



Historic Preservation Commission Special Meeting Minutes

Monday, May 11, 2026 at 1:00 PM

9103 E Frederick Ave.

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1. CALL TO ORDER & ROLL CALL

Commissioner Major called the Historic Preservation Special Meeting to order at 1:00 pm. A quorum present.

PRESENT

Commissioner Kris Major
Commissioner Annie Oakes
Commissioner Anne Aslin

ABSENT

Commissioner Colleen Kirsten
Commissioner Alex Brannin

2. APPROVAL OF MEETING AGENDA

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

Voting Yea: Commissioner Major, Commissioner Aslin, Commissioner Oakes

3. REPORTS (no action)

Minutes were not included.

4. DISCUSSION ITEMS

a. CLG grant proposal of historic/cultural survey

Commissioner Major discussed issuing an RFP (Request for Proposal) to several local consulting firms to create a survey of eligible historic properties and an overlay of the historic district to ensure a power of oversight. Commissioner Oakes suggested extending the survey map east of Argonne to include City Hall, City Park and additional historic properties along E. Frederic Ave., Commissioner Major and Commissioner Aslin agreed.

5. ACTION ITEMS

a. Local Register Nomination

Commissioner Oakes nominated 9212 E. Frederick Ave., which was built in 1910, for addition to the local historic register.

b. Preservation Brochure

Commissioner Major discussed coordinating with Commissioner Kirsten to purchase brochures this summer.

c. Millwood Trail Signage

Commissioner Major discussed coordinating with Commissioner Kirsten to purchase and install this summer.

d. Historic District Street Signs

Commissioner Major suggested that the project be turned over to public works for purchasing and installation. Ms. Gill will follow up.

e. 100-year Recognition Decal Mailer

Commissioner Oakes approved the Century Home decals, which were mailed to all fourteen Century Home properties on the National Register as of 2026. The recipients were also urged to reach out to City Hall for additional Century Home certificates.

f. Ordinance Change

Commissioner Major will reach out to the chair of the Planning Commission to change the recommended updates to ordinance language, suggested by historic preservation consultants. Commissioner Major recommended the change would make it easier for the commission and residents to form a local district.

g. Main Street Program

Commissioner Major proposed deferring until the June meeting when Commissioner Kirsten is present. Commissioner Kirsten is working on a grant for the Millwood Trail, which will align with the logo and motto of the Main Street Program.

h. Historic Preservation Month Recognition

Commissioner Major noted that May is Historic Preservation Month, which was discussed in Mayor Beese's May Newsletter. Commissioner Major also suggested adding banners to next year's budget so they could be displayed along Main Street and the Millwood Trail for future Historic Preservation Months.

6. COMMISSIONER COMMENTS

Commissioner Oakes suggested that the commission get started on the CLG grant.

Commissioner Major agreed with Commissioner Oakes, noting that she will reach out to Michelle Thompson, the CLG Coordinator with the Washington State Department of Archeology and Historic Preservation to extend the proposed survey map east of Argonne to include City Hall, City Park and additional historic properties along E. Frederic Ave. as discussed. Commissioner Major stated that she will also outline the CLG grant budget, time frame and work scope with the consultants, including Ann Sharley of Architectural History & Archaeology LLC.

7. SET NEXT MEETING

Historic Preservation Regular Meeting – June 8, 2026 at 2:00 pm.

8. ADJOURNMENT

Motion made by Commissioner Oakes, Seconded by Commissioner Aslin to adjourn the Historic Preservation Special Meeting at 1:48 pm.

Voting Yea: Commissioner Major, Commissioner Oakes, Commissioner Aslin