



Historic Preservation Commission Regular Meeting Minutes

Monday, February 09, 2026 at 2:00 PM

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 2:00 pm.

PRESENT

Commissioner Kris Major

Commissioner Annie Oakes

Commissioner Barbara St Clair attended remotely

Commissioner Colleen Kirsten

ABSENT

Commissioner Alex Brannin

2. APPROVAL OF MEETING AGENDA

APPROVAL OF MEETING AGENDA

Commissioner Major requested to add action items CPG survey and grants to the agenda.

Motion to approve the amended agenda by Commissioner Kirsten, Seconded by Commissioner Oakes.

Voting Yea: Commissioner Major, Commissioner Kirsten, Commissioner Oaks, Commissioner St Clair.

3. APPROVAL OF MEETING MINUTES

a. Approval of January Special Meeting Minutes

Approval of January Special Meeting Minutes

Modifications requested by Commissioner Kirsten to added Mrs. Duvall's suggestion on a cultural survey for Millwood.

Motion made by Commissioner Oakes to accept the amended minutes of January 20th as discussed. Seconded by Commissioner Kirsten.

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

4. ACTION ITEMS

a. Confirm 2026 Budget

b. Millwood Trail Signage Update

Commissioner Kirsten explained that she met with Bobbie Beese at the Main Street Program Meeting and got a thumbdrive of the original material for the trail signs, she also discussed that she does not intend to alter the content of the signs but to help elevate the design.

Commissioner Kirsten presented the revised Village of the Spokanes trail sign. The Commission discussed the text font and sign measurements, the Commission was happy with the progress Commissioner Kirsten had made on updating the sign.

Commissioner St. Claire asked if there was plan to update the Historic District sign, the Commission discussed that it may or may not be in the budget to update this year.

c. New Preservation Commission Brochure Update

d. Local Register Nomination Update

Commissioner Oakes reported that she sent over the draft letter for the Seth Woodard house but that they still needed information on the construction of the house. She is going to continue working on the letter.

Commissioner Major explained that she will discuss the next steps with Commissioner Oakes when the nomination is closer to being completed.

e. Main Street Program Update

Commissioner Kirsten discussed the Main Street Program meeting, local businesses, Millwood History Enthusiasts and citizens showed up. She explained a board was created and the different committees that were created. Commissioner Major and Commissioner Kirsten discussed how the design committee will intersect with the Historic Preservation Commission, as well as the Day of Service, America 250, and the Good Neighbor Day.

CPG SURVEY

Commissioner Major explained this is a request from the DAHP regarding certified local governments, she planned to fill it out and submit it back to them. Commissioner Major asked how much staff works on Historic Preservation and if there is a change to the ordinance.

GRANTS

Commissioner Major reported receiving an email from Shirene Young about the Spokane Preservation Advocates, they give out grants that promote historic preservation in Spokane County, she explained what would be provided if the commission were to be given the grant. She also discussed applying for the DAHP grant. The Commission discussed adding grants to future agendas to work on completing the applications.

5. COMMISSIONER COMMENTS

Commissioner Major discussed she found a recommendation by Northwest Vernacular to update the Historic Preservation City Ordinance with a list of items to update, the Commission agreed to add that to the March agenda.

Commissioner Oakes asked when 3396 N Dale would receive their historic home decal, Commissioner Major said she would draft a letter and get that sent out to them.

Commissioner Kirsten expressed her appreciation to Ms. Duvall for attending the January meeting, she believes the cultural survey that Ms. Duvall discussed could benefit Millwood becoming a historic district. Commissioner Major discussed receiving a thumbdrive that had instructions on how to do a community survey.

Commissioner St. Claire asked if there was any updates on the historic post office that was torn down, the Commission did not have any updated information. The Commission discussed what steps they could take to acknowledge it was a historic site.

6. SET NEXT MEETING

Set Schedule for Special Meetings:

Historic Preservation Regular Meeting - March 9th, 2026 at 2:00 pm

7. ADJOURNMENT

Motion made by Commissioner Kirsten, Seconded by Commissioner Oakes to adjourn the Historic Preservation Regular meeting at 3:00 pm.

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