



**BLUFFDALE HISTORIC PRESERVATION COMMISSION
MEETING AGENDA**

May 16, 2019

Notice is hereby given that the Bluffdale City Historic Preservation Commission will hold a public meeting **Thursday May 16, 2019 at 6:30 PM** at the Bluffdale City Hall located at **2222 West 14400 South**. Notice is further given that access to this meeting by members of the Historic Preservation Commission may be by electronic means via telephonic conference call. The agenda for this meeting is listed below. Please note that the meeting start time is approximate and subject to change.

HISTORIC PRESERVATION COMMISSION BUSINESS MEETING 6:30 PM

1. Invocation* and Pledge of Allegiance*.
2. Approval of April 11, 2019 Meeting Minutes.

Discussion Items

3. Discussion of Commissioners' status updates on historic sites (follow up from 4/11/2019 meeting).
4. Discussion of artifacts case/cabinet options.
5. Discussion of Historic Preservation Commission ordinance.
6. Historic Preservation Commission Business (planning session for upcoming items, follow up, etc.).
7. Adjournment.

Dated: May 9, 2019

Caitlyn Miller, AICP
Senior Planner, City of Bluffdale

In compliance with the American Disabilities Act, individuals needing assistance or other services or accommodation for this meeting should contact Bluffdale City at least 24 hours in advance of this meeting at (801)-254-2200. TTY 7-1-1.

*Contact Caitlyn Miller at (801)-254-2200*422 if you desire to give the Invocation or Pledge of Allegiance.

Minutes

DRAFT – FOR DISCUSSION PURPOSES ONLY

**BLUFFDALE CITY HISTORIC PRESERVATION
COMMISSION MEETING MINUTES
Thursday, April 11, 2019**

1 **Present:** Mark Hales, Chair
2 Andrea Hales, Secretary
3 Ross Jones
4 Kory Luker (arrived at 6:51 p.m.)
5 Arlene Parry
6 Rhonda Pilcher
7 John Roberts (arrived at 6:53 p.m.)
8 Mel Spencer
9 Sheila Spencer

10
11 **Absent:** Robin Thraen, Vice Chair

12
13 **Staff:** Caitlyn Miller, Senior Planner

14
15 **HISTORIC PRESERVATION COMMISSION BUSINESS MEETING**

16
17 Chair Hales called the meeting to order at 6:33 p.m.

18
19 **1. Invocation and Pledge of Allegiance.**

20
21 Rhonda Pilcher offered the Invocation. Sheila Spencer led the Pledge of Allegiance.

22
23 **2. Approval of the March 14,2019, Meeting Minutes.**

24
25 **Mel Spencer moved to approve the minutes of the March 14, 2019 meeting, as written. Ross Jones**
26 **seconded the motion. Vote on motion: Andrea Hales-Aye; Ross Jones-Aye; Arlene Parry-Aye;**
27 **Rhonda Pilcher-Aye; Mel Spencer-Aye; Sheila Spencer-Aye; Mark Hales-Aye. The motion passed**
28 **unanimously. Kory Luker and John Roberts were not present for the vote.**

29
30 **Discussion Items**

31
32 **3. Discussion of Potential Project to Obtain a Display Case for Historic Artifacts.**

33
34 Chair Hales reiterated that the goal was to obtain a display case to place somewhere in City Hall to
35 display items of historic value to Bluffdale.

36
37 In response to Mel Spencer's question as to whether there are items already under consideration to place
38 in the display case, Senior Planner, Caitlyn Miller stated that the decision would ultimately be up to the
39 Historic Preservation Commission. Currently, there is a four-foot section of an irrigation water pipe that
40 is made of wood and wrapped in wire. Chair Hales added that old photographs of historic buildings

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1 could also go into the display case. He suggested the water pipe go in its own box to alleviate further
2 deterioration since it is falling apart.

3
4 Ms. Miller stated that the Commission had to option of allocating a portion of its \$500 annual budget
5 toward the acquisition of a display case. She would move forward with that task if desired by the
6 Commission.

7
8 Mel Spencer added that a room might be needed for bigger display items, such as old farm equipment.
9 He suggested a program be established to take pictures of old homes and buildings before they are torn
10 down to make room for new development. He noted that 60 to 70 years ago, there were only about 120
11 houses in Bluffdale. Now about 100 of those homes are gone.

12
13 Commissioner Jones stated that many old homes have artifacts attached to them. People with metal
14 detectors conducted a search of his property and they found some very interesting items such as a bullet
15 casing from around 1890 and a double-barreled pistol. He would like to see those types of items in the
16 display case.

