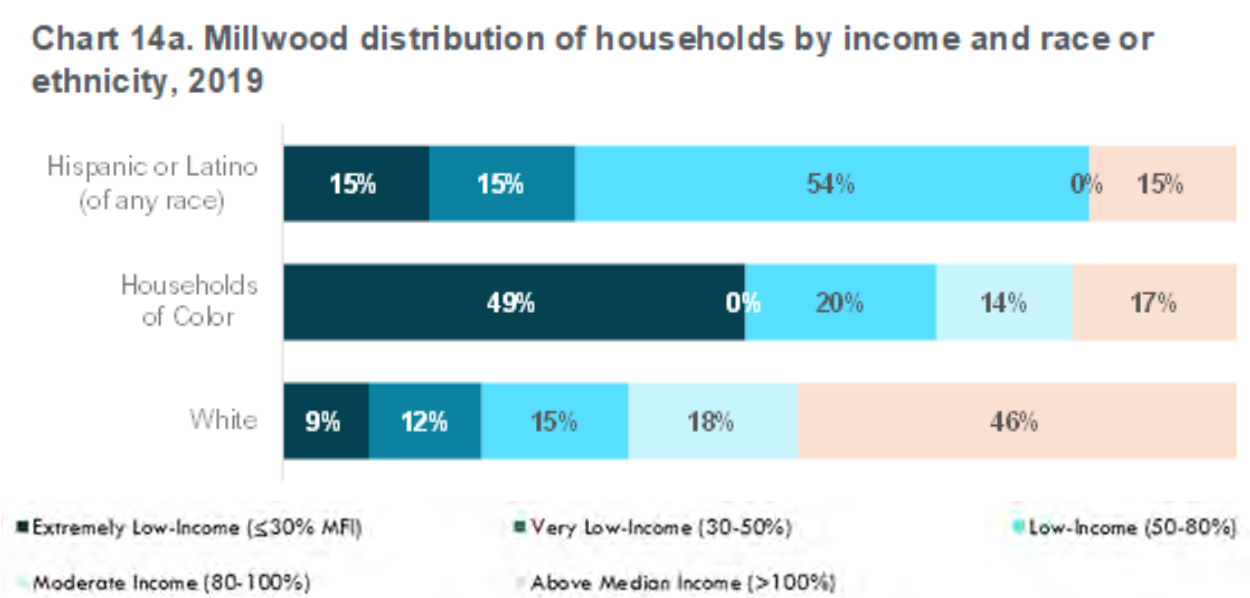
Figure 4-7: Millwood number of households by income category and race in 2019*

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



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

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



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

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

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

4.4 PROJECTIONS

Population Forecast Method

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

Millwood Population Forecast

On June 18, 2024, the Board of County Commissioners for Spokane County adopted a population forecast for planning purposes under approved BoCC Resolution 24-0348 (See Appendix). The forecast utilized the Office of Financial Management’s medium level forecast for Spokane County.

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

4.5 LAND CAPACITY ANALYSIS (LCA)

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

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

Table 4-8: Millwood LCA Summary

Comparison (Step #6) and Conclusions

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

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

4.6 RELEVANCE TO THIS PLAN

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

CHAPTER 5 - LAND USE ELEMENT

5.1 INTRODUCTION

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

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

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



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

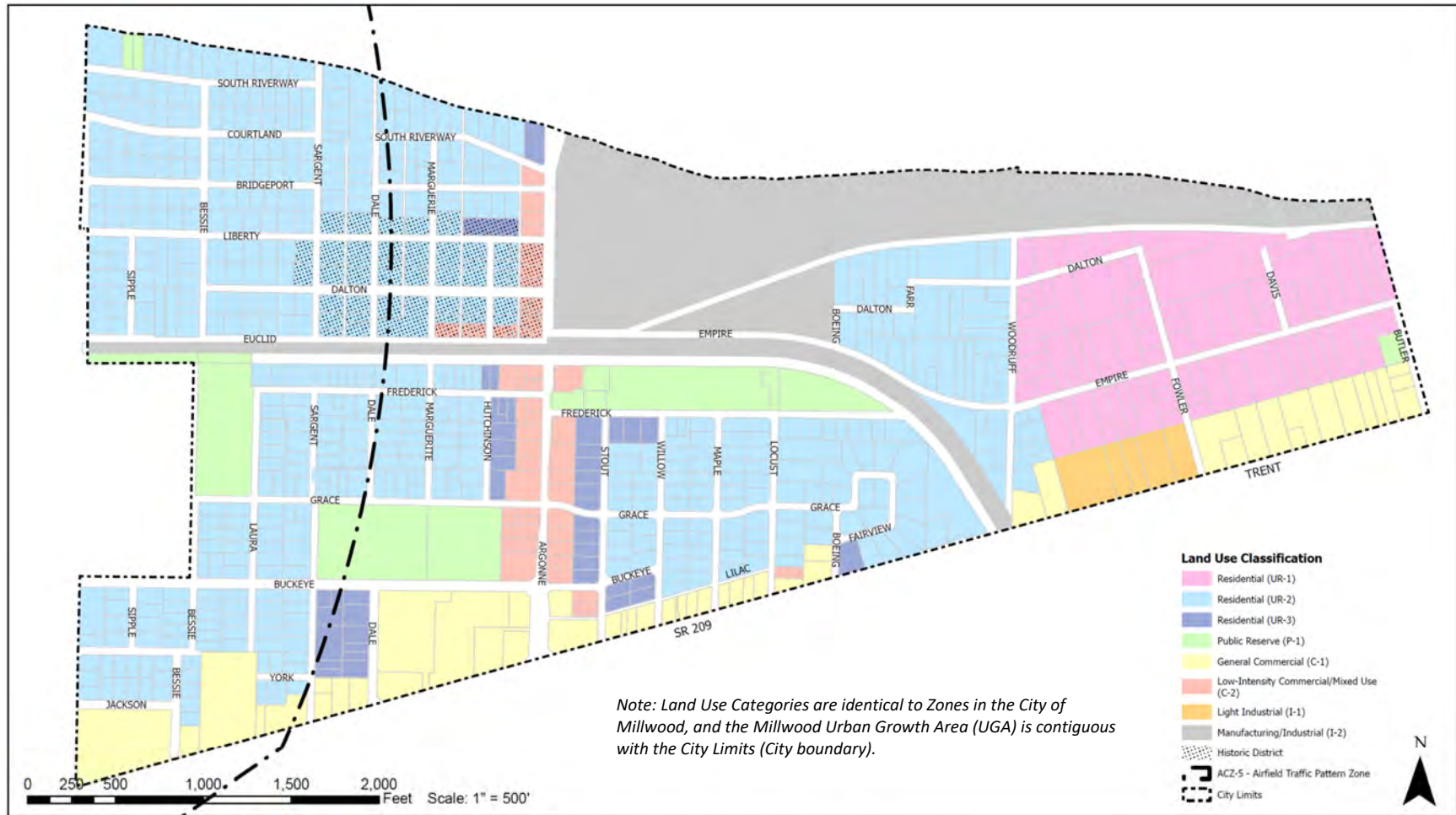
Trent Avenue (State Highway 290) forms the southern border of the City. The north side of Trent Avenue lies within the City boundaries and is lined with commercial and light industrial businesses.

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

5.2 EXISTING LAND USE CONTEXT

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

By adopting the following zoning categories, the city hopes to achieve a denser commercial development along Trent Avenue and Argonne Road, infill development in the residential areas and the creation of a multi-family zone to allow for higher density residential development. Table 5-1 lists the zoning categories with descriptions and Map 5-1 shows this information in the land use / zoning map. Refer to Section 5.4 - Urban Growth Area (UGA) and Map 5-3 for information on the Valley UGA.



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CITY OF MILLWOOD LAND USE & ZONING MAP

Sources:
ESRI Basemaps
Spokane County GIS
City of Millwood
PROJECT NO. 51007.00
DRAWN BY: CSH
FILENAME: LCA-ZoningMap
DATE: 03-25-2025

Map 5-1: Millwood Future Land Use Map

Table 5-1: Zoning Categories

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

		
	UR-3	This designation is located throughout Millwood and is intended as a buffer between the areas of the city zoned for low density residential and the busiest commercial areas throughout the city. It allows for higher density middle housing and multi-family housing up to two stories including townhouses, courtyard apartments, fiveplexes, sixplexes, stacked flats, and multi-family units while accommodating existing single family uses and allowing accessory dwelling units as well as middle housing types allowed in UR-1 and UR-2. This High Density Residential district offers the highest density residential uses on the smallest lots located on or close to major arterials and providing easy access to public services and transit. 

		  
General Commercial	C-1	The General Commercial district is intended for large scale, auto oriented commercial uses located primarily along major arterials up to four stories. Businesses located in this zone provide goods and services to customers throughout the region. A variety of existing residential development is located in this zone, however new residential will focus on higher density and mixed use with commercial, as well as allowing hotels and temporary emergency housing to meet Washington State requirements.   
Low-Intensity Commercial / Mixed Use	C-2	The Low-Intensity Commercial / Mixed Use district is intended to provide housing opportunities and retail and professional services to a limited trade area. The zone should be developed on pedestrian scale to accommodate neighborhood and local community shopping needs, to provide variety in housing, and to create recreation opportunities without negatively impacting adjoining neighborhoods. C-2 zones shall be grouped along Argonne and Euclid, within one-fourth mile of a public transit route and should be designed to accommodate pedestrians. The zone should create an urban neighborhood and, in addition, serve several neighborhoods within walking distance or within a few miles allowing for short driving distances from home to the zone. The zone should serve as a buffer between residential zones and arterial roads thereby providing an appropriate land use transition. Small retail and service businesses up to three stories and apartments or other living quarters will be encouraged in mixed-use structures up to four stories, for a more diverse environment. The central portion of the district, along Argonne Rd. is included in the Millwood Historic District. Automobile-related uses such as drive-up windows would be discouraged.

		    
Light Industrial	I-1	The Light Industrial district is intended for small to medium intensity industrial uses, up to four stories, that produce little to no noise or environmental emissions. This zone also allows for hotels and temporary emergency housing to meet Washington State requirements.  
Manufacturing / Industrial	I-2	The Manufacturing / Industrial designation, also known as the Paper Mill Alternative zone for the historic Inland Empire Paper Mill, allows up to four stories, and is intended to preserve the existing use of the property without negatively affecting the aesthetics of the Argonne Road corridor and the Millwood Historic District, nor the quality of life for surrounding residences and businesses. If the site is abandoned, future uses would be mixed use commercial / residential and light industrial. Alternatively, the City could explore utilizing the Public Reserve (P-1) zoning designation in this area to establish a public park and fish and wildlife habitat area buffer along the river. Restoring this area to its original, natural condition over time would increase pollution and nutrient filtration, decrease erosion potential into the Spokane River, allow for

		habitat and bike transit connectivity while enhancing the aesthetic of Millwood, and fulfilling several of the city's policies and action items.   
Public Reserve	P-1	Public Reserve for public facilities, utilities, parks, (including a pedestrian link between parks) and open space.  

Building Intensities by Zone

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

Table 5-2: Acreage by Zone

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

Buildable Lots

Spokane County adopted a revised Land Capacity Analysis (LCA) Methodology in March 2024. Based on this methodology, the City of Millwood completed a LCA, discussed in Section 4.5, with the adopted City of Millwood Land Capacity Analysis contained in the Appendix. The analysis of buildable lots identifies the total number of vacant and under-utilized lots for each of the zones.

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

Table 5-3: Residential Land Analysis

Zoning Category	Vacant Residential Acreage	Partially Used Residential Acreage	Underutilized Residential Acreage	Utilized Residential Acreage	Total Acreage	Total Sq. Ft.
Residential (UR-1)	2.32	0	1.65	43.01	46.98	2,047,825.45
Residential (UR-2)	0.94	0	2.00	159.85	162.79	7,082,862.44

Residential (UR-3)	0.26	0	6.62	5.56	12.44	541,970.52
Zoning Total	3.52	0	10.27	208.42	222.21	9,672,658.41

Table 5-4: Commercial and Industrial Land Analysis

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

Consistent with the adopted LCA methodology, a 30% market factor was deducted from the actual number of available lots because not all property will go on the market for sale and not all property owners will want increased densities on their lots. Most of the lots have the necessary infrastructure (roads, water, and sewer) in place to accommodate future growth; with some infill development requiring access and utility easements to provide service. Based on the LCA, prior to market factor consideration, there are a combined total of 39 lots available within the residential zones (UR-1 & UR-2) and multi-family residential (UR-3) that are either vacant or under-utilized. Within the commercial and industrial zones, there are a combined total of 61 lots that are vacant or under-utilized.

Housing Types

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

Figure 5-2: Missing Middle Housing Type Examples



Figure 5-3: Example Middle Housing Images

Duplex / Triplex / Fourplex	 <i>Image credits (stacked triplex left & duplex right): © Opticos Design, Inc.</i>  <i>Image credit (fourplex): Steve Butler, MRSC</i> <i>Image credits (fourplex): Steve Butler, MRSC</i>
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Stacked Flat - Duplex



Image credits (stacked flat - duplex): © Opticos Design, Inc.

Cottage Housing



Image credits (cottage housing): HUD Kirkland Case Study/Wenzlau Architects

Townhouses



Courtyard Apartments	 <i>Image credits (courtyard apartment): Steve Butler, MRSC (left) & © Opticos Design, Inc. (right)</i>
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Population and Housing Growth

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

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

Housing density for residential units in the residential zones are based on the following maximum bulk density standards, with at least two (2) units per lot permitted, consistent with RCW 36.70A.635(1)(c):

Table 5-5 Bulk Density Standards

Bulk Standards	UR-1	UR-2	UR-3
Maximum density*	1 Dwelling Unit per 5,000 Sq. Ft.	1 Dwelling Unit per 3,600 Sq. Ft.	1 Dwelling Unit per 2,500 Sq. Ft.

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

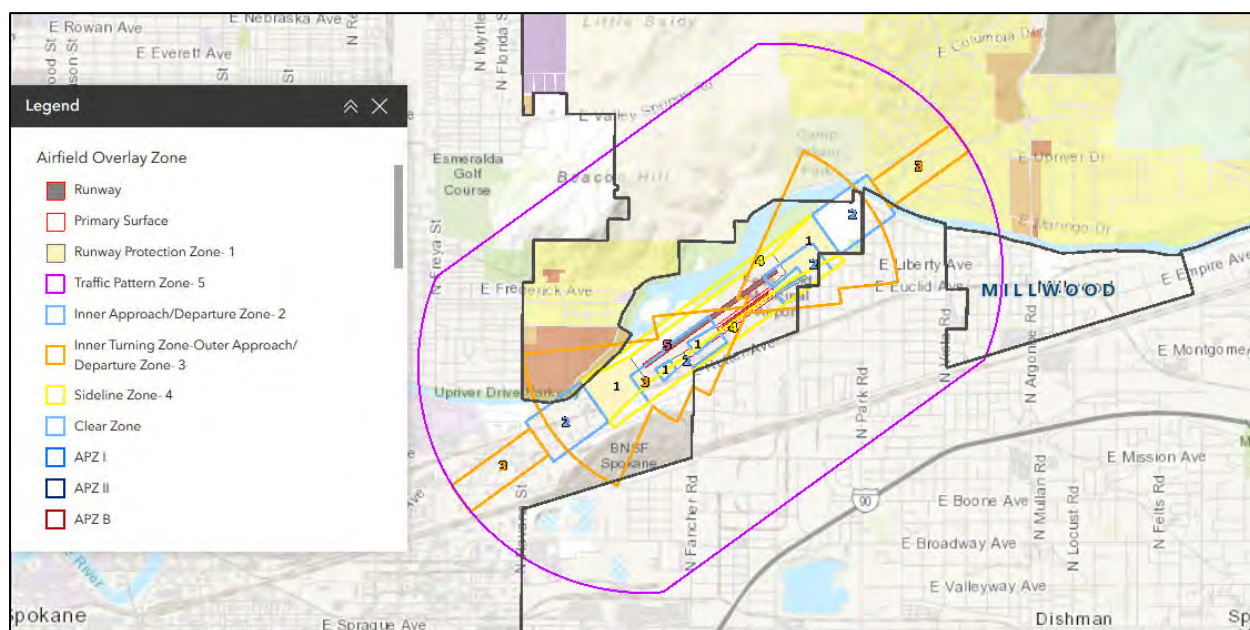
5.3 SPOKANE FELTS FIELD AIRPORT

Spokane Felts Field Airport lies to the west of the city, while the airport does not abut the western border of the city there are restrictions to development along the western edge due to the Airfield Overlays Zones (AOZ). The AOZ, established by the WSDOT Division of Aviation guidelines, are based on federal aviation accident data from the National Transportation Safety Board (NTSB). Felts Field has five (5) overlays zones which are called, “airfield compatibility zones” (ACZ). ACZ’s modify the density and

land use standards of the underlying zoning districts. The modifications provide protection to the public and general welfare of the community, airport users, and citizens working and residing within the zone.

There are five (5) ACZ designations in total. ACZ-1 is more intense, meaning there are more restrictions on development and density requirements than ACZ-5 which is the least intense. ACZ-5 overlays a portion of the western edge of the city and is an Airport Traffic Pattern Zone. Per the City of Millwood LCA, Residential (UR-2), Residential (UR-3), General Commercial (C-1), and Public Reserve (P-1) are land uses located within the ACZ-5 overlay with a total acreage of approximately 100 acres plus 30 acres of right-of-way (ROW). Multiple uses, including residential uses are permitted in the ACZ-5 overlay.

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



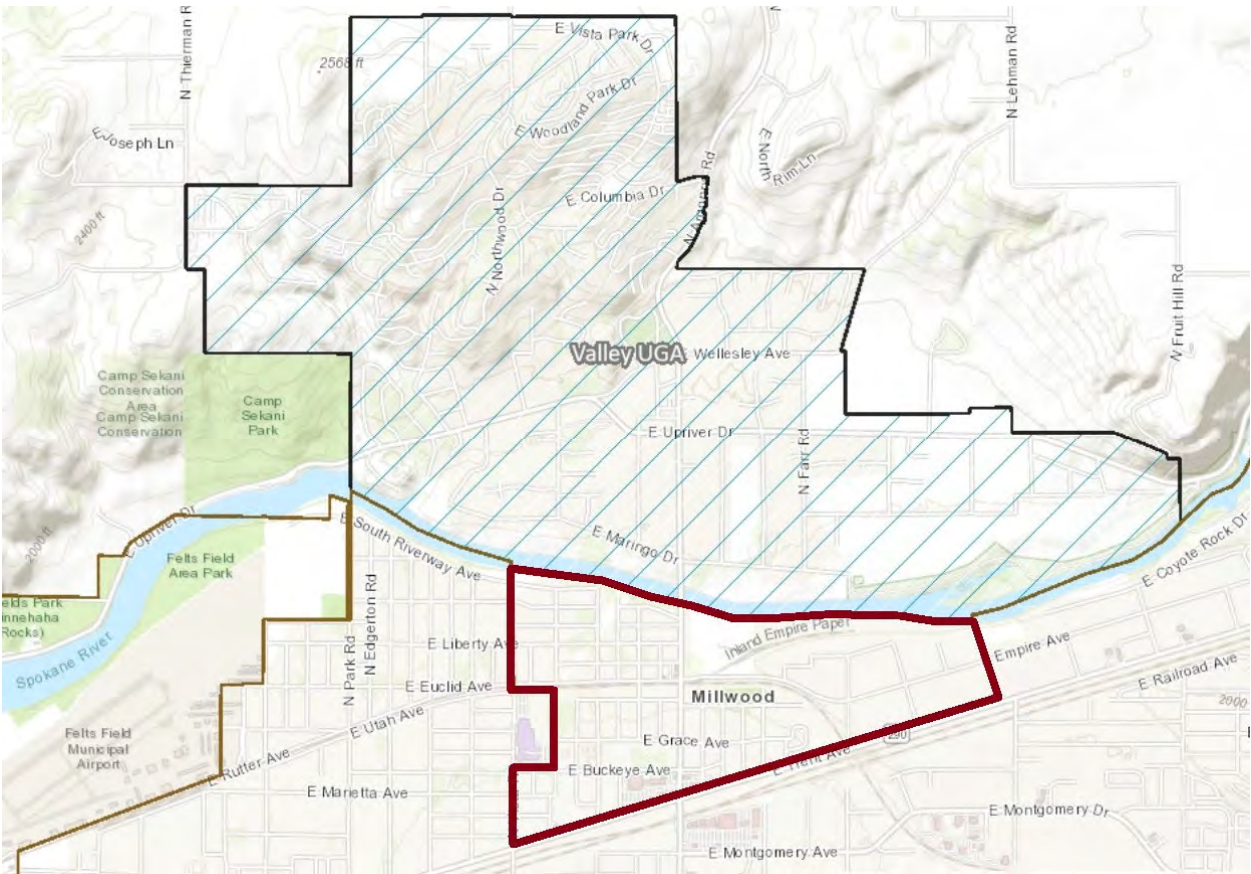
Map 5-2: Felts Field Airport Overlay Zones

5.4 URBAN GROWTH AREA (UGA)

As identified in the demographics chapter, the City of Millwood is planning for a 0.11% rate of growth over the next 20 years for an allocated population of 1,974 in 2046. The Board of County Commissioners for Spokane County (BoCC) adopted this medium level population forecast for planning purposes. The projection was adopted by the BoCC Resolution 24-0180. Overall, the increase in population growth is minimal even for a medium level population projection, for this reason, Millwood has decided to focus growth within its current boundaries.

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

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



Map 5-3: Valley UGA Boundary

5.5 FUTURE LAND-USE

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

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

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

5.6 CRITICAL AREAS

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

Aquifer Recharge Area

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

Shorelines

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



Figure 5-4: The Spokane River has a “shoreline of statewide significance”

The City adopted the Millwood Shoreline Master Program (SMP) in 2021.

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

Flood Hazard Areas

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

Soils Susceptible to Erosion

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

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

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

Potential Slide Hazard Areas

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

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

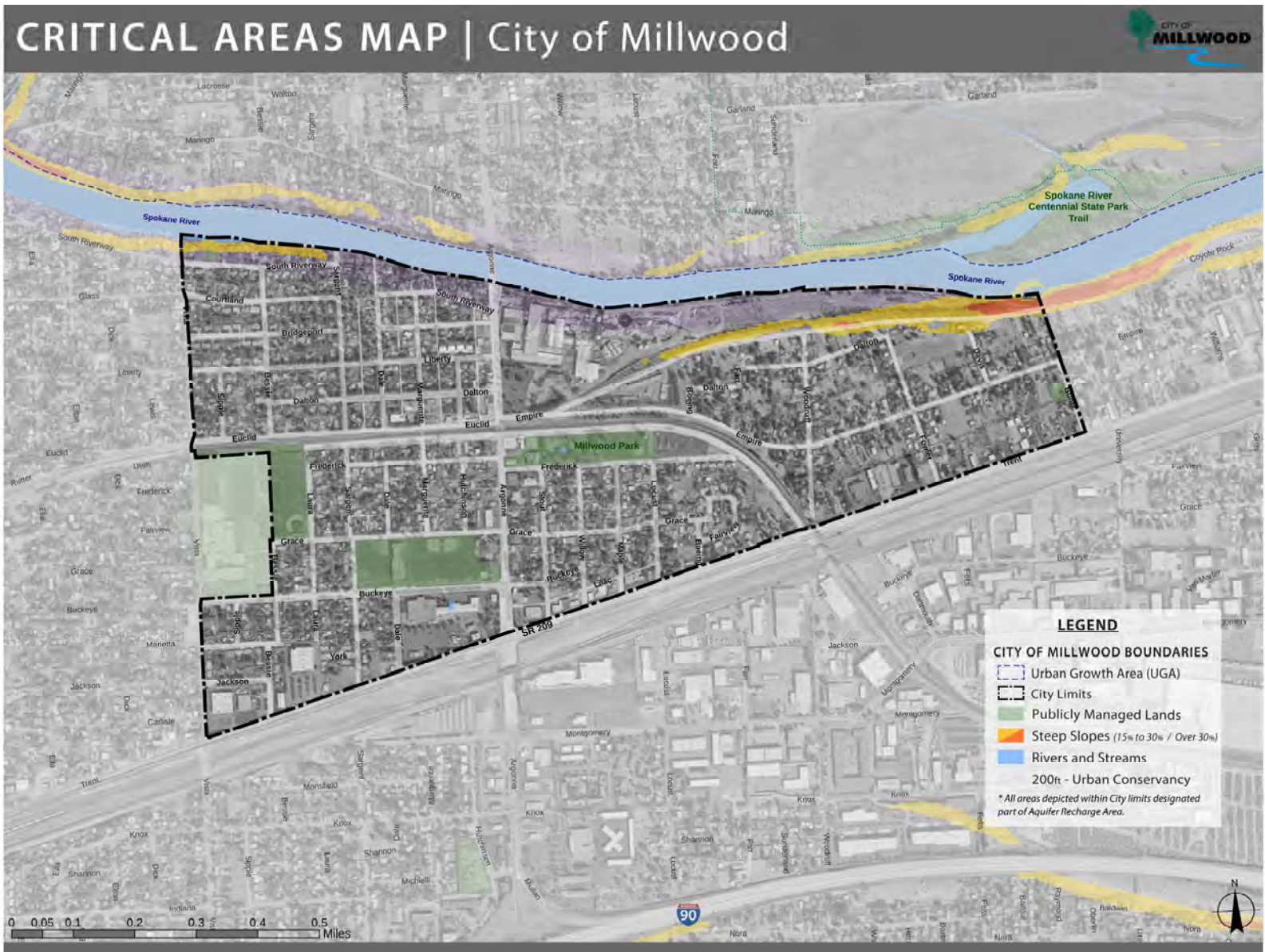
Wetlands

Wetlands are generally defined as those areas that are inundated or saturated by groundwater or surface water at a frequency and duration sufficient to support, and, under normal circumstances do support, a prevalence of vegetation typically adapted for life in saturated soil conditions. Wetlands usually include swamps, marshes, bogs, and similar areas. Wetlands are not generally considered suitable for development. A variance may be necessary for reasonable use of the property. There are no known wetlands within the City of Millwood boundaries.

Fish and Wildlife Habitat Conservation Areas

Fish and wildlife habitat areas should be conserved for the management and maintenance of fish and wildlife resources. Habitats can be broadly defined as areas containing water, food, and shelter required for the survival of fish and wildlife. The City recognizes the role that these areas play in the local ecosystem and supports their conservation for public health, safety, and well-being, as well as for the aesthetic value they bring the community. The City implements the most updated version of their Critical Area Ordinance (CAO) and best available science when managing fish and wildlife habitat conservation areas.

There are sections of land within the City and surrounding areas that perform valuable functions as fish and wildlife habitat. Some of the land along the river’s shore still has native vegetation or has adequate vegetation to provide a habitat for wildlife as well as shade for the trout, walleye, and other fish that frequent the river. The City’s Shoreline Master Program (SMP) designates a Minimum Native Conservation Area where native vegetation shall be planted and maintained to ensure no net loss.



Map 5-4: Millwood Critical Areas Map

5.7 OPEN SPACE CORRIDORS

The north bank of the Spokane River shares the same urban conservancy characteristics as the south side, but it also serves as an open space corridor. The Centennial Trail runs east to west along the north side of the Spokane River and serves the community at a regional level. Refer to Chapter 10, the Parks and Recreation Element for more information.

5.8 POLICY DIRECTION

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

CHAPTER 6 – HOUSING ELEMENT

6.1 INTRODUCTION

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



Figure 6-1: Residential Neighborhood in Millwood

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

6.2 GMA REQUIREMENTS

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

- An inventory and analysis of existing and projected housing needs that identifies the number of housing units necessary to manage projected growth, as provided by the department of commerce, including:
 - Units for moderate, low, very low, and extremely low-income households; and
 - Emergency housing, emergency shelters, and permanent supportive housing;
- A statement of goals, policies, objectives, and mandatory provisions for the preservation, improvement, and development of housing, including single-family residences, and within an urban growth area boundary, moderate density housing options including, but not limited to, duplexes, triplexes, and townhomes;

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

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

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

6.3 HOUSING DEMOGRAPHICS

Existing Housing & Occupancy

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

park in the City of Millwood and it currently contains 5 mobile homes & 1 cabin per 2024 Assessor records.

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

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

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

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

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

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

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

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

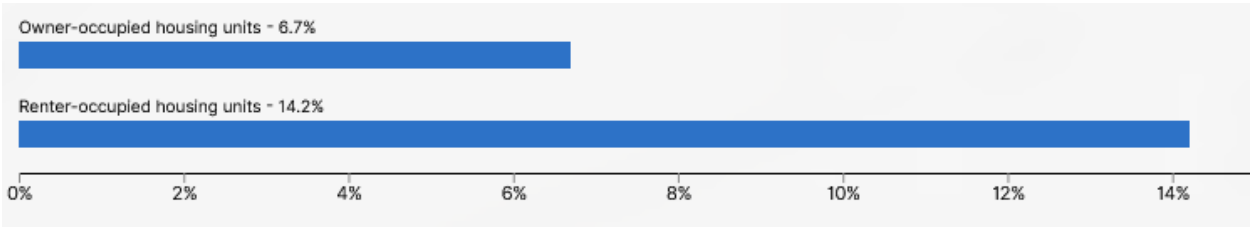
Table 6-2: Occupied Housing Units, 2016 vs. 2023

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

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

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

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



Source: 2023 American Community Survey

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

Table 6-3: Vacancy Rate 2016 vs. 2020

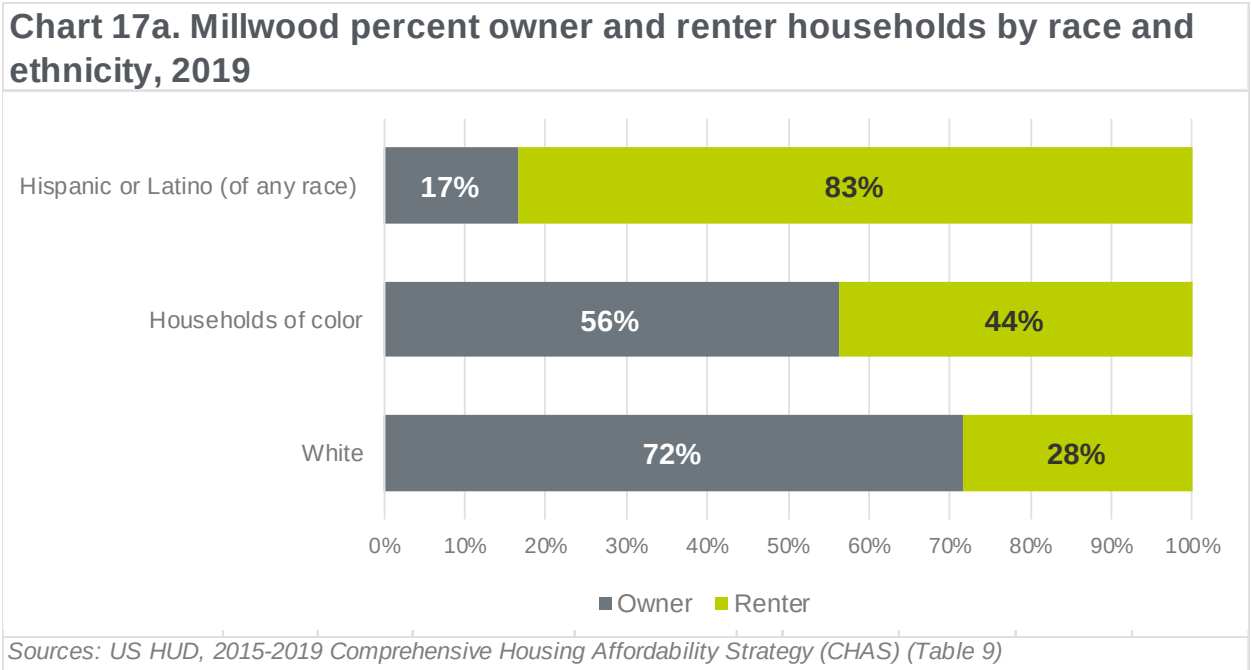
Location	Vacancy Rate 2016	Vacancy Rate 2020
Spokane County	4.1%	5.2%
Millwood	4.8 %	6.5%

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

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

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

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



Cost Burden

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

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

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

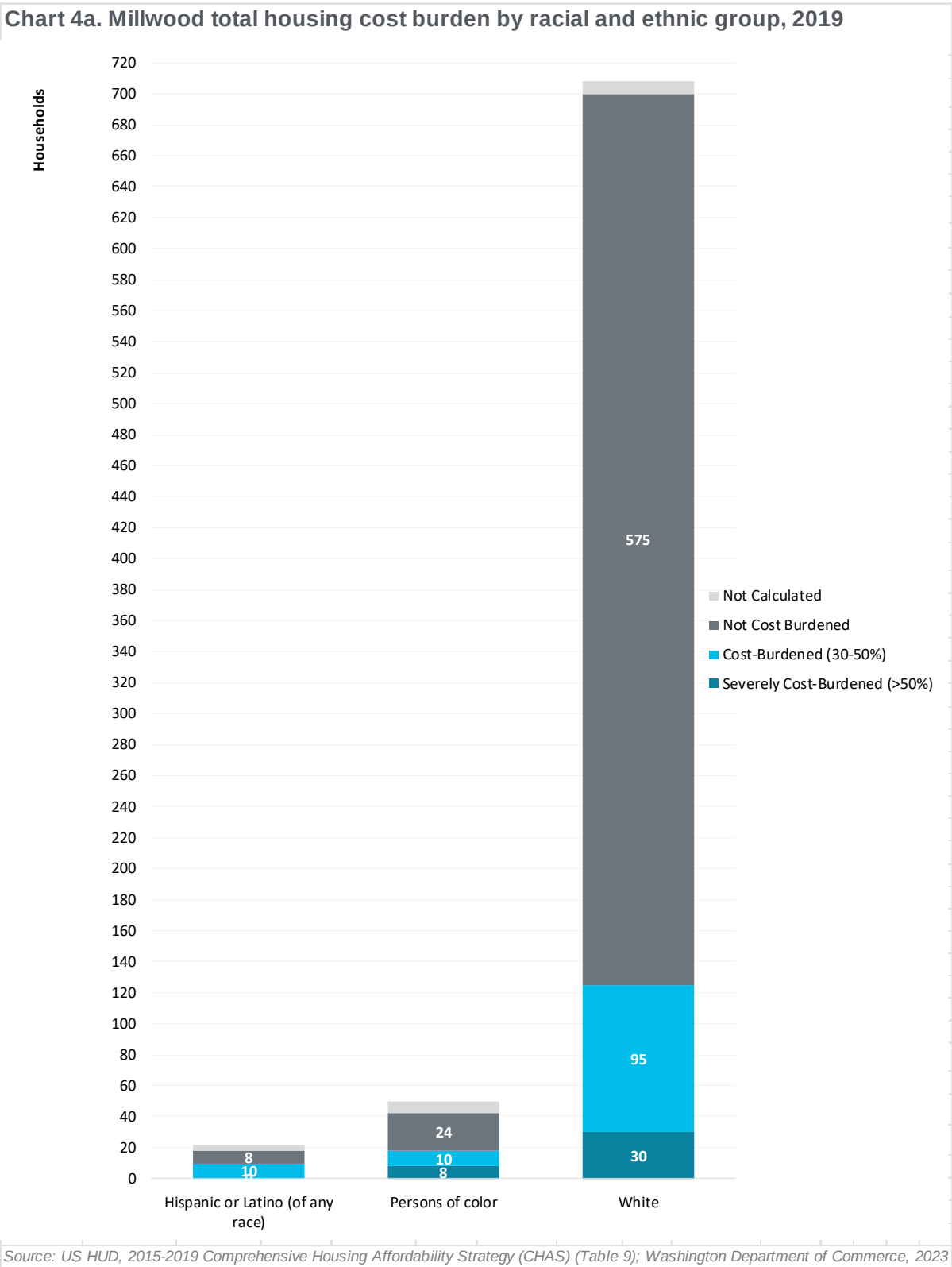


Figure 6-5: Millwood Owner Households Experiencing Housing Cost Burden, 2019*

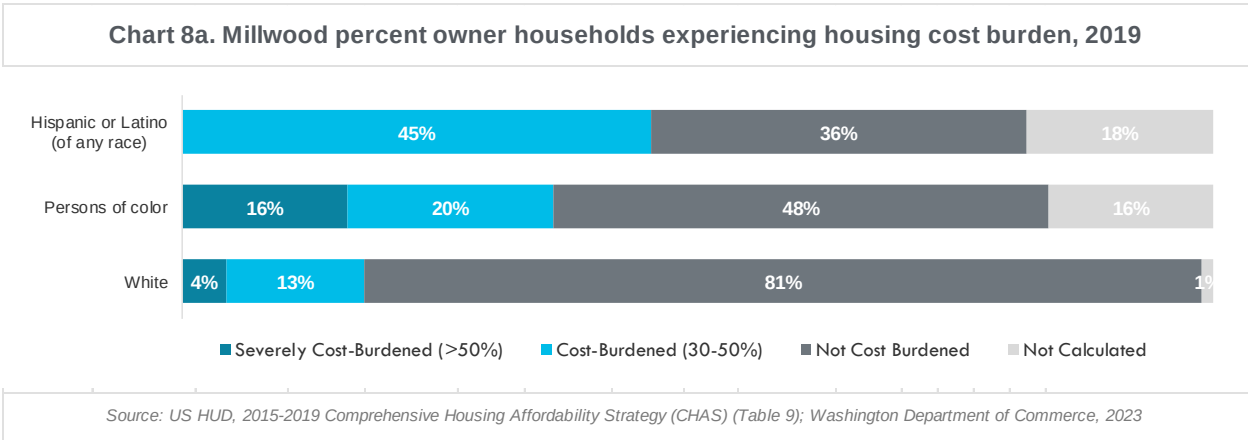
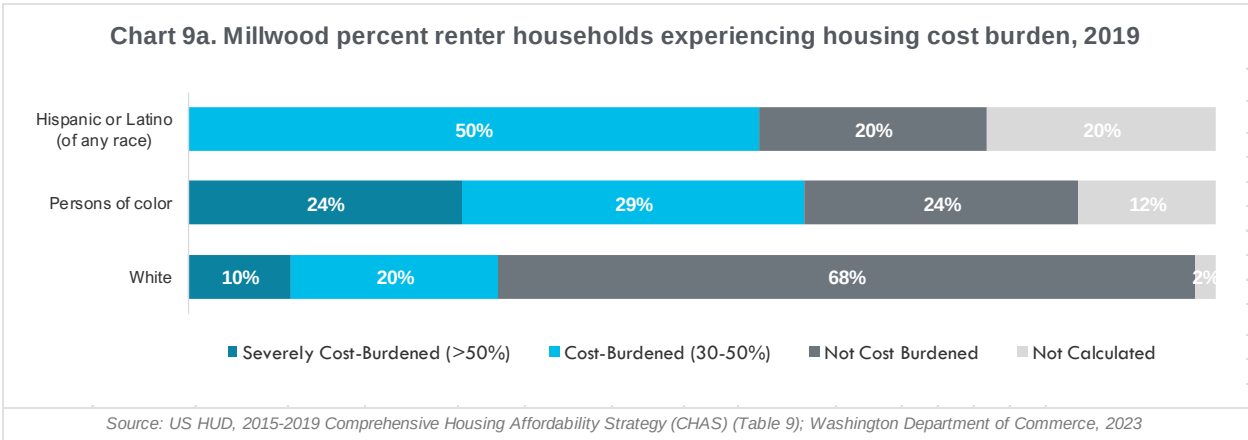


Figure 6-6: Millwood Renter Households Experiencing Housing Cost Burden, 2019*



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

Rental Affordability of Housing Units

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

and low-income brackets. This will be a factor in the projected housing needs discussed in Section 6.5 below.

