



HISTORIC PRESERVATION COMMISSION AGENDA

Wednesday, May 15, 2024, 6:00 PM
1020 East Pioneer Road
Draper, Utah
Administration Conference Room

1. **Welcome and roll call**
2. **Approval of previous meeting minutes.**
 - 2.a **Approval of April 17, 2024 Minutes**
3. **Agenda Items**
 - 3.a **Open and Public Meetings Act Training Reminder**
 - 3.b **Draper Historical Society Meeting**
Commission Assignments: Angie
 - 3.c **National Register Nomination and Fitzgerald Cabin Plaque**
Commission Assignments: Mike
 - 3.d **Reconnaissance Level Survey**
Commission Assignments: Annie
 - 3.e **Draper Days and Visual Arts Tour**
 - 3.f **Walk-through Video Tour of Historic Homes**
Commission Assignments: Jason and Nancy
 - 3.g **Walking Tour Addition**
- Isaac Stewart House
Commission Assignments: Jason and Nancy
 - 3.h **Women's Historical Contributions to Draper**
Commission Assignments: Jason
 - 3.i **Native American History**
- Tour of the archaic period site along the Jordan River
- Research found
Commission Assignments: David and Wendy
 - 3.j **Draper Ethnic and Minority History Research**
Commission Assignments: David

3.k School Walking Tour Field Trip

Commission Assignments: Nancy

3.l Widow Maker Research

Commission Assignments: Jason

3.m Religious Building Documentation

Commission Assignments: Wendy

4. Review Action Items for Next Meeting

5. Adjournment

I, the City Recorder of Draper City, certify that copies of this agenda for the **Draper Historic Preservation Commission** meeting to be held **May 15, 2024**, were posted at Draper City Hall, Draper City website www.draperutah.gov, and the Utah Public Notice website at www.utah.gov/pmn.

Date Posted:



Laura Oscarson, MMC, City Recorder
Draper City, State of Utah

In compliance with the Americans with Disabilities Act, any individuals needing special accommodations or services during this meeting shall notify Laura Oscarson, City Recorder at (801) 576-6502 or laura.oscarson@draperutah.gov, at least 24 hours prior to the meeting.

MEMO



To: Historic Preservation Commission

From:

Date: 2024-05-15

Re: Approval of April 17, 2024 Minutes

Comments:

ATTACHMENTS:

[HPC minutes 4-17-24.pdf](#)

Draper Historic Preservation Commission Meeting
April 17, 2024
Draft Minutes

Attendance: Michael Barnhill, Nancy Nichols, David Hales, Angie Quinlan, Annie Bommer, Wendy Atzet

Council Liaison: None

Staff Liaison: None

Absent: Jason Wiggins, Corina Pace, Jordan Putnam, Christa Hutchinson, Jennifer Jastremsky, Bryn Johnson

Staff Present: Laura Oscarson, Spencer DuShane

Start Time: 6:03pm

1. Welcome and Roll Call

Mike Barnhill welcomed everyone and there was a roll call of those in attendance.

2. Approval of previous meeting minutes.

2.a Approval of March 20, 2024 Minutes

Mike asked if there were any comments or changes on the minutes. Nobody had any changes. David Hales made a motion to approve. Angie Quinlan seconded the motion. The motion passed on a vote of 6-0.

3. Agenda Items

3.a Open and Public Meetings Act Training

City Assistant Attorney Spencer DuShane provided training to the Commission on Open and Public Meetings Act. The Commission watched a video from the Utah State Auditor about how open and public meetings should work. It focused on local government, not state law. It clarified that final action should not be taken on something that is not on the agenda. Information can be found on www.archives.utah.gov. Things that are covered under the Open Public Meetings Act are: the definition of a meeting gathering, public body, what defines a quorum present, who can convene a meeting, making sure to follow the process required by law, making sure the Commission is acting with the express purpose in the capacity of the public body, no business should be conducted outside of the public meeting.

The Commission discussed whether sending out a document for review prior to the meeting was okay. Spencer stated that as long as a decision on the document isn't made outside of the meeting members reviewing an item before the meeting is okay. The Commission also discussed public comment during a meeting. The Commission should think about agenda items, and consider the pros and cons of a recommendation to the council. Members should not talk about their considerations with other committee members outside of the meeting or make decisions outside of the meeting.

