

1. HPC Meeting (PDF)

Millcreek Historic Preservation Commission Meeting Agenda

Public Notice is hereby given that the Historic Preservation Commission of Millcreek will assemble in a special public meeting on Thursday, 9 June 2022 at City Hall, 3330 S. 1300 E., Millcreek, Utah 84106, commencing at 6:00 p.m.

6:00 p.m. - Special Meeting

1. Oaths of Office
2. Open and Public Meetings Act Training
3. Review the Historic Preservation Ordinance and the Roles and Duties of the Historic Preservation Commission
4. Visioning and Strategic Planning
5. Discussion and Consideration of Rules of Order and Procedure
6. Approve the 2022 Meeting Schedule
7. Approve the May 19, 2022 Special Meeting Minutes
8. Election of a Chair and Vice Chair
9. Adjourn

In accordance with the Americans with Disabilities Act, Millcreek will make reasonable accommodation for participation in the meeting. Individuals may request assistance by contacting the ADA Coordinator, 801-214-2751 or khansen@millcreek.us.

The meeting will be live streamed via the City's website at:
<https://millcreek.us/373/Meeting-Live-Stream>.

THE UNDERSIGNED DULY APPOINTED CITY RECORDER FOR THE MUNICIPALITY OF MILLCREEK HEREBY CERTIFIES THAT A COPY OF THE FOREGOING NOTICE WAS EMAILED OR POSTED TO:

City Offices City Website Utah Public Notice Website

Those Listed on the Agenda <http://millcreek.us>

<http://pmn.utah.gov>

DATE: June 3, 2022

CITY RECORDER: Elyse Sullivan

Agenda items may be moved in order, sequence, and time to meet the needs of the Commission.

Documents:

[HPC 6-9-22 AGENDA.PDF](#)
[HPC DRAFT BYLAWS.PDF](#)
[2022 MEETING SCHEDULE.PDF](#)
[HPC 5-19-22 DRAFT MINUTES.PDF](#)



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**MILLCREEK HISTORIC PRESERVATION COMMISSION
RULES OF ORDER AND PROCEDURE**

ARTICLE 1 NAME AND PURPOSES; OFFICE

Section 1.1. Name. Millcreek (the "City") created the "Millcreek Historic Preservation Commission ("HPC") pursuant to chapter 19.86 of the Millcreek Code of Ordinances ("Code").

Section 1.2. Purposes. The HPC provides advisory assistance to the City Council regarding implementation of chapter 19.86 of the Code.

Section 1.3. Powers and Duties. The HPC shall have the powers and duties as identified in chapter 19.86 of the Code.

Section 1.4. Office. The business office of the HPC shall be located at City Hall, 3330 S. 1300 E., Millcreek, Utah 84106, or such other place as the City's offices hereafter may be located, which will also serve as the Anchor Location for electronic meetings.

ARTICLE 2 MEMBERSHIP

Section 2.1. Conflicts of Interest. Members shall be subject to conflict of interest provisions as defined by Utah Code, under the Municipal Officers' and Employees' Ethics Act, the City's code of ordinances, and any other applicable law. A member of the HPC who has a conflict of interest shall declare the conflict of interest as required by code and recuse themselves from an agenda item relating to the conflict of interest. The Chair shall announce the recusal for the record.

Section 2.2. Support. The Zoning Administrator may assign City personnel and resources, as deemed necessary, to assist the HPC in accomplishing its authorized functions and objectives.

ARTICLE 3 OFFICERS

Section 3.1. Officers. As the first order of business at the first regularly scheduled HPC meeting of the calendar year, the Commission shall hold elections for the positions of Chair and Vice Chair from among Members by a majority vote of the Members present.

Section 3.2. Terms. The Chair and Vice Chair shall serve one-year terms and may serve consecutive terms.

Section 3.3. Chair. The Chair shall have general and active control of the affairs and business of the HPC; shall preside and conduct at all regular meetings of the HPC; shall see that all orders of the HPC are carried into effect; shall ensure Member compliance for required trainings; and shall perform all other duties incident to the office of Chair.

Section 3.4. Vice Chair. The Vice Chair of the HPC shall assist the Chair in all aspects of the Chair's duties and shall perform the duties of the Chair in the absence or incapacity of the Chair.

In case of the resignation or death of the Chair, the Vice Chair shall perform the Chair's duties until such time as a new Chair shall take office as provided herein.

