

City of Millwood

Historic Preservation Commission Minutes

Thursday, May 18, 2023

1. Call to Order

Meeting called to order at 6:00pm.

2. Roll Call

Commissioners Alex and Colleen are absent from the meeting.

3. Approval of Meeting Agenda

Moved by Annie Oakes; seconded by Barbara St. Clair to Approve.

Motion Passed: 0 - 0

Voting For: None

Voting Against: None

4. Action Items

4.a Approval of Minutes

Make corrections to the spelling of Shirene's name in the previous meeting minutes.

Moved by Annie Oakes; seconded by Barbara St. Clair to Approve.

Motion Passed: 3- 0

Voting For: Kris Major, Annie Oakes, Barbara St. Clair

Voting Against: None

5. Discussion Items

5.a Student Intern/Volunteer

Brian Werst has notified the Commission that we would need to get the approval of City Council to amend the code to fund another position for the HPC. This would include a student commissioner. Kris would like to consider reaching out to West Valley High School in August to see if any of the teachers would like to work with the Commission to get students to attend meetings on their own. Denise will add that to the agenda for the August Meeting.

5.b Trail Signs

The presentation on the trail signs was shown detailing the differences between the original sign design and the final design as edited by Christina and the sign company. Annie and Barbara expressed some concern over the amount of information left out of the edited signs and that some of the pictures didn't present well. Kris reminded them these signs are already in production as they were approved at our last meeting and no changes can be made at this time. We will have the rest of the signs for review in the coming months. Annie had questions regarding the material the signs would be printed on and the placement of each sign. Denise will follow up with Christina and get some more information at the next meeting. The Commission would still like to consider adding QR Codes down the road. They will work on

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getting more information on the website so we have somewhere to direct people to when the codes are finished. They may also add the walking tour of Millwood to the site/QR code information.

5.c Millwood Farmer's Market

Annie would like the Commission to attend the Farmer's Market through the summer. Kris approved meeting on June 21st and July 19th for now and we will consider August and September once we see how these two meetings go. Barbara will be unavailable to attend the market for health reasons. Kris and Annie agreed to split the time with each working for 2 hour shift based on their availability. For the Farmer's Market, the Commission would like a table and HPC sign, postcards and pins for community handouts, a TV with the HPC videos on a loop, and possibly a map of homes nearing or at their centennial so that they can hand out the 100 year window clings to approved households. Lastly, they would like to have the forms for applying to the National Historic Register for interested parties to take and fill out.

6. Reports (no action)

6.a Staff Report

Christina is currently at the IIMC convention. The pins that were designed for the event were handed out to Commission members. The reviewed trail signs are in production as previously discussed and the next round of signs should be in production by the end of the year. Denise showed the Shirene video completed by Tribe Media. Commissioners were happy with the outcome.

7. Commission Remarks

None at this time.

8. Set Next Meeting

8.a Next Meeting: Thursday, June 15, 2023 at 6:00 pm

The next meeting will be moved to Wednesday, June 21st to accommodate the Commission attending the Farmer's Market.

9. Adjournment

Meeting adjourned at 6:45 pm.

Moved by Barbara St. Clair; seconded by Annie Oakes to
Approve. Motion Passed: 3 – 0
Voting For: Kris Major, Annie Oakes, Barbara St. Clair
Voting Against: None