



Historic Preservation Commission Regular Meeting Agenda

Monday, July 13, 2026 at 2:00 PM

9103 E Frederick Ave.

www.youtube.com/@cityofmillwood

- 1. CALL TO ORDER & ROLL CALL**
- 2. APPROVAL OF MEETING AGENDA**
- 3. DISCUSSION ITEMS**
 - a. [Meeting Minutes - June 8th, 2026](#)
- 4. ACTION ITEMS**
 - a. [CPG Grant Update](#)
 - b. Historic Preservation Brochure Update
 - c. [Historic District Street Signs](#)
 - d. Millwood Trail Signage
 - e. Upcoming Event Participation
 - f. Historic Nomination Update
- 5. COMMISSIONER/STAFF COMMENTS**
- 6. SET NEXT MEETING - August 10th, 2026 at 2:00 pm**
- 7. ADJOURNMENT**



Historic Preservation Commission Regular Meeting Minutes

Monday, June 08, 2026 at 2:00 PM

9103 E Frederick Ave.

www.youtube.com/@cityofmillwood

1. CALL TO ORDER & ROLL CALL

Commissioner Major called the Historic Preservation Commission Regular Meeting to order at 2:00 pm.

PRESENT

Commissioner Kris Major
Commissioner Annie Oakes
Commissioner Colleen Kirsten
Commissioner Alex Brannin
Commissioner Anne Aslin

2. APPROVAL OF MEETING AGENDA

Motion to approve the agenda made by Commissioner Oakes, Seconded by Commissioner Kirsten.

Voting Yea: Commissioner Major, Commissioner Brannin, Commissioner Kirsten, Commissioner Oakes, Commissioner Aslin

3. APPROVAL OF MEETING MINUTES

a. Approval of Meeting Minutes for April and May

Commissioner Major requested modifications to the April 13th, 2026 Meeting Minutes being spelling error of the online search tool "Wisaard", along with a few other minor clarifications. Commissioner Major requested several minor modifications to the May 11th, 2026 Meeting Minutes.

Motion made by Commissioner Kirsten to approve the April and May amended meeting minutes, Seconded by Commissioner Oaks.

Voting Yea: Commissioner Major, Commissioner Brannin, Commissioner Kirsten, Commissioner Oaks, Commissioner Aslin

4. ACTION ITEMS

a. CPG Grant Proposal

Commissioner Major discussed the last meeting the Commission decided to go with the proposed guidelines of A, which would be south and west of the current Historic District as well as Frederick Avenue, including City Hall, the City Park and the water tower, which would include between 90 and 100 properties. Commissioner Major announced an estimate from Charlee with AHA! Consulting was received, the grant at least for her consulting would be between \$14,000 and \$15,000. Commissioner Major discussed the two options listed in the estimate being; Options 1: Greater than reconnaissance level, but less than intensive survey,

that would include taking pictures, dates of the property and a visual. Option 2: Less than reconnaissance level (costs same amount), in which she could look at more properties but would bring less information of the properties.

Commissioner Major discussed that Michelle Thompson, with the CLG program, would be looking to fund the grant by greater than reconnaissance level, as they see this as a phased project to eventually get all the city surveyed.

Commissioner Oakes ask if they could discuss the combination survey. Commissioner Major explained the area included will add the City Hall, City park, etc. if they stay within the 100 properties, it should fall within the grant amount being asked for.

Commissioner Major noted she is in the process of writing the grant and Commissioner Oakes will proofread and edit, stating that Ms. Thompson needs to receive it by June 15 for any corrections needed as it is due by June 30th.

b. Preservation Brochure Draft Review

Commissioner Kirsten provided a digital copy of the brochure stating she rearranged the design a little for flow and fit and is looking to find a historic map to add if possible, asking the Commission for feedback. Commissioner Oakes suggested reducing duplication, suggested bullet points instead of long sentences to make more room for a map, along with adding URL to website. Commissioner Oaks added the Woodard House picture in the brochure is not in the historic district. Commissioner Kirsten noted she had pulled those pics from previous brochure, along with wanting to add a "call to action" for citizens to get their home on the registry.