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

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

Sources: US HUD, 2015-2019 Comprehensive Housing Affordability Strategy (CHAS) (Table 8) & US HUD, 2015-2019 Comprehensive Housing Affordability Strategy (CHAS) (Table 15C)

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

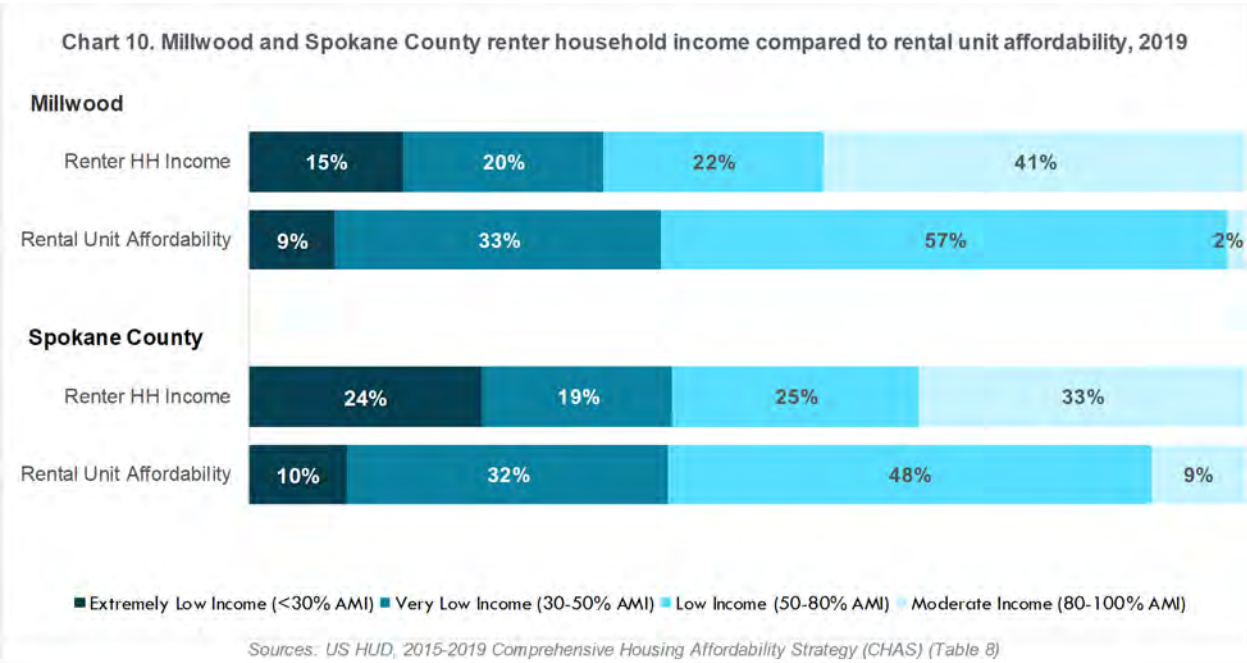


Figure 6-8, provided by Commerce as Chart 11, compares the estimate of rental households and rental housing units (both occupied and vacant) at each income or affordability level. The comparison helps identify gaps in the available rental housing for the renter households in the jurisdiction. Shortfalls and surpluses suggest a mismatch between the rental housing need and availability. A surplus could indicate

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

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

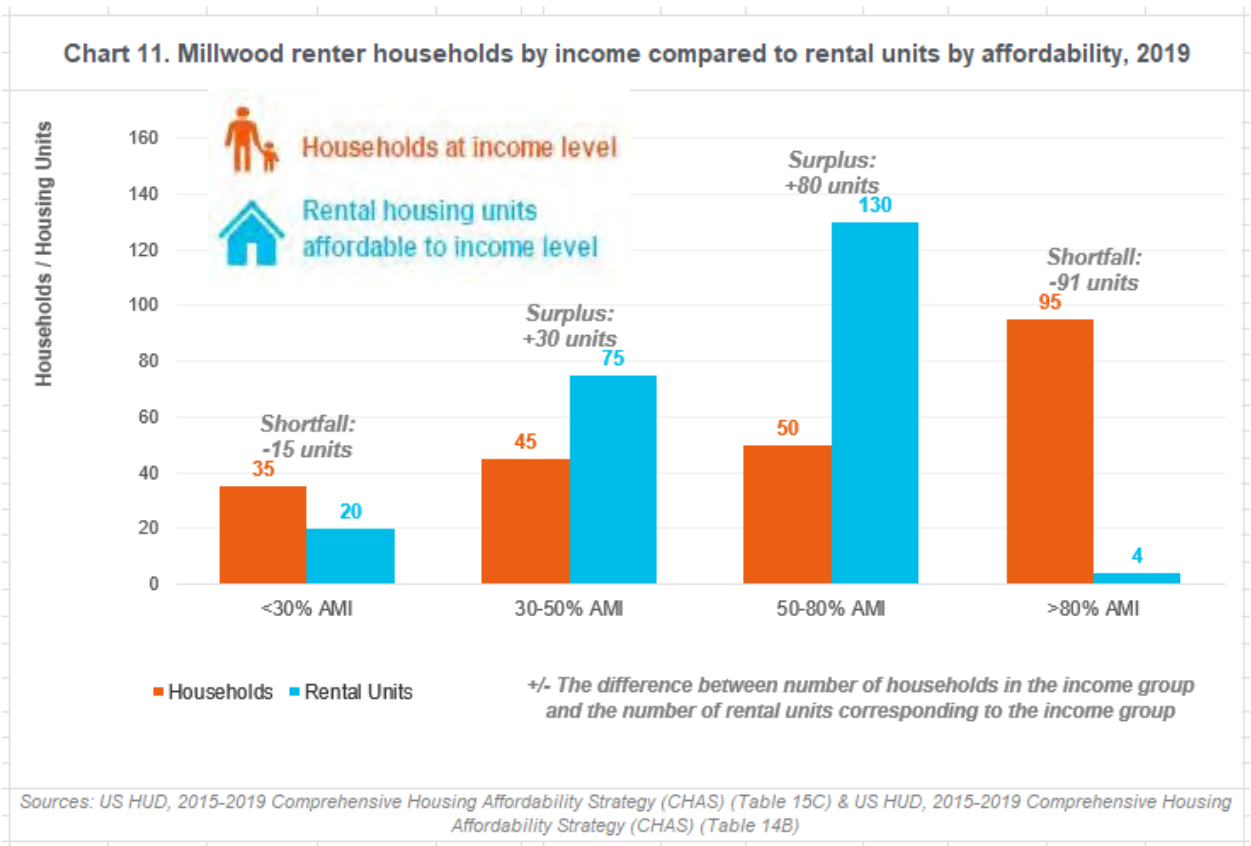
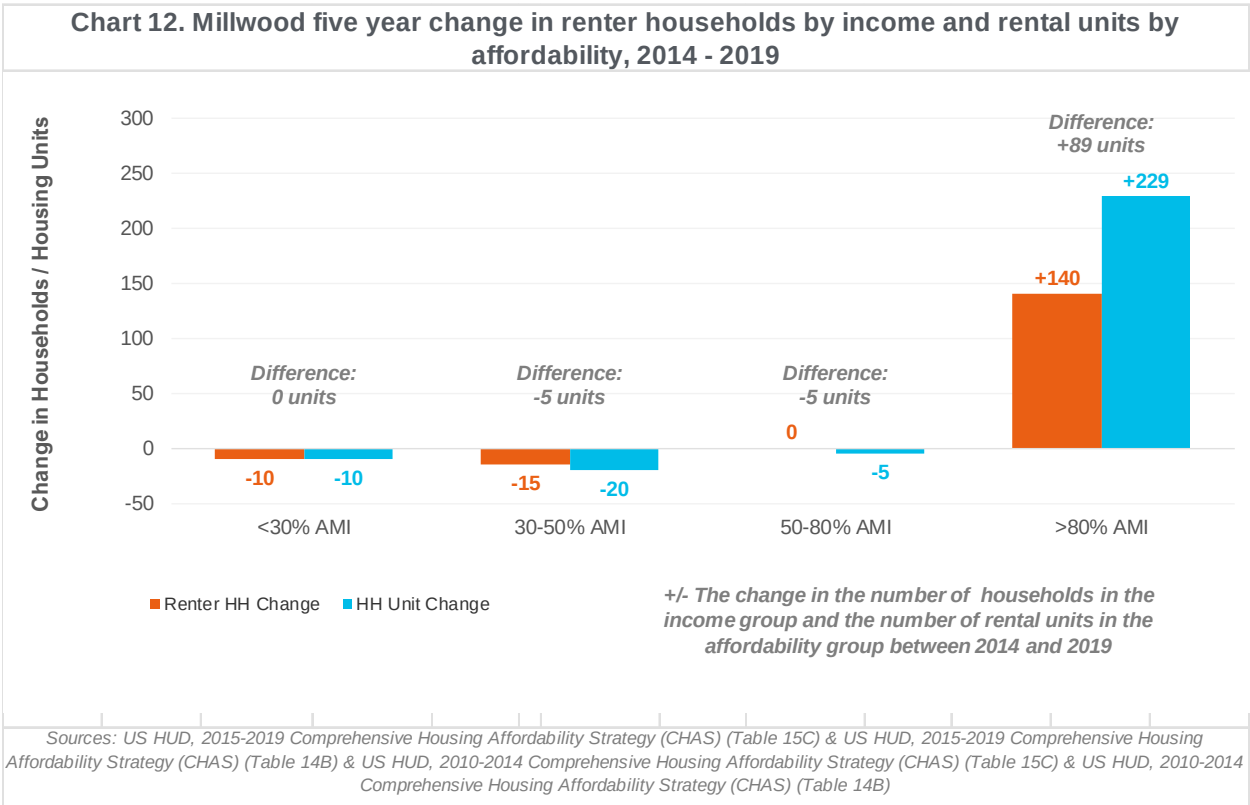


Figure 6-9, provided by Commerce as Chart 12, compares the estimated change in the number of households in the income group and the number of housing units in the affordability group. The change in households could be new households in the jurisdiction or households switching between income groups due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

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

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

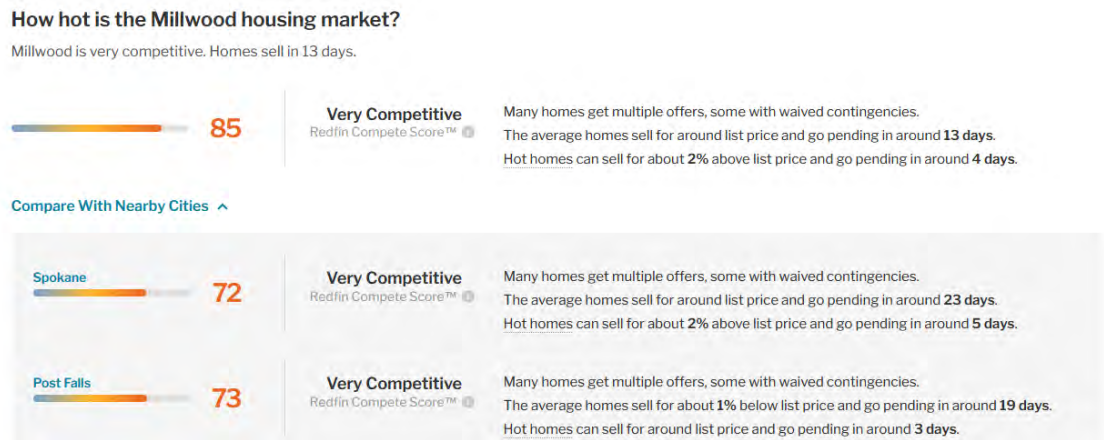


Millwood Housing Market 2025

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

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

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



6.4 **ADEQUATE EXISTING HOUSING STOCK**

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

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

Per definitions for the Growth Management Act (GMA) under 36.70A.030, "Affordable housing" means, unless the context clearly indicates otherwise, residential housing whose monthly costs, including utilities other than telephone, do not exceed thirty percent of the monthly income of a household whose income is:

- (a) For rental housing, 60 percent of the median household income adjusted for household size, for the county where the household is located, as reported by the United States department of housing and urban development; or
- (b) For owner-occupied housing, 80 percent of the median household income adjusted for household size, for the county where the household is located, as reported by the United States department of housing and urban development.

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

Income and Housing Affordability

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

- Extremely low-income households are those with household incomes below 30 percent of the area’s median household income (AMI).
- Very low-income households are those with household incomes between 31 and 50 percent of the area’s median household income (AMI).
- Low-income households are those with household incomes between 51 and 80 percent of the area’s median household income (AMI).
- Moderate-income households are those with household incomes between 81 and 100 percent of the area’s median household income (AMI).
- Above Median Income households are those with household incomes greater than 100 percent of the area’s median household income (AMI).

AMI, as utilized throughout this Comprehensive Plan, including in Section 6.5 below, is for the Spokane Metro Area. To account for regional variation in labor and housing markets, AMI is utilized. AMI

represents the midpoint of an area's income distribution. Fifty percent (50%) of households have an income higher than area median income and 50% have an income lower than the AMI. Income data and housing affordability estimates are provided by US Housing and Urban Development's Comprehensive Housing Affordability Strategy (CHAS) data.

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

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

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

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

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

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

Year	Efficiency	One-Bedroom	Two-Bedroom	Three-Bedroom	Four- Bedroom
2020	\$597	\$696	\$910	\$1,305	\$1,551
2021	\$674	\$774	\$1,007	\$1,441	\$1,718
2022	\$701	\$795	\$1,033	\$1,467	\$1,745
2023	\$812	\$926	\$1,198	\$1,703	\$1,987
2024	\$890	\$1,012	\$1,304	\$1,835	\$2,131
2025	\$998	\$1,123	\$1,444	\$1,997	\$2,339

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

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

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

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

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

- **Development regulations:** Development regulations can limit or effectively prohibit the production of housing types needed to serve all economic segments. Unclear development regulations and restrictive development standards such as high minimum lot sizes, high off-street parking requirements, large setback requirements, restrictive ADU standards, ground floor retail requirements, complex design standards, maximum impervious surface cover, tree retention regulations, and historic preservation requirements can all be limitations to housing production.
- **Process obstacles:** Permitting processes can be a major barrier for housing production for both larger and smaller developers. Limitations relating to permitting may be due to complex, unclear or onerous processes; high fees; lengthy review and processing times; or staffing challenges. While the conditional use permit process is not outright prohibited, the discretionary process adds unpredictability as well as costs and time to a proposed housing project and can be a strong disincentive for development. Communities can consider using an administrative conditional use permit process vs. a public hearing process as well as clear and objective design regulations that are administered by staff to control for any impacts; however, a city, county or other local governmental entity or agency may not adopt, impose or enforce requirements on an affordable housing development that are different than the requirements imposed on housing developments generally. Transparency and clear information about fees and steps in the permitting process, fee exceptions or reductions for needed housing types that are not as easy to develop, such as income-restricted affordable housing, raising SEPA exemption thresholds for minor new construction, and utilizing the Optional Determination of Nonsignificance (DNS) process can all assist with reducing or eliminating processing obstacles.
- **Limited land availability and environmental constraints:** “While a jurisdiction may have enough land capacity to accommodate all housing needs on paper, in some cases that land is difficult to develop. This may occur when sewer is not available to allow higher density or when most of the

capacity is on under-developed parcels that would need to be assembled to provide for feasible multifamily housing development. Environmental constraints, such as the location of critical areas, may affect the feasibility of development on available lands. If local conditions do not provide suitable sites, developers may look elsewhere. Flexible regulations, such as Planned Unit Development and cluster subdivisions, can help mitigate site constraints, or expansion of infrastructure to enable higher density development.”

- **Funding gaps:** Local jurisdictions are required to document “gaps in local funding” in their list of programs and actions needed to achieve housing availability. Typically, most affordable housing funding comes from state and federal sources; however, local funding can also play an important role. A lack of available public funding can be a barrier to housing production and meeting all housing needs in several ways. Some examples include:
 - “Infrastructure or service costs: Lack of public funding can be a barrier to infrastructure or service level improvements necessary to make new housing development feasible.
 - Capital costs for new affordable housing development: This gap includes public subsidies to support the development of new housing for low-income households that cannot afford local market-rate housing costs. Available federal, state and local funding and financing tools are currently insufficient to support construction of enough homes to meet the needs of all low, very low and extremely low-income households.
 - Operational costs for affordable and supportive housing: Rents for moderate (80-120% AMI) and some low-income (50-80% AMI) units are typically high enough to cover operational costs for housing. However, in many communities, rents for units affordable to very low (30-50% of AMI) and extremely low (0-30% of AMI) income households are not enough to cover operational costs. Additionally, PSH and emergency housing require additional support services for residents. These services may include basic case management or coordination with medical, behavioral health or other service providers to remain stable and safely housed. Communities or developers may be reticent to build or acquire properties without commitments to provide services in place. Therefore, even if funding is available to build these kinds of housing, lack of funding for operational costs can make these types of housing infeasible.

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

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

- “State-level regulations,
- Inadequate regional transit investments,
- Lack of builder capacity and workforce to meet housing demands,

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

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

6.5 PROJECTED HOUSING NEEDS

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

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

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

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

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

Table 6-9: Millwood Residential Capacity

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

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

Table 6-10: Summary of Capacity By Zoning Category

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

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

Table 6-11: City of Millwood HAPT

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

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

Table 6-12: City of Millwood HAPT Capacity

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

[The City of Millwood utilized the “methodology for estimating affordable housing funding gap” contained in the Commerce HB 1220 Housing Book 2. The methodology was utilized to roughly estimate the gap in funding associated with capital costs for new affordable housing development. Results are described below.](#)

City of Millwood Estimated Affordable Housing Funding Gap

1. Total annual affordable housing units needed: Per Table 6-11 above, 60 units are needed in the 0-50% AMI brackets. For a twenty (20) year planning period, this would result in an average of 3 new units needed per year to meet Millwood's allocated need.
2. Average annual units produced: Millwood has not had any recent affordable housing production.
3. Gap in annual affordable housing production: The total gap in average annual production in Millwood is 3 units (total annual affordable housing units needed minus average annual units produced).
4. Gap in funding: Based on 3 units and a Spokane County average cost per unit of \$217,419 (in 2022 \$ per Book 2 Exhibit 25), the rough estimated funding gap is \$652,257 per year (excluding money paid by tenants/occupants).

6.6 BARRIERS TO HOUSING DEVELOPMENT

Reviewing past projects, analyzing current projects and data, discussions with developers and community members, Comprehensive Plan and development regulations code review, and research were the methods utilized to determine the likely barriers to housing development in Millwood.

As discussed in Section 6.4 above, for the City of Millwood, the most likely factors contributing to housing affordability and housing supply issues that the City can potentially address are:

- Development regulations (adding a variety of middle housing types as permitted uses, reducing minimum lot sizes to be consistent with adopted bulk density standards, reducing off-street parking requirements, updating ADU regulations, reducing setbacks/lot coverage/impervious surface standards, etc.).
- Process obstacles (increasing SEPA Threshold Exemptions and Infill Exemptions, streamlining of permitting processes, and subdivision process streamlining).
- Offsetting limited land availability (maximizing use of land through development regulation modifications listed above and encouraging infill development).
- Addressing funding gaps (exploring funding options and incentives for affordable housing including pre-approved designs).
- Additionally, continued coordination with Spokane Transit for transit system improvements can contribute to reducing affordable housing barriers in Millwood.

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

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

- Goal: A larger variety of housing options.
 - Policy: Limit barriers to development caused by institutional requirements, as appropriate.
 - Policy: Encourage the development of low and moderate-income housing in places close to services and easily served by transit.

- Policy: Allow for additional moderate density housing options (missing middle housing) including, but not limited to, duplexes, triplexes, and townhomes as well as Accessory Dwelling Units (ADUs).
 - Implementing Actions: Evaluate development regulations to remove impediments to the development of low and moderate-income housing.
 - Implementing Actions: Update zoning, development, and land division regulations to allow for infill development.
 - Implementing Actions: Facilitate opportunities for property owners to connect with housing providers and non-profit organizations to create and preserve affordable housing.

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

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

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

6.7 RACIALLY DISPARATE IMPACTS & DISPLACEMENT

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

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

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



RDI Evaluation Methodology: Policy and Regulation Evaluation



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

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

- “Jurisdictions shall document the local history of racially exclusionary, classist, and discriminatory zoning and housing practices and the extent to which that history is reflected in current development patterns, housing conditions, tenure, and access to services by examining:
 - o Trends in minority homeownership.
 - o Trends in cost burden among minority households.

- o Trends in the diversity among residents.
- Jurisdictions shall demonstrate how current strategies are undoing the impacts of historically discriminatory practices. If current strategies are insufficient, new regulations shall be developed to undo racially disparate impacts.”

Key Findings from Millwood’s RDI Analysis

- Based on the EWU Racial Covenants Project, 33% of the parcels in the City of Millwood have racial covenants.
- Millwood has a small population of Persons of Color and Hispanic or Latino (of any race) but is becoming more diverse according to Census numbers.
- According to 2022 ACS 5 Year Estimates, 2.1% of the Millwood population speaks a language other than English at home (Spanish, Other Indo-European languages, and Asian/Pacific Islander languages).
- Almost 40% of Millwood’s total households fall into the extremely low, very low, and low-income categories. The majority of Millwood white households fall into the moderate income to above median income categories while the majority of Millwood’s households of color fall into the extremely low-income category or low-income category. In 2015 vs. 2020, income category percentage only changed slightly when looking at all households, but significant changes were recorded for various households of color.
- Based on data provided by the WA State Department of Commerce (included in Comprehensive Plan Chapter 6 Housing), households of color have a slightly higher owner vs. renter percentage in Millwood, while Hispanic or Latino (of any race) households are predominantly renters and white households are predominantly owners.
- Cost burden and rental affordability are a challenge for Millwood, especially for persons of color and Hispanic / Latino residents which can result in racially disparate impacts.-Both owner and renter households experience cost-burden. Overall renter households have higher percentages of cost-burden compared to owner households.
- Millwood is lacking rental units for the extremely-low income and moderate-income brackets with an excess of units in the very-low income and low-income brackets.
- Based on data from the WA State Department of Commerce, Millwood is at low risk for displacement with no social vulnerability, no demographic change, and an accelerating market trend; however examples of seniors and young adults being “priced out of Millwood” did arise in community feedback.

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

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

6.8 POLICY DIRECTION

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

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

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

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

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

CHAPTER 7 – HISTORIC PRESERVATION

7.1 INTRODUCTION

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

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

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

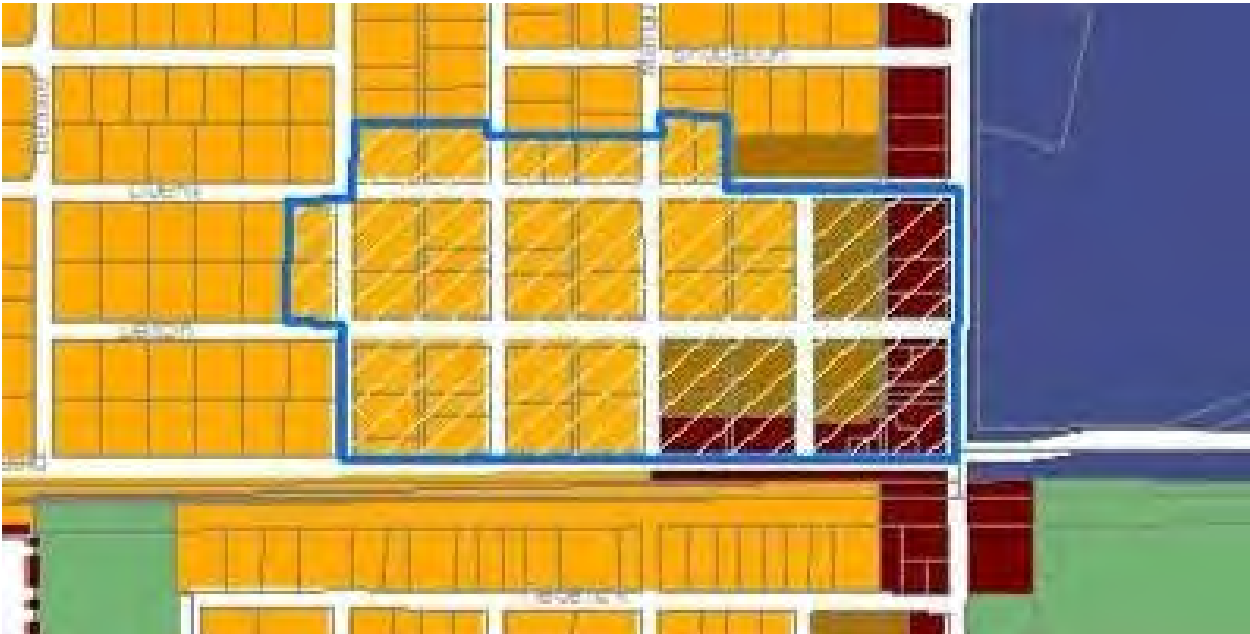
7.2 COMMUNITY SUPPORT

For more than two decades, the Millwood Historic District has been the subject of West Valley School District field trips and special homework assignments. Various community partners occasionally sponsor Millwood History and Walking Tours. Millwood’s residents enjoy watching professional and amateur photographers use Millwood’s trees and historic buildings as backdrops for their work. Tourists who travel to Millwood to tour the Historic District are welcomed in the shops and cafes.



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

Map 7-1: Millwood Historic District



7.3 MILLWOOD HISTORIC PRESERVATION COMMISSION

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

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

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

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

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



Figure 7-2: Historic District Architecture & Character

7.4 EXISTING HISTORIC PROPERTIES

Table 7-1: National Register of Historic Places and Washington Heritage Register, Millwood Historic District

Address	Year Built	Name	Status
3204 N. Sargent	1946		Contributing
3208 N. Sargent	1939		Non-Contributing
3305 N. Sargent	1947	Maurer House	Contributing
3306 N. Sargent	1926	Aucutt House	Contributing
3203 N. Dale	1923	Martin House	Contributing
3215 N. Dale	1923		Contributing
3221 N. Dale	1912	Posey-Leitner House	Contributing
3305 N. Dale	1923		Non-Contributing
3306 N. Dale	1926	Stevens House	Contributing
3311 N. Dale	1920		Contributing
3312 N. Dale	1931	Williams House	Contributing
3315 N. Dale	1925	Brazeau House	Contributing
3318 N. Dale	1923	Banta House	Contributing
3303 N. Marguerite	1923	Bennett House	Contributing
3318 N. Marguerite	1923	Rosebush House	Contributing
3209 N. Hutchinson	1945		Non-Contributing
3212 N. Hutchinson	1928	VanSteenbergen House	Contributing
3216 N. Hutchinson	1928	Clearwater House	Contributing
3303 N. Hutchinson	1926	Beguelin House	Contributing
3304 & 3308 N. Hutchinson	1951		Non-Contributing
3307 N. Hutchinson	1928		Contributing
3310 N. Hutchinson	1928	Joe Butler Sr House	Contributing

Address	Year Built	Name	Status
3315 N. Hutchinson	1926	Ruud House	Contributing
3201 – 3209 N. Argonne	1928	Byram Block	Contributing
3209 N. Argonne	1928	Peterson's Meat Market Building	Contributing
3215 N Argonne	1946		Contributing
3219 – 3223 N. Argonne	1921	Brick Block	Contributing
3301 N. Argonne	1925	Brown Building	Contributing
3307 N. Argonne			Non-Contributing
3309 N. Argonne			Non-Contributing
3311 N. Argonne	1920's		Non-Contributing
3315 N. Argonne	1953 (?)		Non-Contributing
3319 N. Argonne			Non-Contributing
8800 Block of East Euclid	1946		Contributing
8800 Block of East Euclid	1923		Non-Contributing
8911 E. Euclid	1950's / 1960's		Non-Contributing
8917 – 8919 E. Euclid	1947	Post Office Building	Contributing
8921 E. Euclid	1946		Contributing
9001 – 9013 E. Euclid	1940's / 1950's		Non-Contributing
9015 E. Euclid	1928	Van Steenbergen Shoe Repair Building	Contributing
9017 E. Euclid	1946	Sugar Bowl Building	Contributing
9021 E. Euclid	1928	Byram Block Apartment	Contributing
8704 E. Dalton	1928	Koshman-Schleef House	Contributing

Address	Year Built	Name	Status
8804 E. Dalton	1926	Farnsworth House	Contributing
8903 E. Dalton	1926	Butler House	Contributing
8910 E. Dalton	1928	Sharpless House	Non-Contributing
8918 E. Dalton	1928	Black House	Contributing
9009 E. Dalton	1912	Millwood Hotel	Contributing
8622 E. Liberty	1931	Brazeau-Black House	Contributing
8703 E. Liberty	1938	Victor Maurer House	Contributing
8710 E. Liberty	1926	Wayerski-Mork House	Contributing
8717 E. Liberty	1933	Bailey House	Contributing
8801 E. Liberty	1939		Contributing
8809 E. Liberty	1927		Non-Contributing
8820 E. Liberty	1923	Buckland House	Contributing
8827 E. Liberty	1927	New Salmons House	Contributing
8903 E. Liberty	1910	Salmons House	Contributing
8905 E. Liberty	1949	Kester House	Contributing
9002 E. Liberty	1929		Contributing
9010 E. Liberty	1938		Contributing

Source: Spokane County Assessors Records

7.5 CONCLUSION

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

CHAPTER 8 – TRANSPORTATION ELEMENT

8.1 INTRODUCTION

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

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

8.2 GMA REQUIREMENTS

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

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

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

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

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

Millwood's transportation element also adheres to these policies.

8.3 TRANSPORTATION STUDIES

Argonne Corridor Study 2007

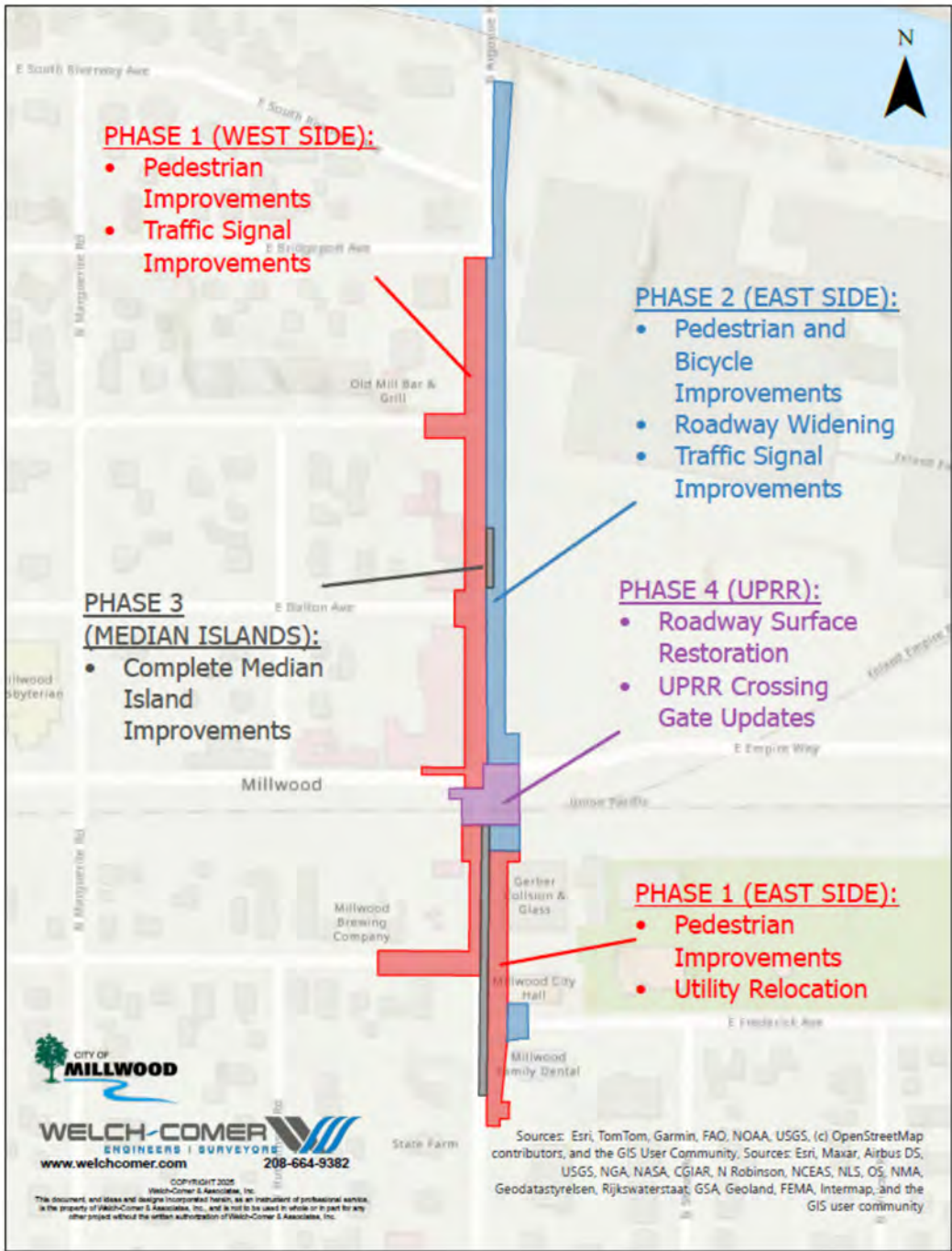
In 2007 the City of Millwood undertook an intensive planning effort for the portion of Argonne Road in Millwood. The study included extensive public participation and produced a list of common vision elements for this high-volume corridor.

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

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

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

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



Map 8-1: Argonne Rd. Improvement Project

Horizon 2050

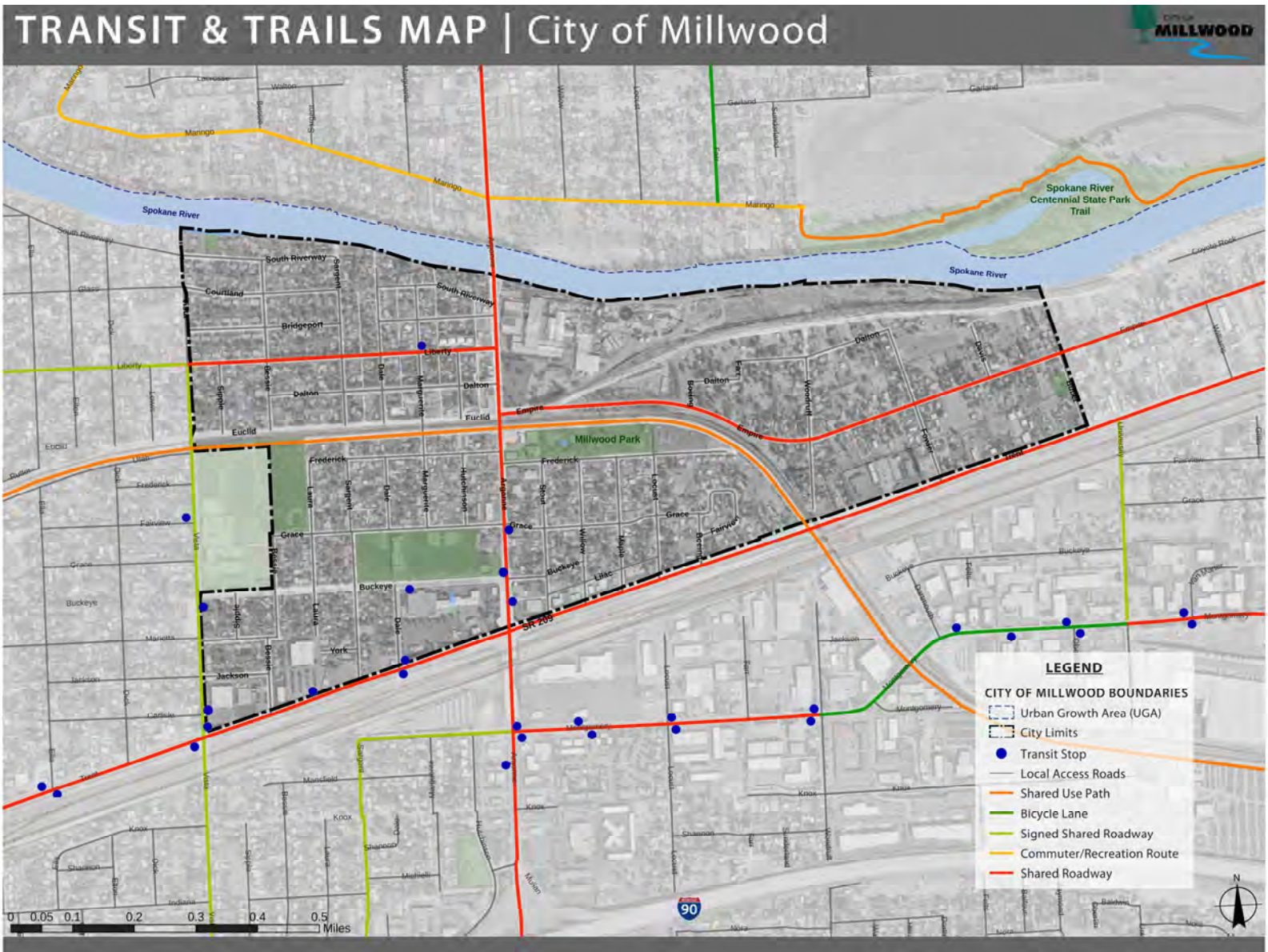
Horizon 2050 is the Metropolitan Transportation Plan (MTP) and Regional Transportation Plan (RTP) for Spokane County. The purpose of the plan is to integrate, access and multi-modal transportation systems to safely and efficiently move people and goods through the year 2050.

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

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

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

Horizon 2050 is a strategic refresh with deeper data analysis, stronger performance metrics, more robust community involvement, and broader integration of resilience, climate, and smart technology goals. It represents the next evolution in long-term, multimodal transportation planning for Spokane County.



Map 8-2: Millwood Trails & Transit Map 2025

Welcome Aboard!

Map Symbols

- Station, Transit Center
- Park & Ride
- Hospital/Medical
- College/University
- School
- Library
- Airport
- Point of Interest

NORTH

spokanetransit.com
509-328-RIDE

City Line

Frequent rapid transit service on key corridors. City Line stops *exclusively* at designated stations.

Frequent Routes

route branch (less frequent service)

Local service at frequent intervals: every 15 minutes on Weekdays and every 15-60 minutes on Weekends.

Regional Routes

selected trips

High-speed regional links, traveling via freeways and also serving local stops on selected surface streets.

Regular Routes

routes combine for frequent service

Local service every 30-60 minutes. Night and Weekend service varies by route.

In combined areas with the thick line, service operates frequently: every 15 minutes on Weekdays and every 15-60 minutes on Weekends.

Commuter Routes

designated limited stop

Direct service between major destinations at peak times.

Shuttle Routes

See Shuttle inset and Downtown inset for details.



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

8.4 TRANSPORTATION CHOICES AND MODES

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

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

Complete streets projects may include the following features:

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

Public Transportation

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

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

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

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

Rail Transportation

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

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

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

Air Transportation

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

GEG is a 6,000-acre commercial service airport served by seven airlines and three air cargo carriers. The airport processed a record 4.1 million passengers and more than 77,000 U.S. air cargo tons in 2023. It is the second largest airport in the State of Washington and recognized by the FAA as a small hub.

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

Bicycle & Pedestrian Infrastructure (Active Transportation)

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

Bicycle infrastructure is defined by three types:

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

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

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

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

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

Table 8-1: City of Millwood Sidewalk Inventory*

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

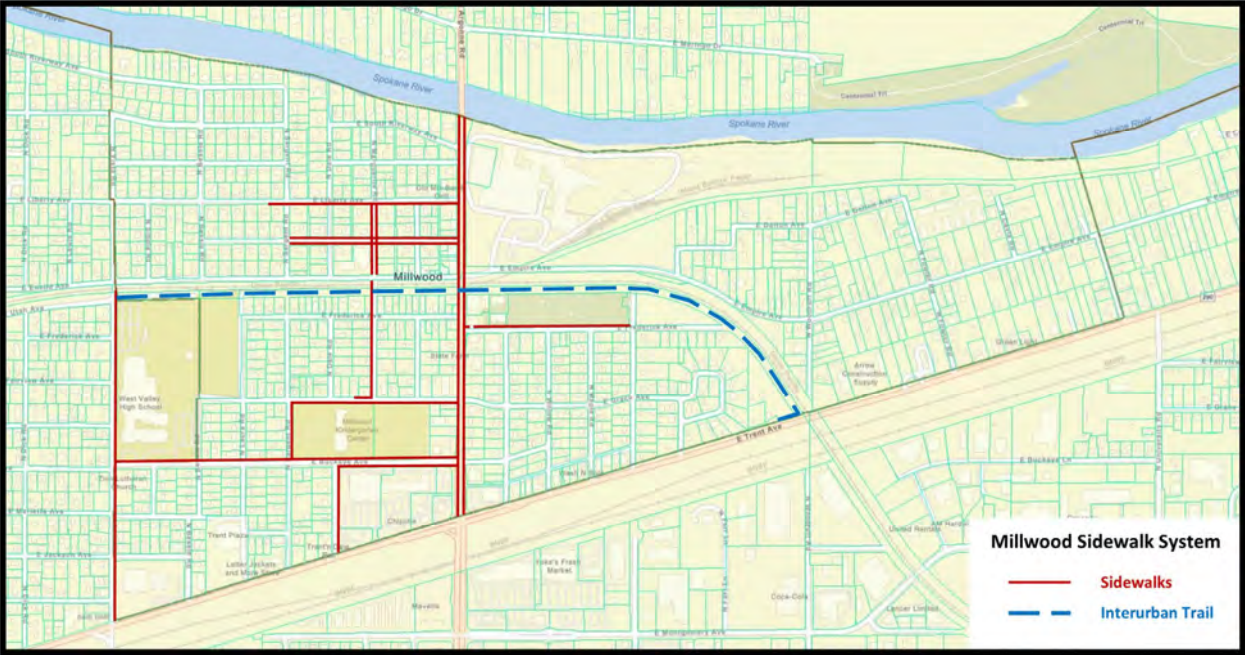
Street	Segment	Segment Length (approx.)	Sidewalk Width	ADA Compliant
Argonne Road	East side of Argonne Rd. from Liberty Ave. to Dalton Ave.	0.05 miles	4'-5'	Partially <i>Sidewalk will be replaced w/ ADA compliant pathway as part of the Argonne Rd. Corridor Improvement Project in 2025</i>
Argonne Road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

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

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

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

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



Map 8-4: Millwood Sidewalk System

Roads

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

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

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

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

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

Given Millwood’s established transportation network and plan for infill development with no need to expand into the designated urban growth boundary, the city does not anticipate major new road construction/development and will plan to maintain the established network with multimodal improvements as needed.

8.5 FUNCTIONAL CLASSIFICATION OF STREETS

The Washington State Department of Transportation (WSDOT) has developed a Functional Classification System which all municipalities in the state use as a guideline for designation of streets. This classification system was developed to ensure consistent determinations of street types throughout the state. The classifications of streets in Millwood was developed by the Spokane Regional Transportation Council (SRTC) which is the designated Metropolitan Planning Organization (MPO) for all of Spokane County. A listing of current principal, minor, and collector streets is presented in Table 8-2 and are shown in Map 8-5, with traffic volumes associated with these classifications shown in Table 8-3. The City of Millwood is coordinating with SRTC for possible modifications to the classifications. A listing of the potential proposed principal and collector streets is presented in Table 8-4. As shown in Table 8-4, Euclid Ave. would be re-classified from a minor arterial to a collector and additional collector streets would be added. Upon completion of the Argonne Road Congestion Relief Project in the Fall of 2025, the City will be in a better position to gather updated traffic data to proceed with the possible modification requests.

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

The following street classifications are applied in Millwood:

Principal Arterials

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

Minor Arterials

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

Collector streets

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

Access Streets

Access streets have a variety of functions to perform with the principle purpose to provide vehicular and pedestrian access to property abutting the public right-of-way. Moving traffic is a secondary function of access streets. Land service is the primary function, and being such, these streets should not carry through-traffic. Buses and heavy trucks should be excluded from access streets except where the access street is in a commercial or industrial district of the City. Access streets also serve as an easement for

utilities, open spaces between buildings and as an element of the urban landscape. Typically, these are alleys and other small, narrow public rights-of-way. Access streets are white on Map 8-5 below and comprise the remainder of Millwood's street system. Additionally, individual lot or unit access can be provided by access easements / driveways or private streets that connect to public streets for infill development.

