



**SPECIAL MEETING AGENDA
HERITAGE AND LANDMARK COMMISSION
Thursday, February 12, 2026**

Special Meeting

NOTICE is hereby given that the Summit County Heritage and Landmark Commission will meet in special session on Thursday, February 12, 2026 at the anchor location of the Courthouse in Conference Room 1, 60 North Main, Coalville, UT, and electronically via Zoom at 3:00 p.m.

To participate in the meeting, you may attend at the anchor location noted above or join the Zoom

webinar: [https://summitcountyut.zoom.us/j/86855998313?](https://summitcountyut.zoom.us/j/86855998313?pwd=aE5TRGdSbEFXM2xLSmhPYIE4M1VSdz09)
[pwd=aE5TRGdSbEFXM2xLSmhPYIE4M1VSdz09](https://summitcountyut.zoom.us/j/86855998313?pwd=aE5TRGdSbEFXM2xLSmhPYIE4M1VSdz09)

1. Call to Order
 1. Call to Order by Chair
2. Possible Approval of Minutes
 1. Approval of Minutes from October 16, 2025 Meeting
[Minutes October 16 - draft.pdf](#)
3. Business
 1. Election of Chair and Vice-Chair for 2026
 2. Proposed 2026 Meeting Schedule
[Heritage and Landmark Commission Proposed Schedule.pdf](#)
4. Presentation and Discussion
 1. Discussion and possible recommendation of changes to Summit County Code regarding Heritage and Landmark Commission
[Ord 2026-XX.pdf](#)
 2. Discussion and Possible Approval of Strategic Plan
[Heritage and Landmark Commission Strategic Plan -draft.pdf](#)
 3. Update on Commission Expansion and RFP
5. Public Comment regarding items not on the agenda
Limit comments to 3 minutes. Please provide name.
6. Adjournment



Minutes

Summit County Heritage and Landmark Commission October 16, 2025 Summit County Courthouse Conference Room 1

Members of the Commission, presenters, and members of the public could attend by electronic means, using Zoom (phone or video). Such members could fully participate in the proceedings as if physically present.

Present: Derek Siddoway, Jocelyn Scudder, Margaret Olson, Dalton Gackle, Dan Compton, Joe Frazier, and Ryan Stack

Quick recap

The Heritage and Landmark Commission held a strategic planning retreat where they discussed various topics including construction status, board recruitment, and potential expansion of their mission to include museum preservation efforts. The group explored options for improving the Summit County Historical Museum, including potential relocation and funding opportunities, while also discussing the need to expand their board membership and increase community engagement. The commission outlined their strategic goals and reviewed budget requests for 2026, including plans for surveys and partnerships with preservation organizations, while also addressing code cleanup processes and museum staffing needs.

Next steps

- Joe to talk with Tonja Hanson about the Commission's ambitions and ideas, including expanding the scope to include the museum.
- Ryan to work on code cleanup to combine the Heritage and Landmark Commission with the Historical Society.
- Joe to prepare a strategic plan document with the three main goals and send it to the Commission members.
- Commission members to provide individual feedback to Joe on the strategic plan document.
- Joe to add the strategic plan to the January agenda for formal vote and adoption.

- Joe to ask Amy to advertise for the three open Commission positions.
- Commission to work on developing policy that provides protections to historic buildings.
- Joe to talk to Mike Crystal about integrating the museum into building renovation ideas.
- Joe to connect with the communications team about creating historical content for the Summit County social media.
- Margaret to provide historical content/photos for social media posts.
- Commission to share job postings for new members on local Facebook pages when they are published.

Summary

Heritage Commission Strategic Planning Retreat

The Heritage and Landmark Commission held a strategic planning retreat on October 16th. The meeting began with introductions of commission members present and online. They also touched on board member recruitment efforts.

Historic Preservation Board Expansion Plan

The board discussed strategic planning for historic preservation, focusing on expanding board membership from 5 to 9 members to include more diverse representation from Summit County. They identified funding limitations as a key challenge, with Jocelyn suggesting the need to explore additional funding sources beyond the CLG grant. The group also discussed creating a Summit County historic landmark designation program to complement national landmark status, while Joe highlighted the need for better public education about historic preservation designations.

