



Historic Preservation Commission Regular Meeting Agenda

Monday, June 08, 2026 at 2:00 PM

9103 E Frederick Ave.

www.youtube.com/@cityofmillwood

- 1. CALL TO ORDER & ROLL CALL**
- 2. APPROVAL OF MEETING AGENDA**
- 3. APPROVAL OF MEETING MINUTES**
 - a. [Approval of Meeting Minutes for April and May](#)
- 4. ACTION ITEMS**
 - a. [CPG Grant Proposal](#)
 - b. [Preservation Brochure Draft Review](#)
 - c. [Historic District Street Signs](#)
 - d. Millwood Trail Signage
 - e. Main Street Program Update
- 5. COMMISSIONER COMMENTS**
- 6. SET NEXT MEETING**
- 7. ADJOURNMENT**



Historic Preservation Commission Regular Meeting Minutes

Monday, April 13, 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 Commission Regular Meeting to order at 2:00 pm.

PRESENT

Commissioner Kris Major

Commissioner Annie Oakes

Commissioner Colleen Kirsten

Commissioner Alex Brannin

Commissioner Kirsten departed at 2:56pm.

2. APPROVAL OF MEETING AGENDA

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

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

3. APPROVAL OF MEETING MINUTES

a. Approval of Historic Preservation Commission Regular Meeting Minutes March 9, 2026

Commissioner Major request modifications to the Historic Preservation Regular Meeting Minutes for March 9, 2026, to reflect Anne Aslins role to be an official visitor and Michelle Thompson's title to CLG program coordinator.

Motion made by Commissioner Kirsten, Seconded by Commissioner Brannin to approve the meeting minutes with modifications.

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

4. GUEST SPEAKER

a. Michelle Thompson - WA Dept. of Archaeology and Historic Preservation's Certified Local Government

Ms. Thompson explained the CLG (Certified Local Government) status for Millwood being one of sixty CLGs in Washington state, noting CLG status provides accreditation, access to state resources and the ability to review changes for properties on the local register. Ms. Thompson offered on-site support where she can visit Millwood, walk the area and advise on surveys, and provide follow-up links and resources. Ms. Thompson discussed CLG grant timing with deadline moved to the end of June.

Ms. Thompson described the practical survey workflow: a consultant completes a historic preservation inventory form for each building (greater than 50 years old), documents photographs, and prepares an eligibility report for registers. Ms. Thompson explained the state database "Wizard" contains existing entries and National Register nominations, noting for Millwood Wizard shows numerous potential entries for post war '40s-50s' houses but lacking photos/complete evaluation.

5. DISCUSSION ITEMS

- a. Cultural Survey Project and CLG Grant Funding Pursuit
- b. Historic Preservation Month (May)

Commissioner Major discussed promoting Historic Preservation possibly on city reader board outside of City Hall, suggesting drafting content for newsletters and other communications to raise awareness about historic preservation throughout May.

6. ACTION ITEMS

- a. Update on New Commissioner

Commissioner Major discussed the new Commissioner Anne Aslin will be officially joining the Historic Preservation after appointment at the next city council meeting on April 14, 2026.

- b. Local Register Nomination Update

Commissioner Brannin discussed completing a hands-on review of the house, completing an inspection and documenting original material evidence. Commissioner Brannin discussed the nomination needs clearer documentation on original owners, construction history and significance as Joseph (city reviewer) will likely request more information before submission.

- c. Historic District Signs Update

Tabled for next meeting.

- d. Preservation Brochure Update

Commissioner Kirsten discussed estimate received from Minute Man Press with the quote coming in at \$344 for 500 brochures (double sided, full color, gloss and folded). Commissioner Major explained P card would be done through city staff to move forward with printing.

- e. Millwood Trail Signage Update

Commissioner Kirsten stated she will follow up when less busy to advance designs and coordinate with public works and sign companies.

- f. 100 Year Recognition Update

Commissioner Major discussed there were about 10 residences and roughly 4 businesses identified that may qualify for 100-year decals, noting a short letter and decals are ready to send out for owners to put the decal in their window and send photos to the website.

- g. Main Street Program Update

Commissioner Major discussed the Main Street Program Update will be tabled to stay on time with meeting.