Table 8-2: Current City of Millwood Street Classifications (SRTC)				
Principal Arterial Sections	Classification	Segment	Segment Length (approx.)	No. of Lanes
Argonne Road	Principal Arterial	Spokane River bridge (northern City limits) to South Riverway	0.05 miles	4
Argonne Road	Principal Arterial	South Riverway to Bridgeport Ave.	0.02 miles	4
Argonne Road	Principal Arterial	Bridgeport Ave. to Liberty Ave. - traffic signal at Argonne Rd. & Liberty Ave.	0.05 miles	4
Argonne Road	Principal Arterial	Liberty Ave. to Dalton Ave.	0.05 miles	4
Argonne Road	Principal Arterial	Dalton Ave. to Euclid Ave. / Empire Ave. - traffic signal at Argonne Rd. & Euclid Ave. / Empire Ave.	0.05 miles	4
Argonne Road	Principal Arterial	Euclid Ave. / Empire Ave. to Frederick Ave.	0.08 miles	4
Argonne Road	Principal Arterial	Frederick Ave. to Grace Ave. - traffic signal at Argonne Rd. & Grace Ave.	0.10/0.12 miles	4
Argonne Road	Principal Arterial	Grace Ave. to Buckeye Ave.	0.09 miles	4
Argonne Road	Principal Arterial	Buckeye Ave. to Trent Avenue / SR 290 (southern City limits) - traffic signal outside City limits at Argonne Rd. & Trent Ave.	0.08 miles	6
Minor Arterial Sections	Classification	Segment	Segment Length	No. of Lanes
Euclid Avenue	Minor Arterial	West of Argonne Rd. to Vista Rd. (western City limits)	0.50 miles	2
Collector Street Sections	Classification	Segment	Segment Length	No. of Lanes
Buckeye Avenue	Major Collector	West of Argonne Rd. to Vista Rd. (western City limits)	0.50 miles	2

Empire Avenue	Major Collector	East of Argonne Rd. to Butler Rd. (eastern City limits)	0.94 miles	2 (traffic signal at Argonne)
Vista Road	Major Collector	South of Euclid Ave. to Trent Avenue / SR 290 (southern City limits) - traffic signal outside City limits at Vista Rd. & Trent Ave.	0.50 miles	2

Table 8-3: Street Classification and Traffic Volumes

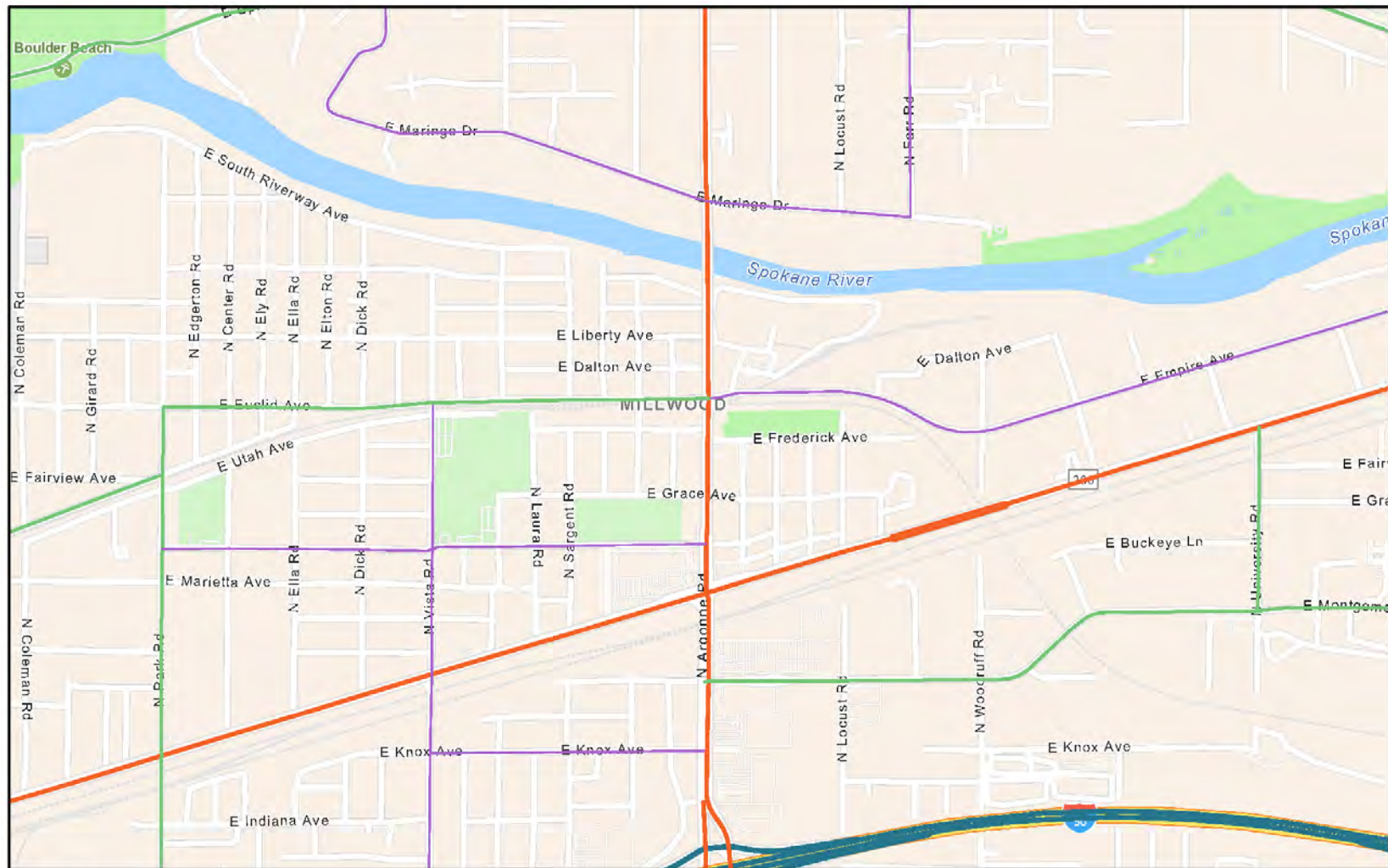
Street Classification	Daily Traffic Volumes
Access Street	0-500
Collector Street	501 – 2,000
Minor Arterial	2,001 – 5,000
Principal Arterial	5,001 or more

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

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

Argonne Road	Principal Arterial	Buckeye Ave. to Trent Avenue / SR 290 (southern City limits) - traffic signal outside City limits at Argonne Rd. & Trent Ave.	0.08 miles	6
Minor Arterial Sections	Classification	Segment	Segment Length	No. of Lanes
None				
Collector Street Sections	Classification	Segment	Segment Length	No. of Lanes
Buckeye Avenue	Major Collector	West of Argonne Rd. to Vista Rd. (western City limits)	0.50 miles	2
Empire Avenue	Major Collector	East of Argonne Rd. to Butler Rd. (eastern City limits)	0.94 miles	2 (traffic signal at Argonne)
Euclid Avenue	Major Collector	West of Argonne Rd. to Vista Rd. (western City limits)	0.50 miles	2 (traffic signal at Argonne)
Grace Avenue	Major Collector	West of Argonne Rd. to Bessie Rd.	0.37 miles	2 (traffic signal at Argonne)
Grace Avenue	Major Collector	East of Argonne Rd. to Boeing Rd.	0.32 miles	2 (traffic signal at Argonne)
Liberty Avenue	Major Collector	West of Argonne Rd. to Vista Rd. (western City limits)	0.50 miles	2 (traffic signal at Argonne)
Marguerite Road	Minor Collector	North of Grace Ave. to E. South Riverway Ave.	0.39 miles	2
Vista Road	Major Collector	South of Euclid Ave. to Trent Avenue / SR 290 (southern City limits) - traffic signal outside City limits at Vista Rd. & Trent Ave.	0.50 miles	2

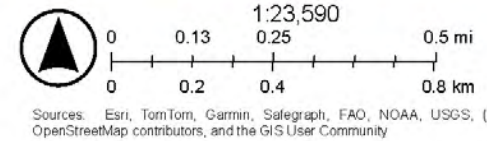
* Dependent on updated traffic data following completion of the Argonne Road Congestion Relief Project in the Fall of 2025.



6/10/2025

Functional Classification

- Principal Arterial
- Major Collector
- Interstate
- Minor Arterial



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

8.6 LEVEL OF SERVICE STANDARDS

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

Urban Minimum Multimodal LOS

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

Urban Equitable Multimodal LOS

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

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

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

Roads

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

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

Bicycle & Pedestrian Infrastructure (Active Transportation)

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

Public Transportation

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

Table 8-5: Transit Frequency Levels

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

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

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



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

8.7 TRANSPORTATION FORECAST

Future travel forecast results from modeling land use change and related travel demand. The City of Millwood’s 2046 allocated population is 1,974, an increase of only 27 people from the previous 2037 allocation of 1,947. The City must also plan for a housing allocation of up to an additional 106 units which will be achieved through infill development throughout the City. No zone changes are required in order to accommodate Millwood’s future growth and a substantial change in land use and travel demand is not anticipated within the City of Millwood. Furthermore, there are no substantial development project(s) within city limits currently that would contribute to higher demands on the transportation network. The largest vacant parcel available is two adjoining parcels that total just under 2 acres along Empire Ave. (a major collector) in the eastern portion of the City, which could accommodate 17 units based on the adopted UR-1 bulk density standard. A traffic review was conducted in 2024 for this potential development and adding the amount of traffic expected was not anticipated to cause measurable increases in delay.

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

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

Table 8-6: 2015 and 2040 Average Daily Volumes

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

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

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

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

Horizon 2050

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

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

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

8.8 INTERGOVERNMENTAL COORDINATION

The GMA requires jurisdictions to ensure that existing and future development are adequately served by public facilities (i.e. roadways) to meet the demand of the current and future need. Coordination and consistency are key to adequately providing facilities and services. The City of Millwood regularly coordinates with neighboring jurisdictions, agencies (i.e. Spokane Transit Authority) and SRTC for future road improvements. There are several programmed transportation improvement projects by neighboring jurisdictions in the coming years, that have been included in the Horizon 2050 Needs Assessment. For Millwood, the Horizon 2050 Needs Assessment has identified the Argonne Rd. Improvement Project (to be completed in 2025). The identified projects aim to improve roadway function and in STAs case, improving transit services and adding a new park and ride in addition to multiple trail projects in the City of Spokane and City of Spokane Valley that will benefit Millwood through enhancement of the regional trail systems. Table 8-7 provides a summary overview of future projects.

Table 8-7: Neighboring Jurisdictions Transportation Improvements

Agency	Project	Description	Year
City of Spokane	Millwood Trail, from SCC to Felts Field	The project will continue the design of a multi-use Path from Spokane Community College near Greene St. to Felts Field along the Spokane River. The trail will also connect with the future Children of the Sun connections to the Centennial Trail and Tuffy's Trail. The project may be constructed in phases	2026-2027 Construction
Spokane County	Argonne Rd Safety Improvements	Reconstruct Argonne Rd/Upriver Dr Intersection, upgrade bike/ped and ADA connections, and add safety improvements at Wellesley Ave intersection.	2025 Planning
Spokane County	Centennial Trail / Argonne Gap Project	Improve connectivity at the Argonne Rd crossing adjacent to Centennial Trail, including improved crossings to reduce bike/ped vs vehicular incidents and reduce stress at Argonne Rd/Upriver Dr intersection.	2025 Planning
Spokane Valley	Argonne Rd/I-90 Interchange Bridge Widening	Widen or replace existing Argonne Rd bridge over I-90, including the addition of a third travel lane and shared use path.	2023 Planning Anticipated 2028 Construction
Spokane Valley	Pines Rd (SR 27)/BNSF Grade Separation	Realign Pines Rd (SR 27) to go under the BNSF mainline railroad tracks and reconstruct the intersection of Pines and Trent Ave. (SR 290) with a roundabout. The project also includes the construction of a new	2025-2026 Construction

Agency	Project	Description	Year
		trailhead for the Centennial Trail and associated parking lot, equipped with restrooms, electric vehicle charging and non-motorized access to the trail and Spokane River.	
Spokane Valley	Sullivan Rd/BNSF Grade Separation	Reconstruct the existing interchange at Sullivan Road and Trent Avenue (SR 290). This project replaces both Sullivan Road bridges over the BNSF Railway tracks and four lanes of Trent. The existing signalized intersections will be replaced with a "peanut" roundabout. The project seeks to improve mobility and safety for all users: vehicles, pedestrians and bicyclists. A shared-use path will be added along Sullivan's west side and a new, wider sidewalk will be built on the east side.	2019 - 2026 Planning / Design with Construction Date TBD
City of Spokane Valley	Citywide Trail Improvements	Appleway Trail (Farr to Dishman Mica) and Millwood Trail (Connecting Spokane Valley to Millwood and Centennial Trail).	Anticipated 2029 Construction
Spokane Transit Authority	Argonne Station Park and Ride	Build a transit station adjacent to I-90 with connectivity to new bus service on Argonne and up to 60 car parks. Includes bus platforms and geometric changes to accommodate bus operations. Includes property acquisition.	2024-2025 Planning Anticipated 2028 Construction

Agency	Project	Description	Year
Spokane Transit Authority	I-90/Valley High Performance Transit (HPT)	Revise to a HPT corridor, from West Plains/SIA to Spokane Valley and Liberty Lake. Construct two new park & rides (Appleway Station and Argonne Station) and modify Mirabeau Point Park & Ride.	2021-2024 Planning / Design Construction 2023-2028 (w/ Argonne Station)
Spokane Transit Authority	US 395/North South Corridor Transit - Division Street Bus Rapid Transit (BRT)	Transit service on US 395 North Spokane Corridor	2030 after completion of N/S Corridor
WSDOT	US 395/North South Corridor	The North Spokane Corridor (NSC) is a 10.5-mile multi-modal corridor. When complete, the NSC will be a 60-mile per hour, north/south limited access facility that connects I-90 at the south (just west of the existing Thor/Freya interchange) and connects to US 2 (at Farwell Road) and US 395 (at Wandermere) on the north end. Various stages of construction remain to complete the project. 7 miles are now completed with only 3.5 left to go.	2001 - 2030

8.9 FUNDING

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

Funds are allocated through the annual budget, state, and federal funds, and grants. The city conducts an evaluation process for identifying the portion of funds contributed by the city, any additional funding needed is then applied for through the appropriately available funding streams. When funding falls short the city then re-evaluates their funding needs and source. When funding is available a budget

amendment will be evaluated and processed, otherwise the city will evaluate the possibility of applying for additional funds.

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

8.10 POLICY DIRECTION

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

CHAPTER 9 – ESSENTIAL PUBLIC FACILITIES ELEMENT

9.1 INTRODUCTION

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

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

9.2 MODEL PROJECT REVIEW PROCESS

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

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

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

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

9.3 AMENDMENTS

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

9.4 POLICY DIRECTION

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

CHAPTER 10 – PARKS & RECREATION ELEMENT

10.1 INTRODUCTION

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

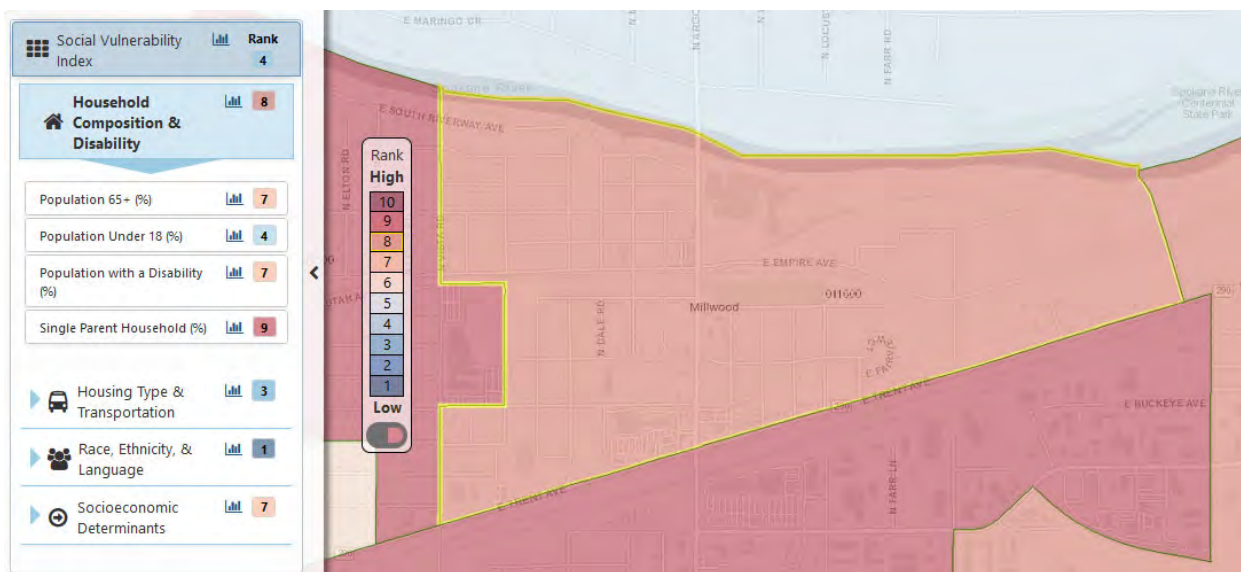
This Comprehensive Plan Parks and Recreation Element is designed to meet or exceed the RCO Manual 2 Planning Guidelines and has been developed utilizing the results of the 2024 Millwood Periodic Update Community Survey, along with stakeholder interviews, and other public outreach/planning efforts including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

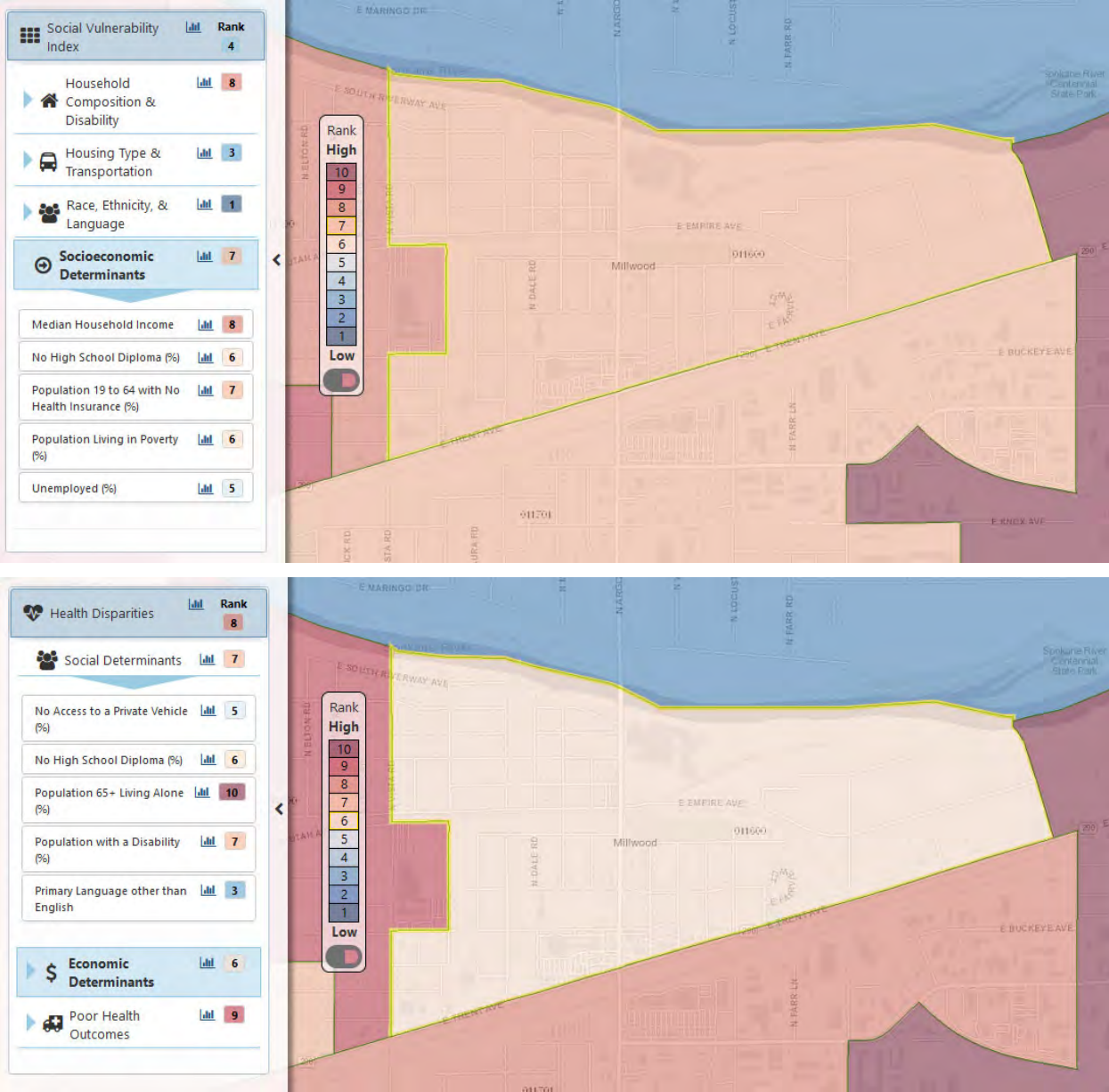
- Section 10.1 as well as Chapter 1 (Introduction) contains background information on the City of Millwood along with Chapter 4 (Planning Area, Demographics, and Projections), and Chapter 5 (Land Use), Chapter 6 (Housing);
- Section 10.2 and Chapter 3 (Community Vision) establishes the goals, objectives,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

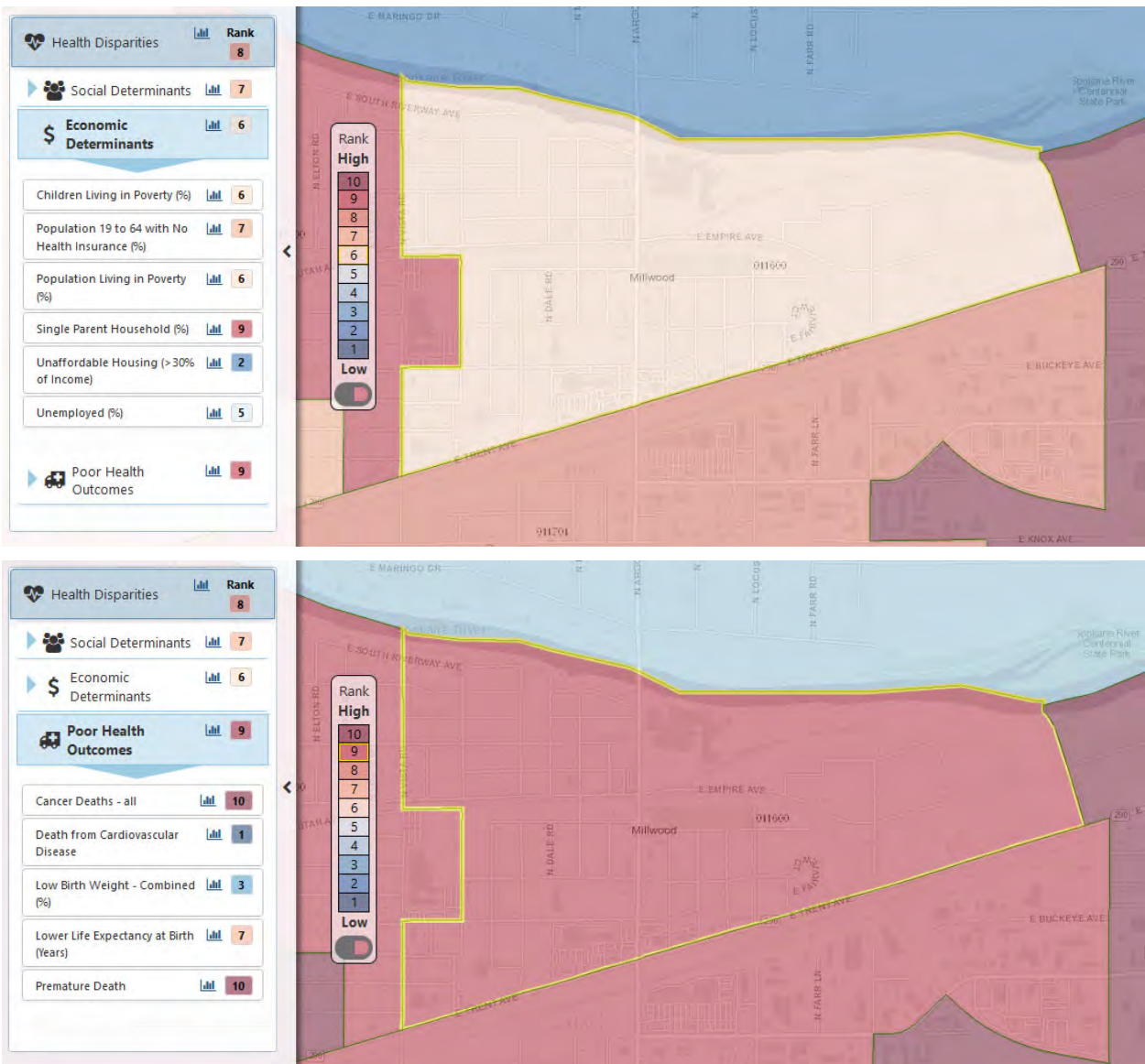
Project Need - Statewide Priorities

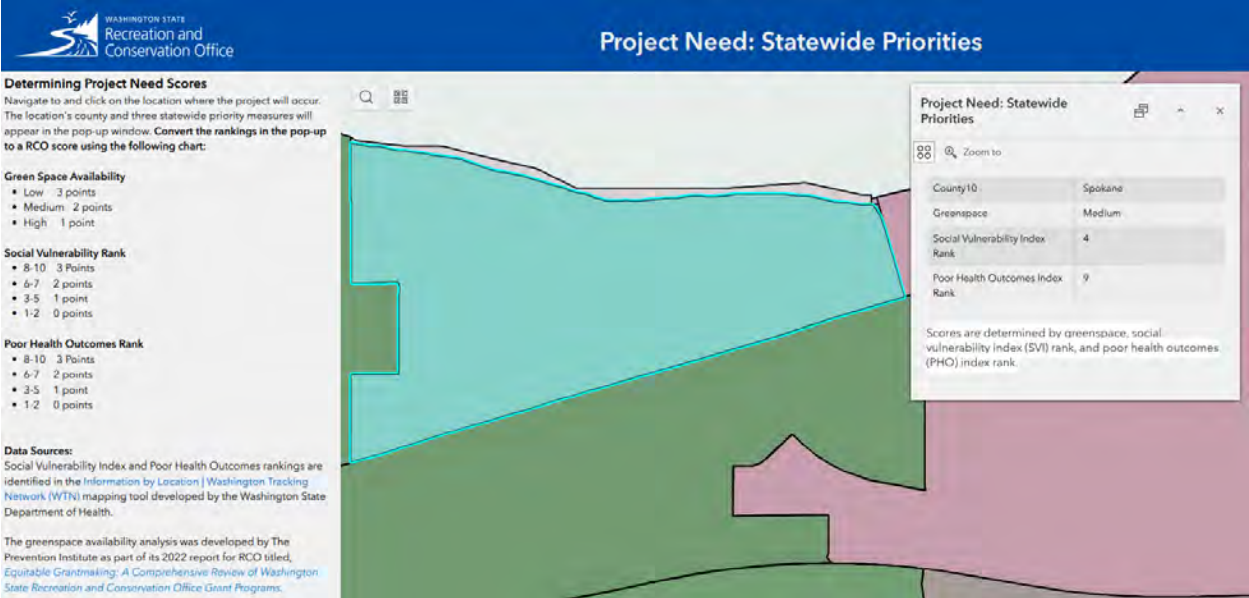
In December 2023, the WA State Recreation and Conservation Funding Board adopted updates to four grant evaluation criteria used commonly in six recreation and conservation focused grant programs with a goal to close gaps in access to greenspace, address disparities in access to grant funding, align criteria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

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









10.2 GOALS AND OBJECTIVES

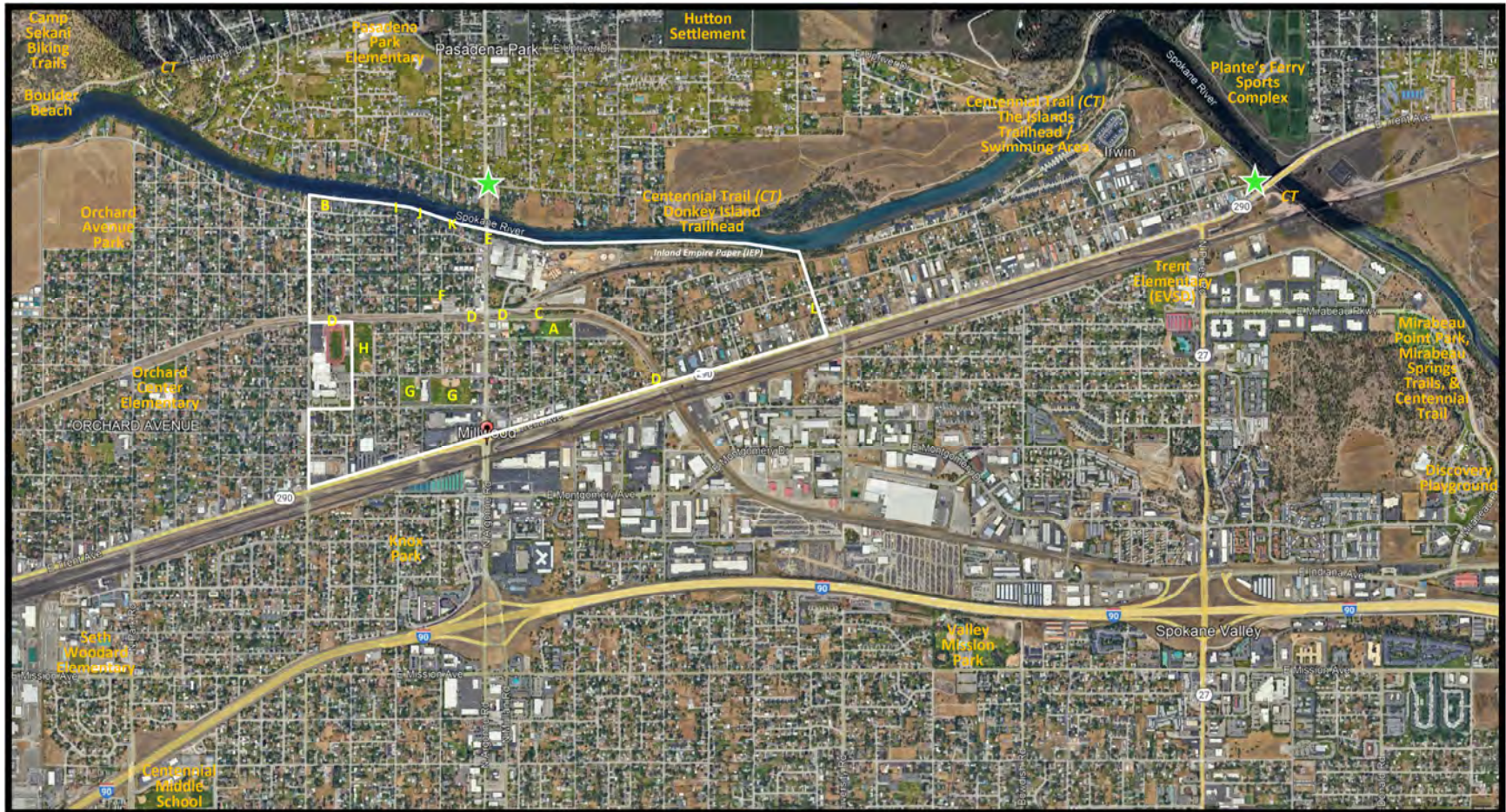
Refer to City Comprehensive Plan, Chapter 3 Community Vision – Section 3.2 Goals, Policies / Objectives, and Actions Framework. Goals, Objectives, and Actions for Parks and Recreation are labeled “PR” in the tables.

10.3 INVENTORY AND CONDITIONS ASSESSMENT

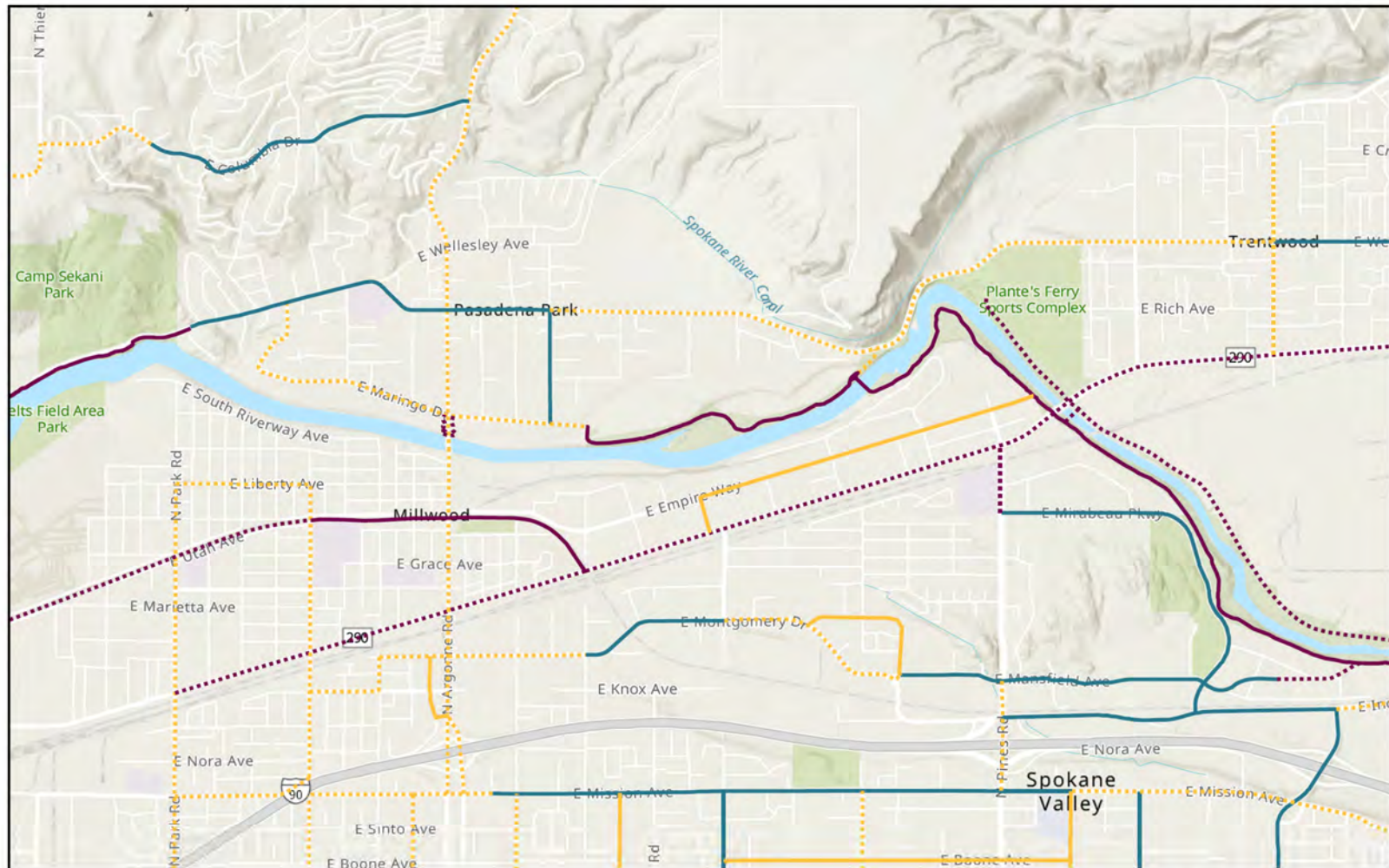
Per RCO Manual 2 requirements, this plan must include “an inventory or planning area description, which is a description of the service area facilities, lands, programs, and their conditions. It also may include local, state, federal, and private facilities, and extend beyond the applicant’s service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

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

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



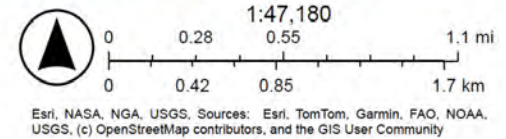
Map 10-1: Millwood Parks and Recreation Inventory & Service Area Map



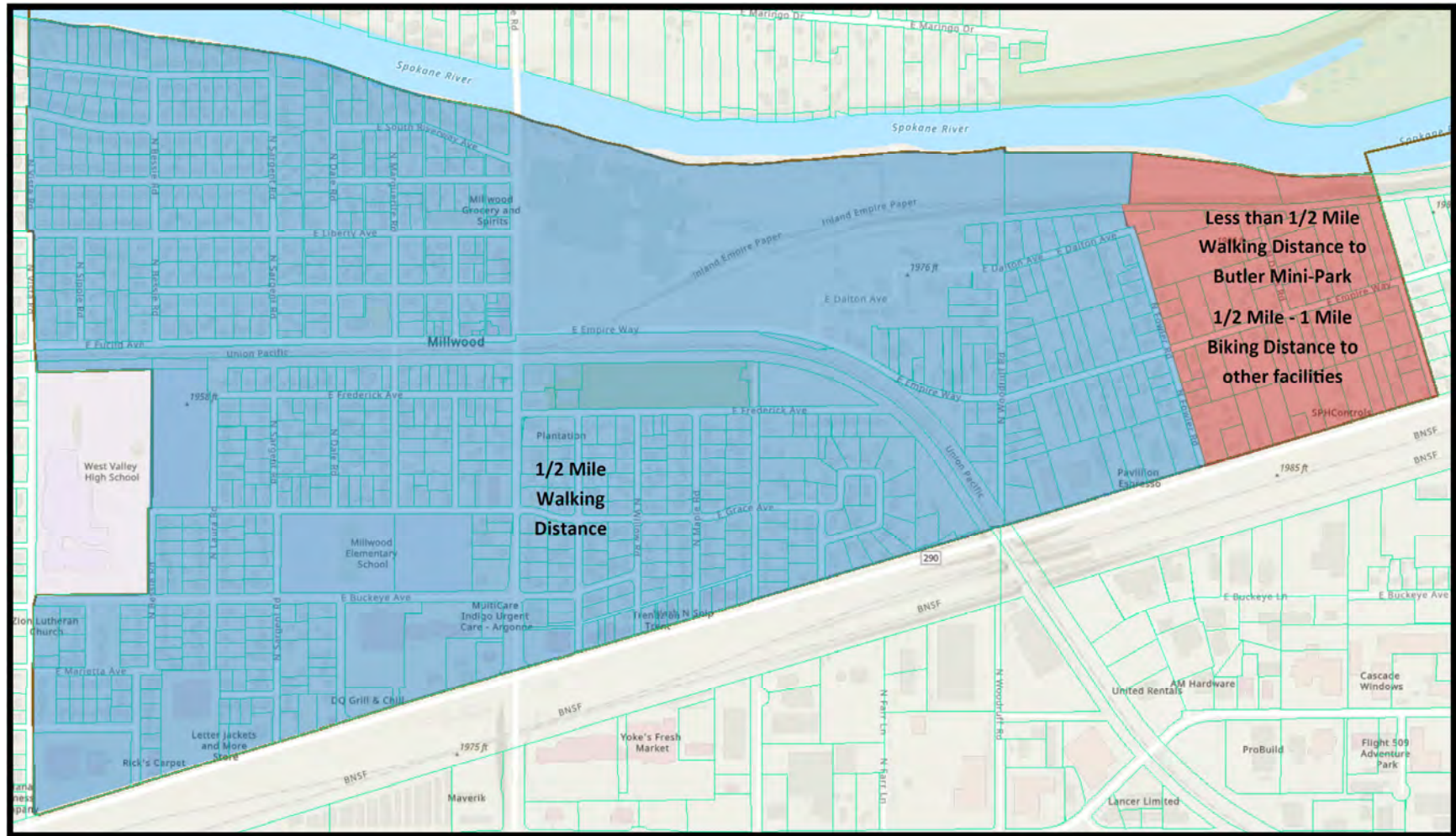
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Bicycle Regional Priority Network

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



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



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

Millwood Facilities

The following inventory and conditions assessment comprises Millwood’s publicly owned parks, recreation, open space, and trails facilities that are located within the City of Millwood’s 0.70 square miles, as shown in letters A-L on Map 10-1. Millwood’s citizens west of Fowler Rd. have facilities within a ½ mile walking distance with intermittent sidewalk and trail connectivity and citizens east of Fowler Rd. have facilities within a ½ mile to 1 mile biking distance with the exception of Butler Mini-Park that is within ½ mile walking distance; however, there is currently no sidewalk or trail connectivity east of Fowler (see Map 10-3). The City of Millwood has approximately 4 total miles of sidewalks. A complete sidewalk inventory has been included in the Chapter 8 (Transportation Element).

