

1. Historic Preservation Commission

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, 10 November 2022 at City Hall, 3330 S. 1300 E., Millcreek, Utah 84106, commencing at 6:00 p.m.

6:00 p.m. - Regular Meeting

1. Meeting with Utah State Archives Update
2. Finalize Historic Resource List
3. Review Commission/City Role and Responsibility Matrix
4. Functionally Categorize Commission Goals and Priorities
5. **Strategic Planning Discussion**
6. Certified Local Government Grant Cycle Consideration for 2023-2024
7. Approval of the September 14, 2022 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>. 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: November 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 11-10-22 AGENDA.PDF](#)

[HPC 9-14-22 DRAFT MINUTES.PDF](#)



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**Minutes of the
Millcreek Historic Preservation Commission
September 14, 2022
6:00 p.m.
Special Meeting**

The Historic Preservation Commission of Millcreek, Utah, met in a special meeting on September 14, 2022 in lieu of their regular meeting on September 8, 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 (excused)
Molly Enos
Tiffany Hunter Greene
Emily Johnson (excused)
Ryan Lufkin
Andrea Maxfield

City Staff

Francis Lilly, Assistant City Manager
Elyse Sullivan, City Recorder
Kurt Hansen, Facilities Director
Sean Murray, Planning Admin. Assistant

Attendees: None

REGULAR MEETING – 6:00 p.m.

TIME COMMENCED – 6:03 p.m.

Chair Molly Enos called the meeting to order.

1. Updates to the Historic Districts and Sites List

Francis Lilly asked the Commission if any other historic resources should be added to their list. Commissioner Maxfield felt the current list was comprehensive. Commissioner Greene brought up a potential building, Omana's Carpet Gallery on 3839 S. Highland Drive. Commissioner Lufkin brought up a home behind the old sawmill. Commissioner Brinton thought there might be a barn on 1300 E. between 3900 S. and 3300 S. Chair Enos suggested buildings at 2775 S. Connor Street and north of Elizabeth school. Commissioner Maxfield mentioned the big farm project between 3300 S. to 3900 S. from Highland Drive to 700 E. Chair Enos brought up a silver roof home off of 3300 S. Francis Lilly mentioned an auto repair business on 3300 S. Commissioner Lufkin brought up Ivy Place Shopping Village. Chair Enos wondered about significant resources on the west side of the city. Commissioner Lufkin noted it contained mainly multi-family and commercial buildings. He asked about a flag lot on 2335 E. Evergreen Avenue. Lilly described the requirements for flag lots.

Chair Enos asked about trees. Lilly said there was a code requirement for an existing tree inventory for new subdivisions. Replacements were based on old tree calipers. Commissioner

Greene mentioned preserving trees as a duty of the Commission. Commissioner Maxfield asked about adding comments to their resource list. Lilly recommended it.

2. Historic Marker Template Discussion

Lilly said at the last Commission meeting, a marker was reviewed with Garbett Homes. Since then, staff worked on that marker and identified other existing markers. Lilly showed the Commission picture of existing historic markers for: the Robert Gardner, Jr. home, Upper District Mill Creek Park, Pioneer Flour-Mill Site, Early East Millcreek Schools, Legacy of the Black Pioneer, Gardner's Saw Mill, and the First Building in the Valley Outside of Salt Lake City. Commissioner Greene noted that she worked with an African American group in Salt Lake City, and they may be interested in collaborating on redoing the "Black Pioneer" marker. Lilly presented a proposal for the Winder Ward and Old Meeting House marker. The staff's recommendation was to utilize the bull skull motif and colonial revival scroll motif used by the former Utah Pioneer Trails and Landmarks Association, use the standard Millcreek font and the Millcreek logo, give attribution, do not include a QR code, use a powder coated stainless steel plate mounted on a simple monument, and incorporate materials on the monument that are similar to the historic asset being referenced.