- h. Euclid Property Update

Commissioner Major discussed speaking with Ms. Tainio regarding the Euclid property noting the project was temporarily on hold to address some comments from the building review and possibly add additional residential units, along with the lead architect changing on the project causing a delay in progress.

- i. Change Ordinance per NW Vernacular Update

Commissioner Major discussed having a grant from Northwest Vernacular that helped create the forms to put properties on the local register and all the steps the commission needs to take legally to place properties on that register, noting a memo of the possible changes to the city ordinances that would spell out exactly what the voting percentage would be to create a local district. Commissioner Major discussed talking with Mayor Beese, who recommend bringing anything first to the Planning Commission first before City Council review.

7. COMMISSIONER COMMENTS

Commissioner Major gave reminder for the Open Government Training Special Meeting on April 14, 2026 at 5:00pm.

No other Commissioner comments were made.

8. SET NEXT MEETING

Commissioner Major and the commission discussed changing the time of the next Historic Preservation Meeting from the scheduled 2:00pm time to 1:00pm due to scheduling conflicts for Commissioner Brannin and Commissioner Kirsten. The next Historic Preservation meeting was set for May 11, 2026 at 1:00pm.

9. ADJOURNMENT

Motion was made by Commissioner Brannin, Seconded Commissioner Oakes to adjourn the Historic Preservation Regular Meeting at 3:12pm.

Voting Yea: Commissioner Major, Commissioner Brannin, Commissioner Oakes



Historic Preservation Commission Special Meeting Minutes

Monday, May 11, 2026 at 1:00 PM

9103 E Frederick Ave.

www.youtube.com/@cityofmillwood

1. CALL TO ORDER & ROLL CALL

Commissioner Major called the Historic Preservation Special Meeting to order at 1:00 pm. A quorum present.

PRESENT

Commissioner Kris Major
Commissioner Annie Oakes
Commissioner Anne Aslin

ABSENT

Commissioner Colleen Kirsten
Commissioner Alex Brannin

2. APPROVAL OF MEETING AGENDA

Motion made by Commissioner Aslin, Seconded by Commissioner Oakes to approve the meeting agenda.

Voting Yea: Commissioner Major, Commissioner Aslin, Commissioner Oakes

3. REPORTS (no action)

Minutes were not included.

4. DISCUSSION ITEMS

a. CLG grant proposal of historic/cultural survey

Commissioner Major discussed issuing an RFP (Request for Proposal) to several local consulting firms to create a survey of eligible historic properties and an overlay of the historic district to ensure a power of oversight. Commissioner Oakes suggested extending the survey map east of Argonne to include City Hall, City Park and additional historic properties along E. Frederic Ave., Commissioner Major and Commissioner Aslin agreed.

5. ACTION ITEMS

a. Local Register Nomination

Commissioner Oakes nominated 9212 E. Frederick Ave., which was built in 1910, for addition to the local historic register.

b. Preservation Brochure

Commissioner Major discussed coordinating with Commissioner Kirsten to purchase brochures this summer.

c. Millwood Trail Signage

Commissioner Major discussed coordinating with Commissioner Kirsten to purchase and install this summer.

d. Historic District Street Signs

Commissioner Major suggested that the project be turned over to public works for purchasing and installation. Ms. Gill will follow up.

e. 100-year Recognition Decal Mailer

Commissioner Oakes approved the Century Home decals, which were mailed to all fourteen Century Home properties on the National Register as of 2026. The recipients were also urged to reach out to City Hall for additional Century Home certificates.

f. Ordinance Change

Commissioner Major will reach out to the chair of the Planning Commission to change the recommended updates to ordinance language, suggested by historic preservation consultants. Commissioner Major recommended the change would make it easier for the commission and residents to form a local district.

g. Main Street Program

Commissioner Major proposed deferring until the June meeting when Commissioner Kirsten is present. Commissioner Kirsten is working on a grant for the Millwood Trail, which will align with the logo and motto of the Main Street Program.

h. Historic Preservation Month Recognition

Commissioner Major noted that May is Historic Preservation Month, which was discussed in Mayor Beese's May Newsletter. Commissioner Major also suggested adding banners to next year's budget so they could be displayed along Main Street and the Millwood Trail for future Historic Preservation Months.

6. COMMISSIONER COMMENTS

Commissioner Oakes suggested that the commission get started on the CLG grant.