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

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

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

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

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

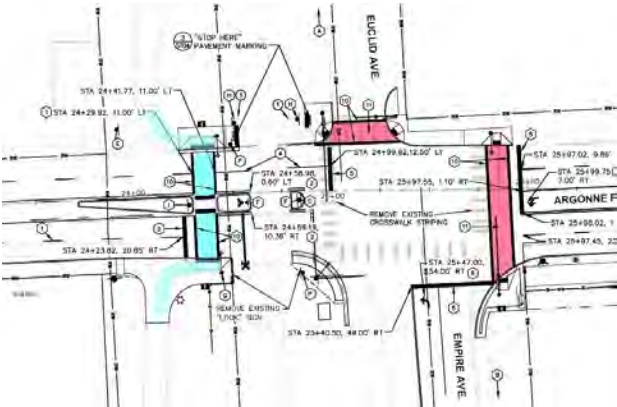
Map 10-1 Label	Facility	Location	Facility Type	Owner / Manager	Description / Comments	Condition
A-8	Tennis / Pickleball Courts				Relocated to current location in 1990's, repainted in 2021, lights added in 2022 2 multi-use courts Occasional capacity issues with pickleball use and tennis players waiting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

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

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

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

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

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

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

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

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

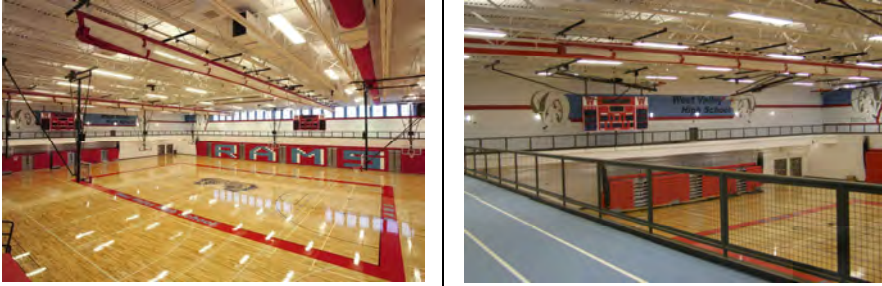
Map 10-1 Label	Facility	Location	Facility Type	Owner / Manager	Description / Comments	Condition
 						
G	Millwood Elementary School / Kindergarten Center (Early Learning Center)	8818 E. Grace Ave., Millwood	School	West Valley School District	Circa 1980 Approximately 8.5 outdoor acres (excluding the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

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

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



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

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



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



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



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



City of Millwood Operations and Maintenance

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

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

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

Surrounding Area Facilities

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

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

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

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

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

Millwood Activities

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

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

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

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

10.4 PUBLIC INVOLVEMENT

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

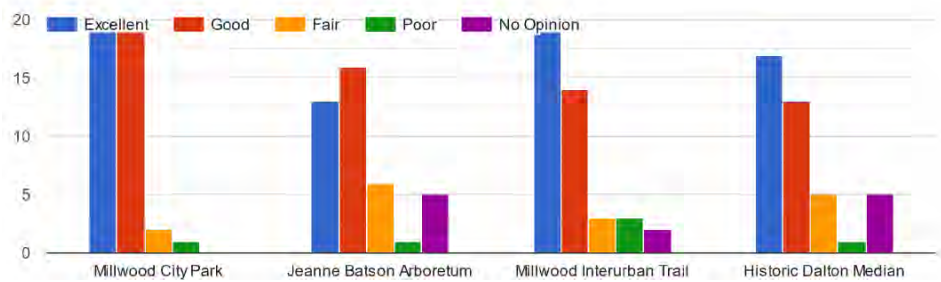
Millwood Community Survey

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

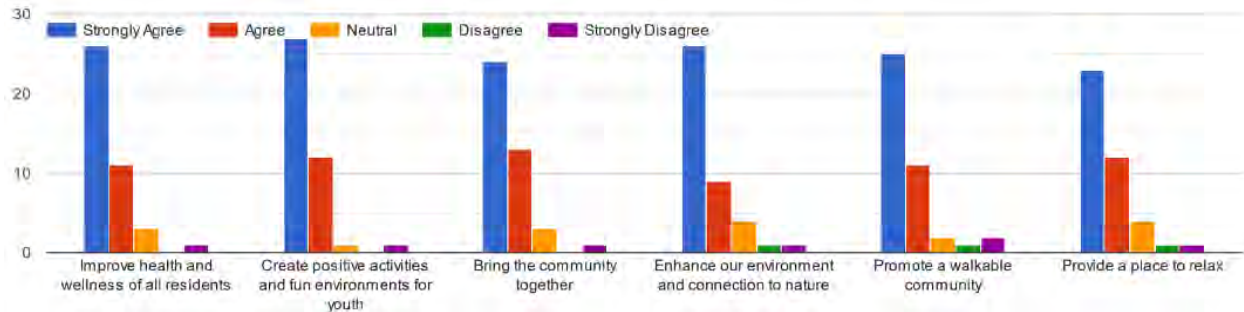
Overall, citizens and user groups feel the City’s parks, open space, and trails facilities are well maintained, they provide multiple benefits, access is very important, pedestrian and bicycle paths as well as overall walkability is good but sidewalks could be improved, and the City needs to work on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

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

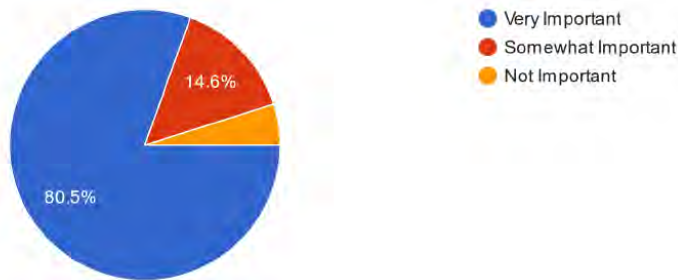
How would you rate the overall quality and maintenance of City of Millwood parks, open space, and trails?



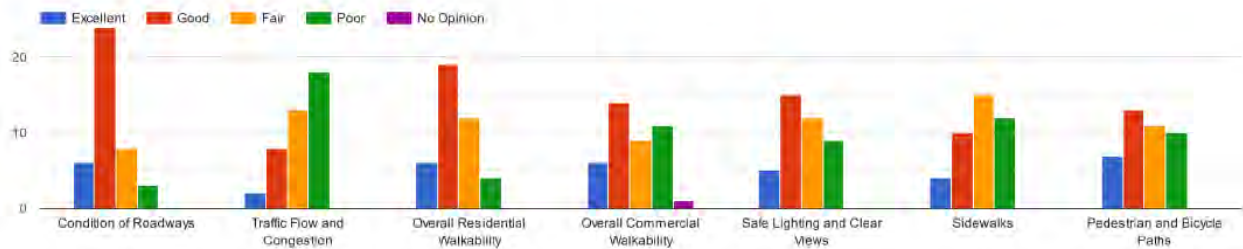
What are the most important things Millwood parks, recreation, open space, and trails can do for our community?



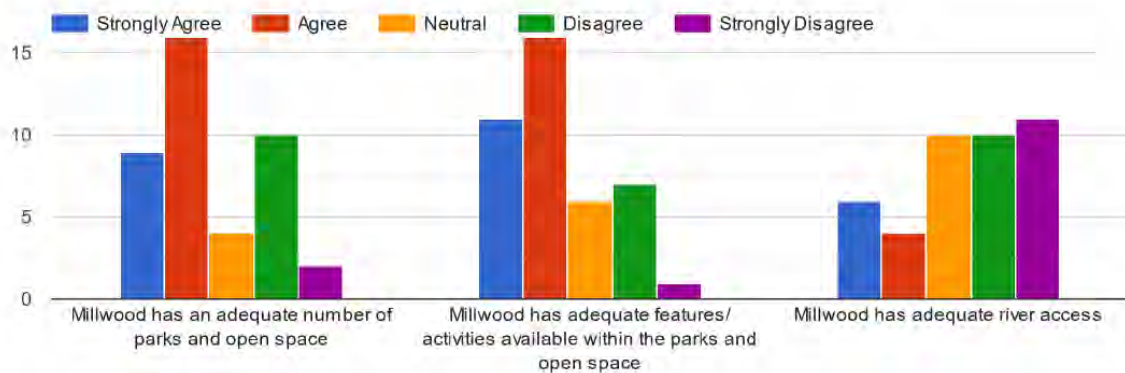
How important is access to parks, recreation, open space, and trails within the City of Millwood?
41 responses



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



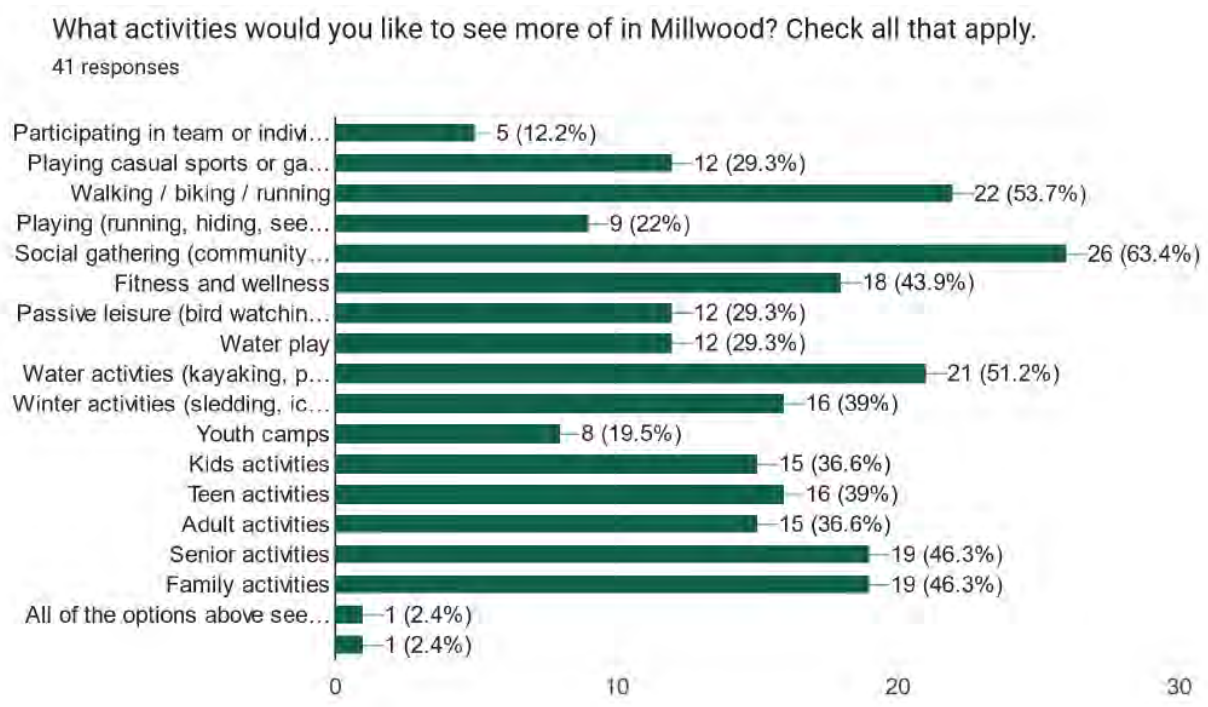
How do you feel about the following statements about how well Millwood's parks and open space meet community needs?



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

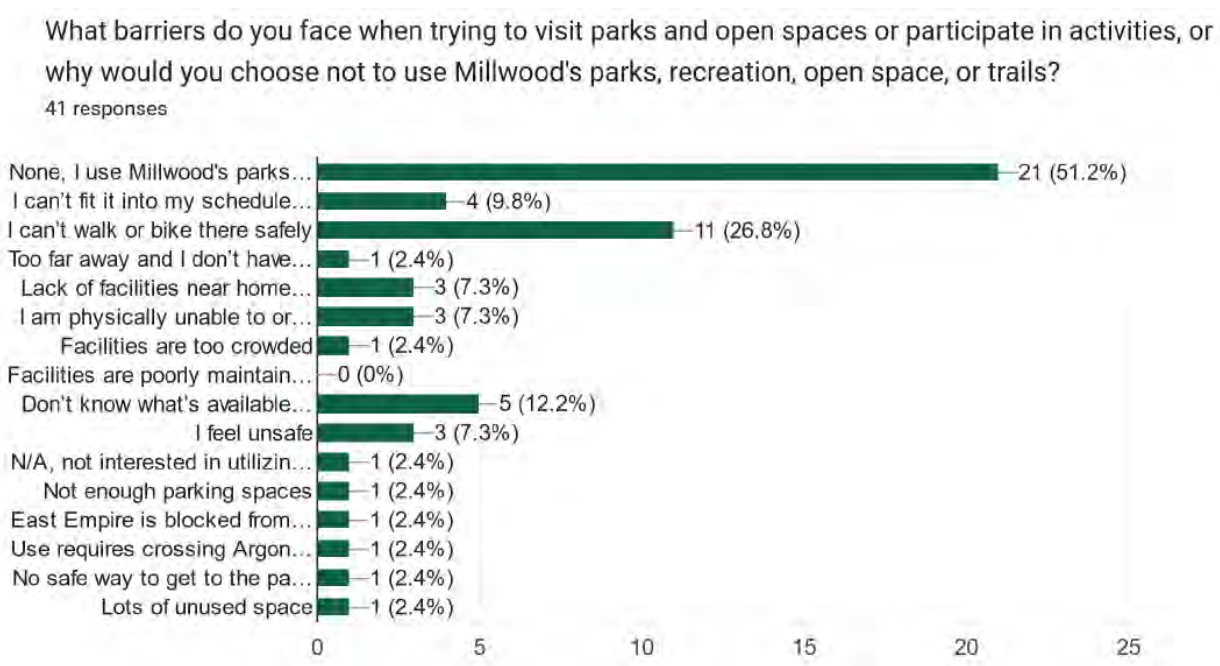
- There is only one park and playing at the school playgrounds isn't a good daytime option unless it is summer. The park is nice but it has limited parking and no handicap accessibility. Parts of the park could be updated and used for more activities / amenities (i.e. pickleball courts, space for food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

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

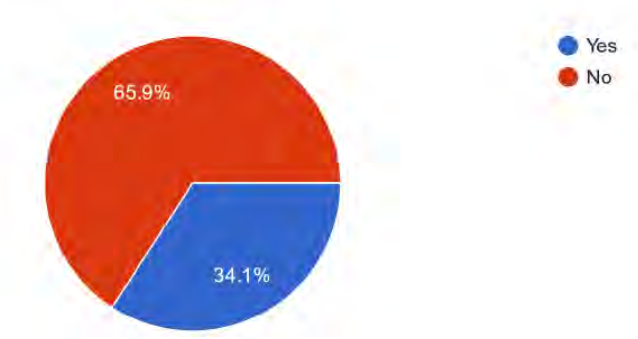


Concerning Millwood activities, the top five activities that respondents would like to see more of in Millwood are social gatherings / community events, walking/biking/running opportunities, water activities (kayaking, paddle boarding, etc.), senior activities, and family activities.

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

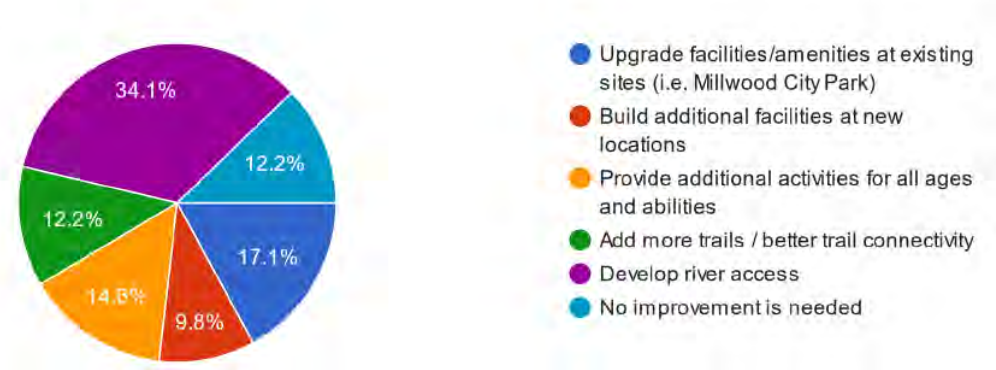


Do you encounter any barriers to individuals with disabilities accessing Millwood's parks, recreation, open space, or trails ?
41 responses



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

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



Imagine Millwood

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

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

What makes Millwood great?

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

What could make Millwood better?

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



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



Stakeholder Interviews

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

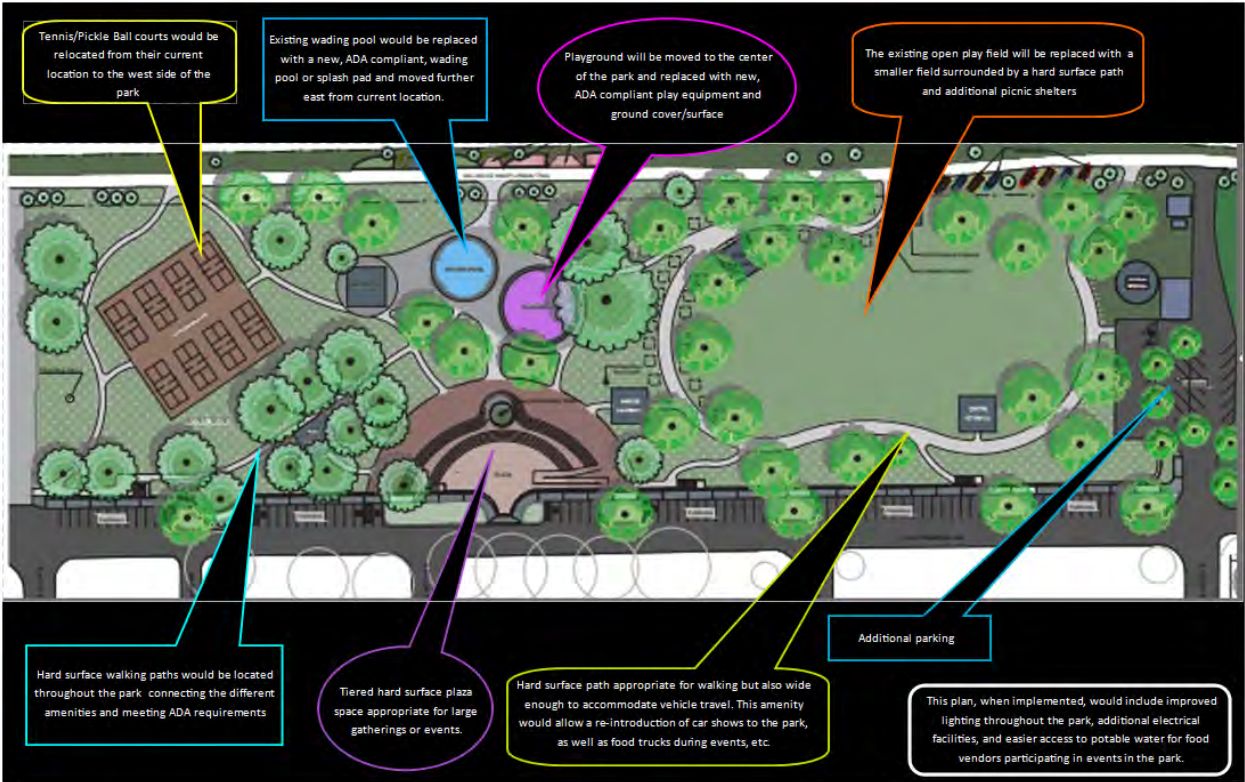
- WA State Dept. of Ecology (DOE) - Encourage safe public river access at small scale, Spokane River (South Riverway property) could have a small canoe/kayak put in but it would be costly and preservation is encouraged, Centennial Trail pedestrian connection via Argonne and Maringo Drive to the east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

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

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

Millwood Park Reimagined 2022 - 2023

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



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



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

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

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

10.5 DEMAND AND NEED ANALYSIS

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

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

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

RCO Level of Service Tool

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

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

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

Level of Service Summary: Local Agencies

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

RCO Level of Service (LOS) Millwood Assessment - Quantity

Number of Parks and Recreation Facilities:

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

Facilities that Support Active Recreation Opportunities:

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

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

Facility Capacity:

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

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

Level of Service Summary: Local Agencies

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

RCO Level of Service (LOS) Millwood Assessment - Quality

Agency-Based Assessment:

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

Public Satisfaction:

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

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

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

Level of Service Summary: Local Agencies

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

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

Population within Service Areas:

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

Access:

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

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

City of Millwood Priorities

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

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

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

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

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

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

Centennial Trail Connectivity

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

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



Map 10-4: Unofficial Centennial Trail Connection Location

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

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



Map 10-5: Potential Centennial Trail Connection Location



Map 10-6: Potential Centennial Trail Connection Detail

10.6 CAPITAL IMPROVEMENT PROGRAM (CIP)

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

Funding Options

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

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

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

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

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

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

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

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

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

➤ **Recreation Projects - Washington Wildlife and Recreation Program (WWRP Recreation) -**

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

<https://rco.wa.gov/grant/washington-wildlife-and-recreation-program-recreation/>

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

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

➤ **Youth Recreational Facilities -**

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

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

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

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

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

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

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

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

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

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

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

CIP Project List

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

Project Name & Type	Description	Proposed Funding Source*	2026**	2027**	2028**	2029**	2030**	2031**	2032**	2033**	2034**	2035** +
Spokane River Access - Sargent Rd. Spokane River Corridor (Development / Restoration)	Safety improvements to the existing non-motorized put in at Sargent Rd. ADA improvements to the existing non-motorized put in at Sargent Rd.	• RCO ALEA or Other Grants • Land Surplus / Sale • City General Fund • Donations / In-Kind Contributions	\$20,000 (Safety)	\$20,000 (ADA)								
Spokane River Access - Spokane River Property (Development / Restoration)	Potential conservation area, neighborhood riverfront park, and/or river access	• RCO ALEA, LWCF, and/or WWRP Grants • Spokane County Conservation Futures • Donations / In-Kind Contributions					TBD	TBD	TBD			
Millwood Park (Development / Renovation)	Complete Renovation of Millwood Park (demolition, earthwork, utilities, hardscape, irrigation, landscaping, site furnishings, storm drainage and erosion control):	• RCO COAF, LWCF, WWRP, and/or YAF Grants • REET 2 • City General Fund		\$42,000	\$1,7 Million	\$1,7 Million						

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

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

CHAPTER 11 – CAPITAL FACILITIES & UTILITIES ELEMENT

11.1 INTRODUCTION

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

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

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

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

11.2 GMA REQUIREMENTS

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

11.3 EXISTING FACILITIES, UTILITIES, & SERVICES INVENTORY & FORECAST

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

Law Enforcement

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

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

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

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

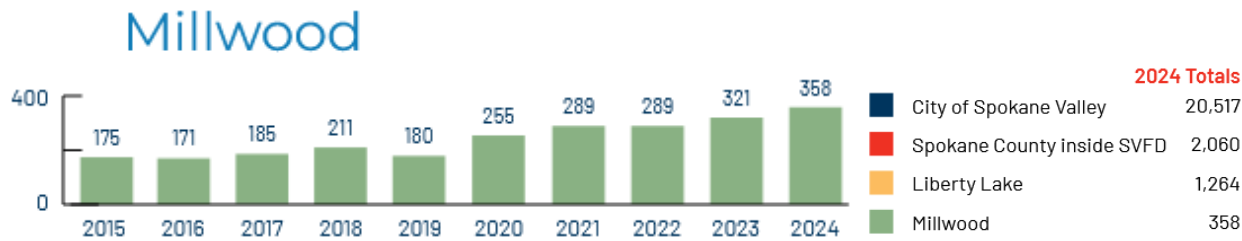
Fire Protection

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



Figure 11-1: SVFD Millwood Firefighter

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



Parks

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

Transportation

The transportation inventory is contained in Chapter 8, Transportation Element.

Water Service

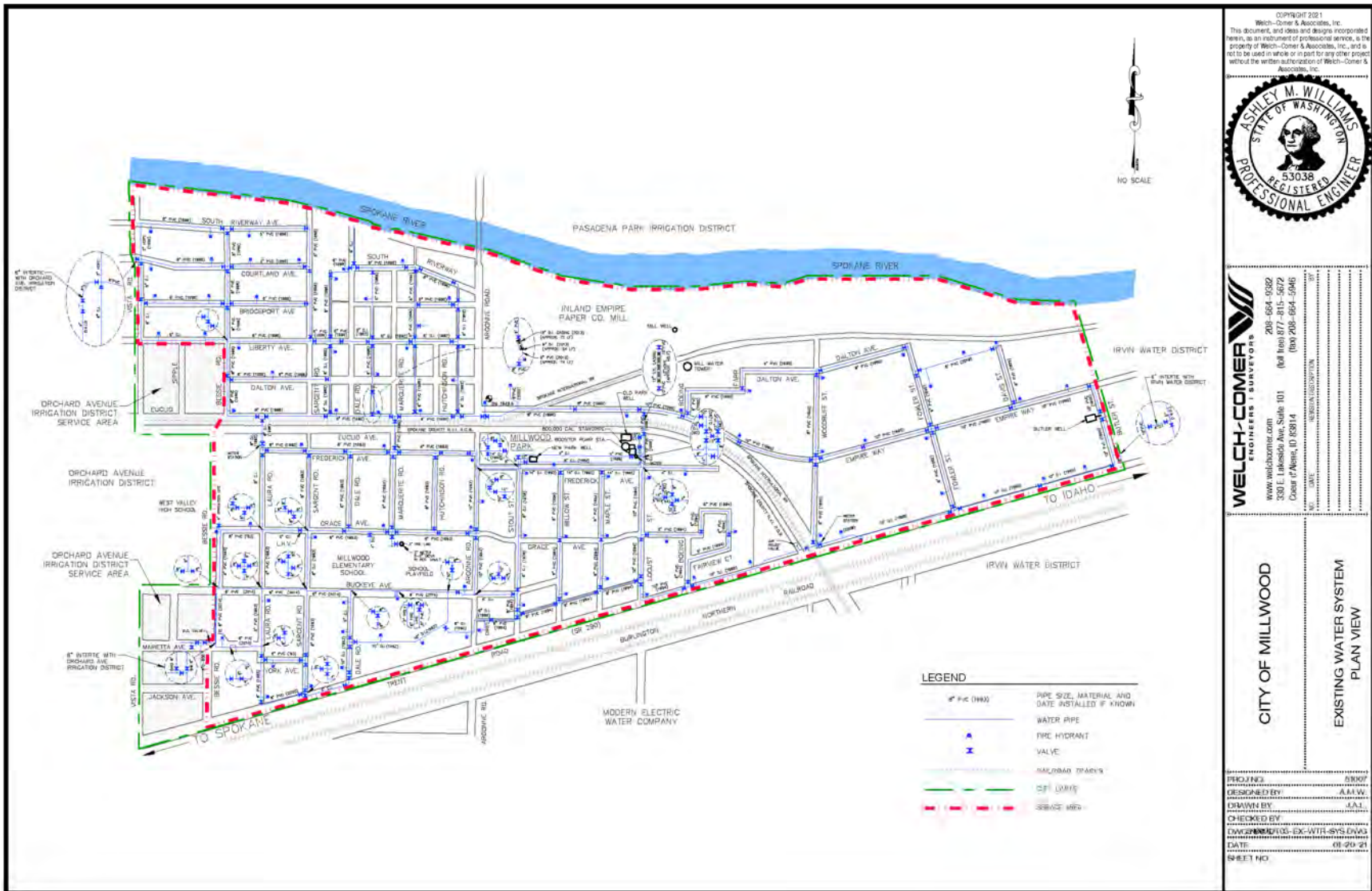
Major components of Millwood’s water system consist of: three wells, a diesel-powered backup power generator currently connected to the Old Park well, an 800,000-gallon standpipe with two 75-Hp variable speed driven booster pumps, approximately 12 miles of distribution system main pipelines; a SCADA control system; and two separate interties to neighboring water utilities. All demands are normally supplied either directly from the pumps or by pumping from the standpipe via booster pumps. The Water System Plan shows the system does have some maintenance and improvement projects that will be completed; however, the water system will have capacity to serve projected population growth beyond the year 2046.

The 2018 Millwood Water System Plan (approved by DOH in 2018, “expires” in 2028 with updates currently in process in 2025). Refer to the current Plan for a full list of forecasted needs, maintenance, and expenditures. Water system operation and maintenance manual updates will also be completed in this planning period.

The City is a member and coordinates with the Spokane Aquifer Joint Board for wellhead protection, conservation, and protection of associated Water Rights.



Figure 11-2: Millwood Water Tower



Map 11-2: Millwood Existing Water System Plan

The city has three wells, two of which are in the City Park, and one is located at the eastern City limits. Most of the city is serviced by the city’s own water system which is drawn from the Spokane Rathdrum Prairie Aquifer. As of June 2025, there are 749 water accounts/connections and 845 units, 735 of which are residential single and multi-family units while 110 are non-residential or commercial units. As shown on Map 11-1, portions of the City along the western boundary at Vista Rd. have water service from Orchard Avenue Irrigation District, since they were annexed into the City of Millwood in 1991. Additionally, the City of Millwood has a water intertie with Irvin Water District on the east side of Butler (outside the eastern City boundary). As discussed in Section 4.4 Projections in Chapter 4 above, the City of Millwood overall is planning for a 0.11% rate of growth over the next 20 years.

Existing Infrastructure

The existing wells have adequate capacity to supply the existing and projected twenty-year demand. Groundwater from the Spokane Rathdrum Prairie Aquifer which stretches from Idaho west into Spokane County is the sole source of the City of Millwood’s water supply. The city owns and operates three wells:

- Butler well is located south of the intersection of Empire & Butler.
- New Park well is located at the west end of the Millwood municipal park north of Frederick Avenue.
- Old Park well is in the Millwood Park at the east end near the standpipe.

During normal conditions, the city can meet its water needs with just one well in operation. In the summer typically one of the other wells is also in use. Water is pumped from these wells and distributed to customers through the municipal water system. Technical information for all three wells is given in table 11-2. The lifespan of water pumps is estimated to be 20 years. In 2021, the City of Millwood had 3,248 inchoate water rights and at full buildout, the City is anticipated to have a remaining 3,037.

Table 11-2: Millwood Water Wells

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

Storage

The current water storage system is owned by the city. Water originating from all three wells is pumped and stored in a steel standpipe, located in the municipal park, for distribution throughout the city. The capacity of the 110 ft. water tower, constructed in 1969, holds 800,000 gallons of water. The water tower is utilized as part of the routine daily supply to the City and in emergency situations, the water in

the tower would help maintain system pressure. Recent improvements to the backup generator and exterior surface have brought the facility up to excellent condition. Inspections of the interior and exterior of the tower are scheduled on a regular basis. The interior coating was last completed in 1992 and is due again in the near future. An exterior coating was last completed in 2016 and will be due again around 2031. The lifespan of the water tank is estimated to be 100 years if coatings are maintained.

Treatment

The Department of Health (DOH) generates a Water Quality Monitoring Report (WQMR) for water systems on an annual basis. All monitored water quality constituents are within permissible levels. Disinfection for emergencies is available to the system by liquid hypochlorite solution injected at the Old Park Well. Butler Well also has a chlorinator available. The City plans to add a similar standby disinfection system to the New Park Well within the 10-year planning horizon.

Production

The City monitors water use efficiency annually in relation to its water use reduction goal. Table 11-3 (Table 1 from the 2024 Draft Water Use Efficiency Report) shows total annual well production for the years 2010-2023, as well as the average production of the last three years. Table 11-4 (Table 2 from the 2024 Draft Water Use Efficiency Report) provides the average annual production on a per connection basis from 2010 to 2023.

Table 11-3: Millwood Total Annual Water Production

Table 1: Total Annual Production	
Year	Total Annual Production (gal)
2010	251,511,000
2011	253,823,000
2012	231,272,000
2013	211,239,000
2014	225,954,000
2015	242,991,000
2016	224,262,800
2017	217,551,000
2018	226,448,000
2019	220,007,000
2020	220,125,000
2021	241,457,000
2022	206,315,000
2023	216,527,702
3-Yr. Avg	221,433,234

Table 11-4: Annual Water Production Per Connection

Table 2: Annual Production Per Connection			
Year	No. Connections	Total Production (gal)	Annual Production Per Connection (gal)
2010	735	251,511,000	342,192
2011	730	253,823,000	347,703
2012	733	231,272,000	315,514
2013	730	211,239,000	289,368
2014	734	225,954,000	307,839
2015	736	242,991,000	330,151
2016	736	224,262,800	304,705
2017	740	217,551,000	293,988
2018	744	226,448,000	304,366
2019	747	220,007,000	294,521
2020	751	220,125,000	293,109
2021	755	241,457,000	319,811
2022	757	206,315,000	272,543
2023	759	216,527,702	285,280
3-Yr. Avg.	757	221,433,234	292,545

Source: Welch Comer Water Use Efficiency Memo 6/25/24

As shown in Table 11-3 (Table 1), the average annual production has trended downward since 2010. There has been a 13.91% decrease in total production from 2010 to 2023. The last three-year average (2021-2023) is approximately 2.83 million gallons less (1.26% reduction) than the 2016 baseline. As shown in Table 11-4 (Table 2), connections increased by 3.2% since 2010. On an annual basis,

production per connection decreased 16.6% from 2010 to 2023. The last three-year average (2021-2023), annual production per connection decreased approximately 4% (12,160 gallons per year per connection).

The downward trend in annual production reflected in Tables 11-3 (Table 1) and 11-4 (Table 2) shows that the City’s efforts toward water use efficiency are working, despite an increase in connections and some very hot and dry years in this time frame.

As the City’s water use efficiency goal was focused on a reduction in use during the peak months, Table 11-5 (Table 3) shows total production per connection for the peak months, June through August, from 2010 to 2023, as well as an average total production per connection for the peak months from the last three years. Please note the peak months for 2010 and 2011 are July through September. 2012 data to current data are based on peak months June through August.

Table 11-5: Millwood Peak Month Production Per Connection

Table 3: Peak Month Production Per Connection

Year	No. Connections	Total Production in Peak Months (gal)	Peak Months	Production per Connection in Peak Months (gal)
2010	735	116,286,000	July, Aug, Sept	1,720
2011	730	124,845,000	July, Aug, Sept	1,859
2012	733	111,152,000	June, July, Aug	1,648
2013	730	102,645,000	June, July, Aug	1,528
2014	734	107,232,000	June, July, Aug	1,588
2015	736	121,756,000	June, July, Aug	1,798
2016	736	102,191,800	June, July, Aug	1,493
2017	740	116,121,000	June, July, Aug	1,687
2018	744	113,733,000	June, July, Aug	1,644
2019	747	110,585,000	June, July, Aug	1,592
2020	751	107,448,000	June, July, Aug	1,538
2021	755	125,234,000	June, July, Aug	1,784
2022	757	101,413,000	June, July, Aug	1,441
2023	759	114,599,923	June, July, Aug	1,624
3-Yr. Avg.	757	113,748,974	June, July, Aug	1,616

Source: Welch Comer Water Use Efficiency Memo 6/25/24

As shown in Table 11-5 (Table 3), production per connection during the peak months (as with the annual total production) has generally trended downward since 2010. 2023 peak month production per connection was 5.6% lower than 2010. However, the 2021-2023 production per connection average during the peak months was 123 gallons per connection more than the 2016 baseline.

Consumption

In 2023/2024, the City’s average daily water consumption was 0.51 million gallons per day (MGD).

Table 11-6 (Table 4) below shows the total annual consumption from 2010-2023, as well as the average consumption of the last three years.

Table 11-6: Millwood Total Annual Consumption

Table 4: Total Annual Consumption

Year	Total Annual Consumption (gal)
2010	150,195,861
2011	151,396,973
2012	162,109,788
2013	151,311,955
2014	169,426,624
2015	187,274,656
2016	171,386,463
2017	172,158,086
2018	172,112,048
2019	167,314,466
2020	168,613,761
2021	192,224,169
2022	157,703,234
2023	173,817,483
3-Yr. Avg.	174,581,629

Table 11-7: Annual Water Consumption Per Connection

Table 5: Annual Consumption Per Connection

Year	No. Connections	Total Annual Consumption (gal)	Annual Consumption Per Connection (gal)
2010	735	150,195,861	204,348
2011	730	151,396,973	207,393
2012	733	162,109,788	221,159
2013	730	151,311,955	207,277
2014	734	169,426,624	230,826
2015	736	187,274,656	254,449
2016	736	171,386,463	232,862
2017	740	172,158,086	232,646
2018	744	172,112,048	231,333
2019	747	167,314,466	223,982
2020	751	168,613,761	224,519
2021	755	192,224,169	254,602
2022	757	157,703,234	208,327
2023	759	173,817,483	229,009
3-Yr. Avg.	757	174,581,629	230,646

Source: Welch Comer Water Use Efficiency Memo 6/25/24

While the City’s annual production has trended down since 2010, Table 11-6 (Table 4) shows that total annual consumption has increased. This discrepancy is likely the result of reducing overall system loss and increasing metered connections. 2023’s total annual consumption is 15.73% higher than 2010. The 2021-2023 average is 3,195,166 gallons higher than the 2016 baseline (1.86% higher). Connections have increased by 3.2% since 2010.

Table 11-7 (Table 5) shows total annual consumption per connection from 2010-2023, as well as the average consumption per connection over the last three years. On a per connection basis, the total annual consumption increased 24,660 gallons from 2010 to 2023 (12%). Looking at the 2021-2023 average per connection to the 2016 baseline, there was a slight reduction, 2,216 gallons-just under 1% per connection.

Table 11-8 (Table 6) shows total consumption per connection for the peak months from 2010-2023, as well as the average consumption per connection for peak months over the last three years.

Table 11-8: Millwood Peak Month Production Per Connection**Table 6: Peak Month Consumption Per Connection**

Year	No. Connections	Total Consumption in Peak Months (gal)	Consumption per Connection in Peak Months (gal)
2010	735	87,537,453	119,099
2011	730	92,359,293	126,520
2012	733	85,705,914	116,925
2013	730	86,349,052	118,286
2014	734	93,136,486	126,889
2015	736	107,439,332	145,977
2016	736	94,005,939	127,725
2017	740	106,810,592	144,339
2018	744	101,378,426	136,261
2019	747	97,724,696	130,823
2020	751	93,847,647	124,964
2021	755	109,257,893	144,712
2022	757	90,429,377	119,458
2023	759	104,930,921	138,249
3-Yr. Avg	757	101,543,706	134,140

- Note the peak months for 2010 and 2011 are July through September. 2012 data to current data are based on peak months June through August.

Source: Welch Comer Water Use Efficiency Memo 6/25/24

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

To determine trends in each user category and better understand where the increases in connections are occurring, consumption per connection for each category between 2017 and 2023 was also evaluated. The data is summarized in Table 11-9 (Table 7).

Table 11-9: Millwood Annual Consumption Per Connection (gallons/connection) By Billing Category

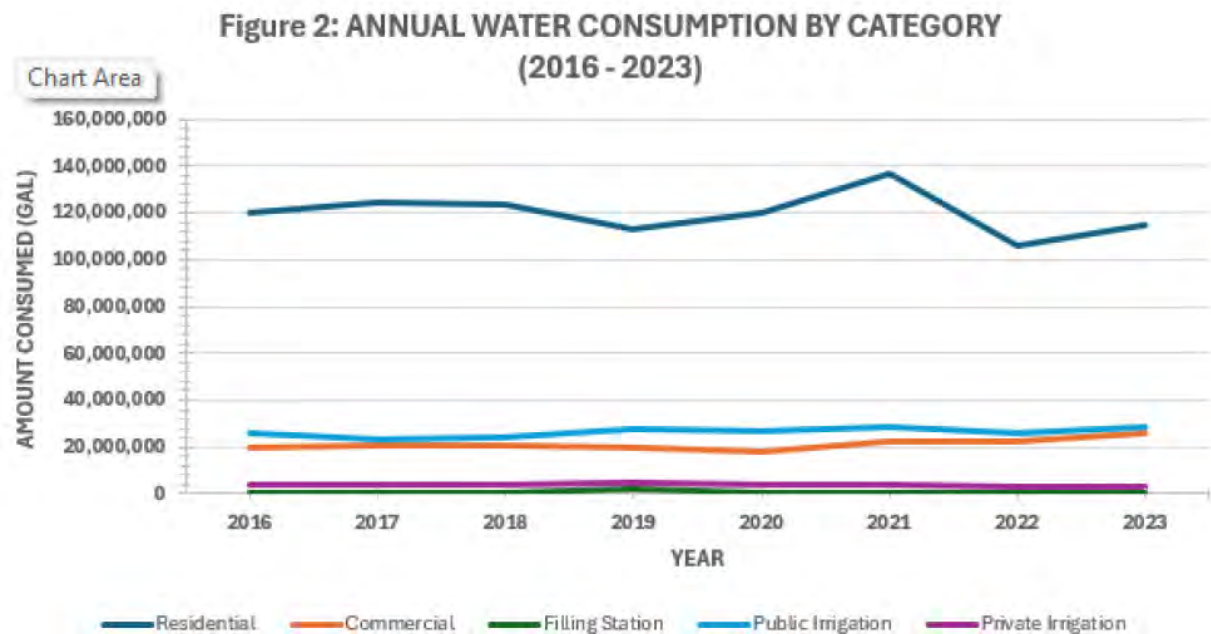
Table 7: Annual Consumption Per Connection (gallons/connection) by Billing Category

Year	Residential	Commercial	Filling Station	Public Irrigation	Private Irrigation
2017	168,382	27,392	281	31,957	4,832
2018	166,443	27,516	267	32,066	5,042
2019	151,700	26,554	2,797	37,074	5,856
2020	159,256	23,609	206	36,170	5,278
2021	181,427	29,859	261	38,072	5,243
2022	140,446	30,156	147	33,816	3,902
2023	151,584	34,598	296	38,086	4,446
3-Yr. Avg.	157,819	31,538	235	36,658	4,530
Reduction (%)	6.27	-15.13	16.53	-14.71	6.25

Source: Welch Comer Water Use Efficiency Memo 6/25/24

As shown, the annual residential consumption is trending downward. The City saw a 6% decrease (over 10,000 gallons per connection) in annual residential use since 2017 when compared to the 2021-2023 average. Private irrigation was also down 6%. Commercial and Public Irrigation rose approximately 15% each. The relationship between the consumption of the billing categories is shown in Figure 11-2 (Figure 2) below.

Figure 11-2: Millwood Annual Water Consumption By Billing Category



Source: Welch Comer Water Use Efficiency Memo 6/25/24

Because the residential category makes up approximately 2/3 of the annual total consumption, reducing consumption per connection in this category is significant to the City's overall savings. It is anticipated that the City's water use efficiency measures, specifically public education and water rates that promote water conservation can be attributed to the reductions in the residential category. Assuming similar

growth and increase in connections (901 by 2030 which includes up to 106 housing units), this is expected to save approximately 1,049,833 gallons per year by 2030.