Commissioner Major noticed there are two different dates of when Millwood was established, stating it should be 1927, instead of 1928.

Commissioner Brennin will try and obtain a current photo of one of the homes in the brochure.

Commissioner Kirsten discussed added a QR code to take citizens to the website, expecting edits should be done by next meeting in July.

c. Historic District Street Signs

Commissioner Major shared a sample of the sign with the Commission, stating it was not what was chosen however was an example shared with Mayor Beese who thought it was a great idea to do. Commissioner Major stated she is hoping to at least put one on Argonne once a cost is determined.

Ms. Gill discussed the sample photo was brought forward to public works Director Kyle Schiewe and discussed if a sign permit was needed. Ms. Gill explained that City Planner Ms. Tianio found within code that it says Historic Markers and Memorial Plaques would be exempt from signs, however the pictures supplied/ideas from the last meeting, with potentially putting the historic marker below the normal street signs would need Planning Commission review. Ms. Gill reported the Planning Commission approved the signs as Historic markers if put on top of the current street sign, explaining if the Historic Preservation wants a sign under the current street sign, confirmation would be needed from public works and Welch Comer due to clearance requirements.

Commission discussed they need to come to an agreement as a group of what to present to the Planning Commission to move forward. The Commission requested clarification on if the blue street signs could be replaced with brown signs along with an historic marker on top noting it is a state standard that historic districts have brown signs.

d. Millwood Trail Signage

Commissioner Kirsten had no update to present, noting she hopes to have at the next meeting.

e. **Main Street Program Update**

Commissioner Brannin shared the committee meet a couple weeks ago, noting ideas are being formulated. Commissioner Kirsten shared that the Main Street Program is in a building year, they have decided on a logo, working on branding and an initial draft of a website has been created. Commissioner Kirsten shared the website will have a tag line "Meet Me in Millwood" with logo and photo including a calendar of events. Commissioner Kirsten explained it is important to build trust with the citizens who have been here for a long time and they want to make sure they aren't overpromising and underdelivering. Commissioner Kirsten shared she hopes there will be a year of events of celebration with some sort of final weekend event.

5. COMMISSIONER COMMENTS

Commissioner Oakes requested an update on the progress of Joesph's nomination, noting he came into City Hall to pay his \$50 fee. Ms. Gill gave an update that the office is currently reviewing the nomination form along with legal counsel. Commissioner Major noted it could possibly go to the City Planner to look at it and do a staff report and then go to the Historic Commission for a public meeting that needs to be scheduled. Commissioner Major explained the process being the Historic Preservation Commission would open a public meeting for remarks and discuss then nominate and approve or send back for any further work, noting they were not able to wave the fee but had told the owner if he paid the process fee, they would be able to pay for the plaque with their budget, if approved.

Commissioner Kirsten commented that her kids have been seeing the 100-year stickers around town, along with sharing the information on the pizza in the park at the PTO meeting at Orchard Center Elementary.

6. SET NEXT MEETING

Monday, July 13th, 2026 at 2:00 pm.

7. ADJOURNMENT

Motion made by Commissioner Kirsten, Seconded by Commissioner Brannin to adjourn the Historic Preservation Regular meeting at 3:00 pm.

Voting Yea: Commissioner Major, Commissioner Brannin, Commissioner Kirsten, Commissioner Oakes, Commissioner Aslin.

Certified Local Government Grant Application (FY27)

I. Applicant (Please carefully review the Application Instructions before completing the application.)

Application Due: June 30th 2026

Name of Local Government: City of Millwood

Address: Mailing 9103 E Frederick Ave, Millwood, WA 99206

Grant Contact: Kris Major

Phone: 509-979-6750

Email: kmajor@millwoodwa.gov

II. Grant Category

- ☒ Survey & Inventory
 ☐ Register Nomination
 ☐ Planning
 ☐ Education
- ☒ *Reconnaissance*
☐ Historic District Nomination
- ☐ *Intensive*

III. Project Summary (Summarize your project in a few sentences.)

The City of Millwood and its Historic Preservation Commission seeks funding to conduct a Reconnaissance Level Survey of 90-100 properties within its city limits but outside the existing National Register Historic District. The intent of the survey is to identify properties that are individually eligible for inclusion in the National Register or Millwood Register of Historic Places as well as identify areas that would be eligible to be designated a National or Local Historic District. The resultant information will be used to target outreach and education to property owners of the significance of preserving the community's historical assets. This aligns with the goals of the HPC and the city's new Main Street Affiliate Program board, with the extra bonus of occurring during Millwood's centennial in 2027.