17
18 Chair Hales clarified that the issue under consideration is whether the Commission wishes to move
19 forward with the acquisition of a display case. The City Council would decide what goes in the case,
20 upon the recommendation of the Commission. Commissioner Jones opined that \$500 would not be
21 adequate for the purchase of a nice display case. Chair Hales noted that citizens could also donate, or it
22 could be part of an Eagle Scout service project. Discussion ensued on the size and type of case that
23 would be needed.

24
25 Commissioner Parry observed that there is an old home at 1446 West 14600 South that is made of
26 adobe. She suggested trying to get some of the adobe bricks before the home is demolished.

27
28 **Ross Jones moved to use the Commission budget, as best determined, to obtain a display case and**
29 **to direct Ms. Miller to work with the City to identify a potential display case, means of acquiring**
30 **said item, and a possible location for placement of the display case at City Hall. Rhonda Pilcher**
31 **seconded the motion. Vote on motion: Andrea Hales-Aye; Ross Jones-Aye; Arlene Parry-Aye;**

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1 **Rhonda Pilcher-Aye; Mel Spencer-Aye; Sheila Spencer-Aye; Mark Hales-Aye. The motion passed**
2 **unanimously. Kory Luker and John Roberts were not present for the vote.**

3
4 **4. Discussion of Commissioners’ Status Updates on Historic Sites.**

5
6 Sheila Spencer stated that Mel Spencer had the Harley Allred house at 14288 South 2200 West and the
7 granary and she had the Heber Jones home at 14460 South 2200 West and the Will Parry home at 14505
8 South 2200 West. They were still standing and are occupied. Mel Spencer noted that the Allred home
9 was built in the 1930s. The original home was brick but it has been altered substantially, so it looks
10 entirely different from the original home. The granary that is attached to the lot is likely not the original.

11
12 With regard to the Allred home at 14288 South 2200 West, Chair Hales asked if it was still eligible
13 because of the changes made and if it can be moved from “Eligible Contributing” to “Eligible,
14 Significant.” Ms. Miller explained that there are three levels of designation: the Local level, the State
15 level, and the Federal level. The Local level is typically the first level in recognizing a structure. Once
16 Local level designation occurs, the property can be presented to the State Historic Preservation Office
17 for consideration of designation at the State level. If a building or site has a history of national
18 significance, it may be eligible for designation on the National Registry. Ms. Miller stated that listing a
19 historical site locally is up to the Commission; however, the Commission would have to determine the
20 level of authenticity of the building to its original form. An example of such a determination would be a
21 home that had been made of brick in the 1930s, but had subsequently been covered with vinyl siding.

22
23 Discussion continued on the homes on 14400 South and 2200 West that were assigned to the
24 Commissioners for review. Chair Hales stated that the focus of the discussion was whether the structure
25 was still standing and should be included on the historic list. The stories behind the structures were to be
26 submitted in writing so that they would be available to the public. Chair Hales noted that if there are
27 other structures that needed to be added to the list, they could be considered.

28
29 Commissioner Roberts stated that none of the properties assigned to him had changed. He noted that he
30 had looked at Blain Parry’s house on 14400 South before it was torn down but he could not find any
31 signatures on the wall. It was noted that the home had been moved from a different location.

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1 There was discussion about what constitutes “eligible significant” as opposed to “eligible contributing.”
2 Ms. Miller stated that the plan that was agreed upon was for the Commissioners to check out the sites
3 assigned to them to determine whether the structure is still standing, in good repair, and something the
4 Commission would like to include on the Historic Sites List or propose for the City’s Landmarks
5 Register. Ms. Miller noted that the properties on 13906 South Redwood Road and 16351 South Camp
6 Williams Road are located on properties that have either been rezoned to facilitate new development or
7 vested under a new Project Plan.

8
9 Consequently, the mechanical building on South Camp Williams Road is located in the new Bringhurst
10 Station Project. The property on South Redwood Road, which is just north of the new Maverik site, has
11 been rezoned from Residential to Commercial. Ms. Miller stated that it was highly unlikely those
12 structures would be standing for much longer, so documentation would need to take place soon. Chair
13 Hales emphasized that time was of the essence. Discussion ensued on who would be responsible for
14 gathering documentation for those pieces of property.

15
16 Commissioner Pilcher stated that the home on 13906 South Redwood Road was on her list. It was built
17 in the late 1960s or early 1970s. She did not consider it to be historically significant. Commissioner
18 Parry observed that the Lester Green home to the north was older. Commissioner Roberts noted that the
19 home had been moved from its original location on 2700 West.

20
21 Chair Hales next asked Commissioner Pilcher to report on the other properties assigned to her. She
22 stated that 14012 South Redwood Road is still standing. She had a picture and could email it to
23 Ms. Miller. The remaining three homes were older and had not been altered much from their original
24 form. In response to Chair Hales’ question as to whether there were other properties that should be
25 added, Commissioner Pilcher suggested that 14126 South Redwood Road be added to the list.