Laura Oscarson, City Recorder, talked about record keeping. Records of the meeting should be clear and any decisions should not be placed in an email or text. The Commission discussed what is subject to Government Records Access and Management Act (GRAMA) requests.

Mike asked about the provision of keeping the door open. There are often meetings happening at the same time that can be loud and effect the meeting. Laura stated the door has to stay open, but if the other meeting is not a noticed meeting the door for the other meeting can be closed.

3.b Draper Historical Society Coordination

Angie stated she couldn't go to the meeting. David is planning on attending the meetings in July and November. Nancy Nichols stated she will be going in April to show home tour videos. Angie will give her notes to Nancy for the next meeting. Wendy Atzet suggested sending out a google doc for signup to attend the meetings. Mike mentioned that it can be put on the Draper cloud.

3.c. Budget and Finance

The Commission reviewed the budget for the current fiscal year. There is most of the budget remaining but there are also expenditures coming up. Mike asked if the Commission has received the information about Enniss Auto registry work. It was stated the Isaac Stewart house registry was quoted at \$2,600. Mike will finish up the Fitzgerald House and Cabin historical plaque and circulate the wording to everyone. The Commission will need to save some of the money for the Reconnaissance Level Survey (RLS) in tiers. The Commission reiterated that the RLS should include areas within the radius of the station area plans. Focus on that first and branch out for buildings that have popped up in the last 23 years. The Commission should send out a Request for Proposal (RFP) now for a detailed survey of the assets that are involved in the half mile radius of the town center station. A motion should be made that the Commission is authorizing an RFP for a detailed survey for the plan for the town center station. Purchasing can send it out so the Commission can get things going before the end of June. The expected quotes from Korral Broschinsky should be similar for the Isaac Stewart house. It will cost \$500 for Fitzgerald House and Cabin historical plaque and Ware house video. What will be left should cover the RLS. For next year the Commission can cover the remaining amount of the RLS scope.

Angie made a motion to approve the City issuing an RFP for the RLS. Annie Bommer seconded the motion. The motion passed with a 6-0 vote.

3.d. Walking Tour Brochures and Holders

Mike stated that Jennifer Jastremsky had provided some quotes for brochure holders from Amazon. David said he is currently using seven all at once and it's hard to know how many is needed. He has seven schools, plus the ones that had been previously placed. He would like to have brochure holders that are four tiers to hold the three brochures the Commission has and have room for the Historical Society brochure. David stated he will take the box of brochures that was brought to the meeting.

Nancy Nichols made a Motion to purchase ten brochure holders that contain four tiers. The motion was seconded by Wendy and passed with a 6-0 vote.

3.e. National Register Nomination and Fitzgerald Cabin Plaque

Mike will continue to work on the write up for the Fitzgerald House and Cabin historical plaque and will plan on finishing it for the next meeting. He stated he will circulate for a vote for next month. The Utah State Historic Preservation Office (SHPO) will be meeting on May 16, 2024 to vote on the Enniss Auto nomination. It will be at 10:00 am electronically. Mike will post the letter from SHPO about the meeting on the Draper cloud. The Commission discussed whether to hire Korral for the Isaac Stewart house nomination work. The bid is for \$2,600. After discussion the Commission decided to move forward with the bid. Annie will reach out to Korral to let her know.

David made a motion to approve expenditure of \$2,600 for the Isaac Stewart house nomination and to hire Korral to do the work. Angie seconded the motion and the motion passed on a 6-0 vote.

3.f. Reconnaissance Level Survey

Annie stated that the Commission already talked about focuses on the town center station area planning area with the remaining funds. She says the Commission should continue with the tiered approach as the Commission gets more funding.

3.g. July meeting date:

The Commission discussed whether to cancel the July 17th meeting or to change the date. The meeting is in the middle of Draper Days activities. Angie stated the Commission should cancel it with everything going on that month. David questioned if a meeting would be needed to finish making plans for Draper Days. Mike mentioned that the Commission should have plans for Draper Days finalized by next month, with the June meeting used for final decisions. Everything after that will be transactional.

Angie made a motion to cancel the July 17, 2024 meeting. The motion was seconded by Annie, and passed on a 6-0 vote.