***Note: Boxes below are not editable. Totals are auto calculated from the Project Budget on page 5.**

Grant Amount Requested: 15000

Match Amount: 0

Total Project Cost: 15000

IV. Project Description (*Please be concise*).

Organize your description in the following order :

- a. Project Description
- b. Statement of Need
- c. Project Objectives (***please be specific. Bullet point objectives and outcomes are strongly encouraged***).
- d. Maps, photographs, or other supporting documentation may be included as attachments.

a. Project Description

Millwood is a city known for its unique, small-town charm. It is surrounded by two larger cities, Spokane and Spokane Valley, and by unincorporated Spokane County, yet it has managed to retain its own history and personality. The still-operating Inland Empire Paper mill, from which Millwood gets part of its name, began operation in 1911 and in 1923 began offering loans to help employees build homes on property close by. Incorporation followed in 1927, and Millwood has been a growing, developing city ever since. It has faced challenges of having both a railroad and busy arterial bisect the community leading to traffic concerns and isolating neighborhoods. Through community preservation efforts though, the older part of the city has been listed on the National Register of Historic Places and the Washington Heritage Register since 2001.

Realizing the need to further protect its historical assets, Millwood became a Certified Local Government in 2014, and most recently, a Main Street Affiliate member in 2025. The goals of both initiatives are aligned with the city's commitment to historic preservation as emphasized in its Comprehensive Plan. Section 13.5.1 of the plan states the city will do the following: "retain the historic atmosphere of Millwood and contribute to its future economic development ... Encourage the owners of properties with historic significance to list their properties on the National Register of Historic Places, Washington Heritage Register, or Local Register ... [and] Promote the preservation and rehabilitation of historic structures whenever possible." Section 13.5.2 asserts that Millwood will work with property owners, government agencies, and other resources to identify and preserve historic assets. Section 13.6 focused on preservation of local heritage to contribute to economic development, sustain property values, and build community.

Millwood's National Register Historic District is a recognized and economic asset to the city but is only a small representation of the diverse history, architecture, and cultural significance exhibited in the whole of the city. While contributing properties in the National Register District were built in the 1920s, there are significant areas outside that core that are great examples of post-war and mid-century modern styles. They tell the story of the city's growth following WWII and its continued development as families move to Millwood because of its schools, access to recreation, and the small-town feel. Millwood's Historic Preservation Commission (HPC), city staff, and community leaders have long pushed for expanding the area of recognition and potential benefits from the historic district into other neighborhoods.

The HPC proposes hiring a consultant to complete a Reconnaissance Level Survey of an area adjacent to the current historic district (see attached map), but to include municipal properties like Millwood City Hall, the city park, and the iconic water tower. This survey will compromise approximately 90-100 properties.

The results of the survey will be used to determine if sufficient integrity exists to pursue a local historic district and/or identify individual properties that could be included in the Millwood Register of Historic Places. The survey will also identify areas where the HPC can focus future educational and outreach. As part of the project, the consultant will be required to present the findings of the survey to the HPC and greater community at public meetings or HPC events.

b. Statement of Need

As mentioned above, Millwood has had an active HPC since 2014. The commission has written grants to put on preservation workshops and produce educational videos. It has helped develop historical signage along Millwood's community walking trail and been present at community celebrations and the local Farmers Market. Yet despite outreach efforts only two properties have been nominated and placed on the local register. This project, a first phase in surveying the entire community, would help raise awareness as to the importance of historic preservation and potential benefits associated with local register designation. It will also be used to educate residents about community history and address misinformation as to what power the HPC has or does not have over design review, while addressing the continued threat of exterior renovations insensitive to the historic character of Millwood.

