



**Minutes of the
Millcreek Historic Preservation Commission
December 8, 2022
6:00 p.m.
Regular Meeting**

The Historic Preservation Commission of Millcreek, Utah, met in a regular public meeting on December 8, 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 (excused)
Kaye Donahoe
Molly Enos
Tiffany Hunter Greene (excused)
Emily Johnson (virtual)
Ryan Lufkin
Andrea Maxfield (excused)

City Staff

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

Attendees: None

REGULAR MEETING – 6:00 p.m.

TIME COMMENCED – 6:01 p.m.

Chair Molly Enos called the meeting to order.

1. Discussion on Strategic Plan and Role and Responsibility Matrix

Francis Lilly, Planning Director, described how six months ago Millcreek hired Planning Assistant Sean Murray, who was doing a fantastic job and would be promoted to Planner. One of his duties will include helping the Historic Preservation Commission (HPC). Mr. Lilly asked if the Commission was still happy with the proposed calendar of meetings (second Thursday of the month). This will be shown to the City Council the following Monday night. Chair Enos asked to add a committee report section to the agenda. Mr. Lilly said in July he would be asking the City Council for a Historic Preservation line item in the budget.

2. Discussion on Request for Proposals for a Reconnaissance Survey of Potential Historical Resources

Mr. Lilly said he believes the total cost for reconnaissance surveys will be \$15,195 for 55 buildings and 377 homes. This is a cost-effective amount for a survey. The survey deliverables include a research design report, surveys that are compliant with State Historic Preservation Office (SHPO) and National Park Service (NPS) standards, recommendations for further intensive research or National Register of Historic Places (NRHP) designations

for appropriate resources, participation in an open house, and a final report and presentation of findings to the HPC. This is standard based on other requests. Tomorrow the HPC would give direction on which buildings and which neighborhoods to pursue. The request for proposals (RFP) goes out by January 1 to the firms listed on the Utah Preservation Consultant Directory. Then the HPC can select a firm by mid-February and have surveys done in July. Commissioner Johnson asked how the city does procurement and who selects a contractor. Mr. Lilly said he would like to have a group from the HPC help select the firm.

3. Discussion on Potential State Historic Preservation Office (SHPO) Grant Application for Historic Preservation Digital Archive

Mr. Lilly said he was thrilled to find out that a digital archive was reasonably priced. Preservica starts out at \$2,580 per year and includes a public portal, Google Analytics, and 250GB of storage. It does not integrate with the Millcreek website but can be linked easily. Mr. Lilly would like to apply for the SHPO grant in January, then develop a collection policy in early spring. The site could go live in April and May. Commissioner Lufkin asked about what materials were already in Millcreek. Mr. Lilly said most of the items that Millcreek currently had were in his office or Ms. Lund's, the Communication Director. However, there was not much.

The SHPO grant application starts in January. Chair Enos asked if anyone had the chance to look to see what SHPO would like to fund. Their number one goal is to fund surveys. If the HPC is looking for a nominal amount it would make sense to think about what to fund. Mr. Lilly said that if they do not give the HPC a grant then Millcreek can fund it. Chair Enos asked if the HPC should look at additional surveys instead of the digital archive. Mr. Lilly said this is something the Commission can discuss. Commissioner Johnson said she did not get a SHPO email and is having problems with her email. Mr. Murray said he would work on this issue.

4. Approval of the November 9, 2022, Special Meeting Minutes

Commissioner Lufkin moved to approve the November 9, 2022, Special Meeting Minutes. Commissioner Donahoe seconded. Chair Enos called for the vote. Commissioner Lufkin voted yes, Commissioner Donahoe voted yes, Commissioner Johnson voted yes, and Chair Enos voted yes. The motion passed unanimously.

5. Approval of the November 10, 2022, Meeting Minutes

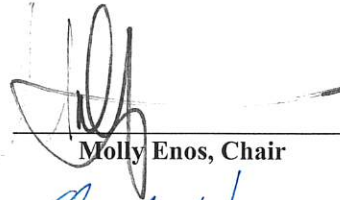
Commissioner Donahoe moved to approve the November 10, 2022, Meeting Minutes. Commissioner Lufkin seconded. Chair Enos called for the vote. Commissioner Lufkin voted yes, Commissioner Donahoe voted yes, Commissioner Johnson voted yes, and Chair Enos voted yes. The motion passed unanimously.

6. Updates from the Planning Director

There were none.

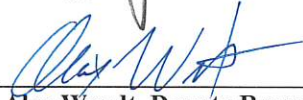
ADJOURNED: Commissioner Lufkin moved to adjourn the meeting at 6:29 p.m. Commissioner Donahoe seconded. Chair Enos called for the vote. Commissioner Lufkin voted yes, Commissioner Donahoe voted yes, Commissioner Johnson voted yes, and Chair Enos voted yes. The motion passed unanimously.

APPROVED:



Molly Enos, Chair

Date 01.12.2023

Attest: 
Alex Wendt, Deputy Recorder