



**BLUFFDALE HISTORIC PRESERVATION COMMISSION
MEETING AGENDA
September 12, 2019**

Notice is hereby given that the Bluffdale City Historic Preservation Commission will hold a public meeting **Thursday September 12, 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 July 11, 2019 Meeting Minutes.

Business Items

3. Historic Preservation Commission Business (planning session for upcoming items, follow up, etc.).
4. Adjournment.

Dated: September 6, 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, July 11, 2019**

1 **Present:** Mark Hales, Chair
2 Robin Thraen, Vice Chair
3 Ross Jones
4 Mel Spencer
5 Sheila Spencer
6 Arlene Parry
7 Rhonda Pilcher
8

9 **Absent:** Andrea Hales
10 Kory Luker
11 John Roberts
12

13 **Staff:** Caitlyn Miller, Senior City Planner
14

15 **HISTORIC PRESERVATION COMMISSION BUSINESS MEETING**
16

17 Chair Hales called the meeting to order at 6:42 p.m.
18

19 **1. Invocation and Pledge of Allegiance.**
20

21 Connie Jones offered the Invocation. Mark Hales led the Pledge of Allegiance.
22

23 **2. Approval of the May 16, 2019, Meeting Minutes.**
24

25 **Ross Jones moved to approve the minutes of the May 16, 2019 Historic Preservation**
26 **Commission Meeting. Sheila Spencer seconded the motion. Vote on motion: Robin Thraen-**
27 **Aye, Ross Jones-Aye, Mel Spencer-Aye, Sheila Spencer-Aye, Arlene Parry-Aye, Rhonda**
28 **Pilcher-Aye, Chair Mark Hales-Aye. The motion passed unanimously.**
29

30 **Discussion Items**
31

32 **1. Report on the 2019 Utah Preservation Conference by Commissioner Ross Jones.**
33

34 Commissioner Jones began reported that the conference was excellent and very well run. There
35 was a presentation on how to preserve adobe and to make adobe homes earthquake tolerant.
36 Commissioner Jones commented that he received literature filled with minutia, but the concept of
37 preservation was fascinating. The conference also addressed not only preservation but attempted
38 to inspire and provoke a more creative presence and sustainable future. Bluffdale is the

DRAFT – FOR DISCUSSION PURPOSES ONLY

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

1 beneficiary of a creative history and needs to ensure a sustainable future for generations to come.
2 He mentioned an organization called Restoration Utah, which is a valuable resource.

3
4 Commissioner Jones next enumerated some of the presentations he heard, including:

- 5
- 6 1. How to rehab exterior stucco;
- 7 2. Resaving historic structures;
- 8 3. How to apply to get on the National Register, which is a tough process.

9
10 Since the Historic Preservation Commission is part of the Utah Certified Local Government
11 (CLG) Program, Commissioner Jones emphasized that he learned that there are grants available to
12 work on historic structures. In one instance, there is a grant for \$10,000 that also requires
13 matching funds that can come from a variety of sources. He noted that most grants would be
14 funded if they were for eligible projects, which is determined by the local organization. He felt the
15 Historic Preservation Commission should begin the application process for grants.

16
17 Discussion ensued on ideas that would qualify and those that would not. Senior City Planner,
18 Caitlyn Miller noted that matching funds can be in the form of materials, time, or in-kind
19 donations. There was discussion on scenarios where cash or in-kind donations could be proposed
20 for additional grant funding. For example, if a homeowner wishes to put new stucco on their
21 house, they could provide their personal funds as the matching donation and then receive grant
22 funds, provided that the Historic Preservation Commission approves of the project. Ms. Miller
23 reiterated that the Historic Preservation Commission is the representative body for the Bluffdale
24 CLG and would determine which projects would go forward on the applications. It was
25 determined that this would be a good time of the year to begin looking at ideas for which grants
26 could be applied.

27
28 Chair Hales noted that it would be essential to ensure that there are no conflicts of interest,
29 particularly with the members of the Historic Preservation Commission.

DRAFT – FOR DISCUSSION PURPOSES ONLY

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

1 In response to Commissioner Thraen’s question as to whether matching funds have to be upfront
2 money or paid back, Ms. Miller clarified that they involve upfront money. With regard to Chair
3 Hales’ question regarding accountability, Ms. Miller explained that there would be a project report
4 and proof of payment of matching funds.

5
6 Chair Hales noted that there would need to be a way of informing citizens of the opportunity to
7 apply for historic renovation grants. Several options were suggested, with social media being the
8 primary method. Commissioner Jones offered to develop blank forms so that people could start
9 thinking about ideas to submit to the Historic Preservation Commission. Ms. Miller remarked that
10 the State CLG has prepared fliers that could be used to help get the word out to the public. The
11 City could also prepare its own flier. Ms. Miller was happy to develop a timeline to facilitate the
12 application process. The fliers and application form would have to include a definition of what
13 constitutes a historic structure. That question will be answered in the City Ordinance regarding
14 Historic Preservation, which was part of tonight’s meeting agenda. Discussion ensued on the
15 types and merits of applications that might be submitted for consideration by the Historic
16 Preservation Commission. It was noted that just because a house might be old does not
17 necessarily mean it would be historical. The main issue was that the public needs to be made
18 aware of this opportunity.