What makes this project especially timely is that Millwood will be celebrating its centennial in 2027. Public outreach around this survey will coincide with community celebrations and the anticipated renewed interest in Millwood history.

c. Project Objectives

- Fund a Reconnaissance Level Survey of between 90-100 properties
- Use survey information to help focus education and outreach efforts with the intent to create a local historic district and/or include more properties on the local historic register
- Celebrate Millwood's centennial with a meaningful historic preservation initiative that coincides with goals of the HPC and the Main Street Program

d. Additional Information

See map of proposed survey area. Blue dots represent current National Register Historic District.

V. Project Schedule

Section 4, Item a.

Please list each proposed grant activity separately, beginning with your estimated start and completion date. **Although federal funds are not expected to be in DAHP's possession at this time and contracting will not begin until those funds have been secured by DAHP, please use October 1, 2026 to September 30, 2027 as a guide.** A start date and completion date alone are not sufficient for the Schedule of Project Completion. This should be a complete listing of all potential activities associated with the grant, including entries for check-ins or draft submittal. **You must allot time in your schedule for two project drafts or check-ins with DAHP.** Following draft submissions there will be a 14 day period for DAHP to review and comment on draft review of all reports, documents, publications, HPI forms etc. You may begin billing for project work starting on the date indicated in the contract after contracts are signed by all parties. All drafts, check ins, final reports, and reimbursement requests should be sent to Michelle Thompson at michelle.thompson@dahp.wa.gov.

Work to be Accomplished	Start Date	Finish Date
Advertise for RFP for Reconnaissance Level Survey	10/1/2026	10/31/2026
Cunsultant Selection and Contract Negotiation	11/1/2026	12/31/2026
Work Begins	1/1/2027	4/1/2027
First Review of Study Results by HPC and DAHP	4/1/2027	4/16/2027
Consultant Addresses Comments/Corrections from Draft #1	5/1/2027	6/30/2027
Second Review of Survey Results by MHPC and DAHP	7/1/2027	7/31/2027
Final Edits and Presentation by Consultant to MHPC in Public	8/1/2027	8/31/2027
Submit Final Products to DAHP	9/1/2027	9/15/2027
Reimbursement Request to DAHP	9/1/2027	9/30/2027

VI. Project Budget

*Totals are auto calculated

Salaries/Volunteer Time

	Federal Share	Hard Match	Soft Match	Total
				0
				0
				0
Total:	0	0	0	0

Goods & Contract Services

	15000.00			15000
				0
				0
Total:	15000	0	0	15000

Materials/Supplies/Equipment

				0
				0
				0
Total:	0	0	0	0

Other

				0
				0
				0
Total:	0	0	0	0

	Total Federal Share	Total Hard Match	Total Soft Match	Total Project Cost
Total Funding Request:	15000	0	0	15000

VII. CHECKLIST-

To assure that your grant proposal is complete, please check off that you have included the following for your application:

- ☐ One completed digital copy of the three signature attachments and any supplemental information included emailed to Michelle Thompson at michelle.thompson@dahp.wa.gov
- ☐ Written documentation for federally approved indirect cost rate, if applicable.
- ☐ Written justification for volunteer rates, if applicable.
- ☐ One signed original Assurance of Compliance with the U.S. Department of the Interior Regulations under Title VI of the Civil Rights Act of 1964 . (Attachment 6)
- ☐ One signed original Statement of Understanding for Grant Management Requirements. (Attachment 7)
- ☐ One signed original Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion Form (Attachment 8).

ATTACHMENT 6

Section 4, Item a.

