



Historic Preservation Commission Special Meeting Minutes

Monday, April 14, 2025 at 2:00 PM

9103 E Frederick Ave.

www.youtube.com/@cityofmillwood

1. CALL TO ORDER & ROLL CALL

Commissioner Major called the Special Historic Preservation Commission Meeting to order at 2:00 pm. A quorum was present.

PRESENT

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

ABSENT

Commissioner Alex Brannin

2. APPROVAL OF MEETING AGENDA

- a. Motion to approve Historic Preservation Commission Special Meeting Agenda

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

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

- b. Motion to approve March 10, 2025 minutes as presented or with modifications.

Motion made by Commissioner Oakes, Seconded by Commissioner St Clair to approve the March 10, 2025 Planning Commission Special Meeting Minutes as presented.

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

3. ACTION ITEMS

- a. Historic District Letter - Status

Ms. Cassels stated that Historic Preservation Commission Brochure and the Historic District Letter and were mailed on April 11, 2025 to all residential and commercial addresses in the Historic District.

- b. Expansion of 100-year Property Recognition to 75, 85 years

The Commission discussed focusing on recognition of 100-year-old homes for now and to work on a design for a decal for recognition of 75-year-old homes (Commissioner Kirsten agreed to create a decal for 75-year-old homes for Commission consideration) and the Commission discussed preparing a letter about 100-year-old homes that would be included in the Monthly bill to recognize homes of that age outside of the Historic District.

- c. Historic District Street Signage

Commissioner Kirstin presented information on Historic District Street Signage including multiple examples of entry signs and street signs. She also acquired preliminary quotes from Washington State Department of Transportation Sign Studio as well as Road Traffic signs online (the costs were similar for both).

The Commission discussed the streetlights that will be installed in the Central Business District during the Argonne Construction Relief Project, if the Commission would need Council approval to install Historic District signs in the Historic District, how and when to present a proposal to public works for input and assistance with the project and ways to seek out grant opportunities that may be available.

d. May Outreach Events - Updates on Inquiries to WVHS & Mother's Day Walking Tour

Commissioner Kirstin reported that she had contacted WVHS regarding the Historic Preservation Commission attending their community night, she believed the event was either May 22nd or 29th.

Commissioner Oakes discussed the MAC Mother's Day Tour. She suggested that any of the Commissioners interested in volunteering could contact Angela Ferguson, which may give those volunteering an opportunity to share information about Millwood's Historic Preservation Commission.

e. Display Materials Inventory Update

Ms. Cassels brought the display materials that Ms. Janssen had compiled for the Commissioners to see what was available to use at outreach events.

f. Resource Guide edits & addition of section on Glass

The Commission discussed an addition in the glossary section of the Resource Guide for leaded glass and that the Resource Guide would need to have legal review and Mayor approval prior to being posted on the website. Commissioner Major asked the Commissioners to review the Resource Guide and submit any edits they had to Ms. Cassels by May 1, 2025 and then Ms. Cassels would email the edits to all for review.

4. REPORTS (no action)

There were no additional reports.

5. COMMISSIONER COMMENTS

Commissioner St. Clair shared information on the better home's movement (catalog homes).

Commissioner Oakes raised a concern regarding meeting attendance.

Motion made by Commissioner Oakes, Seconded by Commissioner St. Clair to ask Alex Brannin to resign due to lack of attendance at meetings.

Voting Yea: Commissioner Oakes, Commissioner St. Clair

Voting Nay: Commissioner Major, Commissioner Kirsten

There was not a majority vote and the motion failed.

6. SET NEXT MEETING

Commissioner Major will not be at the May meeting, so the Commission decided to cancel the special meeting scheduled for May 12, 2025 at 2:00 pm. The Commissioners also discussed the possibility of attending some Millwood Farmers Markets to raise awareness, Commissioner Oakes volunteered to research the requirements for securing a Farmers Market booth (May 28th if possible).

7. ADJOURNMENT

Motion made by Commissioner Kirsten, Seconded by Commissioner St Clair to adjourn at 3:37 pm.
Voting Yea: Commissioner Major, Commissioner Oakes, Commissioner St Clair, Commissioner
Kirsten