19
20 Commissioner Jones brought up the issue of how to delay demolition of a historical structure in
21 connection with a new building project. He suggested the possibility of including verbiage in the
22 Ordinance to make the delay possible so that the Historic Preservation Commission can document
23 the historical structure before it is demolished. There would need to be an assurance that the delay
24 would be minimal. The documentation would include photos and elevations of the structure. One
25 example was the Bringhurst Station. It was stressed that it is very important to the Historic
26 Preservation Commission that this important landmark be documented before it is removed. Ms.
27 Miller stated that Fire Chief/Commissioner Roberts indicated that the developers of the Bringhurst
28 Station project would notify him before the building is torn down. Thus far, Chief Roberts had not
29 heard anything. Commissioner Jones volunteered to facilitate a group visit to the site to prepare
30 the documentation.

DRAFT – FOR DISCUSSION PURPOSES ONLY

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

1
2 Ms. Miller stated that the Porter Rockwell statue and monument have been relocated. She invited
3 those who facilitated the move to report to the Historic Preservation Commission.

4
5 **2. CONSIDERATION AND RECOMMENDATION on Proposed Amendments to**
6 **Chapter 2-2: “Historic Preservation Commission.”**
7

8 In response to Chair Hales’ question as to whether the statement on providing notification to the
9 Historic Preservation had been removed, Ms. Miller checked the document and stated that there
10 was language that stated that “Applications for permits pertaining to historic landmark property
11 shall be submitted to the Commission before they are submitted to the Building Department.”
12 Thus, before any permits are pulled for modification or demolition, the applicant would appear
13 before the Commission before submitting the building permit. Once the building permit is
14 submitted, by State Law the City has a certain amount of time in which the plan review must be
15 completed and respond with any comments the City may have at that point.

16
17 The applicant’s appearance before the Historic Preservation Commission would have the sole
18 purpose of letting the applicant know that the Commission would like to document the historic
19 structure before anything takes place. That documentation would need to occur in a timely
20 manner. Ms. Miller emphasized that if a structure is placed on the National Landmark Register,
21 any changes that are proposed would have to be brought to the Historic Preservation Commission
22 before a building permit could be issued. Structures that are not on the Historic List are not
23 included in the ordinance.

24
25 Chair Hales stated that while visiting with one of the Co-Chairs of the Economic Development
26 Citizens Committee, he was told that if there was a historic building, the developer could be
27 encouraged to try to somehow preserve the structure by incorporating it into the development. Ms.
28 Miller explained that before this Commission was established, there had been a 19-year gap since
29 the last Historic Preservation Commission existed. Therefore, it has been a long time since there
30 were conversations of note about historic properties in Bluffdale.

DRAFT – FOR DISCUSSION PURPOSES ONLY

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

1 The key consideration is whether a property is on the City’s Historic List or on the National
2 Landmark Register because when properties have some sort of historic designation, the property
3 owner would be notified that the property is listed on the Landmark Register. In response to the
4 question as to whether a quorum would be needed to meet with a developer, given the time-
5 sensitivity of the process, Ms. Miller stated that a quorum of at least six members would have to
6 be present in order to take any official action. Also, for a special meeting, there would have to be
7 at least a 24-hour notice of the meeting. Ms. Miller concurred that ideally, all historic structures
8 would remain standing, but sometimes that option is not viable, so some sort of documentation of
9 the structure would be valuable before demolition takes place.

10
11 Ms. Miller agreed that she would make the changes to the ordinance as requested by the
12 Commission. Commissioner Thraen noted that if an old structure is being rehabilitated, there
13 would need to be some sort of allowance for a waiver of at least some of the current building
14 codes in order to preserve the character of the historic structure. She emphasized that she was not
15 advocating any compromise to safety with any waivers. Ms. Miller said that she could include that
16 language in the ordinance to some extent, based on her conversation with the City Attorney
17 regarding the State’s five criteria for granting variances. Ms. Miller stated that she would visit
18 with the City Attorney to ensure that the provisions of the ordinance were legally permissible. She
19 added that the City Council may choose to modify the Land Use Ordinance at some point to
20 facilitate the preservation of historic structures.

21
22 **Mark Hales moved to approve the proposed amendments to Chapter 2-2: “Historic**
23 **Preservation Commission,” with the modifications discussed in today’s meeting. Robin**
24 **Thraen seconded the motion. Vote on motion: Robin Thraen-Aye, Ross Jones-Aye, Mel**
25 **Spencer-Abstained, Sheila Spencer-Aye, Arlene Parry-Aye, Rhonda Pilcher-Aye. Mark**
26 **Hales-Aye. The motion passed unanimously with one abstention.**

27
28 Ms. Miller stated that she would make the changes and forward the ordinance to the City Council.
29 Chair Hales said that something was needed in writing and it could always be tweaked after it is

DRAFT – FOR DISCUSSION PURPOSES ONLY

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

1 approved by the City Council. Ms. Miller remarked that at the earliest, this item could be on the
2 August 28, 2019, City Council agenda.

