



Historic Preservation Commission Special Meeting Minutes

Tuesday, September 16, 2025 at 10:30 AM

9103 E Frederick Ave.

www.youtube.com/@cityofmillwood

1. CALL TO ORDER & ROLL CALL

Commissioner Major called the Historic Preservation Commission Meeting to order at 10:32 am.

PRESENT

Commissioner Kris Major

Commissioner Annie Oakes

Commissioner Colleen Kirsten Arrived at 10:56 am

Commissioner Alex Brannin

ABSENT

Commissioner Barbara St Clair

2. APPROVAL OF SPECIAL MEETING AGENDA

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

Voting Yea: Commissioner Major, Commissioner Oakes, Commissioner Brannin

3. APPROVAL OF MINUTES

a. Motion to approve July 14, 2025 minutes as presented or with modifications.

Motion made by Commissioner Oakes, Seconded by Commissioner Brannin to approve the July 14, 2025 Historic Preservation Commission Special Meeting Minutes as presented.

Voting Yea: Commissioner Major, Commissioner Oakes, Commissioner Brannin

4. ACTION AND DISCUSSION ITEMS

a. Historic Millwood Resource Guide

The Commission discussed that the Historic Millwood Resource Guide had been reviewed by the Mayor and City Council, the Commission also discussed where the guide would be located on the City's website now that it has been completed.

b. 100-year Property Recognition

The Commission discussed two homes that were recognized as historic homes and discussed the possibility of having a notice placed in the newsletter.

c. Millwood Trail Signage

Commissioner Major reported receiving hard copies of the original trail signs created by the History Enthusiasts that the Commission could use as first drafts for the new signs going on the trail in 2026. Ms. Cassels and Ms. Roderick provided the Commission with the original invoice for trail signs to help determine a budget amount for 2026.

d. Local Register Assistance

The Commission discussed meeting with property owners interested in placing their homes on the Local Register at City Hall.

e. 2026 Budget

The Commission discussed including the cost of new brochures, trail signs and street signs in their 2026 budget. Commissioner Major will finalize and submit the budget request to Treasurer Consultant Dave Armstrong.

5. COMMISSIONER COMMENTS

Commissioner Major shared that a local radio station approached her at Millwood Daze about coming on to talk about the Historic Preservation Commission.

Commissioner Kirsten discussed networking with the Spokane Preservation Advocates and Historic Preservation Officer Megan Duvall.

6. SET NEXT MEETING

a. Set Schedule for Special Meetings

Historic Preservation Special Meeting - October 21, 2025 at 10:30 am.

7. ADJOURNMENT

Motion made by Commissioner Kirsten, Seconded by Commissioner Oakes to adjourn the Historic Preservation Commission Special Meeting at 11:25 pm.

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