



## Historic Preservation Commission Regular Meeting Minutes

Monday, July 14, 2025 at 2:00 AM

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 2:00 pm.

#### PRESENT

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

### 2. APPROVAL OF MEETING AGENDA

Motion made by Commissioner Kirsten, Seconded by Commissioner Oakes to amend the agenda to include the Historic Preservation Commission May 28, 2025 Special Meeting Minutes and add the Resource Guide as an action and discussion item.

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

### 3. APPROVAL OF MINUTES

- a. Motion to approve May 28th, 2025 and June 9, 2025 minutes as presented or with modifications.

Motion made by Commissioner Kirsten, Seconded by Commissioner Oakes to approve the May 28, 2025 Historic Preservation Commission Special Meeting Minutes as presented.

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

Motion made by Commissioner Oakes, Seconded by Commissioner St. Clair to approve the June 9, 2025 Historic Preservation Commission Regular Meeting Minutes as presented.

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

### 4. ACTION AND DISCUSSION ITEMS

- a. 100-year Property Recognition

The Commission discussed the property located at Dalton being recognized and potentially putting a photo of the property in the newsletter.

- b. Historic District Signage

The Commission discussed banners and Historic signage for the streetlights on Argonne. Commissioner Kirsten will get some cost estimates for the next meeting.

c. Millwood Trail Signs

The Commission discussed the trail signs that have been completed and are on the trail. Three signs are not on the trail yet, Commissioner Oakes and Commissioner St. Clair will search their records for the original signs created, Ms. Cassels will search for the sign company that made the signs and the cost of the signs. Commissioner Kirsten will also get some costs from some sign companies.

d. Outreach Events Opportunities

The Commission discussed attending Millwood Daze and if they could share a booth with the Planning Commission booth that will be promoting the Comprehensive Plan 2026 Periodic Update. The commission also discussed having a booth at Millwood Daze for the centennial celebration next year.

e. Local Register Forms and Assistance

The Commission discussed how the process would work if the Commission were to ask a person who was familiar with the local register form to work with property owners interested in placing their homes on the local register.

The Resource Guide was sent to Mr. Werst for review. Commissioner Oakes will verify that the glass section was included in the document.

f. 2026 Budget

The Commission discussed preparing a budget for 2026. They will work on prioritizing the items they would like to have in their budget.

**5. COMMISSIONER COMMENTS**

There were no Commissioner comments.

**6. SET NEXT MEETING - August 11, 2025 at 2:00 pm.**

The Commission decided to cancel the August 11, 2025 regular meeting and will have a special meeting on August 23, 2025 at Millwood Daze.

**7. ADJOURNMENT**

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

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