



**PARK CITY COUNCIL MEETING
SUMMIT COUNTY, UTAH
August 31, 2017**

PUBLIC NOTICE IS HEREBY GIVEN that the City Council of Park City, Utah will hold its regularly scheduled meeting at the Marsac Municipal Building, City Council Chambers, 445 Marsac Avenue, Park City, Utah for the purposes and at the times as described below on Thursday, August 31, 2017.

CLOSED SESSION

2:00 p.m. To Discuss Property, Personnel and Litigation

WORK SESSION

3:45 p.m. Council Questions and Comments

4:00 p.m. – Affordable Housing Update **PAGE 4**

4:30 p.m. – Community Engagement & Diverse Community Participation Update **PAGE 13**

5:00 p.m. – Discuss Council Priorities: Environmental Health and Conservation of Natural Resources **PAGE 21**

5:30 p.m. – Project ABC: Arts, Beauty, Culture Update **PAGE 30**

REGULAR MEETING

6:00 p.m.

I. ROLL CALL

II. RECOGNITIONS AND APPOINTMENTS

1. Consideration to Approve Resolution No. 22-2017, a Resolution Acknowledging Robert 'Nick' Calas' Retirement from Park City Municipal Corporation and Recognizing His Many Contributions in Providing Service and Contributions to Park City **PAGE 58**

(A) Public Input (B) Action

2. Consideration to Appoint Jane Campbell, Ed Parigian, Eric Hoffman and Brett Isaacson to the Recreation Advisory Board for a Term Expiring July, 2020 **PAGE 61**

III. COMMUNICATIONS AND DISCLOSURES FROM COUNCIL AND STAFF

Staff Communications Report:

- For-Hire Business Licensing Update **PAGE 63**

IV. PUBLIC INPUT (ANY MATTER OF CITY BUSINESS NOT SCHEDULED ON THE AGENDA)

V. OLD BUSINESS

1. Consideration to Authorize the City Manager to Enter into an Agreement with Summit County to Merge the Park City Police Department (PCPD) and Summit County Sheriff's Office (SCSO) Dispatch Centers **PAGE 65**

(A) Public Input (B) Action

2. Consideration to Approve Ordinance 2017-48, an Ordinance Approving the Woodside Park Subdivision - Phase I, Located at 1333 Park Avenue, 1353 Park Avenue and 1364 Woodside Avenue, Based on the Findings of Fact, Conclusions of Law, and Conditions of Approval in a Form Approved by the City Attorney **PAGE 87**

(A) Public Hearing (B) Action

3. Consideration to Authorize the City Manager to Enter into a Contract with Summit Land Conservancy as the Holder of a Preservation Easement for the Library Field Preservation and Stewardship Project, in a Form Approved by the City Attorney **PAGE 113**

(A) Public Input (B) Action

4. Bonanza Flat Planning Update **PAGE 143**

VI. NEW BUSINESS

1. Consideration to Approve Resolution No. 23-2017, A Resolution Adopting the August 2017 City Property Disposition List **PAGE 152**

(A) Public Hearing (B) Action

2. Consideration of Ordinance No. 2017-49, an Ordinance Approving the Prospector Square Supplemental Amendment to Lot G, Amending Lot 48B and 48C, Pursuant to Findings of Fact, Conclusions of Law, and Conditions of Approval in a Form Approved by the City Attorney **PAGE 161**

(A) Public Hearing (B) Action

3. Consideration to Approve the 2017 Utah High School Cycling League (UHSCL) Mountain Bike Race, a Level Three Special Event **PAGE 177**

(A) Public Hearing (B) Action

4. Consideration to Amend the Supplemental Plan for the Park Silly Sunday Market on September 3, 2017, in a Form Approved by the City Attorney **PAGE 200**

(A) Public Hearing (B) Action

5. Consideration to Amend the Supplemental Plan for the Miners' Day Event on September 4, 2017, in a Form Approved by the City Attorney **PAGE 223**

(A) Public Hearing (B) Action

6. Consideration to Amend the Supplemental Plan for Halloween on Main on October 31, 2017, in a Form Approved by the City Attorney **PAGE 224**

(A) Public Hearing (B) Action

7. Consideration to Authorize the City Manager to Execute the Net Metering (Rooftop Solar) Settlement Stipulation, in a Form Approved by the City Attorney **PAGE 225**

(A) Public Hearing (B) Action

VII. ADJOURNMENT

A majority of City Council members may meet socially after the meeting. If so, the location will be announced by the Mayor. City business will not be conducted. Pursuant to the Americans with Disabilities Act, individuals needing special accommodations during the meeting should notify the City Recorder at 435-615-5007 at least 24 hours prior to the meeting. Wireless internet service is available in the Marsac Building on Wednesdays and Thursdays from 4:00 p.m. to 9:00 p.m.

Posted: See: www.parkcity.org



DATE: August 31, 2017

TO HONORABLE MAYOR AND COUNCIL

Council has established Housing as one of three Critical Priorities. A Critical Priority is one where if the current trajectory must be positively changed to maintain the four core community values that help us to Keep Park City Park City: Sense of Community, Small Town, Historic Character and Natural Setting. In particular, achieving the goals that Council has established for affordable housing is of the utmost importance to maintain Park City's Sense of Community.

This report summarizes the progress toward meeting housing goals established at the February 2015 Council Retreat and the subsequent numeric goal that was set in August of 2016. Progress includes:

- Amended Housing Resolution
- 8 Units at 1450/1460 Park Avenue
- Sales agreement for 11 units at Central Park Condominiums
- Affordable Housing Lottery
- 12 Units at Woodside Park
- Updating Deed Restrictions
- Annual compliance review
- Contributing to Other Communities
- Regional Collaboration

Respectfully:

Rhoda Stauffer, Housing Specialist



City Council Staff Report

Subject: Affordable Housing Update
Author: Rhoda Stauffer and Jason Glidden
Department: Community Development
Date: August 31, 2017
Type of Item: Informational

Summary Recommendation

Staff is providing an update on work to meet City Council's goal of producing 800 additional affordable and attainable housing units by 2026 with an interim goal of 220 units by 2020. No Council action is required.

Executive Summary

Council has established Housing as one of three Critical Priorities. A Critical Priority is one where if the current trajectory must be positively changed to maintain the four core community values that help us to Keep Park City Park City: Sense of Community, Small Town, Historic Character and Natural Setting. In particular, achieving the goals that Council has established for affordable housing is of the utmost importance to maintain Park City's Sense of Community.

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Acronyms

AMI	Area Median Income
APA	American Planning Association
CAST	Colorado Association of Ski Towns
CUP	Conditional Use Permit
MPD	Master Planned Development
RDA	Redevelopment Agency
RFP	Request for Proposals

The Problem

As an international resort community with world class recreational, hotel and leisure service amenities, Park City's job market is dominated by the hospitality and leisure sector. More than 40 percent of all jobs within the city limits are in this sector. In 2016, the average annual income earned in all employment sectors was \$57,794. Wages earned in the leisure and hospitality sector averaged \$44,399 – 35 percent less than all jobs.

According to the Park City Board of Realtors, the average of median closed sales for single family homes in 2017 since January in Park City is over \$2 Million. For Midway and Heber City, the average of median sales for the same time period is \$549,000. For homes in Park City to be affordable to the majority of those employed within City limits, prices would need to range between \$200,000 and \$500,000 (this range covers both affordable and attainable). Today, 80 to 85% of Park City's workforce lives outside the city limits; the numbers for Park City Municipal mirror this city-wide figure. High home prices in Park City not only result in the need to import a high percentage of our community's workforce, it causes problems that range from increased traffic to the risk that Park City could lose vibrancy because of lack of full time residents.

Background

Affordable housing is one of City Council's three Critical Priorities and has been an annual City Council goal since the early 1990s. In 2015, staff made a series of reports on housing needs to City Council resulting in a commitment to city-sponsored development at 1450-1460 Park Avenue as well as funding in the amount of \$40M for additional development over the next five years. There are more than 35 past reports to Council on affordable housing projects and progress toward goals since the Council retreat in February of 2015. A number of key reports can be found at the following links:

- [February 5, 2015](#) City Council Retreat, page 5
- [June 4, 2015, page 47](#), update
- [April 14, 2016, page 45](#), update
- [April 28, 2016, page 3](#), Joint Meeting with Planning Commission
- [June 30, 2016, page 4](#), Joint Meeting with Planning Commission
- [March 9, 2017, page 4](#), Policy Regarding Sales to City Employee
- [June 8, 2017, page 11](#), Senior Housing Study Session
- [June 15, 2017, page 11](#), Guidelines for Sale of Affordable Homes

Staff began framing the scope of housing needs with a Blue Ribbon Housing Commission made up of Park City citizens. The Commission worked throughout 2015 and into April of 2016, along with a hired consultant, to refine data and outline new strategic directions for the housing team. This work resulted in joint study sessions with City Council and the Planning Commission and led to amendments to the Housing Resolution, approval of fee waivers on city housing projects and the development of a project pipeline.

On November 10, 2016, the City Housing Authority approved [Resolution HA-1-2-16](#) - linked here establishing a goal of 800 more affordable and attainable units by 2026 with an interim goal of 220 by the year 2020.

Additional progress includes:

Amended Housing Resolution: The Housing Resolution was amended in March of 2017 to update the calculation method for the in-lieu fees; fee waivers for affordable housing development (with the exception of developer's housing obligations) and change income targeting to meet current housing needs. Local survey data still needs to be incorporated into the employee generation calculation method. Staff is exploring with other resort towns regarding how to calculate employee generation numbers as it relates to outdoor sports. The current basis for employee generation is based on buildings – employees per 1,000 SF of commercial space. Employee generation numbers will be updated based on staff findings.

8 Units at 1450/1460 Park Avenue: Construction of this beautiful infill neighborhood is more than 70% completed. Move-in will likely occur in late fall of this year. Construction costs remain within budget.

Affordable Housing Lottery: to qualify for the lottery, applicants must be within stated income limits, must have a net worth of less than \$413,000, must have a minimum of one member of the household that has full-time employment (or employment history for retirees) within the Park City School District boundaries and must sell all property currently owned (value minus mortgage is taken into consideration in the net worth calculation). The lottery will take place on September 12 at 6pm as follows:

- Tier 1 = two units for seniors (80% and below of AMI)
- Tier 2 = four units for essential employees (city, healthcare, school district and first responder employees) (80% and below of AMI)
- Tier 3 = thirteen units for anyone not winning in the first two categories as well as the applicants that are qualified based on income (80% and below of AMI)
- Tier 4 = if there are units remaining, applicants with incomes of 80-100% of AMI

There were 92 applications submitted for one or more of the four projects in the joint application process with Mountainlands Community Housing Trust. The applicants fell into the following categories:

- 2 applicants qualify for Tier 1;
- 9 applicants qualify for Tier 2;
- 29 applicants qualify for Tier 3;
- 20 applicants qualify for Tier 4; and
- 32 applicants are not participating in the City's lottery due to one or more of the following reasons: over income (over 100% of AMI); incomplete applications (no employment verification or pre-approval for a mortgage were the most common);

opting out because they want to work with Mountainlands; and/or didn't qualify for an adequate mortgage.

In the same manner of the lottery for the Snow Creek Cottages in 2010, winning ping pong balls will be pulled from an old fashioned bingo machine. At that time City Council members Candy Erickson and Liza Simpson selected the winning numbers. Again, housing staff requests that interested City Council members be involved in conducting this up-coming lottery.

Pricing approved and 14 Units sold at Park City Heights: In December of 2016 pricing was approved for all 79 units of deed restricted housing to be built at Park City Heights. The first 14 homes were sold beginning immediately after the approval. Buyers include employees of the school district, city, medical center and local small business owners. Building permits are in review for six additional affordable units. A more in-depth update on this development will be presented to City Council in December at the annual Park City Heights review.

12 Units at Woodside Park, Phase I: Housing plans for Lower Park Avenue have moved forward including 8 units (plus four rental studios) on the old Fire Station lot. Planning staff presented Woodside Park, Phase I to Planning Commission for MPD and CUP review on August 23. The first phase of construction is scheduled to start in early September. This includes the demolition of the old fire station and moving the historic home at 1333 Park Avenue in order to install new footings and foundation.

Senior Housing: On June 8, housing staff conducted a study session on the market for and issues involved in development of assisted living for seniors. A local stakeholder group joined City Council in discussing the needs and how to address the issue. All in attendance agreed that it is a regional issue and the topic was added to the agenda for the Regional Housing Task Force made up of Summit County and City elected officials and staff.

Enhanced Housing Team: In June, Jason Glidden joined the housing team as the Housing Development Manager to lead the development of housing projects and manage strategic directions for Park City's housing program.

Updating deed restrictions on existing units: In a new program to update older deed restrictions, City Council approved the purchase of two units: one at Black Rock Ridge and one in the Silver Star development. Once updated deed restrictions are recorded against the units, they will be sold to qualified households. Staff was unable to add these to the lottery due to the need for transparency and fairness in all matters associated with the lottery. There is the possibility that if these two units had been announced along with the other 19, additional households might have applied. A separate lottery will be conducted for the two units later this fall.

Annual compliance review: Annual compliance review involves sending out and collecting signed and notarized affidavits from the owners of 137 deed restricted units.

With the exception of a few stragglers, the process is complete. Staff will prepare a Council Communication Report with more detailed information once all missing affidavits have been returned, likely in 30 to 60 days.

Contributing to Other Communities: Housing staff is preparing workshop sessions for three conferences scheduled for fall of 2017:

- A site visit walking tour on Lower Park Avenue developments for the state-wide APA conference being hosted by the city's planning staff;
- A beginner's workshop for affordable housing development for the state-wide Housing Matters Conference (Utah Housing Coalition) in October; and
- A workshop on inclusionary zoning for Grounded Solutions, a national affordable housing organization in October.

Regional Collaboration: Staff has worked with Summit County housing and economic development staff to structure joint meetings with City and County elected officials as well as City and County Managers. To date the Regional Housing Task Force has met once. Staff is currently waiting to schedule the next meeting, as Summit County is regrouping with an updated housing needs assessment and formulating their direction. Future meetings will include a potential joint project and strategy for working with the Senior Housing stakeholders group.

Early stages of development for Woodside Park Phase II and 1875 Homestake (was The Yard) affordable housing projects: Woodside Park, Phase II basic concepts have been approved – see page six of [staff report linked here](#). An RFP is being finalized for design services for both projects.

Other municipal and private sector projects in the pipeline: In addition to the aforementioned projects, housing staff continue to work on longer range plans for affordable housing on municipal property as well as investigate possible affordable housing public-private partnerships that private sector developers bring to the City.

Analysis:

The progress made in meeting Council's housing goals is tempered by a number of on-going challenges:

Park City housing costs continue to increase at a faster rate than the area median income (AMI). The majority of Park City's local workforce commutes into town to work and contributes to the increased traffic congestion on Park City's main access roads, highways 224 and 248. The profitable housing market continues to overshadow the incentives offered by the City or through federal programs to develop affordable or attainable housing. Due to this marketplace failure, the City has stepped up to act as a developer of affordable housing as well as proactively considers and negotiates public/private development partnerships. The past developments of affordable housing have been and are successful in many ways, but there have also been challenges and lessons learned that continue to improve staff's recommendations and implementation of designing, developing, and regulating affordable housing in the community.

Challenges:

1. Inadequate inventory of affordable units
2. Complicated negotiations between public and private parties when both were involved in the development
3. Homeowner Association (HOA) costs to maintain common area and capital improvements
4. HOA's with mixed market rate and affordable unit membership raising HOA fees
5. Affordable units that were sold without income qualification or Park City employment requirements
6. Some residents violating deed restrictions
7. Changing demographics of workforce and housing needs
8. Plat and deed restriction language has changed over time and are inconsistent

Lessons Learned:

1. City is now acting as an affordable housing developer
2. Separate market and affordable HOAs whenever possible
3. Sell units with income qualifications and Park City employment requirements (retirees are eligible if they have a work history in Park City).
4. HOA fees:
 - o Ensure short and long term maintenance and replacement costs are adequate but affordable.
 - o Keep rates affordable when there is a mixed market rate and affordable development.
5. Increase ongoing compliance monitoring by the City
6. Evaluate and update affordable housing preferences to meet the communities senior and essential personnel needs for each new development
7. City is now exercising right of first refusal and is updating past deed language when opportunities arise to ensure long term affordability of the unit

Staff has also learned a number of key factors through the process of reviewing lottery applications. Based on the incomes of the applicants, there is a need for homes priced from 30 to 130% of AMI confirming the need for both rental units (60% of AMI and below) and attainable units (100% of AMI and above) in the future.

With the units in the September 2017 lottery and Park City Heights, the City's inventory of for-sale units meet the needs of households from 60 to 100% of AMI.

Breakdown of AMI of all lottery applicants		
% AMI	Annual Income	Number of applications
30 and below	<=\$26,500	3
30-60	\$26,500 - \$55,836	31
60-80	\$55,836 - \$74,448	25
80-100	\$74,448 - \$93,060	27

Over 100	> \$93,060	6
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Also, based on the applications, the primary need is for two and three bedroom units. There is also a smaller market for one-bedrooms, studios and larger units. The applicant households fell into the following categories:

- 48 - households of one
- 20 - households of two
- 16 - households of three
- 7 - households of four
- 1 - household of seven

Staff also thinks that the general public doesn't understand the home-purchase process and will be working with local nonprofits to schedule classes to help prepare applicants for future lotteries. A number of applicants were dependent solely on seasonal employment which is not sufficient for purchase of a home.

Below is a chart illustrating the progress toward meeting the 2026 goal:

Project	Total Units	Estimated Timing	% of Goal
City Projects			
1450-1460 Park Avenue	8	Fall 2017	1.00%
Central Park	11	Fall 2017	1.38%
Woodside Park Phase I	12	Fall 2018	1.50%
Woodside Park Phase II	55	2019	6.88%
1875 Homestake (was The Yard)	~50	2020	6.25%
Total City projects	136		17.00%

Outstanding Developer Obligations currently in the pipeline			
Empire Pass Lot 3 VEPN - Bldg 3	1.1	2020	0.14%
Empire Pass Lot 2 VEPN - Bldg 4	2	2020 or beyond	0.25%
Empire Pass Tower Res. - Bldg 1	1	TBD	0.13%
Empire Pass B2 East Subdivision	4.2	TBD	0.53%
Physicians Holdings	4.99	TBD	0.62%
Park City Heights	20	2018	2.50%
Kings Crown***	8.7	2019	1.09%
Park City Mountain /Vail Resorts	23	TBD	2.88%
Total Housing Obligations	64.99		8.12%

Total	200.99	25.12%
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***New Development on Lowell – developer plans to provide double their housing obligation, a total of 18.4 AUEs.

How this work furthers the goals of the General Plan

Goal seven of the General Plan states “Create a diversity of primary housing opportunities to address the changing needs of residents” and goal eight states: “increase affordable housing opportunities and associated services for the workforce of Park City” ([Link here to pages 70-77 of the Sense of Community section of the General Plan](#)) All efforts and issues identified here are to increase the number of units affordable to members of Park City’s workforce. General Plan objectives that are addressed by this work include:

- 7A - Increase diversity of housing stock to fill void within housing inventory.
- 7E - Create housing opportunities for the city’s aging population.
- 8A - Provide increased housing opportunities that are affordable to a wide range of income levels.
- 8C - Increase housing ownership opportunities for workforce within primary residential neighborhoods.

Department Review

The following Departments have reviewed this Staff Report: Community Development, City Attorney and Executive.

Funding Source

Funding has been reserved for housing goals and programs. A combination of Resort Sales Tax and RDA funding – both Capital budgets.



DATE: August 31, 2017

TO HONORABLE MAYOR AND COUNCIL

This report outlines recent community engagement and diverse community participation activities, while also highlighting new outreach initiatives, platforms and training to support Council's goal of fostering an "engaged and effective government and citizenry." Staff recommends that the Council review recent community engagement and diverse community participation activities and discuss topics and programs which Council would like staff to address and implement.

Respectfully:

Linda Jager, Community Engagement Manager

City Council Staff Report



Subject: Community Engagement & Diverse Community Participation Update
Authors: Linda Jager, Community Engagement Manager
Elizabeth Quinn-Fregulia, Senior Communications Associate
Lynn Ware-Peek, Community Engagement Liaison
Department: Community Engagement
Date: August 31, 2017
Type of Item: Work Session - Informational

Summary Recommendation

Staff recommends that the City Council review and provide feedback on recent community engagement and diverse community participation activities, and discuss topics and programs that Council would like staff to address and implement.

Executive Summary

This report outlines recent community engagement and diverse community participation activities, while also highlighting new outreach initiatives, platforms and training to support Council's goal of fostering an "engaged and effective government and citizenry."

Staff recommends that the Council review recent community engagement and diverse community participation activities and discuss topics and programs which Council would like staff to address and implement.

Acronyms

IAP2 International Association of Public Participation
PCMC Park City Municipal Corporation

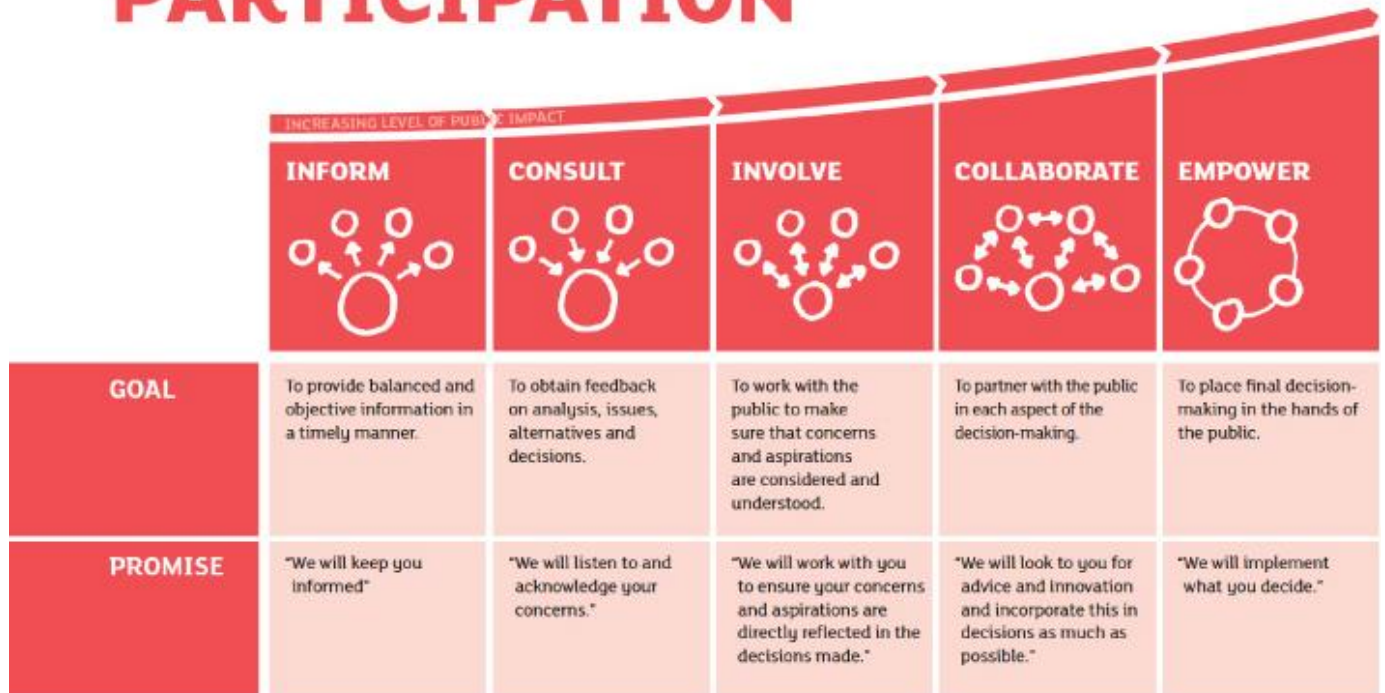
Background

During Council's annual retreat in February, Council members defined Community Engagement and Diverse Community Participation as Top Priorities. These priorities also support Council's goal of an "engaged and effective government and citizenry."

The work of our team is guided by our value statement: *to foster transparent, concise, consistent dialogue between PCMC and our community, while increasing stakeholder involvement.* While our engagement methods vary depending on the topic and level of community impact, our goal of providing early and ongoing community involvement is consistent.

The Community Engagement team follows the public participation principles of the International Association for Public Participation (IAP2). The IAP2 Public Participation Spectrum (below) provides staff with a resource to evaluate and design effective public engagement programs to support PCMC's diverse initiatives and projects.

IAP2 SPECTRUM OF PUBLIC PARTICIPATION



Analysis

City Council recognizes the importance of a robust community engagement program. With Council's support and enthusiasm, the Community Engagement team has created a diverse menu of outreach and engagement activities to inspire active dialogue and participation with our residents and stakeholders. Below is a summary of recent engagement activities.

Summary of Community Engagement and Diverse Community Participation Activities April – August, 2017:

Council Community Outreach Series:

To date, Council has hosted 11 events, with total of 317 attendees (avg. 29 attendees per event). This summer, we are piloting a new format – MIMBY (Mayor & Council in My Backyard) – where residents invite neighbors for an informal backyard gathering with two representatives from Council. Attendee feedback to the Coffee/Après with

Council and MIMBY has been positive, with guests appreciative of the opportunity to engage with Council in a casual and conversational setting.

Park City Municipal Video Spotlight Series:

Staff continues to work with Eclectic Brew Productions to produce a series of videos highlighting the City's work on Council's critical and top priorities. The most recent [video](#) features the people and programs at the MARC. Staff also secured screening opportunities for the City's Clean Energy Initiatives video with the Park City Film Series (April) and the Sundance Institute (July).

Additional PCMC Spotlight Series videos featuring the Economic Development grant program, the City's open space acquisitions and offerings, Community Engagement activities, and Arts and Culture initiatives are currently in production.

Latino Outreach:

In an ongoing effort to create an inclusive community and proactively inspire diverse community participation, staff is in the process of taking inventory of and establishing connections between the resources that exist in the community to better serve our Latino community. These activities include:

- Working to make connection with services and information to better include the diverse community
- Translation of documents - from City Council Meeting summaries to special event impacts
- Spanish language outreach door-to-door for upcoming projects, from sidewalks to Sports Authority/Sundance to the Park City Arts District
- Continuing involvement in Latino Outreach Groups, PC Unidos and Promise Advocates
- Collaborating with Park City Community Foundation to explore ideas for partnering

Topic-specific Stakeholder Outreach:

In an ongoing effort to proactively inform residents and community stakeholders of potential impacts from construction, initiatives and special events, staff has partnered with various departments to help plan and execute comprehensive outreach campaigns. Our recent campaigns include:

4th Street Waterline Replacement – In partnership with Public Utilities staff

- *Regular email updates to 12 surrounding businesses*
- *Door-to-door outreach with surrounding businesses*
- *Ongoing coordination with PCMC project manager*

Bonanza Flat Stewardship Outreach – In partnership with Trails & Open Space manager

- Developed a strategic outreach plan with the Bonanza Flat executive team and Utah Open Lands
- Collaborated with Utah Open Lands on social media outreach
- Created [webpage](#) for Bonanza Flat Community Preserve with past and upcoming meetings, resources, staff reports and meeting minutes

Chambers Soft Surface Trail - In partnership with Economic Development/Transportation Planning

- Prepared outreach literature
- Door-to-door outreach to 30 neighbors
- Direct email to outreach lists
- Fielded questions and provided ongoing follow-up

Lower Park Avenue Affordable Housing – In partnership with Economic Development and Housing staff

- Built stakeholder email list through door-to-door and direct mail outreach
- Met with concerned homeowners
- Continued outreach with project manager

Old Town Parking Management – In partnership with Transit and Transportation Planning

- Developed a comprehensive communications and public outreach plan
- Scheduled media interviews for Parking Manager Kenzie Coulson and Julie Dixon, Dixon Resources
- Coordinated eight public forums that drew a total of more than 220 attendees representing Old Town-area residents, employees and business owners.
- Worked with the Historic Park City Alliance, and engaged in door-to-door outreach on Main Street to provide timely project updates and alert stakeholders of upcoming public meetings
- Created a project update document, which is distributed directly to stakeholders and partner organizations (Historic Park City Alliance, Park City Chamber/Bureau) for membership distribution
- Created a Transportation Strategies and Parking Technology Project [webpage](#) with project background and updates, public meeting information, and links to related staff reports
- Developed a survey to measure Old Town employee and business owner parking needs

Park City Arts District – In partnership with Budget/Debts & Grants, Community Development, Executive, and Economic Development

- Researched and created a comprehensive stakeholder outreach plan
- Collaborated on press release writing, media distribution and public announcement of Park City Arts District

- *Planned and hosted a public outreach event, which drew over 100 attendees*
- *Developed a Park City Arts District webpage and communications plan*
- *Liaise with Kimball Arts Center and Sundance Institute public relations staff to respond to media requests*

Sidewalk Project – In partnership with Economic Development staff

- *Regular email and door-to-door updates with 20 impacted businesses/property managers.*
- *Ongoing Historic Park City Alliance updates*

Special Events Impacts – In partnership with Special Events staff for outreach campaigns regarding Bonanza Flat Celebration/4th of July/Triple Crown/Arts Fest/Classic Car Show

- *Door-to-door outreach to 125 businesses*
- *Door-to-door outreach to residents located on Swede Alley, Park Ave., and Sandridge*
- *Updates to Historic Park City Alliance*
- *Emailed special event impact information to all Main Street businesses*

Sundance Sports Authority Venue Expansion - In partnership with Special Events and Economic Development staff

- *Developed an extensive public outreach plan defining key stakeholders and project messaging*
- *Engaged in door-to-door residential and business outreach in impacted area*
- *Created a bilingual project information document for door-to-door and digital distribution*
- *Collected and complied stakeholder feedback*

Treasure Mountain Inn Water Line Breakage - In partnership with Building/Public Utilities/Economic Development staff

- *Daily emails and door-to-door updates on water situation to all impacted stakeholders and the Historic Park City Alliance*
- *Coordinated with Public Utilities/Building and owner/project manager*

Digital Communications:

In an effort to provide timely and interactive communications, the department continues to use a diverse mix of social media and digital communications, including PCMC's monthly e-newsletter and City Council summaries and other eblasts, to regularly inform and engage our stakeholders. Staff has been working with several departments to create additional platforms to address specific outreach needs, including:

- *Event traffic mitigation maps – working closely with the Special Events, Transit, and Transportation Planning departments, staff has prepared [traffic mitigation maps](#) for large-scale special events in an effort to inform the public on transit and parking options, specifically emphasizing the use of our free public transit system. These maps have been shared widely on social media and in local media outlets.*

- Event text alerts – Utilizing our current Everbridge emergency alert system, staff worked with the Emergency Management and Special Events departments to create event specific text alerts for residents and event attendees to provide traffic, transit, parking and weather impact information. This communications method has been helpful during large-scale special events including the 4th of July and the Kimball Arts Festival.

Media Relations & Press Events:

Staff produced three high-profile media events – Bonanza Flat purchase announcement; launch of the Electric Xpress, and the launch of the Summit E-bike Share – which drew hundreds of attendees and garnered significant local, regional and national media coverage.

Staff continues to maintain positive and productive working relationships with KPCW, Park City Television, the Park Record, and all major Salt Lake media outlets – as well as with Summit County’s team. Staff has pitched and coordinated regularly scheduled construction, special event and transportation updates on KPCW.

Emergency Communications:

Staff has participated in several online and classroom Federal Emergency Management Agency trainings including: Basic Public Information Officers Course; National Incident Management System Information Systems; and Joint Information Systems. Staff was also a featured presenter on crisis communications at the Utah Governor's Public Safety Summit.

Next Steps for Council Review and Discussion

In Progress

- Establishment of a Latino Outreach internal working group to coalesce what we are doing between departments
- Development of concise talking points and simple graphics to illustrate the existing implementation plans for Council’s critical priorities of Energy, Housing and Transportation
- Research and implementation of creative Council outreach events that highlight a variety of City projects and initiatives
- Preparation of the 2017 National Citizen Survey, which will be distributed in September
- Implementation of Park City Arts District communications and stakeholder outreach plan
- Evaluation of two online community engagement platforms, similar to [Aspen Community Voice](#) and [Orem Forum](#), to provide residents and stakeholders an easily accessible and convenient opportunity to share input on a variety of city projects. Online community engagement can also be used to augment the City’s existing public comment opportunities.
- Recruitment and kick-off of an internal PCMC Community Engagement workgroup, which will be comprised of one representative from each department

and will function as a community engagement resource for the entire organization

- Development of a comprehensive Transportation Demand Management communications and marketing plan staffed by Elizabeth Quinn-Fregulia
- Production of additional PCMC Spotlight Series videos to feature the Economic Development grant program, the City's open space acquisitions and offerings, Community Engagement activities, and Arts and Culture initiatives

Future

- Formation of "Best Practice Award" for businesses who support our diverse community
- Implementation of online community engagement platform
- Organization of diverse outreach tools and public meetings for Bonanza Flat Stewardship
- Production of a PCMC "How-To" series of short videos on how-to navigate and secure frequently requested City services (obtaining a business license, securing a building permit, etc...)

Department Review

The following Departments have reviewed this Staff Report: Budget/Debts & Grants; City Attorney; Executive; Sustainability; and Transit

Attachments:

[PROGRESS REPORT: COMMUNITY ENGAGEMENT](#)

[PROGRESS REPORT: DIVERSE COMMUNITY PARTICIPATION](#)



DATE: August 31, 2017

TO HONORABLE MAYOR AND COUNCIL

Staff recommends that Council confirm its direction for the Top Priorities of Environmental Health and Conservation of Natural Resources, consider staff recommendations, and provide feedback for staff to define and implement effective initiatives.

Staff also recommends that Council discuss a revised title for 'Environmental Health' to 'Legacy Mine Waste' in order to focus the direction of the Top Priority. Staff also recommends that 'Conservation of Natural Resources' be removed from the Top Priority grouping since staff feels like significant progress has been made in this area and that an effective plan is in place currently.

Respectfully:

Jed Briggs, Budget Operations Manager



City Council Staff Report

Subject: Council Top Priorities Discussion on Environmental Health and Conservation of Natural Resources

Authors: Jim Blankenau, Environmental Regulatory Program Manager
Clint McAfee, Public Utilities Director
Jed Briggs, Budget Operations & Strategic Planning Manager

Departments: Environmental Sustainability & Public Utilities

Date: Aug 31, 2017

Type of Item: Administrative

Summary Recommendation

Staff recommends that City Council consider staff recommendations for the two separate Top Priorities of Environmental Health and Conservation of Natural Resources, and provide feedback for staff to define and implement effective initiatives.

Staff also recommends that Council discuss a revised title for 'Environmental Health' to 'Legacy Mine Waste' in order to focus the direction of the Top Priority. Staff also recommends that 'Conservation of Natural Resources' be removed from the Top Priority grouping since staff feels like significant progress has been made in this area and that an effective plan is currently in place.

Executive Summary

During the City Council's annual retreat in February, Council members established 'Environmental Health' and 'Conservation of Natural Resources' as a Top Priorities. Staff strives to create innovative programs and plans to support Council's long-term goals and objectives. Staff is asking for Council discussion on the goals and next steps for 'Environmental Health' and 'Conservation of Natural Resources.' Staff is also seeking to get Council's 'marching orders' in the coming year, feedback on strategy recommended by staff and consensus on direction to meet Council's priorities.

Acronyms

PCMC	Park City Municipal Corporation
EE/CA	Engineering Evaluation and Cost Analysis
NRDA	Natural Resource Damage Assessment
SCADA	Supervisory Control and Data Acquisition

The Opportunity

The City is seeking a long-term solution for legacy mine waste as well as improving environmental quality and maintaining regulatory compliance. The City is also looking to optimize water and energy efficiency and is working to reduce water consumption by 25% by 2025.

Background

On February 9 and 10 the City Council met for their Annual City Council Retreat. As is customary each year, the City Council reviewed and updated the Priorities to which they would like staff to pay extra attention to this year.

The three Critical Priorities of Transportation, Housing, and Energy did not change, however, it was determined that the Top Priorities needed to be revised somewhat. Council added a few new Top Priorities as well as changed the name of several. In a later work session Council indicated which Top Priorities they wanted staff to bring back for further discussion in the near future:

- Community Engagement – 4.13.17
- Diverse Community Participation – 4.13.17
- Historic Preservation - 7.13.17
- Environmental Health – 8.31.17
- Conservation of Natural Resources – 8.31.17
- Affordability - TBD

Because City Council agendas have been quite full since early May, staff prioritized items that needed Council action and/or items requested by Council. For example, the Historic Preservation Top Priority was initially on the City Council agenda for May 25, however this item was moved several times to accommodate other more pressing agenda items and was heard by the City Council on July 13,

Top Priorities

- Top Priorities are defined as topic areas in which “City Council would like to see significant progress”.
- These are “marching orders” for which Council would like to have a detailed and specific action plan where significant progress can be achieved. This could be considered a course correction from a previous plan, thus staff is looking for “new” direction.
- For every Top Priority, staff will schedule the Top Priority item into a City Council work or study session for discussion and to review a detailed and specific action plan.
- Council’s Long-term Strategic Plan identifies Priorities and Desired Outcomes. Desired Outcomes are areas that are considered to be important to the City, but do not necessarily need a new plan of action.
- Council Priorities may include areas that are not under the operational control of the City or do not have dedicated staff working on them. Council may still identify these areas so that the City/staff may be able to provide support to another entity that does provide that service.
- Council Priorities should be reviewed annually to ensure laser focus of meeting Council’s objectives. Of course, staff wants to be able to respond to all of

Council's identified issues, but this list should be kept relatively short for the areas where Council has the upmost concern.

Analysis

Environmental Health:

Value statement: Improve environmental quality and maintain regulatory compliance due to legacy mine waste

Goals and Strategic Objectives:

- 1. Manage Historic Mine Waste**
 - a. Explore all paths to finding an economically feasible disposal location or option
 - b. Discuss options with EPA, State and County
- 2. Manage Risk to Prevent Human Health Impacts**
 - a. Improve ordinance to make clear expectations and requirements
- 3. Watershed Protection**
 - a. Storm water improvements
 - b. Waste management
- 4. Ensure Fiscal Responsibility for State and Federal Regulations**
 - a. Place burden where it needs to be

Environmental Health Accomplishments

1. Continued Progress on Prospector Drain
2. Remedial Actions on Upper Watershed Sites
3. Began Air Quality Discussions with Summit County

Conservation of Natural Resources:

Value statement: Avoid, minimize, and mitigate effects of the built environment on the natural environment

Goals:

1. Provide water conservation pricing signals, education and incentives
2. Reduce water consumption by 25% by 2025
3. Reduce unaccounted for water
4. Optimize operational and equipment efficiency
5. Implement renewable energy and energy recovery systems
6. Avoid, minimize, and mitigate effects of built environment on the natural environment

7. Protect existing topography and top soil through environmentally sensitive development

Conservation of Natural Resources Accomplishments:

1. 2016 highest utilization of Smart Irrigation Controller Rebate at 29.
2. Increased the reach of the WaterSmart program by extending the Home Water Report program to Commercial, Multi-Family, & Irrigation accounts.
3. 39% Portal Registration. Continues to be the highest WaterSmart portal registration percentage of all deployments.
4. Scheduled rain barrel distribution event and partnership with Utah Rivers Council.
5. Additional and better defined residential water rate tiers to further incentivize conservation.
6. Completed the Water Optimization Study and SCADA replacement project which allow for the identification and implementation of a monthly optimization plan.
7. Outreach to building community and Prospector Square neighborhood with regards to limits of disturbance.
8. Prohibited steep slope CUPs for construction in wintertime.

Recommended Next Steps for City Council to Consider

Environmental Health Next Steps:

1. Complete Site Characterization for Prospector Drain.
2. Perform Engineering Evaluation and Cost Analysis (EE/CA) for the Prospector Drain.
3. Continued progress on the Natural Resource Damage Assessment (NRDA) for the Prospector Drain.
4. Continue to foster and maintain relationship with EPA and UDEQ.
5. Continue to explore all paths to finding an economically feasible disposal location or option.
6. Revise Soil Ordinance to make clear expectations and requirements.
7. Engage in air quality outreach with Summit County.

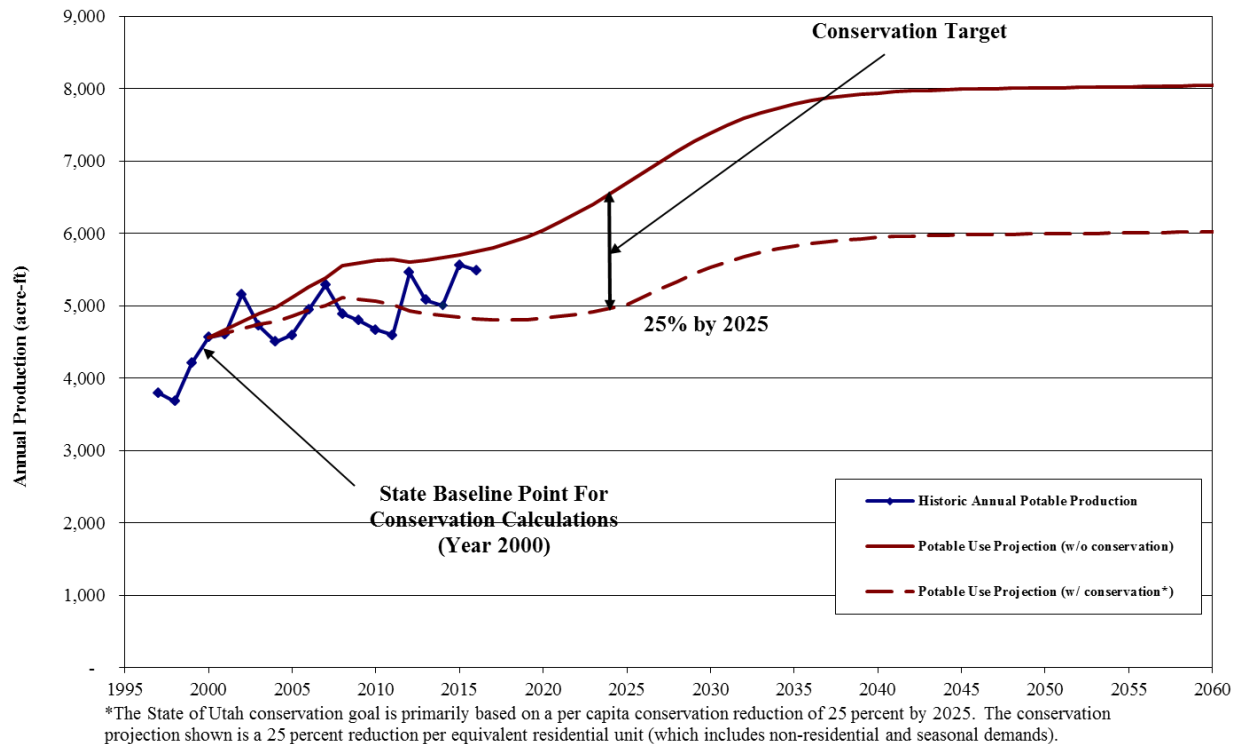
Additional Recommendation

To better focus this Top Priority, staff recommends Council consider renaming 'Environmental Health' to 'Legacy Mine Waste.'

Conservation of Natural Resources Next Steps:

1. Identify water loss for system and mitigation plan.
2. Deregulate sideyard parking in order to reduce environmental disturbance, but require parking to be on hard-surface.
3. Prohibit gravel in right-of-way between street and sidewalk.

Historic and Projected Park City Annual Potable Water Production



Additional Recommendation

Staff recommends Council consider moving ‘Conservation of Natural Resources’ from a Top Priority to a Desired Outcome. Conservation is obviously an important and vital part of Council’s goals and objectives, but is one where “significant progress” has been made over the past five years and there is a clear path forward to achieve additional efficiency. There may be a perception that if something isn’t on the Top Priority list, staff isn’t working on it – or that if an item is removed from the Top Priority list, staff will stop working on that item. Neither of these statements is true, unless Council provides specific direction to not take any action. Further water conservation is required by state law to create and adopt a 5 year Water Conservation Plan. This obligation requires City actions and adoption by City Council of that plan. Further, water conserved contributes to existing water surplus supplies which decreases the need for future water development projects.

Take Public Safety as an example: Creating a safe community and implementing resort community policing are very, very important to City Council. Each and every year our Police Department identifies and implements ways to improve; our Police Department being a leader in state for the innovation of Police body cams is just one example.

For some of the Top Priorities it is difficult to identify a clear and significant **new** plan of action. ‘Conservation of Natural Resources’ is an example where our City Council and the Public Utilities Department have partnered to introduce successful programs from other water jurisdictions that are legally applicable to Utah and have created a water

pricing structure that effectively encourages conservation and have leveraged technology to educate and inform residents about their water usage. While staff will always continue to explore new programs, products, and pricing strategies; the most effective tools for the coming year are likely the ones we have in place.

As we have seen with the Critical Priorities, there is a “sweet spot” of how many items can realistically be focused on at one time. This suggests that if there is an item identified as a Top Priority for which Council cannot identify the desired significant progress or Council does not want to provide new funding to an area, Council should consider if that item should be on the Top Priority list at all or if it should be listed under the Desired Outcomes. Unless there are areas in ‘Conservation of Natural Resources’ where Council would like a specific and new action plan or increased budget, then staff is recommending to change its designation.

Department Review

The following departments have reviewed this staff report: Environmental Sustainability, Public Utilities, Community Development, and Budget.

Attachments

1. Legacy Mine Waste Info Sheet
2. Conservation of Natural Resources Info Sheet

Progress Report: Summer 2017

Our Value Statement:

Improve environmental quality and maintain regulatory compliance due to legacy mine waste

Goals:

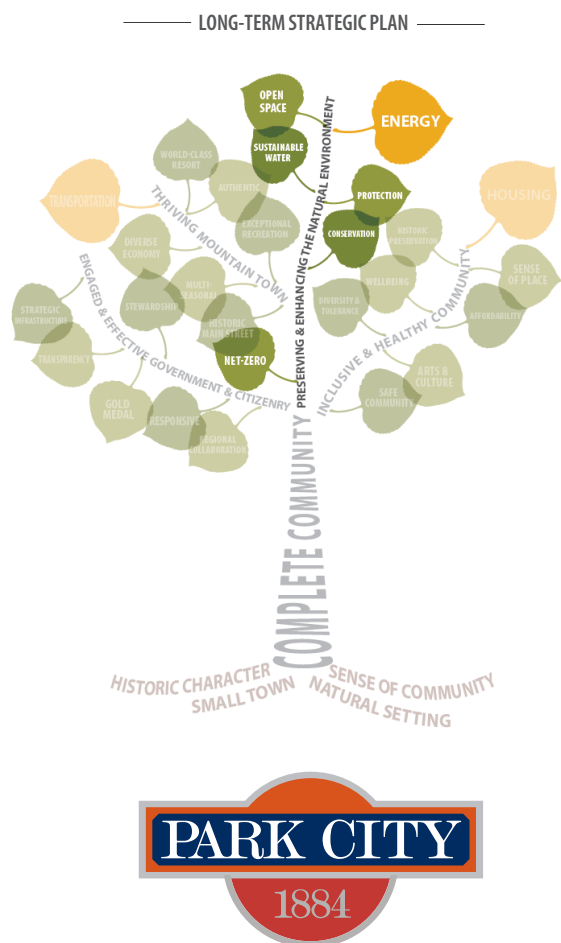
- Manage Historic Mine Waste
- Manage Risk to Prevent Human Health Impacts
- Watershed Protection
- Ensure Fiscal Responsibility for State and Federal Regulations

Accomplishments:

- Continued progress on prospector drain
- Remedial actions on upper watershed sites
- Started air quality discussions with County

Next Steps:

- Complete site characterization for Prospector Drain
- Perform engineering evaluation and cost analysis for the Prospector Drain
- Continued progress on the Natural Resource Damage Restitution for the Prospector Drain
- Continue to foster and maintain relationship with EPA and UDEQ
- Continue to explore all paths to finding an economically feasible disposal location or option
- Revise Soil Ordinance to make clear expectations and requirements
- Engage in air quality outreach with Summit County



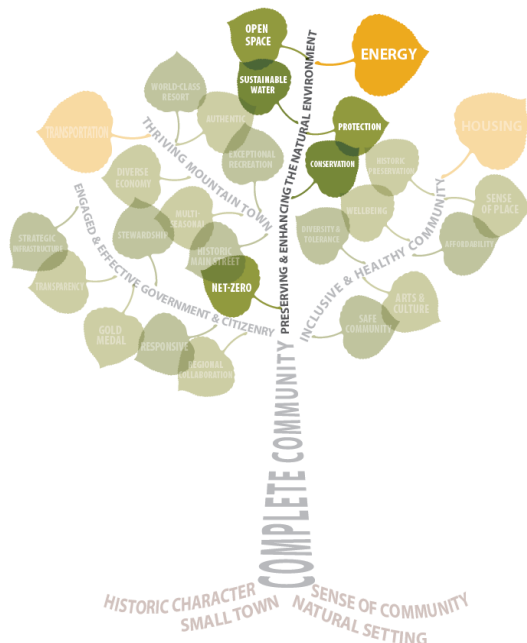
Key Performance Indicators	Percent rating positively (e.g., excellent/good, very/somewhat safe)			Comparison to other communities
(National Citizen Survey Data)	2013	2014	2015	2015
Overall natural environment	93%	n/a	94%	Higher
Cleanliness	91%	n/a	95%	Higher
Air quality	90%	n/a	91%	Higher
(Internal Performance Measures)				
Number of citizens and business owners request for support in reviewing or obtaining certificates of compliance	47	52	60	n/a
Increase in number of properties within the Soil Ordinance Boundary that have obtained Certificate of Compliance	n/a	4	3	n/a

Progress Report: Summer 2017

Our Value Statement:

Avoid, minimize, and mitigate effects of the built environment on the natural environment

LONG-TERM STRATEGIC PLAN



Goals:

- Provide water conservation pricing signals, education, and incentives
- **Reduce water consumption by 25% by 2025**
- Reduce unaccounted for water
- Optimize operational and equipment efficiency
- Implement renewable energy and energy recovery systems
- Protect existing topography and top soil through environmentally sensitive development

Next Steps:

- Identify water loss target for system and implementation plan.
- Deregulate sideyard parking in order to reduce environmental disturbance, but require parking to be on hard-surface.
- Prohibit gravel in right-of-way between street and sidewalk.

Accomplishments:

- 2016 highest utilization of Smart Irrigation Controller Rebate at 29.
- Increased the reach of the WaterSmart program by extending the Home Water Report program to Commercial, Multi-Family, & Irrigation accounts.
- 39% Portal Registration--the highest WaterSmart portal registration percentage of all deployments.
- Another successful rain barrel distribution event and partnership with Utah Rivers Council.
- Additional and better defined residential water rate tiers to incentivize conservation.
- Completed the Water Optimization Study and SCADA replacement project which allow for the identification and implementation of a monthly optimization plan.
- Outreach to building community and Prospector Square neighborhood with regards to limits of disturbance.
- Prohibited steep slope CUPs for construction in wintertime.