U. S. DEPARTMENT OF THE INTERIOR CIVIL RIGHTS ASSURANCE

As the authorized representative of the applicant, I certify that the applicant agrees that, as a condition to receiving any Federal financial assistance from the Department of the Interior, it will comply with all Federal laws relating to nondiscrimination. These laws include, but are not limited to: (a) Title VI of Civil Rights Act of 1964 (42 U.S.C. 2000d-1), which prohibits discrimination on the basis of race, color, or national origin; (b) Section 504 of the Rehabilitation Act of 1973, as amended (29 U.S.C. 794), which prohibits discrimination on the basis of handicap; (c) the Age Discrimination Act of 1975, as amended (42 U.S.C. 6101 *et. seq.*), which prohibits discrimination on the basis of age; and applicable regulatory requirements to the end that no person in the United States shall, on the grounds of race, color, national origin, handicap or age, be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any program or activity conducted by the applicant. THE APPLICANT HEREBY GIVES ASSURANCE THAT it will immediately take any measures necessary to effectuate this agreement.

THIS ASSURANCE shall apply to all aspects of the applicant's operations including those parts that have not received or benefited from Federal financial assistance.

If any real property or structure thereon is provided or improved with the aid of Federal financial assistance extended to the Applicant by the Department, this assurance shall obligate the Applicant, or in the case of any transfer of such property, any transferee, for the period during which the real property or structure is used for a purpose for which the Federal financial assistance is extended or for another purpose involving the provision of similar services or benefits. If any personal property is so provided, this assurance shall obligate the Applicant for the period during which it retains ownership or possession of the property. In all other cases, this assurance shall obligate the Applicant for the period during which the Federal financial assistance is extended to it by the Department.

THIS ASSURANCE is given in consideration of and for the purpose of obtaining any and all Federal grants, loans, contracts, property, discounts or other Federal financial assistance extended after the date hereof to the Applicant by the Department, including installment payments after such date on account of applicants for Federal financial assistance which were approved before such date.

The Applicant recognizes and agrees that such Federal financial assistance will be extended in reliance on the representations and agreements made in this assurance, and that the United States shall have the right to seek judicial enforcement of the assurance. This assurance is binding on the Applicant, its successors, transferees, assignees, and subrecipients and the person whose signature appears below who is authorized to sign this assurance on behalf of the Applicant.

SIGNATURE OF AUTHORIZED CERTIFYING OFFICIAL	TITLE
APPLICANT/ORGANIZATION	DATE SUBMITTED
APPLICANT/ORGANIZATION MAILING ADDRESS	BUREAU OR OFFICE EXTENDING ASSISTANCE

DI-1350
(REV 6/91)

ATTACHMENT 7

Section 4, Item a.

STATEMENT OF UNDERSTANDING FOR GRANT MANAGEMENT REQUIREMENTS

- CLGs receiving HPF grant assistance must fulfill the terms of their grant agreement with the state and adhere to all requirements of the National Register Programs Manual. This requirement includes compliance with Title VI of the Civil Rights Act of 1964, 78 Stat. 241, as amended, which provides that no person on the grounds of age, race, color, or national origin shall be excluded from participation in, be denied the benefits of, or be subject to discrimination under any activity receiving Federal financial assistance.
- Local financial management systems shall be in accordance with the standards specified in OMB Circular A-128, "Standards for Grantee Financial Management Systems."
- Indirect costs may be charged as part of the CLG grant only if the CLG subgrantee meets the requirements of the manual. Unless the CLG has a current indirect cost rate approved by the cognizant federal agency, only direct costs may be charged.
- Grant recipients must maintain auditable financial records in accordance with the General Accounting Office's Standards for Audit of Governmental Organizations, Programs, Activities, and Functions.
- The CLG subgrantee will provide, with request for reimbursement, documentation to support billings (time sheets, front and back canceled checks, etc.) for federal and non-federal share claimed.
- Repayment will be made to the SHPO organization if terms and conditions of the subgrant agreement are not followed or costs claimed are disallowed following audit.

