

1. **Historic Preservation Commission Meeting Agenda And Packet**
Millcreek Historic Preservation Commission Meeting Agenda

Public Notice is hereby given that the Historic Preservation Commission of Millcreek will assemble in a regular public meeting on Thursday, 13 July 2023, at **City Hall, 3330 S. 1300 E., Millcreek, Utah 84106, commencing at 6:00 p.m.**

6:00 p.m. - Regular Meeting

1. Millcreek Reconnaissance Level Survey 2023- Kirk Huffaker
2. Discussion on Next Steps for Designation of Historic Districts and Sites - Francis Lilly
3. Discussion on Building Permits in Evergreen Historic District - Francis Lilly
4. Discussion on Historic Exhibit 6th Floor of City Hall - Francis Lilly
5. Updates from Sub-Committees
6. Staff Updates
7. Approval of June 8, 2023, Regular Meeting Minutes
8. **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, at least 48 hours in advance of the meeting.

The meeting will be live streamed via the City's website at:

[HTTPS://MILLCREEK.US/373/MEETING-LIVE-STREAM](https://millcreek.us/373/meeting-live-stream). Public comment can be submitted before or during the meeting via the City's website at:

[HTTPS://MILLCREEK.US/FORMCENTER/CONTACT-US-5/PUBLIC-COMMENTS-61](https://millcreek.us/formcenter/contact-us-5/public-comments-61).

The Commission may convene in an electronic meeting. Commissioners may participate from remote locations and may be connected to the electronic meeting by GoToMeeting, Zoom, or telephonic communications. The anchor location will be City Hall.

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://MILLCREEK.US)

[HTTP://PMN.UTAH.GOV](http://PMN.UTAH.GOV)

DATE: July 7, 2023

DEPUTY CITY RECORDER: Alex Wendt

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

Documents:

[HPC 7-13-23 AGENDA.PDF](#)

[HPC 6-8-23 DRAFT MINUTES.PDF](#)



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<http://millcreek.us>

Utah Public Notice Website
<http://pmn.utah.gov>

DATE: July 7, 2023

DEPUTY CITY RECORDER: Alex Wendt

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**Minutes of the
Millcreek Historic Preservation Commission
June 8, 2023
6:00 p.m.
Regular Meeting**

The Historic Preservation Commission of Millcreek, Utah, met in a regular meeting on June 8, 2023, 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, Chair
Tiffany Hunter Greene
Emily Johnson (electronic)
Ryan Lufkin, Vice Chair
Arie Leeflang

City Staff

Francis Lilly, Assistant City Manager
Alexander Wendt, Deputy City Recorder
Kurt Hansen, Facilities Director
Sean Murray, Planner

Attendees:

REGULAR MEETING – 6:00 p.m.

TIME COMMENCED – 6:00 p.m.

Chair Molly Enos called the meeting to order.

1. Updates from Historic Preservation Sub-Committees

Commissioner Lufkin said the Historic Preservation Commission float has been accepted for the 4th of July parade. Commissioner Lufkin will be building the float.

Chair Enos asked if there were any updates from the Preservation Committee. Commissioner Johnson said she did not have any updates but will have input on the 6th floor of the new city hall building.

2. Staff Updates

Mr. Lilly spoke about a historic home at 3345 S Oakwood Street. The owners of this home have put in for a permit to demolish the home. There is a process in the city code for this. The applicant would like to maintain the deep setback but would like to build a bigger home. There would be a side loaded garage using the existing driveway and they wish to keep as many mature trees as possible. If a historic resource is to be demolished or undergo major alterations, efforts shall be made by the historic preservation commission to document its

physical appearance before that action takes place. The City shall delay issuing a demolition permit for a maximum of 10 calendar days and shall notify a member of the historic preservation commission, who will take responsibility for the documentation. Mr. Lilly said this is his notice to the Commission. Part B states, "Documentation shall include, at a minimum, exterior photographs of all elevations of the historic resource. When possible, both exterior and interior measurements of the building will be made in order to provide an accurate floor plan drawing of the building." Mr. Lilly asked if anyone would like to accompany the Planning Department on a tour of the home. Commissioner Brinton and Commissioner Lufkin expressed their interest. Mr. Lilly is happy the owners are being so helpful. Chair Enos asked if a historic architect would help with this in the future. Mr. Lilly said that they would help in the future and will probably have to create a request for proposals for a historic architect. Mr. Lilly will send out an invitation to document the home. Commissioner Lufkin asked for an update on another home that was historic and being changed. Mr. Murray said that the owners have sent in new plans to be reviewed but there have not been any substantial changes.