Key Performance Indicators	Percent rating positively (e.g., excellent/good, very/somewhat safe)			Comparison to other communities
(National Citizen Survey Data)	2013	2014	2015	2015
Conserved water	87%	n/a	96%	Much Higher
(Internal Performance Measures)				Target
Number of water audits conducted annually	9	10	8	10
Water usage recorded in acre feet per year	6,600	5,900	6,100	6,000



DATE: August 31, 2017

TO HONORABLE MAYOR AND COUNCIL

The Arts Council will present this report and is seeking direction regarding the progress and next steps related to Project ABC including:

- Does the City Council have any suggestions for additional community outreach / involvement?
 - Are there groups we need to ensure are involved with the project?
 - Would City Council be willing to share Project ABC survey results through their board/commission liaison roles to ensure the project is shared with a diverse group of stakeholders?
- As Project ABC works to finalize recommendations for March of 2018, are there any specific items that should be included to ensure that recommendations are consistent with the City Council's expectations?

Respectfully:

Jennifer Diersen,



City Council Staff Report

Subject: Project ABC - Arts, Beauty, Culture- Update
Author: Jenny Diersen, Project ABC Staff Liaison
Department: Economic Development
Date: August 17, 2017
Type of Item: Administrative

Summary Recommendation

Consider the informative update from the Park City Summit County Arts Council on the progress and next steps of Project ABC – Arts, Beauty, Culture, the Arts and Culture Master Planning process.

Executive Summary

The Arts Council will present this report and is seeking direction regarding the progress and next steps related to Project ABC including:

- Does the City Council have any suggestions for additional community outreach / involvement?
 - Are there groups we need to ensure are involved with the project?
 - Would City Council be willing to share Project ABC survey results through their board/commission liaison roles to ensure the project is shared with a diverse group of stakeholders?
- As Project ABC works to finalize recommendations for March of 2018, are there any specific items that should be included to ensure that recommendations are consistent with the City Council's expectations?

Acronyms/Definitions

PCMC	Park City Municipal Corporation
PCSCAC / Arts Council	Park City Summit County Arts Council
Project ABCSC	Project Arts Beauty Culture Summit County
UCA	Utah Cultural Alliance
UDAM	Utah Division of Arts & Museums

The Problem and the Opportunity

Arts & culture plays a vital role in creating sense of place and connecting our community.

As the Park City community continues to evolve, the Park City Municipal Corporation (PCMC) continues to define its role in facilitating arts and culture. Potential results of doing so include enabling the following goals:

- Transformations in our community that protect and preserve our culture;
- Promote and create an authentic sense of place;
- Define PCMC's role in creating a sustainable path for arts and culture's future development.

Background

<u>Date</u>	<u>Item</u>
January 7, 2016	Work Session Arts & Culture Initiative Update (pg. 16 - 27) / Minutes (pg. 3 – 4)
December 8, 2016	Work Session Proposed Development of Arts and Culture Master Plan / Minutes (pages 6 – 7)
January 26, 2017	Arts and Culture Master Plan Funding Update
April 27, 2017	Amendment for Special Service Contract with Arts Council for Arts and Culture Master Plan / Minutes (pages 12 - 13)

- On [January 7, 2016](#) staff led City Council through a Work Session regarding Arts and Culture in our community. City Council expressed their belief that the arts were a vital part of our community and asked that the Arts Initiative create a Steering Committee to work on next steps to establish goals and create a roadmap to achieve these goals.
- In December of 2016, City Council unanimously supported the need for a [collaborative](#) Arts and Culture Master Plan that would involve the whole community, diverse participation and funding.
- In January of 2017, staff worked to identify the most viable option to fund the City's portion of funding for the project (\$15,000) and ensure fiscal responsibility. This was determined to be through an extraordinary request for a Special Service Contract.
- In April of 2017, the City Council unanimously supported the Arts Council to administer Project ABC and approved an amendment for the Special Service Contract with the PCSC Arts Council.

How this item supports the Goals of the General Plan

Arts & Culture is one of City Council's top priorities. Arts and Culture creates a sense of community and place in our community, and specifically relates to the City's Goals in the General Plan ([goals 11 & 13](#)).

[Complete Community that Values Historic Preservation, Economic Diversity and the Arts and Culture](#). Arts and Culture is essential to creating an inclusive and healthy community. It connects people and place, as well as, serves as an economic driver that adds vibrancy to the place we live and the destination market. Arts and Culture creates amenities for our local community as well as visitors and builds community connections.

- Arts and Culture supports the continued success of the multi-seasonal tourism economy while preserving the community character that adds to the visitor experience.
- Arts & Culture will allow Park City to continue to grow as an arts and culture hub encouraging creative expression.

Analysis

Project ABC is a cultural planning effort managed by the Park City Summit County Arts Council. The stated goal of Project ABC is as follows:

The Summit County Arts and Culture Master Plan will be a roadmap to drive the future of arts and culture in Summit County and include a set of short and long term recommendations that address the needs of the larger community, grow investment in our creative sector, connect arts and culture to City and County priorities, and support the long-term vitality of our arts and culture nonprofits.

[Project ABC](#) is a yearlong master planning process. Project ABC is on track to meet its stated deliverables as outlined in the approved [scope of work](#):

1. Community Survey;
2. Community Vision;
3. Implementation Plan.

Project ABC is [funded](#) by a diverse range of partners including governments, business, non-profit partners and individuals. [A Steering Committee](#) comprised of representatives from the nonprofit, government, business and philanthropy communities provides oversight on the project. Five work groups convene throughout this process to provide substantive guidance and direction, encourage community engagement and help problem solve and identify action steps.

Staff anticipates returning to Council in December of 2017 for an update as a requirement of the stated performance measures in the Special Services Contract, which is where PCMC's financial contribution came from. A final presentation of Project ABC recommendations will be presented in March of 2018. Council may request a verbal update on the project at any time.

An overview of project progress since the May 2017 launch and outline of next steps for Project ABC can be found in Exhibit B. The following is a summary:

- Funding and Participation: Project Funding - \$95,250 committed; and
- Over 80 stakeholders engaged in activities (workgroup meetings, interviews, Steering Committee) from the business, nonprofit, government, creative, and philanthropic communities;
- Progress to Date:
 - Engagement / Awareness:
 - Participation in Pledge (1,024);
 - Participation in Survey (255);
 - Canvassing at 20 community events;
 - Stakeholder Interviews (8 with 10+ more to complete);
 - State-level Partners (UCA/UDAM);
 - Partners with group such as the National Charity League that are building youth connection to the project.
 - Events that Connect the Community through Art:
 - View from My Door;
 - Latino Arts Fest;
 - Monster Drawing Rally;
 - New Creative Entrepreneur Professional Development.

- Over the next 6 months Project ABC will be completing the following deliverables:
 - Completing primary and secondary data collection;
 - Data synthesis and analysis;
 - Project ABC Arts Summit: (In November) community convening to present/validate findings, prioritize, and start action planning;
 - Consideration of offering micro-grants (~\$250-500) to pilot quick win ideas; and
 - Documentation of the process,, recommendations, action steps, and financial considerations.
- Other areas of attention over the next six months include:
 - Continued momentum and engagement in data collection from diverse audiences (Seniors, Latinos, Youth) and subjects (Recreation, Housing, Transportation, Sustainability, Mental Health etc.);
 - Participation in the Project ABC Summit;
 - Develop commitments to bring to action; and
 - Developing a collaborative financing strategy to support implementation recommendations.

Park City Arts District in Bonanza Park

- In initial meetings with Project ABC/Arts Council staff and the City, the City asked if the PCSCAC would be willing to be included as a major stakeholder in collectively representing much of the Park City/Summit County arts community and cultural interests and non-profits;
- Staff believes data/recommendations from Project ABC and survey:
 - Can be utilized to inform PCMC's Arts and Culture consultants for the future development of the Park City Arts District;
 - Will be critical in informing specific Arts and Culture District elements and the Art District's tie to arts and cultural offerings of the greater area; and
 - Should provide an in-depth examination of the current state of arts and culture in the City and County, current arts and cultural assets and resources, and provide recommendations for improving these assets and offerings City and Countywide.

Funding Implication

The recommendations of Project ABC are anticipated to be presented in March 2018. PCMC will continue to explore our role in arts and culture, both in this broader community process, as well as specifically within the Park City Arts District in Bonanza Park. The anticipated timing of Project ABC recommendations coincide with the beginning of the fiscal year 2019 budget process, where expansion of resources/priorities can be contemplated regarding this project, as well as, arts and culture as a whole. Staff time/resources are being monitored and can also be addressed in the next budget process as necessary.

City Council should review progress and next steps for Project ABC and provide direction on the following:

- Does the City Council have any suggestions for additional community outreach / involvement?
 - Are there groups we need to ensure are involved with the project?
 - Would City Council be willing to share Project ABC survey results through their board/commission liaison roles to ensure the project is shared with a diverse group of stakeholders?
- As Project ABC works to finalize recommendations for March of 2018, are there any specific items that should be included to ensure that recommendations are consistent with the City Council's expectations?

Department Review

Economic Development, Community Engagement, Community Development, Executive, Budget, and Legal Departments have reviewed this report and their comments have been incorporated.

Comments from the Arts Council have also been incorporated into this report.

Funding Source

The City's portion of funding for Project ABC (\$15,000) comes from a Special Service Extraordinary Request.

State code (Utah Code 10-7-85) specifically allows for municipal support of the arts for the purpose of enriching the lives of its residents and may establish guidelines for the support of the arts.

State Code also precludes local governments from giving money to other organizations for capital projects if the City does not own the capital asset.

Alternatives for City Council to Consider

Recommended Alternative:

This report is an informational update on Project ABC. City Council should give direction regarding progress and next steps on the project.

Attachments/Links

Exhibit A	History of Arts and Culture in Park City
Exhibit B	Project ABC Update
Exhibit C	Project ABC Funding Update
Exhibit D	Special Service Contract Project ABC

[Projectabcsc.com](#)

<https://www.facebook.com/projectabcsc/>

<https://www.pinterest.com/projectabc/>

A History of Park City Arts & Culture

Park City has had a long history of celebrated arts and culture that is unique to the City, and our community. The arts connect us, and provide experiences and opportunities for our diverse community, as well as, our visitors.

The history of arts and culture in Utah spans back more than 100 years and in 1899 when the Utah Arts Council was created. Some of Park City's vibrant arts and cultural historical highlights include:

- The reconstruction of the iconic Egyptian Theatre which was built in 1926 (at the same location as the snow-collapsed Dewey Theatre). Now part of our community for more than 90 years.
- A renovation of a dilapidated Kimball Garage that was restored into a Arts Center (1976). The Kimball Art Center has been part of our community more than 40 years.
- A vision of for seeing the value of independent film and creating the now internationally renowned Sundance Film Festival (1978). The Sundance Film Festival and Sundance Institute have been part of our community for more than 38 years.
- In 1984, the City acquired its first piece of public art (still located to the south of Miners Hospital).
- In 1986, the [Park City Summit County Arts Council](#) was founded as the Park City Foundation for the Arts & Humanities.
- In 1999 the Arts Council created the first Arts and Culture Master Plan, attached as Exhibit A.
- By 2004 the City Council created the [Park City Public Art Advisory Board](#).

Many members of our community and numerous organizations, including the City and County, have helped to ensure that the arts were and still are a vital part of our City's culture and identity. Today more than 20 local arts and culture non-profit organizations work together in our community to leverage partnerships, and have created important amenities and experiences for our community and visitors. Together these organizations work to strengthen our community by connecting people with our story and history, strengthening Park City's sense of place, and providing experiences, amenities and opportunities. Additionally, they preserve, protect and promote our City's unique identity and our authentic culture, as well as, serve as an avenue to explore and inspire the future.

History of Project ABC

In September of 2015, local Summit County Arts and Culture groups began to meet and in November of 2015, Randy Barton made presentations to the City and County Council regarding the Arts & Cultural Initiative (ACIG).

On January 7th, 2016 staff led Council through a Work Session regarding Arts and Culture in our community. City Council agreed that the arts were a vital part of our community and asked that the ACIG create a steering committee to work on next steps to achieve their goals.

As one of the people who helped to spearhead the ACIG, Randy Barton worked to establish a steering committee which included community business leaders and arts and culture representatives. The steering committee began work to formulate a definition of the arts, and collect directory information about artists and organizations connected to arts and culture.

The initial definition of the arts encompassed the following creative sectors;

- Fine Arts - painting, drawing, sculpting
- Performing Arts - theatre (acting, announcing, directing, theatrical design & build), dance and choreography, concerts (music and singing),
- Decorative Arts - crafts, ceramics, printmaking, textile arts
- Applied Arts - film and video, animation, photography, architecture, graphic design, digital arts, humanities, folklore and historic preservation, literature and writing.
- Educational Arts - youth or adult instruction and education of artistic fields.

The steering committee also reviewed the Arts Master Plans for other cities including:

- [Austin](#)
- [Boulder](#)
- [Telluride](#)
- [Santa Cruz](#)

At the November 2016 ACIG meeting, the steering committee asked questions regarding the goals and process unfolding and stated their support of an Arts and Culture Master Planning project.

- The Arts Council was asked to put together a scope of work for managing this project that included a timeline, work plan, and budget.
- The one year process was approved by the steering committee and brought to local governments in December of 2016, and City Council unanimously supported a collaborative Arts and Culture Master Plan.
- In January of 2017, City Council approved City funding for an Arts & Culture Master Plan.
 - A diverse set of stakeholders have come together to fund the work, including City and County governments, local businesses, nonprofits, and individuals from the community.

Current Project ABC

The approved scope of work for the year-long planning process, now called Project ABC: Art, Beauty Culture, includes three overlapping phases: data collection, convenings, and documentation.

- The steering committee continues to oversee the project and meets on the third Friday of the month to review progress and hold the Arts Council accountable for the work.
- The proposed budget was \$83,500. Fundraising efforts yielded \$95,250 in commitments of which \$90,850 has been received to date with the remainder expected to come in over the coming months. Approximately \$30,000 has been spent to date.

Exhibit B – Project ABC Update

The stated goal of Project ABC is as follows:

The Summit County Arts and Culture Master Plan will be a roadmap to drive the future of arts and culture in Summit County and include a set of short and long term recommendations that address the needs of the larger community, grow investment in our creative sector, connect arts and culture to City and County priorities, and support the long-term vitality of our arts and culture nonprofits.

Project ABC is on track to meet its stated deliverables as outlined in the approved [scope of work](#). The City's involvement in the process and financial support of the effort is a critical component in its success.

The Arts Council engaged Jake McIntire of Union Creative Agency as a consultant to help manage the project, who began work in April. An intern from the Westminster College Master's of Community Leadership program has also been engaged to support data collection and analysis.

The following milestones have been reached to date in the first five months of Project ABC:

- [Five Workgroups](#) were formed representing the diverse stakeholders in the process who meet at key points to provide guidance and content direction;
- A website (projectabcsc.com) was designed and launched to serve as a platform for engagement in the effort;
- An [outreach toolkit](#) was built to help stakeholders promote the effort to their constituencies;
 - PCMC featured Project ABC in the [July newsletter](#).
- A [digital pledge](#) was developed which currently has over 1,000 signatures from community members who identify as advocates for an investment of time and resources in arts and culture in Park City and Summit County;
- A [survey](#) was drafted, reviewed by Workgroup and Steering Committee members, and released;
 - An outreach campaign has begun using canvassing at events, earned and paid media, and influencer strategies to encourage participation.
 - To date, over 250 people have taken the survey.
- Interviews with key stakeholders have begun with over 20 planned during the data collection period;
- A social media strategy centered on [Facebook](#) was launched to provide a place to post progress, best practices, and relevant information on arts and culture;
- [Benchmark communities](#) were confirmed (Boulder, Co; Austin, Tx; Santa Cruz, Ca; and Telluride, Co) and research has begun to collect information on how other communities organize and fund their arts and culture efforts;
- Local secondary data is being compiled about the state of arts and culture in Summit County including economic impacts, audience size, and funding; and
- Partnerships are being developed with statewide organizations including the Utah Cultural Alliance and Utah Division of Arts and Museums to engage them in the effort and consider future funding opportunities for Park City and Summit County arts and culture.

Project ABC Summary

A summary of working group meetings, survey and pledge includes:

- More than 1,000 people have taken the pledge – 50% from Summit County
- 84060 – 214
- 84068 – 22
- 84098 – 284
- 84033 – 1
- 84036 – 62

Exhibit B – Project ABC Update

- 84017 – 12
- 82930 – 4
- 84055 – 17
- 84024 – 1
- 84061 - 5
- More than 250 people have taken the survey
 - 198 Full Time Summit County Residents
 - 15 Part Time Summit County Residents
 - 43 Outside of Summit County
- Initial Workgroup meetings have focused on:
 - Building awareness and stakeholder support for Project ABC;
 - Collecting information on initial ideas and needs;
 - Giving direction on the survey questions;
 - Sharing tools to help with outreach and engagement; and
 - Validating early survey findings.
- Initial ideas shared by Workgroup participants have included:
 - The broad value of arts and culture in our community;
 - The fact that arts and culture are a point of connection for residents and visitors;
 - The need for improved connectivity between our various arts and culture amenities and geographic areas of concentration;
 - The need to consider the ways arts and culture evolve authentically in different parts of Summit County;
 - The value of connecting arts and culture to other community assets such as open space and recreation;
 - The need for collaboration and unity among arts and culture stakeholders;
 - The need for dedicated spaces for artists to live and work; and
 - The need for more public art.

A core value of the Project ABC initiative is to think big and plan for the future, while documenting wins along the way. Some of the wins have included:

- The City's stated investment in developing a new arts and culture district in Bonanza Park. This is a significant win for the future of arts and culture in the community.
- A clear measure of impact is the number of people engaged in the effort—with over 80 individuals actively participating in meetings and interviews to date, from a variety of sectors in our community.
- A number of community activities have used arts and culture as a means to connect the community including the Latino Arts Fest, View from My Door public art installation in commercial buildings across the county, and Monster Drawing Rally.
- Professional development is a common theme heard from the creative sector workgroup and early survey results.
 - Groups like the Park City Professional Artist Association and Pando Labs are hearing that need and developing new ways to offer this support.

Looking to the Future

Over the next six months, Project ABC will work to complete the following activities:

- Complete primary and secondary data collection;
- Synthesize and analyze findings;
- Project ABC will be in attendance at the Fall Projects Open House scheduled on September 20th;

Exhibit B – Project ABC Update

- Convene a Project ABC Summit (a community convening to be held in November) where all workgroups and steering committee members in addition to the general public will be invited to come together;
 - The goal of the Project ABC Summit will be to present/validate the findings, prioritize, and move into action planning.
- Documentation of the process, findings, recommendations, action steps, and financial considerations.

Some areas of attention for Project ABC over the next six months include:

- The need for all stakeholders to support outreach to ensure findings reflect the input from a our diverse community;
 - There are many more opportunities to extend the reach of the project; and
 - Survey will close in September.
- Ensure broad participation at the Project ABC Summit to validate findings, establish priorities, and move into action planning;
- Establish commitments to action from various stakeholder groups that reflect the findings coming from data collection and convenings;
- Develop a collaborative financing strategy that includes funding alternatives/options from a variety of sectors to support the range of implementation action items.
 - Arts Council is considering starting a small grant program (\$250 to \$500) to allow local non-profits seed funding for small projects. It is currently understood that the City's portion of the funding cannot be used for this project.

Exhibit C: Project ABC Funding Update

Target	Committed	Received to Date
\$83,500	\$95,250	\$90,850
Individuals	\$14,900	\$14,900
Nonprofits	\$14,950	\$13,450
Government	\$30,000	\$27,000
Businesses	\$27,000	\$27,000
Foundations	\$8,500	\$8,500

Donor List (to date)

Various Individuals

Non Profit Groups:

- Alf Engen Ski Museum
- Ballet West
- Egyptian Theatre
- Park City Film Series
- Kimball Art Center
- KPCW
- Mountain Town Music
- Park City Institute
- Park City Professional Artists Association
- Sundance
- Utah Symphony / Utah Opera

Government Groups:

- Park City Municipal Corporation
- Summit County

Business Groups:

- Park City Chamber of Commerce & Visitors Bureau
- Deer Valley Resort
- Vail Resorts
- Berkshire Hathaway
- Newpark Retail
- Larry White –TCFC Finance Co.
- Fisher Properties
- Montage
- Park City Restaurant Association

Foundations:

- Park City Community Foundation

**FIRST AMENDMENT TO SPECIAL SERVICE CONTRACT
BETWEEN PARK CITY SUMMIT COUNTY
ARTS COUNCIL AND
PARK CITY MUNICIPAL CORPORATION
FY 2016-2017 and FY 2017-2018**

THIS FIRST AMENDMENT is made and entered into by and between PARK CITY MUNICIPAL CORPORATION and Arts Council, a Utah nonprofit to amend^[PSM1] the Special Service Contract between Park City Municipal Corporation and the Arts Council that went into effect July 1, 2016 and which amends Article I and II and provides for additional funds and additional scope. Articles I and II shall read as follows:

**ARTICLE I
TERM AND ALLOCATION**

Arts Council shall have a special service contract with a term of two (2) years. Half of the total contract amount of Forty Thousand Dollars (\$40,000) will be available each year. Eighty percent 80% of each annual appropriation will be available at the beginning of the fiscal year, with the remaining twenty percent 20% to be distributed upon demonstration through quantifiable and qualified measures that the program has provided public services meeting its goals and mutually agreed upon Performance Measures as delineated in Attachment A attached hereto and incorporated herein.

FY 2016-2017:	\$16,000.00 available 7/1/16	\$4,000.00 available upon performance review
---------------	------------------------------	---

FY 2017-2018:	\$16,000.00 available 7/1/17	\$4,000.00 available upon performance review
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TOTAL amount available for allocation:	\$40,000.00
--	-------------

In addition, Arts Council shall have a special service contract extraordinary amount of \$15,000. With the total additional amount of Fifteen Thousand Dollars (\$15,000), eighty percent 80% of the additional amount to be available at the execution of this First Amendment, with the remaining twenty percent 20% to be distributed upon demonstration through quantifiable and qualified measures that the program has provided public services meeting its goals and mutually agreed upon Performance Measures as delineated in Attachment C attached hereto and incorporated herein.

FY 2016-2017:	\$12,000.00 available 6/20/2017
---------------	---------------------------------

FY 2017-2018:	\$3,000.00 available upon performance review
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TOTAL additional amount available for allocation:	\$15,000.00
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ARTICLE II

SERVICES TO THE COMMUNITY

In exchange for the City's contribution, Arts Council agrees to provide:

- Cultural Tourism and Marketing;
 - Internet advertising, social media, promotional materials for Park City's arts and culture including events and activities in Park City
- Support of the Public Art Advisory Board by:
 - Promotion of public art projects
 - Provide advice and guidance through the Park City Public Art program's strategic visioning, budget and funding planning.
 - Biannually present grant and external funding opportunities to the PAAB.
 - City Staff and/or PAAB would be responsible for writing or pursuing opportunities where the City is the lead and is accountable for completing grant related projects.
 - Arts Council would be responsible for serving as a lead for opportunities where the City is a partner.
 - Arts Council will review and provide oversight on grants the City chooses to pursue that do not conflict with Arts Council opportunities.
 - As deemed appropriate by the City, the Arts Council would serve as a fiscal agent for 10% of fees of the funding opportunity.

A copy of the Arts Council Special Service Contract Application, attached hereto and incorporated herein by reference as Attachment B, provides detailed information concerning the above services.

Both parties agree that the above services provided to the community represent a good faith exchange of current fair market value for the City's contribution.

In exchange for the City's additional contribution of \$15,000 on June 15, 2017, Arts Council agrees to provide:

The development and delivery of an Arts and Culture Master Plan as outlined in Attachment D – Park City Summit County Arts Council Special Service Contract Extraordinary Request Application and Attachment C - Performance Measures and Deliverables Arts & Culture Master Plan

Both parties agree that the above additional services provided to the community represent a good faith exchange of current fair market value for the City's contribution.

All other terms of the Special Service Contract remain in full force and effect.

IN WITNESS WHEREOF the parties hereto have caused this First Amendment to be executed the day and year herein written

DATED this 20 day of June, 2017.



PARK CITY MUNICIPAL CORPORATION

[Signature]
Diane Foster, City Manager

Attest:

[Signature]
Michelle Kellogg, City Recorder

Approved as to form:

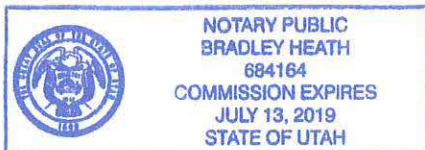
[Signature]
City Attorney's Office

**PARK CITY SUMMIT COUNTY
ARTS COUNCIL
A Utah nonprofit Corporation**

By: [Signature]
Hadley Dynak, Executive Director

STATE OF UTAH)
) ss.
COUNTY OF SUMMIT)

On this 21 day of June, 2017, before me, the undersigned notary, personally appeared Hadley Dynak, Executive Director of Park City Summit County Arts Council, a Utah nonprofit corporation, personally known to me/proved to me through identification documents allowed by law, to be the person whose name is signed on the preceding or attached document, and acknowledged that she signed it voluntarily for its stated purpose as Executive Director for Park City Summit County Arts Council, a Utah nonprofit corporation.



[Signature]
Notary Public

Special Service Contract Application Form

Park City Municipal Corporation

Please provide 2 (2) hard copies and an electronic copy of this application and all other requested information to the Budget, Debt, and Grants Office by **5:00 pm on March 31, 2016.**

(1) Organization Contact Information

Name Hadley Dynak, Park City Summit County Arts Council
Address PO Box 4455
Park City, UT 84060
Phone (435) 647-9747 Fax _____
E-mail director@pcscarts.org

(2) Indicate the applicable Special Service Contract category for this proposal:

- | | |
|---|---|
| ☐ Youth Programming | ☐ Victim Advocacy Services/Legal Services |
| ☒ Arts | ☐ Affordable Housing |
| ☐ Recycling/Environmental | ☐ History/Heritage |
| ☐ Information and Tourist Services | ☐ Health |
| ☐ Senior Services | ☐ Other Community Service (please specify) |

(3) Proposed Total ~~(two-year)~~ Contract Amount: \$ 15,000

(4) In addition to the above requested information, applications must address the following components:

1. Specific detail of how the requested funds will be used (attach summary - *one page maximum*);
2. Financial information for your organization including annual budget and other sources of potential funding. Please also include 2 years of financial statements such as Balance Sheet, Income Statement, Statement of Financial Position, Activity Statement, etc. or include Independent Auditors' Reports (attach relevant documents);
3. Quantitative and/or qualitative goals (with specific targets) that can be used to measure the degree to which the funds were used for their intended purpose (attach summary - *half page maximum*); and

4. Specifically address how your proposal meets the criteria described in the City's Public Service Contract Policy (specific criteria components are outlined below, please attach no more than one page for each criterion):

Criterion 1: Accountability and Sustainability of Organization - The organization must have the following:

- a. Quantifiable goals and objectives.
- b. Non-discrimination in providing programs or services.
- c. Cooperation with existing related programs and community service.
- d. Compliance with the City contract.
- e. Federally recognized not-for-profit status.

Criterion 2: Program Need and Specific City Benefit - The organization must have the following:

- a. A clear demonstration of public benefit and provision of direct services to City residents.
- b. A demonstrated need for the program or activity. Special Service Funds may not be used for one-time events, scholarship-type activities or the purchase of equipment.

Criterion 3: Fiscal Stability and Other Financial Support - The organization must have the following:

- a. A clear description of how public funds will be used and accounted for
- b. Other funding sources that can be used to leverage resources.
- c. A sound financial plan that demonstrates managerial and fiscal competence.
- d. A history of performing in a financially competent manner.

Criterion 4: Fair Market Value of the Services - The fair market value of services included in the public service contract should equal or exceed the total amount of compensation from the City unless outweighed by demonstrated intangible benefits.

Signed: _____



Date: _____

2/13/17

**Special Service Contract
Extraordinary Request
Park City Summit County Arts Council
Arts and Culture Master Planning Project**

1. PROPOSED PROJECT REQUEST (one page)

Overview/Background

The Park City Summit County Arts Council is requesting a \$15,000 Special Services Contract from PCMC to support a portion of costs to lead a collaborative, community-wide arts and culture master planning project.

Purpose

The Arts and Culture Master Plan will outline the future of arts and culture in Summit County. It will include a set of short and long-term recommendations that address local needs, grow investment in our creative sector, connect arts and culture to City and County priorities, and support the long-term vitality of our arts and culture community.

Scope of Work

The Summit County Arts and Culture Master planning process will be organized into three (overlapping) phases each with specific goals, objectives, and deliverables. Work will begin as resources are committed to the project.

Phase 1: Creative Community Inquiry (data collection and analysis)

Phase 2: Creative Community Visioning (convenings and engagement)

Phase 3: Creative Community Action (documentation and recommendations)

The Arts Council will manage the project with the oversight and guidance of a Steering Committee comprised of established project stakeholders. Workgroups will be established to ensure broad participation and input into the planning process. (See Appendix A for more detail on the leadership structure, roles and responsibilities, and confirmed participants)

We will seek a broad base of public participation through digital and in person activities. The Arts Council will launch and maintain a project website to publicize the process and progress, provide a point of access for public survey tools, and share opportunities for engagement. We will also use the Arts Council and partner organizations' platforms to promote the project.

In addition, we will hold at least one community forum/town hall and organize several events at partner sites to collect data and get feedback from the public. We will plan a day-long working meeting (a Master Plan Summit) for participating organizations midway through the process to review data, identify collective priorities, and generate recommendations. Project workgroups will meet at least three times during the course of the planning process to provide insight and direction. The Steering Committee will meet monthly.

2. FINANCIAL STATEMENTS

(attached)

3. GOALS AND OBJECTIVES (half page)

Phase 1 Goal: Creative Community Inquiry (data collection and analysis)

- Benchmark other community's arts and culture plans
- Document the state of arts and culture through a cultural program inventory
- Assess current funding allocations for arts and culture
- Define the economic impact of our arts and culture assets
- Assess our creative sector needs through interviews, surveys, and focus groups
- Draft a summary report

Phase 2 Goal: Creative Community Visioning (convenings and engagement)

- Document the roles and responsibilities of various arts and culture stakeholders
- Define the collective priorities of arts and culture organizations and the larger creative sector through convenings, open houses, public forums, a community-wide Summit, and workgroup sessions.
- Share progress and updates via the project website and social feeds
- Validate community inquiry data and assumptions
- Draft a summary report

Phase 3 Goal: Creative Community Action (documentation and recommendations)

- Develop a series of short and long-term recommendations
- Identify funding needs and financing mechanisms
- Draft an implementation timeline
- Draft a final report of findings and secure public adoption

3. SPECIAL SERVICE CRITERIA COMPONENTS

Criteria 1: Accountability and Stability of the Organization

a. Quantitative goals and objectives

The Arts Council maintains an annual operating plan with clear goals and objectives for our core marketing, programming, and policy/advocacy priorities. For the proposed master planning project, please see the goals and objectives outlined above.

b. Non-discrimination in providing programs or services

Arts Council services, resources, and opportunities are available to all, regardless of race, color, religion, sex or national origin.

c. Cooperation with existing related programs and community service

As an umbrella community nonprofit with a mission to promote, support, and strengthen arts and culture in our community, the Arts Council partners in a variety of ways with all local arts and

culture nonprofits. We lead networking activities, market partner organization's events, conduct partnership programming, and help advance policies to benefit the creative sector. We maintain strong relationships with the following local and statewide arts groups and organizations.

- Arts-Kids
- Alf Engen Museum
- Ballet West
- Egyptian Theatre
- Kimball Art Center
- Park City Institute
- Park City Chamber and Visitors Bureau
- Park City Community Foundation
- Park City Education Foundation
- Park City Film Series
- Park City Gallery Association
- Park City Municipal Corporation
- Park City Museum
- Park City and Summit County School Districts
- Park City Professional Artists Association
- Mountain Town Music
- Sundance Institute
- Summit County Government
- Summit County Museum
- Swaner EcoCenter and Preserve
- Utah Arts Council (Utah Department of Arts and Museums)
- Utah Cultural Alliance
- Utah Nonprofit Association
- Utah Symphony/Deer Valley Music Festival

d. Compliance with the City contract

The Arts Council has submitted, and will continue to submit, compliance reports to PCMC, as required, throughout the service contract period.

e. Federally recognized not-for-profit status

The Arts Council is recognized by the Federal Government as a 501(c)3 tax-exempt, not-for-profit organization.

Criteria 2: Program Need and City Benefit

The intent of the master planning project is to chart a course for the future of arts and culture in Summit County. No current master plan exists for the creative sector and no formal assessment and planning effort for arts and culture has been done since 1999. A diverse group of stakeholders have come together to request the development of a new plan, and the Arts Council will lead this effort which will benefit the public in the following ways:

- The process will provide a framework to aggregate and analyze data on the current state of arts and culture in our community, its economic impact, and the larger needs of the creative sector.
- It will serve as a means for community engagement with convenings, open houses, and surveys that help us understand the opportunities for arts and culture to advance our city and county goals.
- It will outline and define the collective priorities of those working in our creative sector--the arts and culture nonprofits, local artists, creative industry entrepreneurs, and those making their living working to support our creative enterprises.
- It will outline and define a set of short and long-term recommendations that address local needs, grow investment in our creative sector, connect to City and County priorities, and support the long-term vitality of our arts and culture sector.
- Finally, there are currently a number of development projects underway to grow arts capacity in Park City and Summit County -- from the Brew Pub Lot and Miners Plaza on Main Street to the County Fairgrounds and the capital expansion of the Kimball Art Center. The master planning process can help inform the direction, scope, and decision-making of these and other concurrent countywide arts and culture planning and development initiatives.

Criteria 3: Fiscal Stability and Other Financial Support

The total budget for the proposed scope of work is estimated at \$83,500. Funding will come from a diverse set of stakeholder groups that represent the interests of the larger community. (See Appendix B for the budget breakdown and list of targeted donors.) The requested PCMC Special Service Contract funds will represent approximately 18% of the total budget.

The Arts Council has a comprehensive accounting system in place. Finances are managed by a third party consulting firm and monthly financial statements are prepared by a CPA to ensure financial oversight and inform decision-making. Independent CPAs have performed financial review and audit engagements for the Arts Council in the past, and we will continue this practice annually moving forward.

We will track revenue and expenses for the master planning project and share reports with the Steering Committee to ensure fiscal accountability.

Criteria 4: Fair Market Value of Services

A proposed budget for costs associated with the project is outlined below (Appendix B) along with potential funding sources from a range of institutions that represent the varied interests participating in the planning process. PCMC's portion is an integral component, but is just a

portion of the total which reflects a fair market value, including in-kind services and volunteer time which will total well over \$200K.

4. EXTRAORDINARY REQUEST CRITERIA

Criteria 1: Special Service Contract Categories

As an arts effort, the master planning project fits within the normal Public Service Fund Distribution categories.

Criteria 2: Unexpected Fiscal Need

In September 2015, local Summit County arts and culture groups began to meet to advocate for planning and dialogue in order to secure and expand cultural stability and growth within our nonprofit arts and culture organizations and larger creative sector. This objective was presented to both the City and County Councils, and in February 2016, both Councils appointed a representative to act as a liaison to the Summit County Arts and Culture Initiative.

A Steering Committee was formed that included community/business leaders, PCMC and Summit County Council and staff, and arts and culture representatives. At the November 2016 meeting, the Committee stated their support for a formal Arts and Culture Master Planning process, and members asked that the Arts Council prepare a proposal to manage the work. That proposal was approved by the Steering Committee in December 2016 which launched the fundraising phase of the project. There was not an anticipated or determined need for the requested funds during the open Special Service Contract review period.

Criteria 3: Other Funding Sources

PCMC Council and staff have been involved in Arts and Culture Steering Committee since its inception and have served as key stakeholders in the discussions about the need for and scope of an arts and culture master plan. Park City Council unanimously supported the idea of a collaborative, community-wide master planning process led by the Arts Council at the December 8th meeting. As previously stated (and outlined in Appendix B), funding sources for the project include a wide range of partner organizations and groups who are interested and involved in the process. PCMC support is a critical part of the total funds requested.

APPENDIX A

ARTS AND CULTURE MASTER PLANNING // LEADERSHIP STRUCTURE

The Proposed Leadership Structure of the Arts and Culture Master Planning process includes a range of opportunities for input, engagement, and guidance to the process. The roles and responsibilities of the leadership groups are outlined below.

Steering Committee: Oversight and Guidance

Meets monthly for one hour. Ensures the planning process is on track and moving forward. Holds the project management team accountable. Advocates on behalf of the project.

Workgroups: Content and Direction

Provide content expertise and substantive direction to the project in core areas of emphasis. Advocate on behalf of the project. Workgroups meet as needed for a minimum of three longer work sessions. Members work asynchronously to move efforts forward. At least one representative from each Workgroup will be appointed to serve on the Steering Committee.

Arts and Culture Workgroup: This Workgroup is for Arts and Culture Nonprofit staff and Nonprofit staff with arts programming/interest in the arts.

TASKS: Help draft survey questions, identify data sources, collect data, review data, organize onsite convenings and open houses, organize interviews/focus groups, represent the project to their constituents, define and clarify priority recommendations, etc.

Creative Sector Workgroup: This Workgroup is for artists, writers, product makers, and other creative industry professionals.

TASKS: Help draft survey questions, collect data, review data, organize interviews/focus groups, represent the project to their peers, define and clarify priority recommendations, etc.

Business Sector Workgroup: This Workgroup is for business owners and their representatives (bars, restaurants, galleries, resorts, trade associations, etc.).

TASKS: Help draft survey questions, identify data sources, represent the project to their constituents, define and clarify priority recommendations, etc.

Finance and Philanthropy Sector Workgroup: This Workgroup is for government officials/ staff, grantmakers, land developers, and others with an interest in assessing the current financing mechanisms of arts and culture and opportunities for growth.

TASKS: compile and review existing investment data, consider RAP tax reauthorization requirements and options, identify alternative financing mechanisms and appropriations for arts and culture priorities, etc.

ARTS AND CULTURE STEERING COMMITTEE MEMBERSHIP

Roger Armstrong (Summit County Council Representative)
Randy Barton (Egyptian Theater, PC Arts and Culture Representative)
Jenny Diersen (Park City Municipal Staff)
Travis English (Summit County Staff)
Bill Malone (Park City Chamber)
Bob Richer (Former Council Member)
Bill Rock (Vail)
Katie Stellpflug (Kamas Gallery Owner)
Bob Wheaton (Deer Valley)
Nann Worel (Park City Council Representative)
Katie Wright (Park City Community Foundation)

TBD (Historic Main Street Business Alliance)
TBD (Eastside Municipal Representative)

Teri Orr (Chair, Arts and Culture Workgroup)
Rob Slettom (Chair, Business Workgroup)
Mary Beth Maziarz (Creative Sector Workgroup Representative)
TBD (Funding and Philanthropy Workgroup Representative)

APPENDIX B

PROPOSED MASTER PLAN BUDGET: (Jan-Dec 2018)

ITEM	TIMELINE (11 months/ 48 wks)
Staffing	
Project Manager	40,000
Arts Council ED	20,000
Consultants: data collection, tech, facilitation	15,000
Subtotal	75,000
Misc Expenses: outreach, meetings, technology, contingencies	8,500
TOTAL	83,500

Projected/Targeted Funding Sources

Sources	Target
Individual Donors	\$20,000
Chamber of Commerce	\$10,000
City	\$15,000
County	\$15,000
Businesses	\$15,000
Arts and Culture Groups	\$10,000
Grants (UDAM, PCF)	\$5,000
Total	\$90,000

Park City Summit County Arts Council Arts & Culture Master Plan Performance Measures & Deliverables

Phase 1 Goal: Creative Community Inquiry (data collection and analysis)

- Benchmark other community's arts and culture plans
- Document the state of arts and culture through a cultural program inventory
- Assess current funding allocations for arts and culture
- Define the economic impact of our arts and culture assets
- Assess our creative sector needs through interviews, surveys, and focus groups
- Draft a summary report

Phase 2 Goal: Creative Community Visioning (convenings and engagement)

- Document the roles and responsibilities of various arts and culture stakeholders
- Define the collective priorities of arts and culture organizations and the larger creative sector through convenings, open houses, public forums, a community-wide Summit, and workgroup sessions.
- Share progress and updates via the project website and social feeds
- Validate community inquiry data and assumptions
- Draft a summary report

Phase 3 Goal: Creative Community Action (documentation and recommendations)

- Develop a series of short and long-term recommendations
- Identify funding needs and financing mechanisms
- Draft an implementation timeline
- Draft a final report of findings and secure public adoption

Community Outreach Deliverables

- The Arts Council will maintain a website to serve as the public platform for Project engagement, to chronicle opportunities for participation, and to share findings and accomplishments as they unfold during the process.
- The Arts Council will maintain a document that details the scope of participation in the process from each of the stakeholder groups (businesses, nonprofits, creatives, philanthropy and the general public).

Budget Deliverables

- The Arts Council will maintain a project budget and report to the Steering Committee monthly on revenue and expenses.

Through the Arts and Culture Master Planning project and the documentation that results, the Arts Council will answer the following questions:

- Why is Art and Culture important to our whole community? What are the collective priorities of the Arts and Culture community as identified through the project survey, workgroup meetings, community convenings, etc.?
- What is the current level of service and funding for art & culture in Park City? Summit County?
- What are the implementation and financing recommendations (funding, services, etc.) of the Master Planning project as they pertain to partnership, facilities, community involvement, etc.
- How do the results compare to other communities that were chosen as a measure?

Other Requirements:

The City shall appoint a Council Liaison, and Staff Liaison(s) for this project.

The City Staff Liaison(s) shall be appointed by the City Manager with advice from the Economic Development Manager. The City Staff Liaisons shall serve provide staff support to the City Council Liaison, as well as, shall attend Steering Committee Meetings. When the City Council Liaison cannot attend Steering Committee Meetings, the Staff Liaisons shall report back to the City Council Liaison on items discussed.

Additionally the Staff Liaisons shall attend and provide support for the Arts and Culture Master Plan including Public Outreach Meetings/ Convenings, shall write staff reports and participate in and support public presentations including report outs to City Council.

The City Council Liaison shall be appointed by the Mayor and City Council of Park City. The City Council Liaison shall attend Steering Committee meetings and provide updates through the process back to City Council outside of the required Arts and Culture Master Plan check in points as listed above.

The Steering Committee will meet monthly and receive an update report on project process and findings. Steering Committee members including the City Liaison and staff will have time to review and provide input before final documentation, recommendations, priorities, and financing alternatives are compiled.

In coordination with City Staff and Council Liaison, the Park City Summit County Arts Council (Arts Council) is required to report out to City Council twice throughout this process including once no later than July 27th, 2017, and once no later than December 14th, 2017. The City Council may request a verbal update on the project at any time, and in coordination with City Staff Liaison(s), the Arts Council shall update City Council's request no later than 3 weeks after

such a request. At the end of the project, in coordination with the City Staff Liaison, the Arts Council is responsible for providing findings and reporting to City Council. A final report will be completed no later than June 1, 2018.

Funding is contingent on funding from Summit County and diverse community partners. Funding payment recommendation is 80% at contract signing, 20% at delivery of final report. Final payment must occur before the end of the Park City fiscal year (June 30, 2018).



DATE: August 31, 2017

TO HONORABLE MAYOR AND COUNCIL

Recreation Staff would like to inform City Council of the retirement of Robert 'Nick' Calas as of September 1, 2017. Hired on June 10th, 1985, Nick has worked in a variety of roles for Park City Municipal and Park City Recreation. Nick has been a staple in the Recreation Department where he worked as a camp counselor, afterschool bus driver, and adult sports scorekeeper. For the last 18 years, Nick has worked in his full-time position with the Recreation Department as a Facility Assistant. He has been a key contributor to facility accolades, staff and department awards. We are excited for his future endeavors and new chapter.

Respectfully:

Tate Shaw, Recreation Manager



City Council Staff Report

Subject: Robert 'Nick' Calas Retirement
Author: Tate Shaw, Assistant Recreation Manager
Department: Golf, Recreation, Ice & Library
Date: August 10, 2017
Type of Item: Administrative

Summary Recommendation

Enact the resolution for the retirement of Robert 'Nick' Calas after 32 years of work with Park City Municipal Corporation.

Executive Summary

Recreation Staff would like to inform City Council of the retirement of Robert 'Nick' Calas as of September 1, 2017. Hired on June 10th, 1985, Nick has worked in a variety of roles for Park City Municipal and Park City Recreation. Nick has been a staple in the Recreation Department where he worked as a camp counselor, afterschool bus driver, and adult sports scorekeeper. For the last 18 years, Nick has worked in his full-time position with the Recreation Department as a Facility Assistant. He has been a key contributor to facility accolades, staff and department awards. We are excited for his future endeavors and new chapter.

Background

- Employee Number 94 (current new hires are in the 6000's)
- Hired June 10th, 1985– June 30, 1999 Part-Time/Seasonal and Contract
- Promoted to Full-Time July 1st, 1999

Department Review

Legal, Recreation & Library and Executive

Attachments

A Robert 'Nick' Calas Retirement Resolution

Resolution No. 22-2017

**A RESOLUTION ACKNOWLEDGING ROBERT 'NICK' CALAS' RETIREMENT
FROM PARK CITY MUNICIPAL CORPORATION AND RECOGNIZING HIS MANY
CONTRIBUTIONS IN PROVIDING SERVICE AND
CONTRIBUTIONS TO PARK CITY**

WHEREAS, it is with great reluctance that the City accepts Robert 'Nick' Calas resignation after 32 Years of extraordinary service; and

WHEREAS, Nick Calas since 1985 has performed skilled labor and complex duties related to building maintenance, recreation facilities and programming; and

WHEREAS, Nick Calas worked in a variety of roles and services as a parks crew member, bus driver, camp counselor, scorekeeper and facility assistant; worked diligently in his daily duties, strove for excellence with high standards; and

WHEREAS, Nick Calas excelled in project work, seasonal facility transitions, program assistance and was a key contributor to facility accolades: and

NOW, THEREFORE, BE IT RESOLVED that the Mayor and City Council hereby deem it appropriate to acknowledge Robert 'Nick' Calas for his diligence and hard work over the past 32 years. His performance at the City indicates continued success in any future endeavor he chooses.

PASSED AND ADOPTED this 31st day of August, 2017

PARK CITY MUNICIPAL CORPORATION

Mayor Jack Thomas

Attest:

Michelle Kellogg, City Recorder

Approved:

Mark Harrington, City Attorney



DATE: August 31, 2017

TO HONORABLE MAYOR AND COUNCIL

Appoint Jane Campbell, Ed Parigian, Eric Hoffman & Brett Isaacson to the Recreation Advisory Board for a term expiring July 2020.

Respectfully:

Ken Fisher, Recreation Manager



City Council Staff Report

Subject: RAB Appointments
Author: Ken Fisher, Recreation Manager
Department: Recreation
Date: August 31, 2017
Type of Item: Administrative

Summary Recommendation

Appoint Jane Campbell, Ed Parigian, Eric Hoffman & Brett Isaacson to the Recreation Advisory Board (RAB) for a term expiring July 2020.

Executive Summary

- August 3, 2017 City Council interviewed four applicants for three open seats on RAB.
- August 17, 2017 City Council amended the ordinance that governs RAB to change the number of members from seven to a range of between five and nine members. This allows City Council to appoint all four applicants to RAB.

Acronyms

RAB Recreation Advisory Board

Background

There are currently four (4) Recreation Advisory seats available for appointment. Current board members Eric Hoffman, Jane Campbell, and Ed Parigian will be reappointed for terms that expire July 2020. Brett Isaacson will be appointed for his first term that will expire July 2020.

The Recreation Advisory Board will be made up of the following members:

Name	Term
Sebe Ziesler	July 2018
Alisha Niswander	July 2018
Cabot Woolley	July 2019
Meisha Lawson	July 2019
Jane Campbell	July 2020
Ed Parigian	July 2020
Eric Hoffman	July 2020
Bret Isaacson	July 2020

Department Review

Recreation, Legal & Executive have reviewed this report.



DATE: August 31, 2017

TO HONORABLE MAYOR AND COUNCIL

Staff seeks to establish a local, Park City for-hire/taxi stakeholder group to review and discuss PCMC's locally controlled regulations. Staff intends to include various stakeholders in order to broaden the perspective. The stakeholders would include: for-hire owners and drivers, lodging and restaurant representatives, local customers, and the Chamber. Regular updates regarding the group's discussions will be provided to Council, as well as any recommendations from the group for potential changes to PCMC's local regulations.

Staff from Finance, Transportation Planning, Sustainability, and Public Safety will be included in the discussions. In addition, please let staff know if Council wishes to designate a Council Liaison to the Stakeholder group.

Respectfully:

Michelle Kellogg, City Recorder



City Council Staff Communications Report

Subject: For-Hire Licensing Update
Author: Beth Bynan, Business License Specialist
Department: Finance
Date: August 31, 2017
Type of Item: Informational

Since 2016, Park City Municipal has received various public comments regarding State and local regulations of the For-Hire/Taxi industry. More specifically, in May 2015, the Utah State Legislature prohibited local municipalities, including PCMC, from licensing or regulating Transportation Network Companies (TNCs). These companies (Uber, Lyft, Sidecar, etc.), though functioning very similar to most other existing taxi/for-hire companies, are licensed very differently under Utah State law. See below:

2015 Enrolled Bill: <https://le.utah.gov/~2017/bills/static/HB0391.html>

2015 Utah State Law: <https://le.utah.gov/xcode/Title13/Chapter51/13-51.html>

In Park City and across the country, local jurisdictions have a long history of licensing and regulating the taxi industry. For example, PCMC's existing regulations include vehicle safety and maintenance, driver's licensure and training requirements, and liability and insurance requirements.

PCMC Code:

https://parkcity.municipalcodeonline.com/book?type=ordinances#name=4-15_For-Hire_Vehicle_Licensing

As a result, staff seeks to establish a local, Park City for-hire/taxi stakeholder group to review and discuss PCMC's locally controlled regulations. Staff intends to include various stakeholders in order to broaden the perspective. The stakeholders would include: for-hire owners and drivers, lodging and restaurant representatives, local customers, and the Chamber. Regular updates regarding the group's discussions will be provided to Council, as well as any recommendations from the group for potential changes to PCMC's local regulations.

Staff from Finance, Transportation Planning, Sustainability, and Public Safety will be included in the discussions. In addition, please let staff know if Council wishes to designate a Council Liaison to the Stakeholder group.



DATE: August 31, 2017

TO HONORABLE MAYOR AND COUNCIL

Staff is recommending that the Park City Police Department's (PCPD) Communication Division (Dispatch) merge with the Summit County Sheriff's Office's (SCSO) Communication Center (Dispatch). Staff received direction from Council on Dec. 15, 2016 to proceed with working toward formalizing the necessary agreements with Summit County to make a merger possible. Staff is anticipating the Summit County Council will consider adopting these agreements on Aug. 30 with the hopes of the Park City Council considering adopting the agreement the next day on August 31.

