

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

4 **MEMBERS PRESENT**

5 Brett Christison
6 Brian Plummer, Chair
7 Jeanne Randall
8 Vivian Talbot

9 **MEMBER ABSENT**

10 Kevin Eggett

11 **OTHERS PRESENT**

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

15
16 **ELECTION OF CHAIR AND VICE CHAIR**

17
18 Commissioner Talbot made a **motion** to retain Brian Plummer as Chair of the
19 Landmarks Commission. Commissioner Randall seconded the motion, which passed by
20 unanimous vote (4-0). Commissioner Talbot made a **motion** to appoint Brett Christison as Vice
21 Chair of the Landmarks Commission. Commissioner Randall seconded the motion, which
22 passed by unanimous vote (4-0).
23

24 **NEED FOR NEW MEMBERS**

25
26 The Commission discussed the need to recruit new members. Two positions are
27 currently available. Chair Plummer said he intends to put the word out on social media.
28 Applications are available from the City Recorder. Chair Plummer commented that it would be
29 nice to have another member representing the Deuel Creek Historic District. Councilwoman
30 Stephanie Ivie arrived at 7:13 p.m.
31

32 **REQUEST FOR PROPOSALS**

33
34 Cassie Younger, Assistant Planner, updated the Landmarks Commission regarding the
35 Request For Proposals (RFP) process for the Lawrence house and the Randall gas station.
36 She said an updated list of individuals is needed, as only one response was received. The
37 existing grant funds would cover the National Register bid, but the bid for intensive level surveys
38 is too high. Ms. Younger and the Commission discussed the desire to resend the RFP. Grant
39 funds need to be used by August of this year, and the desired work will take approximately three
40 months to complete. It was agreed that Ms. Younger will email RFP packets to individuals on
41 the list and give one week for a response. A decision can be made within a week after that, and
42 the process can move forward.
43

44 Commissioner Talbot made a **motion** to resend the RFP for the National Register and
45 intensive level surveys. Chair Plummer seconded the motion, which passed by unanimous vote
46 (4-0). The Landmarks Commission will postpone a response on the existing bid until responses
47 are received for the second request. Ms. Younger said she will talk to City Manager Thacker
48 regarding how soon a response needs to be given. Chair Plummer said he will talk to
49 individuals in the appraisal business and communicate with Ms. Younger to help in the decision
50 process.
51

1 **BUILDING PERMIT REVIEW FOR DEUEL CREEK HISTORIC DISTRICT**
2

3 Ms. Younger said she would like to solidify and simplify the incentive qualifications for
4 building permit fee reduction for the benefit of individuals applying, as well as staff and the
5 Commission. Ms. Younger said she would bring a revised list to the next meeting for
6 consideration. Chair Plummer agreed it is important to streamline the process for those
7 applying.
8

9 **KIOSK FOR HISTORIC DISTRICT**
10

11 The Commission discussed the desire to install a permanent informative kiosk within the
12 DCHD. They also discussed a desire to have a booth at Founders Park during the City's 4th of
13 July celebration to promote both the Landmarks Commission and the historic district.
14 Commissioner Talbot commented that signage on the streets within the district itself would be
15 nice. She suggested the permanent kiosk would need to be structurally sound enough to
16 withstand wind storms. Chair Plummer agreed, and added that he wouldn't want it to look
17 cheap or tacky. Councilwoman Ivie said there has been some talk of having a logo designed for
18 the DCHD that could be used on signage. Commissioner Christison sketched a suggested
19 layout for the permanent kiosk (attached), and the Commission responded enthusiastically to
20 his idea. The Commission discussed the desire to be able to make changes to the kiosk as
21 properties are added to the Historical Register.
22

23 **CALENDAR**
24

- 25 • It was suggested that the summer social be combined with the historic home walking
26 tour near the end of the summer. Chair Plummer suggested Saturday, September
27 9th as a tentative date, and said it would be nice to have the kiosk in place, or at least
28 a model available by that time.
29
- 30 • Chair Plummer agreed to write a message from the Chair for the next issue of the
31 Timeline Newsletter. Councilwoman Ivie suggested the issue request artistic
32 renderings for a logo for the historic district. She commented that, when the DCHD
33 was created, attention was brought to fact that there are other historic areas within
34 the City. If the logo is not specific to the DCHD, it could be used for any historic
35 districts created within the City in the future. Commissioner Randall suggested
36 opening up the design opportunity to residents in the district. Commissioner Talbot
37 said she feels additional historic districts need to be considered as soon as current
38 issues are resolved. The request for logo ideas could include direction that the logo
39 should be appropriate for the DCHD, as well as any future historic district within the
40 City. The issue of Timeline should also include an introduction of new Landmarks
41 Commissioners, and the date of the historic walking tour/social.
42
- 43 • Ms. Younger will check on the dates of the State Historic Preservation Conference.
44

45 **ADJOURNMENT**
46

47 At 8:30 p.m. Commissioner Randall made a **motion** to adjourn until April 27, 2017.
48 Chair Plummer seconded the motion, which passed by unanimous vote (4-0).
49

1
2
3
4
5
6
7
8
9
10
11
12

Brian M. Plummer

Brian Plummer, Chair

6-1-2017

Date Approved

Katie Rust, Recording Secretary