Commissioner Greene said it would be advantageous if there was a process to use resources from a historic home and recycle them into a new structure. Chair Enos said she has seen some successful projects where a historic building has been re-integrated into the new proposed structure. Mr. Lilly explained that it is interesting how far you can get when you ask nicely. Commissioner Lufkin asked about creating signage for the Evergreen Historic District. Commissioner Brinton spoke about comparing the Holladay and Millcreek City code regarding historic structures. Mr. Lilly said that the Holladay City Manager reached out to him and asked for a copy of the Millcreek Historic Preservation Ordinance. Commissioner Johnson asked if the charter was public. Mr. Lilly said the Historic Preservation Ordinance is public. Mr. Lilly asked staff to add the strategic plan to the Millcreek Historic Preservation website.

Mr. Lilly spoke about the opportunity to do something wonderful and creative on the 6th floor of city hall. This would be in a hallway next to the 6th floor community room. The Millcreek Arts Council and other people want to have a prominent location at City Hall that shows Millcreek history. It would be easy to put up photos in chronological order but everyone on the Commission can work together to decide what story to tell, how to tell it, and the decor. Commissioner Greene and Lufkin volunteered to help on this project. Chair Enos asked if there has been consideration given to a budget for the two walls. Mr. Lilly said a budget would be decided in the next few weeks. The budget will be large enough for this to be impactful and meaningful. Chair Enos said it would be prudent to create a request for proposals for artists, graphic designers, and museum curators to apply. Commissioner Johnson explained her thoughts on having rotated content. She was concerned about a lack of natural light. Chair Enos asked if the walls will be highlighted through lighting. Mr. Hansen said they would need to know right away about lighting changes. One wall is sheetrock, and the other will be concrete. The space between the walls is 10-12 feet. Commissioner Johnson said it is possible to build some kind of case there. Chair Enos asked where power outlets will be. Mr. Hansen said there are no outlets on the wall next to the elevator shaft. Mr. Lilly said he is contemplating a hanging track space. In the next meeting Mr. Lilly may review the overall art theme for city hall. The city will be contracting with a vintage neon vendor to create a welcome to Millcreek sign for city hall. There are a lot of fun ideas. Mr. Murray sent comments to Mr. Huffaker on his draft for the survey he conducted. Chair Enos said the

timeline for goals in 2023 shows that in September the Commission create a report for historic site designations and adopt the report in December. Chair Enos asked what body would approve the report. Mr. Lilly explained the Community Councils, Planning Commission and City Council would review the report. The City Council would ultimately give approval. Mr. Murray said that in the Huffaker report there will be great options. There are also two other subdivisions to look at and many other properties spread around the city.

3. Approval of April 13, 2023, Regular Meeting Minutes

Commissioner Greene moved to approve the April 13, 2023, regular meeting minutes. Commissioner Leeftang seconded. Chair Enos called for the vote. Commissioner Greene voted yes, Commissioner Donahoe voted yes, Commissioner Johnson voted yes, Commissioner Leeftang voted yes, Commissioner Brinton abstained, and Chair Enos voted yes. The motion passed.

ADJOURNED: Commissioner Brinton moved to adjourn the meeting at 6:42 p.m. Commissioner Donahoe seconded. Chair Enos called for the vote. Commissioner Greene voted yes, Commissioner Donahoe voted yes, Commissioner Johnson voted yes, Commissioner Leeftang voted yes, and Chair Enos voted yes. The motion passed unanimously.

APPROVED: _____ **Date**
Molly Enos, Chair

Attest: Alex Wendt, Deputy Recorder