Respectfully:

Jed Briggs, Budget Operations Manager

City Council Staff Report



Subject: Merge PCPD and SCSO Dispatch Centers
Author: Jed Briggs, Budget Operations Manager
Department: Budget Department
Date: August 31, 2017
Type of Item: Administrative

Summary Recommendation

Staff is recommending that Council authorize the City Manager to enter into a Public Safety Communications Center Service Agreement in the amount of \$600,000/year in a form approved by the City Attorney's Office. The Service Agreement will merge the Park City Police Department's (PCPD) Communication Division (Dispatch) with the Summit County Sheriff's Office's (SCSO) Communication Center (Dispatch) into the Public Safety Communications Center. Staff received direction from the City Council on Dec. 15, 2016 to proceed with working toward formalizing the necessary agreements with Summit County to make a merger possible.

Staff is anticipating the Summit County Council will authorize the County Manager to enter into this agreement on August 30 with the hopes of the Park City Council authorizing the City Manager to enter into the Public Safety Communications Center Service Agreement the next day on August 31. It's anticipated that the County Council will also authorize the County Manager to issue an executive order which will create an advisory board made up of entities that use SCSO for dispatch operations.

Executive Summary

- PCPD and SCSO want to merge dispatch centers in order to build efficiencies and enhance communication efforts between the two entities.
- Because of a 2016 change to State law, if PCPD Dispatch remained its own Dispatch Center, PCPD Dispatch will no longer be able to access state 911 funding for communication equipment and replacement.
- There are some communication issues that have occurred over the years that could be remedied by merging the dispatch centers.
- Staff supports a merger of the two dispatch centers as long as the level of service can be enhanced.
- Park City and Summit County staff have worked collaboratively over the last nine months to memorialize this merger and how future operations will be conducted into formal agreements and the creation of a advisory board to influence dispatch operations.
- Contract is for \$600,000 per year for dispatch services.

Acronyms & Definitions

- **PCPD** – Park City Police Department
- **SCSO** – Summit County Sheriff's Office

- **PSAP** - Public Safety Answering Point: An entity responsible for receiving 911 calls and processing those calls according to a specific operational policy ([link](#))
- **Primary PSAP** (Summit County Sheriff's Office) – A PSAP to which 911 calls are routed directly from the 911 Control Office
- **Secondary PSAP** (PC Police) - A PSAP to which 911 calls are transferred from a Primary PSAP
- **UCA** – Utah Communications Authority: A state agency with the goal of providing a public safety communications network, facilities, and 911 emergency services on a statewide basis
- **911 Advisory Committee** – Review and make recommendations for statewide 911 grant funding

Problem Areas

Receiving 911 Calls Directly

Today, when someone within the Park City limits dials 911, their call is sent automatically to Summit County Dispatch. Before a temporary co-location of the two dispatch centers (started in early July of this year), if the 911 call was for police service within Park City's limits, the call was transferred from Summit County Dispatch to Park City Dispatch. Any 911 calls for medical or fire are transferred to the Fire District, even if they are within the City limits. **PCPD Dispatch has never received 911 calls directly from a caller.** The direct calls that PCPD Dispatch has received in the past are calls placed to the Dispatch phone number of 435-615-5500.

Current state law allows 911 emergency calls to be transferred from Summit County to Park City, however there's a possibility, in the future, that the State could eventually preclude Park City and other secondary PSAPs from receiving transferred 911 calls. This would be consistent with legislative intent (demonstrated through the 2016 change in PSAP definition and funding) and the national trend towards regionalization and the consolidation of services to enhance public safety delivery and to more efficiently utilize tax payer funds.

Legislation

In February of 2016 the State Auditor presented a review of statewide 911 surcharges to the State Legislature ([link](#)). These are the key findings:

- Any city or town may assess the local 911 fee and operate its own PSAP, though larger PSAPs may be more efficient and effective.
- The local 911 fee is a significant source of revenue for PSAPs.
- 95% of calls for PCPD were non-911 or administrative) calls made to the phone number 435-615-5500.
- Questioned whether awarding funding to dispatch centers where most calls are administrative satisfied the purpose of the 911 surcharges.
- Pushed for Legislature to consider stipulating a minimum level of capability or service area below which a PSAP should not be created or operated.
- Recommended to restructure 911 distribution revenue to promote efficiency and effectiveness of state 911 system.

- Concluded that it could be more cost-effective use of taxpayer funds to combine PSAPs to reduce needless duplication.

On May 10, 2016 the State Legislature changed the definition of a PSAP to include “direct 911 emergency” calls. The Legislature is not requiring PSAP consolidation, but rather eliminating funding for secondary PSAPs in hopes of regional consolidation. These are the results:

- PCPD will no longer be considered a PSAP (primary or secondary).
- PCPD in the near future will not be able to access statewide 911 grant funding for equipment replacement/updates.
- SCSO has indicated that they do not believe they will transfer 911 calls to PCPD Dispatch in the future, if PCPD Dispatch is no longer considered a PSAP.

Loss of State 911 Funding

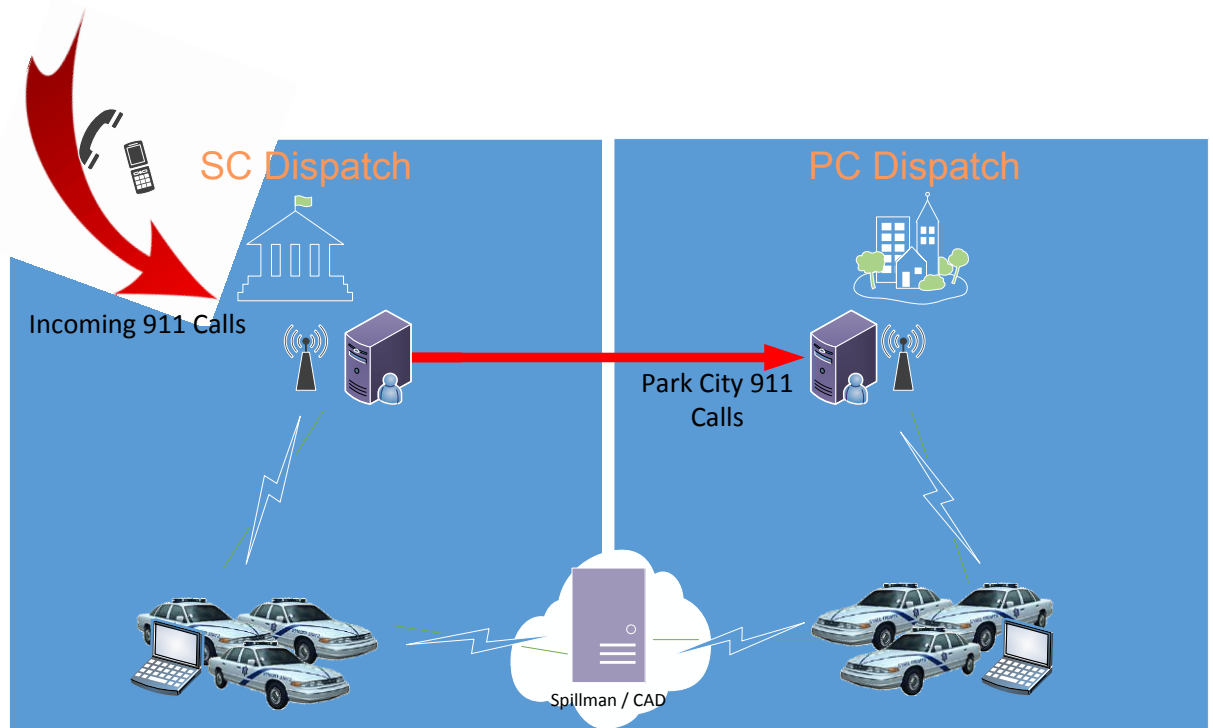
- State Auditor wants to reduce number of PSAPs to reduce “needless duplication.” Recommended restructuring state 911 grant funding to only allow primary PSAPs. In a report published in February 2016 the State Auditor said that secondary PSAPs “appear to be inefficient” ([link](#)).
- The State Legislature changed the definition of a PSAP that was made effective May 10, 2016. The new law specified that in order to receive state 911 funds a PSAP must receive “direct 911 emergency” calls ([link](#)).
- Since 2007 PC Dispatch has received a cumulative total of \$376,741 for equipment replacement and maintenance from state 911 funds. The City will no longer have access to this funding as a Secondary PSAP.

There are three pockets of 911 funding that the City could potentially lose out on due to the change in definition of PSAP:

- **E911 Emergency Telephone \$.61** (monthly charge per telephone line) – These funds go directly to the primary PSAP. County received \$429,028.01 of funding in 2015 for this charge. It’s estimated that ~\$175k is Park City’s share that the City doesn’t receive, based off of number of telephone lines. It should be noted, that the County pays \$7,200k/year in PC Dispatch’s phone bills (data circuits that support the telephone system).
- **Unified Statedwide 911 \$.09** – This funding goes into a state pool managed by the Utah Communications Authority (UCA) to upgrade/replace 911 telephone systems. PSAPs can access funds through grant applications. Since 2007 the City has received \$376,741 for equipment replacement and maintenance. The City will no longer have access to this funding ([link](#)) since we’re no longer considered a PSAP.
- **Computer Aided Dispatch \$.06** – This funding goes into a state pool managed by Utah Communications Authority (UCA) to upgrade/replace 911 computer systems. PSAPs can access funds through grant applications. The City has never accessed this funding and will no longer have access to this funding.

Communication & Collaboration with County

- **Agreements on established 911 standards/protocols** – Agreeing to set communication standards and protocols takes a lot of effort and continual collaboration. Even with established written standards, mistakes or misunderstandings can occur.
- **Miscommunication in transferring of 911 calls** – There have been several miscommunication issues in the past of transferring 911 calls between SCSO and PCPD. Reducing the number of call transfers wherever possible is a goal of both the 911 community as a whole and the Legislators. The fewer transfers of calls, the more efficient the system and in general the higher the level of service provided to the caller. If mistakes happen in a call transfer, it could result in loss of life.

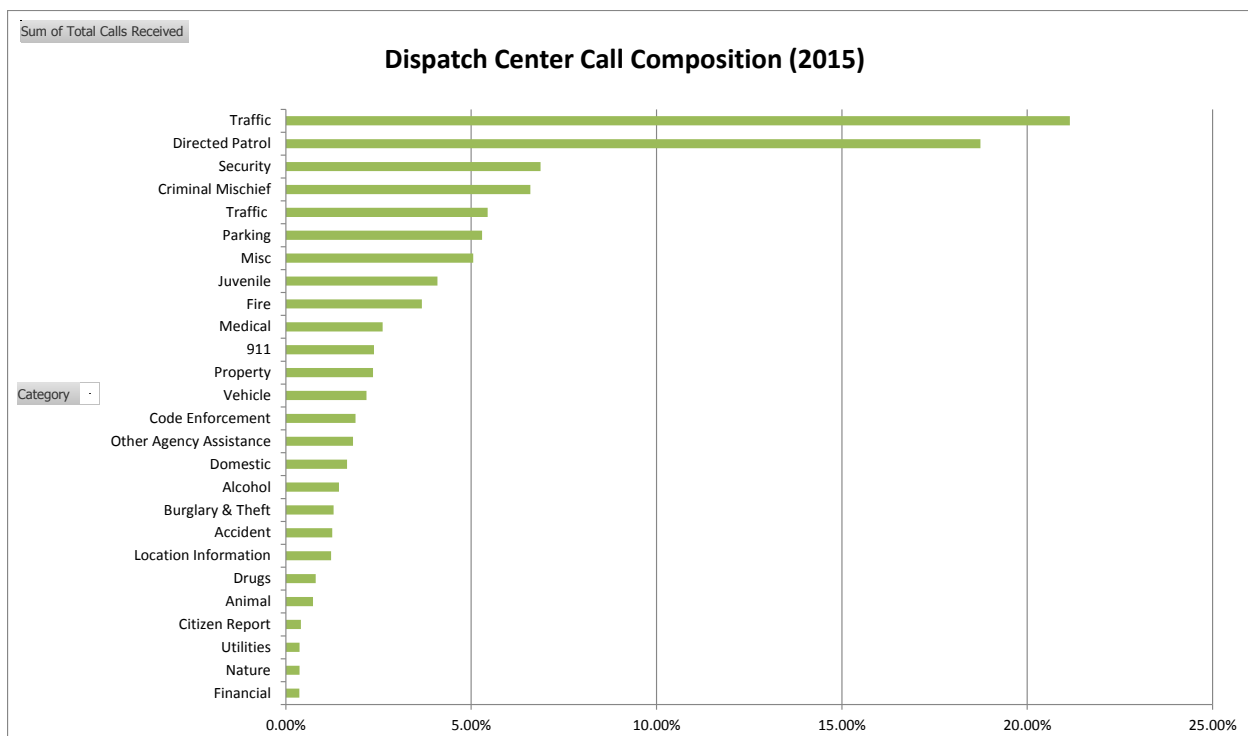


- **Not multi-channel simulcasting** – The County Dispatch does not simulcast all 911 calls to all officers (i.e., Summit County Deputies, Highway Patrol, and PCPD) unless there is a significant event in the County. This means the County Dispatchers must choose which 911 calls get simulcast and which ones go only to the unit that they choose. This can cause confusion and communication issues in dealing with incidents. Simulcasting 911 calls to all officers in the area is left up to the discretion of SCSO and PCPD would like 911 calls that could impact the City to simulcast more frequently.
- **Transferring administrative calls** – Currently PC Dispatch fields a lot of calls (10-15/day) from County residents calling for assistance that actually live in the unincorporated Summit County—they just think they live in Park City. Those calls need to be transferred currently. This happens in reverse with Summit County as well, but less frequently.

Background

PCPD Communication Division (Dispatch)

The Communication Division (Dispatch) places a high emphasis on excellence in customer service to the Park City community. This multi-communications center acts as a liaison between internal municipal divisions, community businesses, city, state, and federal agencies. Communications personnel aid in the City's Emergency Operations Center (EOC). The EOC has gone operational on major events and has been set up on stand-by during major events in case it needed to go operational. The City's Reverse 911 system has proven invaluable in getting messages out to the community. The Reverse 911 has the ability to send updates to residents by phone, fax, page, text, and e-mail. This program serves as an early warning system should the City have a situation the community needs to be notified of such as drinking water concerns, fire or any public safety issue. Dispatch is instrumental in sending these messages out to the community.



The Park City Dispatch Center last fiscal year had a staff of eight full-time dispatchers and was supervised by a Communications Coordinator. The total budget for Dispatch in FY17 was \$968k, which included personnel and materials & supplies. All the dispatchers and their supervisor were paid out of this budget as well as the Police Records Clerk. The Police Records Clerk will not be part of the merge and will need a new supervisor. The Dispatch Center received over 40,000 phone calls of which 23,176 were calls for service in 2015.

Effective July 1, 2017 it was agreed to temporarily co-locate the Park City Police Department (PCPD) and Summit County Dispatch Center (SCSO) personnel at the SCSO. PCPD and SCSO are facilitating this temporary co-location to increase

efficiency, public safety, and address some personnel medical leave staffing issues at both centers.

Key Points:

- The 435-615-5500 line was transferred to the SCSO center. The number is being routed to a distinct inbound line in the call center that is designated as the Park City Line on the phone consoles. Dispatchers answer the phone as “Public Safety Dispatch” – and then route the call according to established protocol from the PCPD center console manual.
- 911 calls are no longer transferred between centers – all 911 calls are handled in one location. This saves approximately 1,100 transfers per year and complies with current Utah State legislative intent for E911 funding and PSAP operations.
- SCSO and PCPD dispatchers have participated in a cross training plan for the last several months. Both centers’ personnel have become familiar with each other’s unique protocols. All dispatchers and supervisors have spent shifts cross training in both centers.
- SCSO and PCPD main radio channels and phones have been patched during low call volume hours (0200-0600) over the past six months to test and coordinate efforts. PCPD have also “patched” centers several times during high volume daytime hours over the past months to test and evaluate. The patch and dispatching efforts have been done from the SCSO. There have been positive results with the testing and Police feels comfortable moving forward with the “patch” full time during temporary co-location.
- Communication center operations and both SCSO and PCPD dispatchers are planned to move back to the PCPD center in the late third quarter / early fourth quarter of 2017. The SCSO center will be remodeled during this time. It is anticipated that the remodel will be completed in late 2017 – 2018 in time for the anticipated dispatch center merger (pending Park City and Summit County Council approval).
- Co-location allows overtime hours and fatigue on dispatch personnel – specifically for the PCPD dispatchers – to be reduced.
- The PCPD center remains operational as a backup center and for use during special events.

While the impetus for the co-location was driven by staffing level needs, the temporary co-location has benefited both Park City and Summit County Dispatchers and Police Officers, as it acted as a bit of a “trial run”. Feedback from both Dispatchers and Police Officers has been positive.

Analysis

Even though PCPD and SCSO had kicked around the idea of merging for several years, it wasn’t until after the change in Utah State Code that changed the definition of a PSAP that the two entities started to talk more aggressively about the possibility of a merger. Eventually, these discussions were brought up internally and staff began to analyze different scenarios that might address the various issues PCPD Dispatch faces. Criteria were established that focused on several areas including the life safety of the

community, the ability to enhance communication and collaboration with SCSO, control of Dispatch operations, sensitivity to current Dispatch staff, technical needs, capital and operating costs as well as political realities.

This led to the establishment of four options that we're taken to Council in the form of "2X2" discussions. These options were as follows:

1. Status Quo – do nothing
2. Primary PSAP
3. Merge Dispatch Centers
4. Hybrid (Consolidated Phone System)

Merge Dispatch Centers Option

On Dec. 15, 2017 Council gave direction for staff to pursue merging the two dispatch centers. There are many benefits for the merge to happen. Specifically if a 911 call comes in or a call involving a major incident, everyone is in the same room and getting the same information and they can take the steps necessary to communicate that for a proper, rapid response. Being in the same room together also resolves the problem of 'Simulcasting' a call to all officers (i.e., Summit County Deputies, Highway Patrol, and PCPD). Below are some more pros:

Pros

- Solve communication & collaboration issues with County
- Follow the nudges of State to merge dispatch centers
- County very supportive of this option
- Probable operating savings
- Future telephone/computer capital costs paid by County

It has been suggested by SCSO that in order to accommodate the new dispatch staff that the location would need some minimal construction, which the City would contribute to. The current co-location has allowed the two dispatch centers to get comfortable with each other and start to work out any kinks of procedures and protocol. Below is the proposed timeline for the two dispatch center consolidation:

- Aug 17 – PCMC Work Session - Staff Communication on Timeline
- Aug 23 - SC County Work Session – Brief Council on Dispatch plan, get general direction
- Aug 30 – Joint Press Release on Dispatch Consolidation
- Aug 30 – SC County Regular Meeting – (1) Authorize the adoption of the Public Safety Communications Center Service Agreement and Executive Order creating a Summit County Dispatch Center Advisory Council, (2) get agreement on dispatch console expansion and equipment replacement
- Aug 31 – PCMC Regular Meeting - Authorize the adoption of the Public Safety Communications Center Service Agreement
- Sep 1 – SCSO opens recruitment for new dispatchers

- Sep 15 – Construction Process Begins
- Oct 1 – Co-locate SC Dispatch at PCMC temporarily
- By Jan 1 – SC adopts budget with new dispatch FTEs; merger and construction is complete at SCSO

Additionally, a Summit County Dispatch Advisory Council made up of Park City Police administration and Summit County Sheriff administration would be established to address general dispatch and personnel issues.

Staff Recommendation

Council Decision

Council is considering the decision on merging the two dispatch centers per Municipal Code: [2-4-8 Departments Created](#). Staff has worked tirelessly to create two separate agreements: (1) A Dispatch Services Agreement and (2) an Executive Order creating a Summit County Dispatch Center Advisory Council. These agreements include:

- Financial Agreements
- Personnel Transition Plan
- Inter-local Communication & Collaboration Protocols
- Technical Procedures and Protocol
- Creation, Composition, and Structure of Multijurisdictional Board

Staff recommends merging the two dispatch centers. Staff feels like this option best fits the City's needs when taking into account the life safety of the community, the ability to enhance communication and collaboration with SCSO, control of Dispatch operations, sensitivity to current Dispatch staff, technical needs, capital and operating costs as well as political realities.

Staff feels like ultimately a merged dispatch center will enhance the level of service and officer safety in the community as the City works toward more collaboration and communication with Summit County. This approach gives our community the best chance to remain safe now and in the future.

Alternatives for City Council to Consider

1. Alternative: Become a Primary PSAP

Pros: City would still receive 911 calls, but directly from the caller. City would add to operating budget with enhanced revenues.

Cons: Probably not feasible since many governmental agencies would oppose such an approach.

2. Null Alternatives: Status quo

Pros: City would maintain administrative control over Dispatch.

Cons: Loss in 911 communications to PCPD dispatch. Loss in 911 statewide grant revenue.

Department Review

The Budget, Legal, and Executive Departments have reviewed this report.

Funding Source

The General Fund pays for Dispatch services currently. Any increases to expenses would need come go through the BFO process. Any decreases (savings) to ongoing expenses would go back to the General Fund and potentially used for other needs within the General fund.

EXHIBITS

A – Public Safety Communications Center Service Agreement

B – Executive Order creating a Summit County Dispatch Center Advisory Council

PUBLIC SAFETY COMMUNICATIONS CENTER SERVICE AGREEMENT

Between Summit County and Park City Municipal Corporation

Providing for Consolidated Dispatch Service in Summit County

THIS SERVICE AGREEMENT (hereinafter "Agreement"), is made and entered into this ____ day of ____, 2017, (the "Effective Date") by and between PARK CITY MUNICIPAL CORPORATION, a municipal corporation of the State of Utah, whose address is 445 Marsac Avenue, Post Office Box 1480, Park City, Utah (hereinafter "Park City") and SUMMIT COUNTY, a political subdivision of the State of Utah, whose address is 60 N. Main Street, P.O. Box 128, Coalville, Utah 84017, (hereinafter "County"). Each is individually referred to as a "Party" and collectively as the "Parties."

WHEREAS, the County provides consolidated dispatch services for public safety providers throughout Summit County; and,

WHEREAS, Park City has need of certain dispatch and communications services within the Summit County area relating to its police and public safety operations; and,

WHEREAS, the Parties desire to enter into this Agreement for the purpose of consolidating and coordinating dispatch and communications services within the Summit County area, and providing said dispatch and communications services without regard to territorial boundaries, for the overall welfare and benefit of all of the citizens within those geographical areas;

NOW THEREFORE, based upon the mutual promises and other good and satisfactory consideration, the Parties contract and agree as follows:

1. NAME

The name of the communications center shall be the "Public Safety Communications Center" so as to eliminate regional customer confusion for emergency and citizen support.

2. RESPONSIBILITIES

a. The Public Safety Communications Center located at 6300 Justice Center Road, Park City, Utah 84098 will provide emergency, public information, and customer service communications, as well as dispatch services for public safety functions and serve as the public safety answering point (PSAP) for 9-1-1 communications; and provide other such emergency dispatch services as agreed upon by the Parties.

b. The administrator of the Public Safety Communications Center shall be the Summit County Manager, who has delegated that duty to the Summit County Sheriff.

c. The Public Safety Communications Center shall provide continuous dispatch operations and will be available twenty-four (24) hours a day, seven (7) days a week, to answer all requests to/from public safety agencies or the public, and to dispatch the appropriate agency and/or personnel.

d. The Public Safety Communications Center shall provide support for Park City's internal services. Such will include, but not be limited, to the following:

(i) Public Utilities and Transit Departments for issues related to safety communications.

(ii) Water Department for after-hours dispatching services.

(iii) During the winter months the Streets Department shall be provided with call-in support during all storms that enables seamless transition of crews without interruption of service. Park City Transit service personnel may be used as observers during emergency or crisis situations.

e. Park City shall provide updated Support Map and Contact Information for call handling of citizen requests. County shall geo-locate call requests and route/involve appropriate agencies. Erroneous contact or mapping information shall be reported to Park City as soon as possible.

3. ADVISORY COUNCIL

Summit County shall, by Executive Order, create an Advisory Council to serve in an advisory capacity to the administrator of the Public Safety Communications Center. The Advisory Council shall be formed within thirty (30) days of the Effective Date. .

4. PAYMENT

a. Summit County shall be responsible for managing collection, disbursement, and accountability for funds collected through the 9-1-1 surcharge distributed by the Utah Communication Authority (UCA).

b. Park City shall pay to the County the total gross sum of \$108,350.00 within forty-five (45) days of the Effective Date of this Agreement for the purposes of equipment upgrades and new console costs related to the expansion of the Public Safety Communications Center (the "Capital Cost Fee").

c. Park City shall not pay additional Capital Cost Fees unless agreed to in writing.

d. Park City shall pay to the County on an annual basis a fee based upon a formula recognizing equipment expenditures and new budgeted full-time employees to provide the services set forth in Section 2 above (the "Dispatch Service Fee").

(i) Park City shall pay as the Dispatch Service Fee to the County the gross sum of \$200,000.00 for dispatch services for the remainder of Calendar Budget Year 2017, which will be paid by Park City on or before December 31, 2017. A Calendar Budget Year is defined as January 1 thru December 31 in any year.

(ii) In Calendar Budget Year 2018, the Dispatch Service Fee shall be \$600,000.00. Park City shall pay to the County that amount upon invoice in two equal installments of \$300,000.00 on July 1, 2018 and December 31, 2018.

(iii) As the Dispatch Service Fee for services rendered during the first six months of Calendar Budget Year 2019, Park City shall pay to the County on or before July 1, 2019, the gross sum of \$300,000.00.

(iv) It is the intent of the Parties to enter into negotiations regarding the Dispatch Service Fee for services rendered after June 30, 2019.

(v) In the event that the Parties are not able to reach an agreement on the Dispatch Service Fee, as set forth in Section 4(d)(iv) above, the annualized base dispatch service fee amount for purposes of this Agreement shall be \$600,000.00 (the "Base Amount"). Beginning on July 1, 2019, the Base Amount shall be automatically increased for each succeeding Fiscal Budget Year to reflect the average annual percentage increase in the Consumer Price Index for all Urban Consumers, West Region, All Items, as published by the U.S. Department of Labor, Bureau of Labor Statistics (the "CPI") for the prior Fiscal Budget Year. A Fiscal Budget Year is defined as July 1 thru June 30 in any year.

(vi) Park City shall send all payments to the County in care of the Summit County Auditor, 60 N. Main Street, P.O. Box 128, Coalville, Utah 84017.

5. PERSONNEL

a. In order to provide Park City with the level of service necessary, Summit County acknowledges and agrees that additional dispatch personnel will be necessary to fulfill the terms of this Agreement. The cost of said additional personnel has been included in Section 4 above. Therefore, Summit County shall make every reasonable effort to budget, recruit and hire the necessary personnel consistent with this Agreement.

b. Summit County further agrees that a hiring preference shall be given to all otherwise qualified applicants who have previously worked for Park City in a dispatch position and that the initial compensation of those otherwise qualified applicants, if hired, shall be comparable to their compensation while employed by Park City where possible.

6. TEMPORARY STAFFING INCREASES

Park City may recommend but not require temporary staff increases for special events directly to the Summit County Sheriff.

7. EQUIPMENT

a. All equipment and supplies directly related to the Public Safety Communications Center shall be under the control and inventory of Summit County.

b. Installation, maintenance, repair and changes of all equipment, radios, facilities, and grounds shall be the responsibility of Summit County.

c. Summit County shall retain ownership of the E 9-1-1 emergency telephone equipment, uninterruptible power supply, and annual maintenance for service, repair or replacement of E9-1-1 equipment associated with E9-1-1 service.

8. TECHNOLOGY

a. Parties shall coordinate on fiber network connectivity, as soon as practical, taking into consideration shared costs and use with secondary purposes such as Transit, EOC, and Legal functions. The Parties agree to request funds to meet this objective.

b. Summit County, in consultation with Park City and other system users, shall develop dispatch center technical standards for shared software and network services, to meet the use of changing technologies and to support the display and access of cameras, Access Controls and other feedback mechanisms to support first responders with critical information.

c. Summit County, in consultation with Park City and other system users, shall address technical relocation issues on a case-by-case basis.

d. Summit County, in consultation with Park City and other system users, shall establish Service Level Agreements for equipment, software and performance for the purpose of meeting response times for emergency calls and community services.

e. Summit County, in consultation with Park City and other system users, shall enter into data sharing and access agreements for joint technologies, such as camera access and Access Control, which would determine what facilities would be available for access, to what level and how the data would be accessed and utilized. These agreements will also include security requirements for users of the technologies.

f. Summit County, in consultation with Park City and other system users, shall determine:

(i) the use of officer geo-location services for deployment of nearest resource to emergency requests; and

(ii) standards for using radio systems for joint communications with the Park City Police Department and other business units of Park City, such as Public Works, EOC, Water, and Streets.

g. Summit County, in consultation with Park City and other system users, shall continually review and prioritize new technology.

h. Summit County, in consultation with Park City and other system users, shall use software that best meets the needs of all users.

i. The Parties agree to share cybersecurity information, including information of possible or actual attacks on systems used by both Parties.

j. Summit County shall assume financial responsibility of the Spillman CAD system. Such responsibility includes software maintenance and server(s) hardware maintenance and replacement.

k. Summit County shall develop and maintain an audio recording system of phone and radio network which meets state and federal guidelines.

l. Summit County shall develop and maintain Instant Messages to the Spillman CAD system in a manner which meets state and federal guidelines.

m. Summit County shall maintain accurate records associated with Park City resident's Alarm Bonds and provide reports, as requested, to Park City's Finance Department to fulfill these obligations.

n. Summit County shall train its personnel in software jointly used by the Parties and all related security and confidentiality requirements.

9. PUBLIC RELATIONS RESPONSES

Summit County shall consult with Park City on public relations responses to incidents involving dispatch as it pertains to Park City.

10. ANNUAL MEETING BETWEEN THE PARTIES AND DISPUTE RESOLUTION

At a minimum, the Parties shall meet annually to discuss any issues regarding this Agreement. The Parties shall each designate a representative to meet, discuss and resolve any dispute or problems arising from the performance of this Agreement.

11. HOLD HARMLESS AND INDEMNITY

Each Party agrees to indemnify, defend, and hold harmless each other Party from and against any claims, lawsuits, liability, damages, loss, costs or expense, including attorney's fees incurred as a result of bodily injury, death, personal injury or damage to property caused by or arising out of the intentional, wrongful, or negligent acts or omissions of the responsible Party. Notwithstanding the foregoing sentence, no Party waives any defenses or immunity available under the Utah Governmental Immunity Act (Chapter 63G-7, Utah Code Annotated), nor does any Party waive any limits of liability currently provided by the Utah Governmental Immunity Act.

12. NO WAIVER OF GOVERNMENTAL IMMUNITY and INSURANCE

Nothing herein shall be deemed a waiver by any Party of any immunity provided by law to such Party or an extension of any limits of liability applicable to such Party nor shall this Agreement be construed as an agreement to indemnify, hold harmless, or in any way to assume liability for personal injury, death or property damage caused by the negligence of the other Party. Each Party agrees to make provision for insurance coverage, through independent contact or self-insurance, to meet such liability as may be imposed upon it through statutory waiver of immunity or as otherwise provided by law.

13. DURATION, MODIFICATION AND TERMINATION

a. This Agreement shall commence on the Effective Date and shall terminate on June 30, 2019, unless otherwise renewed by mutual agreement of the Parties for a term of no less than four (4) years.

b. Notwithstanding Section 13(a) above, either Party may terminate this Agreement at an earlier date by providing at least three hundred and sixty-five (365) days advanced written notice to the other Party.

c. Summit County shall provide a yearly summary of the “Cost Per Call” for all activity in the Park City area. This report shall contain call details and distinguish between administrative and emergency calls. This report shall also contain an overview of all calls to the Public Safety Communications Center, broken out by entity (Park City Fire Service District, Park City, Morgan County, etc.)

d. In the event of termination of this Agreement, Summit County agrees to facilitate the export of and migration of data; and assist with changes to technology services, systems, data circuits and any other shared services required for the separation of Park City from the Public Safety Communications Center.

14. NO SEPARATE ENTITY

This Agreement is an agreement between Summit County and Park City, and does not create a separate legal or administrative entity, nor does it confer any third party rights or benefits on any other person or party, public or private. Both Parties are cooperating jointly together to exercise their individual powers and privileges. Nothing in this Agreement or its implementation is intended to restrict the legal authority of Summit County or Park City in any way.

15. NO THIRD PARTY BENEFICIARIES

There are no intended third party beneficiaries to this Agreement. It is expressly understood that enforcement of the terms and conditions of this Agreement, and all rights of action relating to such enforcement, shall be strictly reserved to the Parties, and nothing contained in this Agreement shall give or allow any claim or right of action by any third person under this Agreement. It is the express intention of the Parties that any person, other than the Party who receives benefits under this Agreement, shall be deemed an incidental beneficiary only.

16. RESERVATION OF LEGISLATIVE AND EXECUTIVE POWERS

The Parties recognize and agree that this Agreement does not obligate either Party to limit their legislative or executive powers with respect to any of the subject matter of this Agreement, other than those matters expressly stated in this Agreement.

17. ENTIRE AGREEMENT; AMENDMENTS

This Agreement contains the entire agreement between the Parties with respect to the subject matter hereof, and no statements, promises, or inducements made by any Party or agents of any Party that are not contained in this Agreement shall be binding or valid. Alterations, extensions, supplements or modifications to the terms of this Agreement shall be agreed to in writing by the Parties, incorporated as amendments to this Agreement, and made a part hereof. To the extent of any conflict between the provisions of this Agreement and the provisions of any later agreements, the later agreements shall be controlling.

18. **SEVERABILITY**

If any provision of this Agreement is construed or held by a court of competent jurisdiction to be invalid, the remaining provisions of this Agreement shall remain in full force and effect.

19. **AUTHORIZATION**

The individuals executing this Agreement on behalf of the Parties confirm that they are duly authorized representatives of the Parties and are lawfully enabled to execute this Agreement on behalf of the Parties.

IN WITNESS WHEREOF, the Parties have executed this instrument or caused it to be executed by their representative duly authorized

PARK CITY MUNICIPAL CORPORATION

Approved as to Form:

Diane Foster
City Manager

Mark Harrington
City Attorney

SUMMIT COUNTY

Approved as to Form:

Thomas C. Fisher
County Manager

Margaret Olson
County Attorney

Executive Order No. 2017- ____

**AN EXECUTIVE ORDER CREATING A
PUBLIC SAFETY COMMUNICATIONS CENTER ADVISORY COUNCIL**

WHEREAS, Summit County Code §1-14-10 (F) provides that the County Manager (“Manager”) is vested with all administrative and executive powers except those reserved for independently elected officials; and,

WHEREAS, the executive powers granted to the Manager include, without limitation, the power to “[m]anage and direct the activities of Summit County in a manner, consistent with ordinance and this plan, including the management and direction of departments, divisions, sections, activities or agencies as now constituted or as may be created in the future . . . ;” and,

WHEREAS, pursuant to UCA §§17-53-301 and 302, the Manager has established a Public Safety Communications Center (“Communications Center”) to provide communication services to law enforcement and emergency responders; and,

WHEREAS, the Manager has delegated the authority to manage and operate the Communications Center to the Summit County Sheriff (“Sheriff”); and,

WHEREAS, the Manager desires to create a Public Safety Communications Center Advisory Council (“Advisory Council”) for the purposes of (1) providing advice to the Sheriff on administrative internal protocols, policies and procedures pertaining to the Communications Center, and (2) providing information, feedback and recommendations as to administration issues with regard to the Communications Center, so as to assist the Sheriff in effectively and efficiently managing the emergency communication needs of Summit County (“County”); and,

WHEREAS, the Manager finds that it is in the best interests of the County to create an Advisory Council.

NOW, THEREFORE, I, Thomas C. Fisher, Summit County Manager, do hereby create a PUBLIC SAFETY COMMUNICATIONS CENTER ADVISORY COUNCIL.

Section 1. Purpose. The responsibilities and duties of the Public Safety Communications Center Advisory Council (“Advisory Council”) shall be limited to the following:

1.1 Providing recommendations to the Sheriff on internal operational protocols, policies and procedures pertaining to the Communications Center, including, but not limited to:

1.1.1 A policy for addressing conflicts among parties concerning the administration of the Communications Center;

1.1.2 The procedure for reviewing and obtaining copies of dispatch recordings (however, any GRAMA requests will be handled by the governmental entity in possession of the records);

1.1.3 The performance metrics for the Communications Center, if necessary, and based upon specific circumstances;

1.1.4 Training, retention and transition policies, to the extent the proposed policies do not conflict with Summit County policies;

1.1.5 Technology changes or improvements, including the selection of the data base to be used for emergency notifications;

1.1.6 Feedback mechanisms for call routing or customer concerns; and

1.1.7 Feedback on personnel matters. All personnel actions are within the absolute discretion of the Sheriff. The Advisory Council shall have no authority with respect to personnel actions.

1.2 Reviewing certification compliance, best practices and the adequacy of training provided on the various systems that would affect customer service and providing recommendations on such to the Sheriff.

1.3 Providing advice to the Sheriff on capital expenditures that would require additional funding at the Communications Center in order to maintain an appropriate level of service.

Section 2. Appointment of Members. The Advisory Council may consist of up to nine (9) members who shall be appointed by the County Manager ("Manager"). Each of the governmental entities which are serviced by the Communications Center may nominate one person to be appointed by the Manager to the Advisory Council. If the appointed member cannot attend, the governmental entity may send an alternate person in place of the appointed member who shall have the same rights as the appointed member.

Section 3. Term of Office. The term of each member of the Advisory Council shall not be limited.

Section 4. Compensation of Members. Members shall serve on a voluntary basis, without compensation, except that mileage or other travel expenses associated with service may be reimbursed by the County as part of the Sheriff's budget.

Section 5. Officers.

5.1 Members shall annually elect a chair for a one year term ("Chair").

5.2 In consultation with the Sheriff, the Chair shall prepare the Advisory Council's agenda for all meetings.

5.3 The Chair shall preside over and conduct all meetings and shall act as the representative of the Advisory Council in all matters before the Sheriff.

Section 6. Meetings.

6.1 The Advisory Council shall meet at a minimum of two times annually unless otherwise determined by the Chair in consultation with the Sheriff.

6.2 The Advisory Council shall be subject to the Utah Open Meetings Act, UCA Title 52, Chapter 4 (the "Act"). The Sheriff shall provide all administrative staff in support of the Advisory Council.

6.3 Executive closed sessions may be scheduled whenever the Chair deems such action permissible under the Act, so long as the County Attorney concurs in such determination.

6.4 A majority of members shall constitute a quorum and the action of the majority of the members present shall be the action of the Advisory Council. In circumstances where the Advisory Council is providing a recommendation on the expenditure of public funds, only those members whose governmental entities provide monetary remuneration to the County shall have a vote.

Section 7. Term and Dissolution of the Advisory Council.

7.1 The Advisory Council shall run concurrently with the term of the Public Safety Communications Center Service Agreement between Park City and Summit County.

Section 8. Conduct of Members.

8.1 *Serve the Public Interest.* The primary obligation of the Advisory Council and each member is to serve the public interest.

8.2 *Recognize the Comprehensive and Long-Range Nature of Recommendations.* The Advisory Council and its members shall continuously gather, consider and evaluate all relevant facts before making a recommendation to the Sheriff.

8.3 *Avoid Conflicts of Interest.* Members shall avoid personal conflicts of interest and the appearance of impropriety. A member with a potential personal conflict of interest shall abstain from voting on the matter and not participate in any deliberations on the matter. The member shall also not discuss the matter privately with any other member voting on the matter.

8.4 *Render Thorough and Diligent Service.* If a member has not sufficiently reviewed relevant facts affecting a recommendation, that member should not participate in the vote on that recommendation.

8.5 *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 vote on their part.

8.6 *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.

8.7 *Maintain Public Confidence.* A member must conduct himself/herself publicly so as to maintain public confidence in the Advisory Council, and the member's performance of the public trust.

8.8 *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 Advisory Council.

Dated this ____ day of _____, 2017

APPROVED AS TO FORM:

Thomas C. Fisher
County Manager

Margaret Olson
County Attorney



DATE: August 31, 2017

TO HONORABLE MAYOR AND COUNCIL

The Plat Amendment application is for the Woodside Park Subdivision - Phase I. The proposed site location consists of 1333 Park Avenue ("Significant" Single-Family Dwelling), 1353 Park Avenue (the former Park Avenue Fire Station parcel), and 1364 Woodside Avenue (vacant lot). This is the required subdivision for Phase I of the Woodside Park Affordable Housing Project.

On August 23, 2017, the Planning Commission reviewed the proposed Plat Amendment and forwarded a unanimous positive recommendation to City Council

Respectfully:

Hannah Tyler, Planner II

City Council Staff Report

Subject: Woodside Park Subdivision - Phase I (1333 Park Avenue, 1353 Park Avenue, and 1364 Woodside Avenue)
Author: Hannah M. Tyler, Planner
Project Number: PL-17-03439
Date: August 31, 2017
Type of Item: Legislative – Plat Amendment

Summary Recommendations

Staff recommends the City Council hold a public hearing for the Woodside Park Subdivision - Phase I located at 1333 Park Avenue, 1353 Park Avenue and 1364 Woodside Avenue and consider approval based on the Findings of Fact, Conclusions of Law, and Conditions of Approval as found in the draft ordinance.

Executive Summary

The Plat Amendment application is for the Woodside Park Subdivision - Phase I. The proposed site location consists of 1333 Park Avenue (“Significant” Single-Family Dwelling), 1353 Park Avenue (the former Park Avenue Fire Station parcel), and 1364 Woodside Avenue (vacant lot). This is the required subdivision for Phase I of the Woodside Park Affordable Housing Project.

On August 23, 2017, the Planning Commission reviewed the proposed Plat Amendment and forwarded a unanimous positive recommendation to City Council.

Description

Applicant: Park City Municipal Corporation, Represented by Craig Elliot of Elliot Work Group
Location: 1333 Park Avenue, 1353 Park Avenue, and 1364 Woodside Avenue
Zoning: Historic Residential-Medium Density District (HRM)
Adjacent Land Uses: Single-Family, Multi-Family, Municipal Uses
Reason for Review: Plat Amendments require Planning Commission review and City Council review and action

Acronyms in This Report

FEMA Federal Emergency Management Agency
HRM Historic Residential Medium-Density Zoning District
LMC Land Management Code

Proposal

City Council gave the Lower Park Avenue Affordable Housing Project Team (Elliot Workgroup, Economic Development, Housing, Planning, and Community Development) direction to pursue the Land Use applications for the Woodside Park Affordable Housing

Project – Phase I. The scope of Phase I required a Plat Amendment application to create a three-lot (3-lot) subdivision with an Access Easement running east-west. A portion (74.3 square feet) of the western boundary of existing 1353 Park Avenue will be dedicated as Woodside Avenue Right-of-Way.

The Plat Amendment application was submitted on January 10, 2017 for the Woodside Park Subdivision - Phase I. The proposed site location consists of 1333 Park Avenue (“Significant” Single-Family Dwelling), 1353 Park Avenue (the former Park Avenue Fire Station parcel), and 1364 Woodside Avenue (vacant lot).

Background

During a Work Session on August 25, 2016, City Council provided the Lower Park Avenue Affordable Housing Project Team (Elliot Workgroup, Economic Development, Housing, Planning, and Community Development) with direction to pursue a preferred concept for affordable housing on the former Park Avenue Fire Station Parcel ([Staff Report](#) – page 4, [Minutes](#) – Page 1). This project would be known as the Woodside Park Affordable Housing Project Phase I. On September 20th, 2016, the Project Team held a Public Open House to gather public input on City Council’s preferred concept.

With public input gathered, the Project Team returned to City Council on October 20, 2016 with an updated preferred concept based on the community engagement and August 25th Council comments. At the October 20th, 2016 meeting, Council provided affirmative direction to pursue the preferred concept, as amended, and begin the Land Use process ([Staff Report](#) – Page 4, [Minutes](#) – Page 2).

Over the next few months, the Project Team met weekly to develop the required Land Use application submittals. There are eight (8) applications total for the entire scope of Phase I all of which are listed in the Master Planned Development Staff Report in this Planning Commission meeting packet.

On January 10, 2017 Elliot Workgroup submitted the Plat Amendment application as the representative for Park City Municipal Corporation. The application was deemed complete on February 15, 2017 after staff worked with the applicant on the requirements for the submittal.

The subject property (1333 Park Avenue, 1353 Park Avenue, and 1364 Woodside Avenue) currently consists of three (3) lots. Existing 1333 and 1353 Park Avenue are each single lots abutting both Park Avenue and Woodside Avenue. Existing 1364 Woodside Avenue consists of Lot 2 of the Sernyak Subdivision which was approved and recorded in 2005 ([Staff Report](#) – pg. 104 and [Minutes](#) – pg. 9).

The Planning Commission reviewed and continued this Plat Amendment application on July 12th, 2017 and July 26th, 2017. There was no discussion from the Planning Commission regarding the Plat Amendment at either of the meetings. There was no public input provided. On August 23, 2017, the Planning Commission reviewed the

proposed Plat Amendment and forwarded a unanimous positive recommendation to City Council.

Purpose

The purpose of the Historic Residential Medium Density (HRM) District is to:

- A. allow continuation of permanent residential and transient housing in original residential Areas of Park City,
- B. encourage new Development along an important corridor that is Compatible with Historic Structures in the surrounding Area,
- C. encourage the rehabilitation of existing Historic Structures,
- D. encourage Development that provides a transition in Use and scale between the Historic District and the resort Developments,
- E. encourage Affordable Housing,
- F. encourage Development which minimizes the number of new driveways Accessing existing thoroughfares and minimizes the visibility of Parking Areas, and
- G. establish specific criteria for the review of Neighborhood Commercial Uses in Historic Structures along Park Avenue.

Analysis

The proposed Plat Amendment creates a three-lot (3-lot) subdivision from three (3) existing lots (Exhibit A). Existing 1364 Woodside Avenue and 1353 Park Avenue will be combined to create Lot 1. Existing 1333 Park Avenue will be subdivided halfway between Park Avenue and Woodside Avenue to create Lot 2 and Lot 3. A portion (74.3 square feet) of the western boundary of existing 1353 Park Avenue will be dedicated as Woodside Avenue Right-of-Way. The east-west Access Easement will run along the southern boundary of Lot 1 and the northern boundary of Lots 2 and 3.

The Woodside Park Subdivision Phase I abuts Park Avenue on the east and Woodside Avenue on the west. The scope of Phase I of the Woodside Park Affordable Housing Project will include:

- Demolition of the former Park Avenue Fire Station (a non-historic structure).
- Construction of four (4) Single-Family Dwellings (two [2] Historic and two [2] Non-Historic)
- An eight-unit (8-unit) Multi-Unit Dwelling
- A Thirteen-car (13-car) Parking Lot
- An Access Easement running east-west.

The following table shows the applicable LMC development parameters and compliance in the HRM District:

Required:	Proposed:			Permitted:
	Lot 1	Lot 2	Lot 3	
Use(s)	Thirteen-car (13-car) Parking Lot, eight-unit (8-unit)	Single-Family Dwelling	Single-Family Dwelling	Allowed Use: Single-Family Dwelling; <i>complies</i>

	Multi-Unit Dwelling, Single-Family Dwelling (x2)			Conditional Uses: Multi-Unit Dwelling, Parking Lot; complies
Lot Size – square feet (SF)	20,752.11 SF	3,075 SF	3,075 SF	1,875 SF minimum for single family dwelling; complies 9,625 SF minimum for 8-unit Multi-Unit Dwelling; complies ¹
Required:	Proposed:			Permitted:
	Lot 1	Lot 2	Lot 3	
Lot Width – feet (ft.)	100.99 ft. (east boundary) and approx. 167.5 ft. (west boundary)	41 ft.	41 ft.	37.5 ft. minimum; complies
Front Yard Setbacks by Use – feet (ft.)	Single-Family Dwellings (Park Avenue) 11 ft.	Single-Family Dwelling (Park Avenue) 25 ft.	Single-Family Dwelling (Woodside Avenue) 11 ft.	Single-Family 15 ft. <u>or</u> if the Lot depth is 75 ft. or less, then the minimum Front Yard 10 ft. complies
Front Yard Setbacks by Use – feet (ft.)/inches (in.)	Multi-Unit Dwelling (Woodside Avenue) 20 ft. Parking Lot (Woodside Avenue) 15 ft. – 12 ft. 8 in. (south to north)			Multi-Family Dwelling 20 ft.; complies Parking Lot 15 ft. – 12 ft. 8 in.; complies
Rear Yard	Parking Lot	Single-Family	Single-Family	Single-Family 10 ft.;

¹ [Per LMC 15-2.4-4 Lot And Site Requirements](#), Developments consisting of more than four (4) Dwelling Units require a Lot Area at least equal to 5,625 square feet plus an additional 1,000 square feet per each additional Dwelling Unit over four (4) units. All Setback, height, parking, Open Space, and architectural requirements must be met.

¹ (CONTINUED) See Section 15-2.4-3, Conditional Use Permit Review. A Conditional Use Permit has been submitted for the Multi-Unit Dwelling and the Staff Report can be found in this Planning Commission Meeting Packet. The lot size for the Multi-Unit Dwelling consists of 20,752.11 SF. The minimum lot size for an eight-unit (8-unit) Multi-Unit Dwelling is 9,625 SF.

Setbacks – feet (ft.)	(Woodside Avenue) 10 ft.	Dwelling (Park Avenue) 10 ft.	Dwelling (Woodside Avenue) 10 ft	<i>complies</i> Parking Lot 10 ft.; <i>complies</i>
Side Yard Setbacks– feet (ft.)	Single-Family Dwellings (Park Avenue) 5 ft. (north) and 19 ft. (north) Multi-Unit Dwelling (Woodside Avenue) 18 ft. Parking Lot (Woodside Avenue) 10 ft.	Single-Family Dwelling (Park Avenue) 5 ft. (south and north)	Single-Family Dwelling (Woodside Avenue)) 5 ft. (south and north)	Single-Family 5 ft.; <i>complies</i> Multi-Family Dwelling 10 ft.; <i>complies</i> Parking Lot 10 ft. <i>complies</i>

The HRM zoning district does not have a maximum building footprint. Rather the development simply has to meet the required setbacks. Property is located in a FEMA Flood Zone A.

The City Engineer will also require the applicant to grant ten foot (10') snow storage easements along Park Avenue and Woodside Avenue indicated by Condition of Approval #6.

Good Cause

Staff finds good cause for this Plat Amendment as the proposed subdivision will create the necessary lot configurations for a compatible infill of Affordable Housing in the Historic District.

Process

The approval of this plat amendment application by the City Council constitutes Final Action that may be appealed following the procedures found in LMC § 15-1-18.

Department Review

This project has gone through an interdepartmental review. No further issues were brought up at that time.

