



**Minutes of the
Millcreek Historic Preservation Commission
November 10, 2022
6:00 p.m.
Regular Meeting**

The Historic Preservation Commission of Millcreek, Utah, met in a regular meeting on November 10, 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 (excused)
Tiffany Hunter Greene
Emily Johnson (virtual)
Ryan Lufkin
Andrea Maxfield

City Staff

Francis Lilly, Assistant City Manager
Alexander Wendt, Deputy Recorder
Kurt Hansen, Facilities Director
Sean Murray, Planning Admin. Assistant
Rita Lund, Communication Director

Attendees: George Pence

**REGULAR MEETING – 6:00 p.m.
TIME COMMENCED – 6:03 p.m.**

Minutes by Alexander Wendt.

Commissioner Lufkin called the meeting to order.

1. Meeting with Utah State Archives Update

Commissioner Maxfield reported on the meeting with the Utah State Archives. Mr. Kichas from the Utah State Archives told the group to start small. A group archiving records must think about sustainability. The digital preservation service has a \$2,500 a year fee to preserve these records. The Utah Historical Society has an advisory board that will help. Commissioner Johnson related that she is a member of a board that administers grants up to \$7,500 to preserve records. Commissioner Maxfield said that now the commission needs to decide how to move forward. Sean Murray, Planning Administrative Assistant, said that one benefit to a digital archive is getting photos and documents from residents, digitizing them and being able to share those digitally. Commissioner Lufkin asked about grants. Commissioner Johnson said there are grant options. Commissioner Luftkin asked where the city stores records now. Mr. Lilly said that the city has a shared drive where records are stored. Mr. Lilly said this project can get funding from the State. Commissioner Johnson said that in many cases grant funding is dependent on delivering more public access. Commissioner Lufkin said that residents are reaching out to city staff to give them their historical documents. Commissioner Johnson

explained that when the Commission asks for records they will need to decide on what types of records and the scope of the records because not all documents are useful. Mr. Murray related that certain people should oversee certain records or topics based on their goals and strengths. George Pence said he worked in historic preservation at Salt Lake County. Mr. Pence said that the historic preservation had two functions, community preservation, and the county archives. Commissioner Lufkin said the commission was young in Millcreek since they just started in March. Mr. Pence said that reaching out to Salt Lake County Archives is a good idea. They have many worthwhile records about Millcreek.

2. Finalize Historic Resource List

Mr. Lilly explained there are about 70 buildings, 7 neighborhoods, and 5 signs that are on the national register already. Mr. Lilly spoke with the State Historic Preservation office about the cost of a survey. The cost is \$35-50 per building. It would not be a lot of money to survey the 70 buildings. The whole cost could be about \$10,000. Mr. Lilly said he is confident he can find that money. However, the group needs to go through the sites in the city. Perhaps a retreat can occur and go from site by site to talk about the different buildings. It would be good to come to that meeting after doing some homework. This is enough of a task that it warrants its own meeting. Mr. Lilly hopes that finalizing a list by January would allow the survey to occur in the spring and early summer. Mr. Lilly suggests holding a second meeting in December for the group to view buildings. Commissioner Maxfield said that exterior modifications are not always problematic. Mr. Lilly suggested meeting from 11 a.m.- 2 p.m. on December 9th.

3. Review Commission/City Role and Responsibility Matrix

Mr. Lilly reviewed the city role and responsibility matrix. Mr. Lilly said historic preservation could be divided into three areas. Historic properties and markers, community awareness, and records collection and preservation. For example, in January, the Commission can work on conducting research and commission reconnaissance surveys. Then by September when the surveys are done, the commission could recommend historic sites and designations. In later years this will probably be easier. Then by December 2023 the Commission could complete informal evaluation for historic site designations. In August Millcreek could hold an open house to help other residents learn about the recommendations and goals of the Historic Preservation Commission. Community awareness and events is an effort to help the commission be involved with Venture Out, the Millcreek Arts Festival, and other events on Millcreek Common. Mr. Lilly said Aimee McConkie had the great idea of resurrecting the Pop-Up Dinner at the Baldwin Radio factory in 2023 and making that event part of a historic preservation event. The Millcreek Movie nights in July are another great event to participate in. There is an October Halloween event that the Commission could participate in. Regular food truck nights every Thursday is another option. The city writes six or seven newsletters a year. It would be nice to have historic preservation articles four times a year in the printed city newsletter. It would be wise to work on getting grant money every year. These grants are due on the second Friday in February. In December it would be wise to discuss grant efforts and apply for the grants in early February. In May, the Commission could create a website.