ARTICLE 4 MEETINGS

Section 4.1. Regular Meetings. HPC meetings shall occur at regular intervals, and at least twice a year. A schedule of regular meetings shall be set before the beginning of each calendar year and shall be promptly provided to the City Zoning Administrator and the City Recorder (the "Recorder"). All meetings shall be complied with Utah Code Section 52-4-101 et seq.

Section 4.2. Special Meetings. Special meetings, additional meetings not on the regular schedule, may be called by the Chair at any time, provided that a preferred seventy-two (72) hours' notice (minimum of twenty-four (24) hours' notice) is given to each Member before the meeting is held and notice is given as required by Utah Code Section 52-4-101.

Section 4.3. Electronic Meetings. The HPC may convene in electronic or hybrid (electronic and physical) meetings when necessary pursuant to specific public notice of an electronic meeting by posting written notice of the electronic meeting at the Anchor Location and as otherwise provided by law. Notice of the electronic meeting shall also be provided to each member of the HPC at least 24 hours before the meeting, including a description of how members will be connected to the electronic meeting and indicate the process for participation including meeting links, access codes, telephone numbers, etc. in order to connect to the electronic meeting. In all other respects, electronic meetings shall be conducted, recorded, and minutes shall be kept as required by law.

Section 4.4. Quorum. A majority of Members, at least four, constitutes a quorum, and actions of the HPC can be made by a majority of a quorum. Members participating electronically or remotely in meetings shall be considered present and part of the quorum, and provided all rights associated with members physically present at meetings.

Section 4.5. Voting. Each Member shall have one vote of equal weight. All voting shall be by voice vote, provided, however, that the Chair may call for a roll-call vote. No Member may vote in absentia or by proxy.

Section 4.6. Written Agendas. A written agenda which shall include the date, time and place of the meeting shall be prepared, distributed to Members, and followed for each meeting of the HPC, designating with reasonable specificity the items to be discussed and considered at such meeting. At the meetings of the HPC, any Member may submit such recommendations and information as considered proper concerning the business, affairs, and policies of the HPC under consideration. Members may also suggest items to be placed on the agenda with the Chair's approval.

Section 4.7. Minutes. Minutes of all meetings shall be kept as required by Utah Code Section 52-2-101 et seq.

Section 4.8. Attendance. Members shall attend all scheduled meetings of the HPC. Persistent failure to attend scheduled meetings without approval by the Chair may be grounds for removal from the HPC for cause.

Section 4.9. Conduct of Meetings. Unless the Chair or Vice Chair, as appropriate, is participating in the meeting via electronic communication, each meeting will be conducted by the Chair, if present, or by the Vice Chair in the absence of the Chair. If neither the Chair nor the Vice Chair are physically present (but there is still a quorum), a Member who is physically present at the Anchor Location will preside over the meeting with the consent of a majority of the Members who are physically present at the location. The Member chairing the meeting may discuss every matter coming before the HPC, make, second, and vote on motions and otherwise fully participate in the meeting.

Section 4.10. Meeting Procedure. The order of business of meetings shall follow the noticed agenda. The Chair, with the consent of the HPC, by a majority vote, may consider matters out of the agenda order.

A matter for decision will be placed before the HPC by motion made by any Member present at the meeting. Any Member may second a motion. Following a seconded motion, the Chair may ask each Member to verbally pronounce their name and vote and shall record each individual vote in the written minutes as “yes” or “no.” A majority vote by the present Members in favor of a motion shall carry the motion. An expression of “abstain” during voting shall be considered as a no vote. A Member who abstains on a question, or is absent, may not move to reconsider that question.

With respect to matters not described above, Roberts Rules of Order-Simplified shall govern.

ARTICLE 5 AMENDMENTS AND ADOPTION

Section 5.1. Rules of Order and Procedure.

These Rules of Procedure must be reviewed and approved by the City Council before they become effective and may be amended upon approval by the City Council.



MILLCREEK MEETING SCHEDULE

2022

All Millcreek meetings and hearings are open to the public and held at City Hall, located at 3330 S. 1300 E., Millcreek, UT 84106, unless otherwise posted.

Historic Preservation Commission

2nd Thursday of the Month, as needed

Regular Meeting - 6:00 p.m.

June 9

July 14

August 11

September 8

October 13

November 10

December 8

Meeting dates and times are subject to change or cancellation.

In compliance with the Americans with Disabilities Act, individuals needing special accommodations during any meeting or hearing should notify City Hall, (801) 214-2700, at least two days prior to the meeting date.



