



Historic Preservation Commission Special Meeting Minutes

Tuesday, October 21, 2025 at 10:30 AM

9103 E Frederick Ave.

www.youtube.com/@cityofmillwood

1. CALL TO ORDER & ROLL CALL

Commissioner Major called the Historic Preservation Commission Meeting to order at 10:31 am

PRESENT

Commissioner Kris Major
Commissioner Annie Oakes
Commissioner Colleen Kirsten
Commissioner Alex Brannin

ABSENT

Commissioner Barbara St Clair

2. APPROVAL OF MEETING AGENDA

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

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

3. APPROVAL OF MEETING AGENDA

- a. Motion to approve September 16, 2025 minutes as presented or with modifications.

Motion made by Commissioner Oakes, Seconded by Commissioner Kirsten to approve the September 16, 2025 minutes as presented.

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

4. ACTION ITEMS

- a. 2026 Budget

Commissioner Major reported she submitted the budget to Treasurer Consultant Dave Armstrong and the Commission will know if the budget was approved by December 7th, 2025.

- b. Millwood Trail Signage

The Commission discussed the three signs that are not on the trail yet, the original IEP trail sign was approved but may need to be resent if any updates are made, discussed including documentation that the Spokane Tribe approved of the Winter Village of the Spokanes trail sign.

- c. Historic District Signage

There were no updates to discuss but will follow up in 2026.

- d. Preservation Commission Brochure Update

The Commission reviewed the brochure purchasing invoice, discussed what information needs to be updated and Commissioner Kirsten said she will update the brochure for the Commission to review at the next meeting.

e. Megan Duvall Meeting

Commissioner Kirsten offered to reach out to Ms. Duvall and see if she would be available to come to the next meeting.

f. Main Street Program Affiliate Status

Commissioner Major reported that Millwood was accepted as an affiliate with the Main Street Program, the commission discussed their role in the program.

5. COMMISSIONER COMMENTS

Commissioner Oakes reported technical issues with the online videos, she talked to a Gonzaga student about the History of Millwood, met at City Hall with a resident and reviewed historic documentation for his home and discussed the Millwood nomination form.

6. SET NEXT MEETING

a. Set Schedule for Special Meetings

Historic Preservation Special Meeting - November 18, 2025 at 10:00 am

7. ADJOURNMENT

Motion made by Commissioner Kirsten, Seconded by Commissioner Oakes to adjourn the Historic Preservation Special Meeting at 11:17 am.

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