



**Minutes of the
Millcreek Historic Preservation Commission
September 14, 2023
6:00 p.m.
Regular Meeting**

The Historic Preservation Commission of Millcreek, Utah, met in a regular meeting on September 14, 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
Tiffany Hunter Greene
Emily Johnson (Virtual)
Ryan Lufkin, Vice Chair
Arie Leeftang

City Staff

Francis Lilly, Assistant City Manager
Alexander Wendt, Deputy City Recorder
Kurt Hansen, Facilities Director

Attendees:

REGULAR MEETING – 6:00 p.m.

TIME COMMENCED – 6:00 p.m.

1. Discussion and Consideration of EX-23-002; Sidewalk, Curb, and Gutter Exception, 3345 S Oakwood Street, Francis Lilly, Planning Director

Mr. Lilly explained that staff is seeking the recommendation of the Historic Preservation Commission for a sidewalk, curb, and gutter exception because this is a historic property. Oakwood street does not currently have curb, gutter and sidewalk but part of Millcreek's rules say that when someone applies for a permit that they add the curb, gutter and sidewalk for health and safety reasons. Neighborhoods with gutters are less prone to flooding and sidewalks protect people from traffic. The recommendation from Public Works is to rule against the exception for curb, gutter, and sidewalk. The City Engineer would like to follow the regular protocol. The East Millcreek Community Council forwarded a recommendation that a deferral for curb, gutter and sidewalk be granted. Sometimes in this case the City will record a deferral agreement with Salt Lake County on the property that curb, gutter, and sidewalk will be installed in the future. Oftentimes the City prefers this option. Commissioner Lufkin said that there is recent construction installing curb and gutter nearby but not on Oakwood Street. Chair Enos asked if there are homes on Oakwood that have a deferral agreement. Mr. Lilly said that this would be the first deferral agreement on Oakwood.

Commissioner Leeftang asked if the ditches are mentioned on the National Register. Mr. Lilly said he believes they are. Commissioner Brinton asked about what type of recommendation the Historic Preservation is being asked to give. Mr. Lilly said this is coming to the Historic Preservation Commission because this is a historic area, and the Commission is the steward of history in Millcreek. Commissioner Greene said not all the homes in this area have New Deal era ditches and that makes this a historically important. Andrew Greaves, the applicant, and owner of the property introduced himself. Oakwood street was originally a driveway for a large estate in the area. Homes were remodeled when the Millcreek area was under Salt Lake County administration. Mr. Greaves said that the Public Works recommendation is to add curb, gutter, and sidewalk. This would fill in the New Deal era ditch and require moving powerlines at his expense. There would be no other curb, gutter, and sidewalk on the rest of the street. Chair Enos asked where the current edge of the pavement is compared to the ditch. Mr. Greaves said the ditch is about 23 feet from the center of the road. Commissioner Lufkin asked if there was a scenario where only curb is added but no sidewalk. Mr. Greaves said that was discussed but it still requires moving power poles and power lines, and it could cause more flooding. Mr. Greaves explained how he would also have to pave more property to make up the difference between the street and proposed curb and gutter. Commissioner Leeftang asked Mr. Lilly to review the recommendations. Mr. Miller from Public works recommended installation of curb and gutter while the East Millcreek Community Council recommended deferral.

Commissioner Lufkin made the motion to recommend a deferral agreement for EX-23-002; Sidewalk, Curb, and Gutter Exception, 3345 S Oakwood Street. Commissioner Greene seconded the motion. Chair Enos asked for the vote. Commissioner Brinton voted yes, Commissioner Donahoe voted yes, Commissioner Lufkin voted yes, Commissioner Greene voted yes, Commissioner Leeftang voted yes, Commissioner Johnson voted yes, Chair Enos voted yes. The motion passed unanimously.

2. Updates From Sub-Committees

Commissioner Lufkin gave the update from the Communication Committee. He asked the Commission if they would like a newsletter article for the Millcreek Newsletter. The Commission asked Commissioner Lufkin to write this letter.

