



Historic Preservation Commission Regular Meeting Minutes

Monday, June 08, 2026 at 2:00 PM

9103 E Frederick Ave.

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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.