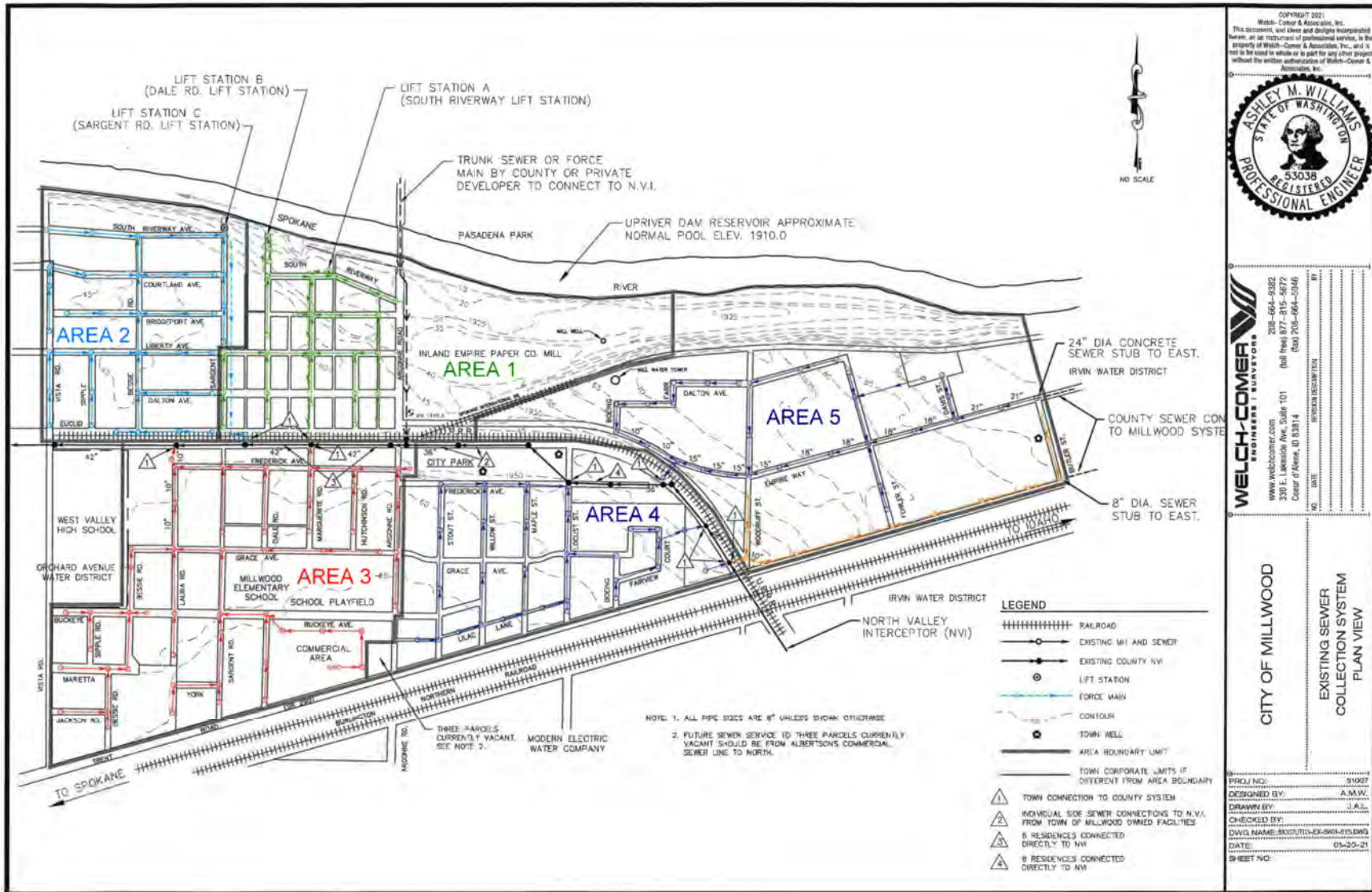
Based on the City of Millwood Water Quality Report for 2024, the total water that was produced (water pumped) was 224,237,139 gallons with an authorized consumption (metered water and calculated flushing) of 183,123,453 gallons for 749 connections. System leakage (unmetered water and leaks) accounted for 41,113,686 gallons, an increase from 2023.

Sewer Service

The nine (9) miles of sanitary sewer collection system, which the city owns, was established within the corporate limits in 1996. The city does not have its own treatment facility, however; it has an Interlocal Agreement with Spokane County for 400,000 gallons per day (GPD) of treatment capacity through the County's share of the capacity (10 MGD) at the City of Spokane Riverside Park Water Reclamation Facility or through treatment at the Spokane County Regional Water Reclamation Facility. The ERU standard for Millwood wastewater is 171 GPD per dwelling unit. Based on this figure, the 400,000 GPD treatment capacities could serve over two thousand equivalent residential units (ERUs). The present collection system will meet the demand forecasted within the planning period.

The City does not currently have a Sewer Master Plan or formal capital improvement plan dedicated to wastewater. An approved, adopted Sewer Master Plan will be an asset in managing system priorities, setting rates, and addressing future issues that may arise with Treatment. It is anticipated that a Millwood Sewer System Plan will be developed in this planning horizon.

As of June 2025, per Spokane County Utilities, there are 1115.8 Millwood ERU's, of which approximately 85% are utilized by residential single and multi-family units while approximately 15% are utilized by non-residential or commercial units. Millwood sewer extends outside City limits along the western boundary at Vista Rd. and eastern City boundary at Butler Rd. per the Interlocal Agreement with Spokane County. As discussed in Section 4.4 Projections in Chapter 4 above, the City of Millwood overall is planning for a 0.11% rate of growth over the next 20 years.



Map 11-2: Millwood Existing Sewer System Plan

Existing Infrastructure

Currently, the city sewer system services the entire city with the exception of the Inland Empire Paper Company (IEPC). The system was completely rebuilt in a series of projects from 1990-1996 with an anticipated useful life of 75 years (60% of the useful life remaining as of 2024). It utilizes three major lifting pumps to move the flow through the city system to the counties sewer infrastructure. For the IEPC, the city provides domestic sewer service to the facility and they hold their own National Pollutant Discharge Elimination System (NPDES) permit for processing water treatment and discharge.

Treatment

Currently, the City of Millwood does not treat its own wastewater. An Inter-Local Agreement with Spokane County signed in 2024, with up to a 15-year duration, states the city may treat 400,000 gallons per day through the County’s share of the capacity (10 MGD) at City of Spokane Riverside Park Water Reclamation Facility (RPWRF) or through treatment at the Spokane County Regional Water Reclamation Facility (SCRWRF). Wastewater is collected by the city’s collection system, discharged into the Spokane County collection system, and then carried via the City of Spokane collection system to the RPWRF or SCRWRF for treatment and disposal.

Stormwater

The City of Millwood recognizes the importance of managing stormwater runoff. The pollutants carried in the runoff contribute to the degradation of water quality of the Spokane River and Spokane Valley-Rathdrum Prairie Aquifer. The City of Millwood does not have a stormwater collection system and does not foresee the construction of such a system. However, the city does maintain limited on-site drywells and requires on-site treatment of all stormwater for commercial, industrial, and public development.

Millwood utilizes the Stormwater Management Manual for Eastern Washington to implement stormwater management practices. The manual provides guidance in the stormwater design and management and provides a commonly accepted set of technical standards, new design information, and new approaches to stormwater management. Additionally, the stormwater management practices in the manual will protect water quality in both surface and ground waters. The current requirements of on-site stormwater management and control are adequate for future development while maintaining aquifer protection.

The stormwater system (drywells, swales, and non-conforming surface drainage) adequately meets the forecasted needs of the city.

Municipal Buildings

The City of Millwood owns the city hall and the maintenance building, and leases the land to Spokane Valley Fire for the fire station. All structures are located on East Frederick near the center of the City. The 5,700 sq. ft. fire station (Station 2 at 9111 E. Frederick Ave.), which was constructed in 2002, was leased to the Fire District until ownership was assumed in 2018 when the general obligation bond ended. Millwood City Hall is a 3,105 sq. ft. multi-story building with a 900 sq. ft. garage, located at 9103 E. Frederick Ave. It was constructed in 1958 and remodeled in 1968. In 2018, City Hall went through major improvements to their HVAC system. The HVAC system is in mint condition and will adequately meet the needs of the planning period. There are no additional



Figure 11-3: Millwood City Hall

improvements proposed to the City Hall building at the current time. The approximately 6,000 sq. ft. maintenance building is located at 9115 E. Frederick Ave.

The City also owns several other smaller structures such as the storage building on North Butler and miscellaneous pump houses and sewer lift stations.

Schools

The City of Millwood is served by the West Valley School, District (WVSD). Orchard Prairie Elementary School, Centennial Middle School, and West Valley High School are the predominant schools that Millwood children attend with option schools also available. As of January 2025, 243 WVSD students reside in Millwood City Limits per WVSD records and the school district has adequate capacity to accommodate Millwood's anticipated growth.

Library

Millwood is served by the Argonne Branch of the Spokane County Library District (SCLD). SCLD is made up of 10 full-service libraries and a mobile library (LINC), serving more than 559,400 residents in Spokane County and the affiliated cities and towns of Cheney, Deer Park, Fairfield, Latah, Medical Lake, Millwood, Rockford, Spangle, Spokane Valley, Waverly, and Airway Heights. The Argonne Branch serves the City of Millwood and beyond (approximately a 3 mile radius) and has capacity for growth.

All SCLD libraries feature on-site technology such as Wi-Fi, computer stations with commonly used software, and printers. Most libraries also provide free use of meeting rooms to library customers and community members. The Argonne Branch large meeting room and conference room are reservable during library hours with frequent use. SCLD offers educational programming for all ages and stages of life. The SCLD mobile services team makes regular stops around the county in LINC, the mobile library, and also provides library services to childcare centers and retirement homes.

A SCLD Facilities Master Plan / Capital Facilities Plan is currently in development. The current SCLD level of service is national average but this will be re-assessed with the master plan (sq. footage per capita).

Green Infrastructure

Per RCW 36.70A.030, green infrastructure means a wide array of natural assets and built structures within an urban growth area boundary, including parks and other areas with protected tree canopy, and management practices at multiple scales that manage wet weather and that maintain and restore natural hydrology by storing, infiltrating, evapotranspiring, and harvesting and using stormwater.

Many public facilities function as forms of Green Infrastructure. These facilities include:

- City maintained green spaces
- Street trees
- Grass swales

Refer to the parks inventory contained in Chapter 10, Parks and Recreation Element, Section 10.3 - Inventory and Conditions Assessment. The City of Millwood has an Urban Forestry Management Plan adopted through Resolution 2023-03 on May 9, 2023 to develop and provide for a program to preserve, protect, maintain, and enlarge the urban forest of the city and an established Millwood Beautification and Tree Board. Urban forestry is an equal part of the Millwood community infrastructure which creates, enhances, maintains, supports, and sustains a vibrant, healthy, structurally, and ecologically sound community forest resource for the benefit of city residents and visitors.

Electricity

The customers within the City currently obtain power services on a demand basis from Avista Utilities. The City has a non-exclusive franchise agreement with Avista to provide electric power. There are no constraints placed upon the supply at this time. . Inland Power and Light Company is another electric service provider in the general area.

Natural Gas

The customers within the City currently obtain natural gas on a demand basis from Avista Utilities. The city has a non-exclusive franchise agreement with Avista to provide natural gas. There are no constraints placed upon the supply at this time.

Cable Television, Internet, Telephone, Fiber, & Cellular

The City has non-exclusive franchise agreements with the following cable, internet, telephone, and fiber providers:

- Comcast Corporation (cable service)
- Electric Lightwave, LLC / Integra (noncable telecommunication services)
- TDS Metrocom, LLC (cable service)
- Zayo Group, LLC (noncable telecommunication services)

Telephone services are also currently provided on a demand basis within the City by Century Link. Cellular services are provided by numerous providers.

Vehicles and Equipment

Vehicles and equipment that have a useful life greater than ten years and which are valued at \$20,000 or more are included below:

Name	Location / Dept.	Year	Useful Life	Current Condition	Estimated Current Value	Estimated Replacement Year	Estimated Replacement Cost
ODB Leaf Vac (LCT650)	Public Works	2016	20 Years	Good	\$20,000	2036	\$45,000
Caterpillar Backhoe (420F2)	Public Works	2018	30 Years	Good	\$120,000	2050	\$130,000
Caterpillar Mini Excavator (303.5 E2)	Public Works	2016	20 Years	Good	\$73,443	2036	\$73,443
Ford F-250 Diesel w/ Service Box	Public Works	2007	15 Years	Poor	\$20,000	Overdue	\$60,000

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

Solid Waste & Recycling

Waste Management handles solid waste and recycling for the City of Millwood. There are no household hazardous waste transfer stations in the City.

Additionally, an annual leaf pickup is completed by the City of Millwood. Leaves raked out to the edge of the street will be picked up every fall, approximately from mid October through mid November.

11.4 CITY OF MILLWOOD CAPITAL FACILITY LEVEL OF SERVICE STANDARDS

Water Service

Public water system LOS should consider the source, storage volumes, fire flows, the acceptable amount of water per person per day, and the differing amounts of water needed by different land uses. The water system will have capacity to serve projected population growth beyond the year 2046. Water service is also adequate to accommodate fire flow and protection during the current planning period.

Sewer Service

Level of service standards for sewer service with the City of Spokane Advanced Wastewater Treatment Plant is adequate to accommodate the current and projected population within the current planning period. The Advanced Wastewater Treatment Plan has the capacity to manage 34 million gallons of wastewater daily, Millwood's interlocal agreement is not to exceed 400,000 gallons of wastewater daily.

The present collection and treatment system will meet the demand forecasted within the planning period.

Transportation

Refer to Section 8.6 under Chapter 8, Transportation above for a multimodal analysis of transportation levels of service. The city will continue to coordination with Spokane County, City of Spokane, the City of Spokane Valley and SRTC to provide the proper function of the arterial.

Parks and Recreation

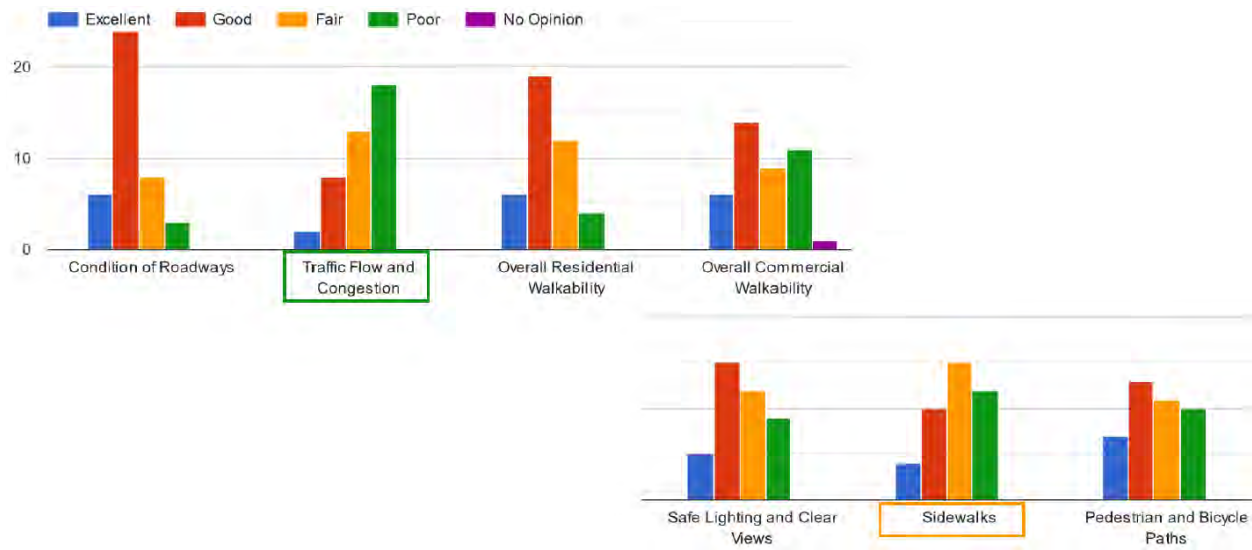
Refer to Section 10.5 under Chapter 10, Parks and Recreation above for the parks and recreation level of service analysis.

11.5 CAPITAL FACILITIES, UTILITIES, AND SERVICES PRIORITIZATION

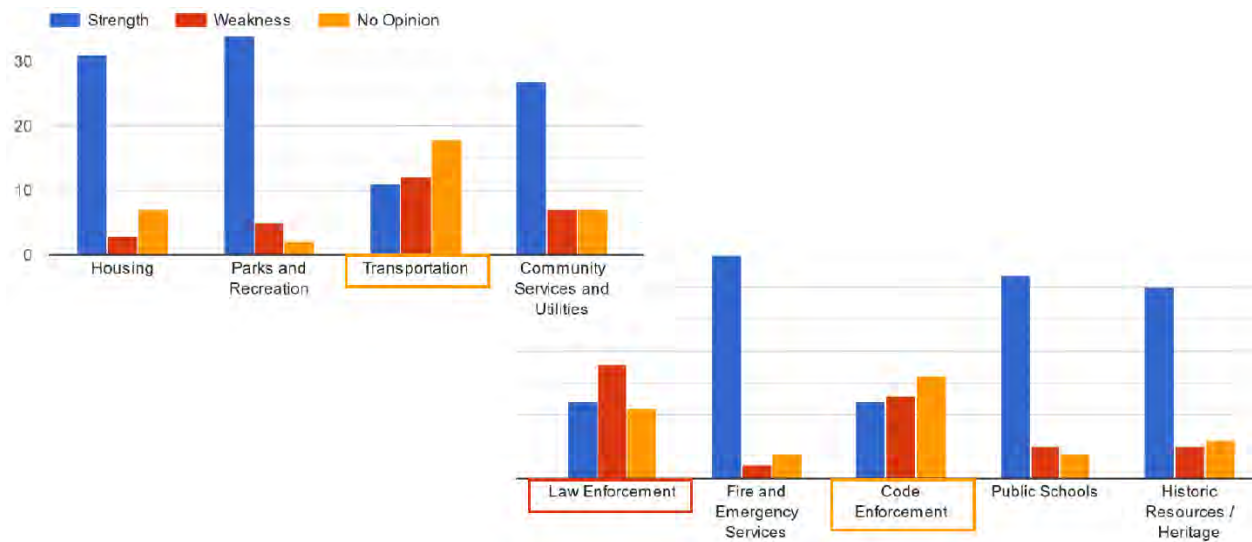
From mid-September to mid-October 2024, a community survey was conducted for the periodic update and the responses have been disbursed throughout this Comprehensive Plan based on the element topic. Questions that were specifically related to capital facilities and utilities have been included below.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

Based on Millwood community survey responses, overall walkability is good but sidewalks could be improved as can traffic flow / congestion (*the Argonne Rd. Corridor Improvement Project was completed after the community survey and may affect public opinions*). Law enforcement was identified as a weakness (*Millwood contracted for a dedicated patrol office concurrent with the community survey and this increased service may affect public opinions*). Over the 20 year planning period, the City should look at prioritizing law enforcement, the water and sewer systems, streets and sidewalks, and parks, as funding is available.

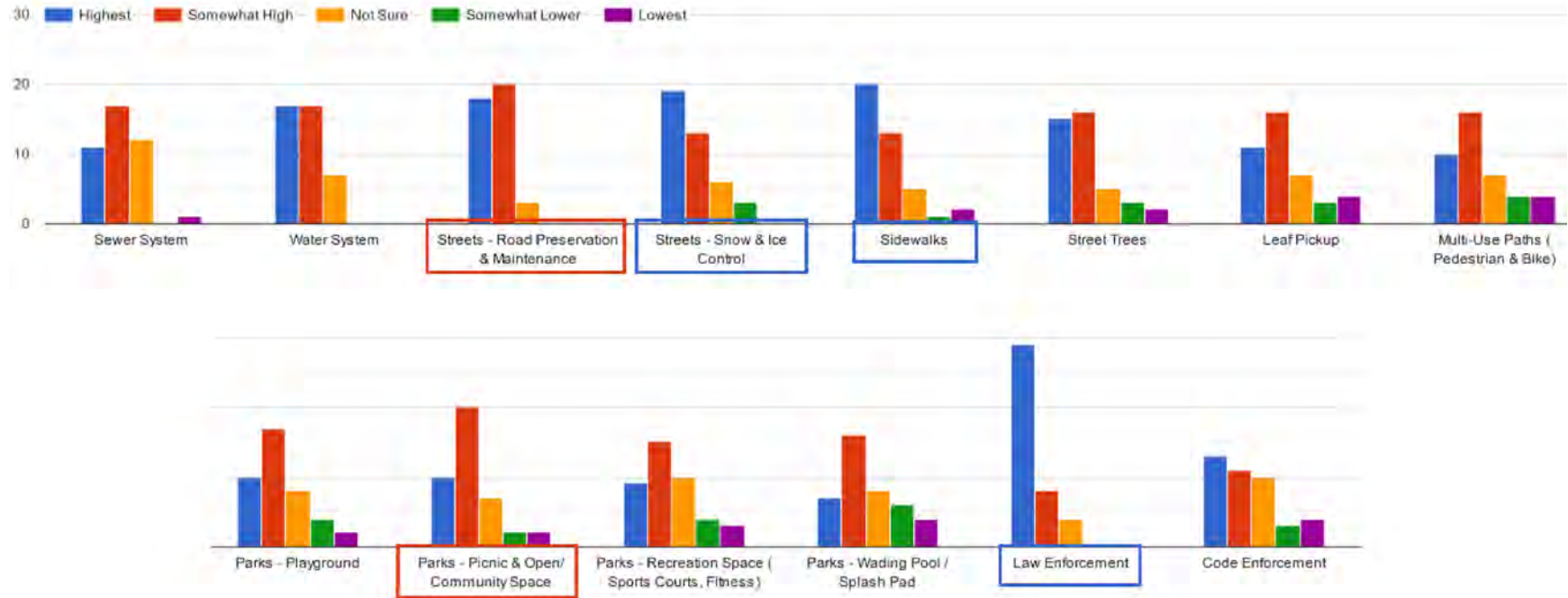
How would you rate the quality of the following transportation conditions?



Which of the following are Millwood's strengths and weaknesses?



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



If you were given \$10 total to spend on the following, how would you spend it? Please double check that your total adds up to \$10.



11.6 CAPITAL FACILITIES, UTILITIES, AND SERVICES SUMMARY

Facility, Utility, or Service	Ownership / Agreement	Capacity / Level of Service (LOS)
Law Enforcement	Interlocal agreement between City of Millwood and Spokane County	2.2 patrol officers/1,000 population 0.3 support personnel/patrol officer 134 square feet of facility space/personnel Via the interlocal agreement, the Spokane County Sheriff's office will provide adequate law enforcement services within this planning period.
Fire Protection	Interlocal agreement between City of Millwood and Spokane Valley Fire District #1 (SVFD)	SVFD will endeavor to maintain the Fire Insurance Rating of "2" (WSRB Protection Class 2). Millwood has adequate fire flow and hydrant distribution in accordance with the International Fire Code, as adopted by Millwood. Millwood Firehouse meets the needs of the community.
Parks	City of Millwood with additional land owned by West Valley School District (WVSD)	The City of Millwood's established LOS for parks is 4 acres per 1,000 population. With a 2023 City population of 1,925 and a projected 2046 population of 1,974, the City of Millwood is exceeding the established LOS for parks by about 20 acres (just under 8 acres is needed), excluding sidewalks and trails; however, some facility improvement is needed (refer to RCO Level of Service Tool).
Transportation	City of Millwood roads, sidewalks, and trails plus Spokane Transit Authority (STA) for public transportation	Millwood's minimum LOS for all arterials is level D which is and will be met within the planning period. Multimodal level of service standards are required under RCW 36.70A.070(6) and the City of Millwood has selected a WSDOT Urban Minimum LOS (which is met within this planning period), working towards an Urban Equitable LOS.
Water Service	City of Millwood predominantly with Orchard Avenue Irrigation District serving a small portion	The water system will have capacity to serve and accommodates fire flow and protection within the planning period.

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

Solid Waste & Recycling	Waste Management	Millwood will maintain an interlocal agreement with Spokane County for a Solid Waste Management Plan. Service is provided to Millwood customers on an individual basis, and it is the providers' responsibility to maintain equipment, as applicable, and handle service problems and inquiries.
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11.7 FINANCING

CFP utilizes all available revenue sources to fund capital facilities and it is used when applying for grants and loans. When considering financing of capital facilities, alternative methods of financing should be evaluated. There are various methods available for financing the capital facilities that will be required over the planning period. The operation, maintenance, and capital costs can be financed by a combination of methods:

- Funds from water and sewer revenues will be dedicated to the payment of bonds and retiring debts on both existing and future improvements.
- The park system can utilize a number of sources of funding for park capital improvements such as State Interagency for Outdoor Recreation (ICA); County Real Estate Excise Tax (REET); State DNR Aquatic Lands Enhancement Account (ALEA); and State Community Development Block Grant (CDBG) (refer to Section 10.6 in Chapter 10 above for more funding sources for parks and recreation).

The Municipal Research and Services Center of Washington (MRSC) provides a Revenue Guide for Washington Cities and Towns to assist with determining the best available revenue sources to fund capital facilities. Refer to the current version for more information - <https://mrsc.org/publications>.

The City of Millwood prepares an annual budget and project list for improvements of capital facilities and utilities. As Millwood coordinates services with neighboring municipalities through interlocal agreements, Millwood is often part of the coordination when improvements need to be made, services expanded, or changes to rates must occur to continue with the level of service to adequately provide that service to the residents.

When improvement and/or maintenance cost exceed available funds, Millwood leverages their dollars to apply for additional funding from state and federal grants in order to complete the project. The city conducts an evaluation process for identifying the portion of funds contributed by the city, any additional funding needed is then applied for through the appropriately available funding streams. When funding falls short the city then re-evaluates their funding needs and resource(s). When funding is needed outside of the budget allocation cycle a budget amendment will be evaluated and processes.

City Financial Summary

The City of Millwood is a general-purpose local government and provides public safety, street improvements, parks and recreation, general administrative services, and a city owned water and sewer utility. The city reports financial activity in accordance with the Cash Basis Budgeting, Accounting and Reporting System (BARS) Manual prescribed by the State Auditor’s Office under the authority of

Washington State law, Chapter 43.09 RCW. This manual prescribes a financial reporting framework that differs from generally accepted accounting principles (GAAP) in the following manner:

- Financial transactions are recognized on a cash basis of accounting. Revenues are recognized when cash is received and expenditures are recognized when paid. In accordance with state law, the city also recognizes expenditures paid during twenty days after the close of the fiscal year for claims incurred during the previous period.
- Component units are required to be disclosed, but are not included in the financial statements.
- Government-wide statements, as defined in GAAP, are not presented.
- All funds are presented, rather than a focus on major funds.
- The Schedule of Liabilities is required to be presented with the financial statements as supplementary information.
- Supplementary information required by GAAP is not presented.
- Ending balances are presented using classifications that are different from the ending net position classifications in GAAP.

Financial transactions of the government are reported in individual funds. Each fund uses a separate set of self-balancing accounts that comprises its cash and investments, revenues and expenditures. The government’s resources are allocated to and accounted for in individual funds depending on their intended purpose. Each fund is reported as a separate column in the financial statements, except for fiduciary funds, which are presented by fund types. The total column is presented as “memo only” because any interfund activities are not eliminated. The following fund types are used:

- **GOVERNMENTAL FUND TYPES:**
 - General Fund - This fund is the primary operating fund of the government. It accounts for all financial resources except those required or elected to be accounted for in another fund.
 - Capital Projects Funds - These funds account for financial resources which are restricted, committed, or assigned for the acquisition or construction of capital facilities or other capital assets.
- **PROPRIETARY FUND TYPES:**
 - Enterprise Funds - These funds account for operations that provide goods or services to the general public and are supported primarily through user charges.

The City of Millwood adopts annual appropriated budgets for all funds. These budgets are appropriated at the fund level. The budget constitutes the legal authority for expenditures at that level. Annual appropriations for these funds lapse at the fiscal year end. Annual appropriated budgets are adopted on the same basis of accounting as used for financial reporting. Budgeted amounts are authorized to be transferred between departments and object classes within funds; however, any revisions that alter the total expenditures of a fund, or that affect the number of authorized employee positions, salary ranges, hours, or other conditions of employment must be approved by the city’s legislative body.

The City operated on an annual budget of \$3,553,911 in 2021, \$3,576,686 in 2022, \$3,108,479 in 2023, and \$3,610,665 in 2024. In 2023, the city had a sales tax revenue of \$818,283.38 and \$854,220.85 in 2024.

For 2025, the estimated resources, including fund balances for each separate fund of the City are included in the summary form below that was adopted with the annual budget.

Table 11-10: City of Millwood 2025 Budget Summary

FUND	Estimated Beginning Balance	Estimated Revenue	Estimated Expenditures	Estimated Ending Balance
GENERAL FUNDS				
General Fund (#001)	\$2,087,640	\$5,179,246	\$5,749,121	\$1,517,765
Unemployment Compensation (#099)	\$51,182	\$246	0	\$51,428
CAPITAL PROJECT FUNDS				
Capital Project Fund – REET 1 (#301)	\$400,098	\$25,000	0	\$425,098
Capital Project Fund – REET 2 (#302)	\$404,893	\$25,000	0	\$429,893
ENTERPRISE FUNDS				
Joint Utility Fund (#401)	\$685,384	\$948,394	\$1,048,916	284,862
TOTAL	\$3,629,197	\$6,177,886	\$6,798,037	\$2,709,046

Investments are reported at original cost. It is the city's policy to invest all temporary cash surpluses. The interest on these investments is prorated to the various funds.

The Spokane County Treasurer acts as an agent to collect property tax levied in the county for all taxing authorities. Collections are distributed after the end of each month. Property tax revenues are recognized when cash is received by the city. Delinquent taxes are considered fully collectible because a lien affixes to the property after tax is levied. The Spokane County Assessor's office completes the annual levy calculation summary. The city's regular levy for the year 2023 was \$1.119524 per \$1,000 on an assessed valuation of \$408,673,033 for a total regular levy of \$457,519. For 2023, Millwood's assessed value per capita was \$212,297.68. The following levy calculation summary was prepared by the Spokane County Assessor's office in January 2024 for the City of Millwood:

Millwood

1) 101% Highest Lawful limit (Page 1, Line G)	\$	463,152.43
2) Statutory Levy Limit (Page 1, Line H)	\$	756,530.85
3) Levy Limit as controlled by Resolution (Page 2, Line G)	\$	467,727.63
4) Levy Certification (Page 2, Line I)	\$	466,669.68



Lesser of Lines 1-4 above \$ 463,152.43

Plus Refund \$ -

2024 REGULAR LEVY
(not to exceed line #2) \$ 463,152.43

Assessed Value \$423,058,119

Levy Rate 1.094772583717

FYI: Unused levy capacity (banked) \$ -

The city’s regular levy for the year 2024 was \$1.094773 per \$1,000 on an assessed valuation of \$423,058,119 for a total regular levy of \$463,152.

The city began work on the Argonne Congestion Relief project in June of 2025 with an anticipated construction expenditure of approximately \$4.4 million.

11.8 POLICY DIRECTION

The intent of the policy direction over the next planning period is to continue inter-governmental coordination for capital facilities and utilities. The City of Millwood is fortunate that the interlocal agreements for services held with Spokane County, City of Spokane, and the City of Spokane Valley are well within their level of service standards to provide more than adequate facilities and utility services to the residents of Millwood. A goal of the cities to achieve within this planning period is to complete and adopt their Six-Year Capital Facilities Plan.

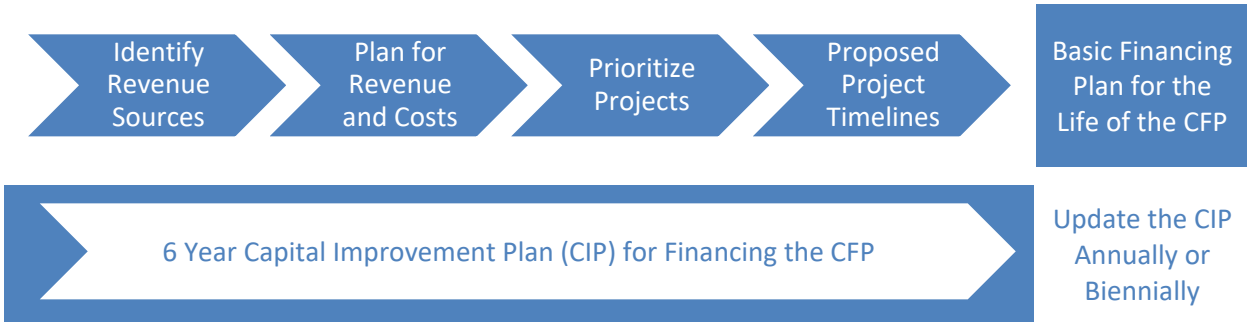
11.9 CITY OF MILLWOOD CAPITAL FACILITIES PLAN (CFP)

A Capital Facilities Plan (CFP) is a long range, six (6) year, financial plan that allows the City to prioritize public projects and identify funding sources. The CFP serves as a guide to the City's financial obligation in providing those facilities desired by the community. This document will provide supplemental information that complements the text, goals, and policies of the Capital Facilities Element. If the probable funding for capital facilities at any time is insufficient to meet existing needs, the Land Use

Element in the Comprehensive Plan must be reassessed. Since the City's revenue is limited, the City prioritizes projects and chooses a portion of those projects based on need and finances available. Those projects chosen are adopted into the CFP, including projects identified as priorities in the Parks and Recreation Element. The CFP doesn't commit the City to a particular expenditure for a particular year, it allows the City some flexibility in scheduling projects based on need or funding opportunities and doesn't lock the City into projects that may not be needed at time of funding.

The CFP must include estimated costs and proposed methods of financing for projects within the first six years, this is sometimes referred to as a six-year capital improvement program (CIP). Projects that are to be funded each year should be reviewed annually during the City Budget process.

Projects / expenditures included in the Capital Facilities Plan have a useful life greater than ten years and are valued at \$20,000 or more.



Per the WA State Department of Commerce, Capital Facilities Planning Guidebook for small jurisdictions, the CFP has several purposes:

- It's a requirement for communities that are fully-planning under the Growth Management Act (GMA).
- Several funding agencies require it and others will give additional points for it in the application process for grants or loans.
- It guides the implementation of the community's comprehensive plan.
- It provides a framework for decision makers about what to buy, when to buy, how to pay for it.
- It provides a mechanism to help prioritize capital projects and match projects with the local budget and funding options.
- It provides transparency for purchasing decisions to the public.
- It provides for the orderly replacement of capital assets, and
- It helps AVOID SURPRISES.

Capital Facility Decision Criteria

The CFP needs to have established criteria which will guide decision making regarding what investments will provide the most public benefit. The development of the project list is an iterative process. The criteria listed below are intended to be used to evaluate proposed projects. In addition, the criteria emphasize a project's impact on enhancing the long-term livability of Millwood.

- Public Health, Safety, & Welfare

The project is required to address a vital health or safety risk; the benefit to the environment, or safety of the community should be evaluated. Proposals from departments that are responsible for public safety (e.g. Police) do not automatically meet this criterion. It is possible that other departments may have proposals that address an obvious safety issue. For example, nearly all street projects address public safety issues, but an intersection that has a documented history of safety concerns should receive a higher priority treatment.

- Legal Mandate

State or Federal mandates often times require that a particular project be implemented and compliance with legal mandates is often a prerequisite to obtaining state or federal funding assistance.

- Conformance with Adopted Comprehensive Plan

Consistency with the City's Comprehensive Plan is important as capital investments facilitate implementation of the twenty year plan. As such, City departments have an obligation to request capital projects that support and implement the stated goals and policies of the plan or supporting plans. Consideration should not be given to any project that does not actively implement the plan, or hampers the City's ability to implement the plan.

- Level of Service

The City has established level of service standards that need to be met. When considering projects or improvements, will the proposed project or improvement enhance the provision of that service for existing residents or is the proposed project or improvement needed to help meet forecasted demand? Meeting the minimum level of service standards and providing services or facilities that are not currently available should receive priority for this criteria.

- Funding Available

It is important to separate improvements that have an identifiable and available source of funding from those that require applications for funding, bond issues, or other financing mechanisms that may or may not be approved.

- Net Impact on Future Operating Budgets

The cost impact of a proposed capital project on the City's future operating budgets should weigh heavily on the City's decision to fund the project. In some cases, however, a project may generate enough revenue to offset its operating costs or would provide a cost savings to the City. It is also important to provide an opportunity to incorporate a project's long term maintenance needs into the prioritization process. A project with high maintenance costs and no identified funding source for maintenance should rate low, while a project with a clear source of maintenance funds should rate high.

- Public Support

This criteria serves as additional support to the criteria of Conformance with Adopted Comprehensive Plan and Level of Service. As plans are updated and public opinion is solicited, the result of the public participation efforts need to be considered and consistency should be maintained. When a proposed project is supported by multiple facets of the community, the project will likely have a higher likelihood of receiving funding and overall long term success.

- Economic Development

It is important to judge a proposed improvement's impact on the local tax base. For example, upgrading or extending services or transportation connections to an area within the corporate limits that would allow for more commercial or industrial development would benefit the local tax base.

- Related Projects

Frequently projects in one category are critical to the success of capital projects in other categories. Coordination on related projects, even though they are proposed by other departments or governmental entities, could result in a savings to a separate project which should be pursued.

City of Millwood Capital Facilities Plan (CFP) 2026 - 2035+

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

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

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

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

Category	Project / Expenditure Title	Description	Included in 2025 TIP	Estimated Cost*	Potential Funding Source**	Anticipated Year(s)
Vehicles and Equipment	2020 Kubota RTV w/ Attachments	Replacement	N/A	\$30,000	TBD	2035
Vehicles and Equipment	2016 ODB Leaf Vac Replacement	Replacement	N/A	\$45,000	TBD	2036
Vehicles and Equipment	2016 Caterpillar Mini Excavator Replacement	Replacement	N/A	\$73,443	City Funds / City Utility Fund	2036
<i>* 2025 Construction Cost Estimate - need to adjust for inflation, add A&E, SEPA, & Cultural Resources, as needed. Vehicles and equipment are estimated replacement cost.</i> <i>** Proposed funding source is dependent on final project scope / design</i> <i>RCO Grants currently includes ALEA, COAF, LWCF, WWRP, & YAF, as applicable based on the project</i>						

CHAPTER 12 – CLIMATE CHANGE & RESILIENCY ELEMENT

~~Currently being developed in coordination with Spokane County. Anticipate inclusion in the Millwood Comprehensive Plan in 2026.~~

12.1 PURPOSE

~~Millwood is developing a Climate Element to increase local resilience to climate change impacts and hazards. Climate change is a current and continuing threat to our community, environment, and economy; climate impacts, such as rising annual temperatures, increased frequency and intensity of wildfires and wildfire smoke, and changes in precipitation patterns, have cascading impacts across the community.~~

12.2 LEGISLATIVE CONTEXT

~~In 2023, Washington House Bill (HB) 1181 introduced a new requirement under the Growth Management Act (GMA), calling for cities and counties to integrate climate change policies into all future comprehensive plan updates. The GMA sets the following goals for climate change and resiliency:~~

Ensure that comprehensive plans, development regulations, and regional policies, plans, and strategies adapt to and mitigate the effects of a changing climate; support reductions in greenhouse gas emissions and per capita vehicle miles traveled; prepare for climate impact scenarios; foster resiliency to climate impacts and natural hazards; protect and enhance environmental, economic, and human health and safety; and advance environmental justice. (RCW 36.70A.070(9))

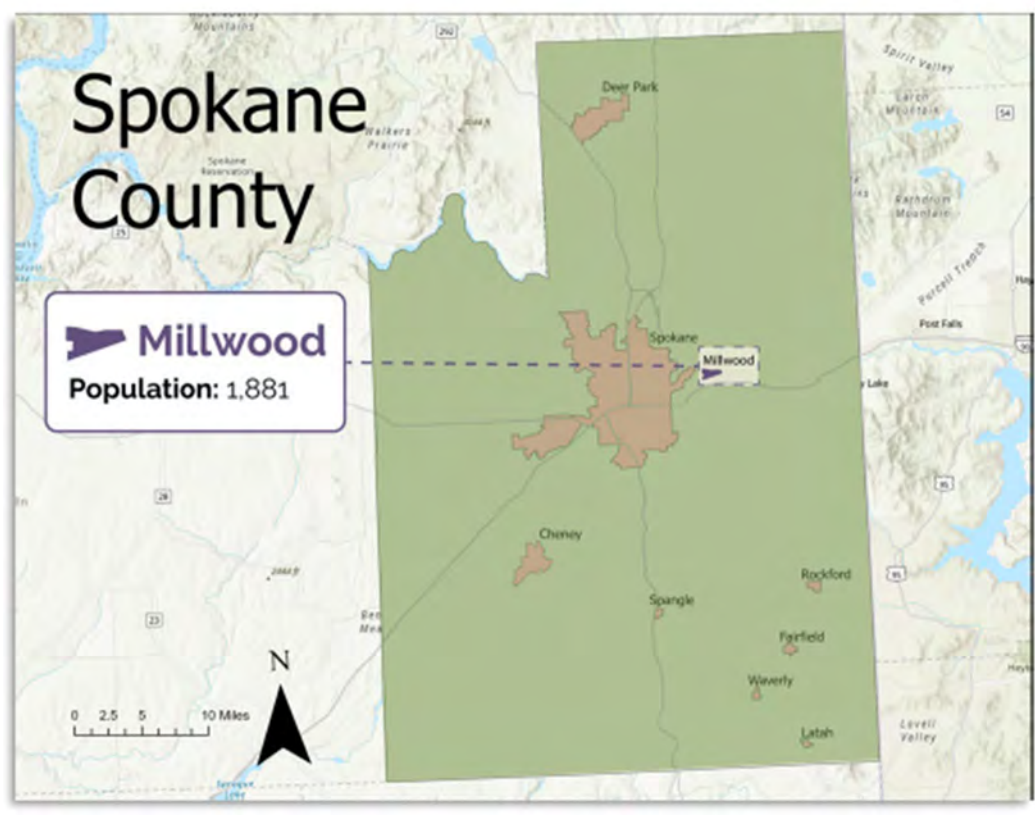
~~Under HB 1181, Millwood is required to develop a Climate Resilience sub-element as part of its 2026 Comprehensive Plan Update. This Climate Chapter seeks to elevate and address key climate issues facing the Millwood community. Specifically, it aims to build community resilience to climate change impacts~~

~~The Millwood Climate Element was developed in tandem with the Spokane County Climate Element, and goals and policies are in alignment under Commerce’s requirements. Both the Spokane County and Millwood Climate Elements were funded by Commerce’s Climate Commitment Act.~~

12.3 EXISTING CONDITIONS AND CLIMATE VULNERABILITY ASSESSMENT



~~The City of Millwood, located in east central Spokane County right near the city of Spokane and Spokane Valley, is home to 1,881 residents (Map 12-1). The city is suburban, surrounded by housing on its east and west borders, a state highway and railway to the south, and the Spokane River to the north. Millwood faces potential risks from existing and future climate hazards, including to community health and safety, natural resources and ecosystems, and built infrastructure.~~



Map 12-1: Location of Millwood within Spokane County, Washington, included in the Climate Vulnerability Assessment.

