



Historic Preservation Commission Regular Meeting Minutes

Monday, June 09, 2025 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 Meeting to order at 2:02 pm.

PRESENT

Commissioner Kris Major

Commissioner Annie Oakes

Commissioner Barbara St Clair arrived at the meeting at 2:15 pm.

Commissioner Colleen Kirsten

Commissioner Alex Brannin

2. APPROVAL OF MEETING AGENDA

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

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

3. APPROVAL OF MINUTES

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

Motion made by Commissioner Oakes, Seconded by Commissioner Kirsten to approve the April 14, 2025 Historic Preservation Commission Minutes as presented.

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

4. ACTION AND DISCUSSION ITEMS

a. Update on 100-year Property Recognition

Commissioner Major was contacted at the Farmers Market by the owner of 3221 N Dale requesting a 100-year certificate, 3301 N Argonne also submitted a request for a 100-year certificate. Commissioner Brannin volunteered to research the date the building was built and contact Ms. Cassels with the information. She will make up a certificate & decal and mail it to them along with the letter from Commissioner Major. Ms. Cassels had a call from the business owner at 9013 E Euclid based on the letter sent out. Ms. Cassels will update the list of decal recipients to keep it current.

b. Historic District Street Signage: Public Works response, budgeting, further discussion?

Ms. Cassels submitted the lighting that had been ordered for the Central Business District but did not get any information from public works regarding the installation of historic signs on the light posts.

- c. Outreach Events Recap - Mother's Day Walking Tour, May 28 Farmers' Market, other
Commissioner Oakes gave an update on the Millwood Mother's Day Tour and the Historic Preservation Commission Meeting at the Farmers Market. The Commission discussed attending Millwood Daze, future Farmers Markets and movies in the park.
- d. Resource Guide edits & addition of section on Glass
The Commission discussed the edits and the addition of the glass description to the Resource Guide. Commissioner Oakes will compile the changes and submit to staff for Legal review.
- e. Local Register, review ease of finding and filling out nomination
Commissioner Major was contacted by the owner of 9212 E Frederick asking for assistance with completing the paperwork to get his property on the National Register. The Commission discussed various ways they might be able to provide assistance to property owners in completing the National Register Application. They will discuss further at the next meeting.
- f. Main Street Program Information
Commissioner Major shared information about the Main Street Program and the benefits for the city if they were in the program. She had a meeting with the Amanda Tainio, Contract City Planner, and Shirene Young, Millwood Community Association to discuss the program and whether or not they should move forward in completing the application.
- g. Budgeting for 2026 projects
Commissioner Major reminded everyone to be thinking about items they may want to include in the 2026 budget. Some of the items the Commission discussed were funds to complete the trail signs, Centennial decals and Historic District street signs.

5. COMMISSIONER COMMENTS

There were no Commissioner comments.

6. SET NEXT MEETING

The next Historic Preservation Commission meeting will be July 14, 2025 at 2:00 pm.

7. ADJOURNMENT

Motion made by Commissioner Kirsten, Seconded by Commissioner St. Clair to adjourn the Historic Preservation Commission Regular Meeting at 3:10 pm.

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