Commissioner Maxfield expressed concern with dating the monument style to the 19th century by included the bull head. She also wanted to see the Millcreek logo larger. Chair Enos suggested removing the steer head and replacing it with the logo. Commissioner Greene did not like the steer head. Commissioner Maxfield asked about building branding for historic markers that said, "historic marker," and included the city logo. Lilly said a new logo was already in the works identifying historic significance. Chair Enos suggested stainless steel powder coating may not be appropriate. Commissioner Lufkin noted that the material needed to stand the test of time. The Upper District Mill Creek Park marker metal top may be appropriate for future markers. Chair Enos did not want the shape of the marker to conflict with significance of the resource. Commissioner Maxfield would like to review more designs. She wondered about accessibility without raised lettering. Commissioner Lufkin said it would not be accessible unless it was fully in braille. Chair Enos asked if Garbett Homes had worked with a signage consultant on wayfinding and material. Lilly did not think they had.

3. Strategic Planning and Project Timeline Discussion

Lilly said at the last meeting the Commission decided to prioritize the Commission's goals among ten provided. He was waiting for two more commissioners to respond, but the top two goals (with four votes) were to uncover lost history in Districts 1 and 2 and educate the public on the importance of history through events and engagement. Chair Enos was surprised how diverse the responses were. Commissioner Brinton noted his responses had not been collected yet. Commissioner Maxfield felt finding a partner to serve as a repository for historic records should happen before some of the other goals could take place. Chair Enos suggested categorizing the goals by a few main functions. Commissioner Lufkin said raising awareness of the Commission and its duties was important through providing interest stories in the city's newsletter. Lilly noted that he met with David Amott with Preservation Utah, and he advised staff have a meeting with the State Archives. Amott had expressed skepticism with the idea of handing Millcreek historic records over to the Archives.

Commissioner Brinton wondered about staff's ability to add interest stories in the newsletter. Lilly wondered if it would be a part time person working with the Commission. He also

mentioned the city working on an arts policy plan. Commissioner Lufkin said he would look for historical photos and write articles for the city newsletter. Commissioner Brinton noted it may be a benefit to get to know each of the commissioners to find about their interests and skills to contribute to the commission’s work. Chair Enos wanted a roles and responsibilities matrix for the commission versus city staff and stakeholders so they could identify needs. Three action items for the next meeting were to consolidate the resource list, create three main categories for goals, and have a responsibility matrix. Sean Murray said he would send the Commission the survey results of priority goals.

Chair Enos hoped to talk through items to accomplish and assign timelines. She wanted to nail down and comb through the list of resources, then have another period for opening and reviewing the list.

Lilly said there were three areas of action for the Commission: evaluation (2-3 months), research/reconnaissance (6 months), and deciding additions and deletions (3 months) for the historical resource list. Chair Enos said the resource list would be completed by the commission by the next meeting. The commission discussed timelines and decided on the following: evaluation in October, research/reconnaissance in May/June, and additions/deletions in October. Lilly asked about public engagement. The commission discussed showcasing the list of resource recommendations at summer events. Lilly would get a list of events from the Millcreek Events Director. The commission would start a collaboration for news stories. Lilly would organize a meeting with the Utah State Archives.

4. Certified Local Government Grant Discussion

Chair Enos announced that Millcreek was officially designated as a Certified Local Government with the State Historic Preservation Office. In the new year, they could start applying for grants.

Commissioner Lufkin asked about any historical resources being added to the new city hall. Lilly said there was going to be a gallery wall in the ground floor market space.

5. Approval of the August 11, 2022 Meeting Minutes

Commissioner Greene moved to approve the August 11th meeting minutes for the Historic Preservation Commission. Commissioner Lufkin seconded. Chair Enos called for the vote. Commissioner Lufkin voted yes, Commissioner Brinton voted yes, Commissioner Maxfield voted yes, Commissioner Greene voted yes, and Chair Enos voted yes. The motion passed unanimously.

ADJOURNED: Commissioner Brinton moved to adjourn the meeting at 7:31 p.m. Commissioner Maxfield seconded. Chair Enos called for the vote. Commissioner Lufkin voted yes, Commissioner Brinton voted yes, Commissioner Maxfield voted yes, Commissioner Greene voted yes, and Commissioner Enos voted yes. The motion passed unanimously.

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

Attest: Elyse Sullivan, City Recorder

DRAFT