



Historic Preservation Commission Regular Meeting Minutes

Monday, April 13, 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 Kirsten departed at 2:56pm.

2. APPROVAL OF MEETING AGENDA

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

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

3. APPROVAL OF MEETING MINUTES

a. Approval of Historic Preservation Commission Regular Meeting Minutes March 9, 2026

Commissioner Major request modifications to the Historic Preservation Regular Meeting Minutes for March 9, 2026, to reflect Anne Aslins role to be an official visitor and Michelle Thompson's title to CLG program coordinator.

Motion made by Commissioner Kirsten, Seconded by Commissioner Brannin to approve the meeting minutes with modifications.

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

4. GUEST SPEAKER

a. Michelle Thompson - WA Dept. of Archaeology and Historic Preservation's Certified Local Government

Ms. Thompson explained the CLG (Certified Local Government) status for Millwood being one of sixty CLGs in Washington state, noting CLG status provides accreditation, access to state resources and the ability to review changes for properties on the local register. Ms. Thompson offered on-site support where she can visit Millwood, walk the area and advise on surveys, and provide follow-up links and resources. Ms. Thompson discussed CLG grant timing with deadline moved to the end of June.

Ms. Thompson described the practical survey workflow: a consultant completes a historic preservation inventory form for each building (greater than 50 years old), documents photographs, and prepares an eligibility report for registers. Ms. Thompson explained the state database "Wizard" contains existing entries and National Register nominations, noting for Millwood Wizar shows numerous potential entries for post war '40s-50s' houses but lacking photos/complete evaluation.

5. DISCUSSION ITEMS

- a. Cultural Survey Project and CLG Grant Funding Pursuit
- b. Historic Preservation Month (May)

Commissioner Major discussed promoting Historic Preservation possibly on city reader board outside of City Hall, suggesting drafting content for newsletters and other communications to raise awareness about historic preservation throughout May.

6. ACTION ITEMS

- a. Update on New Commissioner

Commissioner Major discussed the new Commissioner Anne Aslin will be officially joining the Historic Preservation after appointment at the next city council meeting on April 14, 2026.

- b. Local Register Nomination Update

Commissioner Brannin discussed completing a hands-on review of the house, completing an inspection and documenting original material evidence. Commissioner Brannin discussed the nomination needs clearer documentation on original owners, construction history and significance as Joseph (city reviewer) will likely request more information before submission.

- c. Historic District Signs Update

Tabled for next meeting.

- d. Preservation Brochure Update

Commissioner Kirsten discussed estimate received from Minute Man Press with the quote coming in at \$344 for 500 brochures (double sided, full color, gloss and folded). Commissioner Major explained P card would be done through city staff to move forward with printing.

- e. Millwood Trail Signage Update

Commissioner Kirsten stated she will follow up when less busy to advance designs and coordinate with public works and sign companies.

- f. 100 Year Recognition Update

Commissioner Major discussed there were about 10 residences and roughly 4 businesses identified that may qualify for 100-year decals, noting a short letter and decals are ready to send out for owners to put the decal in their window and send photos to the website.

- g. Main Street Program Update

Commissioner Major discussed the Main Street Program Update will be tabled to stay on time with meeting.

- h. Euclid Property Update

Commissioner Major discussed speaking with Ms. Tainio regarding the Euclid property noting the project was temporarily on hold to address some comments from the building review and possibly add additional residential units, along with the lead architect changing on the project causing a delay in progress.

- i. Change Ordinance per NW Vernacular Update

Commissioner Major discussed having a grant from Northwest Vernacular that helped create the forms to put properties on the local register and all the steps the commission needs to take legally to place properties on that register, noting a memo of the possible changes to the city ordinances that would spell out exactly what the voting percentage would be to create a local district. Commissioner Major discussed talking with Mayor Beese, who recommend bringing anything first to the Planning Commission first before City Council review.

7. COMMISSIONER COMMENTS

Commissioner Major gave reminder for the Open Government Training Special Meeting on April 14, 2026 at 5:00pm.

No other Commissioner comments were made.

8. SET NEXT MEETING

Commissioner Major and the commission discussed changing the time of the next Historic Preservation Meeting from the scheduled 2:00pm time to 1:00pm due to scheduling conflicts for Commissioner Brannin and Commissioner Kirsten. The next Historic Preservation meeting was set for May 11, 2026 at 1:00pm.

9. ADJOURNMENT

Motion was made by Commissioner Brannin, Seconded Commissioner Oakes to adjourn the Historic Preservation Regular Meeting at 3:12pm.

Voting Yea: Commissioner Major, Commissioner Brannin, Commissioner Oakes