Commissioner Major agreed with Commissioner Oakes, noting that she will reach out to Michelle Thompson, the CLG Coordinator with the Washington State Department of Archeology and Historic Preservation to extend the proposed survey map east of Argonne to include City Hall, City Park and additional historic properties along E. Frederic Ave. as discussed. Commissioner Major stated that she will also outline the CLG grant budget, time frame and work scope with the consultants, including Ann Sharley of Architectural History & Archaeology LLC.

7. SET NEXT MEETING

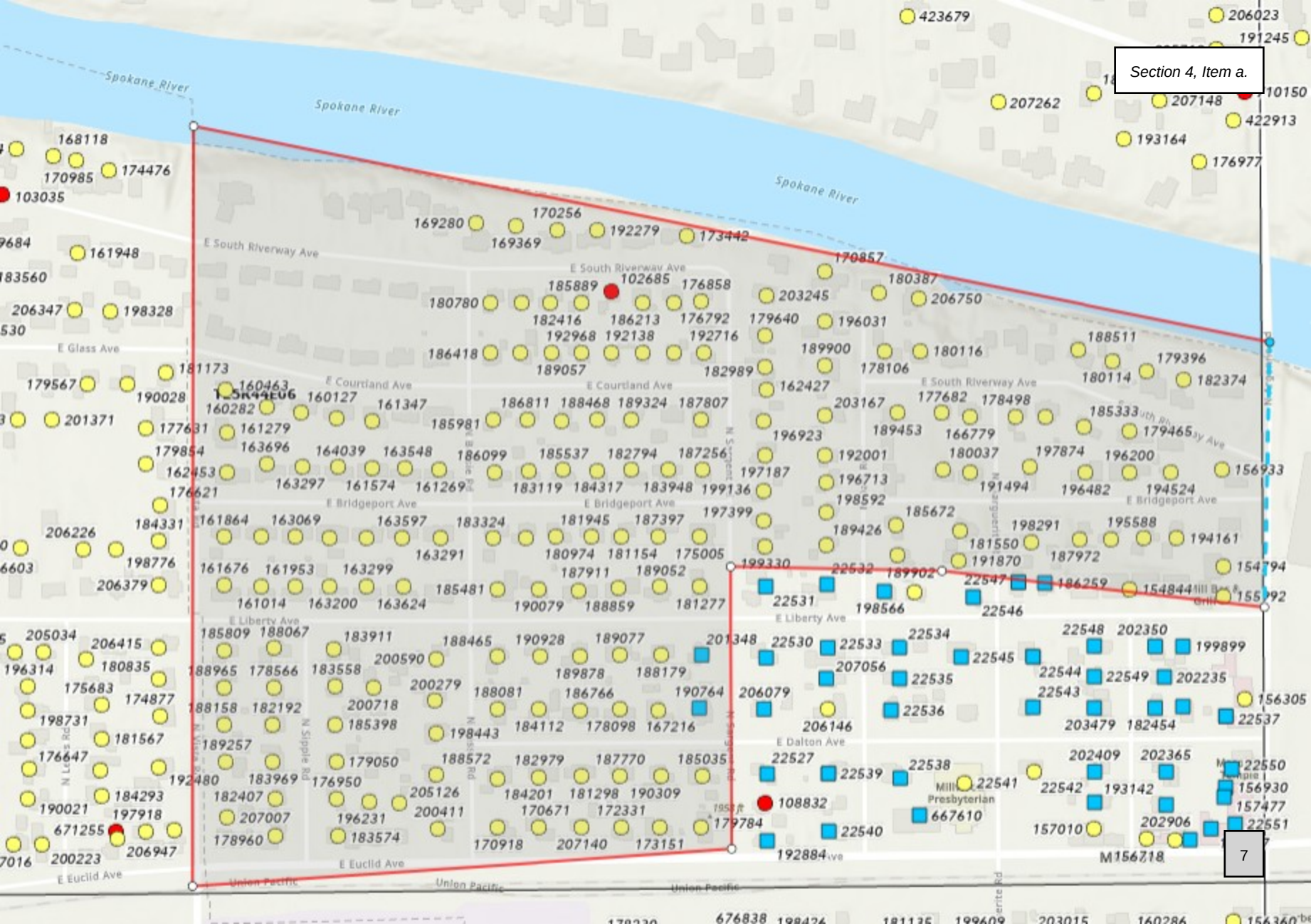
Historic Preservation Regular Meeting – June 8, 2026 at 2:00 pm.