26
27 Chair Hales stated that 13906 South Redwood Road should be stricken from the list because it is too
28 new and is going to be torn down. He then indicated that 14126 South Redwood Road would be added
29 to the list.

30

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1 Commissioner Roberts commented that he had more research to do on the properties assigned to him.
2 Chair Hales deferred review of those properties to the next meeting.

3
4 Mel Spencer confirmed that the properties assigned to him and Sheila Spencer are still standing. In
5 response to Chair Hales’ question as to whether the properties should still be on the list, Commissioner
6 Spencer stated that he had a difficult time looking at the word “historical” and deeming as historical
7 something that is younger than he is. Chair Hales clarified that the Bluffdale City Ordinance had defines
8 “historical” as something that is at least 50 years old, still exists, and has undergone minimal changes.

9
10 Given the parameters enumerated, Mel Spencer opined that the appearance of the Allred home is nothing
11 like it originally was; therefore, it might not qualify for the list. Chair Hales asked Commissioner
12 Spencer to conduct further review of the property.

13
14 Chair Hales reported that he received an email from Commissioner Thraen, confirming that the
15 properties assigned to her are still standing and are significant.

16
17 Commissioner Hales commented that she sent four pictures by email. All four structures on her list are
18 still standing. She stated that the home at 1630 West 14600 South is now covered in stucco but was
19 originally constructed of beige adobe. Commissioner Hales stated that because of the changes that had
20 taken place, it no longer looked historic and should be removed from the list. The other Commissioners
21 concurred. It was determined that the other homes assigned to Commissioner Hales should remain on
22 the list.

23
24 Chair Hales next discussed the properties on 1300 West, 14800 South, and 15500 South, which were
25 assigned to him. He did not find much out. In fact, he had challenges finding one of the properties
26 because 14800 South had the number 14720 South on the gate. Ms. Miller agreed to make the change.
27 It was noted that the home is one of the oldest original homes in Bluffdale, so it should remain on the
28 list. Chair Hales stated that 15500 South should be removed from the list because it was on the property
29 where the school is being built, and it is no longer there.

30
31 Discussion ensued on miscellaneous properties, particularly a home built in 1961, located at 1359 West
32 14600 South. Chair Hales observed that it meets the 50-year requirement, but the Commission needed

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1 to determine whether to have the home on the list as a Potential Eligible. The consensus was that there
2 was nothing historical about the property, so it should not be on the list. Another home was built in
3 1956; however, it still did not belong on the list.

4
5 Commissioner Jones reported that his home was built between 1880 and 1886 and is definitely historic.
6 The lot also contains an agricultural outbuilding, which is a spring house from which he gets his water.
7 There is also a two-seater outhouse on the property. As for the homes on his list, Commissioner Jones
8 confirmed that they were significant. He noted that preserving the places would be difficult because the
9 houses are worth nothing compared to the value of the land for a developer. Chair Hales remarked that
10 preservation could be accomplished through photographs. Commissioner Jones thought the homes
11 assigned to him were significant. He observed that the old adobe building at 1436 West 14600 South is
12 dilapidated and suggested it be removed from the list. Chair Hales suggested that a picture be taken of
13 the home before it is demolished so that it could be included in a display.

14
15 Commissioner Luker indicated that he would plan to review his homes at the next meeting.

16
17 Without verbally specifying the address, Commissioner Parry identified a home with siding and an
18 addition. She felt it was still significant because it was the old Hyde McFarland house. She then
19 discussed the Reynolds home, which has had a lot of changes made to it. She stated that the house at
20 13836 South 2200 West was moved on to the property and opined that it should be removed from the
21 list. The last home she discussed was at 13845 South 2200 West. She commented that it does not look
22 historic and should not be on the list.

23
24 Chair Hales stated that Commissioner Thraen emailed her feedback on the houses assigned to her. She
25 indicated that they looked significant and should remain on the list.

26
27 Chair Hales commented that the remaining homes, which were assigned to Commissioners Roberts and
28 Luker, would be discussed at the next meeting.

29
30 **5. Discussion of Historic Preservation Commission Ordinance.**

31
32 Commissioner Hales moved to table discussion on the ordinance since Commissioner Thraen was not in
33 attendance. Commissioner Hales indicated that she never received any email edits from Commissioner

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1 Thraen. Commissioner Hales added that she had seen some grammatical changes and redundancies that
2 needed to be revised. Mel Spencer stated that he and Sheila Spencer had yet not seen a copy of the
3 ordinance yet. Ms. Miller agreed to provide them with paper copies.

4
5 Discussion on the above item was tabled to the next meeting.