Commissioner Greene asked what happens when items get delayed. Mr. Lilly said start early in August and the public process can get started and create a formal recommendation. There is flex built into the schedule. Commissioner Brinton asked how much time in advance do

articles need to be written for the newsletter. Ms. Lund said about a month in advance or more. This helps account for publication issues.

4. Functionally Categorize Commission Goals and Priorities

Commissioner Lufkin asked if the matrix covers item 3 and 4. Mr. Lilly said it does. Mr. Lilly shared a slide with a list and summary of commission members and their potential field of expertise. Mr. Lilly added a section for record preservation, and organization policy. Commissioner Brinton said that writing code will be a good strength to develop.

5. Strategic Planning Discussion

Mr. Lilly explained how it makes sense to ride-along with existing events while also working on prioritizing creating a historical archive, creating a website, and writing articles for the newsletter.

6. Certified Local Government Grant Cycle Consideration for 2023-2024

Certified Local Governments can apply for a grant every other year. The grant requires a 50/50 match. Education and outreach are a good place to start. Potential projects can be any of the following: developing websites, apps, and social media focused on historic properties; preparing and printing walking tour brochures of historic properties; archeology and Preservation Month activities; and attending and participating in historic preservation related conferences and workshops. Commissioner Brinton asked about the budget for consultations. Mr. Lilly said the Planning Department has a budget for consultations. The money for this gets refilled every year. Using city funds is a good idea because then the Commission does not need to wait for the grant. It is a good idea to use General Fund balance money for projects that may have a difficult time due to time constraints. Commissioner Brinton asked how frequently surveys need to happen. Mr. Lilly explained a survey will probably need to happen every year if recommendations are made. Millcreek has a grant coordinator who is well equipped to help with this. Between now and next month, Mr. Lilly said he will reach out to Preservica. Mr. Murray said that the amount spent on this program depends on the amount of storage needed. Mr. Lilly asked that the Commission look at the Cottonwood Heights Historic Preservation website for guidance. Mr. Lilly said his strong recommendation is to use the grant to get the website going. This is a good accomplishment and helps funnel information to the public. It is accessible to everyone. Commissioner Greene said that the Commission does need to establish standards for what is collected. Commissioner Johnson said that the scope of collection would not be more than a couple hours of work. Commissioner Maxfield said it would be good to recommend teams for the tasks. Mr. Lilly agreed. Commissioner Maxfield said that Commissioner Johnson may be good to champion the records collection itself. Commissioner Johnson said that is why she joined. Commissioner Brinton said he would like to oversee historic properties. Commissioner Maxfield said she would also be interested. Mr. Lilly updated the categories. Commissioner Greene said that in the monthly meetings the commissioners could give little reports on their field.

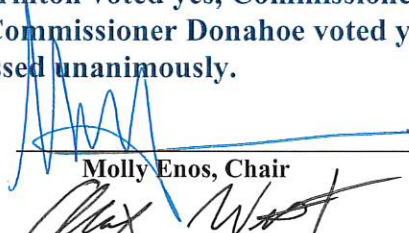
Rita Lund said that Holladay City is holding a relevant presentation on November 21st with the Director of Preservation Utah.

7. Approval of the September 14, 2022, Meeting Minutes

Commissioner Lufkin moved to approve the September 14, 2022 meeting minutes. Commissioner Maxfield seconded. Commissioner Lufkin asked for the vote. Commissioner Lufkin voted yes, Commissioner Brinton voted yes, Commissioner Maxfield voted yes, Commissioner Greene voted yes, Commissioner Donahoe voted yes, and Commissioner Johnson voted yes. The motion passed unanimously.

ADJOURNED: Commissioner Luftkin moved to adjourn the meeting at 7:28 p.m. Commissioner Donahoe seconded. Commissioner Lufkin called for the vote. Commissioner Lufkin voted yes, Commissioner Brinton voted yes, Commissioner Maxfield voted yes, Commissioner Greene voted yes, Commissioner Donahoe voted yes, and Commissioner Johnson voted yes. The motion passed unanimously.

APPROVED:



Molly Enos, Chair

Date 12.08.2022

Attest: Alexander Wendt, Deputy Recorder