



Historic Preservation Commission Regular Meeting Agenda

Monday, March 09, 2026 at 2:00 PM

9103 E Frederick Ave.

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- 1. CALL TO ORDER & ROLL CALL**
- 2. APPROVAL OF MEETING AGENDA**
- 3. APPROVAL OF MEETING MINUTES**
 - a. [Approval of February Regular Meeting Minutes](#)
- 4. ACTION ITEMS**
 - a. Board Resignation
 - b. Confirm 2026 Budget
 - c. Historic District Street Signs
 - d. Preservation Brochure Update
 - e. Millwood Trail Signage Update
 - f. Local Register Nomination Update
 - g. [100 Year Recognition Update](#)
 - h. Main Street Program Update
 - i. Status of Euclid Property
 - j. Cultural Survey Discussion
 - k. [NW Vernacular Recommendation Memo Review and Discussion](#)
- 5. COMMISSIONER COMMENTS**
- 6. SET NEXT MEETING**
- 7. ADJOURNMENT**



Historic Preservation Commission Regular Meeting Minutes

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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 Oakes, 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

DRAFT

Historic Preservation Element

Historic Properties in Millwood: Address Year Built Name Contributing/Non-contributing

National Historic Register

Washington Heritage Register

Rosebush House 3318 N Marguerite 1921 Rosebush House Contributing

National Historic Register

Millwood Historic District: (Roughly bounded by Argonne and Sargent, Euclid and Liberty)

Sargent Road:

3204 N Sargent	1946		Contributing
3208 N Sargent	1939		Non-contributing
3305 N Sargent	1949	Maurer House	Contributing
Matt Lonam 3306 N Sargent	1926	1923	Contributing

Dale Road:

David & Tamara Miller 3203 N Dale	1923✓		Contributing
Kayla & Anthony Conces 3215 N Dale	1923✓		Contributing
Aaron & Katie Hoffman 3221 N Dale	1918	1912	Contributing
Richard & Chrissa Sharrer 3305 N Dale	1923✓		Non-Contributing
Kevin & Debra Lehinger 3306 N Dale	1926	1927	Stevens House Contributing
Treacy Lee 3311 N Dale	1920✓		Contributing
	3312 N Dale	1931	Williams House Contributing
Victoria & Luke Leifer 3315 N Dale	1925	1924	Brazeau House Contributing
Paul Coniclin 3318 N Dale	1923	1924	Banta House Contributing

Marguerite Road:

Luke & Claire Gordon 3303 N Marguerite	1923	1924	Contributing
Al & Vikiie Naccarato 3318 N Marguerite	1923✓		Rosebush House Contributing

Hutchinson Road:

3209 N Hutchinson	1945		Non-Contributing
3212 N Hutchinson	1928✓		Contributing
3216 N Hutchinson	1928	1929	Clearwater House Contributing
3303 N Hutchinson	1926	1927	Contributing
3304 & 3308 N Hutchinson	1951		Non-Contributing
3307 N Hutchinson	1928		Contributing
3310 N Hutchinson	1928		Contributing
3315 N Hutchinson	1926	1927	Contributing

Millwood Historic District:

Section 4, Item g.

Continued

Argonne Road:
Stained Glass 3201 – 3209 N Argonne

1928

Contributing

3209 N Argonne

1928

Contributing

3215 N Argonne

1946

Contributing

Concordia 3219 – 3223 N Argonne

1921

Contributing

Corner Door 3301 N Argonne

1925 1931

Contributing

3307 N Argonne

Non-Contributing

3309 N Argonne

Non-Contributing

3311 N Argonne

1920's

Non-Contributing

3315 N Argonne

1953(?)

Non-Contributing

3319 N Argonne

Non-Contributing

Euclid Avenue:

8800 Block of East Euclid

1946

Contributing

8800 Block of East Euclid

1923

Non-Contributing

8911 E Euclid

50's or 60's

Contributing

8917 – 8919 E Euclid

1947

Contributing

8921 E Euclid

1946

Contributing

9001 – 9013 E Euclid

1940's & 1950's

Non-Contributing

9015 E Euclid

1928

Contributing

9017 E Euclid

1946

Contributing

9021 E Euclid

1928

Contributing

Dalton Avenue:

Karen James Gendron

8804 E Dalton

1926 ✓

Farnsworth House

Contributing

Garth Kahl

8903 E Dalton

1926 1927

Butler House

Contributing

8910 E Dalton

1928

Sharpless House

Non-Contributing

8918 E Dalton

1928

Black House

Contributing

Note 1

9009 E Dalton

1912 ✓

Contributing

Liberty Avenue:

8622 E Liberty

1931

Contributing

8703 E Liberty

1938

Contributing

8710 E Liberty

1926 1927

Contributing

8717 E Liberty

1933

Bailey House

Contributing

8801 E Liberty

1939

Contributing

8809 E Liberty

1927

Non-Contributing

Jack & Barbara St. Clair

8820 E Liberty

1923 1924

Buckland House

Contributing

Glen & Nancy Raskovich

8827 E Liberty

1927 1923

New Salmons House

Contributing

Pat & Shirrene Young

8903 E Liberty

1910 1911

Salmons House

Contributing

8905 E Liberty

1949

Contributing

9002 E Liberty

1929

Contributing

9010 E Liberty

1938

Contributing



MEMO

TO: City of Millwood Historic Preservation Commission
FROM: Northwest Vernacular
DATE: February 21, 2019
SUBJECT: Preservation Ordinance Review Items

Northwest Vernacular has taken an initial look at the City of Millwood's historic preservation ordinance (Ordinance No. 464) and has noted a few items that the Commission may wish to review. We will continue to submit items to you as we notice them, but here is an initial slate for your review. We will submit a final list of any recommended changes as part of our close out reporting for the project.

1. OWNER CONSENT IN HISTORIC DISTRICTS

Currently the ordinance states [15.22.050(2)(c)]: "The nomination documentation shall also include the written consent of all owner(s) of the subject property located within the proposed district."

While requiring owner consent for individual properties can be common, typically 100% owner consent is not used with historic districts (the use of *all* in the ordinance). Rather a majority percentage may be used, say 51% for a simple majority or 60% for a super majority. This could be an interesting discussion to have amongst the commissioners, keeping in mind the culture of Millwood and City Council. Questions to consider/discuss:

- Do you remember the initial thoughts on why this provision was included in the ordinance?
- What are your thoughts on how potentially changing this portion of the ordinance will be perceived by Council and the community?

2. ADOPTING SECRETARY OF THE INTERIOR'S STANDARDS

Section 15.22.040(4) of the ordinance relates to the Historic Preservation Commission and its rules and procedures. We recommend the Commission adopt the Secretary of the Interior's Standards for the Treatment of Historic Properties so that they can be referenced in decision-making. These are foundational principles within historic preservation and using them will establish a standard language for design review applications.

3. EXCEPTIONAL SIGNIFICANCE

This is in the ordinance template provided by DAHP, but for a property to be eligible for listing in the Millwood Register of Historic Places, the ordinance states:

*Any building, structure, site, object, or district may be designated for inclusion in the Millwood Register of Historic Places if it is significantly associated with the history, architecture, archaeology, engineering, or cultural heritage of the community; if it has integrity; is at least 50 years old, **or is of lesser age and has exceptional importance**; and if it falls in at least one of the following categories. [Emphasis added]*

We recommend the Historic Preservation Commission review the National Park Service's language related to exceptional significance. The NPS states,

A property that has achieved significance within the past fifty years can be evaluated only when sufficient historical perspective exists to determine that the property is exceptionally important. The necessary perspective can be provided by scholarly research and evaluation, and must consider both the historic context and the specific property's role in that context.

We recommend the Commission consider adding this language or similar language into the ordinance to clarify exceptional importance.

For further information, read the National Register Bulletin "Guidelines for Evaluating and Nominating Properties that Have Achieved Significance Within the Past Fifty Years" available as a PDF: <https://www.nps.gov/nr/publications/bulletins/pdfs/nrb22.pdf>.

4. HONORARY DESIGNATION

Under the "Effects of Listing on the Register," the ordinance currently states:

*(a) Listing on the Millwood Register of Historic Places is an **honorary** designation denoting significant association with the historic, archaeological, engineering, or cultural heritage of the community. Properties are listed individually or as located within an historic district. [Emphasis added]*

We recommend removing the word honorary, since unlike National Register of Historic Places designation, listing in the Millwood Register is not a strictly honorary designation because a certificate of alteration (COA) is required for alterations to properties listed in the Millwood Register. It is particularly confusing because immediately after saying the designation is honorary, the ordinance outlines how it is in fact, not honorary.