



**PARK CITY COUNCIL MEETING
SUMMIT COUNTY, UTAH
June 18, 2020**

PUBLIC NOTICE IS HEREBY GIVEN that the City Council of Park City, Utah will hold its regular City Council meeting at the Marsac Municipal Building, City Council Chambers, 445 Marsac Avenue, Park City, Utah 84060 for the purposes and at the times as described below on Thursday, June 18, 2020.

NOTICE OF ELECTRONIC MEETING & HOW TO COMMENT VIRTUALLY:

This meeting will be an electronic meeting as permitted by Park City Open and Public Meeting Resolution 18-2020, adopted March 19, 2020. Some Council members will connect electronically and some will meet in Council Chambers. Public comments will be accepted in person or virtually.

To comment virtually, use eComment or raise your hand on Zoom. eComments submitted before the meeting date will be attached to the packet as appendices. eComments submitted on Council meeting days will be read aloud. For more information on participating virtually and to listen live, please go to www.parkcity.org.

WORK SESSION

4:45 p.m. - Discuss Future Uses of the City-Owned Gordo Property
[Future Use of Gordo Property Staff Report](#)
[Exhibit A: IGES April 27 2020 Preliminary Site Assessment of Gordo Property \(Text\)](#)
[Exhibit B: DEQ Letter to PCMC re Gordo Suitability- 5-22-2020](#)

5:35 p.m. - Review FY 2020 Fraud Risk Assessment
[FY 2020 Fraud Risk Assessment Staff Report](#)
[Exhibit A: Fraud Risk Assessment](#)
[Exhibit B: Example of Ethical Behavior Pledge Form](#)

5:55 p.m. - Break

REGULAR MEETING - 6:00 p.m.

I. ROLL CALL

II. COMMUNICATIONS AND DISCLOSURES FROM COUNCIL AND STAFF

Council Questions and Comments

Staff Communications Reports

1. Bonanza Flat Update
[Bonanza Flat 2020 Summer Update Staff Report](#)
2. 2020 Planning Commission Work Sessions and Proposed Land Management Code Amendments
[2020 Planning Commission Work Sessions and Proposed Land Management Code Amendments Staff Report](#)
3. Efforts to Address Racial Inequities and Bias
[Efforts to Address Racial Inequities and Bias Staff Report](#)

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

IV. NEW BUSINESS

1. Consideration to approve Ordinance No. 2020-26, an Ordinance Adopting a Revised Budget for FY2020 and a Budget for FY2021 for Park City Municipal Corporation and its Related Agencies
(A) Public Hearing (B) Action
[FY2021 Budget Staff Report](#)
[Exhibit A: Budget Summaries](#)
[Exhibit B: Budget Ordinance](#)
2. Consideration to Approve Ordinance 2020-27, an Ordinance Establishing Compensation for the Mayor, City Council, and Statutory Officers for Fiscal Year 2020-2021 in Park City, Utah
(A) Public Hearing (B) Action
[FY 2021 Council Compensation Ordinance](#)
3. Consideration to Approve Resolution 14-2020, a Resolution Adopting the Fee Schedule; and Replacing and Repealing Resolution 25-2019 In Its Entirety
(A) Public Hearing (B) Action
[Fee Schedule Resolution](#)
[Exhibit A: Fee Schedule Amendments](#)
4. Consideration to Approve Resolution 15-2020 a Resolution Adopting the Park City Comprehensive Emergency Management Plan (CEMP)
(A) Public Hearing (B) Action
[CEMP 2020 Staff Report](#)
[Exhibit A: CEMP](#)
[Exhibit B: CEMP Resolution](#)
5. Consideration to Approve Ordinance 2020-28, an Ordinance Approving the 1162 Woodside Plat Amendment Located at 1162 Woodside Avenue, Park City, Utah
(A) Public Hearing (B) Action
[1162 Woodside Plat Amendment Staff Report](#)

[Exhibit A: Draft Ordinance](#)

6. Consideration to Approve Ordinance 2020-29, an Ordinance Approving the 1064 Park Avenue Condominium Plat, Located at 1064 Park Avenue, Park City, Utah
(A) Public Hearing (B) Action
[1064 Park Avenue Condominium Plat Staff Report](#)
[Exhibit A: Draft Ordinance](#)
[Exhibit B: Current Plat](#)
[Exhibit C: Applicant's Project Intent](#)
[Exhibit D: Existing Conditions Survey](#)
[Exhibit E: Aerial Photograph](#)
[Exhibit F: Site Photographs](#)
[Exhibit G: Planning Commission Staff Report April 22, 2020](#)
[Exhibit H: Planning Commission Minutes April 22, 2020](#)

V. ADJOURNMENT

VI. PARK CITY REDEVELOPMENT AGENCY MEETING

I. ROLL CALL

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

III. NEW BUSINESS

1. Consideration to Approve Resolution RDA 02-2020, a Resolution Adopting the Fiscal Year 2020 Revised Budget and the Fiscal Year 2021 Budget for Park City Redevelopment Agency
(A) Public Hearing (B) Action
[RDA Budget Adoption Resolution FY21](#)

IV. ADJOURNMENT

VII. PARK CITY MUNICIPAL BUILDING AUTHORITY MEETING

I. ROLL CALL

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

III. NEW BUSINESS

1. Consideration to Approve Resolution MBA 02-2020, a Resolution Adopting the Fiscal Year 2020 Revised Budget and the Fiscal Year 2021 Budget for Park City Municipal Building Authority
(A) Public Hearing (B) Action
[MBA Budget Resolution FY21](#)

IV. 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

***Parking validations will be provided for Council meeting attendees that park in the China Bridge parking structure.**

Council Agenda Item Report

Meeting Date: June 18, 2020

Submitted by: David Everitt

Submitting Department: Executive

Item Type: Work Session

Agenda Section:

Subject:

4:45 p.m. - Discuss Future Uses of the City-Owned Gordo Property

Suggested Action:

Attachments:

[Future Use of Gordo Property Staff Report](#)

[Exhibit A: IGES April 27 2020 Preliminary Site Assessment of Gordo Property \(Text\)](#)

[Exhibit B: DEQ Letter to PCMC re Gordo Suitability- 5-22-2020](#)



City Council Staff Report

Subject: Discussion Regarding Future Uses of the City-Owned Gordo Property
Author: David Everitt, Deputy City Manager
Department: Executive
Date: June 18, 2020
Type of Item: Administrative

Recommendation:

Provide staff with guidance regarding the proposed path forward to plan for immediate and short-term future uses of the collection of City-owned parcels known as “The Gordo Property”.

Executive Summary

The City acquired multiple parcels over many years near Quinn’s Junction that are now collectively known as “the Gordo Property” and comprise nearly twenty contiguous acres. Given location, zoning, ownership, and environmental considerations, portions of this site are well-situated for a) storing soils anticipated to be excavated as part of City-led development efforts in the next few years, b) locating a recycling facility, and c) other potential municipal and quasi-municipal uses. Currently, Public Works uses this site for seasonal storage needs and it is the location of stockpiled contaminated soils from previous municipal construction projects.

The City and its partners need to move ahead with site planning and entitlements in order to properly plan for longer-term uses, as well as more immediate demands, which include more detailed planning and a preliminary investment in utilities and grading infrastructure.

Background

Over the years, the City acquired various parcels¹ that have collectively become known as the Baingo-Wortley-Gordo property (Gordo Property), comprising approximately 20 acres near Quinn’s Junction (See Figures 1 and 2). The bulk of the site is zoned Residential Development. The northernmost parcels, which were purchased using Open

¹ For instance, The City Council authorized the purchase of a 2-acre parcel in 2008 from Gordon Cummins for a range of potential uses such as affordable housing, additional open space, and a potential location for Recycle Utah, according to staff reports from that time. “Purchasing and land banking the land allows time for Council to discuss the best potential for the land which *may include*: open space, affordable housing or additional area needed for current operations on City land.” Staff Report, Potential Purchase of 2 acres of Land from Gordon Cummins, March 27, 2008, Tom Bakaly. (Emphasis added.)

Space Bond funds, are zoned Recreation Open Space (Figure 3). Some of those northernmost parcels are also subject to a deed restriction that limits their use to “undeveloped park and recreational land”².

Figure 1



Figure 2

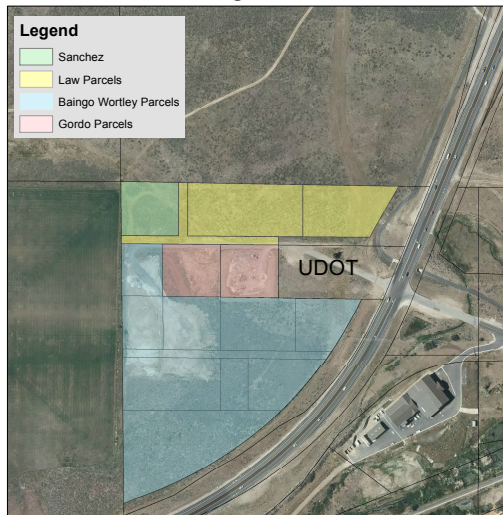
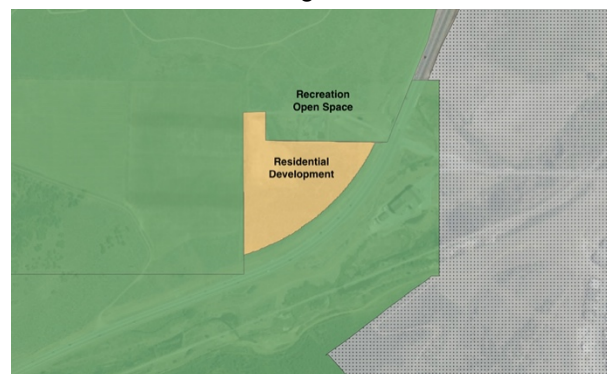


Figure 3



Currently, other parts of the Gordó Property are used for what was intended to be an interim stockpile of Bevill-exempt contaminated soils from various City capital projects, specifically the Public Works/Transit Bus Barn, the Bonanza road reconstruction and pedestrian tunnel, and the Comstock Pedestrian Tunnel. Between 35,000 and 36,000 cubic yards are stored there now.³ The City has explored various options for

² 'LAWS Property' Acquisition Staff Report, unsigned, March 17, 2005.

³ Gordó Property Soil Information memo, Jessen to Houdeshel, November 8, 2019.

permanently storing soils over the years, such as the current Richardson Flat repository, and other sites in unincorporated Summit County, while it has continued to transport soils to landfill sites in Tooele County.

Public Works also stores sand and gravel there for various uses throughout the year. At one point, the City planned to locate a new Public Utilities facility at the Gordo Property but abandoned that effort after identifying other sites that meet the Department's needs.

Recently, the need to find a local storage site for contaminated soils associated with anticipated construction of the Arts and Culture District drove an effort to re-examine options throughout the area, and the Gordo site was part of that consideration, leading to additional analysis and preliminary discussions regarding the use of the site generally.

Analysis

Storing contaminated soils generated from historic activities is a constant challenge for both the public and private sector in the Park City area. Many factors are at play, including but not limited to cost, aesthetics, site suitability, public perception regarding externalizing impacts, and environmental considerations.

The portion of the Gordo Property that is not zoned Recreation Open Space appears adequately suited for municipal, quasi-municipal, and low-intensity commercial support services because it is:

- a) Owned by the City;
- b) Mostly shielded from view from SR248 due to natural topography;
- c) Located away from residential and commercial uses;
- d) Not in an environmentally sensitive location in terms of habitat, culinary water, or other ecological considerations; and
- e) Within City limits but not within the core of the City.

The site is challenged in that it abuts a regionally significant open space area (Round Valley) and is visible in the distance from the Fairway Hills Estates area and the popular multi-use trail network. Current uses are already visible to trail users and proposed future uses may be potentially more prominent from those viewpoints. Localized intermittent dust and noise impacts are also possible, depending on future uses.

Additional considerations include:

- The access point for the Gordo is directly across SR248 from the Richardson Flats Road, and that intersection is scheduled for signalization within the next twelve months (including roadway improvements on the Gordo side);
- The site would require grading and likely paving for vehicle access along with extending utilities from SR248;
- Zoning changes may need to be considered within the context of the City's General Plan and future use expectations, particularly for the area zoned Residential Development;

- If a portion of the site is used for storing soils, that area would be capped after a period of time (either all at once or in stages) and could be restored to a natural state or redeveloped in conjunction with adjacent uses.

Over the years, the City has explored other options for soil storage. None of those options are viable within the timeframe of the City's schedule for soils storage given upcoming capital projects.⁴

In addition to the need for a close-in location for storing Bevill-exempt⁵ soils excavated as a result of City-owned or managed capital projects like the Arts and Culture District, staff compiled a list of other possible uses for the Gordo Property within both a short (<5 years) and medium or long (>10 years) time horizon.