3.h. Draper Days and Visual Arts Tour

The Commission discussed the planned events for Draper Days. It was mentioned that the Visual Arts Tour is happening that week on Tuesday (July 16, 2024) or Wednesday

(July 17, 2024) and the Commission should have the walking tour on that day. It was stated that the 16th would be a better day for the Commission.

Nancy asked about the Historical Society's July Banquet ticket sells. Mike stated that the City has determined that using www.buyyourtix.com won't work. There needs to be a form created online to purchase tickets. The City is working on that. Purchases will get a receipt emailed to them that they can print out to show at the door. The City can provide the Historical Society a list of purchasers to have at the door. Angie stated she thinks that's a great idea and will bring more traffic to the banquet. Nancy asked if the City would send the announcement out in text and email? Mike said he didn't think that was decided but that would be good. The Historical Society said the City can sell 125 digital tickets. Nancy stated that the Historical Society will retain 100 tickets to sell exclusively outside the digital tickets. David asked if that is the most they can have for the banquet. Nancy stated they just had tables with benches last year. It was at the school. She isn't sure if that number is tied to the occupancy limits at the school. The Commission asked that this item be kept on the agenda for next month.

3.i. Walk-through Video tour of Historic Homes

Nancy stated she will reach out to the Wares since they said to contact them in the spring and it looks like the weather will be good. There is nothing else to report.

3.j. Walking Tour Addition

The Commission discussed the draft write up for the Isaac Stewart House. Wendy stated she wants to run the Native American information in the write up by her colleagues at the Utah Division of Multicultural Affairs to make sure it is accurate and it incorporates any recommendations they have.

Nancy stated that her and Jason have been talking to the owners and they have been provided some books about the Stewart family. The books have provided the names of who dressed chickens in doll clothes. The Commission discussed adding the chicken story to the write up if it's not already there.

Wendy asked if this item was an appropriate spot to talk about a tour to the archaic period site along the Jordan River. Mike stated that he thought about shoeing it in to the next agenda item but thinks it should be put on the May agenda for discussion instead.

3.k. Draper Ethnic and Minority History Research

David talked to Lynne Orgill. There is a good map at the library of the archaic period site. Lynne stated she can take the Commission on a tour to the site. He said he would like to talk about the information Wendy found and the tour of the archaic period site at the May meeting.

3 l. School Walking Tour Field Trip

Nancy will talk to Bryn Johnson to ask if she is still waiting to hear from a teacher that was emailed about the tour. Angie thought it was the Draper Park Middle School Utah Studies teacher that the Commission is waiting to hear from. Nancy will pick up where Bryn left off as Bryn can no longer spearhead this item. Angie pointed out the school is on Boulter Street so they don't have to walk as far for a tour. Angie is waiting to hear back from the teacher from the last tour about the pictures that the students took. She is going to share it with the Commission. The Commission could put the pictures on website.

3.j. Widow Maker Research

Mike stated that this item will be reviewed at the next meeting since Jason was not here.

For the next meeting Wendy requested to talk about crowdsourcing for religious buildings in Utah project that is happening at the Marriott Library. Perhaps the high school photography class could take the pictures. Mike suggested the church on 1300 E would be a great addition to this. Wendy will get more details about this project for a May discussion.

3.n. Review Actions Items for Next Meeting

1. Annie to reach out to Korral to start on the Isaac Stewart home registration.
2. Angie to get with Nancy and give her notes about the April Historical Society meeting.
3. Angie to take box of historic walking tour brochures and split with David.
4. David wants to discuss further Native Americans in Draper and see if we want to go on the tour with Lynne.
5. Mike is completing the language for Fitzgerald House and Cabin historic plaque and will circulation for next month's review.
6. Mike will be attending the Ennis Auto nomination on May 16th with SHPO.
7. Angie to talk with Wendy about scheduling Historical Society meeting on the Draper cloud.

8. Wendy will be prepared to talk about Native American history items in May and the tour with Lynne and the SHPO team to the archaic period site and other content of the Division of Multicultural Affairs for Isaac Stewart house write up.
9. Wendy to be ready to tell more about photo documentation of religious buildings.
10. Nancy to reach out to the Wares for video tour.
11. Add to next month's agenda to do a summary of the training that we got today. To make sure everyone gets it who wasn't here.

Adjournment
Motion: David

End Time: 7:02 pm

DRAFT