

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 regular public meeting on Thursday, 14 July 2022 at City Hall, 3330 S. 1300 E., Millcreek, Utah 84106, commencing at 6:00 p.m.

6:00 p.m. - Regular Meeting

1. Discussion of Potential Historic Resources
2. Visioning and Strategic Planning
3. Conditional Uses and Standards of Review
4. **Approval of the June 9, 2022 Special Meeting Minutes**
5. **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](mailto:khansen@millcreek.us).

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

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://pmn.utah.gov>

DATE: July 7, 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 DRAFT MINUTES.PDF](#)  
[HPC 7-14-22 AGENDA.PDF](#)



**Minutes of the  
Millcreek Historic Preservation Commission  
June 9, 2022  
6:00 p.m.  
Special Meeting**

The Historic Preservation Commission of Millcreek, Utah, met in a special meeting on June 9, 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 (arrived at 6:57pm)  
Kaye Donahoe  
Molly Enos  
Tiffany Hunter Greene  
Emily Johnson  
Ryan Lufkin  
Andrea Maxfield (left at 7:30pm)

**City Staff**

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

**Attendees:**

**SPECIAL MEETING – 6:00 p.m.  
TIME COMMENCED – 6:07 p.m.**

Francis Lilly called the meeting to order and welcomed the commissioners.

**1. Oaths of Office**

Elyse Sullivan administered the oath of office to the commissioners who were not present at the last meeting, Tiffany Hunter Greene and Emily Johnson.

**2. Open and Public Meetings Act Training**

Sullivan explained components of the Open and Public Meetings Act which included definitions, rules, notice requirements, and distinguishments between open and closed meetings.

**3. Review the Historic Preservation Ordinance and the Roles and Duties of the Historic Preservation Commission**

Francis Lilly said in the Historic Preservation Ordinance, the purpose is to "...identify, preserve, protect, and enhance historic neighborhoods, buildings, sites, monuments, streetscapes and landmarks within the city deemed architecturally or historically significant." The purpose language informs and provides context and framework for staff's and the Commission's work. The first thing the ordinance does is acknowledge that the city can identify historic sites and districts which is independent of the State or National Historic Registry. To qualify, a neighborhood, object, building, structure, site, or district must be located in Millcreek, be at least

50 years old, and be intact without major alterations or additions that obscured or destroyed significant historic features. There are ways that sites can be designated. They must be designated as an “A” or “B” resource on a professional reconnaissance survey, or by the Commission in an area that is not surveyed, or it must be of exceptional importance to Millcreek if it does not meet the “A” or “B” criteria by the National Register for Historic Places. A designated site that is demolished may have a marker placed on it with the approval of the City Council. Designations require the consent of the owner of the historic resource. He said the Commission shall review the Historic Sites and Districts List and consider additions or deletions at least once a year. There is a public process for removing resources from the list. The City Council takes the action as recommended by the Commission. When a resource is designated, the Commission issues a certificate. If a demolition permit is applied for, the city can stay the issuance of a permit for ten days to allow the Commission to document the resource. An owner can request to have a resource removed. The Commission does not have the option to say “no,” but can ask for time to document the resource.

Commissioner Lufkin asked about the state level designation. Lilly said the state register and national historic list were different and the projects on Millcreek’s list ought to be on the other registers/lists. The process is intended to rebalance the incentives to preserve the historic resource. Commissioner Enos said the Commission was limited if contending with the owner’s consent and asked how to navigate that. Lilly said the ordinance was based on a standard document the State Historic Preservation Office (SHPO) gave the city. He did not know if state law prevailed. Commissioner Enos asked if Millcreek did not designate a resource, but other registers did, which would prevail. Lilly said the Commission could intervene or analyze a historical site in the context of Millcreek’s list or registered site. The Commission must evaluate the list annually and it must follow the code process for a rezone, which means there is a 600-foot mailed notice, a neighborhood meeting, a Historic Preservation Commission recommendation, community council recommendation, Planning Commission recommendation, and the final decision rests with the City Council.

Lilly showed pictures of the existing designated Millcreek locations: 1475 Murphy’s Lane, 1045 E. 4500 S., 1299 E. 4500 S., 1106 E. 4500 S., and Evergreen Avenue Historic District as listed on the National Historic Register of Historic Places in 2007. The list gives extra review and acknowledges surveyed sites. The Historic Landmarks Register is the process where a property becomes eligible for tax credits and other funding set up by either the City Council, SHPO, or the National Park Service. Registered properties require consent, notice, and review by the Commission if any changes take place. Millcreek currently has a list of sites, but no sites are on the register. He said staff would need to flag all of the properties on the internal permitting software. Conditional use permits are required for historic sites, and they would be reviewed by the Commission, community council, and Planning Commission. Additional uses can be approved via a conditional use permit, even if they are not allowed in a base zone. The ordinance includes standards for review for historic sites subject to review by the Commission. There is no standard for review for demolitions, although demolitions do require a conditional use permit. He relayed a concept from San Antonio, Texas of the demolition of a historic place that gets deconstructed in a systematic and organized fashion to salvage and reuse the materials in the neighborhood.