Potential immediate uses (~6-18 months):

- Additional interim contaminated soils stockpiling
- Temporary location of recyclable materials processing facility
- Continued use by Public Works for materials storage

Potential short-term uses (~18 months-5 years):

- Permanent soils storage
- Trailhead
- Public Works materials storage
- Interim recyclable materials processing facility
- Equipment storage

Potential medium- to long-term uses (~5 years +)

- Public Works expanded storage and staging facility
- Restored natural open space
- Permanent recyclable materials processing facility
- Recreational facilities

In anticipation of the potential use for soils storage, the City hired IGES, Inc. to conduct a preliminary location screening analysis (Attachment A) and work with the Utah Department of Environmental Quality (DEQ) to evaluate the site's suitability. The DEQ notified the City that the site is acceptable for that use and that it supports the City's efforts to find a permanent location for the soils currently stockpiled at Gordo (Attachment B).

Additionally, a technical site survey is in process, and the City is exploring a possible Utah Department of Transportation (UDOT) encroachment permit for use of the abutting UDOT parcel on the west side of the intersection with SR248.

⁴ The City could continue to transport soils to Tooele but doing so is cost prohibitive and the carbon impact is substantial.

⁵ A designation related to the original source of the contamination of soils that determines what kind of mitigation is required.

If the Council wishes for staff to continue with site planning and feasibility efforts, we will work quickly to prepare a preliminary site plan and pursue initial site improvements such as grading and access to utilities to facilitate immediate uses and prepare for potential short-term uses.

The City may need to apply for a Master Planned Development permit while preparing a cost estimate for the site improvements. Recycle Utah may apply for a conditional use permit for the more immediate interim use.

Funding

Estimated upcoming costs:

- Additional site planning work: ~\$50,000-\$75,000
- Grading and utilities: unknown but being identified

The City Council has previously set aside \$4.2 million for soils mitigation generally in the Capital Fund.⁶

⁶ CP0267 Soil Repository.

PRELIMINARY LOCATION SCREENING ANALYSIS

Gordo Soil Management Facility

For



Park City Municipal Corporation

By

Intermountain GeoEnvironmental Services, Inc.
2702 South 1030 West, Suite 10
Salt Lake City, UT 84119
Ph: 801.270.9400

April 27, 2020

Preliminary Location Screening Analysis

The Gordo property owned by Park City Municipal Corporation and is being considered as the location of a permanent soil repository for the metals contaminated soils (Bevill soils) in and around Park City. The location of the Gordo property is as indicated on the Site Vicinity Maps in Appendix A.

The Gordo property is currently being utilized for temporary contaminated soils storage and by Park City for the storage of sand and gravel. The following presents a preliminary screening analysis of the Gordo property to determine if the site meets the location siting criteria for Class I Landfills under UDEQ's regulations, R315-302-1.

Land Use Compatibility

(R315-302-1(2)(a)(i))

Under the regulations, a landfill may not be sited within 1,000 feet of a:

- (A) National, state, county, or city park, monument, or recreation area;
- (B) Designated wilderness or wilderness study area;
- (C) Wild and scenic river area; or
- (D) Stream, lake, or reservoir;

Status: The Gordo site is not located within 1,000 feet of any of the areas stated above. See Site Maps in Appendix B.

- (A) The closest national, state, county, or city park, monument or recreational area is the Park City park located over 1,300 feet north of the site.
- (B) The closest Wildlife Management Area is the Coyote Little Pole Management Area located south of Jordanelle Reservoir.
- (C) The closest wild and scenic river area is the Green River.
- (D) The closest reservoir is the Jordanelle Reservoir some 15,000 feet southeast of the site.

(R315-302-1(2)(a)(ii))

Under the regulations, a landfill may not be sited within 1,000 feet of an ecologically and scientifically significant natural areas, including wildlife management areas and habitat for threatened or endangered species as designated pursuant to the Endangered Species Act of 1982;

Status: The Gordo site is not located within 1,000 feet of any of the areas stated above. See Site Maps in Appendix B.

- (A) The closest Wildlife Management Area is the Coyote Little Pole Management Area located south of Jordanelle Reservoir.

- (B) The Park City East Quad has 10 endangered species listed; Bonneville Cutthroat Trout (1969), Western Pearlshell (pre 1929), Lewis's Woodpecker (1913), Short-eared Owl (2003), Bald Eagle (2003), Bobolink (2005), Ferruginous Hawk (1988), Columbia Spotted Frog (pre 1931), Greater Sage-grouse (1969), and the Western Toad (1969). Utah Division of Wildlife Resources will be contacted during the permit process to confirm the findings.

(R315-302-1(2)(a)(iii))

Under the regulations, a landfill may not be sited within a ¼ miles of:

- (A) Existing permanent dwellings, residential areas and other incompatible structures such as schools or churches unless otherwise allowed by local zoning or ordinance; and
- (B) Historic structures or properties listed or eligible to be listed in the State or National Register of Historic Places;

Status: The Gordo site is not located within ¼ mile of any of the areas stated above.

See Site Maps in Appendix B.

- (A) The closest structure is a Park City Municipal water treatment plant located southeast of the property approximately 300' across Highway 248. This is a compatible structure as allowed by Park City zoning. The closest residential structure to the property is located southeast of the property approximately 1,500' across Highway 248.
- (B) The closest historic structure is located on Main Street in Park City over 10,000' southwest of the property.

(R315-302-1(2)(a)(iv))

Under the regulations, a landfill may not be located within 10,000 feet of any airport runway end used by turbojet aircraft or within 5,000 feet of any airport runway end used by only piston-type aircraft unless the owner or operator demonstrates that the facility design and operation will not increase the likelihood of bird/aircraft collisions;

Status: The Gordo site is not located within 5,000 feet of any airport.

- (A) The closest airport is the Russ McDonald Field (Heber Airport) located approximately 13 miles south of the site.

(R315-302-1(2)(a)(v))

Under the regulations, a landfill may not be located in areas with respect to archeological sites that would violate Section 9-8-404.

Status: The Gordo site is not located within an archeological site.

- (A) The Gordo site has been largely disturbed due to previous soil stockpiling activity and the area around the Gordo property has not being associated with any archeological findings. The State Preservation Officer (SHPO) will be contacted during the permitting process for their concurrence.

Geology

(R315-302-1(2)(b)(i))

No new facility or lateral expansion of an existing facility shall be located in a subsidence area, a dam failure flood area, above an underground mine, above a salt dome, above a salt bed, or on or adjacent to geologic features which could compromise the structural integrity of the facility.

Status: The Gordo site is not located on or adjacent to geologic features which could compromise the structural integrity of the facility. See Regional Geologic Map in Appendix C.

(A) None of the geohazards listed above are indicated on the Gordo site.

(R315-302-1(2)(b)(ii))

A new facility or lateral expansions of an existing facility shall not be located within 200 feet of a Holocene fault unless the owner or operator demonstrates to the Director that an alternative setback distance of less than 200 feet will prevent damage to the structural integrity of the unit and will be protective of human health and the environment.

Status: The Gordo site is not located within 200 feet of a Holocene fault. See Regional Geologic Map in Appendix C.

(A) No Holocene fault is located near the Gordo site. The closest fault is the Frog Valley Quaternary fault located approximately 4,000 feet south of the site.

(R315-302-1(2)(b)(iii))

No new facility or lateral expansion of an existing facility shall be located in a seismic impact zones unless the owner or operator demonstrates to the satisfaction of the Director that all containment structures, including liners, leachate collection systems, and surface water control systems, are designed to resist the maximum horizontal acceleration in lithified earth materials for the site.

Status: The Gordo site is located in a seismic impact zone. See United States Seismic Zones Map in Appendix D. A site specific seismic impact zone analysis will be performed as part of the permit process. All site structures will be designed to resist the maximum horizontal acceleration.

(R315-302-1(2)(b)(iv))

The owner or operator of an existing facility, a lateral expansion of an existing facility, or a new facility located in an unstable area must demonstrate to the satisfaction of the Director that the engineering measures have been incorporated into the facility design to ensure that the integrity of the structural components of the facility will not be disrupted. The owner or operator must consider the following factors when determining whether an area is unstable:

(A) On-site or local soil conditions that may result in significant differential settling;

- (B) On-site or local geologic or geomorphologic features; and
- (C) On-site or local human-made features or events, both surface and subsurface.

Status: The Gordo site is located in an unstable area. No geologic, geomorphologic or human-made features are located at or near the Gordo property. See Regional Geologic Map in Appendix C.

Surface Water

(R315-302-1(2)(c)(i))

No new facility or lateral expansion of an existing facility shall be located on public land used by a public water system for watershed control for municipal drinking purposes.

Status: The Gordo site is not located in located on public land used by a public water system for watershed control for municipal drinking purposes. See Site Vicinity Maps in Appendix A.

(R315-302-1(2)(c)(ii))

Floodplains. No new or existing facility shall be located in a floodplain unless the owner or operator demonstrates to the Director that the unit will not restrict the flow of the 100-year flood, reduce the temporary water storage capacity of the floodplain, or result in a washout of solid waste so as to pose a hazard to human health or the environment.

Status: The Gordo site is not located in located in a 100-year floodplain. See Site Vicinity Maps in Appendix A.

Wetlands

(R315-302-1(2)(d))

No new facility or lateral expansion of an existing facility shall be located in wetlands unless the owner or operator demonstrates to the Director that:

(R315-302-1(2)(d)(i))

Where applicable under section 404 of the Clean Water Act or applicable State wetlands laws, the presumption that a practicable alternative to the proposed landfill is available which does not involve wetlands is clearly rebutted;

(R315-302-1(2)(d)(ii))

The unit will not violate any applicable state water quality standard or section 307 of the Clean Water Act;

(R315-302-1(2)(d)(iii))

The unit will not jeopardize the continued existence of any endangered or threatened species or result in the destruction or adverse modification of a critical habitat protected under the Endangered Species Act of 1973;

(R315-302-1(2)(d)(iv))

The unit will not cause or contribute to significant degradation of wetlands. The owner or operator must demonstrate the integrity of the unit and its ability to protect ecological resources by addressing the following factors:

- (A) Erosion, stability, and migration potential of native wetland soils, muds, and deposits used to support the unit;
- (B) Erosion, stability and migration potential of dredged and fill materials used to support the unit;
- (C) The volume and chemical nature of the waste managed in the unit;
- (D) Impacts on fish, wildlife, and other aquatic resources and their habitat from release of the solid waste;
- (E) The potential effects of catastrophic release of waste to the wetland and the resulting impacts on the environment; and
- (F) Any additional factors, as necessary, to demonstrate that ecological resources in the wetland are sufficiently protected;

(R315-302-1(2)(d)(v))

To the extent required under section 404 of the Clean Water Act or applicable state wetlands laws, steps have been taken to attempt to achieve no net loss of wetlands, as defined by acreage and function, by first avoiding impacts to wetlands to the maximum extent practicable as required by Subsection R315-1(2)(d)(i), then minimizing unavoidable impacts to the maximum extent practicable, and finally offsetting remaining unavoidable wetland impacts through all appropriate and practicable compensatory mitigation actions (e.g., restoration of existing degraded wetlands or creation of man-made wetlands); and

(R315-302-1(2)(d)(vi))

Sufficient information is available to make a reasonable determination with respect to these demonstrations.

Status: Status: The Gordo site is not located in located in a wetland. See Site Vicinity Maps in Appendix A.

Groundwater

(R315-302-1(2)(e)(i))

No new facility or lateral expansion of an existing facility shall be located at a site:

- (A) where the bottom of the lowest liner is less than five feet above the historic high level of ground water; or
- (B) For a landfill that is not required to install a liner, the lowest level of waste must be at least ten feet above the historic high level of ground water.

- (C) If the aquifer beneath a landfill contains ground water which has a Total Dissolved Solids (TDS) of 10,000mg/l or greater and the landfill is constructed with a composite liner, the bottom of the lowest liner may be less than five feet above the historical high level of the ground water.

(R315-302-1(2)(e)(ii))

No new facility shall be located over a sole source aquifer as designated in 40CFR 149.

(R315-302-1(2)(e)(iii))

No new facility shall be located over groundwater classed as IB under Section R3177-6-3.3.

(R315-302-1(2)(e)(iv))

Unless all units of the proposed facility are constructed with a composite liner or other equivalent design approved by the Director:

Status: The Gordo site meets all of the location standards. See Appendix E for the Preliminary Assessment of Groundwater Conditions – Gordo Property.

