



**Minutes of the
Millcreek Historic Preservation Commission
May 19, 2022
12:00 p.m.
Special Meeting**

The Historic Preservation Commission of Millcreek, Utah, met in a special meeting on May 19, 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 (excused)
Emily Johnson (excused)
Ryan Lufkin
Andrea Maxfield

City Staff

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

Attendees: David Amott, Alena Franco, Council Member Bev Uipi

**SPECIAL MEETING – 12:00 p.m.
TIME COMMENCED – 12:09 p.m.**

Francis Lilly called the meeting to order and welcomed the commissioners. The meeting attendees introduced themselves. Lilly said the city inherited the historic preservation ordinance from the county and the city had since amended it, which created the commission. He wanted the commission to creatively engage with property owners in a systematic fashion to communicate options. The commission would have regulatory and advocacy roles.

1. Oaths of Office

Elyse Sullivan administered the oath of office to the commissioners present.

2. Discussion with David Amott, Executive Director at Preservation Utah

David Amott noted he worked with city officials on creating Millcreek's historic preservation code. He introduced himself to the commission and gave a history of Preservation Utah. He educated the commission on what Preservation Utah does, which included advocating for saving historic buildings, providing a low interest loan program for restoring buildings, using an easement program, providing an education program, providing historic building tours, and interfacing with certified local governments. The commission discussed the particulars of the easement program. Amott described the National Historic Preservation Act of 1966, which, among other things, created a State Historic Preservation Office in every state. That office manages the federally mandated programs that came from the Act, which includes the National

Register of Historic Places program, Section 106 mitigation, and tax credits. The National Register means a history of a property or district has been written and officialized by a branch of the U.S. Government, the property gets a plaque, and the property is eligible for tax credits. He explained details of tax credits. The local level historic districts can have designated districts and properties with set design standards. Lilly said the city had a list of four properties designated as historically significant in Millcreek, but he would like the commission to do an inventory of more. Amott gave examples of historic preservation efforts in other cities and described some of Millcreek's history with photos. He noted that buildings older than 50 years were eligible for the historic register. He said preservation was more than just saving structures but uncovering and preserving diverse history. He wanted the commission to engage people in the community to gain their perspectives.

The commission discussed getting a recorded history of residents. Amott recommended the commission work with the city on any efforts.

3. Discussion with Alena Franco, CLG Coordinator with the State Historic Preservation Office, on Obtaining Certified Local Government Status and Working with the State Historic Preservation Office

Alena Franco explained the certified local government program. A Certified Local Government (CLG) is a local government that has been certified by the National Park Service. A local government becomes a CLG by passing a preservation ordinance within certain parameters and appointing a historic preservation commission. There are CLG reimbursement matching grants (50/50) available every January. Awards are limited to a \$10,000 maximum. The grant cycle runs for 16 months from April until the following August. CLG grant projects include surveys of historical resources, at a reconnaissance level or intensive level; national register nomination, for an individual property, a historic district, or multiple property submission; pre-development, such as architectural/engineering studies; development, including the rehabilitation of national register-listed properties; preservation planning, which included historic preservation commission meetings, local historic preservation plans, ordinances, design guidelines, etc.; and education and outreach, which included training and workshops, historic walking tour, and attending a state or national conference. Between now and January, Franco recommended the commission figure out projects for Millcreek and the match for a grant. She would provide an instructional video explaining the application process in the fall. Lilly noted that Millcreek had a grant coordinator that could be of help and that the city may have potential funding for a match. The commission briefly discussed historical property tours.

4. Review the Historic Preservation Ordinance and the Roles and Duties of the Historic Preservation Commission

This item was not discussed due to time shortage.

5. Discussion of Potential Bylaws / Rules of Procedure and Conduct

Francis Lilly reviewed a draft set of bylaws and requested that commissioners provide any feedback before they get adopted at the next meeting.

6. Discussion on a Regular Meeting Schedule


The commission discussed meeting day/time options and decided they would meet monthly, initially, on the second Thursday of the month at 6:00 p.m.

7. Open and Public Meetings Act Training

This item was not discussed due to time shortage.

The meeting adjourned at 2:07 p.m.

APPROVED:  _____ Date 6/9/22
Commission Chair

Attest:  _____
Elyse Sullivan, City Recorder