Lilly reviewed the powers and duties of the Commission from code, which were:

- Issue Certifications of Historical Appropriateness.

- Conduct research and collect information on the history of Millcreek, including the establishment of a repository for important documents, artifacts and other items of historical significance.
- Provide a written history of Millcreek, as well as an historical program which outlines Millcreek's history for various age groups in the community. This may include, but not be limited to, the use of written summaries of history, visual exhibits, video tapes, displays, and other media.
- Increase the awareness of Millcreek's history through the commemoration of historical events.
- Designate entries on the National Register of Historic Sites in Utah and recommend to the State Historic Preservation Officer nominations for the National Register of Historic places, utilizing the criteria for evaluation from the National Register.
- Attend at least one informational or educational meeting each year, sponsored by the State Historic Preservation Office, pertaining to the work and functions of the Commission or to historic preservation.
- Submit an annual report of the activities of the Commission to the State Historic Preservation Office and to the City Council.
- Review all proposed National Register nominations for properties within the boundaries of the City.
- Conduct or cause to be conducted a survey of cultural resources in the City which in form and content will be compatible to the Utah inventory of historic and archaeological sites.
- Act in an advisory role to other officials and departments of the City regarding the protection of local cultural resources and shall act as a liaison on behalf of the City to individuals and organizations within the City concerned with historic preservation.

He said staff could be directed to assist the Commission in accomplishing their duties. One duty, per SHPO, needs to be added to the code to become a certified local government; "Support the enforcement of all state and local legislation relating to historic preservation."

Commissioner Lufkin asked where to begin with surveying. Lilly suggested the Commission should identify districts that should be listed and then survey them to see if they qualify. Commissioner Hunter Greene said in the prior meeting, the SHPO representative said it cost \$18-25 per property for a survey. Commissioner Johnson asked about the Commission having an operating budget. Lilly said there was not a designated one, but funds could be shifted and applied for via grants. Commissioner Lufkin asked about record keeping for creating a list of sites. Lilly said it would go through him. The Commission could send him resources to analyze, or he could set up a Google doc for the Commission to use.

#### **4. Visioning and Strategic Planning**

Lilly brainstormed with the Commission on the following questions, "What is our vision?" and "What should we do?" The Commissioners said they wanted to help the community appreciate history, bring their life experience to the table, to advocate, to oversee and enforce protections in historic areas, to tell less-known stories, to ensure property rights were protected, to preserve history, to have positive growth while maintaining history, and to curate history. Lilly said sometimes there was a tendency to tell only one type of history with other city's' preservation commissions. Commissioner Lufkin said there was a pre-pioneer history that was overlooked, and the present accomplishments needed to be preserved as well. Commissioner Donahoe brought up that the west side of the city had history that should not be forgotten. Commissioner

Enos said education was the means by which the Commission should advocate. Lilly noted grassroots efforts needed to be utilized. Commissioner Lufkin would like to explore multiple ways to educate other than typical monuments. Commissioner Maxfield suggested a historic interest piece in the city newsletters. Commissioner Donahoe suggested it be entitled, "Recollections." Commissioner Johnson suggested partnerships with other entities for archival purposes. Rita Lund mentioned that the Millcreek Arts Council was doing a 100-year celebration of the Baldwin Radio Factory in August, and they should be a partner to consider. Commissioner Hunter Greene felt the list of properties should be the focus. Lilly said visioning and planning should be a standing item at all the meetings.

Lilly raised the concept of a walking tour from an email received from Commissioner Brinton. He noted that a lot of Millcreek came about after World War II and there could be a house tour commemoration in partnership with local veterans. He suggested the Commission start partnering with events already taking place. Commissioner Enos suggested publishing history on upcoming events, such as the 4<sup>th</sup> of July parade. Lund explained the parameters of printing in the city newsletter. It was mentioned that the City Journals were not affiliated with the city because they are not delivered to all the residences. The Commission brainstormed various ways to participate in the 4<sup>th</sup> of July parade, like a guided walking tour or showing old pictures of buildings on the route. Ideas on walking tours were shared. The Commission wanted to focus on ideas to accomplish in the next year and identify historic resources on a list. Commissioner Brinton suggested a call out to the community for information on specific topics. Lilly said the developers of the Old Meeting House site submitted a proposed plaque for the Commission to review at their next meeting per the Planning Commission's recommendation. Commissioner Brinton suggested compiling a list of groups to contact for resources.