The following extreme weather events and climate impacts are expected in Millwood. See the Spokane County Climate Vulnerability Assessment for a full discussion of all potential extreme weather and climate impacts.

- **Increased annual temperature:** Higher annual temperatures with an expected 9.5°F temperature increase by 2100 and more frequent extreme heat events.
- **Wildfire and wildfire smoke:** Increased wildfire activity and risk from extreme heat and heightened drought conditions, raising wildfire and wildfire smoke impacts.
- **Changing precipitation:** Changes to precipitation patterns, with more winter precipitation falling as rain rather than snow, increasing streamflow and risk of flooding.

Impacts on Health and Well-being

While climate change will affect all residents, certain groups face greater risks. According to the U.S. Census Bureau (2023), local demographics highlight key populations who may be especially vulnerable:

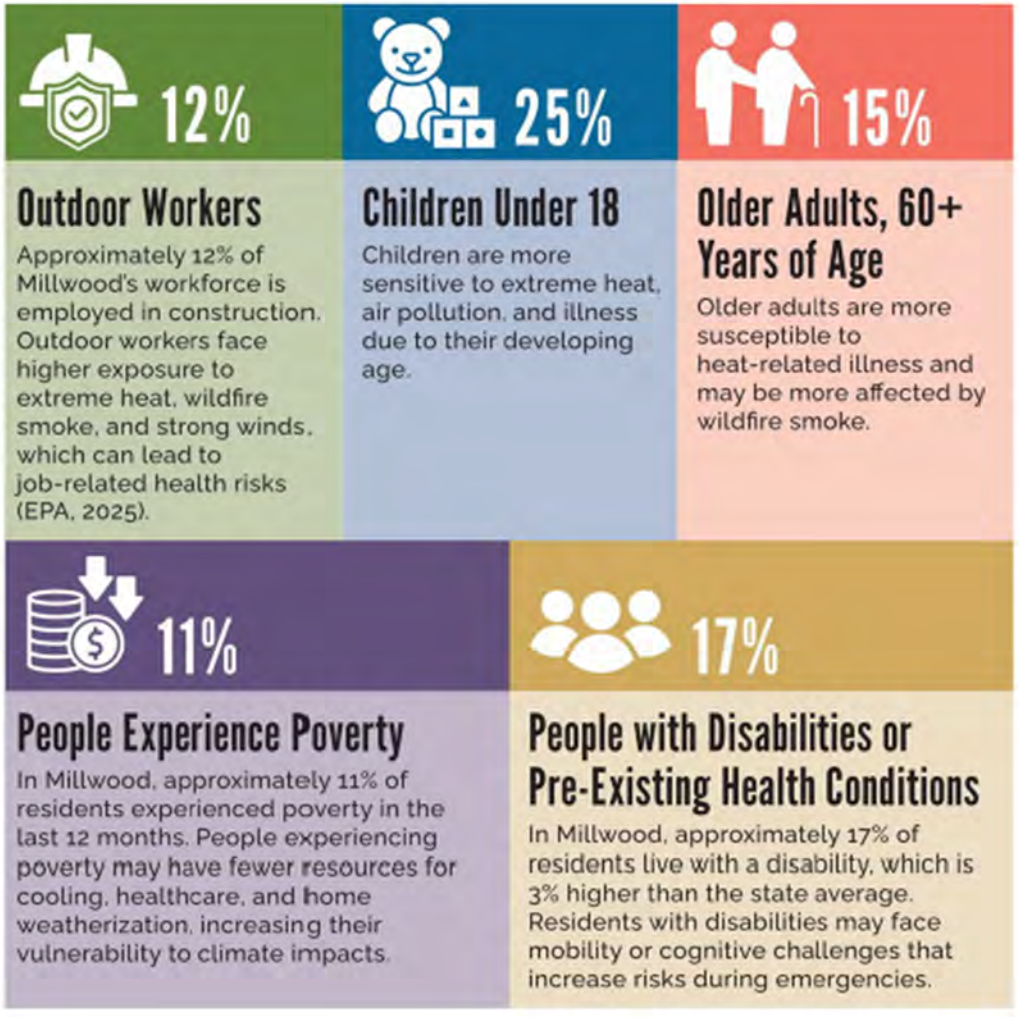


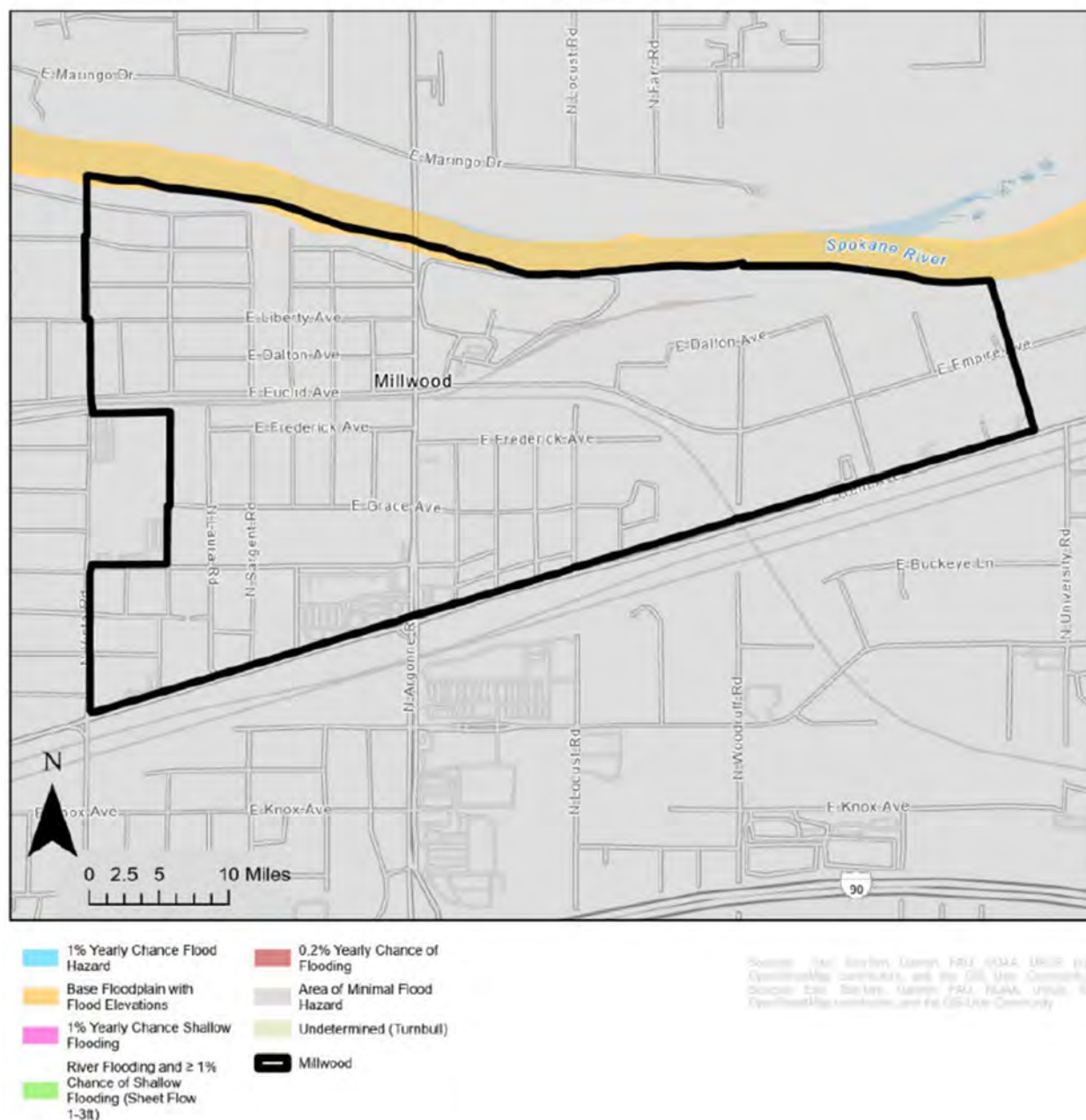
Figure 12-1: Key populations who may be especially vulnerable to climate change (U.S. Census Bureau (2023))



Impacts on Infrastructure, Community and Natural Resources

Millwood is located just south of the Spokane River. According to the [Federal Emergency Management Agency \(FEMA\) floodplain map \(Map 12-2\)](#), there is some localized flooding risk along the river's shoreline. Depending on changing climate conditions, flooding could potentially impact homes, roads, and industries situated close to the Spokane River. It's important to note that FEMA floodplain maps may underestimate future flood risks, as they do not fully account for the effects of a changing climate.

Flood Risk in Millwood



Map 12-2: Flood Risk in Millwood WA, FEMA Flood Risk Data

Extreme weather and climate events such as wildfire smoke, extreme heat, and flooding will affect all residents of Millwood and place added stress on the city's infrastructure and natural resources. Although Millwood's direct wildfire risk is relatively low, nearby fires could still force evacuation. Displacement places added strain on emergency systems, disrupts medical care, and increases stress and instability for residents. Wildfire smoke traveling from other areas can further degrade local air quality, impacting outdoor activity and visibility.

In Millwood, limited tree cover and extensive paved areas intensify heat exposure, creating harsh conditions for people walking, biking, or waiting for transit. Hotter nights further limit opportunities for

[cooling, disrupt sleep, and increase stress, while households face rising costs to keep homes safe and livable during extreme heat. Wildfire smoke and extreme heat compound these risks, with smoke triggering asthma, weakening the immune system, affecting brain development in children, and worsening heart, lung, and memory issues among older adults.](#)



Millwood has several opportunities to strengthen resilience:

- ✓ **Transportation options:** As a busy commuter and freight corridor, Millwood can reduce risks by improving traffic management, expanding sidewalks and bike paths, improving public transit access, and planning detour routes to keep emergency response moving during floods or severe weather.
- ✓ **Spokane River stewardship:** Restoring riparian areas along the Spokane River with trees and native plants can both reduce flood and erosion risks and improve water quality.
- ✓ **Protecting health:** With many drivers and outdoor workers in Millwood, providing shaded rest areas, clean-air shelters, and hydration stations at community facilities could help residents cope with wildfire smoke and extreme heat.

12.4 RESILIENCE GOALS AND POLICIES

See Millwood’s **Housing and Land Use Elements** for policies that promote affordable and accessible housing near transportation developments.

See the **Essential Public Facilities and Utilities Elements** for policies that promote sustainable management of stormwater infrastructure to promote ecosystem and community health.

See the **Land Use and Parks & Recreation Elements** for policies that promote the use of best available science and habitat restoration efforts.

See the **Transportation Element** for policies that promote a safe, accessible, and reliable transportation network.

[The Millwood Climate Element builds on and aligns with the Spokane County Climate Element’s overarching resilience goals and policies. Together, these plans strengthen regional coordination on climate preparedness, reduce risks to people, infrastructure, and ecosystems, and support a thriving, resilient future for all communities in the County. In accordance with the Washington State Department of Commerce’s requirements for the Climate Element sub-element \(RCW 36.70A.020 and HB 1181, 2023\), this section addresses the three resilience planning requirements by:](#)

- [Addressing natural hazards created or aggravated by climate change, including flooding, drought, heat, smoke, wildfire, and other changes to temperature and precipitation patterns;](#)
- [Identifying, protecting, and enhancing natural areas to foster climate resilience and support safe species migration; and](#)

- [Strengthening community resilience to climate impacts by addressing social, economic, and built-environment factors, and advancing environmental justice.](#)

[Millwood Comprehensive Plan Section 5.6 provides information on critical areas in the City of Millwood.](#)

[Refer to Section 3.2 for Climate Change & Resiliency \(CR\) Goals and Policies addressing Emergency Management, Ecosystems, and Partnerships and Community, in addition to supplemental CR goals, policies, and implementing actions previously adopted by the City of Millwood.](#)

APPENDICES

Appendix A - Definitions & Acronyms

Appendix B - Board of County Commissioners Resolution 24-0348 (Population Allocation)

Appendix C - Millwood Community Survey Results

Appendix D - Land Capacity Analysis Report for City of Millwood

Appendix E - Racially Disparate Impacts (RDI) Analysis for City of Millwood

Appendix F - Spokane County Regional Siting Process for Essential Public Facilities

Appendix G - TIB Street Inventory Report

Appendix H - 2025 TIP Resolution

Appendix I - 2026 Periodic Update Public Participation Program

File Attachments for Item:

c. ORDINANCE #557 Amending MMC 2.36.010 Planning Commission

ORDINANCE #557

XXXXXX XX, 202X

AN ORDINANCE OF THE CITY OF MILLWOOD, SPOKANE COUNTY, WASHINGTON, AMENDING MMC CHAPTER 2.36.010 TO CLARIFY RESIDENCY REQUIREMENTS FOR MEMBERS OF THE PLANNING COMMISSION; AND PROVIDING FOR OTHER MATTERS PROPERLY RELATING THERETO.

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

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

WHEREAS, the Council finds it is in the best interests of the City to amend Section 2.36.010 regarding the residency requirements for members of the Planning Commission.

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

Section 1. Amendment to Section 2.36.010 MMC – Created. Section 2.36.010 MMC is hereby amended as follows (deleted language stricken, added language double-underlined):

Pursuant to the authority conferred by Chapter 44 of the Sessions Laws of 1935 of the state, there is created a city planning commission, consisting of five members who may or may not be a resident of the city and shall be appointed by the mayor and confirmed by the City Council.

Section 2. Repeal. All ordinances, resolutions, laws, and regulations, or parts thereof in conflict with this ordinance are, to the extent of said conflict, hereby repealed.

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

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

PASSED BY THE COUNCIL OF THE CITY OF MILLWOOD THIS _____ DAY OF _____ 2026.

CITY OF MILLWOOD,
Spokane County, Washington

Shawna Beese, Mayor

ATTEST:

Kenzi Roderick, City Clerk

STATE OF WASHINGTON)
)ss:
County of Spokane)

Kenzie Roderick, being first duly sworn on oath deposes and says:

I am the Clerk of the City of Millwood, Washington, and the foregoing ordinance entitled “AN ORDINANCE OF THE CITY OF MILLWOOD, SPOKANE COUNTY, WASHINGTON, AMENDING CHAPTER 2.36.010 TO CLARIFY RESIDENCY REQUIREMENTS FOR MEMBERS OF THE PLANNING COMMISSION; AND PROVIDING FOR OTHER MATTERS PROPERLY RELATING THERETO” is the true and correct copy of the City of Millwood’s Ordinance numbered 557 and that the same was posted and published according to law.

Kenzi Roderick

SUBSCRIBED AND SWORN TO BEFORE ME THIS ____ DAY OF _____, 2026.

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

File Attachments for Item:

d. RESOLUTION 2026-02 Interfund Loan

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF MILLWOOD, WASHINGTON, AUTHORIZING AN INTERFUND LOAN IN AN AMOUNT NOT TO EXCEED \$400,000 FROM THE GENERAL FUND (FUND 001) TO THE SPEICAL CAPITAL PROJECTS FUND (FUND 302), WITH INTEREST, AND REQUIRNG REPAYMENT OF THE LOAN IN ACCORDANCE WITH THE CITY'S RECEIPT OF CERTAIN FUNDS AND REIMBURSEMENTS; AND PROVIDING FOR OTHER MATTERS PROPERLY RELATING THERETO.

WHEREAS, the City of Millwood, Washington (the "City") is a code city duly organized and existing under and by virtue of the Constitution and the laws of the state of Washington (the "State"); and

WHEREAS, the Council of the City (the "Council") may adopt and enforce resolutions 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 engaged in the Argonne Road Corridor Improvement Project (the "Project"), with payment for Project costs and expenses to be made from the Special Capital Projects Fund (Fund No. 302) based on the City's receipt of funds or reimbursements from the Washington State Department of Transportation and Transportation Improvement Board related to the Project to be deposited into the Special Capital Projects Fund (Fund No. 302); and

WHEREAS, due to the processing and timing of reimbursements from the Washington State Department of Transportation and Transportation Improvement Board related to the Project, the amount otherwise budgeted by the Council for the Project from the Special Capital Projects Fund (Fund No. 302) is insufficient to currently pay for costs related to the Project; and

WHEREAS, the General Fund (Fund No. 001) may make an interfund loan to the Special Capital Projects Fund (Fund No. 302) to pay for Project costs and expense, with repayment of such interfund loan to be made with the City's receipt of funds or reimbursements related Project from the Washington State Department of Transportation and Transportation Improvement Board; and

WHEREAS, the Council finds it is in the best interest of the City to make an interfund loan from the General Fund (Fund No. 001) to the Special Capital Projects Fund (Fund No. 302) based on the terms set forth in this resolution;

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

Section 1. Interfund Loan Authorized: The Council authorizes an interfund loan in an amount of not to exceed \$400,000 from the General Fund (Fund No. 001) to the Special Capital Projects Fund (Fund No. 302). The planned schedule of repayment of the interfund

loan shall be until such time as the interfund loan principal is repaid in full to the General Fund (Fund No. 001) with the City's receipt of funds or reimbursements related Project from the Washington State Department of Transportation and Transportation Improvement Board, but in no event shall the term of the interfund loan extend beyond _____, 2026. Interest on the interfund loan shall be at the rate of 3.3% per annum.

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

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

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

PASSED BY THE COUNCIL OF THE CITY OF MILLWOOD THIS 10TH DAY OF FEBRUARY .

SHAWNA BEESE, MAYOR

Attest:

_____,
CITY CLERK

File Attachments for Item:

a. Consent Agenda

(1) City Council Regular Meeting Minutes, (2) WCIA Board Delegate, (3) Bobbie Beese Planning Commission Appointment, (4) SRTC Board Delegate, (5) January Treasurer's Report, (6) January Claims, and (7) January Payroll (8) Intermountain Sign & Safety Self-Contained Radar Speed Sign Quote



City Council Regular Meeting Minutes

Tuesday, January 13, 2026 at 6:00 PM
9103 E Frederick Ave.

www.youtube.com/@cityofmillwood

2026 Strategic Theme: "Our Future. Our Water."

1. CALL TO ORDER & ROLL CALL

Mayor Beese called the Regular City Council Meeting to order at 6:00 pm. A quorum was present.

PRESENT

Council Member Tina Seifert
Council Member Shaun Culler
Council Member Dan Sander
Council Member Kelly Stravens
Council Member Andy Van Hees attended remotely

2. PLEDGE OF ALLEGIANCE

3. APPROVAL OF MEETING AGENDA

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

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

4. LOCAL AGENCY REPORTS/PRESENTATIONS

a. SVFD - Quarterly Report - Chief Frank Soto

Chief Frank Soto presented the SVFD Quarterly Report.

5. OTHER PRESENTATIONS

6. PUBLIC COMMENTS CONCERNING ACTION ITEMS

There were no comments concerning action items.

7. EXECUTIVE SESSION (if necessary)

8. ACTION ITEMS FOR FIRST READING OR CONTINUES DISCUSSION

a. 2026 Water and Sewer Rates

Mayor Beese reported that there would be a special meeting to further discuss the water and sewer rates at the end of January, Mayor Beese clarified that the rates presented in front of Council are temporary until the comprehensive water rate study is completed.

Council Member Stravens explained he believes the City should have capital improvement funds and asked if we have a sewer reserve in the budget. Mayor Beese and Ms. Scharff said they will look into this further and report back to Council. Council Member Stravens discussed the available funds and lifespan of the sewer pipes with Mr. Schiewe and Mr. Erdahl.

Council discussed adding a line item in the budget amendment for the sewer reserve.

9. ACTION ITEMS FOR CONSIDERATION

a. Consent Agenda

(1) December City Council Regular Meeting Minutes / Joint Planning Commission Meeting Minutes, (2) December 2025 Treasurer's Report, (3) December 2025 Treasurer's Claims, and (4) December 2025 Treasurer's Payroll (5) 2026 STA Appointment

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

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

b. Interlocal MOU Regarding Homelessness Services

Motion made by Council Member Culler, Seconded by Council Member Sander to approve the Interlocal MOU regarding Homelessness Services.

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

10. REPORTS (no action)

a. Treasurer - Dave Armstrong / Lynn Scharff

Ms. Scharff discussed she had been training with Mr. Armstrong and reported on the dashboard included in the Treasurer's report.

b. Clerk/Public Records and Code Enforcement – Mackenzi Roderick

Ms. Roderick reported working through numerous public records requests, Ms. Gill completed training on operating the City's website and was working on updating the City's social media alongside regular office tasks.

Council Member Stravens asked if the City was charging for public records requests. Mr. Werst reported that the City has not been charging for requests.

c. Facilities - Kyle Schiewe

Mr. Schiewe reported that they tried to implement reflective markers on Argonne but the markers would not stay attached to the road, the timeline for the Argonne Project was still on track, updated vehicles for snow and ice removal, he also reported he is going through the procurement process for the elevator's maintenance and service agreement.

d. Utilities - Matt Erdahl

Mr. Erdahl reported that the routine water sample results came back satisfactory and he signed up to take water training classes.

e. Planning - Amanda Tainio - Upward 7 Consulting

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

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

Mr. Werst reported that he and Mayor Beese have been resuming work on the procurement policy.

g. Mayor - Shawna Beese

Mayor Beese discussed the strategic theme for this year and the importance of having a strategic theme, she explained Ordinance 550 was no longer being pursued unless otherwise requested, discussed that there are two open seats on the Planning Commission that need to

be filled. Mayor Beese also provided Council with an update on the status of the Irvin Water District No. 6 water wholesaling agreement.

11. COUNCIL INFORMATION (no action or discussion)

12. PUBLIC REMARKS

Mike Ankney, 3009 N Willow, expressed his gratitude for Mayor Beese, requested on behalf of the Planning Commission to re-appoint Bobbie Beese to the Commission. Expressed interest in being apart of the new Public Works Committee.

LaDonna Dement, 10306 E Empire, encouraged Council to increase the funds for sewer, requested clarification on the public records fees and inquired about a turn signal at Argonne and Empire.

13. COUNCIL REMARKS

Council Member Stravens thanked staff and seconded Mr. Ankney's request to re-appoint Ms. Beese to the Planning Commission.

Council Member Sander agreed with Council Member Stravens remarks and discussed an increase of public record requests in the area.

Council Member Culler explained he was in support of dissolving Ordinance 550.

Council Member Seifert thanked staff and Council Members.

14. ANNOUNCEMENTS

15. SET NEXT MEETING - February 10, 2025 at 6:00 pm

16. ADJOURNMENT

Motion made by Council Member Sander, Seconded by Council Member Stravens to adjourn the City Council meeting at 7:00 pm.

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



TO: Mayor and Council Members
FROM: Lynn Scharff, Treasurer
DATE: February 6, 2026
RE: Financial Dashboard

The following documents are included in your council packet:

- 1) December 2025 Treasurer's Report – updated for the "13th month" transactions
- 2) December 2025 Check Register – updated for the "13th month" transactions
- 3) January 2026 Treasurer's Report
- 4) January 2026 Check Register

The dashboard is not included in your council packets this month. I am working through the report to ensure my understanding of the details. I appreciate your patience.

Thank you, Lynn

TREASURER'S REPORT

Fund Totals

Section 9, Item a.

City Of Millwood

12/01/2025 To: 12/31/2025

Time: 06:58:06 Date: 02/06/2026

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Fund	Previous Balance	Revenue	Expenditures	Ending Balance	Claims Clearing	Payroll Clearing	Outstanding Deposits	Adjusted Ending Balance
001 General Fund	225,280.97	109,689.67	662,680.06	-327,709.42	466,448.73	25,362.92	0.00	164,102.23
002 Restricted Uses Fund - Managerial	79,579.27	9,485.66		89,064.93	0.00	0.00	0.00	89,064.93
099 Unemployment Compensation Fund - Managerial	51,182.00	0.00		51,182.00	0.00	0.00	0.00	51,182.00
301 Capital Projects Fund	437,877.31	685.58		438,562.89	0.00	0.00	0.00	438,562.89
302 Special Capital Projects Fund	442,465.79	685.57		443,151.36	0.00	0.00	0.00	443,151.36
401 Utility Operating Fund	344,806.59	52,595.34	55,476.83	341,925.10	26,945.19	5,284.47	-6,829.95	367,324.81
402 Water Capital Fund Managerial	385,867.28	5,565.35		391,432.63	0.03	0.00	-828.00	390,604.66
403 Sewer Capital Fund - Managerial	49,807.74	23,156.85	20,352.19	52,612.40	20,352.19	0.00	-3,652.49	69,312.10
	<u>2,016,866.95</u>	<u>201,864.02</u>	<u>738,509.08</u>	<u>1,480,221.89</u>	<u>513,746.14</u>	<u>30,647.39</u>	<u>-11,310.44</u>	<u>2,013,304.98</u>

TREASURER'S REPORT

Account Totals

Section 9, Item a.

City Of Millwood

Time: 06:58:06 Date: 02/06/2026

12/01/2025 To: 12/31/2025

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Cash Accounts	Beg Balance	Deposits	Withdrawals	Ending	Outstanding Rec	Outstanding Exp	Adj Balance
5 2064-Banner Checking	251,617.39	210,777.94	747,427.74	-285,032.41	-11,214.93	544,298.02	248,050.68
6 1726-Banner Money Market	279,161.11	4.74	0.00	279,165.85	0.00	0.00	279,165.85
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	3.50	0.00	0.00	3.50	0.00	0.00	3.50
12 8016-Banner Investment	1,463,084.95	0.00	0.00	1,463,084.95	0.00	0.00	1,463,084.95
Total Cash:	2,016,866.95	210,782.68	747,427.74	1,480,221.89	-11,214.93	544,298.02	2,013,304.98
	2,016,866.95	210,782.68	747,427.74	1,480,221.89	-11,214.93	544,298.02	2,013,304.98

Section 9, Item a.

City Of Millwood

12/01/2025 To: 12/31/2025

As Of: 12/31/2025 Date: 02/06/2026

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TREASURER'S REPORT

Section 9, Item a.

Outstanding Vouchers

City Of Millwood

12/01/2025 To: 12/31/2025

As Of: 12/31/2025 Date: 02/06/2026

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Year	Trans#	Date	Type	Acct#	War#	Vendor	Amount	Memo
2022	1433	06/30/2022	Payroll	5	10895		48.88	June 2022
2022	1916	08/31/2022	Payroll	5	11018		11.94	August 2022
2023	1415	06/30/2023	Claims	5	11573	Tribe Media Lab SPC	1,250.00	HPC Video Editing
2023	1798	08/31/2023	Payroll	5	11654		11.71	August 2023
2023	2594	11/30/2023	Payroll	5	11859		11.71	November 2023
2023	2792	12/31/2023	Payroll	5	11903		11.71	December 2023
2024	456	02/29/2024	Claims	5	12038	Quadient Finance USA, Inc.	1,100.00	
2025	1057	05/31/2025	Payroll	5	12833		11.71	May 2025
2025	1252	06/30/2025	Payroll	5	12877		68.82	June 2025
2025	1513	07/31/2025	Payroll	5	12936		85.12	July 2025
2025	1761	08/26/2025	Claims	5	13019	Secretary of Housing & Urban Development	0.03	034500.00 - 8819 E FREDERICK
2025	1815	08/31/2025	Payroll	5	13022		11.71	August 2025
2025	1816	08/31/2025	Payroll	5	13023		68.82	August 2025
2025	2036	09/30/2025	Payroll	5	13081		11.71	September 2025
2025	2038	09/30/2025	Payroll	5	13083		22.94	September 2025
2025	2044	09/30/2025	Payroll	5	13084		22.94	September 2025
2025	2311	10/31/2025	Payroll	5	13149		11.71	October 2025
2025	2313	10/31/2025	Payroll	5	13151		22.94	October 2025
2025	2319	10/31/2025	Payroll	5	13152		22.94	October 2025
2025	2574	11/30/2025	Claims	5	13227	Parsons, Behle, & Latimer	413.00	
2025	2631	12/09/2025	Claims	5	13252	Daedalus Drafting Services LLC	550.00	
2025	2718	12/22/2025	Claims	5	13266	Pacific Power Group, LLC	4,037.00	
2025	2720	12/22/2025	Claims	5	13268	Recognition Avenue	52.27	
2025	2771	12/31/2025	Payroll	5	13269		36.71	December 2025
2025	2773	12/31/2025	Payroll	5	13270		11.71	December 2025
2025	2774	12/31/2025	Payroll	5	13271		68.82	December 2025
2025	2778	12/31/2025	Payroll	5	13272		714.59	December 2025
2025	2781	12/31/2025	Payroll	5	13273		36.71	December 2025
2025	2783	12/31/2025	Payroll	5	13274		36.71	December 2025
2025	2789	12/31/2025	Payroll	5	13275	HRA VEBA Trust Contributions	700.00	Pay Cycle(s) 12/01/2025 To 12/31/2025 - VEBA
2025	2796	12/31/2025	Claims	5	13276	AT&T Mobility	519.54	
2025	2797	12/31/2025	Claims	5	13277	Access Information Management	48.00	
2025	2798	12/31/2025	Claims	5	13278	Anatek Labs, Inc.	40.00	
2025	2799	12/31/2025	Claims	5	13279	Avista Utilities	1,073.93	
2025	2800	12/31/2025	Claims	5	13280	Canon Financial Services, Inc.	185.13	
2025	2801	12/31/2025	Claims	5	13281	Central Pre-Mix Conctete Co.	669.42	
2025	2802	12/31/2025	Claims	5	13282	CenturyLink	137.94	
2025	2803	12/31/2025	Claims	5	13283	Complete Office	73.83	
2025	2804	12/31/2025	Claims	5	13284	DTA Diversified	15,525.00	

TREASURER'S REPORT

Section 9, Item a.

Outstanding Vouchers

City Of Millwood

12/01/2025 To: 12/31/2025

As Of: 12/31/2025 Date: 02/06/2026

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Year	Trans#	Date	Type	Acct#	War#	Vendor	Amount	Memo
2025	2805	12/31/2025	Claims	5	13285	Steffie Genevieve	475.00	
2025	2806	12/31/2025	Claims	5	13286	Greater Spokane Incorporated	600.00	
2025	2807	12/31/2025	Claims	5	13287	HD Supply Facilities Maintenance, LTD.	264.86	
2025	2808	12/31/2025	Claims	5	13288	Intermax Networks	278.33	
2025	2809	12/31/2025	Claims	5	13289	McVay Brothers Siding & Windows	3,752.37	
2025	2810	12/31/2025	Claims	5	13290	Montgomery Hardware	50.07	
2025	2811	12/31/2025	Claims	5	13291	NAPA Auto Parts	17.41	
2025	2812	12/31/2025	Claims	5	13292	North 40 Outfitters	75.05	
2025	2813	12/31/2025	Claims	5	13293	Parsons, Behle, & Latimer	590.00	
2025	2814	12/31/2025	Claims	5	13294	Brett R Sargent	520.54	
2025	2815	12/31/2025	Claims	5	13295	Spokane County District Court	1,620.05	
2025	2816	12/31/2025	Claims	5	13296	Spokane County Environmental Service	20,352.19	
2025	2817	12/31/2025	Claims	5	13297	Spokane County Treasurer - Elections	3,057.65	
2025	2818	12/31/2025	Claims	5	13298	Spokane County Treasurer - PW	3,547.14	Signal Maintenance; Argonne Road Congestion Relief
2025	2819	12/31/2025	Claims	5	13299	Spokane County Treasurer - Sheriff's	26,522.50	
2025	2820	12/31/2025	Claims	5	13300	Tacoma Screw Products INC	61.10	
2025	2821	12/31/2025	Claims	5	13301	United Rentals	962.68	Christmas Tree
2025	2823	12/31/2025	Claims	5	13303	Verizon Wireless	344.69	
2025	2824	12/31/2025	Claims	5	13304	WM Of Spokane - Monthly	250.98	
2025	2825	12/31/2025	Claims	5	13305	Welch-Comer	159,409.12	
2025	2826	12/31/2025	Claims	5	13306	Wilbur - Ellis Company	925.65	
2025	2829	12/31/2025	Claims	5	13324	AT&T Mobility	526.28	
2025	2830	12/31/2025	Claims	5	13325	Complete Office	141.24	
2025	2831	12/31/2025	Claims	5	13326	Fuel Man	371.12	
2025	2832	12/31/2025	Claims	5	13327	WM Of Spokane - Monthly	255.98	
2025	2833	12/31/2025	Claims	5	13328	Witherspoon Brajcich McPhee, PLLC	10,900.48	
2025	2834	12/31/2025	Claims	5	13333	Upward 7 Consulting	5,031.25	
2025	2835	12/31/2025	Claims	5	13334	Union Pacific Railroad Company	219,317.03	
2025	2836	12/31/2025	Claims	5	13335	Welch-Comer	20,538.06	
2025	2837	12/31/2025	Claims	5	13336	NAPA Auto Parts	284.29	
2025	2838	12/31/2025	Claims	5	13337	North 40 Outfitters	193.58	
2025	2839	12/31/2025	Claims	5	13338	Spokane County District Court	5,079.06	
							544,298.02	

Fund	Claims	Payroll	Total
001 General Fund	466,448.73	25,362.92	491,811.65
401 Utility Operating Fund	26,945.19	5,284.47	32,229.66

TREASURER'S REPORT

Section 9, Item a.

City Of Millwood

Outstanding Vouchers
12/01/2025 To: 12/31/2025

As Of: 12/31/2025 Date: 02/06/2026
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Year	Trans#	Date	Type	Acct#	War#	Vendor	Amount	Memo	
Fund							Claims	Payroll	Total
402 Water Capital Fund Managerial							0.03	0.00	0.03
403 Sewer Capital Fund - Managerial							20,352.19	0.00	20,352.19
							513,746.14	30,647.39	544,393.53

TREASURER'S REPORT

Signature Page

Section 9, Item a.

City Of Millwood

Time: 06:58:06 Date: 02/06/2026

12/01/2025 To: 12/31/2025

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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: 07:01:40 Date: Section 9, Item a.

12/01/2025 To: 12/31/2025

Page: 1

Trans	Date	Type	Acct #	Chk #	Claimant	Amount	Memo
2553	12/03/2025	Payroll	5	EFT	AWC Employee Benefits Trust	16,800.94	Pay Cycle(s) 11/30/2025 To 11/30/2025 - Asuris; Pay Cycle(s) 11/30/2025 To 11/30/2025 - Kaiser; Pay Cycle(s) 11/30/2025 To 11/30/2025 - Dental; Pay Cycle(s) 11/30/2025 To 11/30/2025 - Vision; Pay Cycl
2554	12/03/2025	Payroll	5	EFT	EFTPS	9,687.61	941 Deposit for Pay Cycle(s) 11/30/2025 - 11/30/2025
2623	12/05/2025	Claims	5	EFT	Xpress Billpay	453.77	11-2025 Fees
2624	12/26/2025	Claims	5	EFT	Department of Revenue	2,316.97	11-2025 DOR
2657	12/17/2025	Payroll	5	EFT	Department of Retirement	11,481.13	Pay Cycle(s) 11/30/2025 To 11/30/2025 - PERS 2; Pay Cycle(s) 11/30/2025 To 11/30/2025 - PERS 3; Pay Cycle(s) 11/30/2025 To 11/30/2025 - Deferred Comp
2721	12/22/2025	Claims	5	EFT	Banner Bank - 1470	2,065.21	
2722	12/22/2025	Claims	5	EFT	Banner Bank - 4120	2,236.02	
2723	12/22/2025	Claims	5	EFT	Banner Bank - 7779	110.00	Erdahl
2772	12/31/2025	Payroll	5	EFT		3,906.35	December 2025
2775	12/31/2025	Payroll	5	EFT		4,318.36	December 2025
2776	12/31/2025	Payroll	5	EFT		68.82	December 2025
2777	12/31/2025	Payroll	5	EFT		4,775.97	December 2025
2779	12/31/2025	Payroll	5	EFT		3,192.01	December 2025
2780	12/31/2025	Payroll	5	EFT			December 2025
2782	12/31/2025	Payroll	5	EFT		4,398.73	December 2025
2784	12/31/2025	Payroll	5	EFT		4,479.11	December 2025
2785	12/31/2025	Payroll	5	EFT		68.82	December 2025
2786	12/31/2025	Payroll	5	EFT		6,060.32	December 2025
2787	12/31/2025	Payroll	5	EFT		68.82	December 2025
2788	12/31/2025	Payroll	5	EFT		68.82	December 2025
2790	12/31/2025	Payroll	5	EFT	EFTPS	11,212.47	941 Deposit for Pay Cycle(s) 12/31/2025 - 12/31/2025
2827	12/31/2025	Payroll	5	EFT	AWC Employee Benefits Trust	17,158.36	Pay Cycle(s) 12/01/2025 To 12/31/2025 - Asuris; Pay Cycle(s) 12/01/2025 To 12/31/2025 - Kaiser; Pay Cycle(s) 12/01/2025 To 12/31/2025 - Dental; Pay Cycle(s) 12/01/2025 To 12/31/2025 - Vision; Pay Cycl
2828	12/03/2025	Claims	5	EFT	Paymentech, LLC	396.41	Dec fees
2627	12/09/2025	Claims	5	13248	Anatek Labs, Inc.	400.00	
2628	12/09/2025	Claims	5	13249	Avista Utilities	7,459.02	
2629	12/09/2025	Claims	5	13250	City of Millwood	1,133.18	
2630	12/09/2025	Claims	5	13251	Complete Office	914.74	
2631	12/09/2025	Claims	5	13252	Daedalus Drafting Services LLC	550.00	
2632	12/09/2025	Claims	5	13253	Door Specialties, Inc.	2,648.45	
2633	12/09/2025	Claims	5	13254	Environment West Landscape Services	306.20	
2634	12/09/2025	Claims	5	13255	H&H Document Management Solutions		Halverson Law Group was included.
2635	12/09/2025	Claims	5	13256	Oxarc	16.34	
2636	12/09/2025	Claims	5	13257	PROCOM LLC	72.00	
2637	12/09/2025	Claims	5	13258	Brett R Sargent	3,688.44	
2638	12/09/2025	Claims	5	13259	Legal Posting The Spokesman-Review	380.56	
2639	12/09/2025	Claims	5	13260	Witherspoon Brajcich McPhee, PLLC	9,550.00	

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Trans	Date	Type	Acct #	Chk #	Claimant	Amount	Memo
2640	12/09/2025	Claims	5	13261	H&H Document Management Solutions	125.31	
2641	12/09/2025	Claims	5	13262	Halverson Northwest Law Group P.C.	1,015.00	
2650	12/11/2025	Claims	5	13263	Matthew James Erdahl		Paid with City Credit Card, not an employee reimbursement.
2659	12/15/2025	Claims	5	13264	Graybar Electric Co, Inc	2,367.22	
2691	12/17/2025	Claims	5	13265	Liberty Concrete, LLC	101,043.20	
2718	12/22/2025	Claims	5	13266	Pacific Power Group, LLC	4,037.00	
2719	12/22/2025	Claims	5	13267	Petty Cash	150.00	
2720	12/22/2025	Claims	5	13268	Recognition Avenue	52.27	
2771	12/31/2025	Payroll	5	13269		36.71	December 2025
2773	12/31/2025	Payroll	5	13270		11.71	December 2025
2774	12/31/2025	Payroll	5	13271		68.82	December 2025
2778	12/31/2025	Payroll	5	13272		714.59	December 2025
2781	12/31/2025	Payroll	5	13273		36.71	December 2025
2783	12/31/2025	Payroll	5	13274		36.71	December 2025
2789	12/31/2025	Payroll	5	13275	HRA VEBA Trust Contributions	700.00	Pay Cycle(s) 12/01/2025 To 12/31/2025 - VEBA
2796	12/31/2025	Claims	5	13276	AT&T Mobility	519.54	
2797	12/31/2025	Claims	5	13277	Access Information Management	48.00	
2798	12/31/2025	Claims	5	13278	Anatek Labs, Inc.	40.00	
2799	12/31/2025	Claims	5	13279	Avista Utilities	1,073.93	
2800	12/31/2025	Claims	5	13280	Canon Financial Services, Inc.	185.13	
2801	12/31/2025	Claims	5	13281	Central Pre-Mix Conctete Co.	669.42	
2802	12/31/2025	Claims	5	13282	CenturyLink	137.94	
2803	12/31/2025	Claims	5	13283	Complete Office	73.83	
2804	12/31/2025	Claims	5	13284	DTA Diversified	15,525.00	
2805	12/31/2025	Claims	5	13285	Steffie Genevieve	475.00	
2806	12/31/2025	Claims	5	13286	Greater Spokane Incorporated	600.00	
2807	12/31/2025	Claims	5	13287	HD Supply Facilities Maintenance, LTD.	264.86	
2808	12/31/2025	Claims	5	13288	Intermax Networks	278.33	
2809	12/31/2025	Claims	5	13289	McVay Brothers Siding & Windows	3,752.37	
2810	12/31/2025	Claims	5	13290	Montgomery Hardware	50.07	
2811	12/31/2025	Claims	5	13291	NAPA Auto Parts	17.41	
2812	12/31/2025	Claims	5	13292	North 40 Outfitters	75.05	
2813	12/31/2025	Claims	5	13293	Parsons, Behle, & Latimer	590.00	
2814	12/31/2025	Claims	5	13294	Brett R Sargent	520.54	
2815	12/31/2025	Claims	5	13295	Spokane County District Court	1,620.05	
2816	12/31/2025	Claims	5	13296	Spokane County Environmental Service	20,352.19	
2817	12/31/2025	Claims	5	13297	Spokane County Treasurer - Elections	3,057.65	
2818	12/31/2025	Claims	5	13298	Spokane County Treasurer - PW	3,547.14	Signal Maintenance; Argonne Road Congestion Relief
2819	12/31/2025	Claims	5	13299	Spokane County Treasurer - Sheriff's	26,522.50	
2820	12/31/2025	Claims	5	13300	Tacoma Screw Products INC	61.10	
2821	12/31/2025	Claims	5	13301	United Rentals	962.68	Christmas Tree
2822	12/31/2025	Claims	5	13302	Upward 7 Consulting		Double entry of invoice #2023C-029
2823	12/31/2025	Claims	5	13303	Verizon Wireless	344.69	
2824	12/31/2025	Claims	5	13304	WM Of Spokane - Monthly	250.98	
2825	12/31/2025	Claims	5	13305	Welch-Comer	159,409.12	
2826	12/31/2025	Claims	5	13306	Wilbur - Ellis Company	925.65	

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Trans	Date	Type	Acct #	Chk #	Claimant	Amount	Memo
2829	12/31/2025	Claims	5	13324	AT&T Mobility	526.28	
2830	12/31/2025	Claims	5	13325	Complete Office	141.24	
2831	12/31/2025	Claims	5	13326	Fuel Man	371.12	
2832	12/31/2025	Claims	5	13327	WM Of Spokane - Monthly	255.98	
2833	12/31/2025	Claims	5	13328	Witherspoon Brajcich McPhee, PLLC	10,900.48	
2834	12/31/2025	Claims	5	13333	Upward 7 Consulting	5,031.25	
2835	12/31/2025	Claims	5	13334	Union Pacific Railroad Company	219,317.03	
2836	12/31/2025	Claims	5	13335	Welch-Comer	20,538.06	
2837	12/31/2025	Claims	5	13336	NAPA Auto Parts	284.29	
2838	12/31/2025	Claims	5	13337	North 40 Outfitters	193.58	
2839	12/31/2025	Claims	5	13338	Spokane County District Court	5,079.06	
						671,578.07	
						55,497.48	
						20,352.19	
							Claims: 648,075.85
							Payroll: 99,351.89
						747,427.74	

001 General Fund
401 Utility Operating Fund
403 Sewer Capital Fund - Managerial

* Transaction Has Mixed Revenue And Expense Accounts

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: _____

TREASURER'S REPORT

Fund Totals

Section 9, Item a.