Notice

On June 28th, 2017, July 12th, 2016, August 9th, 2017 the property was posted and notice was mailed to property owners within 300 feet. Legal notice was also published on the Utah Public Notice Website and Park Record on June 24th, 2017, July 8th, 2017, and August 5th, 2017 according to requirements of the LMC.

Public Input

No public input has been received by the time of this report.

Alternatives

- The City Council may approve the Woodside Park Subdivision - Phase I located at 1333 Park Avenue, 1353 Park Avenue, and 1364 Woodside Avenue as conditioned or amended; or
- The City Council may deny the Woodside Park Subdivision - Phase I located at 1333 Park Avenue, 1353 Park Avenue, and 1364 Woodside Avenue and direct staff to make Findings for this decision; or
- The City Council may continue the discussion on the Woodside Park Subdivision - Phase I located at 1333 Park Avenue, 1353 Park Avenue, and 1364 Woodside Avenue to a future date.

Significant Impacts

There are no significant fiscal or environmental impacts from this application.

Consequences of not taking recommended action

Consequences of not taking the Planning Department's recommendation are that the Site would remain as is. The new development could not be constructed as proposed.

Summary Recommendation

Staff recommends the City Council hold a public hearing for the Woodside Park Subdivision - Phase I located at 1333 Park Avenue, 1353 Park Avenue and 1364 Woodside Avenue and consider approval based on the Findings of Fact, Conclusions of Law, and Conditions of Approval as found in the draft ordinance.

Exhibits

Exhibit A – Draft Ordinance with Proposed Plat (Attachment 1)

Exhibit B – Existing Conditions Survey

Exhibit C – County Tax Map

Exhibit D – Sernyak Subdivision (1364 Woodside Avenue)

Exhibit E – Aerial Photographs with 500' Radius

Exhibit F – Site Photographs

Exhibit G – August 23, 2017 Planning Commission Staff Report ([link](#) – page 355)

Ordinance No. 2017-48

AN ORDINANCE APPROVING THE WOODSIDE PARK SUBDIVISION - PHASE I LOCATED AT 1333 PARK AVENUE, 1353 PARK AVENUE, AND 1364 WOODSIDE AVENUE, PARK CITY, UTAH.

WHEREAS, the owners of the property located at 1333 Park Avenue, 1353 Park Avenue, and 1364 Woodside Avenue have petitioned the City Council for approval of the Plat Amendment; and

WHEREAS, on August 5, 2017, the property was properly noticed and posted according to the requirements of the Land Management Code; and

WHEREAS, on August 9, 2017, proper legal notice was sent to all affected property owners and published in the Park Record and on the Utah Public Notice Website; and

WHEREAS, the Planning Commission held a public hearing on August 23, 2017, to receive input on plat amendment; and

WHEREAS, the Planning Commission, on August 23, 2017, forwarded a positive recommendation to the City Council; and,

WHEREAS, on August 31, 2017, the City Council held a public hearing to receive input on the plat amendment; and

WHEREAS, it is in the best interest of Park City, Utah to approve the Woodside Park Subdivision - Phase I located at 1333 Park Avenue, 1353 Park Avenue, and 1364 Woodside Avenue.

NOW, THEREFORE BE IT ORDAINED by the City Council of Park City, Utah as follows:

SECTION 1. APPROVAL. The Woodside Park Subdivision - Phase I located at 1333 Park Avenue, 1353 Park Avenue, and 1364 Woodside Avenue, as shown in Attachment 1, is approved subject to the following Findings of Facts, Conclusions of Law, and Conditions of Approval:

Findings of Fact:

1. The property is located at 1333 Park Avenue, 1353 Park Avenue, and 1364 Woodside Avenue in the Historic Residential-Medium Density (HR-M) District.
2. The proposed site location consists of 1333 Park Avenue ("Significant" Single-

Family Dwelling), 1353 Park Avenue (the former Park Avenue Fire Station parcel), and 1364 Woodside Avenue (vacant lot).

3. The subject property location currently consists of three (3) existing lots. Existing 1333 and 1353 Park Avenue are each single lots abutting both Park Avenue and Woodside Avenue. Existing 1364 Woodside Avenue consists of Lot 2 of the Sernyak Subdivision which was approved and recorded at Summit County in 2005.
4. The proposed Plat Amendment creates a three-lot (3-lot) subdivision from three (3) existing lots.
5. Existing 1364 Woodside Avenue and 1353 Park Avenue will be combined to create Lot 1. Existing 1333 Park Avenue will be subdivided halfway between Park Avenue and Woodside Avenue to create Lot 2 (abutting Park Avenue) and Lot 3 (abutting Woodside Avenue).
6. A portion (74.3 square feet) of the western boundary of existing 1353 Park Avenue will be dedicated as Right-of-Way for Woodside Avenue.
7. The east-west Access and Utility Easement will run along the southern boundary of Lot 1 and the northern boundary of Lots 2 and 3.
8. The Plat Amendment application was submitted on January 10, 2017 for the Woodside Park Subdivision - Phase I. The application was deemed complete on February 15, 2017 after staff worked with the applicant on the requirements for the submittal.
9. The minimum lot width in the HRM District is 37.5 feet; the lot width of Lot 1 will be 100.99 feet (east boundary) and approx. 167.5 feet (west boundary). The lot width of Lot 2 and Lot 3 is 41 feet each.
10. Per LMC 15-6-5(C) MPD Requirements - Setbacks, the minimum Setback around the exterior boundary of an MPD shall be twenty five feet (25') for Parcels greater than one (1) acre in size. The Woodside Park Affordable Housing Phase I MPD area is less than one (1) acre in size, therefore, the applicant is requesting that the setbacks be reduced to that of the Zone Setbacks for all Uses.
11. For lots over 75 feet in depth, the required Front Yard Setback for the Single-Family Dwellings and the Parking Lot is 15 feet in the HRM Zoning District.
12. As a part of the Master Planned Development application, the applicant is requesting an additional Front Yard setback reduction for the two (2) Single-Family Dwellings located on Lot 1 abutting Park Avenue. The two (2) Single-Family Dwellings on Lot 1 are proposing 10 feet rather than the Zone required 15 feet Front Yard Setback which is consistent with many of the existing single-family dwellings on Park Avenue (including the neighboring "Significant" Single-Family Dwelling located at 1359 Park Avenue). No additional density is achieved by the decreased setback and all other requirements will still be met.
13. As a part of the Master Planned Development application, the applicant is requesting an additional Front Yard setback reduction for one (1) Parking Space of the Parking Lot abutting Woodside Avenue on Lot 1. The minimum Front Yard Setback for a Parking Lot is 15 feet in the HR-M Zoning District. The applicant is proposing a Front Yard Setback for the Parking Lot of 15 feet on the south and 12 feet 8 inches on the north. Parking Space 13 encroaches into the Front Yard Setback by a maximum of 2 feet 4 inches. The Parking Requirement for the

entire project requires that the Parking Lot provide 11.5 Parking Spaces (for complete Parking Analysis, please reference the MPD Staff Report in this Planning Commission Meeting Packet); therefore Parking Space 13 is not required to fulfill a Parking Requirement.

14. If the Lot depth is 75 feet or less, then the minimum Front Yard 10 feet.
15. The required Front Yard Setback for the Multi-Unit Dwelling is 20 feet.
16. The required rear yard setback for the Single-Family Dwellings and the Parking Lot is 10 feet in the HRM District. The applicant is proposing a 10 foot rear yard setback for the Single-Family Dwellings and Parking Lot.
17. The required side yard setback for the Single-Family Dwellings is 5 feet in the HRM District. The applicant is proposing a minimum of 5 feet side yard setbacks for the Single-Family Dwellings.
18. The required side yard setback for the Multi-Unit Dwelling and Parking Lot is 10 feet in the HRM District. The applicant is proposing a minimum of 10 feet side yard setbacks for the Multi-Unit Dwelling and Parking Lot.
19. A single-family dwelling is an allowed use in the HRM Zoning District.
20. A Parking Lot and Multi-Unit Dwelling are Conditional Uses in the HRM Zoning District. The Conditional Use Staff Reports can be found within this Planning Commission meeting packet.
21. Staff finds good cause for this Plat Amendment as the proposed subdivision will create the necessary lot configurations for a compatible infill of Affordable Housing in the Historic District.
22. The site is not located within the Sensitive Lands Overlay District. There are no known physical mine hazards. The site is within the Soils Ordinance Boundary and the site will have to meet requirements of the Soils Ordinance.
23. The Planning Commission reviewed and continued this Plat Amendment application on July 12th, 2017 and July 26th, 2017.
24. The Planning Commission, on August 23, 2017, forwarded a positive recommendation to the City Council.
25. On June 28th, 2017, July 12th, 2016, August 9th, 2017 the property was posted and notice was mailed to property owners within 300 feet. Legal notice was also published on the Utah Public Notice Website and Park Record on June 24th, 2017, July 8th, 2017, and August 5th, 2017 according to requirements of the Land Management Code.
26. Property is located in a FEMA Flood Zone A.
27. All findings within the Analysis section and the recitals above are incorporated herein as findings of fact.

Conclusions of Law:

1. The Plat Amendment is consistent with the Park City Land Management Code and applicable State law regarding lot combinations.
2. Neither the public nor any person will be materially injured by the proposed Plat Amendment.
3. Approval of the Plat Amendment, subject to the conditions stated below, does not adversely affect the health, safety and welfare of the citizens of Park City.

Conditions of Approval:

1. The City Attorney and City Engineer will review and approve the final form and content of the plat for compliance with State law, the Land Management Code, and the conditions of approval, prior to recordation of the plat.
2. The applicant will record the plat at the County within one year from the date of City Council approval. If recordation has not occurred within one year's time, this approval for the plat will be void, unless a request for an extension is made in writing prior to the expiration date and an extension is granted by the City Council.
3. The applicant shall dedicate a façade preservation easement to the City for the historic structures at 1333 and 1353 Park Avenue following their restoration and prior to sale of the historic buildings to private property owners.
4. The property is located within the Park City Landscaping and Maintenance of Soil Cover Ordinance (Soils Ordinance) boundary. Final construction must comply with requirements of the Soils Ordinance.
5. The applicant shall show and label their easement with Snyderville Basin Water Reclamation District (SBWRD) on the plat amendment.
6. A ten feet (10') wide public snow storage easement will be required along the Park Avenue and Woodside Avenue frontage of the property.
7. No vehicular access or curb cuts are allowed from Park Avenue.
8. Modified 13-D sprinklers,
9. All at grade utility facilities for this development shall be located on the property and not in the adjacent ROW.

SECTION 2. EFFECTIVE DATE. This Ordinance shall take effect upon publication.

PASSED AND ADOPTED this 31st day of August, 2017.

PARK CITY MUNICIPAL CORPORATION

Jack Thomas, MAYOR

ATTEST:

City Recorder

APPROVED AS TO FORM:

Mark Harrington, City Attorney

Attachment 1 – Proposed Plat



SURVEYOR'S CERTIFICATE

I, Charles Galati, do hereby certify that I am a Professional Land Surveyor, and that I hold Certificate No. 7248891, as prescribed under the laws of the State of Utah. I further certify that by authority of the owner, I have made a survey of the tract of land into lots and streets, together with easements, hereafter to be known as WOODSIDE PARK SUBDIVISION - PHASE I and that the same has been correctly surveyed and monumented on the ground as shown on this plat.

BOUNDARY DESCRIPTION

PARCEL 1

Beginning at a point which is North 54°01' East 350.00 feet and South 35°59' East 222.00 feet from the Northwest corner of Block 24, SNYDER'S ADDITION TO PARK CITY, said point also being on the Western right-of-way line of Park Avenue, running thence South 35°59' East along said right-of-way line 92.89 feet; thence South 54°01' West 150.00 feet; thence North 35°59' West 91.55 feet; thence North 53°28' East 150.1 feet to the point of beginning.

PARCEL 2

Beginning at a point which is South 54°01' West 329 feet and South 35°59' East 325.0 feet from the Northeast corner of Block 24, SNYDER'S ADDITION, Park City, Utah, and running thence South 35°59' East 39 feet; thence South 54°01' West 150 feet; thence North 35°59' West 49 feet, more or less, to a wooden fence; thence North 54°01' East along said wooden fence 150 feet; thence South 35°59' East 10 feet to the point of beginning.

PARCEL 3

All of Lot 2, SERNYAK SUBDIVISION, according to the official plat thereof, on file and of record in the Summit County Recorder's Office

OWNER'S DEDICATION AND CONSENT TO RECORD

KNOW ALL MEN BY THESE PRESENTS that _____, the undersigned owner of the herein described tract of land, to be known hereafter as WOODSIDE PARK SUBDIVISION-PHASE I, does hereby certify that he/she has caused this Plat Amendment to be prepared, and does hereby consent to the recordation of this Plat.

In witness whereof, the undersigned set his/her hand this _____ day, of _____, 2017.

ACKNOWLEDGMENT

_____, Authorized Representative

State of _____;

County of _____;

On this _____ day of _____, 2017, _____ personally appeared before me, the undersigned Notary Public, in and for said state and county. Having been duly sworn, _____ acknowledged to me that he/she is the authorized representative of _____ and that he/she signed the above Owner's Dedication and Consent to Record freely and voluntarily.

Notary Public

A Notary Public commissioned in _____

Printed Name _____

Residing in: _____

My commission expires: _____

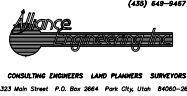
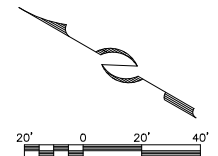
NOTE

This subdivision is subject to the Conditions of Approval in Ordinance 2017-_____.

LINE TABLE		
LINE	BEARING	DISTANCE
L1	N 31°48'41" W	40.27
L2	N 31°15'04" W	37.65
L3	N 36°03'49" W	34.99
L4	N 53°28'00" E	3.43

WOODSIDE PARK SUBDIVISION-PHASE I

LOCATED IN THE NORTHWEST QUARTER OF SECTION 16
TOWNSHIP 2 SOUTH, RANGE 4 EAST, SALT LAKE BASE AND MERIDIAN
PARK CITY, SUMMIT COUNTY, UTAH



SNYDERVILLE BASIN WATER RECLAMATION DISTRICT
REVIEWED FOR CONFORMANCE TO SNYDERVILLE BASIN WATER
RECLAMATION DISTRICT STANDARDS ON THIS _____
DAY OF _____, 2017
BY _____
S.B.W.R.D.

PLANNING COMMISSION
APPROVED BY THE PARK CITY
PLANNING COMMISSION THIS _____
DAY OF _____, 2017
BY _____
CHAIR

ENGINEER'S CERTIFICATE
I FIND THIS PLAT TO BE IN
ACCORDANCE WITH INFORMATION ON
FILE IN MY OFFICE THIS _____
DAY OF _____, 2017
BY _____
PARK CITY ENGINEER

APPROVAL AS TO FORM
APPROVED AS TO FORM THIS _____
DAY OF _____, 2017
BY _____
PARK CITY ATTORNEY

COUNCIL APPROVAL AND ACCEPTANCE
APPROVAL AND ACCEPTANCE BY THE PARK CITY
COUNCIL THIS _____ DAY OF _____, 2017
BY _____
MAYOR

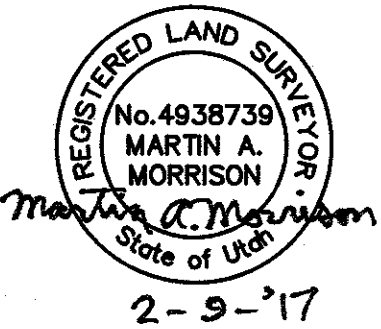
CERTIFICATE OF ATTEST
I CERTIFY THIS SUBDIVISION PLAT
MAP WAS APPROVED BY PARK CITY
COUNCIL THIS _____ DAY
OF _____, 2017
BY _____
PARK CITY RECORDER

RECORDED
STATE OF UTAH, COUNTY OF SUMMIT, AND FILED
AT THE REQUEST OF _____
DATE _____ TIME _____ ENTRY NO. _____
FEE _____ RECORDER _____

Exhibit B - Survey

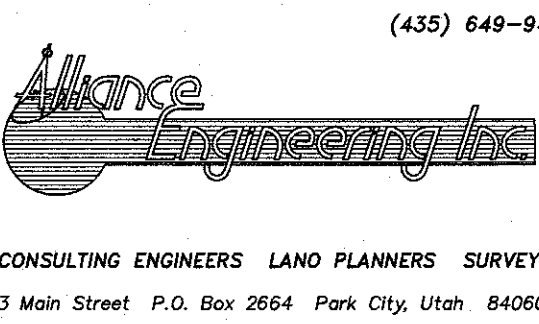
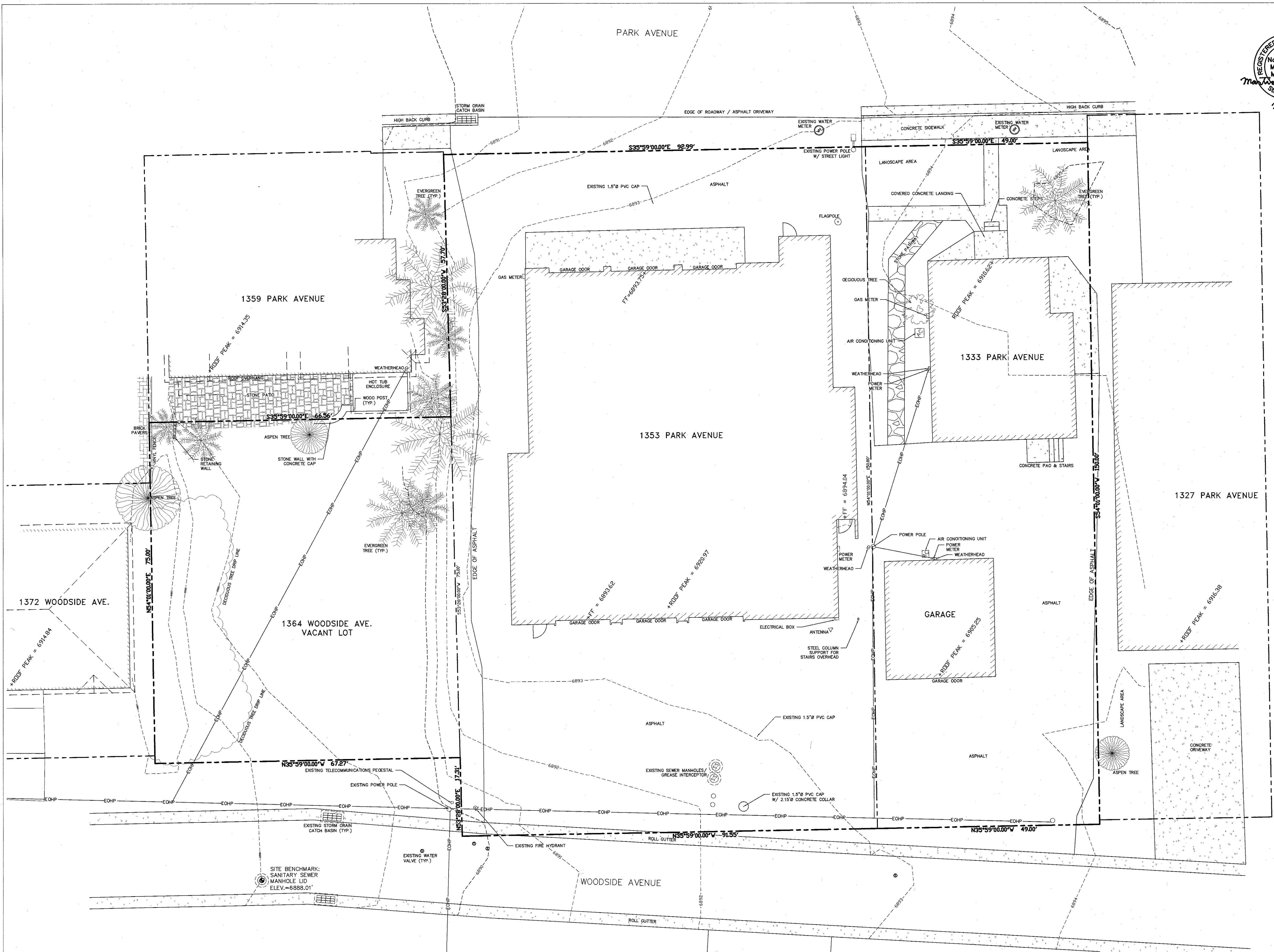
SURVEYOR'S CERTIFICATE

I, Martin A. Morrison, do hereby certify that I am a registered land surveyor and that I hold certification no. 4338739 as prescribed under the laws of the State of Utah. I further certify that a topographic survey has been made under my direction of the lands shown and described hereon. I further certify that this topographic survey is a correct representation of the land surveyed at the time the field work was completed and is in compliance with generally accepted industry standards for accuracy.



NOTES

1. Site Benchmark: Sanitary Sewer Manhole Lid
Elevation=6888.01'
2. The architect is responsible for verifying building setbacks, zoning requirements and building heights.
3. This topographic map is based on a field survey performed on October 5, 2015, and October 20, 2016.
4. Property corners were not set or found as part of this survey. Alliance Engineering performed a Record of Survey on 1364 Woodside Avenue recorded as S-8845 on November 4, 2016 on file and of record with the Summit County Recorder's Office. This surveyor has not completed a boundary survey on the remaining parcels. Bearings and distances shown are per deed.



(435) 649-9467

STAFF:
MICHAEL DEMKOWICZ
DEVIN EARL
CHIP TOMSUDEN
MARTIN MORRISON
CHARLES GALATI

DATE: 2/7/17

EXISTING CONDITIONS & TOPOGRAPHIC MAP

1333, 1353 PARK AVE. & 1364 WOODSIDE AVE.

FOR: PARK CITY MUNICIPAL CORPORATION

JOB NO.: 7-10-16

FILE: X:\SnydersAddition\dwg\srvtopo2016\071016 - Woodside Park.dwg

SHEET
1
OF
1

Exhibit C - County Tax Map

Exhibit D - Sernyak Subdivision (1364 Woodside Avenue)

Sernyak Subdivision An Amendment to Block 24, Snyders Addition to the Park City Survey

- Legend**
- Found Street Monument
 - Found rebar & cap-LS 163931
 - Found metal plug in sidewalk
 - Monuments to be removed
 - Set 5/8" rebar & plastic cap



NARRATIVE

- Survey requested by: Richard T. Sernyak and William McKenna.
- Purpose of survey: lot line adjustment between properties.
- Basis of survey: found Street Monuments as shown. Block dimensions are from the Park City Monument Control Map by Bush & Giddell, Inc. Recorded as Entry No. 197765 in the office of the Summit County Recorder.
- Date of survey: October 2004.
- Property corners set or found as shown.
- Located in the Northwest Quarter of Section 16, Township 2 South, Range 4 East, Salt Lake Base & Meridian.
- The owners of the property should be aware of any items affecting the property that may appear in a title insurance report.
- For previous surveys see Record of Survey No. S-314 and S-1954, on file in the office of the Summit County Recorder.
- No basements are allowed.

OLD LEGAL DESCRIPTIONS

Parcel No.1
Beginning at a point which is North 54°01' East 356.00 feet and South 35°59' East 156.00 feet from the Northwest corner of Block 24, Snyders Addition to Park City, and running thence South 35°59' East 50.00 feet; thence South 54°01' West 115.00 feet; thence North 35°59' West 50.00 feet, thence North 54°01' East 115.00 feet to the point of beginning.

Parcel No.2
Beginning at a point which is North 54°01' East 356.00 feet and South 35°59' East 156.00 feet from the Northwest corner of Block 24, Snyders Addition to Park City, and running thence South 35°59' East 50.00 feet; thence South 54°01' West 33.70 feet; thence North 35°59' West 50.00 feet; thence North 54°01' East 33.70 feet to the point of beginning.

Parcel No.3
Beginning at a point which is North 54°01' East 350.00 feet and South 35°59' East 206.00 feet from the Northwest corner of Block 24, Snyders Addition to Park City, said point also being on the Easterly right-of-way line of Park Avenue and running thence South 35°59' East along said Easterly right-of-way line 16.00 feet to a fence line; thence South 53°28' West along said fence line 142.71 feet; thence North 35°59' West 17.37 feet; thence North 54°01' East 142.70 feet to the point of beginning.

NEW LEGAL DESCRIPTIONS

Lot 1
Commencing at the intersection of Park Avenue and 14th Street, Snyders Addition to the Park City Survey, according to the official plats thereof, on file and of record in the office of the Summit County Recorder and running thence South 35°59' East along the centerline of said Park Avenue, 171.00 feet and South 54°01' West, 24.00 feet to the true point of beginning; thence South 35°59' East, 50.00 feet; thence South 54°01' West, 0.40 foot; thence South 35°59' East, 16.00 feet; thence South 53°28' West, 58.30 feet; thence North 35°59' West, 66.56 feet; thence North 54°01' East, 58.70 feet to the point of beginning, containing 3884.1 square feet, more or less.

Lot 2
Commencing at the intersection of Park Avenue and 14th Street, Snyders Addition to the Park City Survey, according to the official plats thereof, on file and of record in the office of the Summit County Recorder and running thence South 35°59' East along the centerline of said Park Avenue, 171.00 feet and South 54°01' West, 82.70 feet to the true point of beginning; thence South 35°59' East, 66.56 feet; thence South 53°28' West, 75.00 feet; thence North 35°59' West, 67.28 feet; thence North 54°01' East, 75.00 feet to the point of beginning; containing 5019.0 square feet, more or less.

OWNER'S DEDICATION AND CONSENT TO RECORD

Know all men by these presents that we, Richard T. Sernyak and William McKenna, the undersigned owners of the hereon described tract of land, to be known hereafter as Sernyak Subdivision, Snyders Addition to the Park City Survey, having caused this Amended Lot Line Plat to be prepared, do hereby consent to the recordation of this Record of Survey Map in accordance with Utah Law. Also, the owners, hereby irrevocably offer for dedication to the City of Park City all the streets, land for local government uses, easements, Parks and required utilities and easements shown on the plat in accordance with an irrevocable offer of dedication.

In witness whereof, the undersigned set their hand this 23 day of April, 2005.

By: Richard T. Sernyak William McKenna
Richard T. Sernyak William McKenna

ACKNOWLEDGEMENT

STATE OF UTAH
County of Summit:

On this 23 day of April, 2005, Richard T. Sernyak and William McKenna personally appeared before me, the undersigned Notary Public, in and for said State & County. Having been duly sworn, Richard T. Sernyak and William McKenna acknowledged to me that they are the legal owners of Sernyak Subdivision, Snyders Addition to the Park City Survey as hereon described, and that they signed the above Owner's Dedication and Consent to Record freely and voluntarily.

My Notary Seal Summit County, Utah
Notary Public
Residing in Summit County, Utah

SURVEYOR'S CERTIFICATE

I, J.D. Gailley, a Registered Land Surveyor as prescribed by the laws of the State of Utah and holding License No. 359005, do hereby certify that I have supervised a survey of the hereon described property and that this plat is a true representation of said property.

4/26/05
Date

J.D. Gailley
Surveyor

Alpine Survey, Inc.

19 Prospector Dr.
Park City, Utah 84060
(435) 655-8016

SNYDERVILLE BASIN
WATER RECLAMATION DISTRICT

REVIEWED FOR COMPLIANCE TO SNYDERVILLE BASIN
WATER RECLAMATION DISTRICT STANDARDS
ON THIS 23 DAY OF APRIL, 2005.

By: B. O. K. S.
SNYDERVILLE BASIN WATER RECLAMATION DISTRICT

PLANNING COMMISSION

APPROVED BY THE PARK CITY
PLANNING COMMISSION THIS 23
DAY OF APRIL, 2005 A.D.
BY: Barth
CHAIRMAN

ENGINEER'S CERTIFICATE

FIND THIS PLAT TO BE IN
ACCORDANCE WITH INFORMATION ON
FILE IN MY OFFICE THIS 23
DAY OF APRIL, 2005 A.D.
BY: J.D. Gailley
PARK CITY ENGINEER

APPROVAL AS TO FORM

APPROVED AS TO FORM THIS 27
DAY OF JUNE, 2005 A.D.
BY: James
PARK CITY ATTORNEY

CERTIFICATE OF ATTEST

I CERTIFY THIS RECORD OF SURVEY
MAP WAS APPROVED BY PARK CITY
COUNCIL THIS 27 DAY
OF JUNE, 2005 A.D.
BY: James
PARK CITY RECORDER

COUNCIL APPROVAL AND ACCEPTANCE

APPROVAL AND ACCEPTANCE BY THE PARK CITY
COUNCIL THIS 27 DAY OF MARCH
2005 A.D.
BY: Dennis Williams
MAYOR

#741763 RECORDED

STATE OF UTAH, COUNTY OF SUMMIT, AND FILED
AT THE REQUEST OF Park City Title
DATE 7-7-05 TIME 11:45am BOOK --- PAGE ---
FEE 332.00
RECORDED

Exhibit E - Aerial Photograph with 500' Radius



 CONSULTING ENGINEERS LAND PLANNERS SURVEYORS 107 Main Street, P.O. Box 2041, Park City, Utah 84060-2041	(435) 945-9467	STAFF: MICHAEL DEMKOWICZ RYAN BETZ	AERIAL PHOTOGRAPH 1333, 1353 PARK AVE. & 1364 WOODSIDE AVE.	SHEET 1 OF 1
	DATE: 12/16/16	FOR: PARK CITY MUNICIPAL CORPORATION JOB NO.: 7-10-16 FILE: X:\SnydersAddition\dwg\Exhibits\1364_woodside-ortha		

Exhibit F - Site Photographs



Woodside Park – Phase I looking southwesterly

RECEIVED
JAN 10 2017
PARK CITY
PLANNING DEPT.



Woodside Park – Phase I looking westerly

PARK CITY
PLANNING DEPT.

RECEIVED
JAN 10 2017



Woodside Park – Phase I looking northeasterly

VED
JAN 15 2017
PARK CITY
PLANNING DEPT.



Woodside Park – Phase I looking easterly

RECEIVED
JAN 10 2017
PARK CITY
PLANNING DEPT.



Woodside Park – Phase I looking southeasterly

RECEIVED
10 2017
PARK CITY
PLANNING DEPT.



DATE: August 31, 2017

TO HONORABLE MAYOR AND COUNCIL

Staff recommends City Council authorize the City Manager to select Summit Land Conservancy as the holder of a preservation easement for the Library Field Preservation and Stewardship Project, subject to final contract and price negotiation.

Respectfully:

Heinrich Deters, Trails and Open Space Program Manager

City Council Staff Report



Subject: Library Field Preservation Easement
Author: Heinrich Deters
Department: Sustainability
Date: August 31, 2017
Type of Item: Administrative

Summary Recommendation

Staff recommends City Council authorize the City Manager to select Summit Land Conservancy as the holder of a preservation easement for the Library Field Preservation and Stewardship Project, subject to final contract, price negotiation and Council approval.

Executive Summary

Staff recommends City Council authorize the City Manager to select Summit Land Conservancy as the holder of a preservation easement for the Library Field Preservation and Stewardship Project, subject to final contract, price negotiation and Council approval.

Acronyms

PCMC	Park City Municipal Corporation
SLC	Summit Land Conservancy
RFQ	Request for Qualifications

Background

On March 16, 2017, The Citizens Open Space Advisory Committee (COSAC) and the Recreation Advisory Board (RAB) presented a joint recommendation to place a preservation easement on the Library Field.



Date

March 16, 201
March 16, 2017

Item

[Staff Report- Library Filed Preservation Project- Page 100](#)
[City Council Meeting Minutes- Library Field Preservation Project- Page 8](#)

Alternatives for City Council to Consider

1. **Recommended Alternative:** Select Summit Land Conservancy as the future holder of a preservation easement on the Library Field property, consistent with Council direction at the March 16, 2017 meeting and subject to final contract and price negotiation.

Pros:

- Summit Land Conservancy (SLC) was selected consistent with the City's procurement policy and confirmed SLC is a qualified responder to provide the required services.
- Summit Land Conservancy holds numerous easements within Summit County and has established qualifications to successfully provide the required services.

Cons:

None

2. **Alternative:** Council may choose to **not** select Summit Land Conservancy and readvertise the request for qualifications (RFQ). (Not recommended by staff.)

Cons:

- Readvertising will delay moving forward with the project.

Analysis

On July 17th, staff advertised an RFP for the project on the City's website. Additionally, the project was noticed in the 19th and 22nd edition of the Park Record.

Three organizations/firms requested copies of the full RFP; however, staff only received one proposal (SLC) by the July 28th deadline. (Attachment I- SLC Proposal)

Staff from Sustainability and Legal Departments reviewed the proposal and confirmed SLC is a qualified responder. Should Council select SLC, staff will negotiate the final scope and contract amount and return to City Council with a Professional Service Provider Contract. Additionally, SLC has noted that they wish to raise stewardship funds through a community fundraising campaign.

Department Review

This report has been reviewed by the City Attorney's Office, the Budget Department and Executive Departments. Their comments and edits have been included.

Funding Source

Funding for this project will come from the Open Space Maintenance Budget.

Attachments

Attachment I- Summit Land Conservancy Library Field Proposal



Applicant

Summit Land Conservancy

PO Box 1775//1650 Park Ave, Suite 201//Park City, UT 84060

Kate Sattelmeier//kate@wesaveland.org// (435)640-5898

A narrative of firm's qualifications and relevant experience

Based in Park City, the Summit Land Conservancy is an accredited land trust, dedicated to and focused on the preservation of open space and working agricultural lands in Summit County. Our conservation projects have involved partnerships with Summit County, the City of Oakley, individual landowners and Park City Municipal Corporation. Summit Land Conservancy currently holds 27 easements totaling 3019 acres and will be closing on an additional easement in August 2017 adding 2160 acres. In addition, the Conservancy has cooperative agreements with the NRCS for five additional easements totaling 1,231 acres and has purchased fee title on a 23 acre property of which 20 acres will be put under a conservation easement in the next year.

As a land trust accredited since 2011 the Summit Land Conservancy is held to the highest national standards for management, governance, land transactions, and stewardship. We recently achieved re-accreditation with the Land Trust Alliance. Cheryl Fox, Executive Director, has been invited to serve on the national Land Trust Alliance's Leadership Council. In 2016, Cheryl Fox and Kate Sattelmeier presented at the national Land Trust Alliance Rally Convention in Minneapolis on the subject of municipal land conservation easement stewardship.

Our office is within a half-mile of the library field. Conservancy staff and Board members live and work in the City, and have deep ties to the community. This enables us to understand the City's needs, its partners, and its people. We currently hold conservation easements on 12 City-owned properties and also co-hold 2 easements with Park City Municipal.

A cost schedule to complete tasks one (1) through three (3) as identified, with staff hours required, hourly rates and administrative costs to provide services as identified, as well as a not to exceed total cost proposal.

The cost schedule is attached as Appendix 1 and outlines line item costs for creating the baseline document, drafting the preservation easement and closing the transaction.

*The Project Budget Transaction Costs will not exceed quoted amount. In the event more staff time is spent than is budgeted, the Conservancy will cover that time through general funds.

The Summit Land Conservancy will fundraise to cover the costs associated with the placement of this preservation easement and the permanent stewardship allocation. This RFP asks for a breakdown of the work we will do and our costs, and we have provided all of the requested information. We would request that the City discuss with us ways to cover any gap between community funding and the Conservancy's expenses.

When the Library Field easement was initially proposed, the Conservancy anticipated raising funds from the neighbors to cover a portion of the costs, but the intervening Bonanza Flat campaign may have changed the amount of private funding that is now available within the time frame specified by this RFP.

Organization's Stewardship Policy

As part of the accreditation process, our stewardship policy is reviewed every 2 years internally and every 5 years externally by the Land Trust Accreditation Commission. Policies were reviewed by the LTA in 2016, pursuant to our 2017 re-accreditation. Appendix 3 includes our policies for easement stewardship: *11 A -Funding Easement Stewardship; 11 C - Easement Monitoring; 11 E - Easement Enforcement; 11 F - Reserved Rights and Permitted Uses* and *11I - Conservation Easement Amendment Policies and Procedures.*

Provide a not to exceed, one-time cost proposal for the ongoing stewardship of the Easement.

Our stewardship cost proposal worksheet is located in Appendix 4 and is the standard sheet the Conservancy uses to calculate stewardship for all easements.

*We will not expect the city to pay for the legal defense fund contribution. We will fundraise separately for this line item.

A detailed work plan and understanding outlining each required task necessary for completion of the project described in the project scope of services along with a fee breakdown for each phase of the project.

Task 1 - Preliminary Coordination and Establishment of the Easement Properties

Conservancy staff have been participating in the discussions surrounding the uses of the Library Field since the proposal was first brought to the City by a group of citizens. We have met with Friends of Library Field, participated as members of COSAC, and attended City Council and RAB meetings to discuss the conservation values, permitted and prohibited uses, and event management for the preservation easement. This process has delineated the easement purposes.

If selected, the Conservancy staff will move forward to complete the Baseline document

Specific tasks for completion of the Baseline document will be performed primarily by the Land Protection Specialist and will include, but not be limited to:

- (i) Assessment of natural vegetation
- (ii) Maps and photos to demonstrate open-space viewshed qualities
- (iii) Collation and summary of meeting minutes and media pertaining to the community's decision to enter into a conservation easement
- (iv) Receipt and review of a title commitment with particular attention to any pre-existing rights of utility providers
- (v) Survey of property to be encumbered by the preservation easement

We expect to spend 40 hours to complete the Baseline.

Task 2 – Present a Preservation Easement, in draft form, based on the baseline documentation, public input and easement values established by City Council to staff.

Task 3 – Finalize and Record Preservation Easement

The Conservancy's in-house Counsel has drafted key terms, based on the afore-mentioned meetings with citizens, Council, COSAC and RAB. The preservation easement will be similar in form to the Gambel Oak easement between the Conservancy and City. The Conservancy anticipates 40 hours of staff time, primarily by the Conservation Director and Counsel and Executive Director to develop the easement, to accommodate the RAB process, and to see the easement through the approval process with City staff, COSAC and the City Council.

The Conservancy also allocates time and resources to raising funds to cover both our costs associated with creating the baseline and easement as well as the perpetual stewardship and legal defense funds. The Executive Director and Operations Manager will be responsible for this fundraising. Again, we anticipate 40 hours of total staff time dedicated to fundraising for this easement in particular.

Task 4 Consistent with third party oversight and acceptance of the Preservation Easement in perpetuity, provide ongoing review and response to compliance issues and incidents associated with the Easement properties and meet with City staff as required.

On-going stewardship/oversight costs will be covered by the one-time stewardship fee to be raised before closing of the easement. Activities covered by this fee will include: Conservancy's staff time to review, respond to, and oversee any and all compliance issues that may arise on the easement property. This includes the exercise of reserved rights, providing supporting documentation for the management plan, and any easement violations. While such activities may not happen every year, our experience holding 10 similar easements on City-owned publicly accessible property is that there will be at least one exercise of reserved right every two years, and a potential violation, more rarely, once every 20 years. Our stewardship worksheet annualizes the staff time and the associated expenses over a 20-year time frame.

Task 5- Provide annual monitoring reports to staff.

Our stewardship policies dictate annual monitoring of parcels, including site visits to the property, title review, boundary review, monthly meetings with City staff, an annual recap of issues discovered over the year, a digital report with photographs containing GPS reference points and a written report, along with archival maintenance of these reports. This expense is covered by the one-time monitoring and stewardship fee.

A tentative schedule for completing the work

The timeline outlined in the request is reasonable and Summit Land Conservancy will meet deadlines as the tentative schedule for completing work, subject to City meeting agendas, including COSAC and City Council meetings.

Draft Baseline Documentation/Draft of
Easement for review by COSAC..... October 15, 2017
Final Review of Easement/Final Baseline
Information and Council Adoption..... December 1, 2017

Names, titles, experience of the personnel that would be assigned to the project

Cheryl Fox, Executive Director: Ms. Fox Co-founded the Conservancy in 1998 and since has served as the initial staff member, a member of the Board of Directors, development director and, since 2005, the Executive Director. Under her leadership, the Conservancy has grown to 5 full time staff and an annual operating budget (exclusive of conservation transactions) of \$500,000. She is a current member of the Land Trust Alliance's Leadership Council. Email: cheryl@wesaveland.org

Kate Sattelmeier, Conservation Director and Counsel: Ms. Sattelmeier has been a Utah licensed attorney since 2001, and worked in transactional real estate law for most of her career. She has been working for the Conservancy since 2012, and was a member of the faculty at the National Land Trust Alliance Conference in 2016. Email: kate@wesaveland.org

Sara Jo Dickens PhD, Land Protection Specialist: Ms. Dickens received her Doctorate in Plant Biology from the University of California (UC), Riverside specializing in plant-soil interactions and worked as a Post-Doctoral Scholar for UC-Berkeley. She acts as the Conservancy's ecologist and GIS specialist, as well as, owns and operates an environmental consulting business in Park City, UT. Email: sarajo@wesaveland.org

Amber Nelson, Operations Manager: Ms. Nelson, a Park City native, holds degrees in History, Sociology/Anthropology, and Gender Studies from St. Olaf College in MN. She has an MBA with an emphasis in accounting, and for many years, she operated her own accounting office with a special focus and love for non-profit accounting. In addition to her work at Summit Land Conservancy, she holds a position on the board of South Summit Trail. Email: amber@wesaveland.org

Detail your firm's experience in providing the services requested herein for similar customers of similar size, with dates of performance and/or completion, customer name, contact person, and telephone number(s). By providing such references you agree that neither the City nor the clients referenced shall have any liability regarding the provision of such references or the City's use of such references in making selections under this request for proposal.

As a local land trust, based in Park City, the Conservancy does not have the opportunity to work with other customers of similar size. We hold 2 easements on County property (Miss Billie's & Quarry Mountain, managed by Snyderville Basin Recreation Special District) and hold easements with the local non-profit, Nuzzles & Co, and the Deer Valley Resort.

Summit Land Conservancy Projects and References:

Miss Billie's

Easement Acquisition Year: 2012

Acreage: 10.9

Contact: Lisa D. Yoder, Summit County, PO Box 128, Coalville, UT 84107, 435-336-3128, lyoder@summitcounty.org

Quarry Mountain

Easement Acquisition Year: 2009

Acreage: 183

Contact: Lisa D. Yoder, Summit County

Jessica Kirby, Snyderville Basin Recreation, 5715 Trailside Dr,
Park City, Utah 84098, 435-649-1564 Ext. 26, jessica@basinrecreation.org

Nuzzles and Co

Easement Acquisition Year: 2015

Acreage: 63

Contact: Kathleen Toth, Nuzzles & Co., PO Box 682155
Park City, UT 84068, ktoth@mc2b.com

Empire and Lady Morgan

Easement Acquisition Year: 2002, 2003

Acreage: 883, 1.79

Contact: Steve Issowits, Director of Real Estate and Resort Planning, Deer Valley Resort, PO
Box 1087, Park City UT 84060, sissowits@deervalley.com

Additional projects and references can be made available upon request.

A description of any arbitration and/or litigation in which your company is currently engaged or which was resolved within the five years preceding the date on which you submit your proposal.

Current litigation regarding the Empire and Prospector Ridge easements. The City is a co-defendant in this case.

A statement of whether your organization has, ever filed for reorganization or bankruptcy. If so, please provide dates and resolution.

No.

In addition to the information and qualifications specified above, identify any special knowledge or skills provided by your firm that may be related or helpful to the services requested herein.

The Conservancy pays for specific conservation easement defense insurance, TerraFirma, for all of its easements. In the event that we face litigation on this property, perhaps for a third party violation, this insurance will help us defend the conservation values.

The Conservancy's policies dictate that we evaluate our capacity to take on new projects and adequately steward them. Our Board has thus reviewed the Library Field project, and granted approval to proceed with the project.

Proposals should either agree to the Professional Services Contract standard contract as is or request changes to the form as part of the proposal.

If selected, the Conservancy will agree to the standard Professional Services Contract with the City in its current form without any request for changes.

Appendix 1: Cost Schedule Budget

Library Field									
<u>Transaction Costs</u>									
In House Expenses									
			hours	cost	\$35 staff time/hr + \$15 overhead/hr				
		Easement	40	\$ 2,000					
		Baseline Documents	40	\$ 2,000					
		Fund Raising	40	\$ 2,000					
		subtotal		\$ 6,000					
Outsourced Expenses									
		Survey		\$ 3,000					
		Title Report		\$ 200					
		subtotal		\$ 3,200					
		Total Transaction costs		\$ 9,200					
<u>Stewardship Costs (from Stewardship Cost Form)</u>									
		Annual Stewardship Endowment:		\$ 31,800					
		Legal Defence donation		\$ 3,000					
		Total Stewardship costs		\$ 34,800					
<u>Purchase Price</u>				\$ -					
		Total Project Costs		\$ 44,000					

Appendix 2: Timeline for work plan

Task 1: Preliminary Coordination and Establishment of the Easement Properties

Action Item	Responsible Team Member	Time Frame
Collection and synthesis on all existing data and information pertinent to the property (Legal and historic documentation, GIS data layers and aerial photography).	Sara Jo Dickens	Aug17 – Oct 15
Conduct and synthesize interviews with landowner, previous landowners and/or the Historical Society (Past and current use descriptions, history of site improvements including amenities and landscaping and documentation of unique features such as memorial benches).	Sara Jo Dickens	Aug17 – Oct 15
Meetings with the City to establish the anticipated uses and conservation values	Cheryl Fox, Kate Sattelmeier, Sara Jo Dickens	Aug17 – Oct 15
Mapping of current conditions, conservation values and other infrastructure.	Sara Jo Dickens	Aug17 – Oct 15
Identify any major easements and agreements that the Preservation Easement will need to take into account.	Kate Sattelmeier	Aug17 – Oct 15
Documentation of all references used to develop the baseline document	Sara Jo Dickens	Aug17 – Oct 15
Drafting of the Baseline Document for City review.	Sara Jo Dickens	Aug17 – Oct 15
Drafting of the Preservation Easement for City review.	Kate Sattelmeier	Aug17 – Oct 15

Task 2: Present a Preservation Easement to staff, in draft form, based on baseline.

Action Item	Responsible Team Member	Time Frame
Meet with City staff to confirm the initial components of the Preservation Easement	Kate Sattelmeier	Aug17
Propose a review procedure for the Recreation Advisory Board (RAB) to approve or deny proposed minor park amenities.	Cheryl Fox, Kate Sattelmeier, Sara Jo Dickens	Sept 15
Present Preservation Easement to Citizens Open Space Committee.	Cheryl Fox, Kate Sattelmeier	Oct 24 2017

Task 3: Finalize and Record Preservation Easement.

Action Item	Responsible Team Member	Time Frame
Finalize Preservation easements (including any staff edits) and provide document in digital format.	Kate Sattelmeier	October 2017
Attend City Council Meeting to adopt the Preservation Easement.	Cheryl Fox, Kate Sattelmeier	Before 12/1/2017
Provide signing and recording of document as necessary.	Kate Sattelmeier	December 2017
Provide the Stewardship invoice to the City.	Kate Sattelmeier	December 2017

Task 4: Provide ongoing review and response to compliance issues and incidents associated with the easement properties and meet with City staff as required.

Action Item	Responsible Team Member	Time Frame
Meet with City staff regularly or as needed and provide written reports and documentation associated with response to incidents associated with possible violations and/or projects associated with the ongoing monitoring of the Preservation Easement area.	Kate Sattelmeier, Sara Jo Dickens	Annually
Provide staffing for compliance, reserved rights and review of associated items.	Kate Sattelmeier, Sara Jo Dickens	Annually
Provide for and possibly fund educational, outreach and or data collection as necessary.	Kate Sattelmeier, Sara Jo Dickens	Annually
Provide staff proof of insurance requirements as required by Park City Municipal Corporation.	Kate Sattelmeier	Annually

Task 5: Provide annual monitoring reports to staff.

Action Item	Responsible Team Member	Time Frame
Conduct 2 site visits annually to assess condition of conservation values.	Sara Jo Dickens	Annually
Mapping of current conditions or concerns.	Sara Jo Dickens	Annually
Photo documentation of current conditions and any issues or incidents as they arise.	Sara Jo Dickens	Annually
Report production and delivery (in digital format) to the City.	Sara Jo Dickens	Annually
Meet City Staff as necessary to discuss issues, incidents, and reports.	Kate Sattelmeier, Sara Jo Dickens	Annually

Appendix 3: Organization's Stewardship Policies

Summit Land Conservancy Standards and Practices

Standard 11: Conservation Easement Stewardship

Practice 11A:

“The land trust determines the long-term stewardship and enforcement expenses of each easement transaction and secures the dedicated or operating funds to cover current and future expenses. If funds are not secured at or before the completion of the transaction, the land trust has a plan to secure these finds and has a policy committing the funds to this purpose.”

FUNDING EASEMENT STEWARDSHIP POLICY AND PROCEDURES Adopted November 2015

POLICY

Summit Land Conservancy maintains a legal defense fund, to provide for the long-term enforcement of the Conservancy's easements. The Conservancy also maintains funds for ongoing stewardship expenses such as annual monitoring, landowner relations, reserved right and permitted use requests, ownership issues and easement violations. Adequate stewardship funding is vital to (i) compliance with the Conservancy's stewardship policies for enforcement, monitoring and reserved rights and permitted uses, (ii) implementation of the Conservancy's strategic plan, and (iii) the Conservancy's financial and political independence, in a small community where the Conservancy's landowners are also major donors. The Conservancy's goal is to obtain and maintain stewardship funding in an amount sufficient to cover the actual present-day costs of stewardship, and the long-term anticipated stewardship expenses.

PROCEDURES

A. Legal Defense Reserves

1. The Conservancy maintains funds dedicated to the enforcement of easements and procures additional defense funding upon acquisition of new easements or easement properties. Defense reserve funds shall be no less than the amount proscribed by the Land Trust Alliance.
2. On an annual basis, Conservancy staff shall audit the reserve funds to ensure compliance with LTA standards, using the Legal Defense Reserves Calculator or similar tool recommended by the LTA.
3. Upon acquisition of a new easement or easement property, the Conservancy shall obtain defense funding at or before closing of the transaction, in the amount prescribed by the LTA (\$1,500 per conservation easement, as of the adoption of this Policy).

4. Funding of the legal defense cost may come from the landowner, a project-specific grant or project-specific fundraising or the Conservancy's general fund.
5. The Conservancy shall maintain "Terra Firma" conservation easement defense liability insurance coverage for amounts commensurate with industry standards, and as recommended by the Land Trust Alliance.

B. Source of Stewardship Funding and Legal Defense Funding

The Conservancy may receive stewardship funding at the time of an easement acquisition, pursuant to a contract for stewardship services, or from other fundraising endeavors.

EASEMENT ACQUISITIONS

- a) For bargain sales, where the Conservancy purchases the easement with grants from government agencies or other organizations (e.g. DWR, NRCS, Quality Growth Commission, COSAC) stewardship and legal defense costs may be included in the overall project costs and funded as part of grant agreement(s). Alternatively, the Conservancy may ask that the landowner make a cash donation to the stewardship endowment fund at closing.
- b) For donated easements, absent a *quid pro quo* to the benefit of the landowner, stewardship and legal defense costs may be raised by the Conservancy through fundraising efforts.
- c) For donated easements made by a landowner pursuant to a development agreement, the landowner may make a cash donation to the stewardship endowment at closing.
- d) For easements donated to the Conservancy by municipal entities, legal defense funds are typically provided by the Conservancy, and stewardship funds may come partly from the public sources (such as open space bond money) and partly from fundraising efforts.