Historic Preservation Survey

(R315-302-1(2)(f)(i))

No new facility or lateral expansion of an existing facility shall be located at a site:

- (A) Have a notice of concurrence issued by the state historic preservation officer as provided in Subsection 9-8-404(3)(a)(i); or
- (B) Show that the state historic preservation officer did not respond within 30 days to the submittal, to the officer, of an evaluation; or
- (C) Have received a joint analysis conducted as required by Subsection 9-8-404(2).

(R315-302-1(2)(f)(i))

Each new facility or expansion of an existing facility shall:

- (A) Have a notice of concurrence issued by the state historic preservation officer as provided for in Subsection 9-8-404(3)(a)(i); or
- (B) Show that the state historic preservation officer did not respond within 30 days to the submittal, to the officer, of an evaluation; or
- (C) Have received a joint analysis conducted as required by Subsection 9-8-404(2).

Status: Status: The Gordo site has been largely disturbed due to previous soil stockpiling activity and the area around the Gordo property has not being associated with any historic preservation findings. The closest historic preservation area is historic Main Street in Park City, located approximately 2 miles southwest of the Gordo property. The State Preservation Officer (SHPO) will be contacted during the permitting process for their concurrence.

Summary

The Gordo site meets all the listed location standards with the exception of seismic impact zones.

Due to Utah's seismic setting, most, if not all of the Class I facilities are located in a seismic impact Zone. The permitting of these facilities all required that a seismic impact zone analysis be performed. The seismic impact zone analysis is performed to show that the proposed facility structures are designed to resist the potential seismic related stresses. A site specific seismic impact analysis will be performed during the final permitting of the Gordo site.

Documentation regarding the absence of archeological and historic findings will be obtained through a letter from the State Preservation Officer.

Likewise, the Utah Division of Wildlife Resources will be contacted during the permit process to document that the Gordo property is not be sited within 1,000 feet of an ecologically and scientifically significant natural areas, including wildlife management areas and habitat for threatened or endangered species as designated pursuant to the Endangered Species Act of 1982.



State of Utah

GARY R. HERBERT
Governor

SPENCER J. COX
Lieutenant Governor

Department of
Environmental Quality

L. Scott Baird
Executive Director

DIVISION OF WASTE MANAGEMENT
AND RADIATION CONTROL
Ty L. Howard
Director

May 22, 2020

David Everitt, Deputy City Manager
Park City Municipal Corporation
445 Marsac Avenue
Park City, UT 84060

Re: Preliminary Location Screening Analysis - Gordo Soil Management Facility

Dear Mr. Everitt:

The Division of Waste Management and Radiation Control (the Division) has received and evaluated the Park City document, *Preliminary Location Screening Analysis for the Gordo Soil Management Facility* (the Facility), dated April 27, 2020. On May 6, 2020, myself and two other members of my staff, Mr. Allan Moore, and Mr. Doug Taylor, met Mr. Brett Mickelson, of IGES, to conduct a site visit at the Facility on Highway 248 North, across the road from the Waste Water Treatment Plant.

After evaluating the document, seeing the Facility, and getting our questions answered by Mr. Mickelson, the Division concurs with the information contained in the document about the location for the Facility. The siting criteria discussion in the document is accurate and complete so that the Division is of the opinion that the location would be a suitable repository for mining waste soils from Park City development projects. If Park City decides to pursue the Facility, the Division stands ready to review remaining application materials.

If you have any questions, please call Doug Taylor (801) 536-0240.

Sincerely,

Brian Speer, Solid Waste Program Manager
Division of Waste Management and Radiation Control

(Over)

DSHW-2020-007476

195 North 1950 West • Salt Lake City, UT
Mailing Address: P.O. Box 144880 • Salt Lake City, UT 84114-4880
Telephone (801) 536-0200 • Fax (801) 536-0222 • T.D.D. (801) 536-4284
www.deq.utah.gov
Printed on 100% recycled paper

Council Agenda Item Report

Meeting Date: June 18, 2020

Submitted by: Sara Nagel

Submitting Department: Finance & Accounting

Item Type: Staff Report

Agenda Section:

Subject:

5:35 p.m. - Review FY 2020 Fraud Risk Assessment

Suggested Action:

Review Park City Municipal Corporation's fraud risk assessment for fiscal year 2020 to better understand the City's risk of undetected fraud, abuse, or noncompliance. Consider implementing low-cost, low-time commitment policies to increase total risk assessment score and lower risk level.

Attachments:

[FY 2020 Fraud Risk Assessment Staff Report](#)

[Exhibit A: Fraud Risk Assessment](#)

[Exhibit B: Example of Ethical Behavior Pledge Form](#)

City Council

Subject: FY 2020 Fraud Risk Assessment
Author: Sara Nagel, Treasurer
Department: Finance
Date: June 18, 2020
Type of Item: Work Session

Recommendation

Review Park City Municipal Corporation's fraud risk assessment for FY20. Consider implementing new policies to continue efforts to lower risk level and increase our total risk assessment score.

Background

The Office of the State Auditor (Office) regularly receives complaints of fraud or abuse by local government officials. The Office is also aware of internal investigations performed by local governments of their own officials and employees. Some of these situations receive significant media coverage, while others are resolved with less publicity. In either case, the level of concern by the public and local and state officials is significant.

Many have asked the Office for more direction on how to prevent such occurrences in the future. The program outlined in the Office's [implementation guide](#) is designed to help measure and reduce the risk of undetected fraud, abuse, and non-compliance in local governments of all types and sizes. This assessment is a starting point, it is the hope of the Office that local governments will add to and adapt this form to improve how they manage their internal controls and the risk of fraud, waste and abuse.

FY20 is the first year the Office has required all municipalities to complete this risk assessment and present it to the governing board prior to the end of the fiscal year.

Results

The City's total risk assessment score is 290, which is in the moderate risk level range. Besides the requirements to present the assessment to the governing board and submit the assessment to the Office within six months after fiscal year end, the Office takes no further action regardless of score.

As a result of PCMC's continued efforts to proactively manage our risk controls, assessments, and training, staff recommends immediate implementation of the following:

- Employee and elected officials annual statement of ethical behavior. See example template in Exhibit B;
- Elected official and Executive staff completion of the State Auditor online training, at least once every four years; and
- Whistleblower hotline.

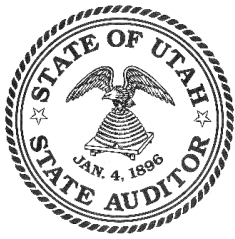
Implementing the new policies above will move PCMC to the low risk level range, and continue our proactive approach to risk management and commitment to public trust and stewardship.

Funding

No funding requirements identified at this time.

Exhibits

- A: Fraud Risk Assessment
- B: Example of Ethical Behavior Pledge Form



Fraud Risk Assessment

INSTRUCTIONS:

- Reference the *Fraud Risk Assessment Implementation Guide* to determine which of the following recommended measures have been implemented.
- Indicate successful implementation by marking "Yes" on each of the questions below.
- Total the points of the questions marked "Yes" and put on the "Total Points Earned" line below.
- Using the points earned, circle the risk level on the "Risk Level" line below.

Total Points Earned: 290 Risk Level:

Very Low	Low	Moderate	High	Very High
> 355	316-355	276-315	200-275	< 200

	Yes	Pts
1. Does the entity have adequate basic separation of duties or mitigating controls as outlined in the attached Basic Separation of Duties Questionnaire?	X	200
2. Does the entity have written policies in the following areas:		
a. Conflict of interest?	X	5
b. Procurement?	X	5
c. Ethical behavior?	X	5
d. Reporting fraud and abuse?		5
e. Travel?	X	5
f. Credit/Purchasing cards (where applicable)?	X	5
g. Personal use of entity assets?	X	5
h. IT and computer security?	X	5
i. Cash receipting and deposits?	X	5
3. Does the entity have a licensed or certified expert as part of its management team? (CPA, CGFM, CMA, CIA, CFE, CGAP, CPFO)	X	20
a. Do any members of the management team have at least a bachelor's degree in accounting?	X	10
4. Are employees and elected officials required to annually commit in writing to abide by a statement of ethical behavior?		20
5. Have all of the board members completed the State Auditor online training at least once in the last four years?		20
6. Regardless of license or formal education, does at least one member of the management team receive at least 40 hours of formal training related to accounting, budgeting, or other financial areas each year?	X	20
7. Does the entity have or promote a fraud hotline?		20
8. Does the entity have a formal internal audit function?		20
9. Does the entity have a formal audit committee?		20

Certified By: _____ Certified By: _____

* MC = Mitigating Control

Basic Separation of Duties

See page 2 of this questionnaire for instructions and definitions.

	Yes	No	MC*	N/A
1. Does the entity have a board chair, clerk, and treasurer who are three separate people?	X			
2. Are all the people who are able to receive cash or check payments different from all of the people who are able to make general ledger entries?	X			
3. Are all the people who are able to collect cash or check payments different from all the people who are able to adjust customer accounts? If no customer accounts, check "N/A".	X			
4. Are all the people who have access to blank checks different from those who are authorized signers?	X			
5. Does someone other than the clerk and treasurer reconcile all bank accounts OR are original bank statements reviewed by a person other than the clerk to detect unauthorized disbursements?	X			
6. Does someone other than the clerk review periodic reports of all general ledger accounts to identify unauthorized payments recorded in those accounts?	X			
7. Are original credit/purchase card statements received directly from the card company by someone other than the card holder? If no credit/purchase cards, check "N/A".	X			
8. Does someone other than the credit/purchase card holder ensure that all card purchases are supported with receipts or other supporting documentation? If no credit/purchase cards, check "N/A".	X			
9. Does someone who is not a subordinate of the credit/purchase card holder review all card purchases for appropriateness (including the chief administrative officer and board members if they have a card)? If no credit/purchase cards, check "N/A".	X			
10. Does the person who authorizes payment for goods or services, who is not the clerk, verify the receipt of goods or services?	X			
11. Does someone authorize payroll payments who is separate from the person who prepares payroll payments? If no W-2 employees, check "N/A".	X			
12. Does someone review all payroll payments who is separate from the person who prepares payroll payments? If no W-2 employees, check "N/A".	X			



Basic Separation of Duties

Continued

Instructions: Answer questions 1-12 on the Basic Separation of Duties Questionnaire using the definitions provided below.

☑ If all of the questions were answered “Yes” or “No” with mitigating controls (“MC”) in place, or “N/A,” the entity has achieved adequate basic separation of duties.

☹ If any of the questions were answered “No,” and mitigating controls are not in place, the entity has not achieved adequate basic separation of duties.

Definitions:

Board Chair is the elected or appointed chairperson of an entity’s governing body, e.g. Mayor, Commissioner, Councilmember or Trustee. The official title will vary depending on the entity type and form of governments.

Clerk is the bookkeeper for the entity, e.g. Controller, Accountant, Auditor or Finance Director. Though the title for this position may vary, they validate payment requests, ensure compliance with policy and budgetary restrictions, prepare checks, and record all financial transactions.

Chief Administrative Officer (CAO) is the person who directs the day-to-day operations of the entity. The CAO of most cities and towns is the mayor, except where the city has a city manager. The CAO of most local and special districts is the board chair, except where the district has an appointed director. In school districts, the CAO is the superintendent. In counties, the CAO is the commission or council chair, except where there is an elected or appointed manager or executive.

General Ledger is a general term for accounting books. A general ledger contains all financial transactions of an organization and may include sub-ledgers that are more detailed. A general ledger may be electronic or paper based. Financial records such as invoices, purchase orders, or depreciation schedules are not part of the general ledger, but rather support the transaction in the general ledger.

Mitigating Controls are systems or procedures that effectively mitigate a risk in lieu of separation of duties.

Original Bank Statement means a document that has been received directly from the bank. Direct receipt of the document could mean having the statement 1) mailed to an address or PO Box separate from the entity’s place of business, 2) remain in an unopened envelope at the entity offices, or 3) electronically downloaded from the bank website by the intended recipient. The key risk is that a treasurer or clerk who is intending to conceal an unauthorized transaction may be able to physically or electronically alter the statement before the independent reviewer sees it.

Treasurer is the custodian of all cash accounts and is responsible for overseeing the receipt of all payments made to the entity. A treasurer is always an authorized signer of all entity checks and is responsible for ensuring cash balances are adequate to cover all payments issued by the entity.



Ethical Behavior Pledge Form

Annual Ethics Pledge

The following pledge is required to be made annually by all officers and employees of [entity name]:

I, _____ am the duly elected/appointed
_____ of [entity name].

