



Salt Lake City and County Building Conservancy and Use Committee

Regular Meeting Minutes
Monday, December 8, 2025

The Salt Lake City and County Building Conservancy and Use Committee convened in a **Regular meeting on Monday, December 8, 2025, at Salt Lake City and County Building, Salt Lake City, Utah.**

Chair **Travis Sheppard**

4 Time called to order: 4:02 p.m.

Board Members/Commissioners in Attendance:

- Travis Sheppard (Committee Member, Chair)
- Catherine Tucker (Committee Member)
- Karen Ferguson (Committee Member)
- Caitlyn Barhorst (Committee Member)
- Steven Burt (Committee Member)
- Mark Morris (Committee Member, Vice Chair)
- Nick Pedersen (Committee Member)
- Robyn Taylor-Granda (Committee Member)

Ex-Officio Members in Attendance:

- Josh Lander (Board Manager)
- Cameron Johnson (Board Attorney, new ex-officio member)
- Sean Fyfe (City Architect)
- Karilyn Anderson (City Architect)

Presenters

- None

Public Communication: General

- None noted.

Approval of Minutes

- Motion to approve the minutes of the **November 2025 Regular Meeting** was made by **Karen Ferguson**, seconded by **Steve Burt**.
- Vote: Approved with majority vote.
 - **Ayes:** All
 - **Abstained:** Nick Pedersen (not present at previous meeting)

Discussion Items

1. Introduction of New Committee Member

Nick Peterson introduced himself:

- Visual artist and educator
- Board member of the Arts Council
- Contributor to public art projects including Wake the Great Salt Lake
- Resides in and restores a historic home built in 1886

2. Review of Committee Ordinances and Bylaws

Led by **Cameron Johnson**

- Overview of committee's legal foundation under **City Code 2.39**
- Responsibilities include advising the mayor on:
 - Use, maintenance, and preservation of the building
 - Events and public access
 - Historic fabric and furnishings
 - Meeting frequency (minimum twice/year; committee exceeds this)
 - Proxy voting prohibition
 - Use of Robert's Rules and scripted meeting format
 - Cultural expectations and committee's advisory role

3. Lighting Study Recommendation Letter

Led by **Travis Sheppard** and reviewed by committee

Purpose: Recommend a comprehensive lighting study to the mayor

- **Study scope includes:**
 - Inventory of fixtures
 - Photometric survey
 - Maintenance and code review
 - Performance analysis
 - Energy and sustainability evaluation
 - Recommendations and cost estimates

Discussion Points:

- Original lighting study recommendation was rejected (likely due to funding)
- Suggestions to improve the letter:
 - Include phased implementation
 - Address funding concerns
 - Add visuals or photos to illustrate lighting issues
 - Clarify that not all spaces require historic replicas
 - Include rough cost estimates and consultant qualifications
 - Present two options: full scope and alternate assessment-only scope

Motion:

Travis Shepard be authorized to redraft the lighting study recommendation letter incorporating the committee's feedback, distribute the revised draft electronically for final review and edits by committee members, and submit the finalized letter to the Mayor at the earliest opportunity.

Motion by: **Stephen Burt**

- Seconded by: **Caitlyn Barhorst**
- **Motion passed unanimously**

4. Fifth Floor Build-Out Discussion

Need: City attorneys require more office space

Space: Attic area on the north side of the building

Design Options Presented:

1. All cubicles
2. Walled offices in wings, cubicles in center
3. Mostly walled offices with some cubicles

Design Considerations:

- Exposed structure aesthetic vs. traditional finish
- HVAC and electrical needs
- Historic preservation and architectural integrity
- Public access (limited)
- Committee discussed feasibility and aesthetic preferences

Motion:

The committee formally express its support for the exposed structure aesthetic proposed for the attic space, and recommend that the Design and Use Guidelines be amended to reflect and accommodate this design approach.

Motion by: **Caitlyn Barhorst**

- Seconded by: **Steve Burt**
- **Motion passed unanimously**

5. Fifth Floor Breakroom Site Visit

- Informal site visit to the fifth floor break room to view tile flooring following the adjournment

Chair Recognition:

Catherine Tucker was recognized for her leadership and service as chairperson.

Acknowledged for her contributions to preserving the historic integrity of the building and her professionalism.

Adjournment

Motion to adjourn made by **Steve Burt**, seconded by **Catherine Tucker**. Motion passed unanimously.

Chair **Travis Sheppard** adjourned the meeting at **5:10 p.m.** without objection.

Next Meeting

Date: Monday, January 12, 2026