



**Minutes of the
Millcreek Historic Preservation Commission
February 9, 2023
6:00 p.m.
Regular Meeting**

The Historic Preservation Commission of Millcreek, Utah, met in a regular meeting on February 9, 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 (Virtual)
Tiffany Hunter Greene
Emily Johnson (Virtual)
Ryan Lufkin, Vice Chair

City Staff

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

Attendees: George Pence

REGULAR MEETING – 6:00 p.m.

TIME COMMENCED – 6:00 p.m.

Commissioner Lufkin called the meeting to order.

1. Approval of January 12, 2023, Regular Meeting Minutes

Commissioner Greene moved to approve the January 12, 2023 regular meeting minutes. Commissioner Brinton seconded the motion. Commissioner Lufkin called for the vote. Commissioner Lufkin voted yes, Commissioner Brinton voted yes, Commissioner Greene voted yes, Commissioner Donahoe voted yes, Commissioner Johnson voted yes, and Chair Enos voted yes. The motion passed unanimously.

2. Open and Public Meeting Act Training

Mr. Wendt, Deputy Recorder, gave the commission training on the Open and Public Meetings Act. This included definitions on public bodies and meetings, a description of noticing and agenda requirements, how the minutes are to be kept, information on emergency and closed meetings, and criminal penalties and voidable actions for violating the Act.

3. Update on SHPO Grant Application

Mr. Murray, Planner, said the Commission can ask for money for the reconnaissance survey and other items as well. The next area to ask for may be for more newsletters and larger newsletter articles. The city wanted to ask for money for space to house historic articles but that is not

allowed. Commissioner Greene asked if asking for funds for collecting and Preservica are included. Mr. Murray said the money will go towards newsletters and for the address survey. Commissioner Greene said that getting the Preservica website up is most important to accomplish first. Mr. Lilly said that completing a scope of operation will go quickly. Chair Enos said it was her understanding that Preservica would be running in April. Commissioner Johnson asked when the deadline for funding is. Mr. Murray said he is submitting the paperwork next week and the deadline is April.

4. Mountair and Individual Resource Reconnaissance Survey Report

The Commission will be working with Kirk Huffaker Preservation Strategies for the survey and report. Another firm will be used as a consultant for plan reviews. These costs will be passed along like a parking survey. Until then there is room in the budget for these concerns that might come up. Commissioner Lufkin said that the respondents were all compelling, but Huffaker Preservation Strategies had a very good report.

5. Follow-Up on Demolition Assessment and Conditional Use Reviews of Historic Buildings and Sites

Mr. Lilly explained the demolition of the bungalow on Evergreen occurred, but Mr. Lilly and Commissioner Lufkin did a good job of documenting the home before it was demolished. Commissioner Lufkin said that people on Nextdoor were disappointed but Commissioner Lufkin did some engagement and explained the process by which the home was demolished. Mr. Lilly said it was a good faith demonstration from the city to document the home and have the Historic Preservation Commission. Commissioner Lufkin asked Mr. Lilly to speak about the public notification of the historic neighborhood. Mr. Lilly is not sure if the County ever sent notice that the Evergreen neighborhood is a historic neighborhood. Because of this, staff will post signs and conduct noticing to all property owners of record that the neighborhood is a historic district. Commissioner Greene asked about a template in the future. Mr. Lilly said he will need to speak with the Public Works Department about the signage. By this time next month letters will be sent to the property owners in the Evergreen District. Noticing will also occur in the Mountair neighborhood to inform residents a professional survey will take place.

Commissioner Lufkin noted that Chair Enos received public comment by email. Mr. Murray read the comment. Commissioner Brinton said there is a sign somewhere on Highland Drive that references the old clay pits in the Mountair area. Mr. Lilly said that the survey will be a start to explaining the history of the Mountair neighborhood.

Mr. Lilly gave an update on the daycare application from last meeting. The Planning Commission greatly appreciated the input from the Historic Preservation Commission. The Planning Commission did not approve the application at this time and asked for a continuance to take a moment to consider changes that were suggested by the public. Members of the neighborhood were concerned about street parking and drop-off. A city planner and engineer went to the property to make a report on how more parking could be added. This will come back to the Planning Commission and Historic Preservation Commission. Commissioner Lufkin asked about the Old Meeting House Project on Highland Drive. Mr. Lilly said that while the building was not historically (worthwhile), Mr. Lilly collected a historic document from the church parishioners who met at the building.

6. Updates From Historic Preservation Commission Sub-Committees

Commissioner Lufkin said that Commissioner Greene is working on the historic article for Women’s History Month. Another article is in the works for June. The Commission should begin working on the Venture Out events and a 4th of July float. Rita Lund, Communications Director said the City and Business Council is planning a fun run that will go through Mountair on April 27th. Commissioner Donahoe wrote her scope of work for her oral history project and sent it to other members of the Commissioner for feedback. Commissioner Johnson said this document is very good for a project outline. This warrants a bigger conversation about creating a scope of work for collecting documents in the future. The scope of collection criteria will need to be strict. Commissioner Lufkin asked what should happen when someone brings a box with physical items outside of the scope of collection. Commissioner Greene said that there must be a chain of custody and if this does not exist then no one should take these objects. If items come in and there is no documentation, then it opens the Commission and city up to legal liability. Mr. Lilly said that the city is creating an online record and asked if someone brings a document or picture if the city could digitize the item and give it back. Commissioner Johnson said that is ok. However, if someone brings objects and cannot be contacted then the chain of custody is very important. Mr. Lilly asked if the sub-committee could meet with staff to discuss the scope of collection. Commissioner Johnson said yes. Commissioner Greene asked if anyone else is on the historic marker subcommittee after the departure of Commissioner Maxfield. Chair Enos said she is on the subcommittee. Commissioner Lufkin noted that Commissioner Maxfield left the Commission and a new post has been made asking for applications for a new member. Chair Enos said she had received an email from someone who was interested in joining the Commission but at the time there was not an opening.

7. Staff Updates

Mr. Lilly said staff is starting the second portion of the code update. The Commission may want to be involved with this update. Merely designating an area as a historic area does not designate certain design standards, demolition standards or zoning standards for that area. State law may make this challenging. The State Land Use Management Act was changed to prohibit cities from regulating materials, window placement, garage location and certain massing requirements. There are few exceptions, historic neighborhoods designated prior to 2021 are allowed and neighborhoods built significantly before 1950. The code update group is looking up very rudimentary design standards for neighborhoods created before 1950. Some neighborhoods may never qualify. Commissioner Lufkin asked about the Scott Avenue area, many homes were built prior to 1950. There is ambiguity in the code that can be resolved in the text amendments coming up. Mr. Lilly said the Commission needs to be specific in code changes. Mr. Murray said some streets south of City Hall are full of homes built prior to 1950.

ADJOURNED: Commissioner Brinton moved to adjourn the meeting at 7:01 p.m. Commissioner Enos seconded. Commissioner Lufkin called for the vote. Commissioner Lufkin voted yes, Commissioner Brinton voted yes, Commissioner Greene voted yes, Commissioner Donahoe voted yes, Commissioner Johnson voted yes. The motion passed unanimously.

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

Attest: _____
 Elyse Sullivan, City Recorder