City Of Millwood

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Fund	Previous Balance	Revenue	Expenditures	Ending Balance	Claims Clearing	Payroll Clearing	Outstanding Deposits	Adjusted Ending Balance
001 General Fund	-327,709.42	146,388.05	218,382.97	-399,704.34	63,016.45	31,579.04	-4,601.83	-309,710.68
002 Restricted Uses Fund - Managerial	89,064.93	10,816.41		99,881.34	0.00	0.00	0.00	99,881.34
099 Unemployment Compensation Fund - Managerial	51,182.00	0.00		51,182.00	0.00	0.00	0.00	51,182.00
301 Capital Projects Fund	438,562.89	2,777.95		441,340.84	0.00	0.00	0.00	441,340.84
302 Special Capital Projects Fund	443,151.36	2,777.94		445,929.30	0.00	0.00	0.00	445,929.30
401 Utility Operating Fund	341,925.10	54,479.00	83,670.76	312,733.34	18,399.86	16,200.35	-11,467.29	335,866.26
402 Water Capital Fund Managerial	391,432.63	5,787.35		397,219.98	0.03	0.00	-1,308.12	395,911.89
403 Sewer Capital Fund - Managerial	52,612.40	20,406.24	12,280.18	60,738.46	17,110.18	0.00	-5,370.81	72,477.83
	<u>1,480,221.89</u>	<u>243,432.94</u>	<u>314,333.91</u>	<u>1,409,320.92</u>	<u>98,526.52</u>	<u>47,779.39</u>	<u>-22,748.05</u>	<u>1,532,878.78</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	-285,032.41	698,030.51	318,934.61	94,063.49	-22,652.54	146,210.40	217,621.35
6 1726-Banner Money Market	279,165.85	250,003.13	450,000.00	79,168.98	0.00	0.00	79,168.98
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	3.50	0.00	0.00	3.50	0.00	0.00	3.50
12 8016-Banner Investment	1,463,084.95	0.00	250,000.00	1,213,084.95	0.00	0.00	1,213,084.95
Total Cash:	1,480,221.89	948,033.64	1,018,934.61	1,409,320.92	-22,652.54	146,210.40	1,532,878.78
	1,480,221.89	948,033.64	1,018,934.61	1,409,320.92	-22,652.54	146,210.40	1,532,878.78

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
2020	2610	12/13/2020	Util Pay	5		Xpress Billpay	48.40	Xpress Import - CC - 12-13-2020__daily_batch.csv
2025	2337	10/31/2025	Util Pay	5		Xpress Billpay	-649.42	Xpress Import - Returns - 10-31-2025__daily_batch.csv
2025	2338	10/31/2025	Util Pay	5		Xpress Billpay	493.50	Xpress Import - CC - 10-31-2025__daily_batch.csv
2026	37	01/07/2026	Tr Rec	5		WSDOT	-229.30	
2026	152	01/26/2026	Util Pay	5		Xpress Billpay	1,155.52	Xpress Import - EFT - 01-26-2026__daily_batch.csv
2026	153	01/26/2026	Util Pay	5		Xpress Billpay	117.80	Xpress Import - Metavante - 01-26-2026__daily_batch.csv
2026	154	01/26/2026	Util Pay	5		Xpress Billpay	397.44	Xpress Import - iPay - 01-26-2026__daily_batch.csv
2026	155	01/26/2026	Util Pay	5		Xpress Billpay	191.94	Xpress Import - CheckFree - 01-26-2026__daily_batch.csv
2026	156	01/27/2026	Util Pay	5		Utility Batch	725.70	
2026	160	01/27/2026	Tr Rec	5		MetroPCS California, LLC	0.45	B&O TELEPHONE TAX DECEMBER 2025
2026	161	01/27/2026	Tr Rec	5		Comcast OTR1, LLC	16.40	B&O TELEPHONE TAX DECEMBER 2025
2026	162	01/27/2026	Tr Rec	5		T-Mobile West LLC	47.56	B&O TELEPHONE TAX DECEMBER 2025
2026	164	01/27/2026	Util Pay	5		Xpress Billpay	1,572.73	Xpress Import - EFT - 01-27-2026__daily_batch.csv
2026	165	01/27/2026	Util Pay	5		Xpress Billpay	149.33	Xpress Import - Metavante - 01-27-2026__daily_batch.csv
2026	166	01/27/2026	Util Pay	5		Xpress Billpay	230.02	Xpress Import - iPay - 01-27-2026__daily_batch.csv
2026	167	01/27/2026	Util Pay	5		Xpress Billpay	300.76	Xpress Import - CheckFree - 01-27-2026__daily_batch.csv
2026	168	01/28/2026	Util Pay	5		Utility Batch	1,312.94	
2026	176	01/28/2026	Util Pay	5		Xpress Billpay	-76.59	Xpress Import - Returns - 01-28-2026__daily_batch.csv
2026	178	01/28/2026	Util Pay	5		Xpress Billpay	5,584.56	Xpress Import - EFT - 01-28-2026__daily_batch.csv
2026	179	01/28/2026	Util Pay	5		Xpress Billpay	376.97	Xpress Import - Metavante - 01-28-2026__daily_batch.csv
2026	180	01/28/2026	Util Pay	5		Xpress Billpay	100.00	Xpress Import - iPay - 01-28-2026__daily_batch.csv
2026	181	01/28/2026	Util Pay	5		Xpress Billpay	41.91	Xpress Import - OnlineResources - 01-28-2026__daily_batch.csv
2026	182	01/28/2026	Util Pay	5		Xpress Billpay	373.09	Xpress Import - CheckFree - 01-28-2026__daily_batch.csv
2026	183	01/29/2026	Util Pay	5		Xpress Billpay	1,034.14	Xpress Import - CC - 01-29-2026__daily_batch.csv
2026	184	01/29/2026	Util Pay	5		Xpress Billpay	74.49	Xpress Import - EFT - 01-29-2026__daily_batch.csv
2026	185	01/29/2026	Util Pay	5		Xpress Billpay	132.10	Xpress Import - iPay - 01-29-2026__daily_batch.csv
2026	208	01/30/2026	Util Pay	5		Utility Batch	2,343.39	
2026	210	01/30/2026	Tr Rec	5		Comcast	4,766.72	INVOICE 1634047 12/31/2025
2026	211	01/30/2026	Util Pay	5		Xpress Billpay	920.76	Xpress Import - CC - 01-30-2026__daily_batch.csv
2026	212	01/30/2026	Util Pay	5		Xpress Billpay	617.68	Xpress Import - EFT - 01-30-2026__daily_batch.csv
2026	213	01/30/2026	Util Pay	5		Xpress Billpay	171.36	Xpress Import - Metavante - 01-30-2026__daily_batch.csv
2026	214	01/30/2026	Util Pay	5		Xpress Billpay	235.00	Xpress Import - CheckFree - 01-30-2026__daily_batch.csv
2026	215	01/31/2026	Util Pay	5		Xpress Billpay	75.19	Xpress Import - EFT - 01-31-2026__daily_batch.csv
Receipts Outstanding:							22,652.54	
2026	235	01/31/2026	Payroll	5	EFT		68.82	January 2026
2026	227	01/31/2026	Payroll	5	EFT		0.00	January 2026
2026	240	01/31/2026	Payroll	5	EFT		137.65	January 2026
2026	237	01/31/2026	Payroll	5	EFT		5,893.97	January 2026
2026	224	01/31/2026	Payroll	5	EFT		68.82	January 2026
2024	2769	12/31/2024	Claims	5	EFT	Banner Bank - 6225	680.37	

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
2026	231	01/31/2026	Payroll	5	EFT		4,239.77	January 2026
2026	234	01/31/2026	Payroll	5	EFT		4,319.85	January 2026
2026	244	01/31/2026	Payroll	5	EFT	EFTPS	11,038.12	941 Deposit for Pay Cycle(s) 01/31/2026 - 01/31/2026
2026	221	01/31/2026	Payroll	5	EFT		3,684.24	January 2026
2026	241	01/31/2026	Payroll	5	EFT		137.65	January 2026
2024	2590	11/30/2024	Claims	5	EFT	Banner Bank - 7779	936.90	
2025	2058	10/01/2025	Ser Chge	5	0	Mollilou Forbes Trust	-95.51	
2026	225	01/31/2026	Payroll	5	EFT		4,826.17	January 2026
2026	226	01/31/2026	Payroll	5	EFT		3,230.68	January 2026
2026	80	01/30/2026	Payroll	5	EFT	WA State Labor & Industries	2,833.92	4TH Quarter L&I: 10/01/2025 - 12/31/2025
2022	152	01/31/2022	Payroll	5	10574		35.03	January 2021
2022	392	02/28/2022	Payroll	5	10639		35.03	February 2022
2022	620	03/31/2022	Payroll	5	10697		35.03	March 2022
2022	876	04/30/2022	Payroll	5	10760		108.91	April 2022
2022	987	05/05/2022	Claims	5	10809	Gregory & Celestine Kuntz	88.03	00760100 - 8928 E SOUTH RIVERWAY
2022	1126	05/20/2022	Claims	5	10827	Limelyte Technology Group, Inc.	50.00	April 2022 Hosting
2022	1433	06/30/2022	Payroll	5	10895		48.88	June 2022
2022	1916	08/31/2022	Payroll	5	11018		11.94	August 2022
2023	1415	06/30/2023	Claims	5	11573	Tribe Media Lab SPC	1,250.00	HPC Video Editing
2023	1798	08/31/2023	Payroll	5	11654		11.71	August 2023
2023	2594	11/30/2023	Payroll	5	11859		11.71	November 2023
2023	2792	12/31/2023	Payroll	5	11903		11.71	December 2023
2024	456	02/29/2024	Claims	5	12038	Quadient Finance USA, Inc.	1,100.00	
2025	1057	05/31/2025	Payroll	5	12833		11.71	May 2025
2025	1252	06/30/2025	Payroll	5	12877		68.82	June 2025
2025	1513	07/31/2025	Payroll	5	12936		85.12	July 2025
2025	1761	08/26/2025	Claims	5	13019	Secretary of Housing & Urban Development	0.03	034500.00 - 8819 E FREDERICK
2025	1815	08/31/2025	Payroll	5	13022		11.71	August 2025
2025	1816	08/31/2025	Payroll	5	13023		68.82	August 2025
2025	2036	09/30/2025	Payroll	5	13081		11.71	September 2025
2025	2038	09/30/2025	Payroll	5	13083		22.94	September 2025
2025	2044	09/30/2025	Payroll	5	13084		22.94	September 2025
2025	2311	10/31/2025	Payroll	5	13149		11.71	October 2025
2025	2313	10/31/2025	Payroll	5	13151		22.94	October 2025
2025	2319	10/31/2025	Payroll	5	13152		22.94	October 2025
2025	2574	11/30/2025	Claims	5	13227	Parsons, Behle, & Latimer	413.00	
2025	2773	12/31/2025	Payroll	5	13270		11.71	December 2025
2025	2837	12/31/2025	Claims	5	13336	NAPA Auto Parts	284.29	

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Outstanding Vouchers

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Year	Trans#	Date	Type	Acct#	War#	Vendor	Amount	Memo
2025	2838	12/31/2025	Claims	5	13337	North 40 Outfitters	193.58	
2025	2839	12/31/2025	Claims	5	13338	Spokane County District Court	5,079.06	
2026	169	01/28/2026	Claims	5	13339	Avista Utilities	7,565.78	
2026	170	01/28/2026	Claims	5	13340	Devon Glover	1,932.00	
2026	171	01/28/2026	Claims	5	13341	Spokane County Environmental Service	12,280.18	
2026	172	01/28/2026	Claims	5	13342	Spokane County Treasurer - PW	409.31	
2026	173	01/28/2026	Claims	5	13343	Spokane County Treasurer - Pretrial	1,947.66	
2026	174	01/28/2026	Claims	5	13344	Spokane County Utilities	2,898.00	
2026	186	01/31/2026	Claims	5	13345	AWC Drug & Alcohol Consortium	620.00	
2026	187	01/31/2026	Claims	5	13346	Anatek Labs, Inc.	84.00	
2026	188	01/31/2026	Claims	5	13347	CenturyLink	137.42	
2026	189	01/31/2026	Claims	5	13348	DRIVE509	3,526.75	
2026	190	01/31/2026	Claims	5	13349	DataPro Solutions, Inc.	2,831.40	
2026	191	01/31/2026	Claims	5	13350	Employment Security Department	1,218.42	
2026	192	01/31/2026	Claims	5	13351	Fish Window Cleaning	311.00	
2026	193	01/31/2026	Claims	5	13352	IE Utility Coordinating Council	150.00	
2026	194	01/31/2026	Claims	5	13353	Intermountain Sign & Safety	7,150.37	
2026	196	01/31/2026	Claims	5	13355	Montgomery Hardware	91.60	
2026	197	01/31/2026	Claims	5	13356	NAPA Auto Parts	364.36	
2026	198	01/31/2026	Claims	5	13357	National Barricade	66.49	
2026	199	01/31/2026	Claims	5	13358	North 40 Outfitters	73.97	
2026	200	01/31/2026	Claims	5	13359	Oxarc	16.86	
2026	202	01/31/2026	Claims	5	13361	Spokane Aquifer Joint Board	1,154.72	
2026	203	01/31/2026	Claims	5	13362	Spokane House of Hose	24.90	
2026	204	01/31/2026	Claims	5	13363	Verizon Wireless	1,668.33	
2026	205	01/31/2026	Claims	5	13364	Wilbur - Ellis Company	925.65	
2026	207	01/31/2026	Claims	5	13365	McVay Brothers Siding & Windows	3,540.00	
2026	209	01/31/2026	Claims	5	13366	Quadient Leasing USA, Inc.	1,460.98	
2026	220	01/31/2026	Payroll	5	13367		36.71	January 2026
2026	222	01/31/2026	Payroll	5	13368		734.16	January 2026
2026	223	01/31/2026	Payroll	5	13369		22.94	January 2026
2026	228	01/31/2026	Payroll	5	13370		22.94	January 2026
2026	229	01/31/2026	Payroll	5	13371		22.94	January 2026
2026	230	01/31/2026	Payroll	5	13372		36.71	January 2026
2026	232	01/31/2026	Payroll	5	13373		22.94	January 2026
2026	233	01/31/2026	Payroll	5	13374		36.71	January 2026
2026	236	01/31/2026	Payroll	5	13375		4,720.07	January 2026
2026	238	01/31/2026	Payroll	5	13376		137.65	January 2026
2026	239	01/31/2026	Payroll	5	13377		22.94	January 2026

TREASURER'S REPORT

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Outstanding Vouchers

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Year	Trans#	Date	Type	Acct#	War#	Vendor	Amount	Memo
2026	257	01/31/2026	Payroll	5	13379	HRA VEBA Trust Contributions	800.00	Pay Cycle(s) 01/31/2026 To 01/31/2026 - VEBA
2026	258	01/31/2026	Claims	5	13380	Alliant Insurance Services, Inc.	10,741.50	
2026	259	01/31/2026	Claims	5	13381	Complete Office	24.25	
2026	260	01/31/2026	Claims	5	13382	DTA Diversified	13,725.00	
2026	261	01/31/2026	Claims	5	13383	Fuel Man	423.67	January 2026
2026	262	01/31/2026	Claims	5	13384	Oxarc	115.07	
2026	263	01/31/2026	Claims	5	13385	Lynn Scharff	182.23	
2026	264	01/31/2026	Claims	5	13386	State Auditor's Office	625.95	
2026	265	01/31/2026	Claims	5	13387	Legal Posting The Spokesman-Review	487.44	
2026	266	01/31/2026	Claims	5	13388	Upward 7 Consulting	5,218.75	
2026	267	01/31/2026	Claims	5	13389	Welch-Comer	4,457.25	
							<u>146,210.40</u>	

Fund	Claims	Payroll	Total
001 General Fund	63,016.45	31,579.04	94,595.49
401 Utility Operating Fund	18,399.86	16,200.35	34,600.21
402 Water Capital Fund Managerial	0.03	0.00	0.03
403 Sewer Capital Fund - Managerial	17,110.18	0.00	17,110.18
	<u>98,526.52</u>	<u>47,779.39</u>	<u>146,305.91</u>

TREASURER'S REPORT

Signature Page

Section 9, Item a.

City Of Millwood

Time: 06:56:39 Date: 02/06/2026

01/01/2026 To: 01/31/2026

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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: 07:03:01 Date: Section 9, Item a.

01/01/2026 To: 01/31/2026

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Trans	Date	Type	Acct #	Chk #	Claimant	Amount	Memo
14	01/05/2026	Claims	5	EFT	Xpress Billpay	502.97	Dec 2025 fees
38	01/07/2026	Payroll	5	EFT		5,373.15	Vacation pay out Cassels
40	01/08/2026	Payroll	5	EFT	Department of Retirement	11,290.98	Pay Cycle(s) 12/01/2025 To 12/31/2025 - PERS 2; Pay Cycle(s) 12/01/2025 To 12/31/2025 - PERS 3; Pay Cycle(s) 12/01/2025 To 12/31/2025 - Deferred Comp
71	01/14/2026	Payroll	5	EFT	EFTPS	1,913.58	941 Deposit for Pay Cycle(s) 01/07/2026 - 01/07/2026
72	01/26/2026	Claims	5	EFT	Department of Revenue	2,380.57	
80	01/30/2026	Payroll	5	EFT	WA State Labor & Industries	2,833.92	4TH Quarter L&I: 10/01/2025 - 12/31/2025
136	01/23/2026	Payroll	5	EFT	PFMLA - Employment Security	926.23	Pay Cycle(s) 10/01/2025 To 12/31/2025 - PFMLA
137	01/23/2026	Payroll	5	EFT	WA Cares Fund-Employment Security	816.61	Pay Cycle(s) 10/01/2025 To 12/31/2025 - WA State Long Term Care
157	01/28/2026	Claims	5	EFT	Banner Bank - 1470	737.64	
158	01/28/2026	Claims	5	EFT	Banner Bank - 4120	1,167.26	
159	01/28/2026	Claims	5	EFT	Banner Bank - 7779	292.15	
221	01/31/2026	Payroll	5	EFT		3,684.24	January 2026
224	01/31/2026	Payroll	5	EFT		68.82	January 2026
225	01/31/2026	Payroll	5	EFT		4,826.17	January 2026
226	01/31/2026	Payroll	5	EFT		3,230.68	January 2026
227	01/31/2026	Payroll	5	EFT			January 2026
231	01/31/2026	Payroll	5	EFT		4,239.77	January 2026
234	01/31/2026	Payroll	5	EFT		4,319.85	January 2026
235	01/31/2026	Payroll	5	EFT		68.82	January 2026
237	01/31/2026	Payroll	5	EFT		5,893.97	January 2026
240	01/31/2026	Payroll	5	EFT		137.65	January 2026
241	01/31/2026	Payroll	5	EFT		137.65	January 2026
244	01/31/2026	Payroll	5	EFT	EFTPS	11,038.12	941 Deposit for Pay Cycle(s) 01/31/2026 - 01/31/2026
289	01/31/2026	Claims	5	EFT	Banner Bank	2,243.03	
290	01/31/2026	Claims	5	EFT	Banner Bank	359.27	Paymentech credit card fees
17	01/13/2026	Claims	5	13307	City of Millwood		Check run out of sequence
18	01/13/2026	Claims	5	13308	Complete Office		Check run out of sequence
19	01/13/2026	Claims	5	13309	DataPro Solutions, Inc.		Check run out of sequence
20	01/13/2026	Claims	5	13310	H&H Document Management Solutions		Check run out of sequence
21	01/13/2026	Claims	5	13311	Spokane Regional Clean Air Agency		Check run out of sequence
22	01/13/2026	Claims	5	13312	Springbrook Holding Company LLC		Check run out of sequence
23	01/13/2026	Claims	5	13313	Legal Posting The Spokesman-Review		Check run out of sequence
24	01/13/2026	Claims	5	13314	Vanguard Cleaning Systems		Check run out of sequence
25	01/13/2026	Claims	5	13315	WA Cities Insurance Authority		Check run out of sequence
26	01/13/2026	Claims	5	13315	City of Millwood	994.08	January 2026 Bills
27	01/13/2026	Claims	5	13316	Complete Office		Wrong year
28	01/13/2026	Claims	5	13317	DataPro Solutions, Inc.	2,073.01	
29	01/13/2026	Claims	5	13318	H&H Document Management Solutions	186.08	
30	01/13/2026	Claims	5	13319	Spokane Regional Clean Air Agency	4,139.00	
31	01/13/2026	Claims	5	13320	Springbrook Holding Company LLC	22,080.28	2026 Subscription

CHECK REGISTER

City Of Millwood

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01/01/2026 To: 01/31/2026

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Trans	Date	Type	Acct #	Chk #	Claimant	Amount	Memo
32	01/13/2026	Claims	5	13321	Legal Posting The Spokesman-Review	229.92	
33	01/13/2026	Claims	5	13322	Vanguard Cleaning Systems	300.00	
34	01/13/2026	Claims	5	13323	WA Cities Insurance Authority	96,260.00	
41	01/08/2026	Claims	5	13329	AWC	1,225.00	2026 AWC City Membership
42	01/08/2026	Claims	5	13330	Spokane County Treasurer - Sheriff's	27,318.17	LE Services - January 2026
43	01/08/2026	Claims	5	13331	Spokane Regional Transportation Council	578.00	
75	01/13/2026	Claims	5	13332	Upward 7 Consulting		Wrong date
169	01/28/2026	Claims	5	13339	Avista Utilities	7,565.78	
170	01/28/2026	Claims	5	13340	Devon Glover	1,932.00	
171	01/28/2026	Claims	5	13341	Spokane County Environmental Service	12,280.18	
172	01/28/2026	Claims	5	13342	Spokane County Treasurer - PW	409.31	
173	01/28/2026	Claims	5	13343	Spokane County Treasurer - Pretrial	1,947.66	
174	01/28/2026	Claims	5	13344	Spokane County Utilities	2,898.00	
186	01/31/2026	Claims	5	13345	AWC Drug & Alcohol Consortium	620.00	
187	01/31/2026	Claims	5	13346	Anatek Labs, Inc.	84.00	
188	01/31/2026	Claims	5	13347	CenturyLink	137.42	
189	01/31/2026	Claims	5	13348	DRIVE509	3,526.75	
190	01/31/2026	Claims	5	13349	DataPro Solutions, Inc.	2,831.40	
191	01/31/2026	Claims	5	13350	Employment Security Department	1,218.42	
192	01/31/2026	Claims	5	13351	Fish Window Cleaning	311.00	
193	01/31/2026	Claims	5	13352	IE Utility Coordinating Council	150.00	
194	01/31/2026	Claims	5	13353	Intermountain Sign & Safety	7,150.37	
195	01/31/2026	Claims	5	13354	McVay Brothers Siding & Windows		Invoice amounts were incorrect. Amount input did not include application of deposit
196	01/31/2026	Claims	5	13355	Montgomery Hardware	91.60	
197	01/31/2026	Claims	5	13356	NAPA Auto Parts	364.36	
198	01/31/2026	Claims	5	13357	National Barricade	66.49	
199	01/31/2026	Claims	5	13358	North 40 Outfitters	73.97	
200	01/31/2026	Claims	5	13359	Oxarc	16.86	
201	01/31/2026	Claims	5	13360	Quadient Leasing USA, Inc.		Distribution spreadsheet didn't get updated do invoice total is wrong.
202	01/31/2026	Claims	5	13361	Spokane Aquifer Joint Board	1,154.72	
203	01/31/2026	Claims	5	13362	Spokane House of Hose	24.90	
204	01/31/2026	Claims	5	13363	Verizon Wireless	1,668.33	
205	01/31/2026	Claims	5	13364	Wilbur - Ellis Company	925.65	
207	01/31/2026	Claims	5	13365	McVay Brothers Siding & Windows	3,540.00	
209	01/31/2026	Claims	5	13366	Quadient Leasing USA, Inc.	1,460.98	
220	01/31/2026	Payroll	5	13367		36.71	January 2026
222	01/31/2026	Payroll	5	13368		734.16	January 2026
223	01/31/2026	Payroll	5	13369		22.94	January 2026
228	01/31/2026	Payroll	5	13370		22.94	January 2026
229	01/31/2026	Payroll	5	13371		22.94	January 2026
230	01/31/2026	Payroll	5	13372		36.71	January 2026
232	01/31/2026	Payroll	5	13373		22.94	January 2026
233	01/31/2026	Payroll	5	13374		36.71	January 2026
236	01/31/2026	Payroll	5	13375		4,720.07	January 2026
238	01/31/2026	Payroll	5	13376		137.65	January 2026
239	01/31/2026	Payroll	5	13377		22.94	January 2026
245	01/31/2026	Payroll	5	13378	HRA VEBA Trust Contributions		Check did not print

CHECK REGISTER

City Of Millwood

Time: 07:03:01 Date: Section 9, Item a.

01/01/2026 To: 01/31/2026

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Trans	Date	Type	Acct #	Chk #	Claimant	Amount	Memo
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258	01/31/2026	Claims	5	13380	Alliant Insurance Services, Inc.	10,741.50	
259	01/31/2026	Claims	5	13381	Complete Office	24.25	
260	01/31/2026	Claims	5	13382	DTA Diversified	13,725.00	
261	01/31/2026	Claims	5	13383	Fuel Man	423.67	January 2026
262	01/31/2026	Claims	5	13384	Oxarc	115.07	
263	01/31/2026	Claims	5	13385	Lynn Scharff	182.23	
264	01/31/2026	Claims	5	13386	State Auditor's Office	625.95	
265	01/31/2026	Claims	5	13387	Legal Posting The Spokesman-Review	487.44	
266	01/31/2026	Claims	5	13388	Upward 7 Consulting	5,218.75	
267	01/31/2026	Claims	5	13389	Welch-Comer	4,457.25	
						218,153.67	001 General Fund
						83,670.76	401 Utility Operating Fund
						17,110.18	403 Sewer Capital Fund - Managerial
						318,934.61	Claims: 251,517.69 Payroll: 67,416.92
							* Transaction Has Mixed Revenue And Expense Accounts

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: _____

MATERIAL ONLY QUOTATION

Project: City of Millwood
 Kyle
Bid Date: 1/28/2026
Date of Quote: 1/26/2026
Quote Firm For:
Notice Required: 14 Days Notice Required

	Quantity	Units	Description	Price	Total
Full Matrix	1.00	EA	iQ1200 Full Matrix Radar Speed Sign Wht	\$ 6,566.000	\$ 6,566.00
	1.00	EA	100W Solar Kit, incl. 100W Solar Panel, 70 Ah Battery, Battery Box, Wiring/Conduit		
	1.00	EA	Drop Shipped - Anchor Bolt Set w/ Hardware 3/4" - 10NC X 18" GALV - MUST		
			BE DROP SHIPPED w/ PELCO POLE		
	1.00	EA	Drop Shipped - Base Assy, Square w/ Alum Heat Treat Door, 12K Capacity,		
			Group Lug, Alum (Pelco P/N PB 5334 - GL - PNC)		
	1.00	EA	Drop Shipped - Pelco 16 x 4" 8NP SCH 40 Spun Aluminum Pole		
	1.00	EA	Drop Shipped - Pelco Collar		
	1.00	EA	Drop Shipped Pelco 4.5" Pole Caps		
	1.00	EA	Shipping and Handling Cost.		
	1.00	EA	White Speed limit 25 .080		
					\$ -
					\$ -
					\$ -
Inclusion:				Subtotal	\$ 6,566.00
6% Sales Tax				Tax on Mats	NA
				Freight	Will Call
				TOTAL	\$ 6,526.00
Exclusions:					

Note: Any and all applicable taxes will be charged at time of invoicing. A tax certificate is required on file if Non-Taxable. All pricing is subject to review 30 days after bid date.

To accept this quotation, please complete the information below and fax/email to Mitch Lawless' attention.

Accepted By: _____
 Signature: _____
 Date: _____
 Purchase Order: _____

Intermountain Sign & Safety, Inc.
 22515 W. Highway 53
 Rathdrum, ID 83858
 (208) 773-3119 (p)
 (208) 773-3669 (f)

NOT RESPONSIBLE FOR NON-DELIVERY DUE TO CIRCUMSTANCES BEYOND OUR CONTROL

Mitch Lawless, Sales Manager
 (509) 362-1281 (m)

File Attachments for Item:

b. RESOLUTION 2026-01 Water and Sewer Rates

CITY OF MILLWOOD

2026 WATER RATES AND SEWER RATES



Water Utility Expense and Revenue

Expense	2025 Budget	2025 Actual (Not Final)	2026 Budget
Fixed Cost	\$309,700	\$258,458	\$330,120
Variable Costs	\$130,500	\$122,724*	\$156,500
Capital Improvements	\$253,500	\$75,590*	\$83,600
Total	\$693,750	\$456,772	\$570,220

Revenue	2025 Budget	2025 Actual (Not Final)	2026 Budget (No Rate Change)
Operating Revenue	\$263,500	\$288,514	\$288,514
CF Revenue	\$85,000	\$105,079	\$105,079
Capital Improvement Revenue	\$69,840	\$61,949	\$61,949
Total	\$418,340	\$455,543	\$455,543

Balance	2025 Budget	2025 Actual (Not Final)	2026 Budget (No Rate Change)
Revenue Deficit () Reliance on Reserve	(\$275,410)	(\$1,229)	(\$114,678)

*Estimated professional services related to Irvin Wholesale and Capital Improvement Plan shifted to Capital Improvement Expense Category.

Water Rate Increase Options

Rate Component		2025 Rate	Option 1 (~5%)	Option 2 (Break Even)
Monthly Base Rate		\$25.88	\$27.17	\$30.07
	Use CF	Fee per 100 CF	Fee per 100 CF	Fee per 100 CF
Base	0 to 900 CF	\$0.35	\$0.37	\$0.44
Tier 1	900 to 1,800 CF	\$0.38	\$0.40	\$0.48
Tier 2	1,800 to 4,500 CF	\$0.45	\$0.47	\$0.57
Tier 3	> 4,500 CF	\$0.50	\$0.53	\$0.63
Capital Charge		\$6.00	\$7.00	\$7.80

Notes:

1. Based on 1" Meter.
2. Factors apply for larger meters.
3. Irrigation tiers:
Tier 1: 0-72,000 CF
Tier 2: >72,000 CF



Water Rate Increase Options

Expense	2026 Budget	2026 Budget	2026 Budget
Fixed Cost	\$330,120	\$330,120	\$330,120
Variable Costs	\$156,500	\$156,500	\$156,500
Capital Improvements	\$83,600	\$83,600	\$83,600
Total	\$570,220	\$570,220	\$570,220

Revenue	2026 (No Rate Change)	Option 1 (~5%)	Option 2 (Break Even)
Operating Revenue	\$288,514	\$299,486	\$330,610
CF Revenue	\$105,079	\$130,443	\$156,531
Capital Improvement Revenue	\$61,949	\$74,803	\$83,626
Total	\$455,543	\$504,732	\$570,767

Balance	2026 (No Rate Change)	Option 1 (~5%)	Option 2 (Break Even)
Revenue Deficit () Reliance on Reserve	(\$114,678)	(\$65,488)	\$547

Estimated Impact to Residential Ratepayers

	2025	Option 1 (~5%)	Option 2 (Break Even)
Base Charge	\$25.88	\$27.17	\$30.07
Capital Charge	\$6.00	\$7.00	\$7.80
Total	\$31.88	\$34.17	\$37.87
Increase	N/A	\$2.29	\$5.99
Winter (546 CF)	\$1.91	\$2.02	\$2.40
Increase	N/A	\$0.11	\$0.49
Summer (4640 CF)	\$19.42	\$20.36	\$24.55
Increase	N/A	\$0.94	\$5.13
Estimated Annual Cost	\$510.55	\$544.32	\$616.17
Estimated Annual Increase	N/A	\$33.78	\$105.62
		6.6%	20%



Discussion Items/Council Confirmation

- Desired Water Rate Option?
- Consider Comprehensive Rate Review
 - Review of Structure to Ensure Fairness Across Customer Classes
 - Irrigation Customers are paying a much lower rate per CF



Sewer Utility Expense and Revenue

Expense	2025 Budget	2025 Actual (Not Final)	2026 Budget
City Operating	\$214,750	\$206,097	\$232,969
County Operating	\$316,800	\$264,578	\$316,800
Capital Improvements	\$48,500	\$0	\$12,000
Total	\$580,050	\$470,675	\$561,769

Revenue	2025 Budget	2025 Actual (Not Final)	2026 Budget
City Operating	\$205,254	\$245,352	\$261,537
County Operating	\$316,800	\$265,542	\$316,800
Total	\$522,054	\$510,894	\$578,337

Balance	2025 Budget	2025 Actual (Not Final)	2026 Budget
Revenue Deficit () Reliance on Reserve	(\$57,996)	\$40,219	\$16,568

Sewer Rate

- County Increasing Treatment Charge(s):

	2025	2026	Increase
County Treatment and Operations Fee-Residential	\$23.66 per unit/month	\$29.23 per unit/month	\$5.57 (23.5%)
County Treatment and Operations Fee-Commercial	\$23.66 per unit/month	\$29.23 per unit/month	\$5.57 (23.5%)
Commercial Overage >695 CF	\$2.23 per HCF	\$2.48 per HCF	\$0.23 (10%)



Discussion Items/Council Confirmation

- Current City sewer base rate appears to be adequate to support City operating costs.
- Increase required to County pass-through fees.



RESOLUTION 2026-01

2026

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF MILLWOOD, WASHINGTON APPROVING CHARGES RELATED TO THE CITY WATER SYSTEM AND CITY SEWER SYSTEM, AND PROVIDING FOR OTHER MATTERS RELATED THERETO.

WHEREAS, pursuant to RCW 35A.80.010 and RCW 35.92.010, the City Council of the City of Millwood (“City Council”) is authorized to fix the rates and charges for water system services provided by the City of Millwood (“City”); and

WHEREAS, RCW 35.92.010 sets forth a number of factors the City Council may, in its discretion, consider in fixing rates and charges for water system services, including: “. . . The difference in cost of service to the various customers; location of the various customers within and without the city or town; the difference in cost of maintenance, operation, repair, and replacement of the various parts of the system; the different character of the service furnished to various customers; the quantity and quality of the water furnished; the time of its use; the achievement of water conservation goals and the discouragement of wasteful water use practices; capital contributions made to the system including, but not limited to, assessments; and any other matters which present a reasonable difference as a ground for distinction.. . .”; and

WHEREAS, chapter 13.04 Millwood Municipal Code provides for the fixing of rates and charges related to the water system by resolution adopted by the City Council; and

WHEREAS, chapter 13.04 Millwood Municipal Code further provides that the City Council may increase the water rates by resolution; and

WHEREAS, the City Council has determined that certain charges related to the City water system shall be in order to maintain adequate revenues in the Water Fund, sufficiently recoup costs incurred by the City, and/or to assist in the City’s enforcement of laws, regulations, provisions of the Millwood Municipal Code, rules and policies related to the City’s water system; and

WHEREAS, pursuant to RCW 35A.80.010 and chapter 35.92 RCW, the City Council is authorized to fix the rates and charges for sewer system services provided by the City; and

WHEREAS, RCW 35.92.020 sets forth a number of factors the City Council may, in its discretion, consider in fixing rates and charges that are uniform for the same class of customers or sewer system services, including: The difference in cost of service and facilities to customers; location of customers within and without the City; the difference in cost of maintenance, operation, repair, and replacement of the parts of the system; the different character of the service and facilities furnished to customers; the quantity and quality of the sewage delivered and the time of its delivery; capital contributions made to the system, plants, sites or other facilities, including, but not limited to, assessments; the nonprofit public benefit status, as defined in RCW 24.03.490, of the land user; and any other factors that present a reasonable difference as a ground for distinction; and

RESOLUTION 2026-01

_____2026

WHEREAS, chapter 13.16 Millwood Municipal Code provides for the fixing of rates and charges related to the sewer system by resolution adopted by the City Council; and

WHEREAS, the City Council has determined that certain charges related to the City sewer system are in order to maintain adequate revenues in the Sewer Fund, sufficiently recoup costs incurred by the City, and/or to assist in the City's enforcement of laws, regulations, provisions of the Millwood Municipal Code, rules and policies related to the City's sewer system;

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

Section 1. Water Usage Rates: As of _____, 2026, the charges related to the City's water system set forth in Exhibit "A," attached hereto and incorporated herein by this reference, are hereby approved. Unless otherwise set forth in Exhibit "A," all other rates, charges, and/or fees related to the City's water system shall remain in full effect.

Section 2. Approval of Charges Related to the City Sewer System: As of _____, 2026, the charges related to the City's sewer system set forth in Exhibit "A" are hereby approved. Unless otherwise set forth in Exhibit "A," all other rates, charges, and/or fees related to the City's sewer system shall remain in full effect.

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

Section 4. Repealer: All ordinances and resolutions, laws, regulations, or policies, or parts thereof in conflict with this Resolution are, to the extent of said conflict, hereby repealed.

Section 5. Effect: This Resolution shall be in full force and effect from and after its adoption by the City Council.

PASSED BY THE COUNCIL OF THE CITY OF MILLWOOD THIS _____ DAY OF _____, 202__.

SHAWNA BEESE, MAYOR

Attest:

KENZI RODERICK, CITY CLERK

RESOLUTION 2026-01

2026

EXHIBIT "A"

SEWER SYSTEM CHARGES

	Current	Proposed
SEWER		
County Treatment and Operations Fee-Residential	\$23.66 per unit/month	\$29.23 per unit/month
County Treatment and Operations Fee-Commercial	\$23.66 per unit/month	\$29.23 per unit/month
Commercial Overage >695 CF	\$2.23 per HCF	\$2.48 per HCF

WATER SYSTEM CHARGES

	Current	Proposed
WATER		
Monthly Base Rate	\$25.88	\$27.17
Use CF	Fee per 100 CF	Fee per 100 CF
Base: 0 to 900 CF	\$0.35	\$0.37
Tier 1: 900 to 1,800 CF	\$0.38	\$0.40
Tier 2: 1,800 to 4,500	\$0.45	\$0.47
Tier 3: > 4,500 CF	\$0.50	\$0.53
Capital Charge	\$6.00	\$7.00

File Attachments for Item:

c. Elevator Service Agreement

Bid Tabulation Form

CITY OF MILLWOOD BID SUMMARY

PROJECT: Elevator Service & Maintenance

BID OPENING DATE: N/A

Item No.	Description of Bid Item	Engineer's Estimate/ Project Estimate	Bidder #1	Bidder #2	Bidder #3	Bidder #4
		N/A				
	Annual Elevator Service & Maintenance Agreements		Vertical Options 110.00 per month 5 year contract	Schindler Elevator Non Responsive	Inland Elevator 152.52 per month 5 year contract	
			Category 5 Testing included in cost.		Category 5 Testing included in cost.	
	Excluding Taxes					
	Total		6,600.00		9,151.20	

Bidder Satisfy Responsibility Criteria?	Yes	No	Yes	No	Yes	No	Yes	No
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Reviewed and Approved by City Representative Responsible for Project: _____ Date: _____

Reviewed and Approved by Treasurer: _____ Date: _____

Reviewed and Approved by Mayor/Council: _____ Date: _____

"BAM Plus" Maintenance Agreement

THIS MAINTENANCE AGREEMENT is made on this _____ day of _____, 2026 by and between:

City of Millwood ("**Owner**," "you," and "your"), whose address and contact information is: City of Millwood 9013 E. Fredrick Ave Millwood, WA 99206, (Owner Mailing Address) and **VERTICAL OPTIONS, LLC** ("**Contractor**," "we," "us," "our"), whose address and contact information is: **732 N. Napa Street, Spokane, WA 99202**, jointly referred to as "**Parties**."

The Equipment to be maintained is located at Millwood City Hall 9013 E. Fredrick Ave Millwood, WA 99206 (Building Location) and consists of:

- (1) Hydro Savaria V-1504

(herein referred to as the "**Equipment**"). This Agreement consists of this document along with **Appendix 1**, the **Bid Proposal (Exhibit A)**, and the **Contact Data Sheet (Exhibit B)** attached hereto.