6
7 **6. Historic Preservation Commission Business (Planning Session for Upcoming Items, Follow-**
8 **up, etc.).**

9
10 Ms. Miller discussed the scheduling of the next meeting and stated that she would be out of town the
11 first and second Thursdays of May. The next meeting was scheduled for Thursday, May 16, at 6:30 p.m.

12
13 Commissioner Hales reported that she will need to resign from serving on the Commission because it is
14 too much to have both her and her husband serving. Chair Hales stated that she could come as often as
15 possible, without resigning. Commissioner Roberts “rejected” Commissioner Hales’ resignation.
16 Commissioner Hales rescinded her resignation.

17
18 Chair Hales invited the Commissioners to add other homes to the list as they see fit.

19
20 Ms. Miller would be prepared at the next meeting to report on her investigation of possible display
21 cases, as earlier discussed. She invited the Commissioners to send her other agenda items.

22
23 Discussion ensued on how stories might be recorded for the historical record. Sheila Spencer noted that
24 a book, which is now out of print, contained a compilation of stories from early settlers. Chair Hales
25 asked about the owner of the copyright of the book if it was to be reprinted. Sheila Spencer stated that it
26 was produced by the Daughters of the Utah Pioneers (DUP). Chair Hales suggested that the DUP could
27 give the City the right to scan the book and preserve it. Chair Hales clarified that the copyright is owned
28 by the Bluffdale Chapter of the Daughters of the Utah Pioneers. Sheila Spencer noted that Arlene Parry
29 is currently the president of the Bluffdale Chapter. Discussion ensued on how the book could be
30 scanned and/or republished. Chair Hales suggested they be digitized and included on the City’s website.

31
32 Commissioner Luker noted that there are historical buildings that are going to be demolished soon, so he
33 wanted to know of the feasibility of exploring the soil before it is scooped up and removed from the site.

34 Ms. Miller offered to check with the property owners to see if they would grant permission for

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1 Commissioner Members to go on-site and explore the buildings and soil with metal detectors.
2 Commissioner Roberts noted that he already had permission to look at the mechanical building on Camp
3 Williams Road. Chair Hales asked Ms. Miller to check into the other permissions by the next meeting.
4 Commissioner Luker, who is also a member of the Planning Commission, stated that the dirt was to be
5 moved soon.

6
7 Ms. Miller reported that after the meeting, she would like to conduct the Oath of Office for the
8 Commissioners who were unable to attend the last meeting. There were four Commissioners who still
9 needed to do that. Ms. Miller took care of that business after Chair Hales adjourned the meeting.

10
11 **7. Adjournment.**

12
13 The Historic Preservation Commission Meeting adjourned at 8:07 p.m.

14
15
16
17 _____
18 Caitlyn Miller
19 Senior Planner

20
21 Approved: _____

Item 3

Commissioner	Address	Structure Type	Status	SHPO ID#
Andrea Hales	14747 South 1690 West	Home; Crosswing	Eligible Contributing	57913
	1630 West 14600 South	Home; Hall-Parlor	Eligible Contributing	58070
	1635 West 14600 South	Home; Bungalow	Eligible Significant	57590
	1660 West 14600 South	Home; Crosswing	Eligible Contributing	61003
Mark Hales	1329 West 14600 South	Home; Bungalow	Eligible Significant	57591
	14800 South 1300 West	Home; Hall-Parlor	Eligible Significant	57687
	15500 South 1300 West	Home; WWII-Era Cottage	Eligible Significant	61154
Ross Jones	1342 West 14550 South	Agricultural Outbuilding	Eligible Significant	79942
	1342 West 14550 South	Home; Hall-Parlor	Eligible Significant	57851
	1386 West 14600 South	Home; Period Revival English Cottage	Eligible Significant	65825
	1400 West 14600 South	Home; Crosswing	Eligible Significant	57505
	1436 West 14600 South	Home; Hall-Parlor	Eligible Significant	63274
Kory Luker	1835 West 13800 South	Home; WWII-Era Cottage	Eligible Contributing	129102
	1965 West 13800 South	Home; Ranch with Carport	Eligible Contributing	129105
	1981 West 13800 South	Home; Ranch with Carport	Eligible Contributing	129106
	2001 West 13800 South	Home; Cape Cod	Eligible Contributing	129107
Arlene Parry	13836 South 2200 West	Home; WWII-Era Cottage	Eligible Contributing	60020
	13845 South 2200 West	Home; Split Entry with Garage	Eligible Contributing	129110
	13876 South 2200 West	Home; Bungalow	Eligible Contributing	57852
	14036 South 2200 West	Home; Early 20th Century, Other	Eligible Significant	62449
Rhonda Pilcher	(!) 13906 South Redwood Road	Home; Ranch	Eligible Contributing	41643
	14024 South Redwood Road	Home; Early 20th Century, Other	Eligible Contributing	61156
	14166 South Redwood Road	Home; Bungalow	Eligible Contributing	59752
	14012 South Redwood Road	Home; Victorian Eclectic/Victorian Gothic	Eligible Significant	60258
John Roberts	(!) 16351 South Camp Williams Road	Mechanical Building	Eligible Contributing	23578
	14160 South 3600 West	Home; Bungalow	Eligible Contributing	58046
	14424 South 2200 West	Home; Bungalow	Eligible Significant	61399
	14424 South 2200 West	Garage; Early 20th Century	Eligible Significant	59785
Mel Spencer	14288 South 2200 West	Granary; Victorian, Other	Eligible Significant	118883
	14288 South 2200 West	Home; Period Revival English Cottage	Eligible Significant	63425
Sheila Spencer	14460 South 2200 West	Home; Bungalow	Eligible Contributing	61398
	14505 South 2200 West	Home; Bungalow	Eligible Contributing	57592
Robin Thraen	14402 South 1690 West/1700 West	Commercial; Temple Front - Grocery Store	Eligible Contributing	119565
	14381 South 1700 West	Home; Period Revival English Tudor	Eligible Significant	82943
	14570 South 1700 West	Home; Crosswing, Victorian Queen Anne	Eligible Significant	58714

