



**Minutes of the  
Millcreek Historic Preservation Commission  
January 12, 2023  
6:00 p.m.  
Regular Meeting**

The Historic Preservation Commission of Millcreek, Utah, met in a regular public meeting on January 12, 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  
Emily Johnson (Virtual)  
Ryan Lufkin  
Andrea Maxfield

**City Staff**

Francis Lilly, Assistant City Manager  
Alexander Wendt, Deputy Recorder  
Kurt Hansen, Facilities Director  
Sean Murray, Planning Admin. Assistant  
Brad Sanderson, Current Planning Manager  
Rita Lund, Communications Director

**Attendees:** Savana Bauer, Bonny Cavill

**REGULAR MEETING – 6:00 p.m.**

**TIME COMMENCED – 6:02 p.m.**

Chair Molly Enos called the meeting to order.

**1. Recommendation of CU-22-020, Request for a Conditional Use Permit for a Daycare/Preschool Facility (25-30 children) at the Historic Millcreek Farm House, Located at Approx. 1106 E 4500 S by Applicant Savana Bauer**

Brad Sanderson, Current Planning Manager, gave the report on CU-22-020. A conditional use permit is required for any modification to a historic structure or site. The role of the Historic Preservation Commission is to give or not give a recommendation regarding the historic nature of the building. Approximately 1200 square feet would be used for childcare. The parking stalls are intended for employees only. The child drop off zone would be on Ranchfield Road. The applicant does not intend to change the exterior of the home. They do intend to add fencing to secure the children. The community council did have some recommendations. They requested lighting added during drop-off and pickup when it is dark. The applicant could move the fence based on commission input. There are many examples of historic fencing that could be used. Staff thinks that white cedar fencing or wrought iron style fence may fit well. The applicant, Savana Bauer, gave a small report. Ms. Bauer said that the fence is for safety reasons. Chair Enos asked if Ms. Bauer had checked price options for fencing. Ms. Bauer said she is open to other fence options. Commissioner Donahoe asked if

there will be playground. Ms. Bauer said they would not be adding substantive structures. There would be a sandbox or removal play equipment. Commissioner Lufkin asked that when adding motion detecting lights that the structure not be modified in a big way. Commissioner Greene asked if there is a marker on the home designating it as a historic site. Sean Murray said no. Commissioner Greene asked that a plaque be made. Commissioner Maxfield asked if the applicant is open to fencing the whole property. Ms. Bauer said she is open to that. Commissioner Lufkin ask that the mature trees be protected. Chair Enos asked that the light on the walkway not be star bursts but more diffused light. Ms. Bauer said for state licensing purposes they must have a 48-inch tall fence. Mr. Sanderson gave a suggestion on how to word the motion and the requirements for making a recommendation to the Planning Commission. Chair Enos asked if anyone wanted to make public comment on this. No one came forward.

**Commissioner Greene made the motion to recommend CU-22-020, A Request for a Conditional Use Permit for a Daycare/Preschool Facility at 1106 E 4500 S, to the Planning Commission with the following conditions. The fence shall be picket style, four feet tall, wrap around the perimeter of the property while not damaging existing trees, that the walkway lighting be diffused and not a specific pattern, and that the applicant and property owner work with the Historic Preservation Commission in the future to coordinate a historic plaque. Commissioner Lufkin seconded the motion. Chair Enos asked for the vote. Commissioner Greene voted yes, Commissioner Lufkin voted yes, Commissioner Brinton voted yes, Commissioner Donahoe voted yes, Commissioner Johnson voted yes, Commissioner Maxfield voted yes, Chair Enos voted yes. The motion passed unanimously.**

**Commissioner Brinton made the motion to reorder the agenda and review item 3, Review of the Proposed Annual Timeline. Commissioner Lufkin seconded the motion. Chair Enos asked for the vote. Commissioner Brinton voted yes, Commissioner Lufkin voted yes, Commissioner Greene voted yes, Commissioner Donahoe voted yes, Commissioner Johnson voted yes, Commissioner Maxfield voted yes, Chair Enos voted yes. The motion passed unanimously.**

### **3. Review of the Proposed Annual Timeline**

Chair Enos spoke about the State Historic Preservation Office (SHPO) grant that was due in February, and they would like to work on the February Venture Out activity. The reconnaissance survey update will happen in this meeting. A newsletter article is important, and the commission will need to decide on record collection and preservation. Each Commission meeting should have a sub-committee update and address how they are moving forward on the timeline. Commissioner Donahoe said she signed up for Records Collection and Preservation. Commissioner Donahoe related how she would like to obtain interviews and oral history from local members of the community. Chair Enos asked if a notice should be put in the newsletter. Mr. Lilly said this could be added to the e-newsletter to ask for help. Commissioner Lufkin mentioned that the commission had talked about holding off on asking for historic documents, but this is separate from that.

### **2. Updates From Historic Preservation Commission Sub-Committees**

Commissioner Maxfield did not have any updates for Historic Properties and Markers and asked how they should meet. Mr. Lilly said the sub-committees could meet online, at City Hall, or

anywhere they like. Chair Enos said that the group will need to decide on the design of the markers and then collect facts for them. Commissioner Johnson from Records Collection and Preservation said that they need to create a scope of collection proposal, this states the intention behind the collection of records and preservation. It can be very simple and even changed in the future as goals change. Commissioner Donahoe said she can write something up for review.

#### **4. Reconnaissance Survey Request for Proposals Status Update**

Mr. Lilly sent the RFP to about 30 different firms. He has received some responses back. The deadline is January 30<sup>th</sup>. Mr. Lilly would like a few members of the commission to go through the proposals as soon as possible after January 30<sup>th</sup>. Chair Enos asked when the applicant would be notified. Mr. Lilly said he would ask the City Attorney to work on it on the 3<sup>rd</sup>. Commissioner Greene said she does work with one of the consultants and will recuse herself from deciding on which proposal to approve.

