



## **Historic Preservation Commission Special Meeting Minutes**

**Monday, March 10, 2025 at 2:00 PM**

**9103 E Frederick Ave.**

**[www.youtube.com/@cityofmillwood](http://www.youtube.com/@cityofmillwood)**

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### **1. CALL TO ORDER & ROLL CALL**

Commissioner Major called the Historic Preservation Commission Special Meeting to order at 2:00 pm. A quorum was present.

#### **PRESENT**

Commissioner Kris Major  
Commissioner Annie Oakes  
Commissioner Barbara St Clair  
Commissioner Colleen Kirsten  
Commissioner Alex Brannin

### **2. APPROVAL OF MEETING AGENDA & MINUTES**

#### **a. Motion to Approve Special Meeting Agenda**

Motion made by Commissioner Oakes, Seconded by Commissioner Kirsten to approve the Special Meeting Agenda as presented.

Voting Yea: Commissioner Major, Commissioner Oakes, Commissioner St Clair, Commissioner Kirsten, Commissioner Brannin

#### **b. Motion to approve February 10, 2025 minutes as presented or with modifications.**

Motion made by Commissioner Kirsten, Seconded by Commissioner St Clair to approve the February 10, 2025 Special Meeting Minutes as presented.

Voting Yea: Commissioner Major, Commissioner Oakes, Commissioner St Clair, Commissioner Kirsten, Commissioner Brannin

### **3. ACTION ITEMS**

#### **a. Motion to set Regular Meeting Frequency, Date & Time**

The Commission discussed changing the scheduled dates and time of their regular meetings moving forward.

Motion made by Commissioner Oakes, Seconded by Commissioner Kirsten to schedule the Historic Preservation Regular Meetings on the Second Monday of each month at 2:00 pm..

Voting Yea: Commissioner Major, Commissioner Oakes, Commissioner St Clair, Commissioner Kirsten, Commissioner Brannin

#### **b. Historic Preservation Commission Appointment Memos**

Commissioner Major announced that Barbara St. Clair and Annie Oakes' appointments had expired during the Commission's hiatus and Alex Brannin and Colleen Kirsten were nearing the end of their terms. She asked Alex & Colleen if they wanted to continue serving on the

Commission or if they would like to vacate their positions. They both expressed a desire to continue serving on the Commission.

c. Letter to Historic District Homeowners

The Commission discussed some edits to the Historic District Homeowners letter, Commissioner Major will make the suggested changes to the letter, a copy of the brochure will be included with the letter and mailed to the property addresses located within the Historic District.

d. Historic Recognition (Decal & Certificate) 100 years, 85 years, 75 years, etc.

The Commission discussed the possibility of having decals made for 85 & 75-year-old homes not just the 100-year-old homes and sending letters to those homeowners as well. Commissioner Major will edit the letter to include other Historic Homes.

e. Resource Guide

The Commission discussion regarding the Resource Guide included adding the Spokane County Historic Preservation Office as a resource in the Guide making an Historic Preservation Commission video, and adding the Resource Guide on the website. The Commission will review the Resource Guide and bring back suggested edits at the next meeting.

f. Historic District Street Signage

The Commission discussed having a Millwood Historic District sign on I 90, adding an historic street sign above the street signs in the Historic District and having neighborhood signs for the different districts within the City. Commissioner Kirsten will get some examples of signs and cost estimates, Ms. Cassels will ask public works for an estimate on installing 20 signs and Commissioner Oakes reported she had sent an email regarding getting a sign on I 90.

g. Outreach Events - Mother's Day Tour, Historic Preservation Month, WVHS Resource Fair

The Commission discussed Historic Preservation Month, the Northwest Museum of Arts and Culture Mother's Day Walking Tour taking place in Millwood, possibility of displaying the Historic Preservation Commission brochure at the event and Commissioner Kirsten will check on having a table at the WVHS Resource Fair.

h. City of Millwood Website

Commissioner Major will write a paragraph for the April Newsletter highlighting Historic Preservation Month. Ms. Cassels reported that the typos that Commissioner Oakes identified on the Historic Preservation page have been corrected.

i. Tribe Media Videos

Ms. Cassels reported that the Tribe Media Videos were on the website and the City's YouTube page.

j. Brochures & Display Materials

Ms. Cassels reported that there were approximately 80-100 Historic Preservation Commission Brochures, and she will provide the display materials that Ms. Janssen had for events at the next meeting.

k. Historic Preservation Budget

The Commissioners discussed the process and timeline for preparing and submitting a Historic Preservation Commission Budget.

**4. REPORTS (no action)**

**5. PUBLIC REMARKS**

**6. COMMISSIONER REMARKS**

**7. SET NEXT MEETING - Historic Preservation Commission Special Meeting - April 14, 2025 at 2:00 pm.**

**8. ADJOURNMENT**

Motion made by Commissioner St Clair, Seconded by Commissioner Kirsten to adjourn the Historic Preservation Commission Special Meeting at 3:23 pm.

Voting Yea: Commissioner Major, Commissioner Oakes, Commissioner St Clair, Commissioner Kirsten, Commissioner Brannin