I pledge to adhere to the code of ethics as approved by the [governing body]. These topics include, but are not limited to: improper use of official position, accepting gifts or loans, disclosing privileged information, retaining a financial or beneficial interest in a transaction, nepotism, misuse of public resources or property, outside employment, political activity, fair and equal treatment, and conduct after leaving office or employment. Additionally, I pledge to disclose all conflicts of interest on the conflict of interest disclosure form. I understand that state statute and [entity type] [ordinance] provide for penalties for violation of specific unethical behavior. Signing this document verifies that I have been provided time to read applicable statutes and ordinances, as well as the [entity name] code of ethics.

DATED THIS _____ DAY OF _____ [year]

By: _____

Title/Office: _____

SWORN TO AND SUBSCRIBED BY ME

THIS _____ DAY OF _____ [year]

NOTARY PUBLIC

Council Agenda Item Report

Meeting Date: June 18, 2020

Submitted by: Michelle Kellogg

Submitting Department: Executive

Item Type: Staff Report

Agenda Section:

Subject:

5:55 p.m. - Break

Suggested Action:

Attachments:

Council Agenda Item Report

Meeting Date: June 18, 2020

Submitted by: Heinrich Deters

Submitting Department: Sustainability

Item Type: Staff Report

Agenda Section:

Subject:

Bonanza Flat Update

Suggested Action:

Attachments:

[Bonanza Flat 2020 Summer Update Staff Report](#)

City Council Staff Communications Report

Subject: Bonanza Flat Update Summer 2020

Author: Heinrich Deters

Department: Sustainability

Date: June 18, 2020

Type of Item: Staff Communication

Park City Council adopted the Bonanza Flat Conservation Easement and Management Plan on January 9, 2020. Utah Open Lands (UOL) and city staff are moving forward with management plans associated with the property and have provided Council and the public with improvements to be implemented this summer.

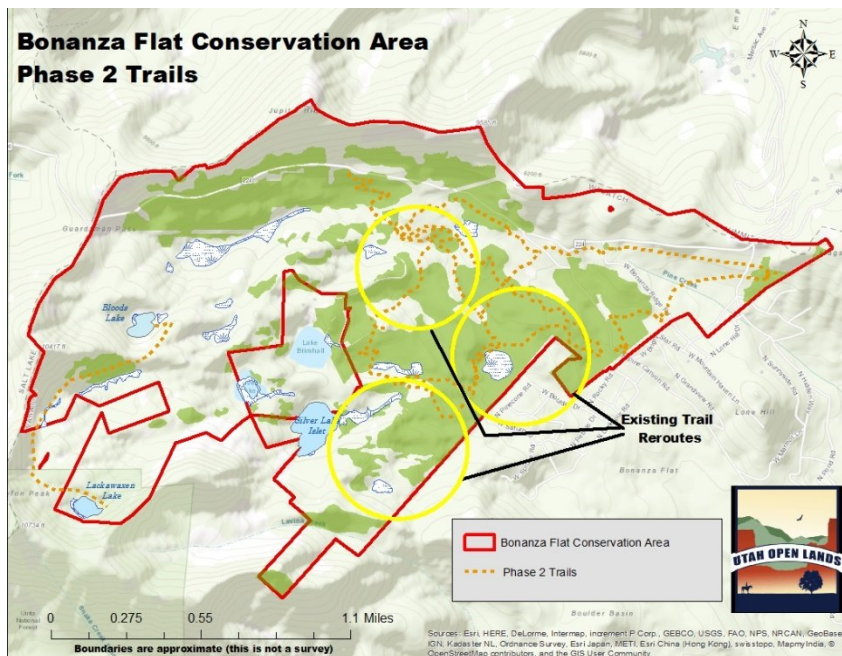
Trailheads:

The Bonanza Flat and Bloods Lake Trailheads have been completed, which allows for designated access to trails and appropriate facilities, including restrooms, kiosks, mutt mitt stations, picnic tables and trash receptacles. Additionally, The Guardsman Pass and Empire Pass view area and shuttle drop off are also functioning.

Recreational Trails:

Phase II of the trail design on Bonanza Flat considers three major factors:

- Reroutes and restoration of existing trails
- Additional lands acquired in 2019 now encumbered beyond the 2017 property
- Wildlife conservation and recreational use goals



Implementation and BFAMS

As trail flagging begins for trail reroutes and facilitated trail connections for the second phase of the trail plan on Bonanza Flat, the baseline information is being augmented prior to use. All trail alignments will be walked prior to construction to coincide with the Bonanza Flat Adaptive Management and Stewardship (BFAMS) plan trail guidelines. This includes a checklist and guards against trail alignments in sensitive water recharge areas.

Use Parameters/Measures

Management of the trails and monitoring to ensure a balance of all conservation values are noted in the easement. Of note, staff would like to highlight the following parameters are in place:

- Dogs are allowed on the Bloods Lake Trail but prohibited within 100 yards of Bloods Lake.
 - Staff is looking to provide options by rerouting existing trails, for users to access other bodies of water in the area.
- Seasonal trail closures (calving and mating seasons) are being implemented where applicable as soon as trails are completed.
- A directional multi-use trail is being completed, which compliments the hiking trails and provides for a sustainable recreational option.
- Camping and campfires/open burning is prohibited.

Outreach efforts, signage and on site ambassador days are being implemented or already provided, to help notify users of the above parameters. That said staff does anticipate that it will take at a minimum, the full summer season for this information to penetrate the trail use community.

Monitoring/Data Collection

UOL and city staff will continue to monitor use and collect data as it pertains to balancing all easement values and future management decisions. Those measures include but are not limited to:

- Transects as benchmarks for forest health documenting things like Ramet browse, clone diversity, biodiversity, etc.
 - Wildfire prevention and mitigation efforts will be implemented through the forest health evaluation and best management practices.
 - Transects will aid additional wildlife investigation and activity/impacts on forest health
- Wildlife Activity documented through a combination of on and off site observation as provided through a UOL Audubon Grant
- Bird box installation volunteer event if possible: Boxes are part of a UOL Audubon grant, and individual citizen volunteers have already constructed bird boxes (woodpecker, songbird and flammulated owl species specific)
- Trail counters
- Dog waste counts/compliance
- Monitoring calendar
- Schedule volunteer clean-up days

- Water sample testing of all lakes
- Photopoint plots of riparian vegetation, forest health and wetland locations (relic moss and orchid species trajectory monitoring)

Fencing utilizing USFS grant program for fencing as determined by USFS as best method to deter users from sensitive areas

City Council Staff Communication Report



Subject: Planning Commission 2020 Goals and Priorities
Application: GI-20-00439
Authors: Bruce Erickson, Planning Director
Rebecca Ward, Land Use Policy Analyst
Date: June 18, 2020

Executive Summary

On February 26, 2020, the Planning Commission conducted an initial work session to evaluate Land Management Code (LMC) amendments in progress and to establish Commission goals and priorities for 2020 LMC amendments ([Staff Report](#); [Minutes](#), p. 2).

As part of this process, staff compiled suggested LMC amendments collected over the past several years, incorporated the Community Development Task Force recommendations for LMC amendments in the Historic Districts, and consolidated the Commissioner's goals and priorities, which include (I) affordable housing, (II) sustainability, (III) connectivity, and (IV) updates to the General Plan. Additional work sessions will include lot combinations in the Historic Districts and an evaluation of the Transfer of Development Rights code.

On May 13, 2020, the Planning Commission conducted a work session to approve a [2020 Land Management Code Amendment Schedule](#) ([Staff Report](#); [Minutes](#), p. 4). The Commission reiterated affordable housing as a critical priority.

To implement the affordable housing goals established in the [2020 Housing Assessment and Plan](#), staff and a third-party consultant are preparing research on Accessory Dwelling Units in preparation for a June 24, 2020 work session and for a July 22, 2020 work session on Phase II of the affordable housing amendments that include increased height and decreased parking. Additionally, staff is collaborating with the Housing Team to identify potential opportunities within the LMC to support increased Affordable Unit Equivalents required under Housing Resolution 03-2017.

Council Agenda Item Report

Meeting Date: June 18, 2020

Submitted by: Sarah Pearce

Submitting Department: Executive

Item Type: Staff Report

Agenda Section:

Subject:

Efforts to Address Racial Inequities and Bias

Suggested Action:

Attachments:

[Efforts to Address Racial Inequities and Bias Staff Report](#)



City Council Staff Communications Report

Subject: Efforts to Address Racial Inequities and Bias
Author: Sarah Pearce, Deputy City Manager
Department: Executive
Date: June 18, 2020
Type of Item: Staff Communication

Recent events regarding policing and public safety reform and accountability have prompted PCMC to begin a proactive assessment of our policies and procedures. With Social Equity as a Critical Community Priority, we strive to promote and provide a more inclusive and welcoming community and workplace.

Below is a short list of actions the community and PCMC have taken, upcoming events and additional ideas for future exploration and Council consideration. This list is by no means comprehensive—it is an initial list to prompt ideas for the hard work ahead. Staff would like to engage Council, community leaders and the public in this important work and we welcome additional ideas for action.

- Support for our most vulnerable community – Council approved funding in FY20 and FY21 to support our most vulnerable populations and continues to engage with our local non-profits working in this area.
- Letter to the Community – Mayor, Council and the Chief of Police wrote a letter to the community denouncing the police actions in Minneapolis and committing to doing more to promote and provide a more inclusive and welcoming community.
- Park City High School Student Event – we facilitated the student's Black Lives Matter demonstration at Dozier Field.
- Black Lives Matter Donations and Information Event - The Events team is facilitating a 1st Amendment event application for a Black Lives Matter event on Saturday, June 20, 2020, from 4pm - 9pm, at the Olympic Welcome Plaza.
 - o The event includes a peaceful demonstration as well as educational and informational tables and dialogue. Park City Police has accepted an invitation to participate.
- Supporting Artists of Color and Inclusive Messaging – We are working on various ways to support artists of color through collaboration with local arts groups and our public art board. We are considering community art projects during Car Free Sundays on Main Street that allow community members and visitors to express their hope and frustrations.

- Police Review
 - o Police Chief, Wade Carpenter, participated in a Coffee with Council zoom event and a City Council meeting to discuss recent events and answer questions from Council and the public.
 - o Annual Reports – Crime and incident statistics are readily available to the public at this link. <https://www.parkcity.org/departments/police/year-end-report>
 - o Police Policies – we are enhancing our public communication of police policies and trainings
 - o Police Department webpage – We are conducting a comprehensive review of our Police Department website to improve transparency.
 - o Community Committee - Suggest expanding the Police Complaint Review Committee, and increasing recruitment efforts to ensure our communities of color continue to be represented.
- Coffee with Council – Focus an upcoming Coffee with Council event on racial inequalities and bias in Park City.
- Human Resources – Expand HR recruitment efforts to ensure we reach diverse candidates; create a scholarship or internship program supporting locally diverse candidate population.
- Contracts and Procurement – Look into ways we can continue and further support local minority-owned businesses.

Identifying and engaging with local partners is critical, and a major aspect of our ongoing efforts to further Social Equity in Park City. We are taking on the responsibility to do this hard work. It is on all of us to work to find ways to help resolve racial inequities and bias. We are accountable.

Staff welcomes input, ideas, suggestions, and direction from Council as we continue to prioritize this important work and seek opportunities to listen, learn, and grow.

Council Agenda Item Report

Meeting Date: June 18, 2020

Submitted by: Josh Miller

Submitting Department: Budget, Debt & Grants

Item Type: Work Session

Agenda Section:

Subject:

Consideration to approve Ordinance No. 2020-26, an Ordinance Adopting a Revised Budget for FY2020 and a Budget for FY2021 for Park City Municipal Corporation and its Related Agencies
(A) Public Hearing (B) Action

Suggested Action:

Attachments:

[FY2021 Budget Staff Report](#)

[Exhibit A: Budget Summaries](#)

[Exhibit B: Budget Ordinance](#)



City Council Staff Report

Subject: Final Budget Adoption
Authors: Jed Briggs, Erik Daenitz, Penny Frates & Josh Miller
Department: Budget, Debt, & Grants
Date: June 18, 2020
Type of Item: Informational/Legislative

Summary Recommendation

Staff recommends adopting the City Manager's recommended budget, which includes several changes recommended by Council during the budget review process and reflected in the attached budget summaries.

Executive Summary

The City Manager's Recommended (Tentative) Budget was initially presented and adopted by City Council on May 14, and reviewed at every subsequent City Council Meeting, until final budget adoption planned for June 18. Over the past several weeks, staff presented various aspects of the budget to Council. This week, staff will review recommended changes to the City Manager's Recommended (Tentative) Budget based on Council input and final calculations and adjustments. Changes are summarized in this staff report.