CONTRACTS FOR STEWARDSHIP SERVICES

The Conservancy may enter into service contracts with landowners or other entities that pay the Conservancy for the stewardship of conservation easement properties. Contracts for the annual stewardship of perpetual easements held by Summit Land Conservancy are subject to cancellation or non-renewal, and are therefore not sufficient to meet long-term stewardship funding needs. Therefore, the Conservancy aims to procure permanent stewardship funding for all easement properties.

STEWARDSHIP FUNDRAISING

B. Calculation of Stewardship Funding Requirement for Easement Acquisition

To maintain and grow stewardship funding reserves, the Conservancy typically requires a stewardship endowment to be paid at the time of a new easement acquisition. The Conservation Director and Executive Director use an Excel spreadsheet template to calculate the stewardship endowment amount for a particular transaction. This template allows conservancy staff make adjustments based on experience with stewardship costs for similar easement properties, reasonable estimates of costs likely to be incurred in the stewardship of the property and/or known hard costs. Examples of adjustments are:

- a. Costs for landowner relations, the number of reserved right/permitted use requests and the number of easement violations, are typically increased for easements that see intense public access, and where the landowner is a municipality;
- b. Costs for annual monitoring may be reduced where the property is small, and frequently viewed by Conservancy staff;
- c. Travel costs are based on the distance of the easement property from the Summit Land Conservancy office.

D. Adjustment of Stewardship Funding Requirement Based on Project Criteria

1. The Summit Land Conservancy shall aim to obtain the stewardship funding amount indicated by Procedure A, but may adjust the amount of stewardship funding procured at the time of the easement grant based on a consideration of the following factors, and compliance with the following procedure:

FACTORS FOR ADJUSTMENT

- a. The type of easement transaction and potential sources for funding (as discussed in Procedure B) and the relative ease or difficulty in raising the funds.
- b. The importance and value of the property to the Conservancy and the community. The Conservancy may adjust the required stewardship funding for premium “flagship” easements.
- c. The total stewardship reserves held by the Conservancy, in comparison with the number of easements and in consideration with Land Trust Alliance Standards.

PROCEDURE FOR ADJUSTMENT

- a. Conservancy staff devise a project budget in the initial consideration of a project (prior to entering into an LOI with the landowner). Staff make adjustments to the spreadsheet (attached as Exhibit A) as discussed in Procedure B.
- b. If an adjustment is appropriate Conservancy staff will analyze the adjustment based on the above factors and provide a written summary to the Executive Committee, to substantiate reasons for the proposed adjustment.
- c. The Executive Committee may approve, disapprove or recommend adjustments to the proposed stewardship amount. Conservancy staff will proceed with the project, based on the Executive Committee’s decision.

E Evaluation

The Conservancy shall audit stewardship funding every three years, and make a comparison of stewardship funds received in comparison with the stewardship funding amounts indicated per project, as described in Procedure B. Over the course of three consecutive fiscal years, stewardship funding receipts or pledges may not be less than 70% of the total amount indicated by Procedure B.

Summit Land Conservancy Standards and Practices

Standard 11: Conservation Easement Stewardship

Practice 11C: “The land trust monitors its easement properties regularly, at least annually, in a manner appropriate to the size and restrictions of each property, and keeps documentation (such as reports, updated photographs and maps) of each monitoring activity.”

Summit Land Conservancy Easement Monitoring Policy

Adopted September 2009

Revised and Adopted November 2015

The Summit Land Conservancy is dedicated to upholding its legal and community obligations to preserve the conservation easements it accepts for as long as such easements exist. In recognition of the fact that the Summit Land Conservancy’s conservation easements are perpetual in duration, the Conservancy understands that one of the keys to preserving these easements is its commitment to monitor, defend and enforce the terms of each conservation easement on a consistent basis.

A. Purpose of Monitoring

Annual monitoring is conducted to discover changes in land ownership or control, detect changes in the easement lands, ensure that lands are being used in accordance with the terms of the easements and to identify any violations. In addition, the Conservancy recognizes that regular and consistent monitoring will enhance the Conservancy’s relationships with its landowner partners through personal communication. Regular communication helps the Conservancy understand and/or discover pending or contemplated actions that may impact the conservation values in the future and ensures that owners and residents have knowledge of the restrictions placed on the use of the land.

B. Frequency of Monitoring

Pursuant to the national Land Trust Alliance’s standards and generally-accepted practices in the land trust field, the Summit Land Conservancy monitors each of its conservation easements on an annual basis. Monitoring visits occur in spring or summer. Annual monitoring is the minimum and the norm; more frequent monitoring is typically used for a short term problem or during a time when the easement may be at risk, such as during construction of structures permitted by the easement.

C. Monitors

Monitoring of properties is typically done by Summit Land Conservancy staff, with the assistance of volunteers and Board members. In the interests of monitor safety and report accuracy, two monitors are preferable for the monitoring of large easement areas and private

land easements. One monitor is typically sufficient for the monitoring of smaller easements, close to urban areas.

D. Communications with Landowners and Easement Co-Holders

1. Conservancy staff shall give landowners notice prior to the annual monitoring visit, and shall invite landowners to attend the visit and express any questions or concerns regarding their property. Prior notice to owners of easement properties that do not have public access shall be in writing. Notice to owners of public access easements may be via e-mail or telephone.
2. The Conservancy shall furnish landowners and easement co-holders with a copy of the annual monitoring report, accompanied by a cover letter that may draw the landowner's attention to matters discussed in the report. Copies of cover letters shall be included with all in-office and archived paper and digital copies of the reports. Hard-copy (paper) Monitoring reports and cover letters shall be delivered to landowners via US Mail, unless landowners request electronic copies only. Conservancy staff shall note the delivery of electronic copies in the cover letter to the landowner.
3. Conservancy staff may make other visits to easement properties throughout the year, in response to reserved right requests, proposed changes in use, violations or other issues. Communications with Landowners are as required by the conservation easement document, and the Conservancy's stewardship policies and procedures.

E. Method of Monitoring

1. Baseline documentation, prior monitoring reports, the Stewardship Issues – Tracking Report and the easements permitted and prohibited uses are reviewed by monitors prior to monitoring.
2. Monitors examine the property by vehicle, horse or foot. The extent of the site visit and time spent on the property varies based on factors such as (i) the size of the property, (ii) the frequency of Conservancy staff's visits to the easement property throughout the year and (iii) the likelihood of new activities or violations to the property.
3. Monitors use cameras and devices with a GPS capability (such as smart-phones and ipads) to document their visit. The kind of devices, apps and computer programs used by monitors may vary from year-to-year, due to changes in technology.
4. Following the monitoring visit, the Conservancy documents the results in a printed monitoring report, using the monitoring report template attached as Exhibit A. The Stewardship Director may make alterations to the template from time-to-time, based on recommendations or requirements of the Land Trust Alliance or previous monitoring experience.
5. Annual monitoring reports shall include a description of matters included in the Stewardship Issues-Tracking Report (or other database system adopted by the

Conservancy) that occurred in the time since the previous monitoring report for the property was prepared. Such matters were previously noted on a paper logs, located in the Monitoring Reports binder for each easement property. Conservancy staff has included information from the paper logs in the 5-year audit of Stewardship Issues, dated November 2015, and in appropriate Dropbox files.

6. Appendices to the monitoring reports include (i) digital photographs of the property with brief descriptive captions (ii) geotags (latitude and longitude) of the waypoints from which the photographs were taken (iii) a map with the monitor's track and (iv), at the discretion of the Stewardship Director, other documentation pertaining to matters referenced in the Stewardship Issues – Tracking Report.
7. Monitoring reports shall be signed by the staff member, Board member or volunteer who conducted the site visit and who is primarily responsible for drafting the monitoring report and appendices. If the Stewardship Director is not the primary monitor, he/she shall review, approve and sign all monitoring reports.
8. The Summit Land Conservancy will send one copy of the monitoring report to the landowner. Typically, the Landowner will receive a paper copy via U.S. Mail. Upon landowners' request, reports may be received in an electronic format.
9. Paper copies of monitoring reports are kept in the Conservancy's in-office monitoring report binders. Digital copies are kept in the shared dropbox files, or in another database system adopted by the Conservancy. Digital backup copies of the monitoring reports are stored on a disc and kept in a safe in the Summit Land Conservancy office, and digital and paper copies are also kept in the off-site archives. Digital files are stored on a CD, or a reliable and durable medium for the permanent storage of digital files.

F. Policy Review

Staff shall revisit this Policy and Procedures every five years to determine whether the procedures should be amended to reflect changing Land Trust Alliance standards.

Summit Land Conservancy Standards and Practices

Standard 11: Conservation Easement Stewardship

Practice 11E:

The land trust has a written policy and/or procedure detailing how it will respond to a potential violation of an easement, including the role of all parties involved (such as board members, volunteers, staff and partners) in any enforcement action. The land trust takes necessary and consistent steps to see that violations are resolved and has available, or has a strategy to secure, the financial and legal resources for enforcement and defense. (See practices 6G and 11A.)

Summit Land Conservancy EASEMENT ENFORCEMENT POLICY

Adopted July 2009

Revised November 2015

Summit Land Conservancy must, as a holder of conservation easements, enforce the legal agreements for which it is responsible.

In addition to protecting the conservation value of the subject property, enforcement is needed to generate public confidence in the Conservancy's mission to conserve open space, to uphold the Conservancy's legal authority to enforce its conservation easements, and to maintain the Conservancy's ability to accept future donations of conservation easements and its tax-exempt status. Summit Land Conservancy's failure to enforce its conservation easements could jeopardize its 501(c)(3) status if it were shown that Summit Land Conservancy relinquished its enforcement rights to benefit private individuals.

Summit Land Conservancy's response to a violation should match the severity of the violation. The intent of enforcement action is to remedy the violation and to the extent possible, to promote positive relationships with landowners.

A. Discovering and Assessing the Nature and Extent of the Violation

Conservancy staff will visit the property or review reliable evidence of the potential violation. Thereafter, staff will review the conservation easement document, the Baseline report, other relevant documents, and prior Conservancy decisions pertaining to the exercise of relevant reserved rights and permitted uses to determine whether a violation has occurred. Staff will categorize such violation as a technical violation, minor violation or major violation. Such categorizations shall guide the Conservancy's response and the level of staff, Board and Land Trust Alliance involvement.

A *Technical Violation* is defined as an action by the landowner that is consistent with the terms of the easement, but where the landowner failed to comply with a procedural requirement. Technical violations may involve the Landowner's exercise of a reserved right, but failure to

give the Conservancy prior notice, or to comply with another easement obligation (i.e. failure to obtain a building permit). Technical violations are often inadvertent, and may involve a complex analysis of the easement and the nature of the landowner activity.

A *Minor Violation* is defined as an isolated act that violates the terms of the easement, but that has a minor and/or temporary negative impact on the easement's conservation values. Minor violations are easily remedied, and are usually unlikely to re-occur. The easement violators are often unidentified third-parties. Examples of minor easement violations include the vandalism of trail amenities (such as benches) and occasional unauthorized vehicle use.

A *Major Violation* is defined as a violation of the terms of the easement that has a substantial negative impact to the conservation values. Major violations may have long-lasting effects to features such as native vegetation, water quality, or view shed (i.e. clearing of mature scrub-oak vegetation). Violations that have a temporary impact, but which are likely to be repeated and/or obvious to the public (i.e. regular unauthorized vehicle use on an easement that's visible from a major highway), may be considered major violations.

B. Response to Violations

In responding to an easement violation, Conservancy staff may consider previous landowner actions and the likelihood of voluntary remediation and future easement compliance by the landowner.

1. Appropriate responses to technical, minor and major violations are:

Technical Violations: As technical violations are actions that are permitted by the easement, a retro-active written approval according to the Conservancy's Reserved Right and Permitted Use Policy is often appropriate. Conservancy staff shall aim to maintain or develop positive landowner relations in response to technical violations, and to educate landowners with regard to notice and other requirements of the easement.

Minor Violations: Conservancy staff shall work with the landowner and/or easement co-holders to devise appropriate remedies (i.e. repair of trail amenities, signage to deter unauthorized motor vehicle use) and shall follow-up to ensure remedial action is completed. In the event of minor easement violations by third-parties, Conservancy staff may take outreach measures to educate the public and prevent future violations. For minor violations by the landowner, staff shall aim to develop or maintain positive landowner relations and promote future compliance with the easement.

Major Violations:

- a. Upon discovery of an activity (likely to be a major violation) that is continuing and where immediate action could prevent or mitigate damage to the conservation values, stewardship staff may contact the landowner, the third-party violator, the police department, Animal Control and/or legal counsel immediately. Stewardship staff may seek an emergency injunction upon consultation with the Executive Director or President of the Board of Directors.
- b. In response to a potential violation where emergency action is not warranted,

Conservancy staff shall consult with the Executive Director as soon as possible, and prior to communications with the landowner. Staff shall consider relevant information and if a major violation is likely to have occurred, will attempt to discuss the matter with the landowner as soon as possible.

- c. Upon determination of a major violation, the Executive Director, Stewardship Director or In-House Counsel shall inform the landowner, easement co-holders and/or other parties required to receive notice (such as the NRCS) of the violation in writing.
 - d. If the violator is a third-party, the landowner shall be invited to any discussions between the Conservancy and the third-party violator, and shall be copied on all written and e-mail correspondence.
 - e. If warranted and after consultation with the Executive Committee, the Executive Director may employ outside counsel or other professionals to assist with negotiations, mediation, arbitration, assessment of environmental damage, recommendations for remedial action or litigation.
 - f. Conservancy staff shall update the Board regularly in the course of addressing major violations. Significant decisions shall be made pursuant to a majority vote of the Board, such as a decision to commence litigation or enter into a settlement agreement.
 - g. The Conservancy shall work diligently to achieve resolution of the easement violation. Where restoration or remediation of the easement property is not feasible, the Conservancy may pursue other remedies such as compensatory damages or replacement property.
2. The Conservancy shall comply with conservation easement provisions pertaining to enforcement, including provisions related to written notice, time-to-cure, legal costs and available remedies.
 3. In the circumstance of a violation of an easement where Park City Municipal Corporation is a co-holder with the Conservancy, the City shall be responsible for enforcement pursuant to the Memo of Understanding RE: Legal Issues dated May 26, 2010.

C. Notice to Executive Director, Board and Land Trust Alliance

Stewardship staff shall communicate technical, minor and major violations to the Executive Director, Board of Directors and Land Trust Alliance according to the following guidelines:

Technical Violations: As technical violations often involve a complex analysis of the easement and/or a need to educate the landowner as to the terms of the easement, Stewardship staff shall consult with the Executive Director upon discovery of a technical violation. Conservancy staff shall inform the Executive Committee of all technical violations. The Stewardship Director shall include notice of all technical violations in the year-end memo to the Board of Directors.

Minor Violations: In the circumstance of a minor violation caused by direct acts of the landowner, Conservancy staff shall discuss the matter with the Executive Director. Where the minor violation is caused by a third-party, staff may consult with the Executive Director, but

consultation is not required. All minor violations shall be communicated to the Board in a year-end memo from the Stewardship Director.

Major Violations: Stewardship staff shall inform the Executive Director and the Board of all major easement violations, according to the procedures stated in section B of this document. Conservancy staff shall inform the Land Trust Alliance of major violations, in compliance with the Conservancy's obligations pursuant to the Terra Firma easement defence insurance policy.

D. Documenting the Violation

1. Conservancy staff shall note all easement violations, staff responses and Board directions in the Stewardship Issues - Tracking Report, or another database system adopted by the Conservancy.
2. Conservancy staff shall document violations descriptively and quantitatively. Typically, documentation will include photographs. GPS technology and maps shall be used if appropriate, to locate the site of the violation. Conservancy staff shall draft a Memo to File where the violation involves a complex consideration of easement terms or landowner actions. Where appropriate, the Conservancy may employ land management professionals or outside counsel to document easement violations and make recommendations.
3. Photographs, maps, memos, reports and written correspondence (letters and e-mails) shall be stored in Dropbox under the Stewardship file for the relevant property (or in another shared computer file system adopted by the Conservancy).
4. For major violations, the Conservancy shall keep written records with a view to demonstrating the chain of events to a court, should litigation later become necessary. In the course of clarifying issues and reaching a resolution, Conservancy staff may communicate verbally with the landowner, but shall keep a written log of conversations.
5. All easement violations shall be noted in the annual monitoring report for the relevant easement property.

E. Post-Enforcement Assessment, Education and Policy Review

Upon conclusion of the violation resolution, response and remediation, Summit Land Conservancy shall review its actions and attempt to draw conclusions as to landowner education, compliance, legal counsel involvement, template easement language, this policy, amendment policy, and public perception. Summit Land Conservancy shall implement any insights gained from this review of its actions in future actions.

Summit Land Conservancy Standards and Practices

Standard 11: Conservation Easement Stewardship

Practice 11F:

The land trust has an established procedure for responding to landowner required notices or requests for approvals in a timely and consistent manner, and has a system to track notices, approvals and the exercise of any significant reserved or permitted rights.

Summit Land Conservancy RESERVED RIGHTS POLICY & PROCEDURES Adopted September 2009 Revised & Adopted November 2015

Summit Land Conservancy's easement documents often reserve rights for the landowner to allow certain uses or activities. Reserved right provisions may include a requirement for the landowner to give notice to the Conservancy prior to the exercise of the reserved right and/or to obtain the Conservancy's prior written approval. Landowners may also contact the Conservancy to discuss potential changes in use or management that may or may not be permitted by the easement. The Conservancy shall respond to all requests in a timely manner and aim to communicate effectively to maintain positive landowner relationships. Decisions regarding reserved rights and permitted uses shall be consistent with the terms of the easement, the mission of the Conservancy, and if prudent, with previous Conservancy decisions regarding land use. Conservancy staff shall maintain a record of communications and decisions, to guide future stewardship practice.

A. Consideration of Request

2. Conservancy staff shall obtain all relevant information prior to consideration of a reserved right or permitted use request. Required information may include an explanation of the proposed activity, likely impacts and disturbance, maps and plans, construction materials and machinery to be used, and timing for commencement and completion. Staff may visit the easement property.
3. Conservancy staff shall make a determination based on:
 - a. The terms of the easement. Relevant terms may include provisions specific to reserved rights and permitted/prohibited uses and practices, the conservation values and conservation purposes and the intent of the easement as expressed in the recitals or Baseline; and/or
 - b. Previous (relevant and appropriate) decisions pertaining to reserved rights or permitted uses for the easement property or similar easement properties; and/or
 - c. Best practices for land management, based on industry standards or consultation with professionals; and/or
 - d. The Conservancy's *Trail Construction Policy* (TBD).

4. The consideration of reserved right or permitted use requests shall be made in consultation with any easement co-holders. Third-parties shall also be notified or consulted, if required by the easement document. Such co-holders and third parties shall be copied on correspondence from the Conservancy to the landowner.
5. No request will be approved that jeopardizes the obligations of Summit Land Conservancy to monitor and enforce the easement, or that terminates the easement, or causes the easement to fail under IRS tax codes or any other applicable law.
6. The exercise of reserved rights must not increase the net value of the property which could be seen as a violation of private benefit/inurement provisions under IRS tax code regulations.

B. Documentation of Requests and Decisions

2. All requests and decisions shall be noted in writing as they occur, in the spreadsheet known as the Stewardship Issues Tracking Report and located in the Conservancy's shared computer file system. Conservancy staff may adopt an alternate database system.
3. All requests and decisions shall be noted in the annual Monitoring Report for the easement property. At the discretion of the Stewardship Director, photographs, maps, approval letters, printed e-mails and/or memos may also be included in the Monitoring Report.
4. Decisions involving a complex consideration of multiple easement provisions, policy, development agreements, codes or other documents, shall be documented in a Memo to File prepared or approved by the Stewardship Director.
5. Approval letters, maps, photographs, Memos to File, or other documents pertaining to the request shall be saved in the Conservancy's shared computer file system (such as Dropbox), in the appropriate folder.

C. Staff and Board Review

1. Conservancy staff may address reserved right and permitted use requests for activities expressly permitted by the conservation easement document or clearly consistent with the conservation values and purposes.
2. Conservancy staff may approve activities and uses that are not specifically contemplated by the conservation easement document, but have been previously considered and approved by the Board for the property in question, or a similar property.
3. Conservancy staff shall address requests for trail re-alignments, new trails or trail amenities, in accordance with the Conservancy's *Trail Construction Policy*.
4. Prior to the approval of a new use or activity not addressed by reserved right or permitted use provisions of the easement document, and likely not contemplated by the easement drafters, Conservancy staff shall present the approval recommendation to the Executive Committee for consideration. The Executive Committee may (i) unanimously decide to adopt or reject staff's recommendation, or (ii) unanimously decide to modify the approval of the new use or activity, or (iii) take the matter before the full Board of Directors at its next meeting for a final Board decision. Notification of Summit Land Conservancy's decision will be forwarded in writing to the party proposing the request.

D. Communication Protocols

1. The Conservancy shall strongly encourage landowners to submit all reserve rights requests that require prior approval to the Conservancy in writing. Such written requests should include a discussion of the activity and the likely impacts, its location on the easement property and timing of the proposed activity. E-mail, regular mail or hand-delivered written requests are acceptable.
2. The Conservancy may consider verbal reserved right requests, or requests that are in writing, but insufficient in detail. Conservancy staff shall discuss the proposal with the landowner and provide a written response that summarizes the request and relevant details.
3. Conservancy's communications with the landowner shall reference the easement terms and other relevant factors. The Conservancy's response shall explain the reasoning behind the decision to grant or deny the landowner's request.
4. For a reserved right request that requires prior approval of the Conservancy, the Conservancy shall mail the landowner a written letter, signed by the Stewardship Director or Executive Director. If the request was received via e-mail, Conservancy shall e-mail a copy of the letter to the landowner.
5. For landowner requests for change of use or a new activity where the landowner has communicated with the Conservancy via e-mail, the Stewardship Director or Executive Director may provide written notice of the Conservancy's decision via e-mail or regular mail.
6. The Stewardship Director or Executive Director may make a verbal response to landowner inquiries that clearly involve a use permitted by the easement. Decisions that involve a more complex consideration shall be communicated to the landowner in writing.

E. Timing of Conservancy's Response

1. In response to an inquiry about a permitted use or reserved right, Conservancy staff shall respond to the landowner within 10 business days to discuss the proposal, obtain more information or communicate a decision.
2. Conservancy staff will follow the guidelines and time constraints for responding to requests for approval as written in the conservation easement document.
3. If the easement document is silent as to Conservancy's response-time, the Conservancy shall make a determination within 30 days of receipt of information adequate to consider the reserved-right request or permitted use request.

F. Monitoring of Approved Changes in Use

1. Conservancy staff shall monitor changes made to easement properties in response to approved uses or the exercise of reserved rights. Observations shall be included in the annual monitoring report.
2. If a reserved right is executed that is a one-time right (such as the right to build one residence), the Conservancy will record a document with the County Recorder, to give notice of the full exercise of the reserved right.

Summit Land Conservancy Standards and Practices

Standard 11: The land trust has a program of responsible stewardship for its easements.

Practice 11I:

Standards and Practice 11I: Amendments

The land trust recognizes that amendments are not routine, but can serve to strengthen an easement or improve its enforceability. The land trust has a written policy or procedure guiding amendment requests that: includes a prohibition against private inurement and impermissible private benefit; requires compliance with the land trust's conflict of interest policy; requires compliance with any funding requirements; addresses the role of the board; and contains a requirement that all amendments result in either a positive or not less than neutral conservation outcome and are consistent with the organization's mission.

Summit Land Conservancy

CONSERVATION EASEMENT AMENDMENT POLICIES AND PROCEDURES

Adopted June 2006

Updated July 2010

Updated August 2016

I. Amendment Policies

An amendment must

have either a beneficial or neutral effect on conservation values protected by the conservation easement

clearly serve the public interest

be consistent with the Summit Land Conservancy's mission, and free of any clause that might jeopardize the organization's tax-exempt or charitable status

comply with all federal, state, and local laws

be consistent with the conservation purposes and intent of the conservation easement

be consistent with the intent of the donor, grantor, and any direct funding source.

No amendment will provide private inurement for members of the Board or staff of Summit Land Conservancy or private benefit to other parties as prohibited by IRS Regulations (see below).

Any action that requires a change in the terms of the conservation easement or affects the protected conservation values will require a written and recorded amendment. Any other action may or may not require a written or recorded amendment, but in all cases will be documented by

a written memorandum of understanding in the file.

Conservation easements may be amended under the following circumstances:

1. The amendment represents a minor or incidental change that is not inconsistent with the conservation values or purposes delineated in the easement document.
2. The amendment enhances the conservation values of the property, adds adjacent land or achieves greater conservation of the property.
3. The amendment corrects an error or oversight in the original conservation easement, including, but not limited to: correction of legal descriptions, inclusion of standard language unintentionally omitted, clarification of ambiguous language, clarification of obsolete terms, clarification to aide in the interpretation of the document in the future, inclusion of exhibits.
4. To adjust a conservation easement to acknowledge a condemnation by a public agency.
5. To add new provisions that strengthen the preservation and protection of conservation values.
6. Amendments that modify the existing area under easement will only be considered if they meet all other criteria for amendments AND such modification specifically and demonstrably enhances the conservation values defined by the easement. These enhancements must be clearly documented in the amendment process.
7. Granting of the amendment will not set an unfavorable precedent for future amendment requests.
7. Amendments may be considered for other reasons provided they have a beneficial or neutral effect on the conservation values protected by the conservation easement.
9. Any amendment must be consistent with the Summit Land Conservancy's mission..

Procedure for Amending Easements

The following procedures will be generally followed by the land trust in considering applications for amendments:

1. Easement amendment requests shall be made in writing to the Executive Director, accompanied by appropriate property descriptions and documentation;
2. The land trust staff shall conduct a preliminary review of such requests, and may submit a written recommendation to the Board of Directors which shall include both findings and recommendations;
3. The Executive Director shall present to the Board of Directors all recommendations for final approval of amendments. No amendment will be executed without the prior approval of the Board of Directors. Amendments that modify the area covered by the original easement agreement may require ratification/consent of the governmental entity that originally required the conservation easement. Likewise, organizations that contributed to the funding of an easement purchase will be notified of any change to the easement document.
4. The Executive Director shall notify the easement grantor in writing of any action taken by the Board of Directors (or govt. entity in the case of a govt. co-holder) to approve, reject, or modify

the proposed amendment.

5. The Board may require, as a condition of amendment, that the owner notify the Internal Revenue Service and State Comptroller once the amendment has been executed.

6. All easement amendments will take the form of a legal instrument acceptable for recording in the jurisdiction in which the affected property is located and shall be promptly recorded after execution.

7. Unless otherwise agreed, all costs associated with the processing of an easement amendment will be borne by the party making the request for amendment.

Appendix 4: Stewardship Calculations

Property:					
Library Field					
General Assumptions					
Staff & Overhead					
Staff rate \$/hour		\$25			
overhead \$/hou		\$5			
Travel costs, roundtrip: \$.5/mile		\$0	per trip		
Monitoring costs					
hard costs/year	\$	30	supplies		
staff time:		10	hours		
travel costs: number of trips		1			
Reserved Rights					
Frequency reserved rights excercised		20%	5 x every 20 years		
Avg number of staff hours per exercise		16	hours		
Number of site visits per exercise		1			
Landowner relations					
staff time, meetings		2	hours/year		
hard costs/year		\$150	supplies, report, meeting expenses		
Easement Violations (prior to obtaining counsel)					
Likelihood of negotiations/year		5%	1 x every 20 years		
Avg staff time for negotiations		20	hours		
number of site visits per violation		2			
Costs of defending an easement					
standard donation		3000			
Endowment Assumptions					
Avg 30 year Treasury rate of return		5%			
Avg inflation rate (dates)		3%			
Difference = interest premium used in calculations		2%			

Property:				
Library Field				
Annual Expenses				
Annual Monitoring Expenses				
Staff time & overhead		\$300		
Hard Costs		\$ 30		
Travel Costs		\$0		
		\$330		
Annual Landowner Relations Cost				
cost of staff time		\$60		
cost of supplies		\$ 150		
		\$210		
Per Year Cost of Reserved Rights				
Staff costs		\$480		
Travel costs		\$0		
costs per exercise of rights		\$480		
x percentage likelihood 20 year amortization		20%	5 every 20 years	
Annual cost of potential exercise		\$96		
Per Year Cost of Negotiations Over Violations				
Staff costs per negotiation		\$600		
Travel costs per negotiation		\$0		
Costs per negotiations of violations		\$600		
x percentage likelihood 20 year amortization		5%	1 every 20 years	
Annual cost of potential negotiations		\$30		
Total Annual Expenses		\$636		
Endowment needed to Fund Annual Expenses				
Total annual expenses		\$ 636		
Divided by interest premium		2%		
Endowment needed:		31,800.00		
Total Funds needed to Monitor & Defend Easement				
Annual Stewardship Endowment		31,800.00		
Legal Defense Fund contribution		3,000.00		
TOTAL STEWARDSHIP & DEFENSE FUNDS NEEDED		34,800.00		



DATE: August 31, 2017

TO HONORABLE MAYOR AND COUNCIL

Staff recommends City Council reviews and discusses updates to the Bonanza Flat Planning Process, confirm recommendations provided within and take public comment associated with the project.

Respectfully:

Heinrich Deters, Trails and Open Space Program Manager

City Council Staff Report

Subject: Bonanza Flat Open Space Planning
Author: Heinrich Deters
Department: Sustainability
Date: August 31, 2017
Type of Item: Administrative

Summary Recommendation

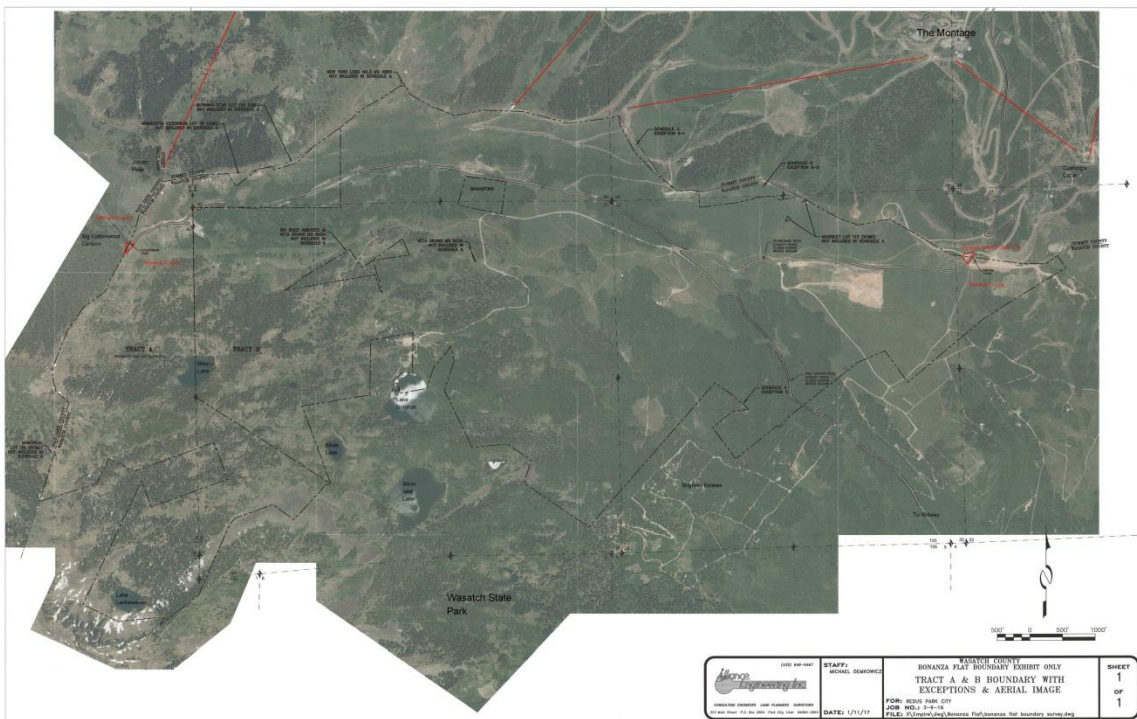
Staff recommends City Council reviews and discusses updates to the Bonanza Flat Planning Process, confirm recommendations provided within and take public comment associated with the project.

Executive Summary

Council should review and discuss the planning update for the Bonanza Flat open space. This update includes information associated with the ongoing resource inventory by Utah Open Lands, as well as, analysis of the online survey and recaps of the initial jurisdictional stakeholder and technical resource advisor meetings.

Acronyms

PCMC Park City Municipal Corporation
UOL Utah Open Lands



The Opportunity

City Council has approved a planning framework associated with the Bonanza Flat Open Space. The process allows for the coordination and input of a jurisdictional stakeholder group, a technical resource group and the general public. It also stipulates the importance of recognizing the property's natural resources, from which discussions associated with use and management of the property may be balanced. Each factor will ultimately result in the drafting and adoption of a conservation easement and adaptive management plan, to be held by Utah Open Lands.

Background

On June 15, Park City Municipal Corporation acquired 1350 acres of open space located in Wasatch County. Furthermore, on the same date, City Council selected Utah Open Lands as the land trust to hold the conservation easement.

On July 13, City Council approved a planning framework and timeline, which included coordination and input of a jurisdictional stakeholder group, a technical resource group and the general public.

Analysis

Staff has provided a timeline of approximately six months, which can find the timeline here: [Bonanza Flat Planning Timeline](#)

Resource Inventory Update

Since July 13th, Utah Open Lands and city staff have focused on several resource inventory items including:

- Noxious Weed mapping
 - Noxious Weed Management determinations. Garlic Mustard is a prevalent invasive species throughout summit County, however in the Bonanza Flat area Dalmation Toadflax *Linaria dalmatica* the greatest noxious weed infestation. This species is often transplanted by residents to an area because of its yellow butter and eggs flower.
- Water Quality
 - Bloods Lake is the water supply for the existing Cloud Rim Girl Scouts camp. Bloods Lake is a little known, but becoming popular destination area for off-leash dogs and camping. Issues associated with these activities including human and animal feces which have the potential, over time, to affect the overall quality of water in Bloods Lake. Utah Open Lands is currently conducting water quality testing on Bloods, Laxawaxen, Silver and Silver Islet Lakes to determine a baseline water quality level in these water bodies. Additionally, Utah Open Lands has also received data from various monitoring agencies to aid in determining potential threats to human and animal species, necessitating management action.
- Wildlife documentation
 - UOL has found evidence that cougar, black bear, pika and flammulated owls exist on the property. These are all species of relative concern in the

West with the flammulated owl (a species that as an adult can fit in the palm of an adult's hand) considered to be a species of greatest concern.

- Mine related inventory
 - UOL staff and a local mining expert are visiting the property, for the purposes of creating an inventory, in addition to, evaluating if any open shafts are located on the property.
- Vegetative analysis (Flora/Fauna)
 - Utah Open Lands has also discovered a rare orchid floral variety.

Identified Stakeholders and Coordination Groups

Staff held two public input sessions, one with the Jurisdictional Stakeholders on August 11th and the second with the Technical Resource Advisors on August 25th.

Jurisdictional Stakeholders Meeting Recap

The jurisdictional meeting involved entities whose public charter, either through funds provided, taxing authority or public purview encompassed Bonanza Flat. This initial meeting was purposed to receive input from these entities regarding their conservation or preservation priorities for Bonanza Flat. The meeting was geared to provide the various stakeholders with the ability to discuss either how Bonanza Flat as a property interfaced with their jurisdiction or vice versa. In attendance: Wasatch Mountain State Park, US Forest Service, Metropolitan Water District of Salt Lake and Sandy, Salt Lake City Public Utilities, Wasatch County, Midway City, Summit County, Snyderville Basin Special Recreation District

- Conservation Value Prioritization Discussion: Watershed, scenic, non-motorized recreation, and wildlife. An overarching concern for each stakeholder was water quality. From Summit County to Wasatch County, Metropolitan Water District to Salt Lake Public Utilities, the concern over protecting the watershed value of this property exhibited itself as a high concern and was unanimous among stakeholders. Among the stakeholders it was recognized that the property effectually encompasses two different watersheds; big cottonwood and Provo River. It was recognized that behavioral patterns from user groups could affect both watersheds regardless of signage.
 - Dog management. Specific to waste was identified as a major watershed concern.
 - Human waste and impacts from the lack of camping facilities was also a watershed concern.
- All stakeholders recognized the critical role Bonanza Flat plays in broader regional recreational pursuits. Recreational pursuits varied slightly among the stakeholders. There was not a specific activity cited by all jurisdictional partners, however stakeholders identified potential threats to the Bonanza Flat area as including: uninformed or uneducated users of the area, increased general pollution, 'loving the area to death', watershed quality and human caused fire dangers.

- A key component identified by the stakeholders was the pristine nature of various areas in Bonanza Flat. It was suggested by a few jurisdictional stakeholders that protecting the pristine conditions existent on Bonanza Flat would be

Technical Resource Advisors Meeting Recap

The technical resource advisors in attendance: The Mountain Trails Foundation (MTF), the Citizens Open Space Advisory Committee (COSAC), Trails Utah, Save our Canyons (SoC) and Wasatch Backcountry Alliance (WBA) consists of organizations able to provide technical advice associated with possible uses. This initial meeting was purposed to introduce the planning framework and timeline, in addition to, receiving initial input on proposed technical planning documents

- Technical Planning Discussion: Similar to concerns echoed within the Mountain Accord planning process, the sentiment from the advisory group was that the property could be 'loved to death', should the access to the property be mismanaged. Specifically, the group noted that the property and proposed recreational amenities (trails) would have a carrying capacity, which ultimately would be regulated by the type, amount and location in which access is provided.
 - The creation of a sustainable trail network that manages use and impact to the property by avoiding environmentally sensitive areas.
 - Dog management within a watershed was discussed.
 - Recreational snowmobiling versus the utilization of snowmobiles for access to private property in the area was discussed.
 - Education and enforcement was a topic that continually arose, noting that any limitation and/or regulation of use would require a combination of both to ensure the environmental properties of the land would be preserved.

Public Outreach and Education

Staff and Utah Open Lands have created dedicated web and Facebook pages for the planning process. <https://www.facebook.com/BonanzaFlat/> Additionally, the city website has a link 'Bonanza Flat Community Preserve', which can be found on the top of the home page. [Bonanza Flat Community Preserve- City Website This page provides](#) background information including all of the staff reports and meeting minutes from the project, as well as, a calendar of future meetings and a map for reference. Finally, Utah Open Lands has collected an email/contact list in which information, including updates, is being provided to the public.

Online survey

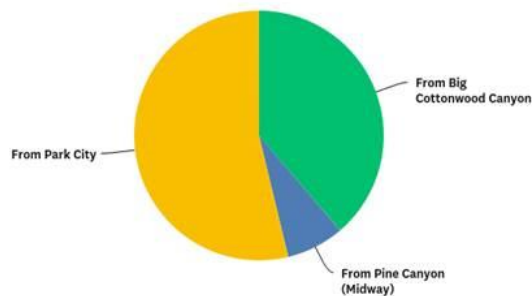
PCMC and UOL posted an online survey soon after the July 13th City Council meeting to collect input from the public. The survey ran until August 30th. Participants were asked to provide information on historical use, appropriateness of uses, how and from where do they access the property and finally, their residential zip code. The intent of the survey, while informal and not statistically significant, was to capture, in broad strokes, the greater community's conceptual understanding of what the property

represents and how it should be best utilized responsibly. To date, there have been over 1200 respondents, however, Utah Open Lands acknowledges that due to the providers of the survey (other coalition non-profits and the city of Park City) that the respondents may have been predisposed to information regarding Bonanza Flat during the fundraising campaign. To that point, staff is contemplating extending the deadline of this survey.

Staff has provided response data for several questions asked within the survey. Staff will be presenting the entire survey at the meeting.

Q3: How do you access the area?

Answered: 1,239 Skipped: 8

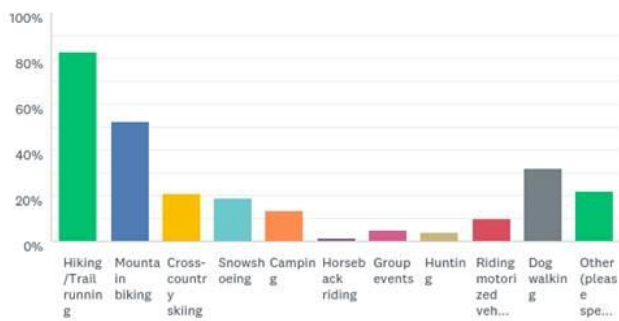


ANSWER CHOICES	RESPONSES	
From Big Cottonwood Canyon	38.74%	480
From Pine Canyon (Midway)	7.51%	93
From Park City	53.75%	666
TOTAL		1,239

Powered by  SurveyMonkey

Q5: How do you use Bonanza Flats - what activities bring you out to the area?

Answered: 1,238 Skipped: 9

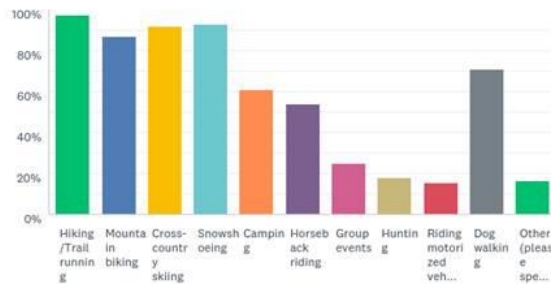


ANSWER CHOICES	RESPONSES	
Hiking/Trail running	82.88%	1,020
Mountain biking	52.34%	648
Cross-country skiing	21.16%	262
Snowshoeing	19.14%	237
Camping	13.33%	165
Horseback riding	1.62%	20
Group events	5.01%	62
Hunting	3.88%	48
Riding motorized vehicles	9.77%	121
Dog walking	31.83%	394
Other (please specify)	21.81%	270
Total Respondents: 1,238		

Powered by SurveyMonkey

Q6: What types of activities do you think are APPROPRIATE in the area?

Answered: 1,245 Skipped: 2

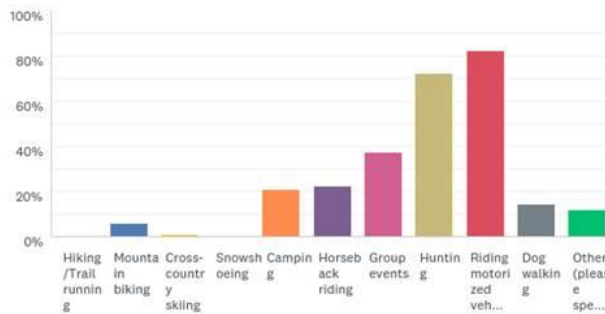


ANSWER CHOICES	RESPONSES	
Hiking/Trail running	97.51%	1,214
Mountain biking	86.99%	1,083
Cross-country skiing	91.89%	1,144
Snowshoeing	92.93%	1,157
Camping	60.88%	758
Horseback riding	54.06%	673
Group events	25.22%	314
Hunting	17.75%	221
Riding motorized vehicles	15.66%	195
Dog walking	70.84%	882
Other (please specify)	16.55%	206
Total Respondents: 1,245		

Powered by SurveyMonkey

Q7: What types of activities do you think are INAPPROPRIATE in the area?

Answered: 1,155 Skipped: 92

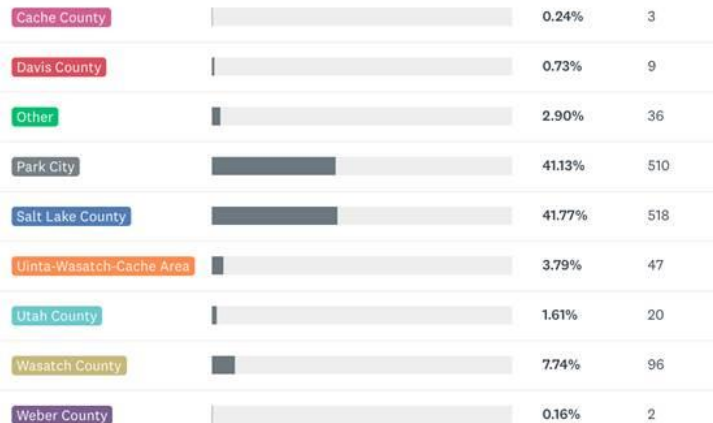


ANSWER CHOICES	RESPONSES
Hiking/Trail running	0.09% 1
Mountain biking	6.23% 72
Cross-country skiing	0.95% 11
Snowshoeing	0.43% 5
Camping	21.13% 244
Horseback riding	22.60% 261
Group events	37.75% 436
Hunting	72.47% 837
Riding motorized vehicles	82.68% 955
Dog walking	14.29% 165
Other (please specify)	11.95% 138
Total Respondents: 1,155	

Powered by SurveyMonkey

Q8: In what ZIP code is your home located?(enter 5-digit ZIP code; for example, 00544 or 94305)

Answered: 1,240 Skipped: 6



Powered by SurveyMonkey

On Site Surveys and more

Utah Open Lands has scheduled several on-site surveys to take place on the property (Bloods Lake Trail, Empire Pass). This will allow the ability to reach additional users

who may not be aware of the change and ownership and/or unaware of the online survey. Finally, staff plans to post an additional online survey in the coming months.

Management Issues

Several concerns have been raised over the lack of sanitation facilities near and around Guardsman's pass as well as the parking issues which have created emergency vehicle response limitations and general safety response limitations in the area. These issues have plagued the area for years and, upon Park City's acquisition of the property, have been identified and, in some instances, increased.

- Park City has initiated temporary sanitation facility improvements, in the form of two ADA portable toilets.
- Park City and UOL have posted signage prohibiting fires and camping.
- Park City staff continues to coordinate with emergency services per emergency response issues, in addition to, documenting use and parking.
- PCMC has also hired a full time Trails and Open Space coordinator to assist in monitoring the property and responding to management concerns, requests and data collection. City staff spends on average 10 hours a week on site. (This does not include UOL staff time on the property)
- Park City has continued boundary survey work associated with 'Parcel A' of the purchase area.
- Staff continues to coordinate with Talisker on the relocation of the lease hold amenities.

Next Update to City Council

On July 13th, staff committed to returning to City Council every six weeks, so as to provide a planning and inventory update, as well as, provide for additional public input. Staff anticipates November 9th being the next scheduled City Council update.

Department Review

This report has been reviewed by the Budget and Executive Departments, as well as the City Attorney's Office.



DATE: August 31, 2017

TO HONORABLE MAYOR AND COUNCIL

Staff recommends Council adopt a City Property disposition list by resolution. The Disposition list allows for long-term, transparent planning of City-Owned properties with development potential.

Respectfully:

Heinrich Deters, Trails and Open Space Program Manager



City Council Staff Report

Subject: 2017 City Property Disposition Resolution- Update
Author: Heinrich Deters
Department: Sustainability
Date: August 31, 2017
Type of Item: Administrative

Summary Recommendations

Council should review and adopt the attached Resolution on the possible discussion and disposition of City-Owned property. (Attachment I)

Executive Summary

Staff recommends Council adopt a City Property disposition list by resolution. The Disposition list allows for long-term, transparent planning of City-Owned properties with development potential.

Background

Each year City Council adopts a strategic plan for City-owned parcels with development potential. The intent of the plan is to provide transparency and possible intent of the City's use of available parcels for potential municipal purposes or disposition. Updates in this report primarily include properties and uses associated with Council's critical goal of providing 220 new affordable housing units by 2020, and 800 new affordable units by 2026.

Date

[December 1, 2016](#)

Item

[Staff Report- 2017 Disposition List- Page 97](#)

Alternative: Review and approve the recommended disposition list (Attachment I)

Pros

- a. Provides transparent, strategic planning for City-owned property

Cons

- a. None

Null Alternative: Do not approve recommended changes to the disposition list

Pros

- a. None

Cons

- a. Limits the ability of Council to explore the use of City Property as a location for affordable housing.

Analysis:

A property strategic plan for City-owned parcels enables staff and the Council to:

- 1) use basic, centralized management standards and prioritization for assets that are otherwise managed by various departments of the City;
- 2) identify long term planning strategies or options, and
- 3) establish some degree of predictability for property owners adjacent to municipal property.

Additionally, the disposition list and associated resolution constitutes public notice that the properties listed may be intended for sale or trade if noted and the City Council may consider the best possible terms of a potential transaction in closed session if necessary pursuant to state law.

Park City Municipal owns numerous parcels, ranging greatly in acreage and use. These parcels include large open space properties restricted by deed restrictions and conservation easements, all the way to small remnant parcels, real property and dedicated rights of way and various easements. This strategic plan is for property with development potential only. The plan does not contain property restricted as open space by restrictive covenant or has been purchased with open space funds.

Identifying certain properties for possible use for municipal needs, including public works facilities, water facilities and snow storage is a long term planning priority as demands for City services increase, and potential property availability decreases. Conversely, implementing Council goals and capital projects, such as affordable housing initiatives, may be better or more efficiently achieved by selling, leasing or providing easements on city-owned property, to a third party or otherwise transferring property to another nonprofit or government entity.

The potential uses identified in the list are intentionally broad and in no way binds Council to future decisions. Prior to action taken with any of the properties identified within the list, staff and Council would adhere to public notification standards for Disposals of Significant Parcels of Real Property as required by State Code and Municipal Code § 2-3-11.

Staff anticipates updating the list more frequently as the City continues to acquire locations for affordable housing and transportation projects.

Department Review:

This report has been reviewed by the Sustainability, Planning, Public Works, Transit, Water, Engineering, Executive and Legal Departments.

Consequences of not taking the recommended action:

A lack of transparency and clarity may be perceived without adoption of a city-owned property disposition list, as well as, notification to discuss matters within closed session

Recommendation:

Council should review and adopt the attached Resolution on the possible discussion and disposition of city-owned property.

**Attachment I-
Resolution No. 23-2017**

A RESOLUTION ADOPTING THE AUGUST 2017 CITY PROPERTY DISPOSITION LIST

WHEREAS, the City owns numerous properties with possible uses and/or development potential that may be utilized to attain community goals;

WHEREAS, ongoing strategic planning of municipal assets is in the best interest of the public;

WHEREAS, City Council's goal for an engaged and informed citizenry is a product of transparent government and public notification;

WHEREAS, the growing demand for City services and ability to implement Council's critical goals is subject to continual evaluation of asset management.

NOW, THEREFORE BE IT RESOLVED by the City Council of Park City, as follows:

SECTION 1. CITY PROPERTY DISPOSITION LIST. Park City adopts the 'Property disposition list' as attached hereto as Exhibit A.

This Resolution hereby constitutes public notice that the properties listed herein are intended for sale if so noted and the City Council may meet in closed session as allowed by state law to discuss the best possible terms of a potential sale. Any final approval of a sale by the City Council must be done at a regular, open meeting.