Summit Museum Expansion Plans

The group discussed the potential expansion of their mission to include the preservation and enhancement of the Summit County Historical Museum, currently housed in the basement of the county building. They explored ideas for improving the museum, such as acquiring a new location, hiring a curator, and creating a more professional display of artifacts. The board considered revising their mission statement to allow for this type of work, which would also open up new funding opportunities. They also discussed the importance of community engagement and social media presence to highlight local heritage.

Heritage Commission Expansion Plans

The group discussed expanding the scope of the heritage and historic preservation commission, including potentially merging it with the Historical Society and creating a new code to provide protections for historic properties. They explored the process of getting properties listed on the National Register and considered ways to educate landowners about the significance of historic buildings. The group agreed to present their ideas to the County Council in January or later and to

seek funding for surveys and other preservation efforts. They also discussed the possibility of using TRT (Transient Room Tax) funds to support a Summit County Museum.

Museum Relocation Options Discussion

The group discussed the potential relocation of the museum, considering both the benefits of increased accessibility and the drawbacks of losing its current location in the Summit County Courthouse. They explored various options, including integrating the museum into the renovation plans for the current building, moving it to the Skull Candy Building, or placing it in the historic Ure Ranch. Jocelyn suggested the idea of establishing a museum in the Spring Chicken building, which could also serve as an arts center, and proposed organizing history walks along the rail trail. Concerns were raised about the lack of public access upstairs in the Skull Candy Building and the need for a new building due to space constraints for other departments.

Strategic Goals and Budget Planning

The commission discussed their three strategic goals: policy work, museum vitality, and education/community engagement. They reviewed their budget request to County Council for 2026, which includes funding for a reconnaissance-level survey and additional projects. The group agreed to partner with organizations like Preservation Utah to leverage existing knowledge and expertise and considered holding in-person meetings at different locations throughout the county. They also clarified that commissioners can serve a maximum of three terms, which can be non-consecutive.

Museum Operations and Recruitment Planning

The group discussed code cleanup and approval processes, with Margaret suggesting they could present it at the January meeting rather than needing a special meeting. They also explored the possibility of creating an Instagram account for the museum, with Margaret offering to serve as content manager. The board agreed to advertise three openings for museum positions, with a focus on recruiting candidates from different areas of the county and discussed the process for reviewing applications and conducting interviews.



Heritage and Landmark Commission

Proposed 2026 Meeting Schedule

Meetings begin at 4:00 pm

Thursday, January 22, 2026

Summit County Courthouse, Conference Room 1

Thursday, April 16, 2026

Sheldon Richins Building, Small Conference Room

Thursday, July 16, 2026

Summit County Courthouse, Conference Room 1

Thursday, October 15, 2026

PEAK Building, Room TBD

**SUMMIT COUNTY, UTAH
ORDINANCE NO. 2026-XX**

**AN ORDINANCE AMENDING SUMMIT COUNTY CODE TITLE 2, CHAPTER 2, AND
TITLE 2, CHAPTER 37, BY REASSIGNING THE RESPONSIBILITIES OF THE
SUMMIT COUNTY HISTORICAL SOCIETY TO THE SUMMIT COUNTY HERITAGE
AND LANDMARK COMMISSION**

PREAMBLE

WHEREAS, Chapter 2 of Title 2, Summit County Code, establishes and outlines the duties of the Summit County Heritage and Landmark Commission (the “Commission”); and

WHEREAS, Chapter 2 of Title 37, Summit County Code, establishes and outlines the duties of the Summit County Historical Society (the “Society”); and

WHEREAS, Title 37 provides for the appointment of a Board of Trustees to carry out the Society’s duties, but any such board positions have been unfilled since 2014; and

WHEREAS, The Commission is currently operational and comprised of both County staff and community member volunteers; and

WHEREAS, the Commission has the present interest and ability to carry out those duties otherwise assigned to the Society’s Board of Trustees; and

WHEREAS, the Summit County Council finds it in the best interests of both the County and its citizens to reassign the Society’s duties to the Commission. The Society has not been operational for over ten (10) years and the Commission is active and willing to assume these additional responsibilities;

NOW, THEREFORE, the County Council of the County of Summit, State of Utah, ordains as follows:

Section 1. Title 2, Chapter 2 of the Summit County Code is amended as depicted in Exhibit A, which is incorporated herein by reference.

