



Historic Preservation Commission Special Meeting Minutes

Tuesday, November 18, 2025 at 10:00 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 10:12 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 Oakes to approve the agenda.

Voting Yea: Commissioner Major, Commissioner Oakes, Commissioner Kirsten

3. APPROVAL OF MEETING MINUTES

a. Motion made by Commissioner Oakes, Seconded by Commissioner Kirsten to approve October 21st, 2025 minutes as presented.

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

4. ACTION ITEMS

a. Millwood Trail Signage Content Review

Commissioner Major discussed that she started looking over the three trail signs that are not on the trail yet, the Commission also discussed the location of the Subway Grandview Acres sign, Commissioner Major offered to reach out to Bobbie Beese for original photos.

b. Preservation Commission Brochure Design Update

Commissioner Kirsten presented an updated version of the brochure, requested original images be sent to her via email, the Commission discussed the origin of the quote on the brochure.

c. Local Register Property Nomination Update

Commissioner Oakes met with a property owner and was working on organizing the historical information on the house, the property owner was waiting to hear from Commissioner Brannin to complete the Millwood Register of Historic Places application, he agreed to reach out to schedule a meeting.

d. Megan Duvall Meeting Schedule

Commissioner Kirsten emailed Ms. Duvall to see if she was available to speak at the January 2026 or February 2026 meeting.

e. Historic Preservation Open Chair Position

Commissioner Major explained that her term expired in December 2025 and inquired whether anyone was interested in being appointed as Chair before she requested reinstatement, the Commission agreed that Commissioner Major should be reappointed.

5. COMMISSIONER COMMENTS

Commissioner Major reported that Millwood was accepted as an affiliate with the Main Street Program and Commissioner Brannin offered to be the Historic Preservation representative, she requested that Commissioner Brannin follow up with Ms. Young to stay up to date.

Commissioner Oakes discussed the America 250 program and whether the Commission would like to participate in their Day of Service project. She also discussed that she met with a Gonzaga student whose senior project was on Millwood, the Commission requested that Commissioner Oakes reach out to the student to come and speak at a meeting.

6. SET NEXT MEETING

Set Schedule for Special Meetings

Historic Preservation Special Meeting - January 20, 2026 at 10:00 am

7. ADJOURNMENT

Motion made by Commissioner Kirsten, Seconded by Commissioner Brannin to adjourn the Historic Preservation Special Meeting at 11:04 am.

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