SECTION 2. EFFECTIVE DATE. This Resolution shall take effect upon adoption.

PASSED AND ADOPTED this 31st day of August, 2017.

PARK CITY MUNICIPAL CORPORATION

Mayor Jack Thomas

Attest:

Michelle Kellogg, City Recorder

Approved as to form:

Mark D. Harrington, City Attorney

Exhibit A- August 2017 City Property list (updates reflected in red)

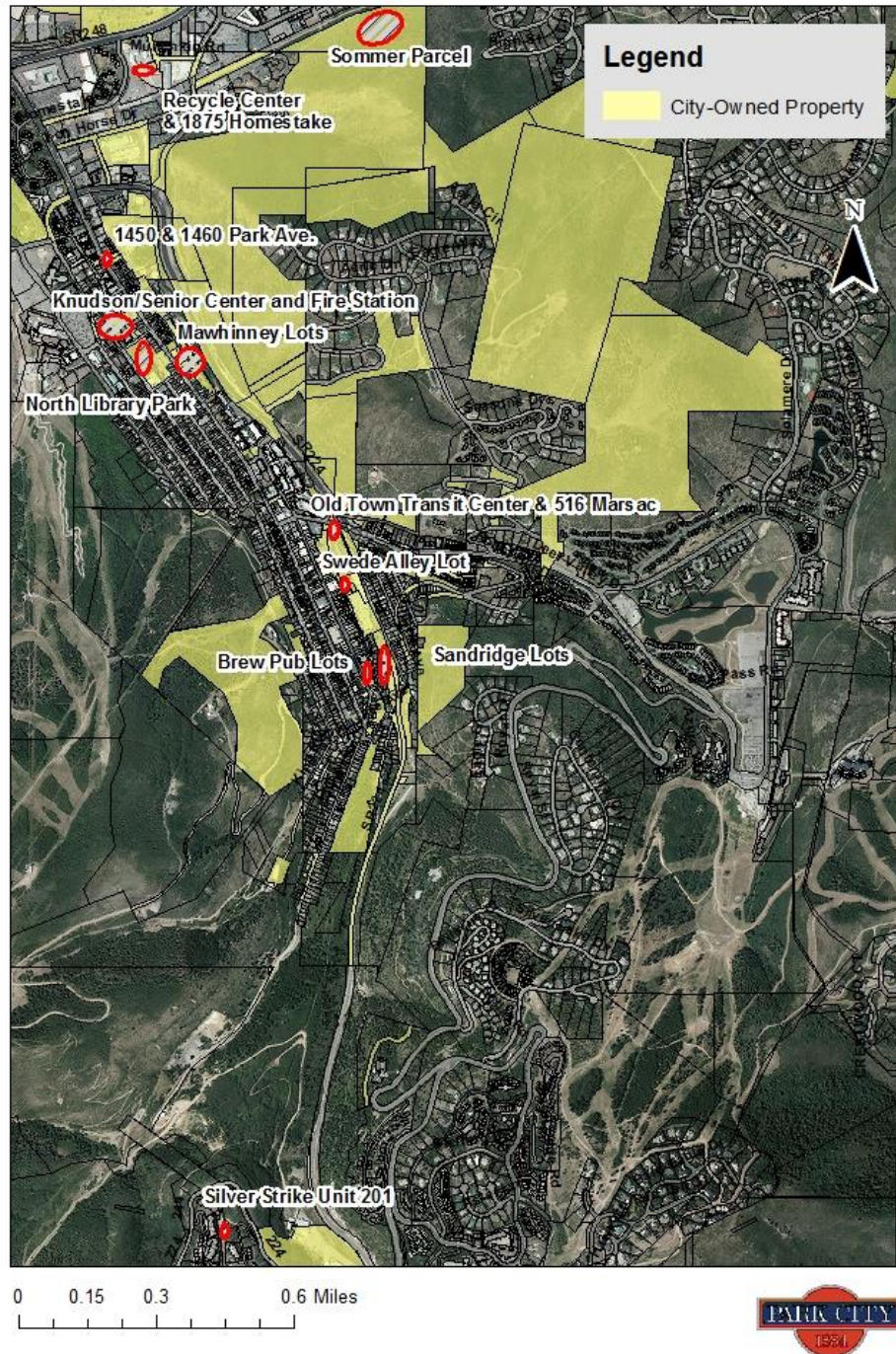
2017 City Property Disposition Resolution	
Property/Parcels/Acres	Potential Use
Bango-Wortley/Gordo Parcels PC-9-95-X, PC-9-95-M-X, PC-9-95-J-X, PC-9-95-F-X, PC-9-95-G-X, PC-9-95-H-X, PC-9-95-L-X, PC-9-95-K-X, PC-9-95-1-X, PC-9-95-B-X, PCA-95-A-X (approx. 14 acres)	Hold/Sell/Trade/Lease; PW Storage; Municipal Facility; Inside Soils Ordinance; Affordable Housing
Woodside/Empire/Lowell NGS-2-X, PC-98-X, PC-322-X, PC-325-X, PC-364-B-X (.07 acre)	Hold/Trade/Sell/Lease/Easements
1875 Homestake Lot 1 of Yard Subdivision, YARD-1 (approx. 2 acres)	Hold/Trade/Sell/Lease/Easements; Transportation facility; Affordable Housing; City Facility; Arts and Culture
Silver Strike Unit 201	Hold/Trade/Sell/Lease
516 Marsac (.05 acre)	Hold/Trade/Sell/Lease/Easements/Transit Housing
Park and Ride SS-87 (16.25 acres)	Hold/Sell/Trade/Lease; Recreation; City Facilities; Open Space
Brew Pub Parking Lots PC-263-X, PC-264-1-X, PC-265-X, PC-266-X, PC-563-X, PC-261-B-X, PC-563-A-X (.5 acre)	Hold/Trade/Sell/Lease; Parking; Park; Inter-modal municipal oriented transit, Housing (Gondola); Public Gathering Space/Plaza; Inside Soils Ordinance
Old Town Transit Center Marsac Transit Center Sub., PC-476-A-X, PC-476-B-X, PC-730-B-X, PC-426-X, PC-730-A-X (approx. 4 acres)	Hold/Lease; Inter-modal transit oriented use (gondola, multi-modal transportation/housing); Inside Soils Ordinance
SR-224 Kiosk (.44 acres)	Hold/Sell/Trade/Lease; Transportation; Trailhead Parking
Mawhinney Lots SA-369-X, SA-370-X, SA-371-X, SA-372-X, SA-360-A (1.5 acre)	Hold/Sell/Trade/Lease; Skate Park; Parking; City Park; Affordable Housing; Inside Soils Ordinance

Swede Alley/Main Street Lot MPS-3-AM-X, PC-304-A-X, PC-730-S-X, CARR-B-X, PC-127-X, PC-305-X, MAR-SWED-300-X, PC-147-X, PC-148-C-X (.4 acre)	Hold/ Sell/Trade/Lease; Parking; Park; Main Street Improvements
Triangle Parcel SS-57-1-B-X (111 acres)	Hold/Sell/Trade/Lease; PW Facility; Open Space; Municipal Facility; Recycle Center
North 40 Parking area PCA-98-C-1-X (73 acres)	Hold/Sell/Trade/Lease; Recreation, Affordable Housing, Parking; Trails
IHC Lot 5 IHPCMC-5-2AM-X (15 acres)	Hold/Sell/Trade/Lease; Recreation; Trails, City Facilities
IHC Lot 4 IHPCMC-4-2AM-X (5 acres)	Hold/Sell/Trade/Lease/Easements; Recreation, City Facilities
Naniola/Kivett SS-29-C-X, SS-21-A-X (60 acres)	Hold/Sell/Trade/Lease; Agriculture, City Facility, Trails
North Library SA-68-X, SA-72-X (2.5 acres)	Hold; Park, Recreation
1353 & 1333 Park Ave. Fire Station/Miners Hospital/City Park SA-273-X, SRNYK-2-X (.5 acre)	Hold/Sell/Trade/Lease; Lower RDA Plan Development; partially inside soils ordinance. Senior/Community Center
Knudson (portions of SA-200, SA-201, SA-202-A-1) 14,624 sq/ft. per purchase agreement), SA-402-C-X	Hold/Sell/Trade/Lease; Lower RDA Plan Development, Affordable Housing
1361 Woodside Ave. Senior Center and parking SA-265-A-X , SA-277-278-X , SA-278-1-X (2 acres)	Hold/Sell/Trade/Lease; Lower RDA Plan Development, Affordable Housing
1450 & 1460 Park Ave. Co-Housing RPS-1, RPS-2	Hold/Sell/Trade/Lease; Co-Housing Project; Affordable Housing; Inside Soils Ordinance
1951 Woodbine Way Recycling Center/BoPa SS-224-X, SA-224-Z-X (.5 acre)	Hold/Sell/Lease/Trade; Bonanza Park Redevelopment; Inside Soils Ordinance; Affordable Housing, Transportation
Pace Parcels SS-28-A-1-X, SA-28-A-X (110 acres)	Hold/Sell/Trade/Lease; Open Space; Recreation; Snow Storage; Municipal Facility; Agricultural
Sandridge Parcels PC-730-2-X, PC-730-G-X (2 acres)	Hold/Sell/Trade/Lease; Parking; Gondola Base; Inside Soils Ordinance; Affordable Housing

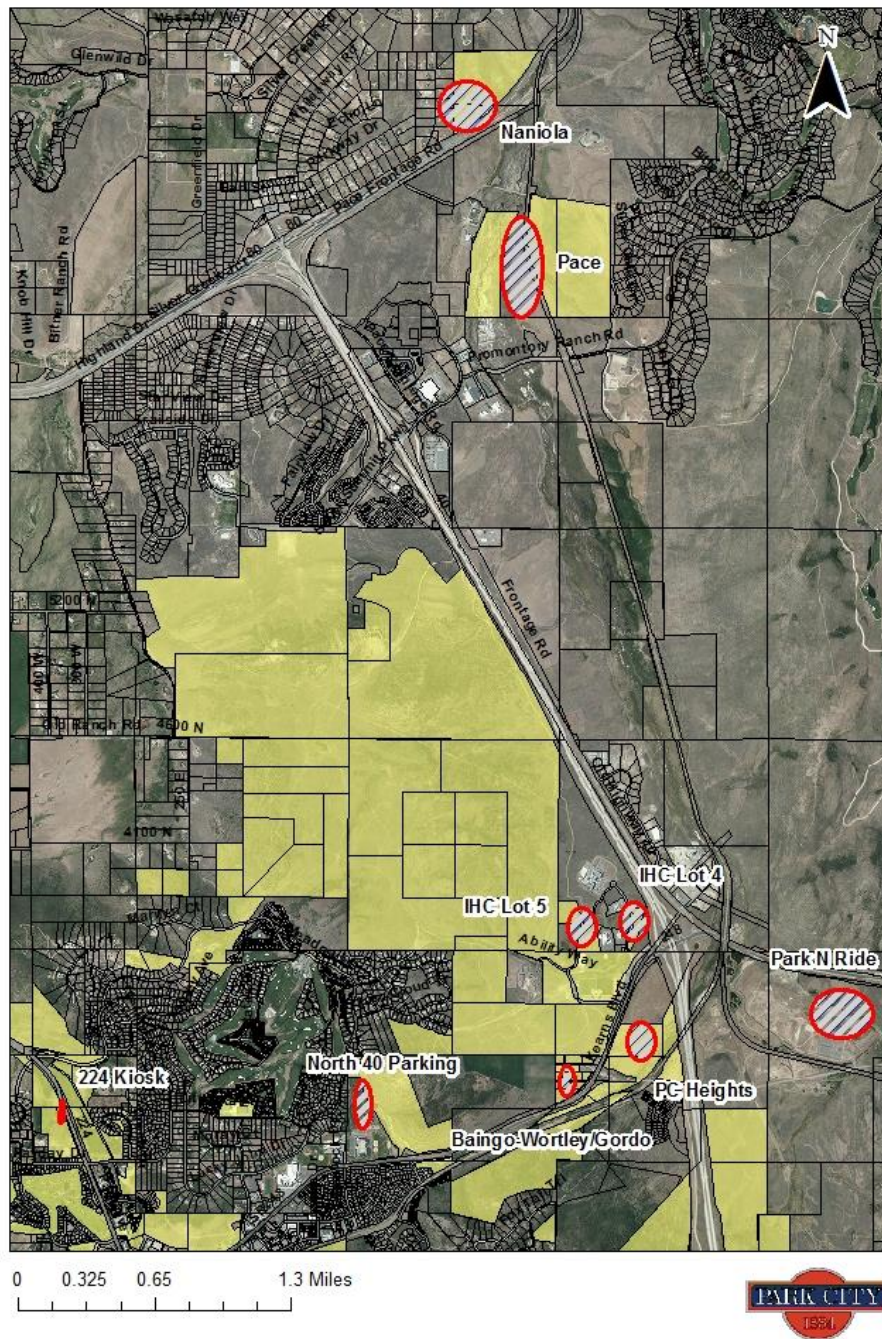
PC Heights Parcel (24 acres)	Hold/Sell/Trade/Lease/Easements; Open Space; Recreation; Snow Storage; Agricultural
Olympic Plaza (3 acres) SA-224-H-1-X, SCCS-D-X	Hold/Sell/Trade/Lease; Walkability and UDOT projects
SR-224 Parcels SA-224-L-9-X, SA-224-L-8-X, SA-224-L-10-X, SA-254-1-X, PAL-1-A-X	Hold/Sell/Trade/Lease/Easements; Walkability and UDOT projects
Daly Parking PC-259-X	Hold/Sell/Trade/Lease/Easements
Ontario Remnants PC-509-X, PC-440-B, PC-440-B	Hold/Sell/Trade/Lease/Easements
Wyatt Earp Prospector Park PCA-3-3107-PC-X, PCA-98-B-X	Hold/Sell/Trade/Lease/Easements
Silver Summit Water Tank SS-57-2-A	Hold/Sell/Trade/Lease/Easements
Woodside Gulch PC-S-55-X	Hold/Sell/Trade/Lease/Easements
Sommer Parcel (14.35 acres) PCA-3-3000	Hold/Sell/Trade/Lease/Easements; Open Space, Affordable Housing
SS-65-A-X-X (.78 acre)	Hold/Trade/Lease/Easements; Snow Storage, Special Event Parking
City Rights of Way as noted in Streets Master Plan	Hold/Sell/Trade/Lease/Easements
City Prescriptive Easements	Hold/Trade/Lease/Easements

Exhibit B & C- Property Maps

2017 Update City-Owned Disposition Properties I



2017 Update City-Owned Disposition Properties II





DATE: August 31, 2017

TO HONORABLE MAYOR AND COUNCIL

Lot 48B and Lot 48C are two (2) lots located between Parking Lot G of the Prospector Square Subdivision and the Rail Trail. The Applicant owns both lots and requests to combine them into one (1) lot of record by removing the interior lot line that separates them.

On August 9, 2017, the Planning Commission reviewed the requested Plat Amendment application and held a public hearing. The Commission forwarded a positive recommendation to the City Council; the vote was unanimous (6-0).

Respectfully:

Francisco Astorga, Senior Planner

City Council Staff Report



PLANNING DEPARTMENT

Subject: Prospector Square Supplemental
Amendment to Lot G – Amending Lot 48B & Lot 48C
Author: Francisco Astorga, AICP, Senior City Planner
Date: 31 August 2017
Type of Item: Legislative – Plat Amendment

Summary Recommendation

Staff recommends that the City Council review and hold a public hearing for the Prospector Square Supplemental Amendment to Lot G Amending Lot 48B and 48C located at 1787 and 1791 Prospector Avenue, and consider approving the Plat Amendment based on the findings of fact, conclusions of law, and conditions of approval as found in the draft ordinance.

Description

Project Number:	PL-17-03559
Applicant:	SMP 1791, LLC, represented by Marshall King, Alliance Engineering, Inc.
Location:	1787/1791 Prospector Avenue
Zoning:	General Commercial District
Adjacent Land Uses:	Private parking to the north; condominium building and private parking to the east; Rail Trail to the south; general commercial uses to the west
Reason for Review:	Plat Amendments require Planning Commission review and City Council review and approval

Executive Summary/Proposal

Lot 48B and Lot 48C are two (2) lots located between Parking Lot G of the Prospector Square Subdivision and the Rail Trail. The Applicant owns both lots and requests to combine them into one (1) lot of record by removing the interior lot line that separates them.

Background

On May 9, 2017, the City received a complete application for the Prospector Square Supplemental Amendment to Lot G to amend Lots 48B and 48C, which are located at 1787 and 1791 Prospector Avenue, respectively. The lots are both privately owned, located between Parking Lot G of the Prospector Park Subdivision and the Rail Trail (see Exhibit B - Aerial Photograph). The Applicant is proposing to combine the two (2) subject lots by removing the interior lot line that separates them, with the intention of ultimately constructing an apartment building on the newly created lot (see Exhibit A - Draft Ordinance, Attachment 1 - Proposed Plat Amendment)

Replat).

Lots 48B & 48C were created via the Prospector Square Supplemental Amendment to Lot G (see Exhibit C), which was approved by the Park City Council on May 28, 2009, and amended the configuration of Parking Lot G as reflected on the Prospector Square Supplemental Amended Plat (see Exhibit D). According to the recorded plat Lot 48B contains 4,775 square feet and Lot 48C contains 4,774.44 square feet. The surveyor of record has indicated a size discrepancy with the recorded plat, as his survey shows that both lots are 4,774.0 square feet. The proposal, if approved, would result in one (1) lot measuring 9,548 square feet in area. None of the other lots, easement areas, or their configurations would be affected by this Plat Amendment, and would remain as currently shown on the Prospector Square Supplemental Amendment to Lot G.

On August 9, 2017, the Planning Commission reviewed the requested Plat Amendment application and held a public hearing. The Commission forwarded a positive recommendation to the City Council; the vote was unanimous (6-0).

Purpose

The purpose of the General Commercial District is to:

- A. allow a wide range of commercial and retail trades and Uses, as well as offices, Business and personal services, and limited Residential Uses in an Area that is convenient to transit, employment centers, resort centers, and permanent residential Areas,
- B. allow Commercial Uses that orient away from major traffic thoroughfares to avoid strip commercial Development and traffic congestion,
- C. protect views along the City's entry corridors,
- D. encourage commercial Development that contributes to the positive character of the City, buffers adjacent residential neighborhoods, and maintains pedestrian Access with links to neighborhoods, and other commercial Developments,
- E. allow new commercial Development that is Compatible with and contributes to the distinctive character of Park City, through Building materials, architectural details, color range, massing, lighting, landscaping and the relationship to Streets and pedestrian ways,
- F. encourage architectural design that is distinct, diverse, reflects the mountain resort character of Park City, and is not repetitive of what may be found in other communities, and
- G. encourage commercial Development that incorporates design elements related to public outdoor space including pedestrian circulation and trails, transit facilities, plazas, pocket parks, sitting Areas, play Areas, and Public Art.

Analysis

Staff finds Good Cause for this Plat Amendment as all Conditions of Approval of the previous Prospector Square Supplemental Amendment to Lot G approval will remain applicable and enforceable, and all access and utility easements created during that process will remain as currently shown on the plat. The only proposed amendment is

the combination of two (2) existing lots into one (1) lot of record, with the exterior property line boundaries of the two (2) lots to remain as-is.

As mentioned above, the Applicant has stated that the lot combination request is being made so that one (1) apartment structure, a multi-unit dwelling, can ultimately be constructed on the newly created parcel. Within the General Commercial District, all residential uses are conditional uses; therefore, a Conditional Use Permit for the Multi-Unit Dwelling use would be required. Under the current Land Management Code, the following development parameters would be enforced for the site:

Regulation	Permitted by the Land Management Code § 15-2.18-3(I) for the Prospector Overlay of the General Commercial District
Lot Size	No minimum lot size. Proposed lot measures 159.14 feet x 60 feet = 9,548 square feet.
Maximum Floor Area Ratio	Per Land Management Code § 15-2.18-3(I), the floor area ratio of development on site must not exceed 2.0 = 19,096 square feet.
Front/Rear/Side Yard Setbacks	Zero (0) lot line development permitted within Prospector Overlay. Applicable building code requirements for egress, etc., must be adhered to if zero (0) lot lines are used.
Building Height	35 feet from Existing Grade is the Zone Height. Building Height exceptions from Land Management Code § 15-2.18-4(A) apply.
Parking	Conditions of Approval of the Prospector Square Supplemental Amendment to Lot G will continue to apply. Plat Note #2 states that "Lots 48B and 48C require construction of underground parking." The amount of parking is determined when the use is approved by the City and is affected by the size of the proposal and/or number of units proposed. The plat also shows an approximate location of a ramp to the underground parking that shall be constructed under the lot(s). If the proposed Plat Amendment is approved and 48B and 48C are combined into one (1) lot, the underground parking will still be required and the platted location of the parking access ramp will remain the same. Parking ratio requirements of the Land Management Code for Multi-Unit Dwellings vary based on the number and size of the units being built.

As evidenced above, due to the allowance for zero (0) lot line development on the subject lots, this Plat Amendment won't significantly increase or decrease the development potential that already exists. The plat note that restricts the maximum allowable floor area ratio will continue to apply to these parcels, as well as the maximum zone height outlined in the Land Management Code. Due to the requirement of the construction of underground parking, the parking demand created by any future development will be mitigated on-site.

These two (2) lots were re-platted by the elimination of platted Lot 48C (5,113.2 square

feet) and the re-arranging of Lot 48D and 48E (Both lots 2,700 square feet each). See Exhibit D - Prospector Square Supplemental Amendment to Lot G (2010). Also 963 square feet (approx.) of privately owned area was converted into common space with this previous plat amendment.

Process

The approval of this application by the City Council constitutes Final Action that may be appealed following the procedures found in Land Management Code § 1-18.

Department Review

This project has gone through an interdepartmental review. All issues raised have been addressed by staff via conditions of approval.

Notice

The property was posted and notice was mailed to property owners within 300 feet on Wednesday, July 26, 2017. Legal notice was also published in the Park Record, in accordance with requirements of the Land Management Code.

Public Input

No public input has been received by the time of this report.

Alternatives

- The City Council may approve the Prospector Square Supplemental Amendment to Lot G Amending Lot 48B and 48C, as conditioned or amended, or
- The City Council may deny the Prospector Square Supplemental Amendment to Lot G Amending Lot 48B and 48C; or
- The City Council may continue the discussion on Prospector Square Supplemental Amendment to Lot G Amending Lot 48B and 48C; or
- The City Council may remand the item back to the Planning Commission for specific discussion on topics and/or findings.

Significant Impacts

There are no significant fiscal or environmental impacts from this application. At the time of construction, the soils will be required to be characterized for regulated materials and disposed of in compliance with the Soils Ordinance, if necessary.

Consequences of not taking the Suggested Recommendation

The configuration of the lots would remain as-is, and Lot 48B and Lot 48C would be required to be developed as separate lots.

Summary Recommendation

Staff recommends that the City Council review and hold a public hearing for the Prospector Square Supplemental Amendment to Lot G Amending Lot 48B and 48C located at 1787 and 1791 Prospector Avenue, and consider approving the Plat Amendment based on the findings of fact, conclusions of law, and conditions of approval as found in the draft ordinance.

Exhibits

Exhibit A - Draft Ordinance

Attachment 1 - Proposed Plat Amendment

Exhibit B - Aerial Photograph

Exhibit C - Existing Conditions & Topographic Survey

Exhibit D - Prospector Square Supplemental Amendment to Lot G (2010)

Exhibit E - Prospector Square Supplemental Amended Plat (1994)

Exhibit A – Draft Ordinance

Ordinance No. 2017-49

AN ORDINANCE APPROVING THE PROSPECTOR SQUARE SUPPLEMENTAL AMENDMENT TO LOT G, AMENDING LOT 48B AND 48C, LOCATED AT 1787 AND 1791 PROSPECTOR AVENUE, PARK CITY, UTAH.

WHEREAS, the owners of the property located at 1787 and 1791 Prospector Avenue have petitioned the City Council for approval of the Prospector Square Supplemental Amendment to Lot G, Amending Lot 48B and 48C; and

WHEREAS, the property was properly noticed and posted according to the requirements of the Land Management Code; and

WHEREAS, proper legal notice was sent to all affected property owners; and

WHEREAS, the Planning Commission held a public hearing on August 9, 2017, to receive input on the Prospector Square Supplemental Amendment to Lot G, Amending Lot 48B and 48C;

WHEREAS, the Planning Commission, on August 9, 2017, forwarded a positive recommendation to the City Council; and,

WHEREAS, it is in the best interest of Park City, Utah, to approve the Prospector Square Supplemental Amendment to Lot G, Amending Lot 48B and 48C.

NOW, THEREFORE BE IT ORDAINED by the City Council of Park City, Utah as follows:

SECTION 1. APPROVAL. The above recitals are hereby incorporated as findings of fact. The Prospector Square Supplemental Amendment to Lot G, Amending Lot 48B and 48C, as shown in Attachment 1 is approved subject to the following Findings of Facts, Conclusions of Law, and Conditions of Approval:

Findings of Fact:

1. The property is located at 1787/1791 Prospector Avenue.
2. The two (2) existing lots are designated as Lots 48B and 48C of the Prospector Square Supplemental Amendment to Lot G.
3. Both lots are privately owned, located between Parking Lot G of the Prospector Square Subdivision and the Rail Trail.
4. The property is located within the General Commercial District.
5. The proposed Plat Amendment is to combine Lots 48B and 48C into one (1) legal lot of record, removing the interior lot line that separates them.
6. According to the recorded plat Lot 48B contains 4,775 square feet and Lot 48C contains 4,774.44 square feet.

7. The surveyor of record has indicated a size discrepancy with the recorded plat, as his survey shows that both lots are 4,774.0 square feet, which is to be placed on this Plat Amendment.
8. The proposal would create one (1) lot that contains 9,548 square feet.
9. Both lots are currently vacant.
10. None of the other lots, easements, or their configurations as shown on the Prospector Square Supplemental Amendment to Lot G will be affected by this Plat Amendment.
11. The newly created lot will have frontage on an existing private access easement that connects the lots to Prospector Avenue, a public right-of-way.
12. In the General Commercial District, all Residential Uses require a Conditional Use Permit.
13. Zero (0) lot line development is permitted on the subject site, as indicated on Land Management Code § 15-2.18.3(I). Applicable building code requirements for egress, etc., must be adhered to if zero (0) lot lines are used.
14. Future development is limited to the Zone Height of 35 feet from existing grade, as indicated on Land Management Code § 15-2.18-4.
15. Per Plat Note #2 of the Prospector Square Supplemental Amendment to Lot G, all parking demand created with future development shall be mitigated on site with the construction of underground parking.

Conclusions of Law:

1. There is good cause for this Plat Amendment.
2. The Plat Amendment is consistent with the Park City Land Management Code and applicable State law regarding lot combinations.
3. Neither the public nor any person will be materially injured by the proposed plat amendment.
4. Approval of the Plat Amendment, subject to the conditions stated below, does not adversely affect the health, safety and welfare of the citizens of Park City.

Conditions of Approval:

1. The City Planner, City Attorney, and City Engineer will review and approve the final form and content of the plat for compliance with State law, the Land Management Code, and the conditions of approval, prior to recordation of the plat.
2. The applicant will record the plat at the County within one year from the date of City Council approval. If recordation has not occurred within one (1) years' time, this approval for the plat will be void, unless a request for an extension is made in writing prior to the expiration date and an extension is granted by the City Council.
3. New construction shall comply with all applicable parameters of Land Management Code regarding maximum floor area ratio, front, rear, and side yard setbacks, building height, etc.
4. All plat notes included on the Prospector Square Supplemental Amendment to Lot G continue to apply, specifically parking requirements.
5. Modified 13-D sprinklers will be required for new construction by the Chief Building Official at the time of review of the building permit submittal and shall be noted on the final Mylar prior to recordation.

6. The Applicant shall coordinate all future development with the City Engineer to coincide with the future work to be completed along the Prospector Avenue right-of-way.
7. Any soil disturbance or proposed landscaping shall adhere to Park City Municipal Code § 11-15-1.
8. Applicable building code requirements for egress, etc., shall be adhered to if zero (0) lot lines are used.

SECTION 2. EFFECTIVE DATE. This Ordinance shall take effect upon publication.

PASSED AND ADOPTED this 31st day of August, 2017.

PARK CITY MUNICIPAL CORPORATION

Jack Thomas, MAYOR

ATTEST:

Michelle Kellogg, CITY RECORDER

APPROVED AS TO FORM:

Mark Harrington, City Attorney

Attachment 1 – Proposed Plat

Attachment 1 - Proposed Plat Amendment

VICINITY MAP

SCALE: 1"=500'

NOTE:

1. The private wastewater lateral for Lot 48F will cross Parking Lot G. Per the Prospector Square Supplemental Amendment to Lot G plat, the owner of Lot 48F (previously Lots 48B and 48C) was granted the rights to access, install, maintain and replace their wastewater lateral within the Public/Private Utility Easement. The lateral is to be privately owned and maintained by the building lot owner, and they shall be responsible for the ownership, operation, maintenance and replacement of the private wastewater lateral.

2. This subdivision is subject to the Conditions of Approval in Ordinance 17-_____.

PROSPECTOR SQUARE SUPPLEMENTAL AMENDMENT TO LOT G
AMENDING LOT 48B & LOT 48C

LOCATED IN THE NORTHEAST QUARTER OF SECTION 9
TOWNSHIP 2 SOUTH, RANGE 4 EAST, SALT LAKE BASE AND MERIDIAN
PARK CITY, SUMMIT COUNTY, UTAH

PROFESSIONAL LAND SURVEYOR
No. 7248891
CHARLES GALATI
State of Utah

SURVEYOR'S CERTIFICATE

I, Charles Galati, certify that I am a Professional Land Surveyor and that I hold Certificate No. 7248891, as prescribed by the laws of the State of Utah, and that by authority of the owner, this Subdivision Plat map of the PROSPECTOR SQUARE SUPPLEMENTAL AMENDMENT TO LOT G - AMENDING LOT 48B & LOT 48C, has been prepared under my direction and that the same has been monumented on the ground as shown on this plat. I further certify that the information on this plat is accurate.

LEGAL DESCRIPTION

All of Lots 48B and 48C, PROSPECTOR SQUARE SUPPLEMENTAL AMENDMENT TO LOT G SUBDIVISION, according to the official plat thereof on file and of record in the office of the Summit County Recorder, Summit County, Utah.

OWNER'S DEDICATION AND CONSENT TO RECORD

KNOW ALL MEN BY THESE PRESENTS, that SMP 1791 LLC, a Delaware limited liability company, the undersigned owner of the herein described tract of land, to be known hereafter as PROSPECTOR SQUARE SUPPLEMENTAL AMENDMENT TO LOT G - AMENDING LOT 48B & LOT 48C, does hereby certify that it has caused this Plat to be prepared, and does hereby consent to the recordation of this subdivision plat.

In witness whereof the undersigned has executed this certificate and dedication this _____ day of _____, 2017.

Ed Lewis, Manager
SMP 1791 LLC, a Delaware limited liability company

ACKNOWLEDGMENT

State of Utah)
County of Summit) ss.

On the _____ day of _____, 2017, Ed Lewis personally appeared before me, whose identity is personally known to me or proven on the basis of satisfactory evidence, and who by me duly sworn/affirmed, did say that he is the Manager of SMP 1791 LLC, a Delaware limited liability company, and that said document was signed by him on behalf of said limited liability company, by authority of its Operating Agreement or Resolution of its Members, and he acknowledged to me that he executed PROSPECTOR SQUARE SUPPLEMENTAL AMENDMENT TO LOT G - AMENDING LOT 48B & LOT 48C.

A Notary Public commissioned in Utah

Printed Name _____
Residing in: _____
My Commission Expires: _____

OWNER'S DEDICATION AND CONSENT TO RECORD

KNOW ALL MEN BY THESE PRESENTS, that the undersigned President of Prospector Square Property Owner's Association, a Utah non-profit corporation, does hereby certify that it has caused this survey to be made and this PROSPECTOR SQUARE SUPPLEMENTAL AMENDMENT TO LOT G - AMENDING LOT 48B & LOT 48C plat to be prepared and hereby consents to the recordation of this PROSPECTOR SQUARE SUPPLEMENTAL AMENDMENT TO LOT G - AMENDING LOT 48B & LOT 48C plat.

In witness whereof the undersigned has executed this certificate and dedication this _____ day of _____, 2017.

President
Prospector Square Property Owner's Association, a Utah non-profit corporation

ACKNOWLEDGMENT

State of Utah)
County of Summit) ss.

On the _____ day of _____, 2017, _____ personally appeared before me, whose identity is personally known to me or proven on the basis of satisfactory evidence, and who by me duly sworn/affirmed, did say that he/she is the President of Prospector Square Property Owner's Association, a Utah non-profit corporation, and that said document was signed by him/her on behalf of said Corporation, by authority of its Bylaws or Resolution of its Members, and he acknowledged to me that he/she executed PROSPECTOR SQUARE SUPPLEMENTAL AMENDMENT TO LOT G - AMENDING LOT 48B & LOT 48C.

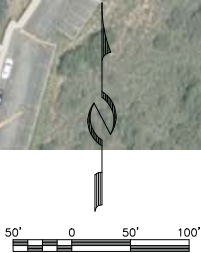
A Notary Public commissioned in Utah

Printed Name _____
Residing in: _____
My Commission Expires: _____

10' 0 10' 20'

(435) 649-9457 CONSULTING ENGINEERS LAND PLANNERS SURVEYORS 323 Main Street, P.O. Box 2064 Park City, Utah 84060-2064	SNYDERVILLE BASIN WATER RECLAMATION DISTRICT REVIEWED FOR CONFORMANCE TO SNYDERVILLE BASIN WATER RECLAMATION DISTRICT STANDARDS ON THIS _____ DAY OF _____, 2017 BY _____ S.B.W.R.D.	PLANNING COMMISSION APPROVED BY THE PARK CITY PLANNING COMMISSION THIS 8TH DAY OF MARCH, 2017 BY _____ CHAIRMAN	ENGINEER'S CERTIFICATE I FIND THIS PLAT TO BE IN ACCORDANCE WITH INFORMATION ON FILE IN MY OFFICE THIS _____ DAY OF _____, 2017 BY _____ PARK CITY ENGINEER	APPROVAL AS TO FORM APPROVED AS TO FORM THIS _____ DAY OF _____, 2017 BY _____ PARK CITY ATTORNEY	CERTIFICATE OF ATTEST I CERTIFY THIS SUBDIVISION PLAT WAS APPROVED BY PARK CITY COUNCIL THIS 30TH DAY OF MARCH, 2017 BY _____ PARK CITY RECORDER	COUNCIL APPROVAL AND ACCEPTANCE APPROVAL AND ACCEPTANCE BY THE PARK CITY COUNCIL THIS 30TH DAY OF MARCH, 2017 BY _____ MAYOR	RECORDED STATE OF UTAH, COUNTY OF SUMMIT, AND FILED AT THE REQUEST OF _____ FEE _____ RECORDER _____ TIME _____ DATE _____ ENTRY NO. _____
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Exhibit B - Aerial Photograph



 CONSULTING ENGINEERS LAND PLANNERS SURVEYORS 220 Main Street, P.O. Box 2664 Park City, Utah 84302-2664	(435) 648-8467 STAFF: MARSHALL KING DATE: 5/9/17	AERIAL PHOTOGRAPH PROSPECTOR SQUARE LOT 48B & LOT 48C FOR: SMP 1791 LLC JOB NO.: 4-2-17 FILE: X:\Prospector\dwg\Exhibits\prospector-lot-g-ortho.dwg	SHEET 1 OF 1
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LOTS 48B & 48C PROSPECTOR SQUARE
SUPPLEMENTAL AMENDMENT TO LOT G
LOCATED IN THE NORTHEAST QUARTER OF SECTION 9, TOWNSHIP 2 SOUTH, RANGE 4 EAST,
SALT LAKE BASE AND MERIDIAN
EXISTING CONDITIONS SURVEY
SUMMIT COUNTY, UTAH



SURVEYOR'S CERTIFICATE

I, Charles Galati, do hereby certify that I am a Professional Land Surveyor and that I hold certification no. 724891 as prescribed under the laws of the State of Utah. I further certify that a topographic survey has been made under my direction of the lands shown and described herein. I further certify that to the best of my knowledge this topographic survey is a correct representation of the land surveyed at the time the field work was completed and is in compliance with generally accepted industry standards for accuracy.

LEGAL DESCRIPTION

All of Lots 48B and 48C, PROSPECTOR SQUARE SUPPLEMENTAL AMENDMENT TO LOT G, SUBDIVISION, according to the official plat thereof, on file and of record in the office of the Summit County Recorder, Summit County, Utah.

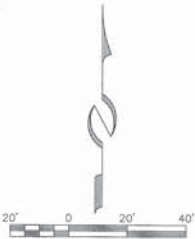
NOTES

1. Site Benchmark: Nail & Washer; Elevation=6793.23'
2. The architect is responsible for verifying building setbacks, zoning requirements and building heights.
3. This topographic map is based on field survey completed on May 3, 2017.
4. This is not a boundary survey. A boundary survey was completed on these parcels along with Lot 48A and is recorded on file at the Summit County Recorder's Office.



LEGEND

○ Found Monument
(As-Noted)

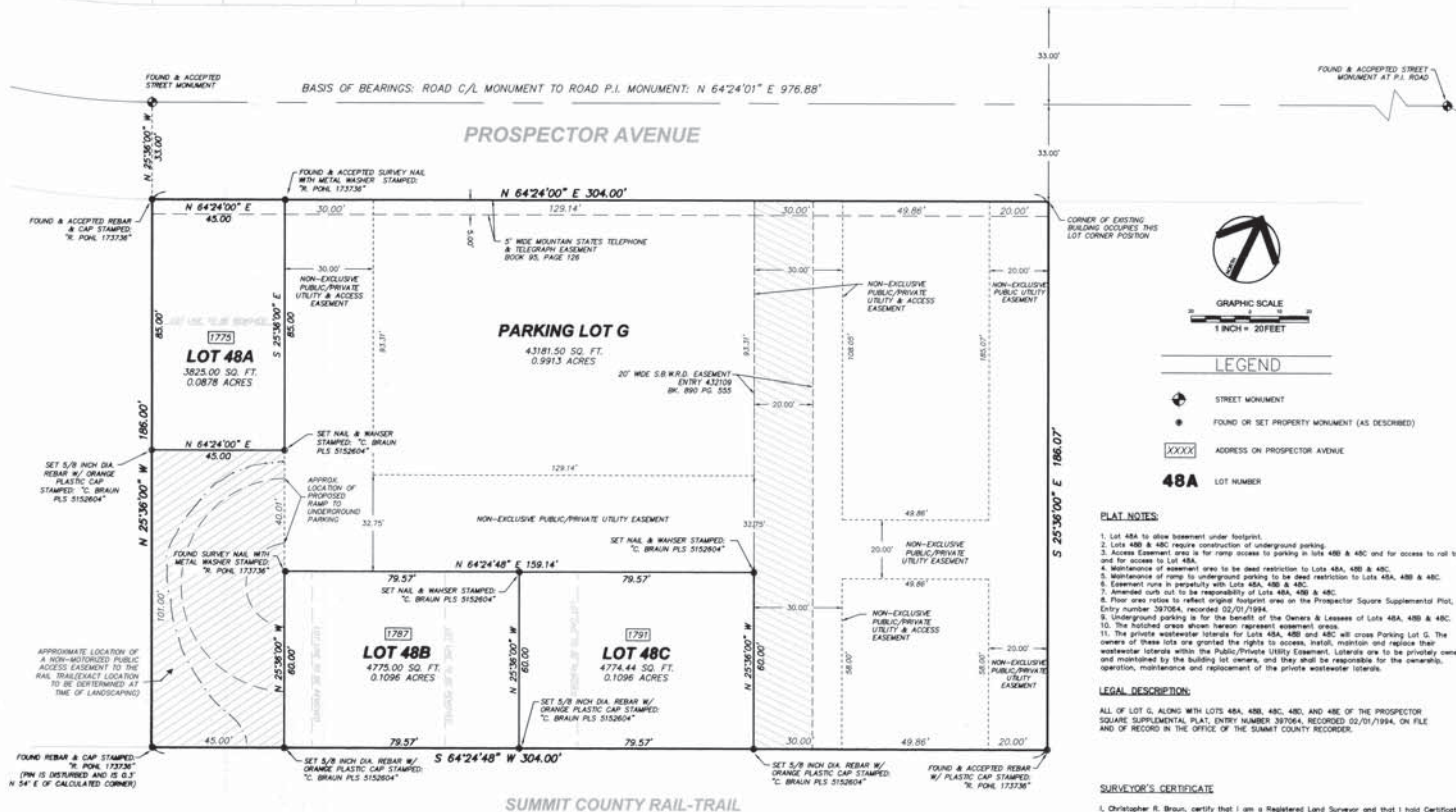


 CONSULTING ENGINEERS LAND PLANNERS SURVEYORS 323 Main Street, P.O. Box 2054 Park City, Utah 84060-2054	(435) 640-9487 STAFF: CHARLES GALATI MARTY MORRISON STEVE CONANT MICHAEL DEMKOWICZ MARSHALL KING	EXISTING CONDITIONS & TOPOGRAPHY SURVEY 1787 AND 1791 PROSPECTOR AVE FOR: ED LEWIS JOB NO.: 040217 FILE: X:\Prospector\dwg\src\src\2017\040217-L48 A B C ALTA\040217 ALTA.dwg	SHEET 1 OF 1

Exhibit D - Prospector Square Supplemental Amendment to Lot G (2010)

PROSPECTOR SQUARE SUPPLEMENTAL AMENDMENT TO LOT G

LOCATED IN THE NORTHEAST QUARTER OF
SECTION 9, TOWNSHIP 2 SOUTH, RANGE 4 EAST,
SALT LAKE BASE & MERIDIAN
PARK CITY, SUMMIT COUNTY, UTAH



OWNER'S DEDICATION AND CONSENT TO RECORD

KNOW ALL MEN BY THESE PRESENTS THAT, the undersigned owner of the herein described tract of land known as LOT 48A, 48B, 48C, 48D AND 48E, to be known hereafter as the Prospector Square Supplemental Amendment to Lot G, do hereby certify that I have caused this Plat to be prepared, and I, HENRY SIGG, hereby consent to the recordation of this Plat. ALSO, the owner, or his representative, hereby irrevocably offers for dedication to the City of Park City and Snyderville Basin Water Reclamation District all of the streets, land for local government use, easements, parks, and required utilities and easements shown on the plat and construction drawings in accordance with an irrevocable dedication.

In witness whereof, We have hereunto set our hand this 11th day of MARCH, 2010.

BY: Henry Sigg
Owner, Mountain Trails Plaza, LLC.

Henry Sigg
Henry Sigg

ACKNOWLEDGMENT

State of Utah
County of Summit

On this 11th day of March, 2010, personally appeared before me, the undersigned Notary Public, in and for said County of Summit, in said State of Utah, HENRY SIGG, the person that executed the within instrument and known to me to be (or proved to me on the basis of satisfactory evidence) the person who executed the within instrument on behalf of said person, being duly sworn, and consented to me that said person is the owner of the herein described tract of land and he is duly qualified to execute the same to Record freely and voluntarily.

Henry Sigg
Notary Public

My Commission Expires: 11/11/2011

OWNER'S DEDICATION AND CONSENT TO RECORD

KNOW ALL MEN BY THESE PRESENTS THAT, the undersigned owner(s) of the herein described tract of land, known as PARKING LOT G, to be known hereafter as the Prospector Square Supplemental Amendment to Lot G, do hereby certify that I have caused this Plat to be prepared, and I, PAUL CHRISTENSEN, representing Prospector Homeowners' Association, hereby consent to the recordation of this Plat. ALSO, the owner, or his representative, hereby irrevocably offers for dedication to the City of Park City and Snyderville Basin Water Reclamation District all of the streets, land for local government use, easements, parks, and required utilities and easements shown on the plat and construction drawings in accordance with an irrevocable dedication.

In witness whereof, I have hereunto set my hand this 12th day of MARCH, 2010.

BY: Paul Christensen, President
Prospector Square H.O.A. *Paul Christensen*

Paul Christensen
Paul Christensen

ACKNOWLEDGMENT

State of Utah
County of Summit

On this 12th day of March, 2010, personally appeared before me, the undersigned Notary Public, in and for said County of Summit, in said State of Utah, PAUL CHRISTENSEN, the person that executed the within instrument and known to me to be (or proved to me on the basis of satisfactory evidence) the person who executed the within instrument on behalf of said person, being duly sworn, and consented to me that he is the owner of the herein described tract of land and he is duly qualified to execute the same to Record freely and voluntarily.

Paul Christensen
Notary Public

My Commission Expires: July 21, 2012

PLAT NOTES:

1. Lot 48A is shown basement under footprints.
2. Lots 48B & 48C require construction of underground parking.
3. Access Easement area is for ramp access to parking in Lot 48B & 48C and for access to Lot 48A.
4. Maintenance of easement area to be deed restriction to Lots 48A, 48B & 48C.
5. Maintenance of ramp to underground parking to be deed restriction to Lots 48A, 48B & 48C.
6. Easement area is property with Lots 48A, 48B & 48C.
7. Amended cut to be responsibility of Lots 48A, 48B & 48C.
8. Floor area ratios to reflect original footprint area on the Prospector Square Supplemental Plat.
9. Entry number 39706A, recorded 02/01/1994.
10. The notations of easement area for the benefit of the Owners & Lessees of Lots 48A, 48B & 48C.
11. The private wastewater laterals for Lots 48A, 48B and 48C will cross Parking Lot G. The easement area for these laterals is granted the right to access, install, maintain and replace the wastewater laterals within the Public/Private Utility Easement. Laterals are to be privately owned and maintained by the building lot owners, and they shall be responsible for the ownership, operation, maintenance and replacement of the private wastewater laterals.

LEGAL DESCRIPTION:

ALL OF LOT G, ALONG WITH LOTS 48A, 48B, 48C, 48D, AND 48E, OF THE PROSPECTOR SQUARE SUPPLEMENTAL PLAT, ENTRY NUMBER 39706A, RECORDED 02/01/1994, ON FILE AND OF RECORD IN THE OFFICE OF THE SUMMIT COUNTY RECORDER.

SURVEYOR'S CERTIFICATE

I, Christopher R. Brown, certify that I am a Registered Land Surveyor and that I hold Certificate No. 5152604, as prescribed by the laws of the State of Utah, and this Plat was prepared under my direction in accordance with the requirements of Park City Municipal Corporation. I further certify that the property boundaries as shown are correct.

Christopher R. Brown
Christopher R. Brown
PLS 5152604



PARK CITY PLANNING COMMISSION
APPROVED AND ACCEPTED BY THE PARK CITY PLANNING COMMISSION ON THIS 13th DAY OF MAY, 2009 A.D.

CERTIFICATE OF ATTEST
I CERTIFY THIS RECORD OF SURVEY MAP WAS APPROVED BY PARK CITY COUNCIL THIS 28 DAY OF MAY, 2010 A.D.

SNYDERVILLE BASIN WATER RECLAMATION DISTRICT
REVIEWED FOR CONFORMANCE TO SNYDERVILLE BASIN WATER RECLAMATION DISTRICT STANDARDS ON THIS 15 DAY OF MAY, 2010 A.D.

ENGINEERS CERTIFICATE
I FIND THIS PLAT TO BE IN ACCORDANCE WITH INFORMATION ON FILE IN MY OFFICE THIS 28 DAY OF MAY, 2010 A.D.

APPROVAL AS TO FORM
APPROVED AS TO FORM THIS 28 DAY OF MAY, 2010 A.D.

COUNCIL APPROVAL AND ACCEPTANCE
APPROVAL AND ACCEPTANCE BY THE PARK CITY COUNCIL THIS 28TH DAY OF MAY, 2009 A.D.

698070
RECORDED
STATE OF UTAH COUNTY OF SUMMIT FILED AT THE REQUEST OF Park City Title DATE 5-18-10 TIME 10:37 AM BOOK 1037 PAGE 1
FEE \$34.00 RECORDER Janet Powers, Deputy

Exhibit E - Prospector Square Supplemental Amended Plat (1994)

PROSPECTOR SQUARE SUPPLEMENTAL AMENDED PLAT

A SUBDIVISION LOCATED IN THE NORTHEAST QUARTER OF
SECTION 9, TOWNSHIP 2 SOUTH, RANGE 4 EAST,
SALT LAKE BASE & MERIDIAN
PARK CITY, UTAH

SHEET 1 OF 2



NOTE:
ALL PRIVATE COMMON SEWER LATERALS LOCATED IN THE PARKING LOTS ARE TO BE PRIVATELY OWNED AND MAINTAINED BY THE BUILDING LOT OWNERS SERVED BY THE COMMON SEWER LATERALS. THE BUILDING LOT OWNERS SHALL BE RESPONSIBLE FOR THE OWNERSHIP, OPERATION, MAINTENANCE, REPLACEMENT, AND REGULATION/INFLOW CONTROL OF THE PRIVATE COMMON SEWER LATERALS.

SURVEYOR'S CERTIFICATE

I, JACK JOHNSON, DO HEREBY CERTIFY THAT I AM A REGISTERED LAND SURVEYOR AND THAT I HOLD CERTIFICATE NO. 4488 AS PRESCRIBED UNDER THE LAWS OF THE STATE OF UTAH. I FURTHER CERTIFY THAT A SURVEY HAS BEEN MADE OF THE LAND SHOWN ON THIS PLAT AND DESCRIBED HEREON. I FURTHER CERTIFY THAT THIS PLAT IS A CORRECT REPRESENTATION OF THE LAND SURVEYED AND HAS BEEN PREPARED IN CONFORMITY WITH THE MINIMUM STANDARDS AND REQUIREMENTS OF THE LAW.

Jack Johnson
JACK JOHNSON

Dec. 2nd 1994

PLAT NAME: PROSPECTOR SQUARE
PLAT AREA: 12.00 AC.

CITY COUNCIL APPROVAL

PRESENTED TO THE BOARD OF PARK CITY COUNCIL THIS 20TH DAY OF JANUARY A.D. 1994 AT WHICH TIME THIS RECORD OF SURVEY WAS APPROVED.
Paul Sheldon
MAYOR
CITY RECORDER

CITY ENGINEER

APPROVED AND ACCEPTED BY THE CITY ENGINEERING DEPARTMENT ON THIS 23rd DAY OF DECEMBER A.D. 1993.
Eric W. DeHann P.E.
CITY ENGINEER

CITY PLANNING COMMISSION

APPROVED AND ACCEPTED BY THE CITY PLANNING COMMISSION ON THIS 23rd DAY OF DECEMBER A.D. 1993.
B.H.
CHAIRMAN

APPROVAL AS TO FORM

APPROVED AS TO FORM ON THIS 24th DAY OF JANUARY A.D. 1994.
Eric DeHann
CITY ATTORNEY

RECORDED

Nº. 392064
STATE OF UTAH
COUNTY OF SUMMIT
RECORDED AND FILED AT THE REQUEST OF:
Rank City Title Company
DATE: 02-01-94
TIME: 10:23 AM
FEE: \$90
Alan Spring
COUNTY RECORDER

THE JACK JOHNSON COMPANY
1910 Prospector Avenue • Park City, Utah 84060
(801) 645-9000 • Fax (801) 649-1620



DATE: August 31, 2017

TO HONORABLE MAYOR AND COUNCIL

Staff recommends that City Council review and approve the Utah High School Mountain Bike League Level Three Special Event, which will be held over a two day period, October 6 and 7 on the Round Valley Trail System. The event includes cross country mountain bike racing for high school students from the northern Utah region. This includes the Park City High School Team.