Background

Due to the financial impacts of COVID-19, the Budget Department projects a revenue loss of 21% of total in the General Fund. The shortfall is driven by a combination of lost sales tax and fee revenues. In many respects, the City's financial strategy is consistent with industry best practices in terms of utilizing some portion of emergency and reserve funds complimented by expenditure reductions to address the projected shortfall. This strategy will provide PCMC the ability to maintain core levels of service for the next 90 days. Overall, Park City's General and Capital Improvement Funds are well positioned to help sustain and augment municipal operations during an economic downturn.

Staff presented the Tentative Budget on May 14, 2020, as required by State law, which was adopted by Council. Budget hearings and updates were held on May 14 and 21 and June 11 with a plan for final budget adoption on June 18.

The timelines and process for the budget hearings is detailed below:

April 9 – FY20 Revenue Shortfall Plan

April 16 – FY21 COVID-19 Financial Impacts

April 30 – FY21 Revenue Shortfall Plan

April 30 – [Budget Preview](#)

May 14 – [Presentation and adoption of the Tentative Budget](#), Budget Overview & Timeline

May 21 – [Capital Budget](#), 5-year CIP

June 11 – [Operating Budget](#), Special Service Contracts, City Fee Resolution, Budget Policies and Outstanding Budget Issues

June 18 – Presentation & Adoption of Provisional Budget, Council Compensation, Redevelopment Agency Meeting - Public Hearing & adoption of the RDA Budgets, Municipal Building Authority meeting - Public Hearing & adoption of the MBA Budget

Analysis:

Several changes and adjustments were made from the City Manager's Recommended Budget to the Final Budget. These include:

FY20 Adjusted Budget

Every year, City departments apply for grants from various agencies. The amounts below reflect the awarded amounts, and departmental budgets need to be adjusted to accurately reflect the expenses associated with the grant.

- Recreation: Increase of \$50,000 of Aquatics capital project budget, based off RAP/REC grant received from Summit County in January 2020.
- Police: Increase of \$6,990 of Investigations and Equipment budget, based off State Asset Forfeiture Grant (SAFG) and Justice Assistance Grant (JAG) received from state of Utah in spring 2020.
- Library: Increase of \$5,500 of capital project budget, based off Community Library Enhancement Fund (CLEF) received from state of Utah in February 2020.
- Ice: Increase of \$3,000 of Electricity budget, based off Park City Community Foundation Grant received in December 2019.
- Debt IFTs: The 2009C (Build America Bond) was refunded in FY2020 in Fund 51. The City also issued a new GO bond in FY20, as well as in fund 71.
 - Increase of \$13,715,995 in Fund 51
 - Increase of \$2,558,465 in Fund 71
- Fleet: Inter-fund Transfers (IFTs) - Budget changes for maintenance and fuel IFTs based off of most current estimates:

Maintenance:

- General Fund: \$500 Increase
- Water Fund: \$500 Decrease
- Golf Fund: \$4,000 Decrease
- Transit Fund: \$18,000 Decrease

- Parking Fund: \$3,000 Increase
- Storm Water Fund: \$8,000 Increase

Fuel: In FY20, there was a decrease in gas & diesel fuel costs, with the Transit Fund seeing the largest decrease in IFTs.

- General Fund: \$76,250 Increase
- Water Fund: \$4,500 Decrease
- Golf Fund: \$2,000 Decrease
- Transit Fund: \$128,000 Decrease
- Parking Fund: \$1,000 Decrease
- Storm Water Fund: \$1,250 Decrease

FY21 Original Budget

There are several budget changes that need to be adopted as part of the Final Budget, Many of these have been discussed in previous Council Budget hearings. These changes reflect the difference between what Council adopted as part of the Tentative Budget and, in most cases, are technical adjustments that more accurately reflect the projected expenses within a capital project, interfund transfer, or debt transactions.

- **Capital Improvement Fund**

- o Adjustments discussed under CP0336 Prospector Ave, CP0398 Prospector Ave Storm Water and CP0157 OTIS Phase III(a) relate to cleanup steps regarding spending that was done out of all three projects to support the CP0336 Prospector Ave project.
 - CP0336 Prospector Ave
 - Adjusted Federal Grants line item down \$1M to zero as these funds were retained by UDOT. In past years, an amount of \$1M was entered in this project budget under the line item “Federal Grants”, this was a placeholder in the project budget for grant funding that came through UDOT. However, as UDOT ran the project, they simply retained that portion of the funding and this line item can be zeroed out.
 - Adjusted Regional Transit line item by \$407k to zero as these funds have been spent on the project, and the budget is now updated to reflect this fact
 - Adjusted Impact Fee line item down \$232k to zero in order to fund budget that was spent on the Prospector Ave project that came out of OTIS Phase III
 - Adjusted Transit Sales Tax line item down \$32k in order to fund budget that was spent on the project that came out of OTIS Phase III
 - CP0398 Prospector Ave Storm Water
 - Adjusted Additional Sales Tax line item down \$222k to zero in order to fund budget that was spent on the project that came out of OTIS Phase III
 - CP0157 OTIS Phase III(a)

- Increased Additional Resort Sales Tax line item in FY20 by \$486k to appropriately rebalance proceeds that had been spent on the Prospector Avenue project out of the OTIS Phase III(a) project, as mentioned above in discussion of CP0336 Prospector Ave and CP0398 Prospector Ave Storm Water
- o CP0429 Arts and Culture District Housing
 - Increased Sale of Asset line item by \$652k to align with A&C cashflow model. This is an accounting adjustment.
 - Increased Transient Room Tax line item by \$24k to align with A&C cashflow model. This is an accounting adjustment.
- o CP0266 Prospector Drain – Regulatory Project
 - Adjusted Sale of Assets line item to align with anticipated project timelines as advised by the City Engineer. This is not a budget adjustment up or down for the project, it is simply reflected the timing on when budgets are needed.
 - Adjusted down \$1.7M in FY20
 - Adjusted up \$857k in FY21
 - Adjusted up \$857k in FY22
 - Adjusted General Fund Transfer line item to align with anticipated project timelines as advised by the City Engineer. This is not a budget adjustment up or down for the project, it is simply reflected the timing on when budgets are needed.
 - Adjusted down \$300k in FY20
 - Adjusted up \$150k in FY21
 - Adjusted up \$150k in FY22
- o CP0229 Dredge Prospector Pond
 - Adjusted General Fund Transfer line item down \$200k to defer the project start date to FY24. Funds will be used to help fund FY21 emergency contingency
- o CP0430 Treasure Hill & Armstrong
 - Adjusted project name to “Treasure Hill & Armstrong”
 - Added \$1M new line item in funding from 2020 GO Bond that was issued in April 2020
 - Adjusted General Fund Transfer line item down by \$32k for utilization in CP0041 Trails Master Plan
- o CP0041 Trails Master Plan
 - Adjusted General Fund Transfer line item up by \$32k per CP0430 Treasure Hill and Armstrong adjustment. Funds are available due to the \$32k adjustment down in the General Fund Transfer line item (noted above) of CP0430 Treasure Hill & Armstrong. This results in a net zero adjustment between the two line items on both projects and is to reflect the actual project (CP0041 Trails Master Plan) funds will be spent from for trail maintenance
- o CP0407 Bonanza Flats Open Space

- Added new line item State Contributions in the amount of \$150k in FY20 to reflect newly awarded grant funding
- o CP0226 Walkability Implementation
 - Adjusted line item Bond Proceeds down \$279k and moved funding to “shovel ready” active mobility projects that are listed immediately below. This is a net-zero budget change. Also, added budgeted accrued bond interest.
 - CP0521 Deer Valley Drive
 - Added Bond Proceeds line item up by \$200k for this shovel-ready mobility project
 - Budget is available per the funding strategy mentioned above in CP0226 Walkability Implementation, resulting in a net-zero change
 - CP0420 Enhanced Bus Stops At Fresh Market & Park Ave
 - Added Bond Proceeds line item by \$250k for this shovel-ready mobility project
 - Budget is available per the funding strategy mentioned above in CP0226 Walkability Implementation, resulting in a net-zero change
 - CP0454 Prospector Square Rail Trail Connector - new CIP
 - Added Bond Proceeds line item by \$40k for this shovel-ready mobility project
 - Budget is available per the funding strategy mentioned above in CP0226 Walkability Implementation, resulting in a net-zero change
 - CP0455 Olympic Park Pathway Connector - new CIP
 - Added Bond Proceeds line item by \$113k for this shovel-ready mobility project
 - Budget is available per the funding strategy mentioned above in CP0226 Walkability Implementation, resulting in a net-zero change
 - CP0456 PC Heights Pathway/Boardwalk - new CIP
 - Added Bond Proceeds line item by \$100k for this shovel-ready mobility project
- **Transit Fund**
 - o CP0002 Information System Enhancement/Upgrades
 - Reduced Transit Resort Tax \$50k as a result of COVID impacts
 - o CP0244 Transit Contribution to County
 - Adjusted down \$315k to reflect current operating assistance received
 - o CP0410 SR 248/Richardson Flat Intersection Improvements
 - Increased amount for grants by \$1,069,925. UDOT allowed PC to use an additional \$2M for this project. Removed \$1M from a future

grant and replaced it with the \$2M newly available grant resulting in a net increase of \$1,069,925.

- o CP0419 VMS Signs
 - Increased Transit Sales Tax line item by \$7k to fulfill local match
- **Water Fund** - Most of the changes below were discussed with Council on May 21 as part of the [Capital Budget update](#), whereby consolidating specific Water Fund projects for better efficiency and transparency was recommended.
 - o Orange highlighted cells indicate changes between tentative and final budgets due to updated and consolidating project balances to increase transparency to the public.

Project	Available Balance	Budget (Base) FY 2020	2020 Adjustment	Budget (Base) FY 2021	2021 Adjustment
CP0389 MIW Treatment	-\$7,910,489	\$16,215,506	\$11,530,766	\$29,762,816	\$5,950,000
CP0007 Tunnel Maintenance			(\$1,450,000)		\$0
CP0276 Water Quality Study			(\$250,000)		(\$200,000)
CP0303 Empire Tank Replacement			(\$1,772,793)		(\$750,000)
CP0354 Streets and Water Maintenance Building			(\$1,863,820)		\$0
CP0373 Operational Water Storage Pond			(\$4,700,000)		\$0
CP0442 MIW Offsite Improvements			(\$1,494,153)		(\$5,000,000)
Total of Consolidated Budget Adjustments for MIW Treatment			(\$11,530,766)		(\$5,950,000)
CP0390 QJWTP Treatment Upgrades	-\$191,159	\$1,150,000	\$4,584,390	\$0	\$0
CP0069 Judge Water Treatment Improvements			\$0		\$0
CP0140 Emergency Power			(\$150,000)		\$0
CP0141 Boothill Transmission Line			\$0		\$0
CP0181 Spiro Building Maintenance			(\$80,665)		\$0
CP0240 Quinn's Water Treatment Plant			(\$348,836)		\$0
CP0304 Quinn's Water Treatment Plant Asset Repl			(\$1,000,000)		\$0
CP0341 Regional Interconnect			(\$1,646,044)		\$0
CP0354 Streets and Water Maintenance Building			(\$798,780)		\$0
CP0391 QJWTP Capacity Upgrades			(\$444,665)		\$0
CP0394 QWTP Energy Projects			(\$115,400)		\$0
Total of Consolidated Budget Adjustments for QJWTP Treatment Upgrades			(\$4,584,390)		\$0
CP0371 C1 - Quinns WTP to Boothill - Phase 1	\$415,532	\$3,300,000	\$740,000	\$0	\$1,850,000
CP0040 Water Dept Infrastructure Improvement			\$740,000		\$1,850,000
Total of Consolidated Budget Adjustments for CP0371			\$740,000		\$1,850,000
CP0178 Rockport Water, Pipeline, and Storage	-\$794,929	\$1,307,554	\$167,816	\$1,307,554	\$151,146
CP0277 Rockport Capital Facilities Replacement			(\$167,816)		(\$151,146)
Total of Consolidated Budget Adjustments for CP0178			(\$167,816)		(\$151,146)
CP0342 Meter Replacement	-\$6,435	\$350,000	\$202,753	\$150,000	\$0
CP0070 Meter Reading Upgrade			(\$4,036)		\$0
CP0392 Distribution Zoning Meters			(\$198,717)		\$0

Total of Consolidated Budget Adjustments for Meter Replacement			(\$202,753)		\$0
CP0040 Water Dept Infrastructure Improvement	\$974,767	\$900,000	-\$428,372	\$945,000	-\$1,537,000
CP0081 OTIS Water Pipeline Replacement			(\$262,804)		(\$300,000)
CP0273 Landscape Water Checks			(\$5,575)		(\$2,000)
CP0371 C1 - Quinns WTP to Boothill - Phase 1			\$740,000		\$1,850,000
CP0275 Smart Irrigation Controllers			(\$11,000)		(\$1,000)
CP0301 Scada and Telemetry System Replacement			(\$32,249)		(\$10,000)
Total of Consolidated Budget Adjustments for CP0040			\$428,372		\$1,537,000