Commissioner Johnson asked if the Commission should give a recommendation on the scope of collection. Mr. Lilly said that the City Council would ultimately approve the scope of collection policy. Mr. Lilly shared the 3rd draft of the scope of collections and read the highlights of the document. What is collected? Digital copies of historic documents and photographs pertaining to Millcreek's history. Digital audio files of oral histories from Millcreek residents. Official documents pertaining to the grassroots efforts to incorporate Millcreek. Digital copies of historic video footage of public life in Millcreek, and any news or documentary footage involving Millcreek government, as well as interview footage of elected officials. What is not collected? Any physical object, unless collected temporarily for digitization. Digital copies of personal artifacts, letters, or documents that do not pertain to Millcreek's history. Video interviews, unless initiated by the city. The City in its sole discretion will determine if an artifact falls within the Scope of Collection. This determination will be made by city staff in consultation with the members of the Historic Preservation Commission Records Collection & Preservation Sub-Committee. Determinations

will be discussed at a regularly scheduled Historic Preservation Commission public meeting. How will these materials be used? Primarily, the materials will be accessed through a public-facing web archive. Millcreek will also use these materials in the City's physical and electronic newsletters and at public events, as well as for other forms of public outreach deemed appropriate by Millcreek. How will the collection be organized? The collection will be divided into the following sub-collections: Each sub-collection will include photographs, maps, advertising and promotional materials, and relevant official records from schools and other civic institutions with a presence in Millcreek. Millcreek and east bench prior to 1847, Millcreek's pioneer settlement and early development 1847-1929, The Great Depression, World War 2, Postwar Development 1929-1959, Suburban Expansion 1960-2000, and finally Millcreek's incorporation. What is the process for submitting an artifact to Millcreek? Millcreek will receive a document through one of the following methods. 1. Digital submittal. Millcreek prefers that the artifact be submitted digitally.

- a. Submitter will include an intake form describing how the artifact fits within the Scope of Collection, along with a digital copy of the artifact.
- b. Millcreek staff will determine if the artifact fits within the Scope of Collection, and the Historic Preservation Commission will review determinations at a public meeting. (alternative: Subcommittee will determine this at a meeting organized by staff)
- c. Submitter will issue a Deed of Gift to Millcreek on a form provided by Millcreek.

Physical Submittal of Photographs, Maps, Advertising and Promotional Material, and Relevant Official Records from Schools and Other Civic Institutions Located in Millcreek.

- a. Submitter shall schedule an appointment with the Planning Director or designee for submission of a physical artifact for scanning.
- b. Submitter will include an intake form describing how the artifact fits within the Scope of Collection, along with the physical artifact, which will be held in temporary custody.
- c. Millcreek will determine if the artifact fits within the Scope of Collection.
- d. Millcreek will scan the artifact and will make best efforts to return the physical copy of the artifact within 2 weeks of submittal.
- e. Submitter will issue a Deed of Gift to Millcreek on a form provided by Millcreek. The Deed of Gift will, among other things, declare that the artifact becomes a public record subject to the Government Records Access and Management Act, Utah Code Title 63G Chapter 2.
- f. Millcreek will announce an opportunity for the community to submit physical artifacts twice each year.

Returning Artifacts in Temporary Custody

If Millcreek determines that an artifact does not fall within the Scope of Collection, or if Millcreek has digitized an artifact upon request of its owner, Millcreek will undertake the following steps to return the object to its owner:

1. Millcreek will attempt to communicate via phone and email to request that the owner retrieve the artifact.
2. If no contact is established with the owner within one week, Millcreek will send a letter via First Class Mail to the owner requesting that the owner retrieve the artifact.
3. If Millcreek remains in custody of the artifact three weeks after the letter is sent to the owner, Millcreek reserves the right to dispose of the artifact in a manner of its choosing.
4. Upon request, Millcreek will mail or hand-deliver the artifact to the owner's address.