Respectfully:

Logan Jones, Trails and Open Space Intern



City Council Staff Report

Subject: Utah High School Cycling League Mountain Bike Race
Author: Logan Jones, Trails & Open Space Coordinator
Department: Trails Special Events (Sustainability)
Date: August 31st, 2017
Type of Item: Legislative

Summary Recommendation

City Council should hold a public hearing, review and approve the 2017 Utah High School Cycling League (UHSCL) Mountain Bike Race based on findings that the event meets the requirements of a Level Three Special Event Permit according to section [4-8 of the Park City Municipal Code](#).

Executive Summary

Staff recommends that City Council review and approve the Utah High School Mountain Bike League Level Three Special Event, which will be held over a two day period, October 6 and 7 on the Round Valley Trail System. The event includes cross country mountain bike racing for high school students from the northern Utah region. This includes the Park City High School Team.

Though this event has occurred in the past, the event did not occur in 2016. Therefore, in accordance with Park City Municipal Code 4-8-4 (C)(4) City Council shall review a Level Three event which was not renewed for a period exceeding one year.

Acronyms

PCMC	Park City Municipal Corporation
RV	Round Valley
UHSCL	Utah High School Cycling League

The Problem and Opportunity

The UHSCL occurred in Park City from 2012 to 2015, and due to growth in the team participation and changes within the organization, the event did not occur in 2016.

The proposed two day event will encourage ancillary economic benefit, allowing families to enjoy local restaurants and shops during the slow season, and will also encourage families to come back to Park City during other times of the year. Additionally this event, which will attract 950 youth participants, is an opportunity to showcase our diverse trail system to regional youth and their families.

Background

- UHSCL was established in 2012 with 321 student athletes and 28 teams. They hosted a race at RV
- In 2013 UHSCL doubled in size. They hosted a race at RV

- In 2014 UHSCL grew by 67%. They hosted a race at RV
- In 2015 UHSCL had 1,200 student athletes and attempted to host a race at RV, and parking and transportation challenges were amplified when two events, UHSCL and the Park City Cross Country Invitational, were scheduled on the same day at Quinn's Junction
- In 2016 UHSCL grew so large they mandated a split of the league into two different regions. In the transition period of the region split they did not attempt to host the race at RV.
- Now, with the league successfully split into two regions UHSCL hopes to bring back the RV race to their series. The proposed race would showcase Park City High School's mountain bike team.

Analysis

The Utah High School Cycling League event has worked to mitigate the impacts of the Level Three Event including the following:

- Secured Parking at Quinn's Junction, Richardson Flats, Intermountain Health Care and USSA.
- The event showcases Park City's diverse Trail system to regional youth and their families during the slower seasons, providing ancillary economic benefit to the community.
- The event applicant is a 501(c)3 organization, and has agreed to pay for the estimated City Service Fees \$7,522.50. The event applicant is not requesting a fee reduction.
- The event applicant continues to work with staff to ensure public safety – coordinating operational and security plans.
- There are no other Special Events currently scheduled in Park City, Quinn's Junction or Round Valley during the requested event dates.

Alternatives for City Council to Consider

Recommended Alternative:

In accordance with Findings, Conclusions and Conditions of Approval, Staff recommends that City Council review and approve the Supplemental Plan for the 2017 UHSCL Mountain Bike Race based on findings that the event meets the requirements of a Level Three Special Event Permit according to section [4-8 of the Park City Municipal Code](#).

Pro:

- a. The UHSCL Mountain Bike Race aligns with [City Council's goals](#) of providing a complete community striking the balance between tourism and local quality of life and including varied and multi-seasonal events.
- b. The parking and traffic plan reduces congestion, and provides alternate parking areas, namely the Richardson Flat Parking Lot. This area allows for two entrances/exits for the event to the main thoroughfares.
- c. Round Valley being adjacent to Highway 40 reduces the "In Town Traffic" feel of a typical Event.

- A. The UHSCL Mountain Bike Race will provide an opportunity to showcase our trail system as the best in Utah to 950 youth and their families. In addition our local Park City High School Team will be competing.
- B. The UHSCL Mountain Bike Race will provide a local economic opportunity for local business as the races will be hosted over two days. Leading to purchases in lodging, retail, restaurants, and grocers.
- C. Race Route – While the route crosses through much of the RV area it remains on a good portion double track and leaves some of the more popular routes in the area open to public traffic.
- D. Fee Waivers: Where the applicant has not requested a fee waiver, the taxpayer is not subsidizing this event.

Cons:

- A. Some community members might see the two day race event as a burden on their local trail in RV.
- B. Though local businesses will benefit, some community members will be displeased to have an event in the “off season” when they feel the town should remain quiet and events held to a minimum.

Modify Alternatives:

Council could modify transportation plans or course for the upcoming events.

Pro: Council may be able to tailor fit the race route/parking plan to avoid any problems they may see.

Con: Changing race route/parking plan may delay final approval to a date that UHSCL feels uncomfortable with.

Deny Alternative: City Council could deny the approval of the event

Con: The event would take place elsewhere in Utah, and leave the applicant with short notice to change the race to another location.

Department Review

Special Events and Economic Development, Sustainability, Community Engagement, Transportation Planning, Police, Trail & Open Space, Parks and Recreation, Budget, Legal, and Executive.

Funding Source

The applicant has agreed to pay for City Services Fees as outlined in Exhibit B. No City funding is necessary for this event.

Links & Attachments

- Exhibit A 2017 UHSCL Race - special events permit complete
- Exhibit B Supplemental Information
 - 1. Certificate of Liability Insurance
 - 2. IHC Parking Permission Letter
 - 3. USSA Parking Permission Letter

4. City Service Fee Estimate- Utah High School Cycling League - RV
2017

Exhibit C [Parking Plan](#): Pages (20-25)

Exhibit D [Event Plan](#)

Exhibit E Draft - Special Event Findings & Conditions of Approval Permit



Park City Municipal Corporation

Special Events Department
City Hall, Third Floor
445 Marsac Avenue
P.O. Box 1478
Park City, Utah 84060
specialevents@parkcity.org

[Print](#)[Submit](#)

Special Event Permit Application

You must save the PDF first, then open from computer, complete and submit.

APPLICATIONS DO NOT CONSTITUTE AS A PERMIT.

PERMITS ARE APPROVED BY THE SPECIAL EVENTS DEPARTMENT OR CITY COUNCIL IN WRITING AFTER COMPLETE APPLICATIONS ARE REVIEWED UNDER PARK CITY MUNICIPAL CODE 4-8.

Applications for Special Event Permits are due no later than 90 days (Level 3), 60 days (Level 2), or 30 days (Level 1) prior to an event. Incomplete applications cannot be reviewed. Applications submitted after the deadlines as described above may be denied. More information can be found at www.parkcity.org or by contacting specialevents@parkcity.org.

IF YOU HAVE QUESTIONS, OR WOULD LIKE TO SCHEDULE A MEETING BEFORE SUBMITTING YOUR APPLICATION, PLEASE CONTACT:

Tommy Youngblood	tommy.youngblood@parkcity.org	435.615.5187	Jenny Diersen	jenny.diersen@parkcity.org	435.615.5188
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APPLICATION FEES & EXPENSES

Level Three Special Event Permit	\$160.00
Level Two Special Event Permit	\$80.00
Level One Special Event Permit	\$40.00

- Application Levels are determined by the Special Events Department after reviewing complete applications.
- Additional fees for other City Services will be estimated and provided to the applicant upon receipt of a complete application.
- Applicants may incur additional expenses from other City, County or State jurisdictions.
- Fee Reductions for some City Services are considered bi-annually. Fee Reduction Applications are due on:
• **April 1**, for events July 1 – December 31; and **October 1**, for events January 1 – June 30.

AS THE APPLICANT YOU UNDERSTAND & AGREE TO THE FOLLOWING: (Check all that you understand and agree to)

- ☒ To insure prompt and accurate processing of your application, ensure that ALL support materials and documentation accompany your application. Failure to do so will constitute an incomplete application and may delay review and approval processes. I understand a complete application shall include this application completed, with traffic and transportation plan, contingency plan – including operations plan, emergency plan, weather conditions and residential and notification outreach plan; site plan and permission of use for properties.
- ☒ Park City Municipal Corporation requires a certificate of insurance in an amount to be determined by the City Attorney's Office. Submitting incomplete application information may delay the ability to determine the amount required. The amount of insurance required by the City Attorney's office is final and the applicant shall be required to submit proof of coverage including naming Park City Municipal Corporation, 445 Marsac, P.O. Box 1480, Park City, Utah 84060 as additionally insured prior to the start of any event activity.
- ☒ After the application is evaluated, the applicant will be responsible for providing proof that I have obtained other permits as necessary from City, County or State agencies, as well as the application fee amount based on the Level of event.
- ☒ I understand that as the applicant, I will assume and reimburse the City for any and all costs and expenses determined by Park City Municipal Corporation. Park City Municipal Corporation may require a deposit to cover such expenses. I may incur costs from other departments or other jurisdictional agencies. I understand I can request an estimate of City Services for the event upon submitting a complete application, and that should I choose to, I can request a reduction of fees for some services as pertains to Park City Municipal code 4-8-9 through the bi-annual fee reduction application and process.
- ☒ I understand I am able to request a meeting with the Special Events Department prior to submitting an application and that this application does not constitute as a valid permit. I understand that permits are approved by the Special Events Department or City Council in writing after complete applications are reviewed under Park City Municipal Code 4-8.

APPLICANT AND SPONSORING ORGANIZATION INFORMATION

NAME OF EVENT: **Utah High School Cycling League Race #3 North & South**

FIRST TIME EVENT:	☐ Yes	☒ No	ANNUAL EVENT:	☐ Yes	☐ No	IF ANNUAL, HOW MANY YEARS:	4
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ANNUAL EVENT THAT WILL BE THE SAME AS LAST YEAR:	☐ Yes	☐ No
--	------------------------------	-----------------------------

ANNUAL EVENT THAT WILL HAVE CHANGES FROM LAST YEAR:	☐ Yes	☐ No
---	------------------------------	-----------------------------

NAME OF APPLICANT (FIRST & LAST): **Lori Harward**

TITLE / POSITION: **Executive Director**

BUSINESS / ORGANIZATION NAME: **Utah High School Cycling League**

IS BUSINESS / ORGANIZATION A REGISTERED NON-PROFIT	☒ Yes, a copy of IRS paperwork is attached	☒ No
--	--	--

MAILING ADDRESS OR BUSINESS / ORGANIZATION: **12217 Lone Peak Pkwy, STE 100**

CITY, STATE, ZIP: **Draper, Utah 84020**

PHYSICAL ADDRESS OF BUSINESS / ORGANIZATION: **same**



Park City Municipal Corporation

Special Event Permit Application

Special Events Department
City Hall, Third Floor
445 Marsac Avenue
P.O. Box 1478
Park City, Utah 84060
specialevents@parkcity.org

CITY, STATE, ZIP:										
PHONE (PRIMARY): 801-502-8516					PHONE (SECONDARY): 801-244-8721					
EMAIL: lori@utahmtb.org										
BUSINESS / ORGANIZATION WEBSITE: www.utahmtb.org										
SOCIAL MEDIA LINKS: facebook.com/UtahHSMTBike										
DAY OF EVENT PRIMARY CONTACT										
ON-SITE DAY OF PRIMARY CONTACT NAME (FIRST & LAST): Ryan Nielsen										
ON-SITE DAY OF PRIMARY CONTACT CELL PHONE: 801-244-8721										
ON-SITE DAY OF PRIMARY CONTACT EMAIL: ryan@utahmtb.org										
PUBLIC EVENT INFORMATION										
WEB SITE FOR PUBLIC EVENT INFORMATION: www.utahmtb.org/races										
PHONE NUMBER FOR PUBLIC EVENT INFORMATION: 801-502-8516										
EMAIL ADDRESS FOR PUBLIC EVENT INFORMATION: lori@utahmtb.org										
Overall event description is attached as a separate document, with the contingency plan and is submitted with the application.										
EVENT LEVEL DETERMINATION										
THE EVENT WILL INCLUDE THE FOLLOWING ACTIVITIES: (Check all that apply)										
☐	☐	☐	☐	☒	☐	☐	☐	☐	☐	
FESTIVAL / FAIR	PARADE	SKI / SNOW BOARD	RUN	BIKE	WALK	TRAIL USE	CONCERT	CULINARY	FILMING	
☐		☐		☐			☐			
ARTS & CULTURE EVENT		HOLIDAY CELEBRATION		RECREATION / SPORTING EVENT			OTHER:			
THE EVENT WILL INVOLVE THE USE OF: (Check all that apply)										
☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	
MAIN STREET	RESORT PROPERTY	SCHOOL DISTRICT PROPERTY	PRIVATE PROPERTY	CITY PARKS	CITY FIELDS	CITY FACILITY RENTAL	RESIDENTIAL AREAS	PARK CITY LIMITS	MULTI-JURISDICTION	AMPLIFIED SOUND
THE TARGET MARKET FOR THIS EVENT IS: (Check all that apply)										
☐	☐	☐	☐	☐	☐	☐	☐	☒	OTHER: ☐	
YOUTH / FAMILIES	ADULTS	LOCAL	STATE-WIDE	REGIONAL	NATIONAL	INTER NATIONAL	SPECTATORS	PARTICIPANTS		
THIS EVENT WILL: (Check all that apply)										
☐	☐	☐	☒	☐						
LIMIT # OF PARTICIPANTS	BE FREE FOR SPECTATORS	BE FREE FOR PARTICIPANTS	INCLUDE VENDORS OR SPONSOR	BE FREE AND OPEN TO THE PUBLIC						
☐	☐	☒	☐	☐						
LIMIT # OF SPECTATORS	CHARGE ADMISSION FOR SPECTATORS	CHARGE PARTICIPANTS	NOT INCLUDE VENDORS OR SPONSOR	BE A PRIVATE EVENT						
THIS EVENT WILL BE HELD: (Check all that apply)										
EVENT DATE(S): 10/13-14/17 and 10/6-7/17										
☐	☐	☐	☐	☐	☒	☐				
MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	SUNDAY				
☐		☐		☐		☐				
WEEKLY		MONTHLY		SERIES		ONE DAY				
NUMBER OF EVENT(S): 2					# OF CONSECUTIVE DAYS: 2					



Park City Municipal Corporation

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specialevents@parkcity.org

ONE DAY EVENT HOUR(S)			
EVENT HOUR(S):		OPENING TIME:	EVENT ENDS:
EVENT SET-UP DATE:		BREAK-DOWN DATE:	
SET-UP TIME(S):		BREAK-DOWN TIME(S):	
MULTIPLE DAY EVENT HOUR(S) – If different for each date			
DAY: Friday	DATE: 10/6/17	OPENING TIME: 3pm	EVENT ENDS: 7pm
EVENT SET-UP DATE: Friday 10/6/17		BREAK-DOWN DATE: 10/7/17	
SET-UP TIME(S): 7am-3pm		BREAK-DOWN TIME(S): 6pm-8pm	
DAY: friday	DATE: 10/13/17	OPENING TIME: 3pm	EVENT ENDS: 7pm
EVENT SET-UP DATE: 10/13/17		BREAK-DOWN DATE: 10/14/17	
SET-UP TIME(S): 7am-3pm		BREAK-DOWN TIME(S): 6-8pm	
DAY:	DATE:	OPENING TIME:	EVENT ENDS:
EVENT SET-UP DATE:		BREAK-DOWN DATE:	
SET-UP TIME(S):		BREAK-DOWN TIME(S):	
DAY:	DATE:	OPENING TIME:	EVENT ENDS:
EVENT SET-UP DATE:		BREAK-DOWN DATE:	
SET-UP TIME(S):		BREAK-DOWN TIME(S):	
DAY:	DATE:	OPENING TIME:	EVENT ENDS:
EVENT SET-UP DATE:		BREAK-DOWN DATE:	
SET-UP TIME(S):		BREAK-DOWN TIME(S):	
DAY:	DATE:	OPENING TIME:	EVENT ENDS:
EVENT SET-UP DATE:		BREAK-DOWN DATE:	
SET-UP TIME(S):		BREAK-DOWN TIME(S):	
INCLIMATE WEATHER INFORMATION:			
DAY:	DATE:	OPENING TIME:	EVENT ENDS:
EVENT SET-UP DATE:		BREAK-DOWN DATE:	
SET-UP TIME(S):		BREAK-DOWN TIME(S):	
☒	No inclement weather date is required, and the event will be held rain or shine. I understand the event may be cancelled or postponed by the city due to hazardous or damaging conditions		
EVENT ATTENDANCE (Complete all that apply)			
IF ANNUAL EVENT: #s below are for both friday and saturday's race participants			
TOTAL EVENT ATTENDANCE OF PREVIOUS YEAR: 928 south 845 north		TOTAL DAILY EVENT ATTENDANCE OF PREVIOUS YEAR: 280 friday, 555-600 sat.	
ALL APPLICANTS MUST COMPLETE THE FOLLOWING SECTION (NEW OR ANNUAL EVENTS)			
ESTIMATED # OF PARTICIPANTS: ~300 friday, ~625 saturday		ESTIMATED # OF VENDORS: 3	
ESTIMATED # OF SPECTATORS: ~500 fri, ~1000 sat		ESTIMATED # OF VOLUNTEERS: 250	
ESTIMATED # OF STAFF: 30		ESTIMATED DAILY ATTENDANCE:	
ESTIMATED HIGHEST TOTAL ATTENDANCE AT ONE TIME:		ESTIMATED TOTAL ATTENDANCE OF ENTIRE EVENT: ~2000	
I anticipate the event to have an attendance of 500 or more people and understand, as the applicant, I may be required to obtain a mass gathering permit from summit county: http://www.summitcountyhealth.org/			



Park City Municipal Corporation

Special Event Permit Application

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SIDEWALK & STREET USE (circle and complete all that apply)

THE EVENT WILL HAVE:

STREETS

☐ STREET CLOSURE MAP IS ATTACHED		☐ CLOSURE SIGN / MARKING	
☐ ROLLING CLOSURE	☒ PARTIAL CLOSURE	☐ FULL CLOSURE	☐ NO CLOSURE
NAMES OF STREETS TO BE CLOSED:		TIMES: (START / END OF CLOSURE)	
Ability Way Road		START:friday 3pm	END:7pm
		START:sat 8am	END:4:00pm
		START:	END:
		START:	END:

REASON FOR CLOSURE: race course crosses Ability Way. Partial closure. we would have 2 flaggers stopping traffic while racers pass. Cars can cross between racers.

SIDEWALKS

☐ SIDEWALK CLOSURE MAP IS ATTACHED		☐ CLOSURE SIGN / MARKING	
☐ PARTIAL CLOSURE	☐ FULL CLOSURE	☐ NO CLOSURE	☐ CROWD CONTROL PLAN
ADDRESS:			
ADDRESS OF CLOSURE: (FROM / TO)		TIMES: (START / END OF CLOSURE)	
FROM:	TO:	START:	END:
FROM:	TO:	START:	END:
FROM:	TO:	START:	END:
FROM:	TO:	START:	END:

REASON FOR CLOSURE:

TRAILS

☒ TRAIL COURSE MAP IS ATTACHED	☐ COURSE / SIGN MARKING INFORMATION IS ATTACHED
NAMES OF TRAILS TO BE USED:	
round valley. see map	

PARADE

ASSEMBLY AREA:	DISBANDING AREA:	# OF PARADE ATTENDEES:
PARADE IS:		
☐ WALKING ONLY	☐ VEHICLES & WALKING	☐ VEHICLES ONLY
☐ WILL HAVE ANIMALS		

OTHER PARADE INFO:



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CITY PARKING FACILITIES REQUEST											
GENERAL PARKING (Where will you be directing event attendees to park cars?)											
HOW MANY PARKING SPACES DOES THE EVENT NEED? ~1000					AT HIGHEST POINT? 1000						
☐ MAIN STREET		☐ CHINA BRIDGE		☐ FLAGPOLE LOT		☐ BREW PUB LOT					
☐ SANDRIDGE PARKING LOTS		☐ PARK AVENUE		☐ CITY PARK		☐ MAWHINNEY LOT					
☒ QUINNS LOT		☒ RICHARDSON FLATS			OTHER:						
WILL THE EVENT PROVIDE TRANSPORTATION SERVICES TO THE EVENT FROM PARKING AREAS?:								☒	YES	☐	NO
ADA PARKING AVAILABLE?:								☒	YES	☐	NO
THE EVENT WILL REQUIRE PARKING REMOVAL?:								☐	YES	☒	NO
The event will require parking removal as indicated below, and I will complete a special use of public parking application as required with the Park City Parking Services Department											
NAME OF AREA OR STREETS:						BETWEEN:					
TIME – START / END:				REASON (what/who):							
NAME OF AREA OR STREETS:						BETWEEN:					
TIME – START / END:				REASON (what/who):							
NAME OF AREA OR STREETS:						BETWEEN:					
TIME – START / END:				REASON (what/who):							
NAME OF AREA OR STREETS:						BETWEEN:					
TIME – START / END:				REASON (what/who):							
TRANSPORTATION											
WILL THE EVENT PROVIDE ALTERNATIVE TRANSPORTATION OPTIONS?											
☐ BUS				☐ BIKE				☐ WALK			
☒ THE APPLICANT IS PROVIDING SHUTTLE OR BUS TRANSPORTATION OUTSIDE OF THE CITY'S SCHEDULE. THE APPLICANT HAS PROVIDED BUS DROP OFF AREA ON THE SITE MAP ATTACHED WITH THIS APPLICATION.											
NAME OF TRANSPORTATION PROVIDER / COMPANY: TBD											
PHONE:						EMAIL:					
THE APPLICANT IS PROVIDING BIKE TRANSPORTATION AT THE EVENT. WE HAVE PROVIDED BIKE PARKING AREAS ON THE SITE MAP WITH THIS APPLICATION.											
WE ARE PROVIDING WALKING AS AN OPTION TO ATTEND THE EVENT. WE HAVE PROVIDED WALKING PATH IDEAS ON THE SITE MAP WITH THIS APPLICATION.											
ADDITIONAL TRANSPORTATION INFORMATION:											
PUBLIC FACILITY USE											
CHECK ALL THAT APPLY:	☐	MINERS HOSPITAL AT CITY PARK	☐	PARK CITY LIBRARY MEETING ROOMS	☐	JIM SANTY AUDITORIUM					
	☐	SOPUTH CITY PARK	☐	CITY PARK COVERED BBQ AREA	☐	CITY PARK GAZEBO / STAND					
	☐	CITY PARK SOFTBALLFIELD	☐	CITY PARK RUGBY FIELD	☐	SKATE PARK AT CITY PARK					
	☒	QUINN'S SPORTEX FIELDS	☐	ROTARY PARK	☐	SCHOOL DISTRICT FIELDS					
	☐	DIRT JUMP PARK	☐	PARK CITY ICE ARENA	☐	OTHER:					



Park City Municipal Corporation

Special Event Permit Application

Special Events Department
City Hall, Third Floor
445 Marsac Avenue
P.O. Box 1478
Park City, Utah 84060
specialevents@parkcity.org

TEMPORARY STRUCTURES & FLAMMABLE MATERIALS

I UNDERSTAND ALL TEMPORARY STRUCTURES AND FLAMMABLE MATERIALS MUST BE APPROVED BY THE PARK CITY BUILDING DEPARTMENT. SUCH INSPECTIONS WILL REQUIRE A FIRE/BUILDING PERMIT TO BE SUBMITTED 10 DAYS BEFORE THE EVENT, AS WELL AS AN INSPECTION THE DAY OF THE EVENT.

☐	☒	☐	☐	☐
TEMPORARY BLEACHERS	INFLATABLES	CANOPIES	TEMPORARY BADGES	TEMPORARY LIGHTING
☒ TENTS 10X10 OR UNDER		HOW MANY:~80		
☒ TRAILER		HOW MANY:~20		
STRUCTURES OVER 6 FEET TALL		PURPOSE:		HOW MANY:
DOES EVENT HAVE ELECTRICAL NEEDS?:		☒ YES ☐ NO	DOES EVENT REQUIRE USE OF GENERATORS ☒ YES ☐ NO	
WILL YOU BE REQUESTING PERMITS FOR FIREWORKS?:		☐ YES ☒ NO		
WILL THE EVENT REQUIRE THE USE OF FLAMMABLE MATERIALS, FUELS OR GASSES?:		☐ YES ☒ NO		
NAME SUCH MATERIALS:				

WASTE MANAGEMENT AND RECYCLING

☒ THE EVENT WILL PROVIDE ITS OWN GARBAGE CANS AND WASTE MANAGEMENT.						
☒ THE EVENT WILL PROVIDE ITS OWN DUMPSTERS, WHICH IS INDICATED ON THE SITE MAP.						
THE EVENT WILL USE THE CITY'S GARBAGE CANS AND WASTE MANAGEMENT, REQUIRING ADDITIONAL FEES.						
☒ THE EVENT WILL USE THE CITY'S DUMPSTERS, REQUIRING ADDITIONAL FEES.						
☒ THE EVENT WILL HIRE A COMPANY AND PROVIDE RECYCLING SERVICES FOR THE FOLLOWING MATERIALS:						
☒	☒	☒	☒	☒	☐	☐
PLASTIC	PAPER	ALUMINUM	GLASS	CARDBOARD	COMPOST	OTHER
THE EVENT WILL UTILIZE CITY RESTROOM FACILITIES (List areas of city restroom facilities below:						
☒ THE EVENT WILL BRING ITS OWN RESTROOMS AND SANATARY STATIONS. (May be required by Summit County Health Department or Park City Building Department)						
WILL ANIMALS BE AT THE EVENT?:		☐ YES ☒ NO	IF YES, PLEASE DESCRIBE TYPE OF ANIMALS AND WASTE PLANS			
TYPES OF ANIMALS:						
I HAVE INCLUDED THE PLACEMENT OF THE ANIMALS IN THE SITE MAP OR LINE UP IN THE CONTINGENCY PLAN						
WILL DOGS BE ALLOWED AT THE EVENT?:		☐ YES ☒ NO	☐ LEASHED	☐ UNLEASHED		
WASTE MANAGEMENT PLAN HAS BEEN DESCRIBED IN THE CONTINGENCY PLAN ATTACHED TO THIS APPLICATION.						

FOOD & MERCHANDISE SALES

☒ I UNDERSTAND THAT ALL VENDORS MUST OBTAIN A PARK CITY BUSINESS LICENSE. ALL VENDORS SERVING FOOD OR DRINKS MAY BE REQUIRED TO OBTAIN A FOOD SERVICE OR FOOD HANDLERS PERMIT FROM SUMMIT COUNTY.			
WILL THERE BE SALE OF MERCHANDISE?:		☒ YES ☐ NO	
WILL THERE BE COMPLIMENTARY FOOD?:		☐ YES ☒ NO	
WILL THERE BE SALE OF FOOD?:		☒ YES ☐ NO	
WILL THERE BE ALCOHOL FOR SALE?:		☐ YES ☒ NO	
☐	☐	☐	
BEER	WINE	LIQUOR	

I HAVE CONTACTED THE PARK CITY FINANCE DEPARTMENT REGARDING REQUIREMENTS FOR BEER & LIQUOR



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I UNDERSTAND THAT THE UTAH DEPARTMENT OF ALCOHOLIC BEVERAGE CONTROL (UDABC) MAY REQUIRE OTHER PERMITS.				
WILL FOOD ITEMS BE PRE-PACKAGED?:			☐ YES	☐ NO
WILL FOOD ITEMS BE COOKED ON SITE?:			☒ YES	☐ NO
I UNDERSTAND THAT IF COOKING IS ONSITE, A PARK CITY BUILDING/FIRE PERMIT MAY BE REQUIRED.				
WILL FOOD ITEMS BE PREPARED OFFSITE?:			☐ YES	☐ NO
DESCRIBE ITEMS: Food trucks TBD				
TEMPORARY SIGNS				
WILL THERE BE TEMPORARY SIGNS AT THE EVENT?:			☒ YES	☐ NO
☒ I HAVE ATTACHED A SIGN PLAN DESCRIBING THE CONTENT, SIZES AND LOCATIONS IN THE CONTINGENCY PLAN.				
SAFETY - SECURITY				
☒ THE EMERGENCY AND SECURITY PLAN HAS BEEN ATTACHED IN THE OPERATIONS PLAN, INCLUDING CROWD CONTROL, ACCESS, FIRST AID. AFTER REVIEW OF THIS APPLICATION, REQUIREMENTS FOR EMTS, FIRE AND POLICE SERVICES WILL BE DETERMINED AS PART OF THE CONDITIONS OF APPROVAL OF THIS EVENT. THE SPECIAL EVENTS DEPARTMENT WILL BE ABLE TO GIVE THE APPLICANT AN ESTIMATE OF SUCH CITY SERVICE REQUIREMENTS.				
THE EVENT WILL REQUIRE LAW ENFORCEMENT SERVICES BEYOND ROUTINE PERIODIC PATROL.				
☒ THE EVENT WILL NOT REQUIRE LAW ENFORCEMENT SERVICES BEYOND ROUTINE PERIODIC PATROL.				
COMMUNICATION NEEDS				
WILL THERE BE INSTALLATION OF AN ANTENNA FOR COMMUNICATION NEEDS?:			☒ YES	☐ NO
☒ INSTALLATION OF AN ANTENNA FOR COMMUNICATION IS INDICATED IN THE SITE PLAN WITH SPECIFICATIONS.				
MARKETING OF EVENT				
PROPER MARKING OF YOUR EVENT IS VITAL TO ITS SUCCESS. PLEASE CONTACT THE PARK CITY CHAMBER FOR ADDITIONAL INFORMATION AND ASSISTANCE: www.visitparkcity.com				
I HAVE CHOSEN TO LIST INFORMATION REGARDING MY EVENT ON THE PARK CITY CHAMBER'S WEBSITE.				
☒ I HAVE CHOSEN NOT TO LIST INFORMATION REGARDING MY EVENT ON THE PARK CITY CHAMBER'S WEBSITE.				
WHO IS THE TARGET MARKET FOR THIS EVENT?:		Utah league students		
WHERE IS THE TARGET MARKET FOR THIS EVENT?: (choose all that apply)				
☐ LOCAL	☒ REGIONAL	☐ NATIONAL	☐ INTERNATIONAL	
WILL THIS EVENT BE FILMED AND TELEVISED?: (choose all that apply)			☐ YES	☒ NO
☐ LOCAL	☐ REGIONAL	☐ NATIONAL	☐ INTERNATIONAL	
PLEASE LIST ALL ADVERTISEMENT INCLUDING MEDIA COVERAGE, NEWSPAPER AND MAGAZINES:				
MEDIA (RADIO/TV):				
NEWSPAPER:				
MAGAZINES:				
OTHER:				
PLEASE SELECT RANGE OF MARKETING BUDGET:				
☐ \$100 OR UNDER	☐ \$100 - \$500	☐ \$500 - \$1,000	☐ \$1,000 - \$2,500	☐ ABOVE \$2,500



Park City Municipal Corporation

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APPLICANT AGREEMENT & SIGNATURE

I, the undersigned representative, have read the rules and regulations with reference to this application and am duly authorized by the organization to submit this application on its behalf. The information contained herein, including supporting documentation is complete and accurate.

Name (Printed):	Lori Harward	
Signature:	Lori Harward	Date: 3/2/17



PARK CITY MUNICIPAL CORPORATION
Special Event Hold Harmless and Indemnification Agreement

This Hold Harmless and Indemnification Agreement must be completed and returned to the Special Event Manager ten (10) working days prior to the event or the event will be cancelled.

PLEASE PRINT

Name of Applicant

Name of Special Event

Date(s) of Event

Each person signing this Agreement represents and warrants that he or she is duly authorized and has legal capacity to execute and deliver this Agreement. Each party represents and warrants to Park City Municipal Corporation that the execution and delivery of the Agreement and the performance of such party's obligations hereunder have been duly authorized and that the Agreement is a valid legal agreement and binding on such party and enforceable in accordance with its terms.

The person signing this Agreement represents and warrants to Park City Municipal Corporation that it has insurance coverage in place that covers the scope of activities associated with this event. This person further represents and warrants that the insurance coverage limits meet or exceed the coverage required to obtain this permit.

For and in consideration of Park City Municipal Corporation (PCMC) issuing a permit permitting the use of City streets and/or City owned/public property for the conducting of an event to be held as reported above, hereby agrees to defend, hold harmless, and indemnify PCMC, its officers, agents, servants, employees, and their successors, from and against all claims, loss, or demands for damages, including claims for loss of life, personal injury or wrongful death and/or damage to property arising out of the conduct of said Special Event as defined by Title 4 of the Park City Municipal Code, and further agrees that Applicant is indemnifying and holding harmless PCMC irrespective of whether the scope or limits of Applicant's insurance policies adequately cover any of the aforementioned claims or demands.

Name of Applicant

Signature

Name Printed

Title

Applicant Address and Phone Number

STATE OF UTAH)
)ss.
COUNTY OF SUMMIT)

On this _____ day of _____, 20____, before me, the undersigned notary, personally appeared _____, personally known to me/proved to me through identification documents allowed by law, to be the person whose name is signed on the preceding or attached document, and acknowledged that he/she signed it voluntarily for its stated purpose as _____ for _____.

Notary Public



UTAHHIG-01

SULBE1

CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

08/18/2017

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER Universal Business Insurance, Inc. P.O. Box 709210 Sandy, UT 84070	CONTACT NAME: Becky Sullivan	
	PHONE (A/C, No, Ext): (801) 984-6027 FAX (A/C, No):	
	E-MAIL ADDRESS: bsullivan@ubinsurance.com	
	INSURER(S) AFFORDING COVERAGE	NAIC #
	INSURER A : Starr Indemnity & Liability	38318
INSURED Utah High School Mountain Biking 12217 S. Lone Peak Prkwy #100 Draper, UT 84020	INSURER B : Lloyds of London	
	INSURER C : United States Fire Ins. Co.	21113
	INSURER D :	
	INSURER E :	
	INSURER F :	

COVERAGES

CERTIFICATE NUMBER:

REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	☒ COMMERCIAL GENERAL LIABILITY ☐ CLAIMS-MADE ☒ OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: ☒ POLICY ☐ PROJECT ☐ LOC OTHER:	X		1000108986	04/01/2017	11/30/2017	EACH OCCURRENCE \$ 2,000,000
							DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 300,000
							MED EXP (Any one person) \$ 5,000
							PERSONAL & ADV INJURY \$ 2,000,000
							GENERAL AGGREGATE \$ 4,000,000
							PRODUCTS - COMP/OP AGG \$ 4,000,000
							\$
	AUTOMOBILE LIABILITY ☐ ANY AUTO OWNED AUTOS ONLY ☐ SCHEDULED AUTOS ☐ HIRED AUTOS ONLY ☐ NON-OWNED AUTOS ONLY						COMBINED SINGLE LIMIT (Ea accident) \$
							BODILY INJURY (Per person) \$
							BODILY INJURY (Per accident) \$
							PROPERTY DAMAGE (Per accident) \$
							\$
B	☒ UMBRELLA LIAB ☒ OCCUR ☐ EXCESS LIAB ☐ CLAIMS-MADE DED ☒ RETENTION \$ 15,000			AC1704110	08/19/2017	08/19/2018	EACH OCCURRENCE \$ 400,000
							AGGREGATE \$ 400,000
							\$
							PER STATUTE ☐ OTH-ER ☐
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) ☐ Y / N N / A If yes, describe under DESCRIPTION OF OPERATIONS below						E.L. EACH ACCIDENT \$
							E.L. DISEASE - EA EMPLOYEE \$
							E.L. DISEASE - POLICY LIMIT \$
C	Accident Supplementa			US856673	04/01/2017	11/30/2017	\$250 Ded 25,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)
Park City Race - 10/4/17 to 10/7/17

Park City Municipal Corporation is additional insured for the Named Insured as required by written contract, subject to policy terms and conditions. Forms Attached

CERTIFICATE HOLDER

CANCELLATION

Park City Municipal Corporation 445 Marsac, PO Box 1480 Park City, UT 84060	SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.
	AUTHORIZED REPRESENTATIVE

THIS ENDORSEMENT CHANGES THE POLICY. PLEASE READ IT CAREFULLY.

ADDITIONAL INSURED REQUIRED BY WRITTEN CONTRACT

This endorsement modifies insurance provided under the following:

COMMERCIAL GENERAL LIABILITY COVERAGE FORM

- A. Section II – Who Is An Insured** is amended to include any person or organization you are required to include as an additional insured on this policy by a written contract or written agreement in effect during this policy period and executed prior to the “occurrence” of the “bodily injury” or “property damage”.
- B.** The insurance provided to the above described additional insured under this endorsement is limited as follows:
1. Coverage only applies under **Section I – Coverages, Coverage A Bodily Injury And Property Damage Liability**.
 2. The person or organization is only an additional insured with respect to liability arising out of “your work” or “your product”.
 3. In the event that the Limits of Insurance provided by this policy exceed the Limits of Insurance required by the written contract or written agreement, the insurance provided by this endorsement shall be limited to the Limits of Insurance required by the written contract or written agreement subject to the policy aggregate. This endorsement shall not increase the Limits of Insurance shown in the Declarations pertaining to the coverage provided herein.
 4. The insurance provided to such an additional insured does not apply to “bodily injury” or “property damage” arising out of an architect’s, engineer’s, or surveyor’s rendering of or failure to render any professional services, including, but not limited to:
 - a. The preparing, approving, or failing to prepare or approve maps, shop drawings, opinions, reports, surveys, field orders, change orders, or drawings and specifications; and
 - b. Supervisory, inspection, architectural, or engineering activities.
5. This insurance does not apply to “bodily injury” or “property damage” arising out of “your work” or “your product” included in the “product-completed operations hazard” unless you are required to provide such coverage by written contract or written agreement and then only for the period of time required by the written contract or written agreement and in no event beyond the expiration date of the policy.
6. Any coverage provided by this endorsement to an additional insured shall be excess over any other valid and collectible insurance available to the additional insured whether primary, excess, contingent or on any other basis.
- C.** In accordance with the terms and conditions of this policy and as more fully explained in the policy, as soon as practicable, each additional insured must give us prompt notice of any “occurrence” which may result in a claim, forward all legal papers to us, cooperate in the defense of any actions, and otherwise comply with all of the policy’s terms and conditions. Failure to comply with this provision may, at our option, result in the claim or “suit” being denied.
- All other terms and conditions of this policy remain unchanged.

From: Lori Harward [mailto:lori@utahmtb.org]
Sent: Thursday, August 17, 2017 5:14 AM
To: Jenny Diersen
Subject: Fwd: Parking Arrangement -- Park City Hospital

Jenny, this forwarded email is for verification for us to park at IHC Hospital for our race. :)
Lori

----- Forwarded message -----

From: **Adam Chandio** <Adam.Chandio@imail.org>
Date: Wed, Aug 16, 2017 at 4:43 PM
Subject: Parking Arrangement -- Park City Hospital
To: "lori@utahmtb.org" <lori@utahmtb.org>, "tom@wolfcreekbranch.com" <tom@wolfcreekbranch.com>
Cc: Scott Hyde <Scott.Hyde@imail.org>

Lori and Tom,

Thank you for working with Scott to finalize the details of our use of our parking lots for your event on 10/6 and 10/7. This email can serve as approval and authorization for the use of the lots, as agreed upon with Scott Hyde.

Please let me know if you have any questions or concerns.

Best regards,

Adam Chandio

Director, Ancillary and Support Services

Park City Hospital & Heber Valley Hospital

900 Round Valley Dr.

Park City, UT 84060

Office: [435-658-6720](tel:435-658-6720)

Fax: [435-658-6739](tel:435-658-6739)



USSA Building Parking Permission Letter

From: Tim Panter [<mailto:tpanter@ussa.org>]
Sent: Wednesday, August 23, 2017 10:53 AM
To: Tom Cartwright
Subject: Re: confirmation email

Morning Tom,

You guys may use our South parking lot on Friday October 6th from 3:00 to 7:00 and Saturday the 7th of October using the east and south parking lots.

Sent from my iPhone

On Aug 23, 2017, at 10:48 AM, Tom Cartwright <tom@wolfcreekranch.com> wrote:

Can you please send me an email response confirming your offer to allow the Utah High School Mtn Bike League the use of the USSA center of excellence parking lots on Friday June 6th and Saturday June 7th.

Park City Municipal is asking for a confirmation that we have your approval.

Thank you and hope you had a great weekend and enjoyed the eclipse today.

Make it a great day
Best
tom

Thomas S Cartwright, CMCA
Ranch Manager
Wolf Creek Ranch, HOA
3480 E. Bench Creek Road
Woodland, Utah 84036
435-783-6643 o
435-640-7672 m
tom@wolfcreekranch.com
www.wolfcreekranch.com

“the great thing in the world is not so much where we stand, as in what direction we are moving”
Oliver Wendell Holmes

Fee Chart - Utah High School Cycling League 2017 Round Valley Race

City Service Item	Fee Estimate	Paid	Due - post event	Notes
Special Event Permit - Level Three Event	\$160.00	x		
Trails Fee	\$1,387.50		x	
Field Rental	\$2,000.00	x		
Building Permits	\$500.00		x	
Police	\$1,950.00		x	May be reduced to \$975 if 2 officers are not required.
Special Use of Public Parking (Richardson Flats)	\$1,000.00		x	
Bleacher Rental	\$0.00			
Equipment Rental	\$525.00		x	This is barricades and we will put up. Will confirm from Streets if we need to charge them to move VMS to quinn's junction.
Total Estimated City Service Fees	\$7,522.50			



Exhibit A – Utah High School Cycling League - Level Three - Special Event Permit Addendum DRAFT

SPECIAL EVENT PERMIT

Type of License: Level One Level Two X Level Three
Event Name: 2017 Utah High School Cycling League Race – Round Valley
Event Date(s): Friday October 6th (4:30pm to 7:00pm) and Saturday October 7th (9:30am to 7pm), 2017
Event Location: Round Valley Trails / Quinn's Junction Area
Licensee: Utah High School Cycling League (UHSCL)
Contact Person: Lori Howard, Executive Director UHSCL
Approved By: Special Events Coordinator X City Council of Park City
Approval Date: August 31, 2017

The Park City Council previously approved a prior Level Three Special Event Permit for The Utah High School Cycling League (UHSCL) Mountain Bike Race as part of the current City Services Agreement that was executed on March 11, 2014. The UHSCL Race is to be held on The Round Valley Trail system and using the facilities for the Quinn's Junction Field area, on Friday October 6th (4:30pm to 7:00pm) and Saturday October 7th (9:30am to 7pm), 2017. This Level Three Special Event Permit has been issued under the authority described within the Park City Municipal Code Section 4-8-4(C) based on the following Findings of Fact, Conclusions of Law, and Conditions of Approval:

Findings of Fact:

1. UHSCL Race will operate during the following 2017 dates:
Friday October 6th (4:30pm to 7:00pm) and Saturday October 7th (9:30am to 7pm), 2017.
2. The permittee will organize drop-off, as well as, ensure that traffic in the area continues to move during this high traffic time. The permittee is responsible for working to establish and follow parking plans. The applicant will have volunteers as well as the help of Park City Police Department to ensure that efficiency of traffic, transportation and public safety.
3. The permittee has secured permission from the school Park City Municipal Corporation for use of the Richardson Flat Lot. A special use fee will be charge for the use of the public lot for the amount of one thousand dollars (\$1,000). The permittee will organize for the shuttling of spectators to and from the lot. The alternative transportation service providers must comply with city noise and traffic laws. In addition the permittee has secured the rental of the ball fields at Quinn's Junction and the exclusive use of the parking lots associated with those fields.
4. The permittee has secured additional alternative parking options including lots at the IHC Hospital and The USSA building. Confirmations of the approvals by the land owners will be provided to city staff.
5. The applicant has established a weather and emergency plan and will train staff and volunteers to the requirements of the plans. The applicant has established these plans to maximize the safety event attendees, volunteers, staff, the general public. There are no weather dates for the event, but the applicant is aware that weather could interfere with the possibility of the event's proposed activities. In the case that the event were to be cancelled due to dangerous weather conditions, they would notify the general public as well as participants in the event. The applicant understands that Park City Special Events, Police, Fire, Building Official/Fire Marshal and Emergency Management have the right to cancel or postpone the event at anytime due weather or emergency conditions. In addition the Trails and Open Space team has the right to cancel or postpone the event if wet, muddy, or generally not



ideal conditions exist on trails.

6. The events associated with the UHSCL Race will not require the diversion of so great a number of police, fire, or other essential public employees from their normal duties as to prevent reasonable police, fire, or other public services protection to the remainder of the City.
7. The concentration of persons, vehicles, or animals will not unduly interfere with the movement of police, fire, ambulance, and other emergency vehicles on the streets or with the provision of other public health or safety services.
8. There are currently no other Special Event Permits that have been granted for October 6th and 7th, 2017.
9. The size of the crowd and nature of the event will not create an imminent possibility of violent disorderly conduct likely to endanger public safety or cause significant property damage.
10. The applicant has been working with City Staff and applicable departments to address all event concerns. The Applicant demonstrates an ability and willingness to conduct the event pursuant to the terms and conditions of this Chapter and has not failed to conduct a previously authorized event in accordance with the law or the terms of a license, or both.
11. Staff finds UHSCL supports Council's goal of creating a complete community that values economic diversity, arts and culture, and a thriving mountain community. This event encourages youth to use Park City's world class trail system.

Conclusions of Law:

1. The application is consistent with the requirements of the Park City Municipal Code, Title 4, Chapter 8.

Conditions of Approval:

1. The applicant, at its' cost, shall incorporate such measures as directed by Staff in order to ensure that any safety, health, or sanitation equipment, and services or facilities reasonably necessary to ensure that the event will be conducted with due regard for safety are provided and paid for by the applicant.
2. The permittee shall keep all noise to event hours. The applicant must apply and receive permission pursuant to Park City Municipal Code [6-3](#) prior to conducting any activity in excess of the noise ordinance. The applicant will work with City Staff to orient the activities so as to minimize sound impacts to the neighborhood and the applicant shall monitor the following:
(A) The permittee, or his/her designee, shall provide on-site management for each aspect of the event.
3. The permittee must attend a post event review.
4. In addition to the permittee's minimum insurance as required by state law or applicable regulation (for example worker's compensation, auto, and liquor liability as applicable), any transportation service provider shall provide proof of public liability insurance in an amount as determined by the City Attorney's Office, and shall further name Park City Municipal Corporation (PCMC) as an additional insured.
5. All plans for tents, stages and other temporary structures as well as flammable materials shall be submitted to the Building Department for review and permitting no later than the Thursday previous to 1 weeks before the event.
6. The permittee is responsible for creating an Operational, Parking and Pedestrian Management Plan in a form approved by the Park City Municipal Event Manager and Chief of Police.
7. The permittee is responsible for providing volunteers with a plan during both event days.
8. The applicant use of barricade and signage will be in accordance with the Manual of Uniform



- Traffic Control Devices (MUTCD) for the duration of the event.
9. All third party approvals including the Park City School District, Summit County and State permit approvals required for this event shall be secured 1 week previous to the event and submitted to Park City Municipal Corporation.
 10. The Park City Special Events, Police, Fire, Building Official/Fire Marshal and Emergency Management have the right to cancel event upon any condition, violation or weather that jeopardizes the life, safety or property of the residents or visitors of Park City.
 11. The Applicant will provide a vendor list and sign plan for the event. All handouts, flyers, banners and other signage, shall comply with Park City Municipal's sign code.
 12. UHSCL Race in Round Valley will operate October 6th through October 7th.
 13. Clearing of all signage, fencing, and other event materials will happen no later than 9:00 p.m. on October 7th.
 14. Signage notifying public about race must be posted at all of the impacted Trailheads with list of trails to be affected during the event at most three weeks before and at least two weeks prior to the first day of the event.
 15. Estimated City Service Fees for this event in 2017 are \$7,522.50. The applicant has agreed to pay these fees and will be sent an invoice after the event. Total event fees will be reported in the debrief of the event.
 16. UHSCL will be responsible for disposal of all trash and recycling on site.
 17. UHSCL estimates overall attendance in 2017 will be 1,200 including athletes and spectators. UHSCL shall work with Staff to address the challenges and opportunities created by the growth in attendance to the event with regards to maintaining public safety, traffic and transportation impacts to the City.
 18. UHSCL will work with the Fire Marshall, and Public Safety Personnel regarding placement of emergency staff and equipment. UHSCL has also submitted an Emergency Operations Plan which is being coordinated with Park City Police, Emergency Management and Park City Fire.

PASSED AND APPROVED this Thursday, the 31st day of August, 2017.

PARK CITY MUNICIPAL CORPORATION

City Manager, Diane Foster

Attest:

Michelle Kellogg, City Recorder

Approved as to form:

Mark D. Harrington, City Attorney



DATE: August 31, 2017

TO HONORABLE MAYOR AND COUNCIL

On May 25, the Transportation Planning Department presented traffic management strategies based on Council's direction to more aggressively mitigate residential impacts from events including Fourth of July, Park City Kimball Arts Festival, Park Silly Sunday Market, Miners Day and Halloween on Main.

Staff has worked, with success to develop traffic management strategies for major summer events including the Fourth of July Celebration and Park City Kimball Arts Festival.

Staff is finalizing operational plans for late summer and fall events and as reported in May, identified three events (Park Silly Sunday Market, Miners Day, and Halloween on Main) and recommends implementation of paid parking and traffic mitigation strategies as outlined in this report.

Respectfully:

Jennifer Diersen,

City Council Staff Report



Subject: Special Event Parking and Transportation Plan Approval for paid parking at:

1. Park Silly Sunday Market on September 3;
2. Miner's Day on September 4; and
3. Halloween on Main on October 31, 2017.

Author: Jenny Diersen, Special Events Manager
Alfred Knotts, Transportation Planning Manager

Departments: Special Events & Transportation Planning

Date: August 31, 2017

Type of Item: Administrative

Summary Recommendation

Staff recommends City Council hold public hearings for the following items and approve changes to the following events, in a form approved by the City Attorney:

1. Amend the Supplemental Plan for the Park Silly Sunday Market on September 3, adding paid parking and traffic management plans;
2. Approve proposed changes to the Special Event Permit for Miner's Day on September 4, adding paid parking and enhanced traffic management plans; and
3. Approve proposed changes for the Special Event Permit for Halloween on October 31, adding paid parking and traffic management plans.

Executive Summary

On [May 25](#), the Transportation Planning Department presented traffic management strategies based on Council's direction to more aggressively mitigate residential impacts from events including Fourth of July, Park City Kimball Arts Festival, Park Silly Sunday Market, Miners Day and Halloween on Main.