- **Lower Park Avenue RDA** – These changes reflect direction received from Council on June 11 to reconfigure the Fund based upon more accurate economic and cashflow projections:
 - o Old Town Stairs
 - Adjusted LPA RDA line item in order to align with RDA cashflow model
 - Down \$450k in FY20 and added \$150k in the next three FYs
 - o CP0361 Land Acquisition/Banking Program
 - Added Sale of Asset line item to align with RDA cashflow model
 - Up \$1.8M in FY22 for anticipated sales of Woodside Park Phase II assets
 - o CP0362 Woodside Phase II
 - Adjusted Sale of Asset line item to align with RDA cashflow model
 - Up \$850k in FY20
 - Up \$195k in FY21
 - Adjusted 2019 Sales Tax Bond line item to align with RDA cashflow model
 - Down \$13.5M in FY20 and up by \$8.6M in FY21 and phased in future FYs in order to align project budgets with the new phased construction plan for Woodside Park Phase II presented to Council 6/11/2020
 - Adjusted Anticipated Debt line item to zero as this line was a placeholder
 - o CP0386 Recreation Building in Park City
 - Adjusted General Fund Transfer line down by \$800k item to zero as this funding is intended for Senior Center and will be added to the Senior Center CIP
 - Adjusted LPA RDA line item to place budget of \$4.2M in FY25 to align with RDA cashflow model
 - o CP0167 Skate Park Repairs
 - Adjusted LPA RDA line item down \$30k in existing balance to align to FY25 to match RDA cashflow model, note this maintains existing fiscal year budgets of \$5k per year as-is
 - o CP0265 Crescent Tramway Trail

- Increased LPA RDA line item by \$96k to match anticipated project budgets and align with RDA cashflow model
- o CP0311 Senior Community Center
 - Added General Fund Transfer line item in amount of \$800k, which is coming from the adjustment to Recreation Building in Park City

- SR248 Corridor and Safety Improvement Project:

Park City Municipal is strategically implementing multi-faceted approach on the SR-248 corridor to address mobility, congestion, and transit solutions. This tactic has evolved with increased transit service, public input, collaboration with UDOT. In 2018, Park City partnered with UDOT to pursue an Environmental Analysis (EA) on a roadway widening project for the corridor to eliminate a choke point and create space for a potential future side-running transit service. The corridor widening project was not supported.

\$25,000,000 was included in the FY20 budgeting cycle as a placeholder for incoming funds intending to encompass federal and state resources for a corridor widening project. The budget is now obsolete and UDOT has reallocated funding contributions to other projects.

Park City and UDOT have refocused to provide near-term transit solutions instead. In the short term, westbound shoulder running transit will be included in the 2021 pavement maintenance project. Park City's Long Range Transportation Plan and Vision 2020 efforts demonstrate there is still support for a transit priority solution on SR-248, and additional analysis of aerial transportation, BRT along SR-248. Planning funds have been secured as part of the Summit County 3rd quarter transportation sales tax, and will be put towards advancing these goals.

Staff will provide communications on the 2021 routine maintenance project and park and ride project at the upcoming June 25th, 2020 Council meeting.

- Self-insurance Fund - The Self-insurance Fund pays for the City's property, cyber, and general liability insurance as well as claims and safety costs. Increases this year are due to:

- 5 year average of general liability claims increasing

The proposed increases for each fund are as follows:

- General Fund: \$67,406.13
- Golf Fund: \$118.56
- Transit Fund: \$41,179.25
- Storm Water Fund: \$23.93
- Water Fund: \$3,664.20
- Total: \$112,392.07

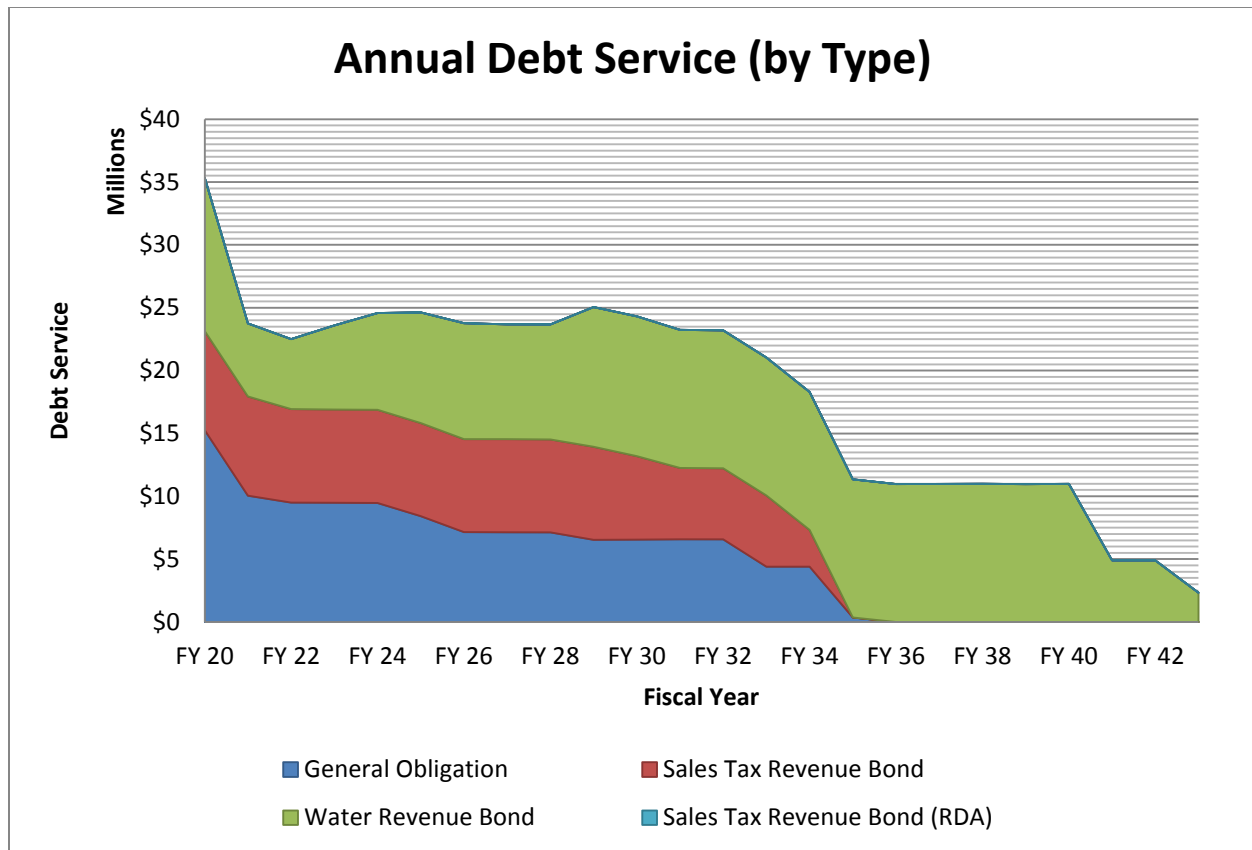
\$100K added to the Insurance premiums line for increased charges. The insurance premium budget line item was updated to reflect actuals from outdated numbers.

\$450K added to the Gen Liability Claims line for anticipated claims to be paid in FY2021.

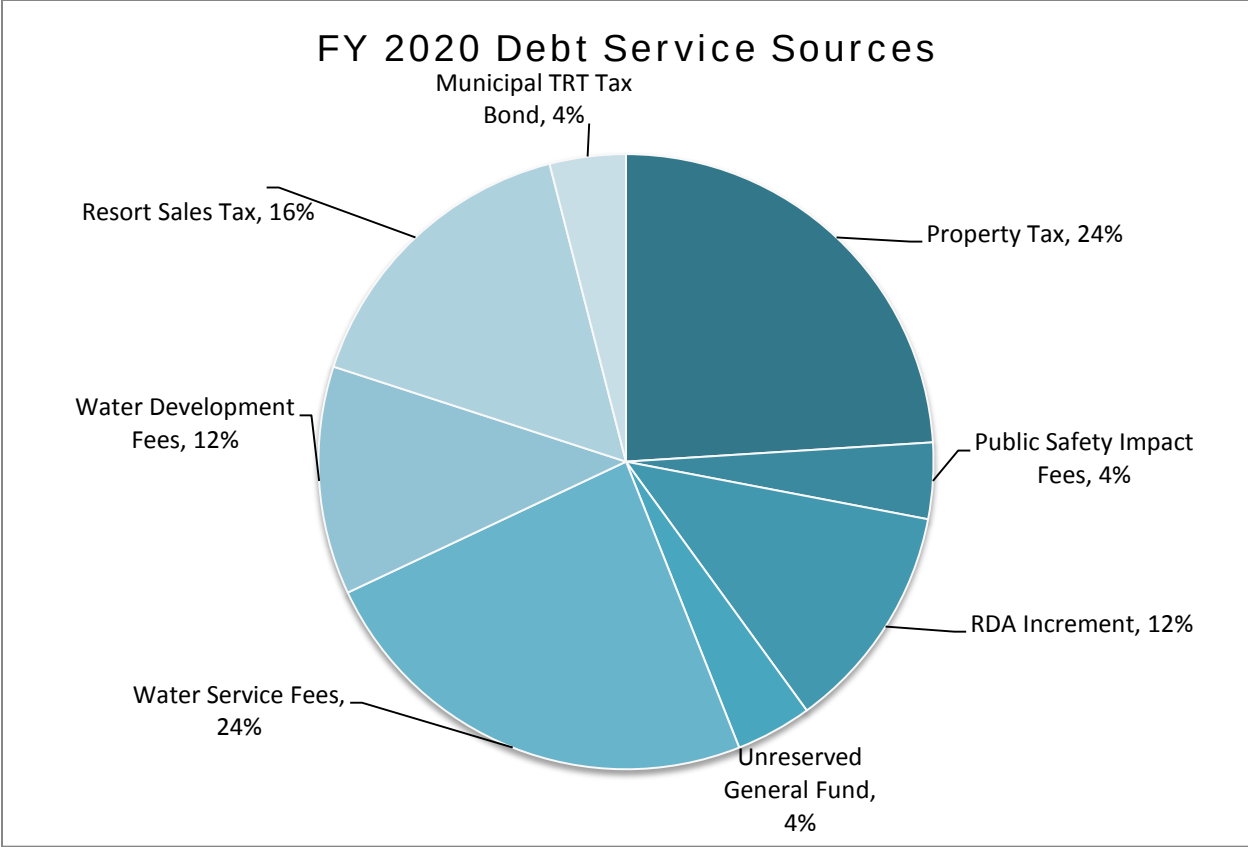
- Special Service Contract Budget - The original \$630K budget stems from 1% of the operating budget.
 - o A process change was approved by Council to allocate \$130K to departments handling “regular” service contracts.
 - o The remaining \$500K will stay within the Special Service Contract Budget with \$250K of this amount being dedicated to Social Equity and Relief type services.
 - o A one-time payment of \$40K will be made to the Park City Chamber/Bureau for museum operations as part of an agreement made with the process change.

Debt Update

Park City has various bond issuances outstanding, and the debt service is detailed below. Debt service expense comprises 9.4% of the FY20 budgeted expenses, and 8.5% of the FY21 Budget. Comparatively, these amounts are well within responsible ranges for a municipality. The Utah State code states that direct debt issued by a municipal corporation should not exceed 4% of the assessed valuation—Park City has a more stringent policy of 2% of assessed valuation. The percentage of long-term debt to assessed valuation has been decreasing since 2010 and it well below the City policy of 2%

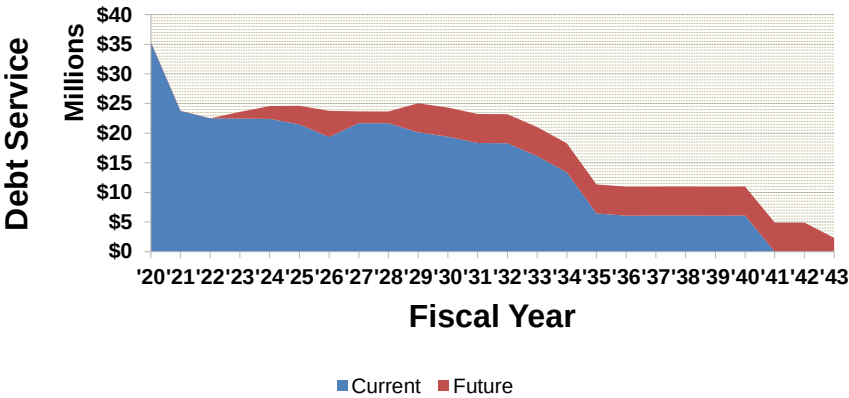


Funding sources for debt service payments in FY20 are detailed below. General Obligation Bonds have property tax as a dedicated source for repayment, while Water Bonds generally have water service fees as a dedicated revenue source. RDA Bonds are backed by property tax increment. Sales Tax Bonds are backed by sales tax revenue, but the City has dedicated a number of revenue sources for repayment, including lease revenue, impact fees, and unreserved general fund revenue.