Chair Enos asked if the City Attorney will review this document before approval by the City

Council. Mr. Lilly said the City Attorney will review the document. Commissioner Johnson does not believe a series of sub-collections is necessary. She does not recommend having five subcollections, one is enough. Commissioner Lufkin said that tagging items with meta-data would help create a index. Commissioner Lufkin asked why video interviews would have to be instituted by the City. Commissioner Johnson said many people like to conduct oral history, but it does not truly meet the definition of a professional oral history. There are permissions that must be met, and documentation made. This is out of an abundance of caution. She does not wish to put pictures and videos of people's families on the internet and that is not the purpose of a collection like this. Commissioner Lufkin suggested that the Commission, at some point recognize the indigenous history of Utah. Commissioner Leeftang agreed that this idea for a statement is a good idea in the future and takes a lot of time to develop with care. The history of indigenous people in the Millcreek area is very rich. Mr. Lilly said that a land acknowledgement does not necessarily belong in the collection, but it could go on the front page of the website. It needs to be done with care. Commissioner Johnson said that the proper tribal input for a land acknowledgement takes decades of relationship building. Chair Enos asked that Mr. Huffaker's date headings be used in this document. Commissioner Johnson volunteered to help present the scope of the collection document to the City Council.

Commissioner Johnson made the motion that the Scope of Collection be sent to the City Council for approval and adoption. Commissioner Brinton seconded the motion. Chair Enos asked for the vote. Commissioner Brinton voted yes, Commissioner Donahoe voted yes, Commissioner Lufkin voted yes, Commissioner Greene voted yes, Commissioner Leeftang voted yes, Commissioner Johnson voted yes, Chair Enos voted yes. The motion passed unanimously.

Chair Enos gave the report on historic properties. The recommendation was to begin with the list from Mr. Huffaker and go from there. Mr. Lilly said that Mr. Huffaker presented three tiers of properties to do intensive level surveys on. Ten intensive level surveys and one National Register Nomination for Mount Aire Acres would cost \$24,000. The City can get that money very quickly. Future reconnaissance level surveys recommendations show there are twenty-five more properties after the ten mentioned earlier. If the Commission likes this list, then much of the hard work is done, however the Commission could add more properties to this list as they find them. Chair Enos reviewed the timeline. Reviewing these properties in October would not throw the timeline off. Commissioner Greene and Chair Enos asked about shifting the timeline because Mr. Huffaker said the best way to start is to get homes onto the National Register first. Mr. Lilly said that is correct and added that Mr. Huffaker said the Commission should finish the nomination form first to get the ball rolling. It will be spring or summer of 2024 when the nominations are done, the nomination would go to City Council afterwards. Chair Enos asked if the Commission would like to review the properties in October. Mr. Lilly agreed and that it would help to keep stacking up properties for surveys and nomination.

Commissioner Greene asked about the 6th floor history exhibit and getting permission for the photographs. Commissioner Johnson said she can get the permission slip sent to Mr. Lilly.

3. Staff Updates

Mr. Lilly thanked the Commission for their diligence and effort.

4. Approval of August 10, 2023, Regular Meeting Minutes

Commissioner Donahoe made the motion to approve the August 10, 2023, Regular Meeting Minutes. Commissioner Greene seconded the motion. Chair Enos asked for the vote. Commissioner Greene voted yes, Commissioner Donahoe voted yes, Commissioner Johnson voted yes, Commissioner Leeftang voted yes, Commissioner Brinton voted yes, Chair Enos voted yes. The motion passed unanimously.

5. Adjourn

ADJOURNED: Commissioner Brinton made the motion to adjourn the meeting at 7:42 p.m. Commissioner Lufkin seconded. Chair Enos asked for the vote. Commissioner Greene voted yes, Commissioner Donahoe voted yes, Commissioner Johnson voted yes, Commissioner Lufkin voted yes, Commissioner Leeftang voted yes, Commissioner Brinton voted yes, Chair Enos voted yes. The motion passed unanimously.

APPROVED: _____ Date
Molly Enos, Chair

Attest: _____
Alex Wendt, Deputy Recorder