Item 4

Item 5

Chapter 2

HISTORIC PRESERVATION COMMISSION

2-2-1: PURPOSE:

2-2-2: COMMISSION ESTABLISHED; MEMBERSHIP:

2-2-3: COMMISSION DUTIES:

2-2-4: HISTORIC SITES LIST:

2-2-5: HISTORIC LANDMARK REGISTER:

2-2-6: STANDARDS FOR REHABILITATION:

2-2-1: PURPOSE:

The city recognizes that the historical heritage of the community is among its most valued and important assets. It is therefore the intent of the city to identify, preserve, protect and enhance historic areas and sites lying within the city limits. (~~Ord. 9-14-93-3, 9-14-1993~~)

2-2-2: COMMISSION ESTABLISHED; MEMBERSHIP:

A historic preservation commission is hereby established by the city with the following provisions:

- A. Membership; Terms: The commission shall consist of a minimum of five (5) members with a demonstrated interest, competence or knowledge in historic preservation, appointed by the Mayor with the advice and consent of the Ceity Ceouncil for terms of ~~not less than~~ two (2) years. The Mayor may remove any member of the historic preservation commission at any time and for any reason with the advice and consent of the City Council.
- B. Qualifications: To the extent available in the community, at least one-two (21) commission members ~~shall~~ should be a professionals, as defined by national park service regulations, from the disciplines of history, archaeology, planning, architecture or architectural history.
- C. Meetings: The commission shall meet ~~at least twice each year~~ as needed and conduct business in accordance with the open public meeting laws of the state. This includes public notification of meeting place, time and agenda items.
- D. Minutes: Written minutes of each commission meeting shall be prepared and made available for public inspection. (~~Ord. 9-14-93-3, 9-14-1993~~)

2-2-3: COMMISSION DUTIES:

The historic preservation commission shall have the following duties:

~~A. Survey And Inventory Community Historic Resources: The historic preservation commission shall conduct or cause to be conducted a survey of the historic, architectural and archaeological resources within the community. The survey shall be compatible with the Utah inventory of historic and archaeological sites. Survey and inventory documents shall be maintained and shall be open to the public. The survey shall be updated at least every ten (10) years.~~

~~B. Review Proposed Nominations To National Register: The historic preservation commission shall review and comment to the state historic preservation officer on all proposed national registry nominations for properties within the boundaries of the city. When the historic preservation commission considers a national register nomination which is normally evaluated by professionals in a specific discipline and that discipline is not represented on the commission, the commission shall seek expertise in that area before rendering its decision.~~

~~C. Advice And Information:~~

- ~~1. The historic preservation commission shall act in an advisory role to other officials and departments of government regarding the identification and protection of local historic and archaeological resources.~~
- ~~2. The historic preservation commission shall work toward the continuing education of citizens regarding historic preservation and community history. (Ord. 9-14-93-3, 9-14-1993)~~

~~D. Enforcement Of State Historic Preservation Laws: The commission shall support the enforcement of all state laws relating to historic preservation. (Ord. 9-14-93-3, 9-14-1993; amd. 2013 Code)~~

A. Advise the City Council and other interested parties in the community on matters related to historic preservation and community history.

B. Coordinate with other city entities and community organizations related to the community's history and cultural affairs.

C. Conduct, or cause to be conducted, surveys of local historic properties in compliance with standards set by the Utah State Historic Preservation Office.

