Regular meeting of the Heritage and Landmark Commisison. AGENDA
HERITAGE AND LANDMARK COMMISSION
Thursday, July 30, 2026

NOTICE is hereby given that the Summit County Heritage and Landmark Commission will meet in regular session on Thursday, July 30, 2026 at the anchor location of the Summit County Courthouse in Conference Room 1, 60 North Main Street, Coalville, UT, and electronically via Zoom at 4:00 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?pwd=aE5TRGdSbEFXM2xLSmhPYlE4M1VSdz09

1. Call to Order

2. Introduction of New Commission Members
1. Introduction of New Members and Explanation of Commissioner Terms
   062526 Members no address.pdf

3. Possible Approval of Minutes
1. Consideration of approval of minutes dated April 16, 2026.
   April 16 Minutes draft.pdf

4. Presentation and Discussion
1. Presentation by Kirk Huffaker on progress of RLS project.
2. Budget discussion and possible museum relocation discussion

5. Updates and Additional Business
1. Update regarding Ordinance 1011 amending Summit County Code Title 2, Chapter 2 and 37.
   1011.pdf
2. Strategic Plan update and review
   Heritage and Landmark Commission Strategic Plan 7-15-26.docx

6. Public Comment regarding items not on the agenda
Limit comments to 3 minutes. Please provide name.

7. Adjourn

SUMMIT COUNTY HERITAGE AND LANDMARK COMMISSION

3-year terms expiring October 31st of each year
No more than three consecutive terms

NAME	EMAIL ADDRESS	ADDRESS	CONTACT NUMBERS	TERM EXPIRES	# of Terms	1st appointed
Derek Siddoway	dsiddoway@summitcountyutah.gov			2025	1	2022
Dalton Gackle	dalton@parkcityhistory.org			2025	1	2022
Margaret Olson	molson@summitcountyutah.gov			2025	1	2022
Jocelyn Scudder	jocelyn@pcscarts.org			2025	1	2022
Charity Richins	charityrichins@yahoo.com			2028	1	6/24/26
Kendall Kelley	kendall@pcscarts.org			2028	1	6/24/26
Rich Bullough	bullough@me.com			2028	1	6/24/26
Joe Frazier Staff	jfrazier@summitcountyutah.gov					2021

Last updated 6/25/26

Minutes

Summit County Heritage and Landmark Commission
April 16, 2026
4:00 pm
Richins Building, 1885 W Ute Blvd, Park City
Small Conference Room

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, Dalton Gackle, Dan Compton, Joe Frazier.

1. Call to Order

1. Call to Order by Chair
   Chair Jocelyn Scudder called the meeting to order at 4:08 pm when a quorum was present.

2. Possible Approval of Minutes

1. Approval of Minutes from February 12, 2026, Meeting
   Commissioner Gackle made a motion to approve the minutes of the February 12, 2026, meeting. Motion was seconded by Commissioner Siddoway. All voted in favor.

3. Presentation and Discussion

1. Discussion and consideration of approval of Jeremy Ranch Stone Cabin National Historic Register Nomination.

This is the first Historic Register Nomination to come before the Commission so a discussion of the process was undertaken. The Jeremy Ranch Stone Cabin was discussed and pictures and information presented. It was explained that the Commission was meant to approve or deny the nomination based on if the cabin appeared to meet the eligibility criteria. The Utah SHPO would make a final decision based on more specialized assessment.
Commissioner Gackle made a motion to recommend that the Jeremy Ranch Stone Cabin appears to meet the criteria for the National Register of Historic Places and that the nomination be forwarded to the Utah SHPO Review Committee. Second by Commissioner Siddoway. All voted in favor.

4. Additional Business

1. Update regarding RLS Survey Grant

Kirk Huffaker of Kirk Huffaker Preservation Strategies provided a short update on his plan for the survey. He mentioned that he is not yet under contract.

2. Update regarding proposed Ordinance 2026-XX.

This is on the County Council Agenda for the May 20th meeting. Joe will share the expected time when the agenda for that meeting is available.

DRAFT

3. Update regarding additional board members.
One person has applied for the board. Current Commission members will share the advertisement for Commission members with their respective professional circles.

5. Public Comment regarding items not on the agenda
No public comment was received.

6. Adjourn
Commissioner Gackle made a motion to adjourn, second by Commissioner Siddoway. All voted in favor.

DRAFT

SUMMIT COUNTY, UTAH
ORDINANCE NO. 1011

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 6 day of May, 2026.

ATTEST:

Malena Stevens
Summit County Clerk

SUMMIT COUNTY COUNCIL

Canice Harte, Chair

APPROVED AS TO FORM

Ryan P.C. Stack
Deputy County Attorney

VOTING OF COUNTY COUNCIL:

Councilmember Armstrong	aye
Councilmember Hanson	absent
Councilmember Harte	aye
Councilmember McKenna	aye
Councilmember Robinson	aye

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. The historian, consistent with the county's donation policies, may work with the county manager to accept donations of personal property to the Summit County historical museum.

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, and preserve material and information relevant to the social, cultural, economic, and religious history of Summit County. The commission may, in coordination with the Communication and Public Engagement Department and the Department of Heritage and Arts, 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. Completed 4/1/26
    b. Create new code that allows for single commission to oversee both areas, including the Summit County History Museum. Completed 5/20/26
    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. Completed 6/26/26
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.