

HISTORIC PRESERVATION COMMISSION MINUTES

Wednesday December 3rd, 2024, 6:00 pm

Providence City Office Building, 164 North Gateway Dr., Providence Ut

Call to Order: George Wootton.

Chair Roll Call of Commission Members: Ken Thigpen, Susan Baker, George Wootton, Karen Brooks & Brendan Lee.

Staff in Attendance: Skarlet Bankhead & Ty Cameron

Pledge of Allegiance.

Comments from the public: Any member of the public who has a comment pertaining to the mission of the Historical Preservation Commission will have 3 minutes to make their comment.

- No comments were made by the public.

➤ **Item No. 1 Approval of Minutes:** Approval of the minutes for November 5th , 2025. [\(MINUTES\)](#)

- George Wootton called for the approval of the minutes.

Motion to approve the minutes of November 5th, 2025. – Brendan Lee. 2nd- Susan Baker.

Vote:

Yea- Ken Thigpen, Susan Baker, George Wootton, Karen Brooks & Brendan Lee.

Nay-

Abstained-

Motion passed. Minutes Approved.

➤ **Item No. 2 Report on Inventory: City Items – George Wootton - Houses - Barns and Outbuildings.**

- George Wootton reported on his inventory of city-owned historical items. He noted that the city doesn't possess many historical artifacts, but he had discovered four pictures stored in a room at city hall. Three of these were drawings by E.V. Thorpe depicting memorable moments in Providence history, including themes of the quarry, women, government, sauerkraut, fruit, music, religious organizations, and social clubs. Another picture focused on water, railroad, and folklore themes. The fourth picture featured sketches of historic houses in town.
- One of the Thorpe pictures had been damaged when it was blown over by wind at the City Festival. George inquired about getting it repaired, and Skarlet confirmed that budget funds were available for the repair. George volunteered to take the damaged picture to a framing shop for repair, with discussion about whether to use glass or plexiglass for durability. The commission agreed these pictures should be displayed in the public area of city hall rather than stored away.
- George also noted that the city owns a cabbage shredder and has the first edition of "Providence and Her People," which they discussed digitizing for online access. George offered to contact Watkins to inquire about digitization costs and methods that wouldn't damage the book. Brendan Lee volunteered to contact Utah State University's special collections department for comparison pricing.
- Sue Baker raised questions about old barns and structures visible around town, wondering if there was an existing inventory. Karen Brooks suggested creating medallions or stickers to

recognize historic outbuildings, similar to World War II window medallions. The commission discussed various ways to recognize and inventory historic structures.

➤ **Item No. 3 Report on other local Historical Preservation Commissions – Sue Baker**

- Sue Baker reported on her research into other Cache Valley preservation commissions noting:
 - **Logan** has a historic preservation committee that meets as needed, up to twice monthly. Sue noted they appear to review permits and ensure preservation compliance due to being a larger city.
 - **Smithfield** has a historical society rather than a commission, and they're developing a new museum on Main Street.
 - **Hyrum** has a historic preservation commission that publishes meeting notices for the third Tuesday of each month as needed.
 - **Providence** was the only other commission she found in her search.

➤ **Item No. 4 Report of Preservation Utah – Brendan Lee**

- Brendan Lee reported on his conversation with Brandy Strand, Executive Director of Preservation Utah. The nonprofit organization, historically focused on Salt Lake Valley, is actively expanding its reach to northern and southern Utah. Mrs. Strand expressed enthusiasm about connecting with Providence and offered to conduct a Zoom presentation about how their organization could support the commission's work.
- Brendan suggested scheduling this presentation for either the February or March meeting, with Mrs. Strand holding both dates pending the commission's decision. He noted that Preservation Utah has executive board members connected with SHPO (State Historic Preservation Office) and, as a nonprofit, has more flexibility in advocacy work than government-constrained SHPO. The organization assists with Main Street grant programs, though Skarlet Bankhead clarified that Providence doesn't qualify for these grants due to lacking a traditional commercial main street district.

➤ **Item No. 5 Report SHPO vs Preservation Utah – Brendan Lee**

- This item was addressed within the previous discussion, with Brendan explaining that Preservation Utah can advocate more openly than SHPO due to its nonprofit status, while maintaining close connections with SHPO board members.