The estimated impact to debt service due to possible future bonding can be seen below. This represents water debt starting in FY22, which is part of the City's long-term financial plan within the Water Fund.

Long-Term Debt (Current & Future Issuances)



Attachments:

A – Budget Summaries

B – Final Budget Adoption Ordinance

Expenditure Summary by Fund and Major Object (FY 2020 Original Budget)

Description	Personnel FY 2020	Mat, Supplies, Services FY 2020	Capital FY 2020	Debt Service FY 2020	Contingency FY 2020	Sub - Total FY 2020	Interfund Transfer FY 2020	Ending Balance FY 2020	Total FY 2020
Park City Municipal Corporation									
011 GENERAL FUND	\$23,966,077	\$9,249,295	\$493,378	\$0	\$440,000	\$34,148,750	\$5,409,203	\$12,899,864	\$52,457,817
012 QUINNS RECREATION COMPLEX	\$951,239	\$387,315	\$6,000	\$0	\$0	\$1,344,554	\$0	\$-5,341,968	\$-3,997,414
021 POLICE SPECIAL REVENUE FUND	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
022 DRUG CONFISCATIONS	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
031 CAPITAL IMPROVEMENT FUND	\$0	\$0	\$45,873,694	\$0	\$0	\$45,873,694	\$5,745,118	\$2,188,396	\$53,807,208
038 EQUIPMENT REPLACEMENT CIP	\$0	\$0	\$1,285,600	\$0	\$0	\$1,285,600	\$0	\$59,075	\$1,344,675
051 WATER FUND	\$3,307,652	\$3,835,138	\$40,376,046	\$4,524,604	\$100,000	\$52,143,440	\$1,766,502	\$17,229,219	\$71,139,161
052 STORM WATER FUND	\$709,440	\$308,000	\$471,500	\$0	\$0	\$1,488,940	\$120,793	\$352,719	\$1,962,452
055 GOLF COURSE FUND	\$950,807	\$508,435	\$126,565	\$32,377	\$0	\$1,618,184	\$141,090	\$901,501	\$2,660,775
057 TRANSPORTATION & PARKING FUND	\$9,834,295	\$2,219,594	\$4,514,762	\$0	\$0	\$16,568,651	\$3,426,017	\$8,362,023	\$28,356,691
058 PARKING FUND	\$960,441	\$747,900	\$196,000	\$0	\$0	\$1,904,341	\$6,000	\$1,349,190	\$3,259,531
062 FLEET SERVICES FUND	\$991,831	\$1,954,899	\$0	\$0	\$0	\$2,946,730	\$0	\$1,184,031	\$4,130,761
064 SELF INSURANCE FUND	\$0	\$1,633,060	\$0	\$0	\$0	\$1,633,060	\$0	\$371,245	\$2,004,305
070 SALES TAX REV BOND - DEBT SVS FUND	\$0	\$0	\$0	\$5,037,565	\$0	\$5,037,565	\$0	\$9,172,072	\$14,209,637
071 DEBT SERVICE FUND	\$0	\$0	\$0	\$5,307,335	\$0	\$5,307,335	\$0	\$1,530,403	\$6,837,738
Total Park City Municipal Corporation	\$41,671,782	\$20,843,636	\$93,343,545	\$14,901,881	\$540,000	\$171,300,845	\$16,614,723	\$50,257,770	\$238,173,338
Park City Redevelopment Agency									
023 LOWER PARK AVE RDA SPECIAL REVENUE FUND	\$32,668	\$676,300	\$0	\$0	\$0	\$708,968	\$2,092,532	\$1,565,596	\$4,367,096
024 MAIN STREET RDA SPECIAL REVENUE FUND	\$0	\$455,000	\$0	\$0	\$0	\$455,000	\$690,000	\$727,511	\$1,872,511
033 REDEVELOPMENT AGENCY-LOWER PRK	\$0	\$0	\$3,135,000	\$0	\$0	\$3,135,000	\$706,715	\$1,252,093	\$5,093,808
034 REDEVELOPMENT AGENCY-MAIN ST	\$0	\$0	\$30,000	\$0	\$0	\$30,000	\$805,006	\$299,429	\$1,134,435
Total Park City Redevelopment Agency	\$32,668	\$1,131,300	\$3,165,000	\$0	\$0	\$4,328,968	\$4,294,253	\$3,844,629	\$12,467,850
Municipal Building Authority									
035 BUILDING AUTHORITY	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$429,917	\$429,917
Total Municipal Building Authority	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$429,917	\$429,917
Park City Housing Authority									
Total Park City Housing Authority									
TOTAL	\$41,704,450	\$21,974,936	\$96,508,545	\$14,901,881	\$540,000	\$175,629,813	\$20,908,976	\$54,532,316	\$251,071,105

Expenditure Summary by Fund and Major Object (FY 2020 Adjusted Budget)

Description	Personnel FY 2020	Mat, Supplies, Services FY 2020	Capital FY 2020	Debt Service FY 2020	Contingency FY 2020	Sub - Total FY 2020	Interfund Transfer FY 2020	Ending Balance FY 2020	Total FY 2020
Park City Municipal Corporation									
011 GENERAL FUND	\$24,050,915	\$9,551,795	\$497,868	\$0	\$840,000	\$34,940,578	\$2,897,423	\$12,218,740	\$50,056,741
012 QUINNS RECREATION COMPLEX	\$807,239	\$387,315	\$6,000	\$0	\$0	\$1,200,554	\$0	\$-5,398,347	\$-4,197,793
021 POLICE SPECIAL REVENUE FUND	\$0	\$0	\$35,773	\$0	\$0	\$35,773	\$0	\$0	\$35,773
022 DRUG CONFISCATIONS	\$0	\$0	\$23,168	\$0	\$0	\$23,168	\$0	\$0	\$23,168
031 CAPITAL IMPROVEMENT FUND	\$0	\$0	\$74,132,384	\$0	\$0	\$74,132,384	\$3,682,118	\$5,586,770	\$83,401,272
038 EQUIPMENT REPLACEMENT CIP	\$0	\$0	\$3,063,723	\$0	\$0	\$3,063,723	\$0	\$151,967	\$3,215,690
051 WATER FUND	\$3,307,652	\$3,835,138	\$58,022,852	\$18,240,599	\$100,000	\$83,506,242	\$1,761,502	\$33,956,665	\$119,224,409
052 STORM WATER FUND	\$709,440	\$308,000	\$517,350	\$0	\$0	\$1,534,790	\$127,543	\$304,900	\$1,967,233
055 GOLF COURSE FUND	\$950,807	\$508,435	\$379,679	\$32,377	\$0	\$1,871,299	\$135,090	\$283,246	\$2,289,635
057 TRANSPORTATION & PARKING FUND	\$9,834,295	\$2,219,594	\$11,393,744	\$0	\$0	\$23,447,633	\$3,280,017	\$8,734,195	\$35,461,845
058 PARKING FUND	\$960,441	\$747,900	\$125,000	\$0	\$0	\$1,833,341	\$8,000	\$1,426,190	\$3,267,531
062 FLEET SERVICES FUND	\$991,831	\$1,954,899	\$0	\$0	\$0	\$2,946,730	\$0	\$988,805	\$3,935,535
064 SELF INSURANCE FUND	\$0	\$2,083,060	\$0	\$0	\$0	\$2,083,060	\$0	\$827,159	\$2,910,219
070 SALES TAX REV BOND - DEBT SVS FUND	\$0	\$0	\$0	\$7,438,315	\$0	\$7,438,315	\$217,039	\$25,513,870	\$33,169,224
071 DEBT SERVICE FUND	\$0	\$0	\$0	\$16,300,219	\$0	\$16,300,219	\$4,651,693	\$723,200	\$21,675,112
Total Park City Municipal Corporation	\$41,612,620	\$21,596,136	\$148,197,541	\$42,011,510	\$940,000	\$254,357,808	\$16,760,425	\$85,317,360	\$356,435,593
Park City Redevelopment Agency									
023 LOWER PARK AVE RDA SPECIAL REVENUE FUND	\$32,668	\$676,300	\$0	\$0	\$0	\$708,968	\$3,592,532	\$2,254,587	\$6,556,087
024 MAIN STREET RDA SPECIAL REVENUE FUND	\$0	\$455,000	\$0	\$0	\$0	\$455,000	\$690,000	\$954,151	\$2,099,151
033 REDEVELOPMENT AGENCY-LOWER PRK	\$0	\$0	\$2,311,436	\$0	\$0	\$2,311,436	\$2,769,715	\$286,084	\$5,367,235
034 REDEVELOPMENT AGENCY-MAIN ST	\$0	\$0	\$368,144	\$0	\$0	\$368,144	\$805,006	\$352,630	\$1,525,780
Total Park City Redevelopment Agency	\$32,668	\$1,131,300	\$2,679,580	\$0	\$0	\$3,843,548	\$7,857,253	\$3,847,452	\$15,548,253
Municipal Building Authority									
035 BUILDING AUTHORITY	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$440,916	\$440,916
Total Municipal Building Authority	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$440,916	\$440,916
Park City Housing Authority									
Total Park City Housing Authority									
TOTAL	\$41,645,288	\$22,727,436	\$150,877,121	\$42,011,510	\$940,000	\$258,201,357	\$24,617,678	\$89,605,728	\$372,424,762

Expenditure Summary by Fund and Major Object (FY 2021 Budget)

Description	Personnel FY 2021	Mat, Supplies, Services FY 2021	Capital FY 2021	Debt Service FY 2021	Contingency FY 2021	Sub - Total FY 2021	Interfund Transfer FY 2021	Ending Balance FY 2021	Total FY 2021
Park City Municipal Corporation									
011 GENERAL FUND	\$23,607,514	\$8,106,143	\$307,620	\$0	\$700,000	\$32,721,277	\$2,834,061	\$7,504,960	\$43,060,298
012 QUINNS RECREATION COMPLEX	\$902,829	\$348,835	\$1,000	\$0	\$0	\$1,252,664	\$0	\$-6,033,938	\$-4,781,273
021 POLICE SPECIAL REVENUE FUND	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
022 DRUG CONFISCATIONS	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
031 CAPITAL IMPROVEMENT FUND	\$0	\$0	\$37,534,575	\$0	\$0	\$37,534,575	\$3,580,329	\$3,128,714	\$44,243,618
038 EQUIPMENT REPLACEMENT CIP	\$0	\$0	\$1,460,138	\$0	\$0	\$1,460,138	\$0	\$7,429	\$1,467,567
051 WATER FUND	\$3,258,424	\$3,589,138	\$40,896,797	\$1,028,266	\$0	\$48,772,625	\$1,773,085	\$4,484,094	\$55,029,804
052 STORM WATER FUND	\$607,137	\$290,025	\$1,221,500	\$0	\$0	\$2,118,662	\$127,425	\$58,813	\$2,304,900
055 GOLF COURSE FUND	\$899,687	\$486,435	\$114,565	\$24,283	\$0	\$1,524,970	\$134,913	\$26,248	\$1,686,131
057 TRANSPORTATION & PARKING FUND	\$8,902,923	\$2,268,672	\$8,281,094	\$0	\$0	\$19,452,689	\$3,334,501	\$2,187,998	\$24,975,188
058 PARKING FUND	\$849,924	\$707,900	\$125,000	\$0	\$0	\$1,682,824	\$8,000	\$2,338,730	\$4,029,554
062 FLEET SERVICES FUND	\$995,989	\$1,853,155	\$0	\$0	\$0	\$2,849,144	\$0	\$864,661	\$3,713,805
064 SELF INSURANCE FUND	\$0	\$1,733,060	\$0	\$0	\$0	\$1,733,060	\$0	\$493,142	\$2,226,202
070 SALES TAX REV BOND - DEBT SVS FUND	\$0	\$0	\$0	\$5,040,066	\$0	\$5,040,066	\$0	\$27,906,245	\$32,946,311
071 DEBT SERVICE FUND	\$0	\$0	\$0	\$7,699,000	\$0	\$7,699,000	\$0	\$2,581,847	\$10,280,847
Total Park City Municipal Corporation	\$40,024,428	\$19,383,363	\$89,942,289	\$13,791,615	\$700,000	\$163,841,695	\$11,792,314	\$45,548,943	\$221,182,953
Park City Redevelopment Agency									
023 LOWER PARK AVE RDA SPECIAL REVENUE FUND	\$31,958	\$692,300	\$0	\$0	\$0	\$724,258	\$3,092,532	\$2,689,797	\$6,506,587
024 MAIN STREET RDA SPECIAL REVENUE FUND	\$0	\$455,000	\$0	\$0	\$0	\$455,000	\$700,000	\$994,151	\$2,149,151
033 REDEVELOPMENT AGENCY- LOWER PRK	\$0	\$0	\$255,000	\$0	\$0	\$255,000	\$2,782,840	\$340,776	\$3,378,616
034 REDEVELOPMENT AGENCY- MAIN ST	\$0	\$0	\$0	\$0	\$0	\$0	\$1,046,777	\$5,853	\$1,052,630
Total Park City Redevelopment Agency	\$31,958	\$1,147,300	\$255,000	\$0	\$0	\$1,434,259	\$7,622,149	\$4,030,577	\$13,086,985
Municipal Building Authority									
035 BUILDING AUTHORITY	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$440,916	\$440,916
Total Municipal Building Authority	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$440,916	\$440,916
Park City Housing Authority									
Total Park City Housing Authority									
TOTAL	\$40,056,387	\$20,530,663	\$90,197,289	\$13,791,615	\$700,000	\$165,275,954	\$19,414,463	\$50,020,436	\$234,710,853