D. Maintain an inventory of surveyed historic properties in a publicly accessible location.

E. Promote and conduct educational and interpretive programs related to the community's history and historic properties.

F. Review and approve or deny nominations for designation to the city's historic sites list.

G. Review and comment to the City Council on all nominations of properties to the city's historic landmark register.

H. Review and comment to the Utah State Historic Preservation Office regarding all National Register nominations of properties within the municipal boundary.

I. Apply for and administer grants and other financial aid for historic preservation and community history-related projects in the city.

2-2-4: HISTORIC SITES LIST:

The historic preservation commission may designate historic properties to the historic sites list as a means of providing recognition to and encouraging the preservation of historic properties in the community.

A. Criteria For Designating: Any district, building, structure, object or site may be designated to the historic sites list if it meets all the criteria outlined below:

1. Location: It is located within the official boundaries of the city.
2. Age: It is at least fifty (50) years old.
3. Historic Integrity: The site retains its historic integrity.
 - a. ~~It retains its historic integrity.~~ For the purposes of this chapter the term historic integrity shall be interpreted as in that there are no major alterations or additions that have obscured or destroyed the significant historic features of the building or site. Major alterations that would destroy the historic integrity include, ~~but are not limited to,~~ changes in pitch of the main roof, enlargement or enclosure of windows on the principal facades, addition of upper stories or the removal of original upper stories, covering the exterior walls with nonhistoric materials, moving the resource from its original location to one that is dissimilar to the original form and appearance of the house when viewed from the public way.
 - b. If the property does not meet the integrity requirements outlined in subsection A3a of this section, it may still qualify for designation if it meets at least one of the following requirements for exceptional significance:
 - (1) It is directly associated with events of historic significance in the community; or-
 - (2) It is closely associated with the lives of persons who were of historic importance to the community; or-
 - (3) ~~Exhibits~~ It exhibits significant methods of construction or materials that were used within the historic period.
4. Documentation: It has been documented according to the Utah ~~state~~ State ~~historic~~ Historic ~~preservation~~ Preservation ~~office~~ Office standards for intensive level surveys (~~October 1991 version or subsequent revisions~~) and ~~copies of that documentation have been placed in the local and state~~

historic preservation files.

B. Designation Procedures: Any person, group or governmental agency may nominate a property for listing in the city historic sites list. The nomination and listing procedures are as follows:

1. Completed intensive level survey documentation in accordance with the requirements of the Utah State Historic Preservation Office for each nominated property must be submitted ~~in duplicate~~ to the historic preservation commission.
2. The commission will review and consider ~~properly submitted~~ nominations at its next ~~scheduled~~ meeting. The commission will ~~notify~~ provide a courtesy notice to the nominating party, ~~either orally or in writing, one week~~ ten (10) calendar days prior to the meeting that the nomination will be considered, ~~and will place that item on the agenda posted for the meeting. The one week notification may be waived at the nominating party's option in order to accommodate "last minute" submittals, though no nomination will be reviewed if it is submitted to the commission less than forty eight (48) hours prior to the meeting.~~
3. The historic preservation commission will review the documentation for completeness, accuracy and compliance with the criteria for designating historic properties to the city historic sites list and will make its decision accordingly.

C. Results Of Designation; Certificate; Altering, Demolishing Site:

1. Owners of officially designated historic sites may obtain a historic site certificate from the historic preservation commission. The certificate contains the historic name of the property, the date of designation, and signatures of the ~~mayor~~ Mayor and the historic preservation commission chairperson.
2. If a historic site is to be demolished or extensively altered, efforts will be made to document its physical appearance before that action takes place.
 - a. ~~The city will delay issuing a demolition permit for a maximum of one week and will notify a member of the historic preservation commission, which will take responsibility for the documentation.~~
 - ba. Documentation ~~will~~ should include, ~~at minimum,~~ exterior photographs (both black and white and color ~~slides~~) of all elevations of the historic building. When possible, both exterior and interior measurements of the building ~~will~~ should be made in order to provide an accurate floor plan drawing of the building.
 - c. ~~The demolition permit will be issued after one week of the initial application whether or not the commission has documented the building. The permit may be issued earlier if the commission completes its documentation before the one week deadline.~~
 - d. The documentation will be kept in the commission's historic site files, which are open to the public.

D. Removal Of Properties from List: Properties which, ~~in the opinion of the historic preservation~~

~~commission, are determined by the commission to~~ no longer meet the criteria for eligibility may be removed from the historic sites list after review and consideration by the ~~committee~~commission. ~~(Ord. 9-14-93 3, 9-14-1993)~~ The commission will provide a courtesy notice to the owner of the property of the meeting date and time at which the property's removal from the historic sites list will be considered no later than ten (10) calendar days prior to the scheduled meeting. Findings for removal shall be made on the record. The property owner(s) may have their property removed from the city's historic sites list by submitting a written request to the historic preservation commission.