8. ADJOURNMENT

Motion made by Commissioner Oakes, Seconded by Commissioner Aslin to adjourn the Historic Preservation Special Meeting at 1:48 pm.

Voting Yea: Commissioner Major, Commissioner Oakes, Commissioner Aslin

Section 4, Item a.



City of Millwood CLG Survey Cost Estimate:

Provided by Ann Sharley, Senior Architectural Historian, AHA! (Architectural History & Archaeology! LLC), Spokane Valley, May 2026.

Project background and preliminary information:

In June 2026 the City of Millwood Certified Local Government (CLG) plans to apply for a grant to fund a historic survey within the city limits but outside the existing National Register of Historic Places Historic District. The intent of the survey is to identify properties that are eligible for inclusion in the Millwood Register of Historic Places. This information will be used to target outreach and education which will coincide with the City’s centennial in 2027.

The City of Millwood, in consultation with the State of Washington Department of Archaeology and Historic Preservation (DAHP), is considering four possible areas for the survey, should they be awarded the funding:

1. The area north and west of the existing Historic District, an area with an estimated 171 properties. DAHP refers to this area as “Potential 1”.
2. The area south of the existing Historic District, extending to the railroad tracks, an area with an estimated 188 properties. DAHP refers to this area as “Potential 2”.
3. The area east of Argonne and south of the paper mill and railroad, which includes the City Park, historic Water Tower, and City Hall. The number of properties in this area has not been determined.
4. All properties in the City of Millwood outside the existing Historic District, should funding allow such a project.

Previous AHA! CLG Projects:

Ann Sharley, AHA! Architectural Historian, has completed six CLG grant surveys over the past 10 years:

1. Colville, 2025, 30 Historic Property Inventory forms, 331 reconnaissance properties, and a survey report, \$13,000.
2. Colfax, 2022, 44 Historic Property Inventory forms and a survey report, \$14,000.
3. Waterville, 2021, 65 Historic Property Inventory forms and a survey report, \$6,250.
4. Colfax, 2017, 54 Historic Property Inventory forms and a survey report, \$10,000.
5. Lewiston, 2016, 72 Idaho Historic Sites Inventory forms and a survey report, \$10,000.
6. Walla Walla, 2015, 153 Historic Property Inventory forms (the project was advertised as 100 properties) and a survey report, \$10,000.

Please note that, although funding levels have improved in recent years, all CLG grant projects are underfunded; this, of course, is to make the limited funds stretch further. Many, and perhaps most, cultural resource consulting firms cannot afford to take these projects. Each of the

projects listed above, if commissioned today by a state university or federal agency, would be funded at \$20,000 or more.

AHA! Recommendations:

In all the following possible survey types, building exteriors would be recorded with notes and photographs as visible from public roadways and sidewalks and little historic research would be done.

Survey level greater than reconnaissance but less than intensive:

- \$14,000 - \$15,000 of the grant funding will go to the cultural resource contractor.
- Historic Property Inventory forms at a level greater than reconnaissance but less than intensive will be completed, including detailed architectural descriptions and numerous photos; little historical research will be done.
- The contractor will make recommendations regarding eligibility of each property for the Millwood Register of Historic Places, and if desired the National Register of Historic Places, based on architecture and integrity, but generally not history.
- A survey report will be completed.
- For this type of survey, AHA! recommends no more than 90-100 properties.

Reconnaissance survey level:

- \$14,000 - \$15,000 of the grant funding will go to the cultural resource contractor.
- A reconnaissance survey will be completed and the final deliverables will consist of very brief descriptions, including one photo, of each property (but NO Historic Property Inventory forms).
- The contractor will make recommendations regarding eligibility of each property for the Millwood Register of Historic Places, and if desired the National Register of Historic Places, based on architecture and integrity, but generally not history.
- A survey report will be completed.
- With this type of survey, it may be possible to evaluate the historic significance of all Millwood buildings outside the existing Historic District, perhaps 600 – 700 properties. Historic Property Inventory forms with more detailed architectural descriptions could be included in future grant rounds.