Section 2. Title 2, Chapter 37 of the Summit County Code is amended as depicted in Exhibit B, which is incorporated herein by reference.

Section 3. Effective Date. This Ordinance shall take effect immediately after publication.
ENACTED this ____ day of _____, 2026.

ATTEST:

SUMMIT COUNTY COUNCIL

Evelyn Furse
Summit County Clerk

Canice Harte, Chair

APPROVED AS TO FORM

Ryan P.C. Stack
Deputy County Attorney

VOTING OF COUNTY COUNCIL:

Councilmember Armstrong	_____
Councilmember Hanson	_____
Councilmember Harte	_____
Councilmember McKenna	_____
Councilmember Robinson	_____

EXHIBIT A
PROPOSED AMENDMENTS

REDLINES TO BE REMOVED UPON APPROVAL

CHAPTER 2

SUMMIT COUNTY HERITAGE AND LANDMARK COMMISSION

SECTION:

2-2-1: Purpose

2-2-2: Established

2-2-3: Duties Of Commission

2-2-4: Conduct Of Commission Members

2-2-1: PURPOSE:

The county council recognizes that the historical **record and** heritage of the county community **is are** among its most valued and important assets. It is therefore the intent of the county council to **preserve and share county history, and to** identify, preserve, protect and enhance historic areas and sites lying within the boundaries of the county.

2-2-2: ESTABLISHED:

A Summit County heritage and landmark commission is hereby established in the county as follows:

A. Membership; Appointment; Vacancy; Removal: The commission shall consist of at least five (5) members, but no more than nine (9) members, each of whom has demonstrated interest, competence or knowledge in historic preservation. Commissioners shall be appointed by the county manager with the advice and consent of the county council to serve terms of three (3) years. Each commissioner may serve a maximum of three (3) terms. In the event that a vacancy shall occur during the term of any commissioners, a successor shall be appointed for the unexpired portion of the term by the county manager. Commissioners shall not be considered employees or officers of the county based on their membership on the commission. However, nothing in this section precludes an employee or officer of the county from serving as a member of the commission. The county manager may remove any member of the commission, at any time, without cause.

B. Professional Members: To the extent available in the community, two (2) commissioners shall be "professionals", as defined by national park service regulations, from disciplines of history, archaeology, planning, architecture or architectural history.

C. Meetings: The commission shall meet at least twice each year and conduct business in compliance with the Utah open public meeting law, including public notification of meeting places, times and agenda items.

D. Minutes: Written minutes of each commission meeting shall be prepared, preserved and made available for public inspection.

E. Attendance: Each commissioner shall be responsible for attending all scheduled meetings of the commission. Should circumstances arise where a commissioner is unable to attend a scheduled meeting, the commissioner shall be responsible for notifying the chair, the director of community development, or his/her designee, as soon as possible. Commissioners who fail to attend three (3) regular meetings of the commission within any consecutive three (3) month period may, at the discretion of the manager, be removed from the commission.

F. Quorum: The attendance of a majority of commissioners shall constitute a quorum. All official acts of the commission shall be by majority vote of those then present.

G. Compensation: Commissioners shall serve without compensation.

H. Officers: The commission shall **annually** elect from its members a chair **and** a vice chair, ~~and a secretary annually.~~

I. Conduct Of Business: The commission shall conduct its business according to bylaws, which the county council shall adopt, with the commission meeting as needed to act on the business of the commission.

J. Historian: The county manager shall appoint and employ a qualified person to serve as the county historian. The county historian shall act as the executive and administrative officer, as well as the secretary, to the Commission.

2-2-3: DUTIES OF COMMISSION:

The Summit County heritage and landmark commission shall have the following duties:

A. Survey And Inventory Community Historic Resources: The commission shall conduct, or cause to be conducted, a survey of the historic, architectural and archaeological resources within the county. 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 public inspection. The survey shall be updated at least every ten (10) years.