IN CONSIDERATION of the following terms and conditions, in an endeavor to provide a comprehensive maintenance program designed to protect your investment and maximize the performance, safety and life span of the elevator, Owner and Contractor agree that we will maintain Owner's elevator equipment described above as follows:

I. Preventative Maintenance Program - We will service your equipment described in this Agreement on a annual basis. These service visits will be performed during normal business working days and hours, which are defined as Monday through Friday, 7:00 AM to 5:00 PM (except scheduled holidays) ("Business Hours"). All work performed before or after normal business working days and hours shall be considered "Overtime."

We will perform the following services:

- Supply, implement, and follow a Washington state approved Maintenance Control Program MCP).
- Regular inspection of your elevator equipment for optimum operation.
- Regular examination, lubrication and adjustment of the following components of your elevator system:
 - Car control and floor leveling systems
 - Controller and drives
 - Signal fixtures
 - Machines and sheaves (if applicable)
 - Power units, pumps, valves and jacks (if applicable)
 - Hoistway and car door operating and protection equipment
 - Car frames and platforms
 - Safety mechanisms
 - Re-lamp all signals as required
- Periodic cleaning of elevator pit, car top, door tracks/hangers, hoistway components and machine room
- Annual category 1 testing and five-year category 5 testing as outlined in the American National Safety Code for Elevators and Escalators, ANSI A 17.1, which are in effect at the time this Agreement is executed. In the event that the state, city or local governing authority in which the equipment is located has adopted different requirements, Vertical Options will test your equipment in accordance with those annual periodic testing requirements in effect at the time this Agreement is executed.
- Assist with annual fire system testing if the Owner/Manager schedules the testing with the fire system provider to occur at the same time as Vertical Options maintenance visit.

II. Parts Repair and Replacement - Vertical Options will provide parts repair and/or replacement for all

components worn found to be worn or damaged with owner/manager approval. All replacement parts used in your equipment will be new or refurbished to meet the quality standards of Vertical Options and the original equipment manufacturer. Most specialized parts are available within 24 hours.

III. Service Standards/Quality Assurance - Vertical Options will use only competent technicians specially trained to service the equipment. Vertical Options performs service in accordance with strict internal procedures. Our service(s) will meet or exceed any and all requirements of ASME A 17.1 Code, Section 8.6. Further, Vertical Options will maintain documentation of all work performed on the equipment. We do not perform any tests unless such tests are specifically listed or indicated elsewhere in this Agreement.

To assure quality standards are being maintained, we may conduct periodic field quality audit surveys. Your dedicated Vertical Options representative will be available to discuss your elevator needs with you in all aspects of service and modernization. In addition, you may receive recommendations for upgrades that will also provide you with budget options designed to enhance the appearance, performance and safety of or meet code requirements for your equipment over time.

IV. Service Requests during Normal Working Days and Hours - Service requests are defined as any request for dispatch of our technician to the location of the equipment covered in this Agreement from one or more of the following: you or your representative, the building or building's representative, emergency personnel, passengers through the elevator's communication device. Service requests include minor adjustments and response to emergency entrapments that can be accomplished in two hours or less (excluding travel time) and do not include regularly scheduled maintenance visits. We will respond to service requests during normal business working days and hours, as defined above with Owner/Manager approval. The Owner shall be responsible for all labor costs including travel time/expenses, and time spent on the job. These costs will be invoiced at our standard regular time hourly rate.

V. Overtime Service Requests - On all overtime service requests, or preventative maintenance requested during non-Business Hours, you will be responsible for all labor costs including travel time, travel expenses, and time spent on the job. Such costs will be invoiced at our standard overtime billing rates.

VI. 24-Hour Telephone Service - Our representatives are trained to handle elevator calls and can assess the situation and quickly dispatch a technician when necessary. If needed, they can stay on the line to reassure a stranded passenger that help is on the way. Vertical Options maintains digital recordings and computerized records of the time, date, and location of calls received and action taken for the benefit of passengers and building owners.

24-hour telephone monitoring will be maintained on all elevator(s) under the agreement, provided such elevators are equipped with operational telephone equipment capable of placing a call to Vertical Options' call center. Vertical Options will receive incoming emergency telephone calls from the elevator(s) and forward same to Owner's designated emergency contacts. It shall be Owner's responsibility to submit an executed Contact Data Sheet (attached as Exhibit B hereto) to enable this service, and to advise Vertical Options immediately in writing of any changes to the emergency contacts during the term of service.

Telephone monitoring and emergency call service does not include maintenance service for Owner's telephone equipment. Owner retains possession and control of its telephone equipment and is responsible for ensuring uninterrupted operation of the telephones so that they are capable of placing a call to Vertical Options' call center.

Vertical Options shall not be held responsible or liable for any claim, injury, delay, death or detention of loss of life, or loss of property resulting from telephone equipment failure, false alarms or interruption of telephone service or inaccurate data set forth in any related executed Contact Data Sheet. We do not assume any duty or responsibility to advise any caller to take or not take any specific action resulting from an emergency, perceived emergency or any other situation including, but not limited to, entrapment of persons, evacuation, repair or return to service of any equipment.

If Vertical Options is unable to reach Owner's designated emergency contacts, a service technician may be dispatched to the site at Owner's expense in accordance with Vertical Options' applicable billing rates. Owner agrees that it is within the reasonable discretion of Vertical Options' service call representatives to dispatch a mechanic or contact emergency personnel if Owner's designated emergency contacts are unavailable. Owner agrees to pay all charges for services provided by any person, organization or municipality contacted as a result of any emergency or perceived emergency call.

VII. Product Information - You agree to provide Vertical Options with current wiring diagrams that reflect all

changes, parts catalogs, and maintenance instructions for the equipment covered by this Agreement (exception: we will supply all of the above for Vertical Options installed equipment at no additional cost). These items will remain your property.

VIII. Safety - You agree to instruct or warn passengers in the proper use of the equipment and to keep the equipment under continued surveillance by competent personnel to detect irregularities between elevator examinations. You agree to immediately report any condition that may indicate the need for correction before the next regular examination. You agree to immediately shut down the equipment upon manifestation of any irregularities in either the operation or the appearance of the equipment, to immediately notify us, and to keep the equipment shut down until the completion of any repairs. You agree to give us immediate verbal and written notice within ten (10) days after any occurrence or accident in or about the elevator. You agree to provide our personnel with a safe place to work. You agree to provide a suitable machine room, including secured doors, waterproofing, lighting, ventilation, and appropriate air temperature control. You also agree to maintain the elevator pit in a dry condition at all times. Should water or other liquids become present, you will contract with others for removal and the proper handling of such liquids. We reserve the right to discontinue work in the building whenever, in our sole opinion, our personnel do not have a safe place to work. You also agree that if Vertical Options' inspection of a piece of equipment serviced under this Agreement reveals an operational problem which, in Vertical Options' sole judgment, jeopardizes the safety of the riding public, Vertical Options may shut down the equipment until such time as the operational problem is resolved. In that event, Vertical Options will immediately advise you in writing of such action, the reason for such action, and whether any proposed solution is covered by the terms of this Agreement.

IX. Miscellaneous - You agree not to permit others to make alterations, additions, adjustments, or repairs or replace any component or part of the equipment during the term of this Agreement. You agree to accept our judgment as to the means and methods employed by us for any corrective work under this Agreement. Since Vertical Options' top priority is the satisfaction of its Owners, if you should have any concern(s) with the means and methods used to maintain or repair the equipment covered under this Agreement, you agree to provide us with written notice of that concern and give us thirty (30) days to respond either in writing or commence action to appropriately resolve it.

In consideration of Vertical Options performing the services herein specified, you expressly agree to indemnify, defend, save harmless, discharge, release and forever acquit Vertical Options, our employees, officers, agents, affiliates, and subsidiaries from and against any and all claims, demands, suits, and proceedings brought against Vertical Options, our employees, officers, agents, affiliates and subsidiaries for loss, property damage (including damage to the equipment which is the subject matter of this Agreement), personal injury or death that are alleged to have been caused by the Owner or any others in connection with the presence, use, misuse, maintenance, installation, removal, manufacture, design, operation or condition of the equipment covered by this Agreement, or the associated areas surrounding such equipment. Your duty to indemnify does not apply to the extent that the loss, property damage (including damage to the equipment which is the subject matter of this Agreement), personal injury or death is determined to be caused by or resulting from the negligence of Vertical Options and/or our employees. You recognize that your obligation to Vertical Options under this clause includes payment of all attorney's fees, court costs, judgments, settlements, interest and any other expenses of litigation arising out of such claims or lawsuits. Category 5 testing is included in this agreement.

X. Insurance - You expressly agree to name Vertical Options along with its officers, agents, affiliates and subsidiaries as additional insureds in your liability and any excess (umbrella) liability insurance policy(ies). Such insurance must insure Vertical Options, along with its officers, agents, affiliates and subsidiaries for those claims and/or losses referenced in the above paragraph. Such insurance must specify that its coverage is primary and non-contributory. You hereby waive the right of subrogation.

XI. Items Not Covered - We do not cover cosmetic, construction, or ancillary components of the elevator system, including the finishing, repairing, or replacement of the cab enclosure, ceiling frames, panels, and/or fixtures, hoist way door panels, door frames, swing door hinges and closing devices, sills, car flooring, floor covering, lighting fixtures, ceiling light bulbs and tubes, main line power switches, breaker(s), elevator power feeds, below ground or unexposed hydraulic elevator system, including but not limited to, jack cylinder, piston, PVC or other protective material; below ground or unexposed piping, alignment of elevator guide rails, smoke and fire sensors, fire service reports, all communication and entertainment devices, security systems not installed by us, batteries for emergency lighting and emergency lowering, air conditioners, heaters, ventilation fans, pit pumps and all other items as set forth and excluded in this Agreement. Further, Vertical Options shall not responsible for or be obligated to service, renew, replace and/or repair the equipment due to any one or more of the following: anyone's abuse, misuse and/or vandalism of the equipment; anyone's negligence in connection with the use or operation of the equipment; any loss of power, power fluctuations, power failure, or power surges that in any way affect the operation of the equipment; fire, smoke, explosions, water, storms, wind,

lightning, theft, war, malicious mischief, acts of God, or any other reason or cause beyond our control that affects the use or operation of the equipment.

XII. Other Conditions

i. With the passage of time, equipment technology and designs will change. If any part or component of your equipment covered under this Agreement cannot, in our sole opinion, be safely repaired and is no longer stocked and readily available from either the original equipment manufacturer or an aftermarket source, that part or component shall be considered obsolete. You will be responsible for all charges associated with replacing that obsolete part or component as well as all charges required to ensure that the remainder of the equipment is functionally compatible with that replacement part or component. In addition, we will not be required to make any changes or recommendations in the existing design or function of the unit(s) nor will we be obligated to install new attachments or parts upon the equipment as recommended or directed by insurance companies, governmental agencies or authorities, or any other third party. In no event shall Vertical Options' liability for damages arising out of this Agreement exceed the remaining unpaid installments of the current, unexpired term of this Agreement.

ii. Should your system require any of the safety tests on the commencement date of this Agreement, Vertical Options assumes no responsibility for the day-to-day operation of the governor or safeties on traction elevators, or the hydraulic system on hydraulic elevators under the terms of this Agreement until the test has been completed and the equipment passed. Should the respective system fail any of those tests, it shall be your sole responsibility to make necessary repairs and place the equipment in a condition that we deem acceptable for further coverage under the terms of this Agreement. We shall not be liable for any damage to the building structure or the elevator resulting from the performance of any safety tests we perform at any time under this Agreement, if during the initial firefighter's service test, that feature is found to be inoperable, you shall be responsible for all costs associated with necessary repair(s) to bring the elevator(s) into compliance with the applicable elevator codes in your local jurisdiction.

iii. In the event a third party is retained to enforce, construe or defend any of the terms and conditions of this Agreement or to collect any monies due hereunder, either with or without litigation, the prevailing party shall be entitled to recover all costs and reasonable attorney's fees.

iv. This Agreement shall be construed according to the laws of the State of Washington. Venue shall be Spokane County.

v. In the event any portion of this Agreement is deemed invalid or unenforceable by a court of law, public policy or statute, such finding shall not affect the validity or enforceability of any other portion of this Agreement.

vi. Our rights under this Agreement shall be cumulative and our failure to exercise any rights given hereunder shall not operate to forfeit or waive any of said rights and any extension, indulgence or change by us in the method, mode or manner of payment or any of its other rights shall not be construed as a waiver of any of its rights under this Agreement.

XIII. Price - The price for the services as stated in this Agreement shall be ONE HUNDRED AND TEN DOLLARS (**\$110.00**) per month, excluding taxes, payable quarterly in advance. You may elect to pay in advance for twelve (12) months of service described in this Agreement. Such a payment entitles you to a three percent (3%) discount from the annual price in effect at the time of payment. Or, you may elect to enroll in the Vertical Options Automatic Payment Plan with equal monthly payments deducted from your bank account. The automatic payment plan is also eligible for 3% discount of the annual price in effect for the then current contract year. These payment discount offers may not be combined. The price is subject to annual increases of 3.5% each year on the Agreements anniversary date.

Repairs to equipment not covered under this Agreement shall be performed at our current hourly billing rate. Work performed on overtime shall be billed at 1.8 times the current hourly rate. Work performed on holidays shall be billed at 2.0 times the current hourly billing rate. Vertical Options observes the following holidays: New Year's Day, Martin Luther King Jr. Day, Washington's Birthday Memorial Day, Juneteenth, Fourth of July, Labor Day, Columbus Day, Veteran's Day, Thanksgiving Day, Friday after Thanksgiving, and Christmas Day. Our labor rates are subject to change at any time during the contract term. Notification of changes of billing rates shall be provided in writing and be effective the date of notification.

XIV. Term - This Agreement is effective for FIVE (5) years starting _____, ("Effective Date") and is non-cancelable. To ensure continuous service, this Agreement will be automatically renewed at each FIVE year anniversary for an additional FIVE year term unless terminated by either party by giving written notice to the other party at least ninety (90) days prior to the end of the then current FIVE year term. Notice shall be sent by certified mail, return receipt requested to the address set forth on page 1 of this Agreement.

XV. Overdue Invoices – A service charge of one and one half (1½%) per month shall apply to all overdue accounts you have with Vertical Options that are in any way related to your equipment described in this Agreement. If you do not pay any sum due to Vertical Options related to your equipment described in this Agreement, regardless of whether it is billed pursuant to this Agreement or any other with us, within sixty (60) days from the billing date, we may also choose to do one or more of the following: 1) suspend all service until all amounts due have been paid in full, and/or 2) declare all sums for the unexpired term of this Agreement due immediately as liquidated damages and terminate our obligations under this Agreement. If Vertical Options elects to suspend service, we shall not be responsible for personal injury, death, damage to property (including damage to the equipment that is the subject matter of this Agreement) or losses of any other type or kind that is in any way related the Vertical Options' suspension of service. Upon resumption of service, you will be responsible for payment to Vertical Options for all costs we incur that result from our suspension of service and to remedy any damage caused to your equipment during that time. Time is of the essence.

XVI. Acceptance - Your acceptance of this Agreement and its approval by an authorized manager of Vertical Options will constitute exclusively and entirely the agreement for the services herein described. All other prior representations or agreements, whether written or verbal, will be deemed to be merged herein and no other changes in or additions to this Agreement will be recognized unless made in writing and properly executed by both parties. Should your acceptance be in the form of a purchase order or other similar document, the provisions of this Agreement will govern, even in the event of a conflict. This proposal is hereby accepted in its entirety and shall constitute the entire agreement as contemplated by you and us.

No agent or employee shall have the authority to waive or modify any of the terms of this Agreement without the prior written approval of an authorized Vertical Options manager.

AGREED THE DAY AND YEAR SET FORTH ABOVE.

CONTRACTOR:

Vertical Options, LLC
A Washington limited liability company

OWNER:

City of Millwood

By: Brittany Phillips

By: _____

Its: Service Sales Rep

Its: _____

Signature: _____

Signature: _____

APPENDIX 1

Building Name/Project: Millwood City Hall

Owner: City of Millwood

Indemnification

This Appendix 1 is hereby made a part of the Maintenance Agreement by and between Contractor and Owner.

1. Owner assumes responsibility for and agrees, at the sole discretion of Contractor, to defend, indemnify, and hold Contractor, its employees, agents, and assigns (hereinafter "Indemnities") harmless from any and all claims, demands, damages, expenses, losses, fines, penalties or liabilities, including loss of use, arising from, resulting in any manner directly or indirectly from or connected with or in the course of the performance of the Contract Work or the Contract obligations, including without limitation claims of persons injured during performance of the work, as permitted by law. Owner's duty to defend Indemnities shall not be apportioned or reduced in any way by the negligence or other fault of Indemnities, or their employees or agents, or the fault or negligence of Owner or its employees or agents, or any other third-party except as set forth in Section 2 below. Owner's obligation to defend, indemnify, and hold Indemnities harmless shall include, but will not be limited to, the reasonable hourly rate and expenses of Indemnities' employees and officers spent in connection with the claim, demand fare, penalty or liability, attorney and expert fees, court costs, and all other claim-related expenses, to the fullest extent permitted by law, even though such claims may prove to be false, groundless, or fraudulent, subject only to the limitations provided below.

2. To the fullest extent of the law and insofar as the duty to indemnify, including the duty and cost to defend, is subject to the provisions of RCW 4.24.115, the following limitations apply:

- a. Owner's duty to indemnify, including the cost and duty to defend, shall not apply to liability for damages arising out of bodily injury to persons or damage to property caused by or resulting from the sole negligence of Contractor or Contractor's agents or employees.
- b. Owner's duty to indemnify, including the cost and duty to defend, when the bodily injury and/or property damage is caused by or results from the concurrent negligence of (i) the Contractor, its agents, or employees and (ii) the Owner or the Owner's agents or employees, and lower-tier subcontractors or suppliers of any tier, shall be enforceable only to the extent of Owner's (including Owner's agents, employees, lower tier subcontractors, and suppliers) negligence except when negligence is not a requirement of liability.

To the fullest extent of the law and insofar as the duty to defend is subject to the provisions of RCW 4.24.115, if Indemnities and Owner do not agree on the extent of each party's negligence within fourteen (14) days from Indemnities' tender of the claim to Owner, Owner shall pay all costs to defend Indemnities subject to reimbursement as required by RCW 4.24.115 based on the ultimate finder of fact's apportionment of liability. Nothing herein shall reduce or otherwise limit Owner's indemnification obligations to Indemnities, including the cost and duty to defend, for claims that are not subject to the provisions of RCW 4.24.115.

3. For the purposes of these indemnification provisions only, Owner specifically and expressly waives any immunity that may be granted it under the worker's compensation laws of any state, including but not limited to, Montana State Industrial Insurance Act, Title 51 RCW; Washington State Industrial Insurance Act, Title 51 RCW; Idaho Worker's Compensation Act, Sec. 72-209; Alaska Worker's Compensation Act, Sec. 23.30.055; Montana Worker's Compensation Act, Sec. 39-71-411; California Labor Code, Sec. 3864; and Oregon Worker's Compensation Act, Sec. 656.018; provided that such waiver shall be expressly limited to Owner's indemnity obligations herein and shall not be intended as a benefit to any third party. Further, the indemnification obligation under this Contract shall not be limited in any way by any limitation on the amount or type of damages, compensation or benefits payable to or for any third party under worker's compensation acts, disability benefits acts, or other employee benefits acts.

4. Owner's indemnification obligations as stated herein shall extend to claims occurring after this Contract is terminated as well as while it is in force.

5. The partial or complete invalidity of any one or more provisions of this Appendix shall not affect the validity or continuing force and effect of any other provision. If any provision is invalid, in whole or in part, the balance of the provision or provisions shall be considered reformed to reflect the intent of the parties to the greatest extent possible consistent with the law.

THE UNDERSIGNED HEREBY CERTIFY THAT THIS APPENDIX WAS MUTUALLY NEGOTIATED.

Vertical Options, LLC:

OWNER: *City of Millwood*

By: Brittany Phillips

By: _____

Its: Service Sales Rep

Its: _____

Signature: _____

Signature: _____

Date: _____

Date: _____

END OF APPENDIX 1

Exhibit B — Contact Data Sheet

Complete Building Information

(Contact data where equipment is located):

Millwood City Hall
9013 E. Fredrick Ave
Millwood, WA 99206

Owner Billing Information

(if different from Building information):

City of Millwood
9013 E. Fredrick Ave
Millwood, WA 99206,
Email:
Phone:

*All invoices will be emailed unless otherwise requested

Total No. and Telephone Numbers of Elevators in Building:

Elevator No.	Elevator Telephone Number (including area code)

In the event of emergency, or perceived emergency, one or more of the following are primary Owner contacts:

Contact Name	Title	Primary Telephone No.	Secondary Telephone No.

In the event of an Emergency or perceived emergency, Vertical Options has the express permission to contact one or more of the following **(911 is not sufficient, local phone numbers are required)**:

Police Department: (____) _____ - _____

Fire Department: (____) _____ - _____

Special instructions/remarks: _____

IT IS THE RESPONSIBILITY OF OWNER TO IMMEDIATELY ADVISE VERTICAL OPTIONS IN WRITING OF ANY CHANGES TO THE CONTACTS OR NUMBERS LISTED ON THIS CONTACT DATA SHEET. OWNER AGREES TO PAY ALL CHARGES FOR SERVICES INCURRED BY ANY PERSON, ORGANIZATION OR MUNICIPALITY AS A RESULT OF ANY EMERGENCY OR PERCEIVED EMERGENCY CALL. IT IS ALSO EXPRESSLY UNDERSTOOD THAT VERTICAL OPTIONS DOES NOT HAVE AND DOES NOT ASSUME ANY DUTY OR RESPONSIBILITY FOR ANY PERSON OR ENTITY THAT FAILS TO RESPOND TO ANY EMERGENCY OR PERCEIVED EMERGENCY SITUATION.

DATED this _____ day of _____, 2026.

CONTRACTOR:

Vertical Options, LLC
a Washington limited liability company

By: Brittany PhillipsIts: Service Sales Rep

Signature: _____

OWNER:

City of Millwood

By: _____

Its: _____

Signature: _____

INLAND ELEVATOR, LLC
Mailing: 1818 W. Francis Ave. #195
Spokane, WA. 99205
Shop: 1717 E Trent Ave
Spokane WA 99202
(509) 979-3777

ELEVATOR SERVICE AGREEMENT

Inland Elevator LLC (Company) agrees with Customer to maintain the equipment described in Section 5 in accordance with the terms and conditions of this agreement (Agreement) for the purpose of maximizing safety, equipment reliability, and code compliance.

- 1. PROPOSAL DATE:** January 13, 2026 **START DATE:** February 1, 2026
- 2. CUSTOMER:** Millwood Town Hall 9103 E Frederick Spokane Valley, WA 99206
- 3. BILLING ADDRESS:** City of Millwood
- 4. CONTRACT DURATION:** 5 years
- 5. EQUIPMENT DESCRIPTION:** One Savaria wheel chair lift
- 6. DEFINITIONS:**

Callback: A request by Customer, or any other party or person, including activation of any car emergency communication device, for assistance from a Company technician for any reason.

Company: Inland Elevator, LLC and its' employees, representatives, agents and subcontractors who perform work under this Agreement.

Customer: Any person, organization, business entity, or representative of the entity identified in Section 2 above.

Effective Date: The date this Agreement becomes binding as set forth in Section 8 herein.

Equipment: The components which in aggregate comprise and are necessary for the direct operation of the elevator, escalator, dumbwaiter, material lift, platform lift, chair lift, and special purpose personnel lift and which is shown in Section 5.

Maintenance: Routine examination, lubrication, cleaning, and adjustment of equipment for the purpose of promoting proper performance in accordance with the applicable laws and regulations, as adopted by federal, state, and local entities having jurisdiction over the equipment.

Proposal Date: The date Company submits this Agreement for consideration by Customer.

Parties: The Customer and Company, collectively.

Regular Business Hours: Monday thru Friday 8:00 AM to 4:00 PM, excluding Observed Holidays as defined herein.

Repair: Work requiring more than a single technician or work which, in the sole discretion of Company, is not resolvable with less than one (1) hour of work.

Start Date: The date at which time the services defined within this Agreement will commence.

Observed Holidays: New Year's Day, Memorial Day, Independence Day, Labor Day, Veterans Day, Thanksgiving Day, Day after Thanksgiving and Christmas Day.

7. SCOPE OF WORK: Company will periodically and during Regular Business Hours perform Maintenance on the equipment listed in Section 5 to include at the sole discretion of Company minor repairs and replacements of covered components when due to normal wear and not otherwise excluded by this Agreement. Covered components are signal fixture indicator bulbs, door gibs, door hanger rollers, pick up rollers, door and gate switch contacts, door operator belts and chains, cartop and pit lightbulbs, cab and counterweight slide guides, car and counterweight guide rollers, replaceable starter and contactor contacts, relays and relay contacts, motor and generator brushes, door relating cables and rollers, sash weight cables and rollers, spirators, hydraulic pump belts, and positioning system guides and contacts.

Additional included services:

- a. **Annual safety tests**
- b. **Elevator emergency phone monitoring**
- c. **Five year full load safety test (due 2029)**

8. CONDITIONS: This Agreement will only become binding upon Customer and Company after each party, or their agent(s), have each executed their signatures below and it will remain in full force and effect until terminated as provided herein. If either party fails to abide by any of the terms and conditions set forth in this Agreement the non-defaulting party shall provide the other party written notice of such default, and the defaulting party will have fifteen (15) days in which to cure such default. If in the event the defaulting party fails to cure the breach to the satisfaction of the non-defaulting party, the non-defaulting party may terminate this Agreement

without any further liability to the other party. Upon termination of this Agreement, the Customer agrees to provide reasonable access as necessary for Company to remove any materials owned by the Company to include, but not limited to: parts, tools, equipment, and literature. Changes to equipment, environment, usage level, or any other reason as solely determined by Company may require an adjustment to the maintenance interval frequency and/or price charged. Company shall provide written notice of such changes and Customer will have thirty (30) days to provide a written response indicating rejection of changes, otherwise said changes will be considered approved. This Agreement may be terminated by Company if Customer rejects the interval and/or price adjustment.

- a. Billable Work:** Any work not shown in Section 7 will be billable and subject to the following:
 - i. Work will be billed at the applicable Company hourly rate in effect at the time the work was authorized by the Customer. Current hourly rates are available upon request by the Customer.
 - ii. Work outside of Regular Business Hours will be billed at 2.0 times the then current and applicable Company hourly rate, including travel time to and from the call location, and will commence upon Company receipt of a request for service.
 - iii. Billable services are rounded up in increments of 0.1 hours with a minimum charge of 1 hour.
 - iv. Customers outside the Spokane metropolitan area may incur additional mileage fees at the sole discretion of Company.
 - v. Authorization for Billable Work will be required to be obtained in written or verbal form from any party on the Authorized Responsible Party list except in the event of an emergency which reasonably threatens injury or damage.
- b. Parts:** All parts provided by Company and stored at Customer's premises will remain property of the Company until such time as the Company has received full payment for such parts. Customer agrees to pay cost + 20% for any and all parts installed during routine Maintenance when deemed necessary at the sole discretion of Company but will not exceed \$100 for each part without prior authorization from Customer.
- c. Safety Testing:** Company makes no guarantee the equipment will pass required testing. Company will not be liable for any damage to the building structure or equipment which may result from testing. Customer shall be responsible for making the necessary repairs and/or adjustments such that the equipment satisfies the required safety test(s).
- d. Phone Monitoring:** Company utilizes a third party licensed elevator emergency communication monitoring service (Service) when such service is included in Section 7. The sole obligation of the Service under this Agreement will be to attempt to contact the designated responsible party or parties according to the Customer provided list upon receiving a valid signal from the emergency communication equipment. Customer is responsible for promptly notifying Company in writing of any changes to the list of

responsible parties. Termination of this Agreement will coincidentally terminate emergency communication monitoring.

- e. **Maintenance Control Program (MCP):** Company utilizes a MCP which meets or exceeds standards as adopted by the Authority Having Jurisdiction in which the Equipment is located and subject to as of the Proposal Date of this Agreement.

9. INTERVALS: Examination, Maintenance, and Annual Testing intervals will be performed according to version of ANSI A17.1 Section 8.6.1.2 in effect as of the Proposal Date of this Agreement.

10. TERMINATION: On the anniversary of the Start Date following the number of years indicated in Section Four this Agreement will expire provided no other conditions or causes herein have resulted in early termination.

11. EXCLUSIONS: This Agreement specifically excludes the following items:

- a. **Equipment:** proprietary software, power disconnect switches and feeder to controller, batteries for emergency lowering, cab floor, cab walls and ceiling, false ceiling, door panels and gates, hoistway and car sills, swing door hinges and closing devices, hydraulic plungers, casing and buried piping, hoistway structure, and cab lighting including bulbs and fixtures, emergency communication equipment including back up batteries.
- b. **Violations/Regulations:** The repair, replacement, or correction of any and all existing inspection violations, including but not limited to violations found by any local, state, or federal agency, prior to the execution of this Agreement and which are not covered herein unless Company specifically agrees in writing to remedy such violations. Labor and materials required in order to bring the equipment into compliance with regulations which have an effective date after the Proposal Date of this Agreement are excluded.
- c. **False Calls:** False calls for service from Customer. Examples of false calls include, but are not limited to, equipment operating properly at the time the mechanic arrives on the premises, calls made to retrieve items dropped into the hoistway, or such calls resulting from vandalism, abuse, misuse, or Acts of God.
- d. **Improper Use:** Any and all repairs which are a result of negligence, accident, abuse, misuse, or any other causes beyond the control of the Company.
- e. **Modernizations/Modifications:** Company will not be responsible to install new parts or attachments on the equipment other and/or different from those now comprising the equipment. Parts that are no longer immediately available new from the original manufacturer are considered obsolete and are excluded.
- f. **Firefighters Emergency Operation(FEO):** If this feature is included with the Equipment quarterly or monthly testing and records of such testing are excluded and remain the responsibility of the Customer. Testing of FEO is performed and documented by Company during Category 1 testing as well as periodically by the inspector.

- g. Code Changes:** Any changes adopted by the Authority Having Jurisdiction which pertain to the Equipment or Company responsibilities, obligations, or requirements are not included in this Agreement.

12. FIRST REPAIR: The condition of the equipment covered herein must comply with minimum standards as required by adopted codes and regulations, therefore Customer agrees to pay Company to bring the equipment into compliance, as determined by Company, at the time this agreement is executed.

Summary of work required by this Section:

None

14. CUSTOMER'S RESPONSIBILITY:

- a. Notice.** The Customer hereby accepts responsibility for notifying Company promptly upon Customer's discovery of malfunction of the equipment, and to place "**Out of Service**" signs on such equipment and to remove equipment from service until Company is able to inspect or repair the equipment.
- b. Access and Safety.** The Customer hereby agrees to provide Company with unrestricted ready and safe access to all areas of the premises in which any parts of the equipment are located and to keep all machine rooms and pit areas free from water, stored materials, and debris. The Customer agrees to provide a safe workplace for the Company's personnel, and to remove and remediate any waste or hazardous materials in accordance with applicable laws and regulations.
- c. Repairs.** Customer's failure to promptly approve or remedy recommended repairs submitted in writing by Company will relieve the Company from any liability under this agreement associated with the equipment's suitability for use or the ability of the equipment to pass requisite safety inspections. Additionally, Company may, at its sole discretion, terminate this agreement with written notice to Customer in the event Customer fails to approve or remedy the recommended repairs. Customer is not obligated to use Company to perform recommended repairs or other additional work, provided Customer agrees to use only elevator mechanics or technicians that maintain the proper and valid license or licenses for performing such repairs.
- d. Service Requests.** Company makes no guarantee regarding response time and availability. It is the Customer's responsibility to take appropriate action in the event of an emergency.

- e. **Equipment Manuals.** Customer is responsible for ensuring equipment manufacturer manuals including wiring diagrams, testing, troubleshooting, and adjustment procedures are provided if necessary and Company is not obligated to perform any work which requires a specific procedure or tool and which such procedure or tool is withheld or otherwise unavailable to Company.
 - f. **Emergency Communication System.** Customer is responsible for ensuring Emergency Communication System and all necessary communication pathways within the Customers control are maintained in proper operating condition with continuous access to a dedicated telephone line or other approved method.
 - g. Pit and car top lightbulbs which are replaced by Company will be provided by Customer.
- 15. It is understood that Company when not working in, on or about said equipment, does not assume management or control thereof. Nothing in this agreement is to be construed to mean that Company assumes any liability for accidents to person(s) or property except those directly attributable to the acts or omissions of Company. Company will not be held responsible or liable for any special, indirect, incidental, punitive, or consequential damages arising from the operation of the equipment and/or elevator system unless directly caused by the acts or omissions of the Company.**
- a. **Company Representations.** Company represents and warrants, as of the Effective Date and throughout the term of this agreement, that Company will obtain and/or maintain appropriately qualified, skilled and trained personnel and resources necessary to provide the services listed in Section 7 and will operate its activities in a lawful, professional and workmanlike manner in accordance with then-current accepted industry standards and in compliance with all laws, regulations, rules, orders and decrees applicable to Company.
 - b. **Force Majeure.** Neither Party will be liable for any loss or damage resulting from any unforeseeable cause beyond its reasonable control (a “Force Majeure Event”) including an “act of God”, insurrection or civil disorder, war or military operations, national or local emergency, acts or omissions of government or other competent authority, compliance with any statutory obligation or executive order not otherwise applicable to the Parties in the ordinary course of business, fire, lightning, explosion, flood, subsidence, weather of exceptional severity, or any similar act or omission beyond the reasonable control of any Party. Upon the occurrence of a Force Majeure Event and to the extent such occurrence interferes with a Party’s performance of this agreement, each Party will be excused from performance of its obligations during the period of such interference, provided that such Party uses all reasonable commercial efforts to avoid or remove such causes of nonperformance.

16. INSURANCE: Company certifies that it is licensed and bonded and maintains current liability insurance for the services required to be performed under this agreement. The Customer's responsibility for accidents to persons or property while riding in, on or about the equipment is in no way negated by this agreement. Therefore, Company recommends Customer obtain separate liability insurance. Customer acknowledges that obtaining liability insurance is not the obligation of Company and remains the Customer's sole responsibility, including any and all costs associated thereof.

17. INDEMNIFICATION: Customer shall indemnify, defend and hold harmless Company, its officers, employees and agents from and against any and all liability, loss, expense, including reasonable attorney fees and costs, or claims for injury or damages arising out of the Customer's own acts or omissions.

Company shall indemnify, defend and hold harmless Customer, its officers, employees and agents from and against any and all liability, loss, expense, including reasonable attorney fees and costs, or claims for injury or damages arising out of Company's own acts or omissions.

18. LIMITATION OF LIABILITY:

Neither Party, its affiliates, officers, directors, employees, agents or assigns will be liable for any consequential, incidental, punitive, special, exemplary or other indirect damages, including, by way of example and not limitation, loss of business, profits, use, data, or other economic advantage, whether by statute, in tort, or in contract, even if a Party has been advised of the possibility of such damages. Each Party's liability hereunder will be limited to the lesser of (1) Actual direct damages, or (2) \$100,000.00. The forgoing limitations do not apply to third party claims subject to claims for: (i) Indemnification, (ii) Company's non-compliance with law, or (iii) any breach of the provisions respecting confidentiality as asserted by any third party relating to the Company's service.

19. ENTIRE AGREEMENT: This document constitutes the entire Agreement between the Parties with respect only to the subject matter in this agreement and as such this Agreement supersedes all prior Agreement, whether written or oral, with respect to the subject matter contained therein. No modification, amendment, or waiver of any kind of any provision of this Agreement will be effective unless in writing and signed by the party against whom the modification, amendment or waiver is to be asserted.

20. NONPAYMENT: The Company reserves the right to discontinue the services provided under this Agreement at any time in the event that Customer fails to make timely payments to Company, which such payment terms are contained in Section 21 hereunder. If Company is required to secure the services of a collection agency and/or attorney to collect on any outstanding balance owed Company, Customer shall pay additional collection costs of twenty-five percent (25%) of the amount due Company in addition to any interest and principal due, and also Company's reasonable attorney fees and costs. Invoices outstanding beyond forty five (45) days will incur a one and one half percent (1.5%) interest charge per month and compounded monthly. Invoices will be deemed acceptable unless specific written objection is received by Company within thirty (30) days from the invoice date.

21. PAYMENT TERMS: For the services set forth under this Agreement, Customer shall pay Company \$ 152.52 **per month** excluding taxes billed annually and subject to escalation as defined herein. Payment will be made within twenty (20) days of Customer's receipt of Company's invoice.

Inflation adjustment is determined by changes in the annual average of the Consumer Price Index for All Urban Consumers, West, All Items, 1982-1984 = 100, published by the Bureau of Labor Statistics of the United States Department of Labor (or the highest similar future index if these figures become unavailable). Price adjustment is applied beginning the second January 1 following the Proposal Date.

22. GOVERNING LAW: This Agreement will be governed by the laws of the state of Washington without regard to any conflicts of law or choice of law rules. Any litigation involving this Agreement will be brought in the state or federal courts in the state of Washington and both parties hereby consent to such courts' jurisdiction. Venue will be in Spokane County, Spokane, Washington.

23. NOTICES: Any notices required or authorized to be given under this Agreement will be in writing and will be hand delivered, mailed by certified mail, return receipt requested or sent by recognized overnight courier service as follows:

If to Company: Inland Elevator, LLC

 1818 W. Francis Ave. #195

 Spokane, WA. 99205

If to Customer: _____

The Parties hereto may designate from time to time, in accordance with this Section, any other address required to be provided for any notice mandated by this agreement by providing the other party with written notice of such changes.

24. HEADINGS: The headings or titles in this agreement are for the purpose of reference only and will not in any way affect the interpretation or construction of this agreement.

25. SEVERABILITY: If any Section, sentence, clause or phrase in this agreement is held to be invalid, unenforceable, or unconstitutional by a court of competent jurisdiction, such invalidity or unconstitutionality will not affect the validity, enforceability, or the constitutionality of any other Section, sentence, clause or phrase of this agreement.

26. ATTORNEY FEES: In the event of any action, suit or proceeding between the Parties to enforce or interpret this agreement, including any arbitration and/or appeal, the prevailing party will be entitled to recover from the non-prevailing party the cost(s) of such action, suit or proceeding, including reasonable attorneys' fees.

27. WAIVER: Waiver by either party of any breach of any provision of this agreement or warranty of representation herein will not be construed as a waiver of any subsequent breach of the same or any other provision. The failure to exercise any right hereunder will not operate as a waiver of such right. All rights and remedies provided for herein are cumulative.

28 INDEPENDENT CONTRACTOR: Company is and throughout this agreement will be an independent contractor and not an employee, member, partner, or other agent of Customer.

29. ASSIGNMENT: Company will have the right, without notice to Customer and in its sole discretion, to transfer or assign its rights under this agreement. In the event of such a transfer or assignment, all terms and conditions herein will remain in force and effective for the remainder of the agreement term. Customer agrees to execute any and all necessary documents required to complete the transfer or assignment.

30. COUNTERPARTS: This Contract may be executed in counterparts, each of which will be deemed an original and together will constitute one and the same Contract.

The terms and conditions contained herein are a proposal and will remain valid for sixty (60) days from the Proposal Date unless prior to the expiration of such time the Parties hereto agree to the terms and conditions herein and execute it below, at which time the proposal becomes a valid and binding contract. In the event the Parties do not execute the agreement before said expiration, then the terms and conditions herein are subject to revision, including escalation of any pricing or costs.

CUSTOMER: _____

Signature: _____ Date: _____

Printed Name: _____

Title: _____

INLAND ELEVATOR, LLC

Date: _____ Signature: _____

Printed Name: Daniel B Garrett

Title: Service Manager

Authorized Responsible Party List: Parties listed are authorized by Customer to be contacted and make all decisions regarding action to be taken in the event of equipment breakdown, passenger entrapment, requests for service, or any other reason not expressly addressed herein. Parties on the list will be contacted in order. If contact is unsuccessful for any reason the local emergency services may be contacted at the sole discretion of either the emergency communications Service or Company. Customer is responsible for updating the list with Company as necessary. 911 cannot not be used as a contact number.

Name	Phone Number	Alternate Phone Number
Local Fire Department		
Local Police		

File Attachments for Item:

e. Planning - Amanda Tainio - Upward 7 Consulting



Amanda Tainio, Principal

February 2, 2026

Memo To: Millwood City Council

RE: January 2026 Planning Report

Here is a summary of the planning activities for the month of January 2026:

- Permit/license/land use application review and processing:
 - 3608-3614 N Dale (BLA-2025-01) - Processing
 - 2702 N. Sipple - Attached Shop Site Plan Review & Coordination
 - 9710 E. Fairway - Detached Garage Site Plan Review & Coordination/Approval
 - 8712 E. Buckeye - Business License Land Use Review
 - 2802 N. Stout (MW-2026-0002) - Adult Family Home Expansion Review/Approval
 - Misc. zoning reviews / information / other jurisdiction SEPA reviews / staff assistance
- 2026 Periodic Update
 - Millwood Comprehensive Plan Periodic Update (Part 2) SEPA & Commerce GMA 60 Day Review
 - 1/7/26 Planning Technical Advisory Committee (PTAC) Meeting
 - 1/28/26 Steering Committee of Elected Officials (SCEO) Meeting - postponed till 2/11/26
 - Coordination w/ Spokane County on the Comprehensive Plan Climate Change & Resiliency Element & incorporation into Millwood Comprehensive Plan
 - Millwood Comprehensive Plan Periodic Update (Part 2) - Staff Report to the Planning Commission & inclusion of Washington Geological Survey (WGS), Washington Department of Natural Resources (DNR) comments
 - Coordination/correspondence w/ SRTC (2026 Comp Plan Certification Checklist Form) & WSDOT
 - Draft Development Regulations - Millwood Municipal Code (MMC) modifications (Table of Permitted Uses, Residential Zones, & Definitions)
 - Community / agency engagement & webpage updates
 - 1/28/26 Planning Commission Public Hearing on 2026 Millwood Comprehensive Plan Periodic Update (Part 2) - adds some additional clarifications to the Housing Element to comply with a recent GMHB case and adds the Climate Change and Resiliency Element that was coordinated with Spokane County.



Amanda Tainio, Principal

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