A combination of greater than reconnaissance/less than intensive and reconnaissance (see survey level descriptions above):

- Historic Property Inventory forms completed for a few particularly significant historical buildings/structures - perhaps City Hall, the City Park, and the Water Tower. Other buildings in the City would be recorded at the reconnaissance level.

AHA! is available much of the time should there be additional questions:

ann@AHAexclamation.com, 509-998-5074 (text, voice).

AHA! may also be willing to negotiate the project cost if needed.

ANN SHARLEY, M.A., RPA

Senior Architectural Historian

AHA!

**Architectural History & Archaeology! LLC
(AHA!)**

**109 S. Holiday Road
Spokane Valley, WA 99016
ann@AHAexclamation.com
509-998-5074**

Professional Experience

- **Senior Architectural Historian, Staff Archaeologist.** Architectural History & Archaeology! LLC, Spokane Valley, Washington (2014-present).
- **Architectural Historian, Archaeologist.** Northwest Archaeological Associates, Inc./SWCA Environmental Consultants, Seattle, Washington (2009-2014).
- **Architectural Historian, Archaeologist.** Archaeological and Historical Services, Eastern Washington University, Cheney, Washington (2001-2009).
- **Archaeologist, Architectural Historian.** Bureau of Land Management, Spokane, Washington (1994-2001).
- **Archaeological Technician.** Colville National Forest, Newport, Washington (1991-1994).
- **Archaeological Records Technician.** North Idaho Regional Archaeological Center, University of Idaho, Moscow, Idaho (1989-1991).
- **Archaeologist.** Ometepe Petroglyph Project, Nicaragua; University of the Negev Sinai Excavations, Israel (various years).

Education / Training

- **M.A., Historic Preservation,** Goucher College, Baltimore, Maryland, 2009
- **B.A., Anthropology,** Eastern Washington University, Cheney, Washington, 2000

Registration / Certification

- Secretary of the Interior's Professional Qualification Standards for Architectural History
- Registered Professional Archaeologist (RPA)
- CPR and First Aid, American Heart Association
- OSHA 40 Hour HAZWOPER

Experience Summary

Ann Sharley is an Architectural Historian and Archaeologist with more than 20 years of professional cultural resources experience in Washington, Idaho, Oregon, Alaska, and several foreign countries. Ms. Sharley exceeds the Secretary of the Interior's Professional Qualifications Standards for Architectural History and is a Registered Professional Archaeologist (RPA). Ann maintains memberships in a number of professional organizations, including the Society of Architectural Historians, and regularly presents papers and posters at professional meetings.

MILLWOOD HISTORIC PRESERVATION COMMISSION

WHO WE ARE

The Millwood Historic Preservation Commission was established in 2014 to promote the preservation and improvement of the many historic properties in Millwood, not just in the Millwood Historic District, and to provide property owners with the special tax valuation incentives available under Washington State law. Commissioners are appointed by the mayor and confirmed by the city council. The commission meets monthly at city hall. The public is welcome to attend.

WHAT WE DO

- Assist with research on history of property
- Consult about local register qualification
- Guidelines for historic rehabilitation of property

MILLWOOD REGISTER OF HISTORIC PLACES

A property may be included on the Millwood Register if it is associated with the history, architecture, archaeology or cultural heritage of the community, have integrity (that is, it has not been altered too much), is at least 50 years old or if younger it has exceptional importance, and it falls into one of eleven historic categories such as a distinctive architectural style, an outstanding work of a builder or architect, or is associated with significant events.



Section 4, Item b.

ROSEBUSH HOUSE,
3318 N MARGUERITE RD
NATIONAL REGISTER OF
HISTORIC PLACES, 2000

PHOTO BY JON ROANHAUS

THE MILLWOOD HISTORIC PRESERVATION COMMISSION was established in 2014 to promote the preservation and improvement of the many historic properties in Millwood, not just in the Millwood Historic District, and to provide property owners with the special tax valuation incentives available under Washington State law. Commissioners are appointed by the mayor and confirmed by the city council. The commission meets monthly at city hall. The public is welcome to attend.

CONTACT US

MILLWOOD PLANNING OFFICE
9103 E FREDERICK AVE., MILLWOOD WA 99206

(509) 924-0960
INFO@MILLWOODWA.US
WEBSITE??