B. Review Proposed Nomination To National Register: The commission shall review and comment to the state historic preservation officer on all proposed national registry nominations for properties within the boundaries of the county. When the 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 comments or decisions on review.

C. Submit Budget Proposal: Submit an annual budget proposal to the county manager.

D. Provide Advice And Information:

1. The commission shall act in an advisory role to the county manager, county council or to other officials and departments of government regarding identification and protection

of local historic and archaeological resources, or any other matter within the purview of the county under Utah Code Annotated section 17-50-326, as amended.

2. The commission shall foster continuing education of county citizens regarding historic preservation and community history.

E. Enforcement Of State Historic Preservation Laws: The commission shall support the enforcement of all state laws relating to historic preservation. These include, but are not limited to, Utah Code Annotated section 9-8-501 et seq., "the historical preservation act"; Utah Code Annotated sections 9-8-305, 9-8-307 and 9-8-308 regarding protection of Utah antiquities; and Utah Code Annotated section 9-8-404 regarding notification of the state historic preservation office of any known or proposed action which will destroy or affect a site, building or object owned by the state and included on, or eligible for, the state or national registers.

F. Annual Presentation: The commission shall make an annual presentation to the county manager and county council of its goals, budget, and activities.

G. Historical Records

1. The commission shall research, assemble, preserve, and disseminate material and information relevant to the social, cultural, economic, and religious history of Summit County.

2. The commission shall maintain a Summit County historical museum.

2-2-4: CONDUCT OF COMMISSION MEMBERS:

A. Ethical Principles: The following ethical principles shall guide the actions of the commission and its members in carrying out the powers and duties described above:

1. Serve The Public Interest: The primary obligation of the commission and each member is to serve the public interest.

2. Support Citizen Participation In Decision Making: The commission shall ensure a forum for meaningful citizen participation and expression in the process and assist in the clarification of community goals, objectives, and policies.

3. Recognize The Comprehensive And Long Range Nature Of Decisions: The commission and its members shall continuously gather and consider all relevant facts, alternatives and means of accomplishing them, and explicitly evaluate all consequences before making a recommendation or decision.

4. Facilitate Coordination Through The Process: The commission shall ensure that individuals and public and private agencies possibly affected by a prospective decision receive adequate information far enough in advance of the decision.

5. **Avoid Conflict Of Interest:** Commission members shall avoid conflicts of interest and even the appearance of impropriety. At the commencement of any matter before the commission, members shall divulge in public, any past, present, or expected relationship with any party affiliated with such matter. A member with a potential conflict of interest shall abstain from voting on the matter, not participate in any deliberations on the matter, and leave the commission table, but may remain in the chamber. The member shall also not discuss the matter privately with any other official voting on the matter.
6. **Render Thorough And Diligent Service:** If a commission member has not sufficiently reviewed relevant facts and advice affecting a public decision, that member should not participate in that decision.
7. **Not Seek Or Offer Favors:** A commission member must not directly or indirectly solicit any gift or accept or receive any gift (whether in money, services, loans, travel, entertainment, hospitality, promises, or in some other form) under circumstances in which it could be reasonably inferred that the gift was intended or could reasonably be expected to influence them in the performance of their duties or was intended as a reward for any recommendation or decision on their part.
8. **Not Disclose Or Improperly Use Confidential Information For Financial Gain:** A commission member shall not disclose or improperly use confidential information for financial gain, and must not disclose to others confidential information acquired in the course of their duties or use it to further a personal interest.
9. **Ensure Full Disclosure At Public Meetings:** The commission shall ensure that the presentation of information on behalf of any party to a question occurs only at the scheduled public meeting on the question, not in private, unofficially, or with other interested parties absent, and must make partisan information regarding the question received in the mail or by telephone or other communication part of the public record.
10. **Maintain Public Confidence:** A commission member must conduct himself/herself publicly so as to maintain public confidence in the public body, and the commissioner's performance of the public trust.
11. **Respect For And Courtesy To Other Commission Members, Public And Staff:** Each commission member has the same rights and privileges as any other member. Any member has the right to be heard and to hear what others have to say about items being considered by the commission.