#### **5. State Historic Preservation Office Grant Application Discussion**

Mr. Murray said the grant application mostly deals with surveys. He is going to meet with the SHPO on January 25<sup>th</sup>. Since this is only two surveys there is not a lot of intense oversight that is necessary. Chair Enos asked if the City had the budget to do one neighborhood and the 55 buildings that the commission identified. Mr. Murray said yes, and that these grants are to survey two other neighborhoods. Commissioner Lufkin said he received information about a \$50,000 grant from T-Mobile. This may be an additional source of money. Chair Enos explained that Millcreek has more than 50,000 people and would not qualify for this grant. Chair Enos asked if it would make sense to create an RFP for a design for historic plaques and include it in this grant. Mr. Lilly said that the Commission can only work on one grant topic at one time from the State Historic Preservation Office. Mr. Lilly said that they had talked about applying for a grant for the digital archive, but the digital archive was priced well so the commission did not need grant money. Chair Enos said that this round of grant money is for surveys. Mr. Murray agreed and explained that because this is Utah's newest historic preservation commission that the state office will be eager to help.

#### **6. February Venture Out Historic Preservation Office Grant Application Discussion**

Chair Enos asked Ms. Lund what she had in mind for an activity. Ms. Lund said the best event for the Historic Preservation Commission (HPC) to attend is on June 2<sup>nd</sup> at Canyon Rim Park. Second-best would-be June 16<sup>th</sup> and 17<sup>th</sup> at Cottonwood Park and World Refugee Day. The 3<sup>rd</sup> best would be on June 30<sup>th</sup> at Evergreen Park, but this event is always less attended. Commissioner Lufkin asked about the event with the classic car show. Ms. Lund said the car show will be on August 1<sup>st</sup>. Chair Enos asked if there would be any events in February. Mr. Lilly said that Millcreek Common has events every weekend in February. There will be a public engagement meeting on zoning ordinance updates soon. It would be easy for the HPC to setup at that meeting and do some public engagement as well. Commissioner Brinton said that February is Black History month.

#### **7. Discussion on Community Engagement**

Chair Enos asked if there is anything else to discuss. Commissioner Lufkin asked Mr. Lilly if there is a timeline for the archive software. Mr. Lilly said the Commission needs to decide what to collect and how before they add things to the website. Chair Enos said the archive software is coming in April. Chair Enos said she has received emails of support because of the newsletter. Chair Enos noted that some people were in the audience and asked if they wanted

to give some public comment. Bonny Cavill (700 E) said she came to the meeting to find out what was happening. Her grandfather bought the property in 1910. In the past Salt Lake County gave their property grandfathered status as farming zone. Chair Enos said she hopes to provide education and transfer knowledge about the benefits of having a historical designation. Chair Enos said an article in the newsletter about the benefits of historical designation would be nice. Commissioner Lufkin asked what is farmed. Ms. Cavill said most of the farming is heirloom vegetables and herbs.

### **8. Staff Updates**

Mr. Lilly said that staff will be adding a fee to the fee schedule for during a plan review when a historic building or designation is involved. Chair Enos asked if it would make sense to put the onus on the property owner to do the survey. Mr. Lilly said that the owner would pay for the survey through the fee, but the surveyor would be contracted through the city not the property owner. Commissioner Lufkin said a home is about to be torn down on Evergreen Avenue that is part of the historic district. Mr. Lilly said that is why the commission is flagging historic buildings and is moving with all haste to get the changes implemented. Commissioner Greene asked if all homes in a historic district would be flagged. Mr. Lilly said they would be flagged if they were historic homes, not something built in 2009. Chair Enos said that perhaps someone should have to submit a historic report and submit that to the Planning Commission and Historic Preservation Commission.

### **9. Updates from Planning Director**

Mr. Lilly related that city staff had a meeting with the Mayor and City Council. The City Council was given a short briefing on the work of the historic preservation commission. The City Council is happy with these efforts. One goal of the Planning Department is to setup an arts policy board. The city has applied for a grant to create an Arts Master Plan. Every great city has a great Arts Board and Historic Preservation Commission.

### **10. Approval of December 8, 2022, Regular Meeting Minutes**

**Commissioner Lufkin moved to approve the December 8, 2022, Regular Meeting Minutes. Commissioner Maxfield seconded the motion. Chair Enos called for the vote. Commissioner Lufkin voted yes, Commissioner Brinton was not present, Commissioner Donahoe voted yes, Commissioner Johnson voted yes, Commissioner Maxfield was not present, Commissioner Greene was not present, and Chair Enos voted yes. The motion passed unanimously.**

### **11. Approval of December 9, 2022, Special Meeting Minutes**

**Commissioner Donahoe moved to approve the December 9, 2022, Special Meeting Minutes. Commissioner Lufkin seconded the motion. Chair Enos called for the vote. Commissioner Lufkin voted yes, Commissioner Brinton was not present, Commissioner Donahoe voted yes, Commissioner Johnson voted yes, Commissioner Maxfield was not present, Commissioner Greene was not present, and Chair Enos voted yes. The motion passed unanimously.**

**ADJOURNED:** Commissioner Johnson moved to adjourn the meeting at 7:20 p.m. Commissioner Greene seconded. Chair Enos called for the vote. Commissioner Lufkin voted yes, Commissioner Brinton was not present, Commissioner Donahoe voted yes, Commissioner Johnson voted yes, Commissioner Maxfield was not present, Commissioner Greene was not present, and Chair Enos voted yes. The motion passed unanimously.

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

**Attest:** \_\_\_\_\_  
Alex Wendt, Deputy City Recorder

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