



Historic Preservation Commission Regular Meeting Minutes

Monday, March 09, 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 Regular Meeting to order at 2:00 pm. A quorum present.

PRESENT

Commissioner Kris Major
Commissioner Colleen Kirsten
Commissioner Alex Brannin

ABSENT

Commissioner Annie Oakes

2. APPROVAL OF MEETING AGENDA

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

Voting Yea: Commissioner Major, Commissioner Brannin, Commissioner Kirsten

3. APPROVAL OF MEETING MINUTES

a. Approval of February Regular Meeting Minutes

Motion made by Commissioner Kirsten, Seconded by Commissioner Brannin to approve the February 9, 2026, minutes as presented.

Voting Yea: Commissioner Major, Commissioner Brannin, Commissioner Kirsten

4. ACTION ITEMS

a. Board Resignation

Commissioner Major reported Commissioner Barbar St. Clair's resignation from the Commission, updating an advertisement for the open position is posted in the monthly newsletter and will be accepting letters of interest. Commissioner Major explained a percentage of members are required to be Millwood residents. Commissioner Major reported Anne Aslin is possibly interested as she previously served on the board.

b. Confirm 2026 Budget

Ms. Gill reported the approved budget for Historic Preservation 2026 is \$3,000.

c. Historic District Street Signs

Commissioner Major asked for the Commissions thoughts on working with the Main Street Committee on jointly creating Historic District Street Signs or presenting for input and or approving possible designs. Commissioner Kirsten discussed recommendations on presenting actionable items to various entities for input to put feedback forward for consideration.

d. Preservation Brochure Update

Commissioner Kirsten discussed updating the brochure cover photo to use a contemporary photo along with a historic photo, with possibility of requesting taking a current property photo with homeowner's consent. Commissioner Kirsten discussed possible quote from Minute Man Press and will follow-up at the next meeting.

e. Millwood Trail Signage Update

Commissioner Kirsten reported no new update on the Trail Signage, recommended using the same company to print and install the signs that were used for the Millwood Trail.

f. Local Register Nomination Update

The Commission discussed updating the spreadsheet of recognized properties.

g. 100 Year Recognition Update

Commissioner Major reported that Century Home letters, certificates and decals were sent out to two properties. Commissioner Major discussed that Vicki Naccarato provided a list of contributing properties to the National Register nomination form, including address and construction dates. Commissioner Major requested a copy of the list of Century Home properties that have received recognition from Ms. Gill.

h. Main Street Program Update

Commissioner Kirsten informed the commission that the Main Street Program is still in the early stages, she has spoken with members of the Millwood community discussing their involvement and ideas into the program. Commissioner Kirsten discussed the possibility of fundraising through the Main Street program to celebrate Millwood's 100 Year Celebration. Commissioner Kirsten discussed support from the City or a letter of Support from the Historic Preservation Commission may be needed for a grant and will have more information on the grant application after March 17th.

i. Status of Euclid Property

Commissioner Major reported that Manfred Kodiak Construction submitted a proposal to the City Planner in April 2023. The Commission discussed a desire to acknowledge the site's history as the former location of the City's Post Office.

j. Cultural Survey Discussion

Commissioner Major discussed when Megan Duval spoke about a possible cultural survey for Millwood, recommending possibly looking at a fall grant in 2027. Commissioner Major reported that Michelle Thompson, the director of the State Department of Historic Preservation, reached out to confirm information and offered to discuss cultural surveys and funding opportunities at an upcoming Millwood Historic Preservation meeting in May or June.

k. NW Vernacular Recommendation Memo Review and Discussion

Commissioner Major reported that Northwest Vernacular created a memo with recommendations for updating the ordinance, suggesting reaching out to the Mayor and City Attorney to discuss the next steps.

5. COMMISSIONER COMMENTS

Commissioner Brannin commented that all his questions were answered.

Commissioner Major commented on possibly reaching out to Ms. Tainio on design aspect regarding the Euclid property.

Commissioner Kirsten commented on reaching out to Kodiak Construction to be a prospective sponsor or participate in the Main Street program.

6. SET NEXT MEETING

Historic Preservation Regular Meeting - April 13, 2026 at 2:00pm

7. ADJOURNMENT

Motion Made by Commissioner Kirsten, Seconded by Commissioner Brannin to adjourn the Historic Preservation Regular Meeting at 2:52 pm.

Voting Yea: Commissioner Major, Commissioner Kirsten, Commissioner Brannin

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