MILLWOOD, WASHINGTON | SINCE 1926

MILLWOOD HISTORIC PRESERVATION

*Saving Millwood's
Past for the Future*

PRESENTED BY:

THE MILLWOOD HISTORIC
PRESERVATION COMMISSION

Historical Context

For centuries, the Upper Spokane Indians wintered next to the Spokane River at present-day Millwood. When a newly-formed Coeur d'Alene-Spokane Railroad Co. was planning an electric rail line in 1903, local settler Seth Woodard and his father, Joseph, enticed the company with the promise of free right-of-way through their adjoining properties.

In 1909, W. A. Brazeau convinced Nekoosa-Edwards Paper Co. of Appleton, Wisconsin to invest in building a paper mill at Woodard Station. The new mill began producing paper in September, 1911. In 1923, Mill management established a revolving home loan fund to help employees build homes. The company offered lots for sale and provided books of house plans for reference. The development of northeastern Millwood, platted as "Grandview Acres" was shaped by the early 1900's dream of owning rural land within easy commuting distance to shopping and job - a healthy place to raise food and children.

In 1928, Millwood became the first incorporated Town in the Spokane Valley. Increased housing demand following WWII spurred Millwood to annex and plat numerous tracts of land north and west of its historic core. These Millwood neighborhoods now display a variety of post-WWII ranch-style homes.

In 2001, the commercial buildings and homes located in Millwood's core were collectively listed on the National Register of Historic Places as "Millwood Historic District". In addition to the structures in the Millwood Historic District, there are numerous buildings in Millwood outside of the district that would qualify for historic preservation incentives.

PLANNING A RENOVATION PROJECT?

The idea is to keep the true character of the building, as it was originally designed. The intent is to preserve the building's historic integrity.

Preserve-Repair-Replace: Preserve features that are important in defining the overall historic character of the structure. Protect or Repair if necessary using appropriate methods and materials. Replace with appropriate materials only if necessary.

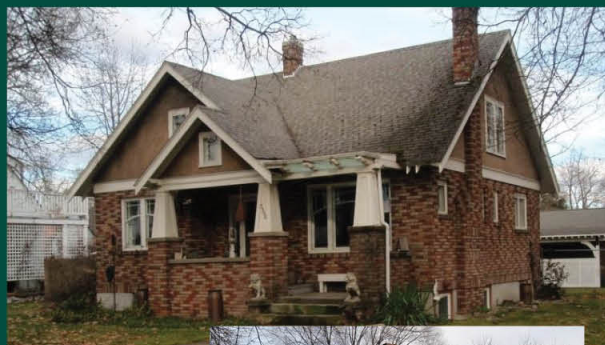
The Secretary of the Interior's Standards for Rehabilitation are available on-line. These are excellent guidelines for your rehabilitation project.

www.nps.gov/tps/standards/rehabilitation.htm



HISTORIC DOESN'T MEAN IT HAS TO BE GRAND

What you might call "modest" homes are also eligible for historic preservation designation and incentives. In fact, the less value in the property, the easier it is to qualify for special property tax valuation. And it does not have to be located in a historic district either. There are over 500 potentially eligible homes throughout Millwood that could be added to the Local Register.



Stevens House,
3306 N Dale Rd

Woodard
house, 3402 E
Frederick



BENEFITS OF HISTORIC PRESERVATION

- Safeguards the heritage of the community represented in its buildings, objects and sites
- Fosters neighborhood pride and the sense of identity based on the community's history
- Stabilizes and improves the aesthetic and economic vitality and values of historic sites
- Promotes the conservation of valuable material and energy resources of the existing built environment

SPECIAL PROPERTY TAX VALUATION

PROPERTY OWNERS MAY QUALIFY FOR AN EXEMPTION for a portion of property tax on improvements to historic properties. To be eligible for the tax break, the property must be on the Millwood Register of Historic Places or be a contributing property in a designated historic district; the rehabilitation work must be at least 25% of the assessed value of the building prior to the work; and the work must be done in accordance with the Secretary of the Interior's Standards for Rehabilitation, and the improvements must have been completed within 24 months of the application. Contact the Millwood Planning office to learn more about the special property tax valuation program.