CLG

SIGNATURE OF APPLICANT

TITLE

DATE

U.S. Department of the Interior
Certification Regarding
Debarment, Suspension, Ineligibility and Voluntary Exclusion
Lower Tier Covered Transactions

This certification is required by the regulations implementing Executive Order 12549, Debarment and Suspension, 43 CFR Part 12, Section 12.500, Participants' responsibilities. The regulations were published as Part VII of the May 26, 1988 Federal Register (pages 19160-19211). Copies of the regulations are included in the proposal package. For further assistance in obtaining a copy of the regulations, contact the U.S. Department of the Interior, Acquisition and Assistance Division, Office of Acquisition and Property Management, 18th and C Streets, N.W., Washington, D.C. 20240.

(BEFORE COMPLETING CERTIFICATION, READ INSTRUCTIONS ON NEXT PAGE)

- (1) The prospective lower tier participant certifies, by submission of this proposal that neither it nor its principals is presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any Federal department or agency.
- (2) Where the prospective lower tier participant is unable to certify to any of the statements in this certification, such prospective participant shall attach an explanation to this proposal.

Name and Title of Authorized Representative

Signature

Date

Instructions for Certification

1. By signing and submitting this proposal, the prospective lower tier participant is providing the certification set out below.
2. The certification in this clause is a material representation of fact upon which reliance was placed when this transaction was entered into. If it is later determined that the prospective lower tier participant knowingly rendered and erroneous certification, in addition to other remedies available to the Federal Government, the department or agency with which this transaction originated may pursue available remedies, including suspension and/or debarment.
3. The prospective lower tier participant shall provide immediate written notice to the person to which this proposal is submitted if at any time the prospective lower tier participant learns that its certification was erroneous when submitted or has become erroneous by reason of changed circumstances.
4. The terms "covered transaction," "debarred," "suspended," "ineligible," "lower tier covered transaction," "participant," "person," "primary covered transaction," "principal," "proposal," and "voluntarily excluded," as used in this clause, have the meanings set out in the Definitions and Coverage sections of rules implementing Executive Order 12549. You may contact the person to which this proposal is submitted for assistance in obtaining a copy of those regulations.
5. The prospective lower tier participant agrees by submitting this proposal that, should the proposed covered transaction be entered into, it shall not knowingly enter into any lower tier covered transaction with a person who is debarred, suspended, declared ineligible, or voluntarily excluded from participation in this covered transaction, unless authorized by the department or agency with which this transaction originated.
6. The prospective lower tier participant further agrees by submitting this proposal that it will include this clause titled "Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion-Lower Tier Covered Transaction," without modification, in all lower tier covered transactions and in all solicitations for lower tier covered transactions.
7. A participant in a covered transaction may rely upon a certification of a prospective participant in a lower tier covered transaction that it is not debarred, suspended, ineligible, or voluntarily excluded from the covered transaction, unless it knows that the certification is erroneous. A participant may decide the method and frequency by which it determines the eligibility of its principals. Each participant may, but is not required to, check the Nonprocurement List (Tel.#).
8. Nothing contained in the foregoing shall be construed to require establishment of a system of records in order to render in good faith the certification required by this clause. The knowledge and information of a participant is not required to exceed that which is normally possessed by a prudent person in the ordinary course of business dealings.
9. Except for transactions authorized under paragraph 5 of these instructions, if a participant in a covered transaction knowingly enters into a lower tier covered transaction with a person who is suspended, debarred, ineligible, or voluntarily excluded from participation in this transaction, in addition to other remedies available to the Federal Government, the department or agency with which this transaction originated may pursue available remedies, including suspension and/or debarment.

Millwood Historic Preservation Commission Project: Historic District Street Signage

*Prepared by Colleen Kirsten, Commission Member
April 2025*

1. Introduction: Raising Visibility, Supporting Preservation

The Millwood Historic Preservation Commission is charged with identifying and encouraging the conservation of Millwood's historic resources, maintaining the local historic register, reviewing proposed changes to registered properties, and promoting awareness of the city's historic character. As part of its responsibilities, the Commission also plays a central role in maintaining Millwood's status as a Certified Local Government (CLG) with the Washington State Department of Archaeology & Historic Preservation.

This proposal directly supports that mission by addressing a fundamental visibility gap: aside from a single trail-side marker, there is no signage denoting the boundaries or even the presence of Millwood's designated Historic District. This lack of physical identification limits community awareness and undermines opportunities for education, engagement, and civic pride.