## **5. Discussion and Consideration of Rules of Order and Procedure**

There was no discussion.

**Commissioner Enos moved to approve the bylaws as drafted. Commissioner Johnson seconded. Francis Lilly called for the vote. Commissioners Brinton, Enos, Lufkin, Greene, Johnson, and Donahoe voted yes. The motion passed unanimously.**

## **6. Approve the 2022 Meeting Schedule**

At the last meeting, the Commission decided to meet monthly, as needed, on the second Thursday of the month at 6:00 p.m.

**Commissioner Greene moved to approve the 2022 Meeting Schedule. Commissioner Lufkin seconded. Francis Lilly called for the vote. Commissioners Brinton, Enos, Lufkin, Greene, Johnson, and Donahoe voted yes. The motion passed unanimously.**

## **7. Approve the May 19, 2022 Special Meeting Minutes**

**Commissioner Brinton moved to accept the minutes from May 19<sup>th</sup>. Commissioner Enos seconded. Francis Lilly called for the vote. Commissioners Brinton, Enos, Lufkin, Greene, and Donahoe voted yes. Commissioner Johnson abstained. The motion passed.**

## **8. Election of a Chair and Vice Chair**

Lilly read the description of the election of the officers and the duties of the Chair and Vice Chair from the rules of order and procedure.

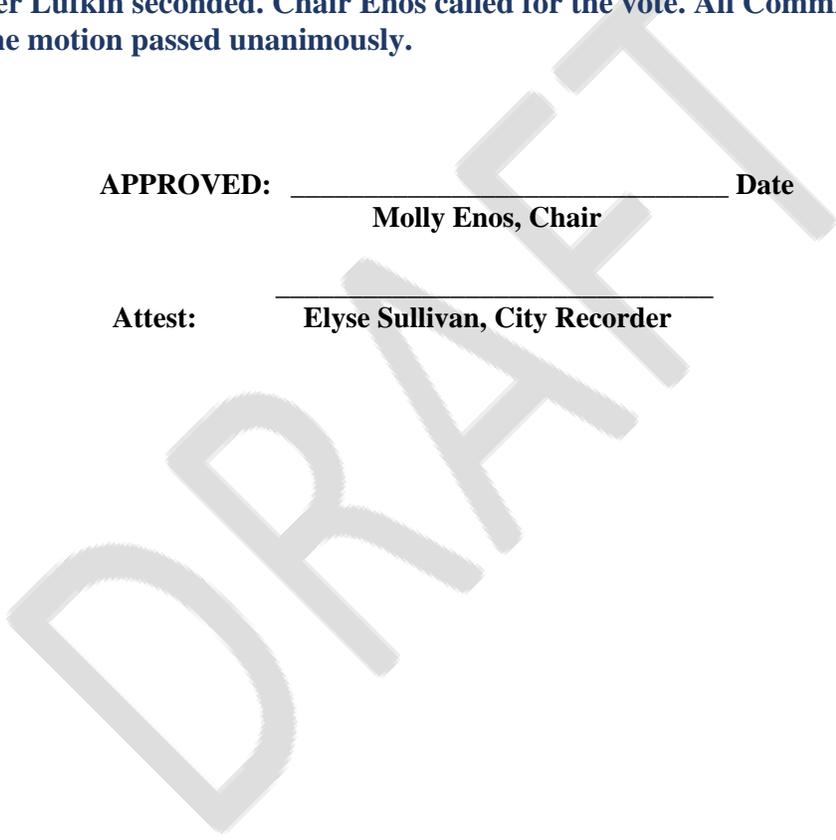
**Commissioner Greene nominated Commissioner Enos to be the Chair. Commissioner Brinton seconded. Francis Lilly called for the vote. Commissioners Brinton, Enos, Lufkin, Greene, Johnson, and Donahoe voted yes. The motion passed unanimously.**

**Commissioner Donahoe nominated Commissioner Lufkin to be the Vice Chair. Commissioner Johnson seconded. Chair Enos called for the vote. Commissioners Brinton, Enos, Lufkin, Greene, Johnson, and Donahoe voted yes. The motion passed unanimously.**

**ADJOURNED: Commissioner Johnson moved to adjourn the meeting at 7:59 p.m. Commissioner Lufkin seconded. Chair Enos called for the vote. All Commissioners present voted yes. The motion passed unanimously.**

**APPROVED:** \_\_\_\_\_ **Date**  
**Molly Enos, Chair**

**Attest:** \_\_\_\_\_  
**Elyse Sullivan, City Recorder**





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### **6:00 p.m. – Regular Meeting**

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5. Adjourn

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DATE: July 7, 2022

CITY RECORDER: Elyse Sullivan

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