2-2-5: HISTORIC LANDMARK REGISTER:

Significant historic properties may be designated to the historic landmark register for the purposes of recognizing their significance and providing incentives and guidelines for their preservation.

A. Criteria For Designating: Any district, building, structure, object or site may be designated to the historic landmark register if it meets all the criteria outlined below:

1. It is located within the official boundaries of the city.
2. It is currently listed ~~in-on~~ the ~~national~~National register ~~Register of historic~~Historic places ~~Places~~, or it has been ~~official~~determined eligible for listing ~~by the commission~~ ~~in the national register of historic places~~under the provisions of 36 CFR 60.6(s). Properties listed on or determined eligible for the ~~national~~National register ~~Register~~ must, in addition to retaining their integrity, meet at least one of the following ~~national register~~criteria:
 - a. ~~Associated~~Be associated with events that have made a significant contribution to the broad patterns of our history; or
 - b. ~~Associated~~Be associated with the lives of persons significant in our past; or
 - c. Embody the distinctive characteristics of a type, period or method of construction, or that represent the work of a master, or that possess high artistic values, or that represent a significant and distinguishable entity whose components may lack individual distinction; or
 - d. Have yielded, or ~~may~~be likely to yield, information important in prehistory or history (archeological sites, for example).
3. The owner(s) of the property approves of the action to designate ~~his/her~~their property to the historic landmark register and has submitted to the commission a written statement to that effect.

B. Designation Procedures:

1. Official designation proceedings must begin with the submittal of a ~~written request~~n application for designation by the property owner to the commission chairperson. This application shall include completed intensive level survey documentation in accordance with the requirements of the Utah

State Historic Preservation Office. The ~~letter~~ documentation must identify the property by its address and historic name, give the date the property was listed in the national register or officially determined eligible, and include a statement verifying that the property owner is indeed the owner of legal record of the property proposed for designation. This official request may be preceded by informal contacts with the property owner by commission members, private citizens, local officials or others regarding designation of the property.

~~2. Upon receipt of the written request for designation, the commission chairperson shall arrange for the nomination to be considered at the next commission meeting, which shall be held at a time not to exceed thirty (30) days from the date the request was received. The commission will review and consider nominations at its next meeting. The commission will provide a courtesy notice to the nominating party ten (10) calendar days prior to the meeting that the nomination will be considered. The commission will forward a recommendation to the City Council for final designation on the city historic landmark register.~~

~~3. a~~ The decision recommendation by the commission shall be based on the eligibility of the property in terms of meeting the criteria for designating properties to the city historic landmark register. The commission shall forward its recommendation in writing to the ~~city~~ City council Council ~~within fourteen (14) days.~~

~~4. Upon receiving a recommendation from the commission, t~~ The city ~~City council Council~~ may, by approval and passage of an appropriate resolution, designate properties to the city historic landmark register. Following designation, a notice of such shall be mailed to the owner(s) of record, together with a copy of this chapter.

C. Notification And Recording Of Designation: When historic properties have been officially designated to the city historic landmark register by the ~~city~~ City council Council, the commission shall promptly notify the owner(s) of ~~those properties~~ the designated properties. The ~~commission city~~ shall record the historic landmark register status designation with the county recorder's office.

D. Results Of Designation:

~~1. Properties designated to the historic landmark register may receive special consideration in the granting of zoning variances or conditional use permits in order to encourage their preservation. (Ord. 9-14-93-3, 9-14-1993)~~

~~2. In the event of rehabilitation of the property, local building officials will consider waiving certain code requirements in accordance with the international building code, which deals with historic buildings. (Ord. 9-14-93-3, 9-14-1993; amd. 2013 Code)~~

~~3~~ 1. Owners of a historic landmarks landmark may seek assistance from the historic preservation commission in applying for grants or tax credits for rehabilitating their properties.

~~4~~ 2. Proposed repairs, alterations or additions to buildings listed on the historic landmarks landmark register are subject to the review and ~~approval~~ comment of the historic preservation commission ~~and the subsequent review and approval of the city council.~~ The purpose of this review is to ensure

encourage the preservation of historic materials and features to the greatest degree possible.