3
4 **3. Discussion Related to Establishing a Historic Homes Tour.**

5
6 Places that were previously identified include the dormitory and the school. Other places that
7 were suggested at today’s meeting included Robin Thraen’s home and Ross Jones’ home. Chair
8 Hales stated that professional photographs would be needed of the inside and outside of the
9 structures to be placed on the Bluffdale website. A map could also be created, along with some
10 videos. Commissioner Jones had concerns about providing too much information about his or any
11 other home. There would need to be a designated day and time when people could visit the
12 different places. Commissioner Thraen suggested that notice go out to determine who would be
13 amenable to including their home for the Historic Homes Tour. There would need to be narratives
14 developed and the people would have to specify whether the tour was of the exterior only, or of
15 the exterior and interior. Ms. Miller stated that she would be happy to include in the City
16 Newsletter a query of interest for participating in the Historic Homes Tour. She surmised that
17 there would be more people who would be willing to do just an exterior tour than both interior and
18 exterior. In response to Chair Hales’ question regarding the possibility of establishing a Facebook
19 group, Ms. Miller said she would ask about the possibility of doing so. She noted that the City has
20 been trying to consolidate the use of social media to ensure consistency of the information that is
21 disseminated.

22
23 Commissioner Sheila Spencer suggested the creation of a booklet as a means of helping people
24 when they want to see the exterior of the homes included in the Historic Homes Tour. Chair Hales
25 said that rather than publishing a booklet, the pictures could be scanned and placed on the City’s
26 website. He opined that the use of modern technology would have greater appeal to younger
27 residents because they want to feel connected to the past, but through social media such as
28 Facebook, Twitter, and Instagram. The stories would also be included on the website.

29
30 Commissioner Pilcher suggested the use of podcasts, as well, to get the stories out to the public,
31 especially younger people. Chair Hales also suggested the use of the City’s drone for creating

DRAFT – FOR DISCUSSION PURPOSES ONLY

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

1 videos of historic sites. Ms. Miller stated that the City has a staff member, Engineering Designer,
2 Kevin Thompson, who is licensed as a drone pilot. She was confident he would be happy to help
3 out with this endeavor. Chair Hales suggested a call go out to people who would be willing to be
4 interviewed so that their stories can become part of Bluffdale’s historical record. In response to
5 the question regarding the availability of people who could take pictures, Ms. Miller said that there
6 are several City employees with that ability. In particular, she identified Public Information
7 Officer, Natalie Hall, and Senior City Planner, Jennifer Robison. Chair Hales stated that anyone
8 was welcome to take pictures. It was emphasized that pictures need to include stories so that they
9 are meaningful and interesting.

10
11 **4. Discussion Related to Recording and Preserving Local Stories and Oral Histories.**
12

13 The above discussion took place in conjunction with agenda item number three.
14

15 **5. Historic Preservation Commission Business (Planning Session for Upcoming Items,**
16 **Follow-up, etc.)**
17

18 In response to the question regarding the status of the display cabinet, Ms. Miller said she had
19 spoken with the City Manager. He was open to letting the Historic Preservation Commission have
20 some display cabinets in the front hall. They will be the half-height of cabinets so that people can
21 look at the items from the front and from the top. He encouraged the procurement of the cabinets.
22 In addition, the budget was increased from \$500 to \$1,000. Consequently, Ms. Miller will be able
23 to get two or perhaps three display cases. The Commissioners were delighted with this news.
24 Since the collection of artifacts is ongoing, Ms. Miller suggested that the cabinets be purchased
25 right away and stored until they are ready for use. She indicated that there were enough artifacts
26 to fill at least one cabinet right away.

27
28 When Chair Hales confirmed that Ms. Miller was suggesting that the cabinets be purchased right
29 away while the money is available, he and the other Commissioners expressed their hearty
30 approval of the idea so that the cabinets would all be the same. Ms. Miller agreed to notify the
31 Commissioners when the cabinets are in the City’s possession to get set up. The artifacts available
32 currently include an old irrigation pipe, an old toilet from the Bringhurst Station so that it could at

DRAFT – FOR DISCUSSION PURPOSES ONLY

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

1 least be photographed, some books of poetry from previous residents, history of Bluffdale books,
2 pens, maps, old clay marbles, an old revolver, and small farm implements. Some of the items
3 would be on loan from residents or donated.

4
5 Chair Hales suggested that the newsletter article include an invitation to donate or lend historical
6 artifacts to be put on display at City Hall. Noting that the Historic Preservation Commission had
7 several items for the City Newsletter, Chair Hales sought to confirm that the Mayor would allow
8 all of the items to be included in the newsletter. Ms. Miller said she would check with the Mayor.
9 The newsletter is included in the water bill and is posted on the City website.

10
11 The next Historic Preservation Commission Meeting was scheduled for September 12, 2019 at
12 6:30 p.m.

13
14 **6. Adjournment.**

15
16 The Historic Preservation Commission Meeting adjourned at 7:48 p.m.

17

18

19

20 _____
21 Caitlyn Miller, AICP
22 Senior Planner, City of Bluffdale

23

Approved: _____