EXHIBIT B

PROPOSED AMENDMENTS

REDLINES TO BE REMOVED UPON APPROVAL

CHAPTER 37

~~RESERVED SUMMIT COUNTY HISTORICAL SOCIETY~~

SECTION:

~~2-37-1: Purpose~~

~~2-37-2: Established~~

~~2-37-3: Board Of Trustees~~

~~2-37-4: Duties~~

~~2-37-5: Historical Society Revolving Fund~~

~~2-37-6: Conduct Of Board Members~~

~~2-37-1: PURPOSE:~~

~~The county has determined that the historical record of Summit County can best be identified, preserved and perpetuated through the establishment of a historical society under the direction of the county manager.~~

~~2-37-2: ESTABLISHED:~~

~~There is hereby established a Summit County historical society which shall be governed by a board of trustees.~~

~~2-37-3: BOARD OF TRUSTEES:~~

~~A. Membership; Appointment; Vacancy; Removal: The board of trustees shall consist of no fewer than seven (7) members and no more than eleven (11) members, each of whom has demonstrated interest, competence or knowledge in historic preservation. Members shall be appointed by the county manager with the advice and consent of the county council to serve terms of three (3) years. Each board member may serve a maximum of three (3) terms. In the event that a vacancy shall occur during the term of any member, a successor shall be appointed for the unexpired portion of the term by the county manager. Board members shall not be considered employees or officers of the county based on their membership on the board. However, nothing in this section precludes an employee or officer of the county from serving as a member of the board. The county manager may remove any member of the board, at any time, with or without cause.~~

~~B. Meetings: Regular meetings of the board shall be held in January, April, July and October each year at a time and place agreed upon by the board and shall conduct its business in compliance with the Utah open public meeting law, including public notification of meeting places, times and agenda items. Special meetings may be held any time at the call of the chairman, or of any three (3) members of the board.~~

~~C. Minutes: Written minutes of each board meeting shall be prepared, preserved and made available for public inspection.~~

~~D. Attendance: Each society member shall be responsible for attending all scheduled meetings of the society. Should circumstances arise where a member is unable to attend a scheduled meeting, the member shall be responsible for notifying the chair or his/her designee, as soon as possible. Members who fail to attend three (3) regular meetings of the society within any consecutive three (3) month period may, at the discretion of the manager, be removed from the historical society.~~

~~E. Quorum: The attendance of a majority of the board shall constitute a quorum. All official acts of the board shall be by majority vote of those then present.~~

~~F. Compensation: Members of the board shall serve without compensation, but their actual and necessary expenses incurred in the performance of their official duties may be paid from the historical society revolving fund.~~

~~G. Officers: During the April meeting of the board, it shall elect from its members a chairman. The board shall also elect a vice chairman and treasurer from its members. The term of office shall be two (2) years or until a successor shall have been duly elected and installed.~~

~~H. Historian: The county manager shall appoint and employ a qualified person to serve as the county historian. The county historian shall act as the executive and administrative officer, as well as the secretary, to the society.~~

~~2-37-4: DUTIES:~~

~~The historical society shall have the following duties:~~

~~A. The historical society shall research, assemble, preserve and disseminate material and information relevant to the social, cultural, economic, and religious history of Summit County.~~

~~B. The historical society shall maintain a Summit County historical museum.~~

~~C. The historical society shall present to the county council and county manager in April of each year a report on the activities of the historical society.~~

~~2-37-5: HISTORICAL SOCIETY REVOLVING FUND:~~

~~A. There shall be created a special fund to be known as the "Summit County historical society revolving fund". Monies received and deposited in said fund shall be used to pay salaries of employees and operating expenses of the society, and for costs of printing books, pamphlets or periodicals published by the society, or renting or purchasing property.~~

~~B. The county council shall budget and appropriate funds annually to the fund.~~

~~C. The society is authorized to receive bequests, gifts and endowments of money or property. All receipts, including those from the sale of any and all books, pamphlets, periodicals, or items published by the society shall be credited to the fund, and deposited with the Summit County~~

treasurer.