- a. Applications for permits pertaining to historic landmark properties shall be submitted to the historic preservation commission for its review prior to submittal to the building department, forwarded by the building inspector to the historic preservation commission prior to their issuance.
- b. ~~At its next scheduled meeting~~ The commission shall hold a meeting to review the proposed repairs, alterations or additions within thirty (30) calendar days of receiving the proposal; ~~The commission shall review the applications and proposed work for compliance with the secretary of the interior's standard for rehabilitation, hereafter referred to as the "standards".~~ Copies of the commission's comments shall be sent to the building official and the property owner.
- c. ~~The commission's recommendation shall be forwarded within three (3) days to the city council for its consideration. The recommendation must indicate which of the standards the commission's decision was based on and, where appropriate, a brief explanation. Copies of the recommendation shall be sent to the building inspector and the property owner at the same time.~~
- d. ~~The city council shall schedule the matter for its next city council meeting and, upon review of the historic preservation commission's recommendation and other comments given at the meeting, make a decision regarding the appropriateness of the proposed action. Approved projects will be issued a certificate of historical appropriateness which authorizes the building permit to be issued.~~

E. ~~Removal by Property Owner(s) Of Properties: Properties which, in the opinion of the historic preservation commission, no longer meet the criteria for eligibility may be removed from the historic landmark register after review and consideration by the commission. The property owner shall be advised by mail of the historic preservation commission meeting during which the removal will be considered. The owner will be notified of the decision of the commission and will have thirty (30) days to appeal the decision of the commission to the city council. However, nothing in this chapter shall be construed to prevent an owner from removing his property from the historic landmark register as the owner in his sole discretion shall deem appropriate. The property owner(s) may have their property removed from the city's historic landmark register by submitting a written request with reasoning for the removal to the City Council. Following such removal by passage of a resolution, a notice of removal from the city historic landmark register will be recorded at the Salt Lake County Recorder's Office. Further, the city shall not accept any liability whatsoever for an owner's decision to remove property from the historic register. (Ord. 9-14-93-3, 9-14-1993)~~

F. Removal by City: Properties which no longer meet the criteria for eligibility may be removed from the historic landmark register by the City Council after receiving a recommendation by the commission. The property owner shall be advised by mail of the meeting(s) during which the removal will be considered. Following such removal by passage of a resolution, a notice of removal from the city historic landmark register will be recorded at the Salt Lake County Recorder's Office. The owner will be notified of the decision of the City Council and will have thirty (30) calendar days to appeal the decision of the City Council to the District Court. Nothing in this chapter shall be construed to prevent an owner from removing their property from the historic landmark register as the owner in their sole discretion shall deem appropriate.

F. Enforcement: The provisions of this section are subject to the enforcement provisions established in the international building code, as adopted by the city. (Ord. 9-14-93-3, 9-14-1993; amd. 2013 Code)

2-2-6: STANDARDS FOR REHABILITATION:

The following "standards for rehabilitation" shall be used by the historic preservation commission and ~~city~~City Council when determining the historic appropriateness of any application pertaining to historic landmark properties:

- A. A property shall be used for its historic purpose or be placed in a new use that requires minimal change to the defining characteristics of the building and its site and environment.
- B. The historic character integrity, as defined in section 4(A)(3)(a) of this chapter, of a property shall be retained and preserved. The removal of historic materials or alteration of features and spaces that characterize a property shall be avoided.
- C. Each property shall be recognized as a physical record of its time, place and use. Changes that create a false sense of historical development, such as adding conjectural features or architectural elements from other buildings, shall not be undertaken.
- D. Most properties change over time; those changes that have acquired historic significance in their own right shall be retained and preserved.
- E. Distinctive features, finishes and construction techniques, or examples of craftsmanship that characterize a property, shall be preserved.
- F. Deteriorated historic features shall be repaired rather than replaced. Where the severity of deterioration requires replacement of a distinctive feature, the new feature shall match the old in design, color, texture and other visual qualities and, where possible materials. Replacement of missing features shall be substantiated by documentary, physical or pictorial evidence.
- G. Chemical or physical treatments, such as sandblasting, that cause damage to historic materials shall not be used. The surface cleaning of structures, if appropriate, shall be undertaken using gentlest means possible.
- H. Significant archaeological resources affected by a project shall be protected and preserved. If such resources must be disturbed, mitigation measures shall be undertaken. If at any time an archaeological resource is discovered on an active project site, work must cease until the Utah Division of State History has been notified and has provided further instruction.
- I. New additions, exterior alterations or related new construction shall not destroy historic materials that characterize the property. ~~The new work shall be differentiated from the old and shall be compatible with the massing, size, scale and architectural features to protect the historic integrity~~

of the property and its environment. (~~Ord. 9-14-93-3, 9-14-1993~~) New additions to historic buildings should be subordinate to the original building, that is, lower in height, attached to the rear or set back along the side, and subordinate in scale and architectural detailing. Window and door openings should be similar in size and orientation (vertical or horizontal) to openings on historic buildings and take up about the same percentage of the overall façade as the original building.

- J. New additions and adjacent or related new construction shall be undertaken in such a manner that, if removed in the future, the essential form and integrity of the historic property and its environment would not be impaired. (~~Ord. 9-14-93-3, 9-14-1993; amd. 2013 Code~~)

Historic Preservation Commission Business