Minutes of the Centerville City Landmarks Commission meeting held Thursday, March 23, 2017 at 7:00 p.m. at Centerville City Hall, 250 North Main Street, Centerville, Utah in the Conference Room.

MEMBERS PRESENT
Brett Christison
Brian Plummer, Chair
Jeanne Randall
Vivian Talbot

MEMBER ABSENT
Kevin Egget

OTHERS PRESENT
Cassie Younger, Assistant Planner
Stephanie Ivie, City Council Liaison (arrived at 7:13 p.m.)
Katie Rust, Recording Secretary

ELECTION OF CHAIR AND VICE CHAIR

Commissioner Talbot made a motion to retain Brian Plummer as Chair of the Landmarks Commission. Commissioner Randall seconded the motion, which passed by unanimous vote (4-0). Commissioner Talbot made a motion to appoint Brett Christison as Vice Chair of the Landmarks Commission. Commissioner Randall seconded the motion, which passed by unanimous vote (4-0).

NEED FOR NEW MEMBERS

The Commission discussed the need to recruit new members. Two positions are currently available. Chair Plummer said he intends to put the word out on social media. Applications are available from the City Recorder. Chair Plummer commented that it would be nice to have another member representing the Deuel Creek Historic District. Councilwoman Stephanie Ivie arrived at 7:13 p.m.

REQUEST FOR PROPOSALS

Cassie Younger, Assistant Planner, updated the Landmarks Commission regarding the Request For Proposals (RFP) process for the Lawrence house and the Randall gas station. She said an updated list of individuals is needed, as only one response was received. The existing grant funds would cover the National Register bid, but the bid for intensive level surveys is too high. Ms. Younger and the Commission discussed the desire to resend the RFP. Grant funds need to be used by August of this year, and the desired work will take approximately three months to complete. It was agreed that Ms. Younger will email RFP packets to individuals on the list and give one week for a response. A decision can be made within a week after that, and the process can move forward.

Commissioner Talbot made a motion to resend the RFP for the National Register and intensive level surveys. Chair Plummer seconded the motion, which passed by unanimous vote (4-0). The Landmarks Commission will postpone a response on the existing bid until responses are received for the second request. Ms. Younger said she will talk to City Manager Thacker regarding how soon a response needs to be given. Chair Plummer said he will talk to individuals in the appraisal business and communicate with Ms. Younger to help in the decision process.
BUILDING PERMIT REVIEW FOR DEUEL CREEK HISTORIC DISTRICT

Ms. Younger said she would like to solidify and simplify the incentive qualifications for building permit fee reduction for the benefit of individuals applying, as well as staff and the Commission. Ms. Younger said she would bring a revised list to the next meeting for consideration. Chair Plummer agreed it is important to streamline the process for those applying.

KIOSK FOR HISTORIC DISTRICT

The Commission discussed the desire to install a permanent informative kiosk within the DCHD. They also discussed a desire to have a booth at Founders Park during the City’s 4th of July celebration to promote both the Landmarks Commission and the historic district. Commissioner Talbot commented that signage on the streets within the district itself would be nice. She suggested the permanent kiosk would need to be structurally sound enough to withstand wind storms. Chair Plummer agreed, and added that he wouldn’t want it to look cheap or tacky. Councilwoman Ivie said there has been some talk of having a logo designed for the DCHD that could be used on signage. Commissioner Christison sketched a suggested layout for the permanent kiosk (attached), and the Commission responded enthusiastically to his idea. The Commission discussed the desire to be able to make changes to the kiosk as properties are added to the Historical Register.

CALENDAR

- It was suggested that the summer social be combined with the historic home walking tour near the end of the summer. Chair Plummer suggested Saturday, September 9th as a tentative date, and said it would be nice to have the kiosk in place, or at least a model available by that time.

- Chair Plummer agreed to write a message from the Chair for the next issue of the Timeline Newsletter. Councilwoman Ivie suggested the issue request artistic renderings for a logo for the historic district. She commented that, when the DCHD was created, attention was brought to fact that there are other historic areas within the City. If the logo is not specific to the DCHD, it could be used for any historic districts created within the City in the future. Commissioner Randall suggested opening up the design opportunity to residents in the district. Commissioner Talbot said she feels additional historic districts need to be considered as soon as current issues are resolved. The request for logo ideas could include direction that the logo should be appropriate for the DCHD, as well as any future historic district within the City. The issue of Timeline should also include an introduction of new Landmarks Commissioners, and the date of the historic walking tour/social.

- Ms. Younger will check on the dates of the State Historic Preservation Conference.

ADJOURNMENT

At 8:30 p.m. Commissioner Randall made a motion to adjourn until April 27, 2017. Chair Plummer seconded the motion, which passed by unanimous vote (4-0).
Landmarks Commission
Minutes of Meeting of March 23, 2017

Brian Plummer, Chair

Katie Rust, Recording Secretary

Date Approved

6-1-2017