Staff has worked, with success to develop traffic management strategies for major summer events including the Fourth of July Celebration and Park City Kimball Arts Festival.

Staff is finalizing operational plans for late summer and fall events and as reported in May, identified three events (Park Silly Sunday Market, Miners Day, and Halloween on Main) and recommends implementation of paid parking and traffic mitigation strategies as outlined in this report.

Staff finds that the results generated from the recommended strategies will help to best define traffic mitigation tools in advance of finalizing larger pending events. Staff intends to implement these strategies within existing resources and budgets.

Staff is returning to Council in a short timeframe before these events begin. Paid Parking staff has been contracted and secured. Should Council not approve paid

parking for these events, the City would still be required to pay contractor for the services that have been hired for Park Silly Sunday Market and Miners Day. Staff can cancel the services for Halloween if not approved by Council this evening.

Acronyms

HPCA	Historic Park City Alliance
PSSM	Park Silly Sunday Market
TDM	Transportation Demand Management
VMS	Variable Message Signs

The Problem and the Opportunity

Negative impacts stemming from events include traffic and congestion. City Council has directed Event and Transportation staff to establish a multi-departmental approach to mitigate and reduce these impacts, with a focus on the Old Town residential areas, which bear an acute impact due to adjacency to Main Street.

Aligning the staff and financial resources of Transportation, Transit, Events, and Parking Departments to test and measure new tools and systems is a unique opportunity.

Background

On [May 25](#), Transportation Planning presented traffic management strategies based on Council's desire to more aggressively mitigate residential impacts from events.

Staff implemented these transportation mitigation strategies during both Fourth of July and the Park City Arts Festival. Staff reported on a preliminary debrief of the Fourth of July at the [August 3](#) City Council meeting and reported that the mitigation strategies helped to reduce traffic and congestion. Tools that were used include:

- Paid Parking at China Bridge;
- Alternative Free Parking Locations with Free Transit;
- Bike Valet Locations;
- Increased and more direct residential signage with security staffing;
- Advanced Vehicle Message Signs (VMS), and wayfinding;
- Multijurisdictional Coordination and operational planning; and
- Community Engagement & Outreach.

Analysis

In advance of finalizing the Supplemental Sundance Transportation Supplemental Plan in October and Parking Demand Management System implementation anticipated in December, staff recommends implementing traffic mitigation strategies as detailed below, due to effectiveness of implementing strategies for Fourth of July including:

- Increased ridership on Public Transit – 2,000 additional riders as compared to 2016.
- Provided alternative transportation methods for event attendees through multijurisdictional and partner coordination, which gave incentive to event attendees and community to reduce single occupant car use during the event.

- Residential controls (both signage/barricades and security) though anecdotal, have initially been well received.

Staff is finalizing operational plans for late summer and fall events, and is requesting for Council to review and approved paid parking and transportation mitigation strategies for three events. Hired contract paid parking staffing costs \$1,400 per event. These events include:

- Park Silly Sunday Market on Sunday, September 3
- Miners Day Celebration on Monday, September 4
- Halloween on Main on Tuesday, October 31

The requested parking and transportation plans for each event are detailed in Exhibit A. Each event plan outlines the following:

- Estimated attendance;
- Requested paid parking – amounts and timing;
- Alternative free parking options;
- Parking Removal;
- Residential mitigation & signage;
- Bus Lane implementation;
- For Hire /Shared Ride/ Drop and Go areas;
- Bike Valet implementation; and
- Community engagement strategies

Other upcoming events that staff does not intend to charge for parking at this time include Autumn Aloft, Shot Ski, Electric Light Parade and Santa at Town Lift, as these events are held in the offseason, and have existing transportation mitigation strategies that reduce traffic and Old Town congestion. These events will continue to have traffic and residential mitigations.

- Autumn Aloft – Friday, September 15 through Sunday, September 17
 - Free Bike Valet location being established;
 - Residential mitigation signage deployed – Park Meadows, Prospector and Old Town; and
 - Free parking at Park City High School;
- Shot Ski – Saturday, October 14
 - Working to secure alternative parking likely at Park City School District;
 - Residential mitigation signage deployed; and
 - Bike Valet being assessed – cold weather may deter need for bike valet.
- Electric Light Parade – Saturday, November 25
 - Parking is Main Street and China Bridge, there is no alternative parking planned.
 - Working to understand residential signage deployment – cold weather may not allow signage to be deployed due to snow removal.
- Santa at Town Lift – Saturday, December 16

- Parking Demand Management should be up and running during this event. Parking is Main Street and China Bridge, there is no alternative parking planned at this time.
- Working to understand residential signage deployment – winter weather may not allow signage to be deployed due to snow removal.

Alternatives for City Council to Consider

1. Recommended Alternative: This is staff's recommendation

Direct staff to move forward with the transportation plans Park Silly Sunday Market on September 3, Miners Day on September 4, and Halloween on October 31st, and return to Council with an evaluation of the effectiveness of the implemented mitigation measures in order to inform future special event planning.

1. Amend Supplemental Plan for the Park Silly Sunday Market on September 3, adding paid parking and traffic management plans;
2. Approve proposed changes to the Special Event Permit for Miners Day on September 4, a Level Three Special Event, adding paid parking and traffic management plans;
3. Approve proposed changes for the Special Event Permit for Halloween on October 31, adding paid parking and traffic management plans.

Pros:

- Alternative modes of transportation including utilizing transit, e-bikes, alternative parking areas, increased shuttle, walking or biking will encourage our community and event goers to travel more sustainably.
- Paid parking incentivizes event goers to travel more efficiently and moves towards City goals of paid parking as TDM strategy during peak times.
- Paid parking and increased transportation mitigation aligns with City Council's goals to reduce event impacts to the Old Town residential area.
- Parking revenues could offset portion of increased costs of providing increased and improved alternative transportation options.

Cons:

- Residential mitigation is vital during paid parking implementations. Having paid parking without a residential mitigation and enforcement program will create increased traffic in the residential areas.
- Economic Development staff is concerned that some community members may see charged parking as a deterrent to come to Main Street businesses or community focused events.

2. Null Alternative: Status Quo – not make any changes to current mitigation plans for upcoming special events.

Pros:

- Costs should remain consistent with years past.
- Additional human resources would not be required.

Cons:

- Level of mitigation efforts would not change.
- Data and observation of new event traffic management strategies would not be realized.

- Mitigation strategies and progress towards TDM strategies and Transportation System Management during peak times will be delayed.

3. Modify Alternative: Council could modify any of the paid parking and transportation plans for upcoming special events.

Cons:

- Because staff is returning to Council just before these events, any changes to the proposed plans would be re-communicated to the community.

Department Review

This report has been reviewed by the Special Events, Economic Development, Communications, Transportation Planning, Parking Services, Legal and Executive Departments.

Funding Source

Funding for paid parking and traffic mitigation comes from the Transit fund and within existing budgets.

Attachments

Exhibit A	Special Event Paid Parking & Transportation Mitigation Requests
Exhibit B	DRAFT Addendum to PSSM Findings & Special Event Permit 2017
Exhibit C	DRAFT Miners Day Event Findings & Special Event Permit 2017
Exhibit D	DRAFT Halloween on Main Event Findings & Special Event Permit 2017

1. **Park Silly Sunday Market** – Sunday, September 3

Staff estimates around 18,000 people attend this specific event and recommends charging \$20 for parking as this event is held over Labor Day weekend and is historically the Park Silly Sunday Market's second busiest day of the season.

- City to charge for parking in China Bridge - \$20 per car (8:00 a.m. to 3:00 p.m.);
 - Charging for parking until 3:00 p.m. to encourage community members and visitors to come at the end of the market and stay for dinner;
 - Surface lots & Main Street spaces will be regularly operated;
 - Those with parking permits may park in China Bridge free of charge;
 - Those without parking permits may park in alternative parking areas as posted signs and time limits allow, and as are available;
 - Increase VMS boards on this day (from two to six) in coordination with Miners Day messaging – no additional costs; and
 - Staff does not recommend implementing a bus lane for this event or a specific for hire/ shared ride/ drop and go lot for this event, as traffic will be allowed to circulate throughout Main Street and Swede Alley.
- Park Silly Sunday Market will be required to message this change through social media, website and e-newsletter. PSSM Vendors will be reminded that they cannot park in residential areas and encouraged to park at Park City High School, but may pay for parking during the event.
- Transportation Mitigation (currently approved)
 - Alternative free parking at Park City High School;
 - Free bike valet on 9th Street (as always provided by PSSM);
 - PSSM to pay for additional shuttle transit to High School (approved by Council June 15); and
 - Residential mitigation signage (has been implemented since June) – residential security personnel is not currently scheduled.
- Staff has started community engagement and Outreach regarding Paid Parking and Transportation Plans including the following:
 - Stakeholder notices – HPCA, Chamber, Resorts, Restaurants, Lodging, Transportation & School District
 - Merchant to Merchant Notification
 - Social Media Messaging
 - PSSM Social Media Messaging & Weekly Newsletter
 - Local Media Outreach – KPCW & Park Record
 - PC Text Alert System
- Park Silly Sunday Market is supportive of this plan as they believe charged parking will help incentivize people to use alternative forms of transportation to and from the event;
- HPCA is supportive of testing paid parking during this event as long as there are enough spaces for employees and allows them to park in

Marsac and Sandridge. Such implementation of programs should be coupled with advanced communication and alternate solutions.

Pros:

- Alternative modes of transportation including utilizing transit, e-bikes, alternative parking areas, increased shuttle, walking or biking will encourage our community and event goers to travel more sustainably.
- Paid parking incentivizes event goers to travel more efficiently and moves towards City goals of paid parking as TDM strategy during peak times.
- Paid parking and increased transportation mitigation aligns with City Council's goals to reduce event impacts to the Old Town residential area.
- Parking revenues could offset portion of increased costs of providing increased and improved alternative transportation options.

Cons:

- Residential mitigation is vital during paid parking implementations. Having paid parking without a residential mitigation and enforcement program will create increased traffic in the residential areas.
- Economic Development staff, while supportive of alternative transportation options, is concerned that some community members may see paid parking as a deterrent to come to Main Street businesses.

2. **Miners Day** – Monday, September 4

Staff estimates about 15,000 people will attend this event. Miners Day is organized by the Park City Rotary Club who are supportive of paid parking and believe that paid parking during the parade will help incentivize alternate modes of transportation to both locals and visitors alike.

- City to charge for parking in China Bridge - \$20 per car (8:00 a.m. to 1:00 p.m.)
 - Parking is removed from all of Main Street, Park Avenue, Heber Avenue, Swede Alley and the Mawhinney Parking Lot for the parade and City Park activities;
 - Parking is limited at City Park due to scheduled events;
 - Those with parking permits may park in China Bridge free of charge;
 - Those without parking permits may park in alternative parking areas as posted signs and time limits allow, and as are available; and
 - Shared Ride/ For Hire/ Drop and Go Lot will be staged at the South Marsac Parking Lot from 8:00 a.m. to 1:00 p.m.
- Park City Rotary Club will be required to message this parking and transportation plans through social media and website. They are required to move Parade Load In to start at 8 a.m. to help with traffic (tested and improved congestion with Fourth of July) and provide a bike valet located at City Park behind Miners Hospital near Poison Creek Trail – donations will support Interact Club;
- Transportation Mitigation (currently approved)
 - Alternative free parking at Park City High School;
 - Residential Mitigation Signage –security personnel currently not scheduled;
 - Bus Lane on Deer Valley Drive to expedite transit– as implemented in 2016; and
 - VMS boards will be implemented (6 programmed as implemented in 2016).
- Staff has started Community Engagement and Outreach regarding Paid Parking and Transportation Plans including the following:
 - Stakeholder notices – HPCA, Chamber, Resorts, Restaurant, Lodging, Transportation & School District
 - Merchant to Merchant Notification
 - Residential Door to Door Notification in Old Town
 - Social Media Messaging
 - PSSM Social Media Messaging & Weekly Newsletter
 - Local Media Outreach – KPCW & Park Record
 - PC Text Alert System
- Park City Rotary, the applicant for Miners Day, is supportive of this plan as they believe charged parking will help incentivize people to use alternative forms of transportation to and from the event.

Exhibit A – Special Event Parking & Transportation Mitigation Requests

- HPCA is supportive of testing paid parking during this event as long as there are enough spaces for employees and allows them to park in Marsac and Sandridge. Such implementation of programs should be coupled with advanced communication and alternate solutions.

Pros:

- Alternative modes of transportation including utilizing transit, e-bikes, alternative parking areas, walking or biking will encourage our community and event goers to travel more sustainably.
- Paid parking incentivizes event goers to travel more efficiently and moves towards City goals of paid parking as TDM strategy during peak times.
- Paid parking and increased transportation mitigation aligns with City Council's goals to reduce event impacts to the Old Town residential area.
- Parking revenues could offset portion of increased costs of providing increased and improved alternative transportation options.

Cons:

- Residential mitigation is vital during paid parking implementations. Having paid parking without a residential mitigation and enforcement program will create increased traffic in the residential areas.
- Economic Development staff, while supportive of alternative transportation options, is concerned that some community members may see paid parking as a deterrent to come to the event.

3. **Halloween on Main**– Tuesday, October 31

Staff estimates around 12,000 people attend this event and recommends charging \$10 for parking as this event is held during the offseason and focused on bringing locals to Main Street area as a community/cultural event that creates a sense of place. This event, which is organized by HPCA, drives locals and visitors to Main Street businesses during the off season; this event provides ancillary economic benefits. There is concern from Economic Development staff that paid parking may deter local residents from attending this event, which is an important cultural, community event that helps create a sense of place.

- City to charge for parking in China Bridge - \$10 per car (2:00 to 6:00 p.m.);
 - Parking is removed from all of Main Street and Heber Avenue during the event;
 - Swede Alley parking is limited as once the event begins, traffic (except City Transit) can only flow North on Swede Alley to allow for better traffic circulation and pedestrian crossing;
 - Those with parking permits may park in China Bridge free of charge;
 - Those without parking permits may park in alternative parking areas as posted signs and time limits allow, and as are available;
 - Residential Mitigation Signage will be deployed – security personnel not currently scheduled;
 - Shared Ride/ For Hire/ Drop and Go Lot to be located in South Marsac Parking Lot; and
 - Bus Lane on Deer Valley Drive requested as implemented in 2016; and
- HPCA will be required to message this parking and transportation plans through social media and website.
 - HPCA is working to secure free parking at Deer Valley, Park City High School & Park City Resort Base;
 - Bike Valet location to be accessed – cold weather may deter demand for a bike valet.
- Staff anticipates Community Engagement and Outreach regarding Paid Parking and Transportation Plans including the following:
 - Stakeholder notices – HPCA, Chamber, Resorts, Restaurants, Lodging, Transportation & School District
 - Merchant to Merchant Notification
 - Residential Door to Door Notification in Old Town
 - Social Media Messaging
 - PSSM Social Media Messaging & Weekly Newsletter
 - Local Media Outreach – KPCW & Park Record
 - PC Text Alert System
- HPCA is supportive of testing paid parking during this event as long as there are enough spaces for employees and allows them to park in Marsac and Sandridge. Such implementation of programs should be coupled with advanced communication and alternate solutions.

Pros:

Exhibit A – Special Event Parking & Transportation Mitigation Requests

- Alternative modes of transportation including utilizing transit, e-bikes, alternative parking areas, increased shuttle, walking or biking will encourage our community and event goers to travel more sustainably.
- Paid parking incentivizes event goers to travel more efficiently and moves towards City goals of paid parking as TDM strategy during peak times.
- Paid parking and increased transportation mitigation aligns with City Council's goals to reduce event impacts to the Old Town residential area.
- Parking revenues could offset portion of increased costs of providing increased and improved alternative transportation options.

Cons:

- Residential mitigation is vital during paid parking implementations. Having paid parking without a residential mitigation and enforcement program will create increased traffic in the residential areas.
- Economic Development staff, while supportive of alternative transportation options, is concerned that some community members may see paid parking as a deterrent to come to Main Street businesses.



Exhibit B – PSSM Level Three Special Event Permit Addendum DRAFT

SPECIAL EVENT PERMIT

Type of License: Level One Level Two X Level Three
Event Name: 2017 Park Silly Sunday Market
Event Date(s): Sundays, June 4th through September 17th, 2017
No Market on August 6th or August 13th
10:00 a.m. to 5:00 p.m.
Event Location: Lower Main Street, 5th Street
Licensee: Park Silly Sunday Market
Contact Person: Kate McChesney, Executive Director Park Silly Sunday Market
Approved By: Special Events Coordinator X City Council of Park City
Approval Date: August 31, 2017

The Park City Council has approved the Level Three Special Event Permit for the Park Silly Sunday Market as part of the current City Services Agreement that was executed on March 11, 2014. The Park Silly Sunday Market is to be held on Lower Main Street (from Heber Avenue to 9th Street) and on 5th Street, on Sundays June 4th through September 17th from 10:00 to 5:00 p.m. The market will not be held on August 6th to accommodate the Park City Kimball Arts Festival or August 13th. This Level Three Special Event Permit has been issued under the authority described within the Park City Municipal Code Section 4-8-4(C) based on the following Findings of Fact, Conclusions of Law, and Conditions of Approval:

Findings of Fact:

1. Park Silly Sunday Market will operate during the following 2017 dates:
Sundays, June 4th through September 17th from 10:00 to 5:00 p.m.
The market will not be held on August 6th to accommodate the Park City Kimball Arts Festival or August 13th.
2. The events will end by 5 p.m. each Sunday, and Main Street shall be reopened to traffic and parking by 8:00 p.m. or sooner when possible. The permittee will organize load-in and load-out for each vendor, as well as, ensure that traffic in the area continues to move during this high traffic time. The permittee is responsible for working to establish and follow parking plans. The applicant will have volunteers as well as the help of Park City Police Department to ensure that efficiency of traffic, transportation and public safety.
3. The permittee has secured permission from the school district to allow the use their parking areas at the Schools around Kearns Blvd. (Hwy. 248). The permittee will use the City's current transit schedule for attendees that use this lot.
4. Parking and traffic will be removed from the venue footprint including Lower Main Street and 5th Street each market date from 6:00 a.m. to 7:00 p.m. Parking and Traffic are to return to normal no later than 8:00 p.m. each market date.
5. The City will charge for parking for the event on Sunday, September 3 from 8:00 a.m. to 3:00 p.m., surface lots and Main Street spaces will be regularly operated. During this time, those with permits may park in China Bridge free of charge. Those without China Bridge parking permits may park in alternative parking areas as posted signs and time limits allow and are available.
6. The City will deploy additional VMS boards and residential mitigation signs and maintain a residential parking zone on the west side of Park Avenue.



7. The City and the permittee will work to coordinate communications and outreach regarding the event as well as the impacts caused by the event including parking and transportation planning.
8. The permittee has secured additional alternative transportation options including shuttle service to help supplement transportation plans. Routes and operational days of these service providers are to be approved by the Transportation Planning Department and the Chief of Police. The alternative transportation service providers must comply with city noise and traffic laws. The Park City Special Events Staff and Police Department have the right to cancel operations upon any condition, violation or weather that jeopardizes the life, safety or property of the residents or visitors of Park City.
9. The applicant is working with Park City Parking Services Department on nonexclusive use of City parking lots for vendors and market attendees. The permittee will be responsible for providing the Parking Services Department with a list of vendors license plates no later than 10 a.m. at each market.
10. The applicant has established a weather and emergency plan and will train staff and volunteers to the requirements of the plans. The applicant has established these plans to maximize the safety event attendees, volunteers, staff, the general public. There are no weather dates for the event, but the applicant is aware that weather could interfere with the possibility of the event's proposed activities. In the case that the event were to be cancelled due to dangerous weather conditions, they would notify the general public as well as participants in the event. The applicant understands that Park City Special Events, Police, Fire, Building Official/Fire Marshal and Emergency Management have the right to cancel or postpone the event at anytime due weather or emergency conditions.
11. The events associated with the Park Silly Sunday Market will not require the diversion of so great a number of police, fire, or other essential public employees from their normal duties as to prevent reasonable police, fire, or other public services protection to the remainder of the City.
12. The concentration of persons, vehicles, or animals will not unduly interfere with the movement of police, fire, ambulance, and other emergency vehicles on the streets or with the provision of other public health or safety services.
13. There are other Special Event Permits that have been granted for Sundays, June 4th through September 17th.

The table below will show in column (A) - Geographic separation of events; column (B) - Proposed time and duration of the events; column (C) - Anticipated attendance. Park Silly Sunday Market will not substantially interfere with the logistics and venue for any event for which a license has already been granted and with the provision of City services in support of other such events or governmental functions based on the following:

DATE	EVENT	A – Geographic Separation	B - Proposed Time & Duration	C – Anticipated Attendance
July 9, 2017	Park City Food & Wine Classic	Locations throughout Park City	8am – 8pm	30 – 50 at individual locations
July 9, 2017	State Room Presents Concert	Deer Valley	7:00 p.m. – 10:00 p.m.	3,000
September 10, 2017	Walk A Mile In Her Shoes	City Park	7 a.m. to noon	200
September	Tour De Suds	City Park	9 a.m. to noon	250



17, 2017				
September 17, 2017	Autumn Aloft	N40 Fields	7:00 a.m. to noon	2,500
September 17, 2017	Harley Fall Ride	Brew Pub Plaza	Noon to 3:00 p.m.	300

14. The size of the crowd and nature of the event will not create an imminent possibility of violent disorderly conduct likely to endanger public safety or cause significant property damage.
15. The applicant has been working with City Staff and applicable departments to address all event concerns. The Applicant demonstrates an ability and willingness to conduct the event pursuant to the terms and conditions of this Chapter and has not failed to conduct a previously authorized event in accordance with the law or the terms of a license, or both.
16. Staff finds Park Silly Sunday Market is meeting the Measures of Success, is consistent with the measures as outlined in the City Services Agreement as entered into on March 11, 2014 and supports Council's goal of creating a complete community that values economic diversity, arts and culture, and a thriving mountain community. This event creates a community gathering place, encourages and supports the Historic Main Street Alliance, Park City Businesses and encourages local and regional tourism and supports continued Main Street vibrancy.

Conclusions of Law:

1. The application is consistent with the requirements of the Park City Municipal Code, Title 4, Chapter 8.

Conditions of Approval:

1. The applicant, at its' cost, shall incorporate such measures as directed by Staff in order to ensure that any safety, health, or sanitation equipment, and services or facilities reasonably necessary to ensure that the event will be conducted with due regard for safety are provided and paid for by the applicant.
2. The permittee shall secure and provide free alternative parking, and has agreed to provide a free bike valet during the event.
3. The permittee shall secure and pay for additional transportation on September 3 to help supplement Park City transit.
4. The permittee shall keep all noise to Market hours, which are between 10:00 a.m. and 5:00 p.m., Sundays, June 4th through September 17th, 2017. The applicant must apply and receive permission pursuant to Park City Municipal Code [6-3](#) prior to conducting any activity in excess of the noise ordinance. The applicant will work with City Staff to orient the activities so as to minimize sound impacts to the neighborhood and the applicant shall monitor the following:
(A) The permittee, or his/her designee, shall provide on-site management for each aspect of the event.
5. The permittee has agreed to return to and give a mid-season and end-of-season review for the 2017 market season.
6. In addition to the permittee's minimum insurance as required by state law or applicable regulation (for example worker's compensation, auto, and liquor liability as applicable), any transportation service provider shall provide proof of public liability insurance in an amount as determined by the City Attorney's Office, and shall further name Park City Municipal Corporation as an additional insured.

7. All plans for tents, stages and other temporary structures as well as flammable materials shall be submitted to the Building Department for review and permitting no later than the Thursday previous to each market week.
8. The permittee is responsible for creating an Operational, Parking and Pedestrian Management Plan in a form approved by the Park City Municipal Event Manager, Transportation Planning Manager and Chief of Police, as outlined in Exhibit A.
9. The permittee is responsible for providing volunteers during event with a volunteer plan during both events.
10. The applicant use of barricade and signage will be in accordance with the Manual of Uniform Traffic Control Devices (MUTCD) for the duration of the event.
11. All third party approvals including the Park City School District, Summit County and State permit approvals required for this event shall be secured by the Thursday previous to each market week and submitted to Park City Municipal Corporation.
12. The Park City Special Events, Police, Fire, Building Official/Fire Marshal and Emergency Management have the right to cancel event upon any condition, violation or weather that jeopardizes the life, safety or property of the residents or visitors of Park City.
13. The Applicant will provide a vendor list and sign plan for the event. All handouts, flyers, banners and other signage, shall comply with Park City Municipal's sign code.
14. PSSM will operate for fourteen (14) Sundays, June 4th through September 17th. PSSM will not be held on August 6 or August 13th due to other events that are scheduled.
15. PSSM will extend its operational time by one hour on September 17, 2017 for Silly Fest. PSSM is requesting to have a stage with a band and beer garden that will remain open until 6:00 p.m. on this date. Clearing and reopening of Main Street will happen no later than 8:00 p.m.
16. Estimated fee waivers for City Services in 2017 are \$77,283, and contracted municipal funds for the 2017 season are in the amount of \$20,000.00. Changes in City Service fees shall be reported at the mid-season and end-of-season review and will require the approval of City Council.
17. PSSM will provide vendor license plate numbers to the Parking Services Department no later than 10:00 a.m. during each Sunday. This is to help ensure that vendors are parking in vendor parking areas.
18. PSSM shall report zero waste statistics in pounds for the 2017 season as to allow for comparison to the previous year.
19. PSSM shall maintain the following vendor types at no more than 6 Import Vendors per market.
20. PSSM shall have non-exclusive use of the upper and lower Sand Ridge Parking Lots, as well as the Top of China Bridge for Vendor Parking, except for on September 3. In addition, PSSM shall be permitted to utilize four (4) parking spaces in the Mawhinney Lot at City Park for up to four (4) PSSM Box Trucks. During times when the Mawhinney Lot is closed or in use by another event, such as Miners Day, PSSM shall work with Staff to find other possible locations for these four parking spaces.
21. PSSM estimates overall attendance in 2017 will be 200,000. PSSM shall work with Staff to address the challenges and opportunities created by the growth in attendance to the event with regards to maintaining public safety, traffic and transportation impacts to the City.
22. PSSM use area remains the same as in years past, however, PSSM has been working to coordinate access for residents who will live at the Rio Grande 820 Park Residential Development. Additionally, PSSM has kept Miners Park on their site plan as a possible use area, but acknowledges that the site could go under construction this year and during that time they would not be allowed to program the space.



23. PSSM will work with the Fire Marshall, and Public Safety Personnel regarding placement of emergency staff and equipment, but anticipates that Fire and EMS will be staged on 7th Street. PSSM has also submitted an Emergency Operations Plan which is being coordinated with Park City Police, Emergency Management and Park City Fire.
24. PSSM shall have a deadline of May 1, 2017 for all HPCA vendor requests as pertains to the Vendor Mix requirements. Any unfilled dates for June that are not fulfilled by the May 1 deadline, will be filled by other vendors as pertains to the Vendor Mix requirements, and subsequently on the first of each month through August 1, 2017. Any vendors who are scheduled and fail to notify PSSM staff prior to 5:00 p.m. on the Thursday before the scheduled Sunday will receive a bill for a \$150.00 cancellation/no show fee. For HPCA - the next scheduled HPCA member will not be permitted to participate or load-in if the cancellation/no-show fee has not been paid. PSSM vendors who do not pay the fee, will not be permitted to return until the fee has been paid.

PASSED AND APPROVED this Thursday, the 31st day of August, 2017.

PARK CITY MUNICIPAL CORPORATION

City Manager, Diane Foster

Attest:

Michelle Kellogg, City Recorder

Approved as to form:

Mark D. Harrington, City Attorney



Exhibit C – Miners Day Level Three Special Event Permit Findings 2017 DRAFT

SPECIAL EVENT PERMIT

Type of License: ☐ Level One ☐ Level Two ☒ Level Three
Event Name: Miners Day Celebration
Event Date(s): Monday, September 4, 2017
Event Location: Park City, Main Street, Park Avenue & City Park
Licensee: Park City Rotary Club
Contact Person: Nancy Dalaska
Approved By: _____ Special Events Coordinator ☒ City Council of Park City
Approval Date: August 31, 2017

The Park City Council has approved has approved the Level Three Special Event Permit for Miners Day Celebration to be held within Park City. Areas included in the event include Main Street and City Park on Monday, September 4, 2017 from 7:00 a.m. – 6:00 p.m. This Level Three Special Event permit e has been issued under the authority described within the Park City Municipal Code Section 4-8-4(C) based on the following Findings of Fact, Conclusions of Law, and Conditions of Approval:

Findings of Fact:

1. Miners Day Celebration will be held within Park City. Areas included in the event include Main Street and City Park on Monday, September 4, 2017 from 7:00 a.m. – 6:00 p.m.
2. The event has received permission of use with the following entities: State of Utah DABC, Park City Municipal, and Park City School District.
3. The permittee has distinguished a transportation plan for vehicles that utilizes available public parking and can accommodate the anticipated attendance numbers. Parking for the anticipated crowd of 14,000 people, though not gathered all at the same location with in Park City Limits, will be accommodated in the existing parking lot at the Park City School District. Additionally, a bike valet will be available at City Park.
4. Parking will be removed from the venue footprint including Main Street, Heber Avenue, Park Avenue, Swede Alley and surface lots, as well as Mawhinney Parking Lot during the event. Parking will be limited in City Park.
5. The City will charge \$20 per car for parking in China Bridge during the event on, September 4 from 8:00 a.m. to 1:00 p.m.
6. During this time, those with permits may park in China Bridge free of charge. Those without China Bridge parking permits may park in alternative parking areas as posted signs and time limits allow and are available.
7. The City will deploy additional VMS boards and residential mitigation signs and maintain a residential parking zone on the west side of Park Avenue.
8. The City will implement a Bus Lane to expedite transit to the event. Parade Floats will also be allowed to enter the bus lane.
9. The City and the permittee will work to coordinate communications and outreach regarding the event as well as the impacts caused by the event including parking and transportation planning.
10. The conduct of Miners Day will not substantially interrupt or prevent the safe and orderly movement of public transportation or other vehicular and pedestrian traffic in the area of its venue.
- 11.. The event is oriented towards families and youth. The events associated with Miners Day will



Exhibit C – Miners Day Level Three Special Event Permit Findings 2017 DRAFT

not require the diversion of so great a number of police, fire, or other essential public employees from their normal duties as to prevent reasonable police, fire, or other public services protection to the remainder of the City.

12. The concentration of persons, vehicles, or animals will not unduly interfere with the movement of police, fire, ambulance, and other emergency vehicles on the streets or with the provision of other public health or safety services.
13. There are no other Event Licenses that have been granted in Park City Limits for Monday, September 4, 2017 from 7:00 a.m. – 6:00 p.m. Therefore, the Miners Day event will not interfere with the logistics and venue for any event for which a license has already been granted and with the provision of City services in support of other such events or governmental functions.
14. The size of the crowd and nature of the event will not create an imminent possibility of violent disorderly conduct likely to endanger public safety or cause significant property damage.
15. The applicant, Nancy Dalaska of Park City Rotary, has been working with City Staff and applicable departments to address all event concerns. The Applicant demonstrates an ability and willingness to conduct the event pursuant to the terms and conditions of this Chapter and has not failed to conduct a previously authorized event in accordance with the law or the terms of a license, or both.
16. Staff finds Miners Day Celebration supports Council's goal of creating a complete community that values economic diversity, arts and culture, and a thriving mountain community. This event is an important cultural event, creates a community gathering place, encourages and supports the Historic Main Street Alliance, Park City Businesses and encourages local and regional tourism and supports continued vibrancy.

Conclusions of Law:

1. The application is consistent with the requirements of the Park City Municipal Code, Title 4, Chapter 8.

Conditions of Approval:

1. The permittee, at its' cost, shall incorporate such measures as directed by Staff in order to ensure that any safety, health, or sanitation equipment, and services or facilities reasonably necessary to ensure that the event will be conducted with due regard for safety are provided and paid for by the applicant.
2. The permittee shall secure and provide free alternative parking, and has agreed to provide a free bike valet during the event.
3. The permittee shall keep all noise to event hours, which are between 7:00 a.m. and 6:00 p.m., Monday, September 4, 2017. The applicant must apply and receive permission pursuant to Park City Municipal Code [6-3](#) prior to conducting any activity in excess of the noise ordinance. The applicant will work with City Staff to orient the activities so as to minimize sound impacts to the neighborhood and the applicant shall monitor the following:
 - (A) The permittee, or his/her designee, shall provide on-site management for each aspect of the event.
 - (B) The program manager shall be responsible to ensure that the sound system maintains level adjustments not to exceed provisions of the Park City Noise ordinance for the outdoor events.
4. The permittee shall provide proof of liability insurance in the amount of four million dollars (\$4,000,000) or more as may be required by the Special Events Manager or the City Attorney's



Exhibit C – Miners Day Level Three Special Event Permit Findings 2017 DRAFT

Office, and shall further name Park City Municipal Corporation as additional insured. All Applicants shall further indemnify the City from liability occurring at the event except for any claim arising out of the sole negligence or intentional torts of the City or its employees.

5. All plans for tents, stages and other temporary structures shall be submitted to the Building Department for review and permitting by September 1, 2017.
6. The permittee is responsible for conducting outreach to residents regarding impacts such as road closures, parking removal and noise prior to the event.
7. The permittee is responsible for an Operations, Parking / Transportation Plan in a form approved by the Park City Municipal Event Manager, Transportation Planning Manager and Chief of Police as outlined in Exhibit A.
8. The Park City Special Events, Police, Fire, Building Official/Fire Marshal and Emergency Management have the right to cancel event upon any condition, violation or weather that jeopardizes the life, safety or property of the residents or visitors of Park City.
9. Approved fee reduction for City Services in 2017 are \$28,795. Changes in City Service fees shall be reported in the debrief of the event. Any increases in fees require the approval of City Council.
10. The permittee shall report zero waste statistics in pounds for the 2017 season as to allow for comparison to the previous year.
11. The permittee will provide a vendor list and sign plan for the event. All handouts, flyers, banners and other signage, shall comply with Park City Municipal's sign code.
12. The permittee will work with the Fire Marshall, and Public Safety Personnel regarding placement of emergency staff and equipment, but anticipates that Fire and EMS will be staged on 7th Street. PSSM has also submitted an Emergency Operations Plan which is being coordinated with Park City Police, Emergency Management and Park City Fire.
13. The applicant use of barricade and signage will be in accordance with the Manual of Uniform Traffic Control Devices (MUTCD) for the duration of the event.
14. All City, County and State permit approvals required for this event shall be secured by Friday, September 1, 2017 and submitted to Park City Municipal.

PASSED AND APPROVED this Thursday, the 31st Day of August, 2017.

PARK CITY MUNICIPAL CORPORATION

City Manager, Diane Foster

Attest:

Michelle Kellogg, City Recorder

Approved as to form:

Mark D. Harrington, City Attorney



Exhibit C – Halloween On Main Level Three Special Event Permit Findings 2017 DRAFT

SPECIAL EVENT PERMIT

Type of License: ☐ Level One ☐ Level Two ☒ Level Three
Event Name: Halloween on Main
Event Date(s): Tuesday, October 31, 2017
Event Location: Main Street
Licensee: Historic Park City Alliance
Contact Person: Meisha Lawson
Approved By: ____ Special Events Coordinator ☒ City Council of Park City
Approval Date: August 31, 2017

The Park City Council has approved has approved the Level Three Special Event Permit for Halloween on Main to be held within Park City. Areas included in the event include Main Street on Tuesday, October 31, 2017 from 3:00 – 6:00 p.m. This Level Three Special Event permit has been issued under the authority described within the Park City Municipal Code Section 4-8-4(C) based on the following Findings of Fact, Conclusions of Law, and Conditions of Approval:

Findings of Fact:

1. Halloween on Main to be held within Park City. Areas included in the event include Main Street on Tuesday, October 31, 2017 from 3:00 – 6:00 p.m.
2. The event has received permission of use with the following entities: Park City Municipal, and Park City School District.
3. The permittee has distinguished a transportation plan for vehicles that utilizes available public parking and can accommodate the anticipated attendance numbers. Parking for the anticipated crowd of 12,000 people, though not gathered all at the same location with in Park City Limits, will be accommodated in existing parking lots in Park City.
4. Parking and traffic will be removed from the venue footprint including all of Main Street and Heber Avenue from 2:00 to 6:00 p.m. Parking and Traffic are to return to normal no later than 7:00 p.m.
5. The City will charge \$10 per car for parking in China Bridge during the event on, Tuesday, October 31 from 2:00 to 6:00 p.m.
6. During this time, those with permits may park in China Bridge free of charge. Those without China Bridge parking permits may park in alternative parking areas as posted signs and time limits allow and are available.
7. Limited parking will be available on Swede Alley, as Swede Alley turns to one way headed North to help with residential mitigation and pedestrian management.
8. The City will deploy additional VMS boards and residential mitigation signs
9. The City and the permittee will work to coordinate communications and outreach regarding the event as well as the impacts caused by the event including parking and transportation planning.
10. The conduct of Halloween on Main will not substantially interrupt or prevent the safe and orderly movement of public transportation or other vehicular and pedestrian traffic in the area of its venue.
11. The event is oriented towards families and youth. The events associated with Halloween on



Exhibit C – Halloween On Main Level Three Special Event Permit Findings 2017 DRAFT

Main will not require the diversion of so great a number of police, fire, or other essential public employees from their normal duties as to prevent reasonable police, fire, or other public services protection to the remainder of the City.

12. The concentration of persons, vehicles, or animals will not unduly interfere with the movement of police, fire, ambulance, and other emergency vehicles on the streets or with the provision of other public health or safety services.
13. There are no other Event Licenses that have been granted in Park City Limits for Tuesday, October 31, 2017 from 3:00 a.m. – 6:00 p.m. Therefore, Halloween on Main event will not interfere with the logistics and venue for any event for which a license has already been granted and with the provision of City services in support of other such events or governmental functions.
14. The size of the crowd and nature of the event will not create an imminent possibility of violent disorderly conduct likely to endanger public safety or cause significant property damage.
15. The applicant, Meisha Lawson of HPCA, has been working with City Staff and applicable departments to address all event concerns. The Applicant demonstrates an ability and willingness to conduct the event pursuant to the terms and conditions of this Chapter and has not failed to conduct a previously authorized event in accordance with the law or the terms of a license, or both.
16. Staff finds Halloween on Main supports Council's goal of creating a complete community that values economic diversity, arts and culture, and a thriving mountain community. This event is an important cultural event, creates a community gathering place, encourages and supports the Historic Main Street Alliance, Park City Businesses and encourages local and regional tourism and supports continued vibrancy.

Conclusions of Law:

1. The application is consistent with the requirements of the Park City Municipal Code, Title 4, Chapter 8.

Conditions of Approval:

1. The permittee, at its' cost, shall incorporate such measures as directed by Staff in order to ensure that any safety, health, or sanitation equipment, and services or facilities reasonably necessary to ensure that the event will be conducted with due regard for safety are provided and paid for by the applicant.
2. The permittee shall secure and provide free alternative parking, and will work with the City to determine if a Bike Valet is necessary at the event.
3. The permittee shall keep all noise to event hours, which are between 3:00 and 6:00 p.m., Tuesday, October 31, 2017. The applicant must apply and receive permission pursuant to Park City Municipal Code [6-3](#) prior to conducting any activity in excess of the noise ordinance. The applicant will work with City Staff to orient the activities so as to minimize sound impacts to the neighborhood and the applicant shall monitor the following:
 - (A) The permittee, or his/her designee, shall provide on-site management for each aspect of the event.
 - (B) The program manager shall be responsible to ensure that the sound system maintains level adjustments not to exceed provisions of the Park City Noise ordinance for the outdoor events.
4. The permittee shall provide proof of liability insurance in the amount of four million dollars (\$4,000,000) or more as may be required by the Special Events Manager or the City Attorney's



Exhibit C – Halloween On Main Level Three Special Event Permit Findings 2017 DRAFT

Office, and shall further name Park City Municipal Corporation as additional insured. All Applicants shall further indemnify the City from liability occurring at the event except for any claim arising out of the sole negligence or intentional torts of the City or its employees.

5. All plans for tents, stages and other temporary structures shall be submitted to the Building Department for review and permitting by October 15, 2017.
6. The permittee is responsible for conducting outreach to businesses regarding impacts such as road closures, parking removal and noise prior to the event.
7. The permittee is responsible for an Operations, Parking / Transportation Plan in a form approved by the Park City Municipal Event Manager, Transportation Planning Manager and Chief of Police as outlined in Exhibit A
8. The Park City Special Events, Police, Fire, Building Official/Fire Marshal and Emergency Management have the right to cancel event upon any condition, violation or weather that jeopardizes the life, safety or property of the residents or visitors of Park City.
9. Approved fee reduction for City Services in 2017 are \$11,920. Changes in City Service fees shall be reported in the debrief of the event and increases in fee reduction amounts require the approval of either the City Manager or City Council.
10. The permittee shall report zero waste statistics in pounds for the 2017 season as to allow for comparison to the previous year.
11. The permittee will provide a vendor list and sign plan for the event. All handouts, flyers, banners and other signage, shall comply with Park City Municipal's sign code.
12. The permittee will work with the Fire Marshall, and Public Safety Personnel regarding placement of emergency staff and equipment, but anticipates that Fire and EMS will be staged on 7th Street. PSSM has also submitted an Emergency Operations Plan which is being coordinated with Park City Police, Emergency Management and Park City Fire.
13. The permittee use of barricade and signage will be in accordance with the Manual of Uniform Traffic Control Devices (MUTCD) for the duration of the event.
14. All City, County and State permit approvals required for this event shall be secured by Friday, October 27, 2017 and submitted to Park City Municipal.

PASSED AND APPROVED this Thursday, the 31st Day of August, 2017.

PARK CITY MUNICIPAL CORPORATION

City Manager, Diane Foster

Attest:

Michelle Kellogg, City Recorder

Approved as to form:

Mark D. Harrington, City Attorney



DATE: August 31, 2017

TO HONORABLE MAYOR AND COUNCIL

Please refer to the Special Event Transportation Planning Staff Report for Park Silly Sunday Market in this packet.

Respectfully:

Jennifer Diersen,



DATE: August 31, 2017

TO HONORABLE MAYOR AND COUNCIL

Please refer to the Special Event Transportation Planning Staff Report for Park Silly Sunday Market in this packet.

Respectfully:

Jennifer Diersen,



DATE: August 31, 2017

TO HONORABLE MAYOR AND COUNCIL

Rocky Mountain Power proposed drastic changes to net energy metering (NEM) program, more commonly known as rooftop solar. These would have increased the fees paid to Rocky Mountain Power by an average of \$400 per year per residential customer and would have had a chilling effect on installed roof-top solar in Utah.

On November 22, 2016, City Council approved a letter to be sent to the Public Service Commission to express their concerns about the proposed NEM changes. On December 8, 2016, City Council work session focused on the NEM changes in depth, and staff was directed to pursue intervening. On December 15, 2016, City Council approved the "Petition to Intervene." This was filed and granted by the Public Service Commission (PSC) in late December.

Staff recommends Council:

1. Review and approve signing onto the Net Metering Settlement (attached)

Respectfully:

Luke Cartin, Environmental Sustainability Manager



City Council Staff Report

Subject: Net Metering Settlement Stipulation Agreement
Author: Luke Cartin
Department: Sustainability Department
Date: August 31, 2017

Summary Recommendation

Staff recommends City Council review and approve execution of the Net Metering Settlement Stipulation ([link](#) to Stipulation filed on 8/28).

Executive Summary

Rocky Mountain Power proposed changes to rooftop solar customers electricity billing. These controversial changes were met with opposition by Park City City Council, other municipalities (Salt Lake City, Salt Lake County, and Summit County), the solar industry, and state agencies. Negotiations on the settlement terms have been underway the past two weeks to see if a compromise could be reached. A proposed settlement agreement has been reached and was submitted on August 28th to the Public Service Commission by multiple parties (listed below in Analysis section).

Highlights of Stipulation agreement:

- Existing customers will be grandfathered through 2035 under current rate schedule.
- New residential customers will be compensated at 90% of retail electricity for excess solar electricity generated if solar tax credit extended. If tax credit is not extended, the compensation rate raises to 92.5%. This program is capped.
- New hearing on what the export credit should be will be scheduled (expected hearing in October 2020).
- Legislative and regulatory stay-out for 30 months with some terms listed in the stipulation agreement.

Staff requests clear direction from City Council regarding the stipulation agreement.

Acronyms

- NEM: Net Energy Metered Customer, commonly known as a roof-top solar customer.
- RMP: Rocky Mountain Power: electric utility provider
- OCS: Utah Office of Consumer Services
- DPU: Utah Division of Public Utilities
- kWh: kilowatt-hour
- MW: Megawatt (1000 kilowatts)
- UCE: Utah Clean Energy
- PSC: Public Service Commission
- ECP: Export Credit Proceeding

Background:

Rocky Mountain Power proposed drastic changes to net energy metering (NEM) program, more commonly known as rooftop solar. These would have increased the fees paid to Rocky Mountain Power by an average of \$400 per year per residential customer and would have had a chilling effect on installed roof-top solar in Utah.

On November 22, 2016, City Council approved a letter ([staff report](#), [letter](#)) to be sent to the Public Service Commission to express their concerns about the proposed NEM changes. On December 8, 2016, the City Council work session ([link](#)) focused on the NEM changes in depth, and staff was directed to pursue intervening. On December 15, 2016, City Council approved ([link](#)) the “Petition to Intervene.” This was filed and granted by the Public Service Commission (PSC) in late December.

The PSC hearing on the NEM docket was scheduled for August 14-18th. On August 10th, a motion to stay the hearing to September 18th was filed by multiple joint parties. Park City Municipal Corporation filed in support of this stay.

Analysis

The draft settlement stipulation agreement will be presented at the PSC hearing on September 18. If the stipulation is not approved by the PSC, the parties will not be bound and the week-long hearing will take place September 18-22. If the full hearing does occur, and the PSC issues an order after hearing all of the evidence, staff feels that there is a high likelihood that PCMC would join the other parties in an appeal of the PSC’s decision to the Utah Supreme Court.

The current signors of the agreement are listed at the end of the stipulation agreement. This list of signatories will be updated [here](#).

The agreement also recognizes Park City’s ability to sign pending Council approval with the following language:

Park City Municipal Corporation.... have agreed to the terms of this Stipulation, conditioned upon final approval by their respective councils or commissions.

Proposed Customer Classes:

Existing Customers

Ending on November 15, 2017

Existing customers and NEM applications submitted before November 15, 2017 will be grandfathered under the existing Schedule 135. NEM applications will have 1 year to complete their system installation and interconnection. There is no cap for installations during this period. These customers will remain on this rate until December 31, 2035.

Transition Program

Beginning November 16, 2017 until cap is met or export proceeding issued

After November 15, 2017, a new Transition period opens. This program will remain open until either (a) the cap is reached or (b) the final order in the Export Credit

Proceeding is issued. A majority of the new customers will pay a \$60 administrative fee plus a refundable fee for the cost of a bi-directional meter.

The cap is proposed to be 170 MW (DC) Residential/Small Business and 70 MW for all other classes for NEM projects. The transition customers will remain on this proposed rate until December 31, 2032. The customers' electricity is measured in 15-minute increments, and the customer is credited for electricity that is exported. The value is equal to 92.5% of retail rate for all non-retail customers, and 90% for residential customers if the solar tax credit is reinstated (see Solar Tax Credit section below). If the tax credit is not reinstated, the residential export rate goes to 92.5% (9.4 cents).

Schedule	Transition Export Credit Rate (¢/kWh)
Res 1,2,3	9.2
6	3.4
6A	6.6
6B	3.4
8	3.5
10	5.6
23	8.2

Post-Transition

After cap is reached or PSC issues Export Credit Proceeding Decision

If the megawatt cap is reached for the Transition class and the Export Credit Proceeding has not been issued, customers will be placed into the Post-Transition class. These customers will be credited at the same rate as a transition customer until the new export proceeding has been issued. They will then move into the new rate.

Voluntarily Change Rate Program

Customers have the ability to make a one-time change to a newer (not grandfathered) class if they desire. This means a grandfathered customer could move to either Transition or Post-Transition class. Transition class customers have the option to move to the Post-Transition rate. Post Transition customers do not have this option.

Solar Tax Credit

The Utah Renewable Energy Systems tax credit was set to step-down from a 2017 credit of \$1600, 2018 credit of \$1200, 2019 credit of \$800 and expire in 2020. The new proposal will have the parties lobby for a pause of the credit step down through 2020. After 2020, the \$400 annual step-down will resume with expiration in 2023. If the state legislature does not pass this proposed change, the export credit rate for residential customers will increase from 90% to 92.5%.

Export Credit Proceeding (ECP)

If the settlement Stipulation is approved by the PSC, Rocky Mountain Power will file an application to initiate the Export Credit Proceeding. This proceeding will determine the compensation rate for exported electricity (electricity being fed from the rooftop solar customer to the grid) for all customer classes. Evidence can be presented by any party as it relates to energy value, line loss, grid benefits, environmental benefits and any other reasonably quantifiable cost or benefit. This new export rate will set what NEM customers are compensated post-transition.

Legislative and Regulatory Stay-out

To protect this agreement, all of the signed parties agree to a legislative and regulatory stay-out for 30 months. This stay-out prevents any party from initiating or supporting changes to the NEM rate outside of a general rate case. Park City has limited this stay-out for municipal governments with the following language:

1. *The Parties agree that Park City Municipal Corporation, Salt Lake City Corporation, Summit County and Salt Lake County (“collectively the “Local Governmental Entities”) are each participating in this Stipulation as an owner of facilities that are or will be affected by the terms of this Stipulation, and agree to its terms to the extent they do not limit the Local Governmental Entities’ as a local government, to exercise and discharge all the rights, privileges, powers and authority granted to local government by the constitution and general laws of this state, together with all the implied powers necessary to carry into execution all the powers granted.*

Options for City Council to Consider:

Option 1: Approve execution of the Settlement Stipulation - Staff recommended

Pros:

- Provides certainty to future solar customers for pricing and future changes to rate structure.
- Demonstrates municipal government support for Stipulation Agreement to the Public Service Commission for the September 18th hearing.
- Allows for examination of the value of solar to the utility and its customers.
- Does not limit future City Councils legislative abilities.

Cons:

- Limits Park City's ability to argue for additional changes for NEM customers.
- Does not provide certainty for post-transition customers for the value of their electricity that they export.

Option 2: Do not approve

Pros:

- Does not limit Park City to pursue changes to NEM.

Cons:

- Any proposed changes to the NEM rates (outside of a general rate case) will be opposed by signors of the settlement stipulation, including Rocky Mountain Power, Utah Clean Energy, Utah Division of Public Utilities and Utah Office of Consumer Services.
- PCMC will likely join other parties with standing in the current proceeding in an appeal of the PSC's order.

Department Review:

This report was reviewed by Sustainability, City Attorney's Office, and the Executive Department.