By initiating a signage program—starting with clearly defined entry points or district-wide identifiers—the Commission is fulfilling its mandate to raise public awareness, promote preservation, and ensure the City's historic identity remains visible and accessible to current and future generations.

This effort is designed to be highly cost-effective, with design work being done internally, saving thousands in consultant fees. Even a modest investment (e.g., \$500–\$1,000) could create meaningful change, aligning with the city's planning and beautification goals while furthering the Commission's core mission.

2. Choosing a Signage Strategy: Two Options for Consideration

Before selecting any design, the Commission must decide the scope and method of signage implementation as this will impact the design options of the signage. Two primary options are presented:

A. Option A: Entry-Only Signage

- Install signs at major vehicular and pedestrian entry point into the Historic District.
- This provides a lower initial cost, high visibility, and minimal infrastructure required.
- Easily scalable for future expansion.

B. Option B: Full Historic District Street Signage

- Mark every street within the designated district.
- Creates strong neighborhood identity and reinforces district boundaries.
- Higher cost but offers long-term cohesion and visibility.
- May be implemented in phases if budget is a constraint.



Example of Option A



Example of Option B

3. Signage Type Discussion (Independent of Design)

Several practical signage types are under consideration. The choice of signage type will guide design and installation logistics:

- 1. Pole-mounted signs at district entry points, affixed to new or existing poles.
- 2. Street sign toppers added above or below existing street name signs.
- 3. Full replacement signs for existing street signs, sourced through vendors such as roadtrafficsigns.com, with the option to include a small identifying graphic.
- 4. Each type presents different cost, visibility, and maintenance considerations. Whenever possible, signs should be mounted on existing infrastructure to reduce installation cost.



4. Cost Strategy and Internal Design Savings

The City has tentatively indicated looking at supplying support for incorporating signage costs into the city's planning and beautification budget. Preliminary pricing from the Washington State Department of Transportation sign studio estimates costs at \$18.54 per square foot.

Because the Commission has committed to developing design concepts internally, the project will avoid consultant or agency design fees. This represents significant savings and allows budget allocations to go directly toward fabrication and installation.

Even a modest initial investment of \$500 to \$1,000 could produce highly visible results and offer long-term benefits by making the Historic District easier to recognize and appreciate.

5. Design Direction: Deferred Until After Approach Selection

1. Design work is underway but intentionally paused until the signage approach is selected. Existing concepts include:
2. A circular badge-style design.
3. A crest or shield-style emblem.
4. Traditional horizontal sign toppers.
5. A minimalist replacement street sign with a small identifying graphic (e.g., through roadtrafficsigns.com).
6. Some concepts incorporate the current city logo; however, alternatives using historic imagery, map graphics, and typographic treatments have been explored. This is to avoid over-reliance on the current logo, which may be updated and lacks historic context.
7. Final design decisions should reflect the chosen signage type and align with Millwood's diverse architectural character (1920s to present).

6. Recommended Next Steps for the Commission

1. Select a signage approach (Entry-Only vs. Full District).
2. Approve a signage type (topper, pole-mounted, full replacement).
3. Use the selected approach and type to refine design and estimate production costs.
4. Engage City staff to confirm alignment with planning and beautification funds.
5. Develop an implementation plan with a proposed timeline.
6. Review and finalize designs once the scope and type are approved.

Real-World Exmample



Option Examples



Option Examples



Real-World Exmample



Render Example

Real-World Example



Option Examples



Real-World Exmaple



Option Examples





► **Select Material** ?

Choose a grade of reflective street sign. High Intensity Grade is most popular.

Package: 1 Sign. Prices shown below are per Sign					
6" x 24"	1	2	3	4	5
☒ Engineer Grade	\$34.95	\$34.75	\$34.65	\$34.55	\$34.45
☐ High Intensity Grade	\$39.75	\$39.65	\$39.55	\$39.45	\$39.35
☐ Diamond Grade	\$45.95	\$45.75	\$45.45	\$45.25	\$44.95