➤ **Item No. 6 Commission vs Society discussion – Skarlet Bankhead**

- Skarlet Bankhead presented her research on the distinction between historic preservation commissions and historical societies. She reported that after consulting with state officials, she learned that historical societies are overwhelmingly nonprofits set up to assist governments, with Utah's state historical society being the only government-run society in the state.
- She explained that historic preservation commissions, as established in state code, function as part of land use regulation, focusing on structures and land. Historical societies handle activities

beyond land use, such as oral histories, museums, and history books. While commissions can engage in some historical research, they must be careful when allocating tax dollars to ensure funds are used for preservation commission work.

- Skarlet cited two successful Providence examples of nonprofit partnerships: the Veterans Memorial and Pioneer Monument projects. In both cases, community groups approached the city, formed nonprofits, raised funds independently, and the city provided land and eventual maintenance support. She emphasized that such initiatives typically come from public interest rather than commission direction.
- The discussion revealed that fundraising flexibility is a key advantage of nonprofit societies, as government entities face restrictions on fundraising methods like GoFundMe or Venmo. Skarlet noted that state grants for certified local governments have narrowed their focus to land use activities, no longer covering oral histories as they once did.

➤ **Item No. 7 Report on items to be put in city newsletter – Karen Brooks**

- Karen Brooks reported that a notice had been placed in the city newsletter asking residents to share family stories from the pioneer era (1847-1920) and information about historic homes, farms, outbuildings, barns, and sheds from that period. Responses were directed to George Wootton's email address. The notice appeared in the current month's newsletter, with plans to repeat it in January and February if needed. No responses had been received yet.
- Karen Brooks confirmed the newsletter notice was published and suggested promoting it on social media through Megan. The commission discussed creating regular historical moments or stories for the newsletter and social media. George Wootton proposed that commission members take turns writing brief historical pieces, with Karen agreeing to contact Megan about securing a monthly spot for a "historic minute" - a paragraph or two about Providence history.

➤ **Item No. 8 Tasks to complete by the next meeting date – Set date for the next meeting.**

- The commission discussed several items for future meetings:
 - **Budget Planning:** With city budget preparations beginning in January-February, the commission needs to identify funding needs by March. Current fiscal year funds (\$7,000) were largely spent on July improvements, with some professional services funds remaining for items like picture framing.
 - **Certified Local Government Grant:** Skarlet will send out last year's grant application, which proposed intensive level surveys of historic homes to add to the walking tour. The application deadline is typically in mid-February.
 - **City Celebration Planning:** George emphasized the need to begin planning for historic tours during the city celebration, including arranging transportation (addressing previous issues with van capacity) and improving signage and publicity.
 - **Meeting Dates and Presentations:** After discussion about scheduling presentations from Preservation Utah and SHPO, the commission agreed to make a motion.

Motion to schedule the next HPC meeting for February 4th with Preservation Utah in attendance to provide information on how they can help the commission.- Sue Baker. 2nd- Karen Brooks

Vote:

Yea- Ken Thigpen, Susan Baker, George Wootton, Karen Brooks & Brendan Lee.

Nay-
Abstained-

Motion passed.

- Plans were made to tentatively schedule SHPO for the March 4, 2025, meeting, with Skarlet to confirm their availability.
- The commission discussed potentially revising bylaws to extend the chair position beyond one year for better continuity. Karen Brooks raised concerns about the Edgewood Hall gates, suggesting the commission could provide information about restoration funding to owner Jason Miller (Owner), though members expressed uncertainty about their expertise in this area.
- George Wootton shared that Mayor Alder had called to express excitement about the commission's increased activity and encouraged them to continue their efforts.

Motion to adjourn the meeting. – George Wootton. 2nd- Brendan Lee.

Vote:

Yea- Ken Thigpen, Susan Baker, George Wootton, Karen Brooks & Brendan Lee.

Nay-
Abstained-

Motion passed, meeting adjourned.

Minutes approve by vote of commission on this _____ day of _____ 2026.

I swear these minutes are true and correct to the best of my knowledge.

Ty Cameron, City Recorder.