**Minutes of the
Millcreek Historic Preservation Commission
May 19, 2022
12:00 p.m.
Special Meeting**

The Historic Preservation Commission of Millcreek, Utah, met in a special meeting on May 19, 2022, at City Hall, located at 3330 S. 1300 E., Millcreek, UT 84106. The meeting was live streamed via the City's website with an option for online public comment.

PRESENT:

Commissioners

Peter Brinton
Kaye Donahoe
Molly Enos
Tiffany Hunter Greene (excused)
Emily Johnson (excused)
Ryan Lufkin
Andrea Maxfield

City Staff

Francis Lilly, Assistant City Manager
Elyse Sullivan, City Recorder
Rita Lund, Communications Director

Attendees: David Amott, Alena Franco, Council Member Bev Uipi

**SPECIAL MEETING – 12:00 p.m.
TIME COMMENCED – 12:09 p.m.**

Francis Lilly called the meeting to order and welcomed the commissioners. The meeting attendees introduced themselves. Lilly said the city inherited the historic preservation ordinance from the county and the city had since amended it, which created the commission. He wanted the commission to creatively engage with property owners in a systematic fashion to communicate options. The commission would have regulatory and advocacy roles.

1. Oaths of Office

Elyse Sullivan administered the oath of office to the commissioners present.

2. Discussion with David Amott, Executive Director at Preservation Utah

David Amott noted he worked with city officials on creating Millcreek's historic preservation code. He introduced himself to the commission and gave a history of Preservation Utah. He educated the commission on what Preservation Utah does, which included advocating for saving historic buildings, providing a low interest loan program for restoring buildings, using an easement program, providing an education program, providing historic building tours, and interfacing with certified local governments. The commission discussed the particulars of the easement program. Amott described the National Historic Preservation Act of 1966, which, among other things, created a State Historic Preservation Office in every state. That office manages the federally mandated programs that came from the Act, which includes the National

Register of Historic Places program, Section 106 mitigation, and tax credits. The National Register means a history of a property or district has been written and officialized by a branch of the U.S. Government, the property gets a plaque, and the property is eligible for tax credits. He explained details of tax credits. The local level historic districts can have designated districts and properties with set design standards. Lilly said the city had a list of four properties designated as historically significant in Millcreek, but he would like the commission to do an inventory of more. Amott gave examples of historic preservation efforts in other cities and described some of Millcreek's history with photos. He noted that buildings older than 50 years were eligible for the historic register. He said preservation was more than just saving structures but uncovering and preserving diverse history. He wanted the commission to engage people in the community to gain their perspectives.

The commission discussed getting a recorded history of residents. Amott recommended the commission work with the city on any efforts.

3. Discussion with Alena Franco, CLG Coordinator with the State Historic Preservation Office, on Obtaining Certified Local Government Status and Working with the State Historic Preservation Office

Alena Franco explained the certified local government program. A Certified Local Government (CLG) is a local government that has been certified by the National Park Service. A local government becomes a CLG by passing a preservation ordinance within certain parameters and appointing a historic preservation commission. There are CLG reimbursement matching grants (50/50) available every January. Awards are limited to a \$10,000 maximum. The grant cycle runs for 16 months from April until the following August. CLG grant projects include surveys of historical resources, at a reconnaissance level or intensive level; national register nomination, for an individual property, a historic district, or multiple property submission; pre-development, such as architectural/engineering studies; development, including the rehabilitation of national register-listed properties; preservation planning, which included historic preservation commission meetings, local historic preservation plans, ordinances, design guidelines, etc.; and education and outreach, which included training and workshops, historic walking tour, and attending a state or national conference. Between now and January, Franco recommended the commission figure out projects for Millcreek and the match for a grant. She would provide an instructional video explaining the application process in the fall. Lilly noted that Millcreek had a grant coordinator that could be of help and that the city may have potential funding for a match. The commission briefly discussed historical property tours.

4. Review the Historic Preservation Ordinance and the Roles and Duties of the Historic Preservation Commission

This item was not discussed due to time shortage.

5. Discussion of Potential Bylaws / Rules of Procedure and Conduct

Francis Lilly reviewed a draft set of bylaws and requested that commissioners provide any feedback before they get adopted at the next meeting.

6. Discussion on a Regular Meeting Schedule

The commission discussed meeting day/time options and decided they would meet monthly, initially, on the second Thursday of the month at 6:00 p.m.

7. Open and Public Meetings Act Training

This item was not discussed due to time shortage.

The meeting adjourned at 2:07 p.m.

APPROVED: _____ **Date**
Commission Chair

Attest: _____
Elyse Sullivan, City Recorder

DRAFT