~~D. Audits of the fund shall be included as part of the general audit of the county, and as the Summit County auditor shall direct.~~

2-37-6: CONDUCT OF BOARD MEMBERS:

~~A. Ethical Principles: The following ethical principles shall guide the actions of the board and its members in carrying out the powers and duties described above:~~

~~1. Serve The Public Interest: The primary obligation of the board and each member is to serve the public interest.~~

~~2. Support Citizen Participation In Decision Making: The board shall ensure a forum for meaningful citizen participation and expression in the process and assist in the clarification of community goals, objectives, and policies.~~

~~3. Recognize The Comprehensive And Long Range Nature Of Decisions: The board and its directors shall continuously gather and consider all relevant facts, alternatives and means of accomplishing them, and explicitly evaluate all consequences before making a recommendation or decision.~~

~~4. Facilitate Coordination Through The Process: The board shall ensure that individuals and public and private agencies possibly affected by a prospective decision receive adequate information far enough in advance of the decision.~~

~~5. Avoid Conflict Of Interest: Members shall avoid conflicts of interest and even the appearance of impropriety. At the commencement of any matter before the board, members shall divulge in public, any past, present, or expected relationship with any party affiliated with such matter. A member with a potential conflict of interest shall abstain from voting on the matter, not participate in any deliberations on the matter, and leave the board table, but may remain in the chamber. The member shall also not discuss the matter privately with any other official voting on the matter.~~

~~6. Render Thorough And Diligent Service: If a member has not sufficiently reviewed relevant facts and advice affecting a public planning decision, that member should not participate in that decision.~~

~~7. Not Seek Or Offer Favors: A member must not directly or indirectly solicit any gift or accept or receive any gift (whether in money, services, loans, travel, entertainment, hospitality, promises, or in some other form) under circumstances in which it could be reasonably inferred that the gift was intended or could reasonably be expected to influence them in the performance of their duties or was intended as a reward for any recommendation or decision on their part.~~

~~8. Not Disclose Or Improperly Use Confidential Information For Financial Gain: A member shall not disclose or improperly use confidential information for financial gain, and must not disclose to others confidential information acquired in the course of their duties or use it to further a personal interest.~~

~~9. Ensure Full Disclosure At Public Meetings: The board shall ensure that the presentation of information on behalf of any party to a question occurs only at the scheduled public meeting on the question, not in private, unofficially, or with other interested parties absent, and must make partisan information regarding the question received in the mail or by telephone or other communication part of the public record.~~

~~10. Maintain Public Confidence: A member must conduct himself/herself publicly so as to maintain public confidence in the public body, and the member's performance of the public trust.~~

~~11. Respect For And Courtesy To Other Members, Public And Staff: Each member has the same rights and privileges as any other member. Any member has the right to be heard and to hear what others have to say about items being considered by the board.~~

Heritage and Landmark Commission

Strategic Plan

2026– 2028

1. Update and improve County Code and other County Policies regarding the Heritage and Landmark Commission and Historic Preservation.

- a. Discuss with County Council the possibility of combining the Heritage and Landmark Commission with the Historical Society in County Code.
- b. Create new code that allows for single commission to oversee both areas, including the Summit County History Museum.
- c. Craft policy and/or code that strengthens historic preservation within the county.
- d. Increase the number of board members to seven (7) people with an emphasis on representation from the east side of the county.

2. Improve and Protect the Vitality of the Summit County History Museum.

- a. Present options for the future home of the museum to Administration.
- b. Develop plans for additional funding for the museum including one-time source funding and ongoing funding.
- c. Create and adopt formal policies for museum operation such as accession and deaccession policies,

3. Improve Community Outreach, Education, and Engagement regarding Historic Preservation.

- a. Redesign History Office portion of the County website with a section on Historic Preservation.
- b. Sponsor lectures/discussions presented by Historic Preservation experts. Possible sources are Preservation Utah, Utah State Historic Preservation Office, Utah State Historical Society.
- c. Continue to apply for grants to continue RLS Survey of the County as well as targeted ILS Surveys of individual properties.

- d. Create a Summit County Preservation Award to increase interest and awareness of Historic Preservation efforts.

DRAFT