All Funds Combined

Revenue	Actual FY 2019	Actual FY 2020	Original FY 2020	Adjusted FY 2020	Original FY 2021
RESOURCES					
Property Taxes	\$21,368,077	\$25,611,434	\$21,375,032	\$26,498,715	\$25,378,173
Sales Tax	\$29,273,042	\$27,486,225	\$30,699,780	\$26,991,735	\$23,489,626
Franchise Tax	\$3,230,881	\$2,742,405	\$3,262,000	\$3,229,380	\$3,229,380
Licenses	\$1,395,163	\$1,313,091	\$1,147,288	\$1,199,881	\$979,790
Planning Building & Engineering Fees	\$5,820,662	\$6,585,536	\$3,502,000	\$5,726,174	\$3,646,825
Special Event Fees	\$178,413	\$175,586	\$264,000	\$358,087	\$127,595
Federal Revenue	\$3,969,044	\$2,169,513	\$6,329,051	\$6,329,317	\$3,642,753
State Revenue	\$518,845	\$530,927	\$428,000	\$448,456	\$501,187
County/SP District Revenue	\$705,240	\$3,657,397	\$2,052,000	\$4,281,784	\$2,055,705
Water Charges for Services	\$20,092,203	\$17,983,282	\$20,559,129	\$20,587,806	\$21,889,201
Transit Charges for Services	\$7,425,047	\$3,835,559	\$8,588,612	\$8,588,612	\$9,366,000
Cemetery Charges for Services	\$18,816	\$20,372	\$138,000	\$248,506	\$95,465
Recreation	\$3,348,293	\$2,861,914	\$3,669,596	\$2,347,531	\$2,756,197
Ice	\$828,397	\$632,276	\$865,000	\$601,431	\$612,867
Other Service Revenue	\$45,786	\$54,007	\$120,292		\$151,702
Library Fines & Fees	\$20,198	\$13,982	\$18,000	\$48,535	\$18,645
Fines & Forfeitures	\$2,611,357	\$1,959,461	\$2,995,080	\$2,995,080	\$2,603,364
Misc. Revenues	\$4,078,297	\$8,592,938	\$21,887,289	\$9,771,230	\$15,507,058
Interfund Transactions (Admin)	\$6,821,583	\$7,177,312	\$7,122,975	\$6,898,975	\$6,871,385
Interfund Transactions (CIP/Debt)	\$73,024,818	\$11,349,972	\$13,786,001	\$17,718,757	\$12,543,078
Special Revenues & Resources	\$1,059,990	\$418,430	\$2,583,750	\$2,604,524	\$639,127
Bond Proceeds	\$85,387,786	\$11,518,465	\$53,000,000	\$106,968,465	\$9,000,000
Beginning Balance	\$83,191,254	\$117,717,331	\$46,678,090	\$117,981,782	\$89,605,728
TOTAL	\$354,413,190	\$254,407,415	\$251,070,965	\$372,424,763	\$234,710,851

Change in Fund Balance

Fund	Actuals FY 2019	Budget FY 2020	Adjusted FY 2020	Increase (red) FY 2020	% Inc (red) FY 2020	Budget FY 2021	Increase (red) FY 2021	% Inc (red) FY 2021
Park City Municipal Corporation								
011 GENERAL FUND	\$13,995,937	\$12,899,864	\$12,218,740	(\$681,124)	-5%	\$7,504,960	(\$4,713,780)	-39%
012 QUINNS RECREATION COMPLEX	\$-4,803,352	\$-5,341,968	\$-5,398,347	(\$56,379)	1%	\$-6,033,938	(\$635,591)	12%
021 POLICE SPECIAL REVENUE FUND	\$35,773	\$0	\$0	\$0		\$0	\$0	
022 DRUG CONFISCATIONS	\$23,168	\$0	\$0	\$0		\$0	\$0	
031 CAPITAL IMPROVEMENT FUND	\$47,522,284	\$2,188,396	\$5,586,770	\$3,398,374	155%	\$3,128,714	(\$2,458,056)	-44%
038 EQUIPMENT REPLACEMENT CIP	\$1,912,090	\$59,075	\$151,967	\$92,892	157%	\$7,429	(\$144,538)	-95%
051 WATER FUND	\$8,601,446	\$17,229,219	\$33,956,665	\$16,727,446	97%	\$4,484,094	(\$29,472,571)	-87%
052 STORM WATER FUND	\$717,233	\$352,719	\$304,900	(\$47,819)	-14%	\$58,813	(\$246,087)	-81%
055 GOLF COURSE FUND	\$1,234,194	\$901,501	\$283,246	(\$618,255)	-69%	\$26,248	(\$256,998)	-91%
057 TRANSPORTATION & PARKING FUND	\$13,034,167	\$8,362,023	\$8,734,195	\$372,172	4%	\$2,187,998	(\$6,546,197)	-75%
058 PARKING FUND	\$0	\$1,349,190	\$1,426,190	\$77,000	6%	\$2,338,730	\$912,540	64%
062 FLEET SERVICES FUND	\$1,210,535	\$1,184,031	\$988,805	(\$195,226)	-16%	\$864,661	(\$124,144)	-13%
064 SELF INSURANCE FUND	\$1,348,568	\$371,245	\$827,159	\$455,914	123%	\$493,142	(\$334,017)	-40%
070 SALES TAX REV BOND - DEBT SVS FUND	\$25,749,908	\$9,172,072	\$25,513,870	\$16,341,798	178%	\$27,906,245	\$2,392,375	9%
071 DEBT SERVICE FUND	\$1,575,743	\$1,530,403	\$723,200	(\$807,203)	-53%	\$2,581,847	\$1,858,647	257%
Total Park City Municipal Corporation	\$112,157,694	\$50,257,770	\$85,317,360	\$35,059,590	70%	\$45,548,943	(\$39,768,417)	-47%
Park City Redevelopment Agency								
023 LOWER PARK AVE RDA SPECIAL REVENUE FUND	\$1,604,087	\$1,565,596	\$2,254,587	\$688,991	44%	\$2,689,797	\$435,210	19%
024 MAIN STREET RDA SPECIAL REVENUE FUND	\$904,151	\$727,511	\$954,151	\$226,640	31%	\$994,151	\$40,000	4%
033 REDEVELOPMENT AGENCY-LOWER PRK	\$1,774,703	\$1,252,093	\$286,084	(\$966,009)	-77%	\$340,776	\$54,692	19%
034 REDEVELOPMENT AGENCY-MAIN ST	\$835,780	\$299,429	\$352,630	\$53,201	18%	\$5,853	(\$346,777)	-98%
Total Park City Redevelopment Agency	\$5,118,721	\$3,844,629	\$3,847,452	\$2,823	0%	\$4,030,577	\$183,125	5%
Municipal Building Authority								
035 BUILDING AUTHORITY	\$440,916	\$429,917	\$440,916	\$10,999	3%	\$440,916	\$0	0
Total Municipal Building Authority	\$440,916	\$429,917	\$440,916	\$10,999	3%	\$440,916	\$0	0

Ordinance No. 2020-26

**ORDINANCE ADOPTING A REVISED BUDGET FOR FY 2020 AND A
BUDGET FOR FY 2021 FOR PARK CITY MUNICIPAL**

WHEREAS, the Utah State law requires that city budgets be adopted by ordinance: and;

WHEREAS, a public hearing was held on May 14, May 21, June 11, and June 18, 2020 at the City Council's regularly scheduled meetings, complying with State law;

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

SECTION 1. 2020 REVISED BUDGET ADOPTED. The revised budget as outlined in the City Manager's Recommended Budget presented on May 14, 2020 and with changes as summarized in the Attachments to this ordinance is hereby adopted as the Revised FY 2020 Operating Budget for Park City Municipal Corporation and its related agencies.

SECTION 2. 2021 BUDGET ADOPTED. The budget as outlined in the City Manager's Recommended Budget presented on May 14, 2020 and with changes as summarized in the Attachments to this ordinance is hereby adopted as the budget for FY 2021 for Park City Municipal Corporation and its related agencies.

SECTION 3. CERTIFIED PROPERTY TAX RATE. The City's Budget Officer is authorized to compute and file the City's Certified Property Tax rate for FY 2021 at a "no tax increase rate". This ordinance hereby adopts the Certified Property Tax rate for FY 2021. The Budget Officer is also authorized to compute the City's Certified Property Tax rate for the issuance of General Obligation Bonds as approved by voters in November of 2001, 2002, 2006, 2007, and 2016.

SECTION 4. EFFECTIVE DATE. Section 1 for the 2020 Revised Budget shall take effect upon publication and Section 2 for the 2021 Budget shall take effect on July 1, 2020.

PASSED AND ADOPTED this 18th day of June, 2020.

PARK CITY MUNICIPAL CORPORATION

Mayor Andy Beerman

Attest:

Michelle Kellogg, City Recorder

Approved as to form:

City Attorney's Office

Council Agenda Item Report

Meeting Date: June 18, 2020

Submitted by: Josh Miller

Submitting Department: Budget, Debt & Grants

Item Type: Ordinance

Agenda Section:

Subject:

Consideration to Approve Ordinance 2020-27, an Ordinance Establishing Compensation for the Mayor, City Council, and Statutory Officers for Fiscal Year 2020-2021 in Park City, Utah
(A) Public Hearing (B) Action

Suggested Action:

Attachments:

[FY 2021 Council Compensation Ordinance](#)

Ordinance No. 2020-27

**ORDINANCE ESTABLISHING COMPENSATION FOR THE MAYOR, CITY COUNCIL,
AND STATUTORY OFFICERS FOR FISCAL YEAR 2020 – 2021
IN PARK CITY, UTAH**

WHEREAS, the City Council has the power to establish compensation schedules pursuant to UCA Section 10-3-818; and

WHEREAS, the number of duties for the Mayor and City Council is significant and each elected officer is required to devote considerable time and expense to public service and community affairs; and

WHEREAS, a public hearing was duly advertised and held on June 11 and 18, 2020;

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

SECTION 1. REPEALER: All previous compensation ordinances regarding elected and statutory officers hereby are repealed.

SECTION 2. COMPENSATION FOR MAYOR, CITY COUNCIL, AND STATUTORY OFFICERS ADOPTED: The following salary levels are hereby adopted:

	<u>FY 2020-2021</u>
Mayor	\$45,366.72 per year
City Council	\$23,435.04 per year
City Manager	\$137,000- \$174,991 per year
City Attorney	\$130,000 - \$163,404 per year
City Treasurer	\$64,000 - \$89,747 per year
City Engineer	\$99,000 - \$124,086 per year
City Recorder	\$58,000 - \$79,039 per year

SECTION 3. BENEFITS: The Mayor and each member of the City Council shall receive family medical insurance. This benefit may be received as cash in lieu of the insurance coverage in the amount of \$21,522.48. The Mayor shall also receive \$250 per month in car allowance. In addition, the Mayor and Mayor Pro-Tem. shall receive \$100 per wedding performed. Statutory officers are eligible for all benefits available to regular FTE, unless otherwise determined by the Mayor and City Council.

SECTION 4. EFFECTIVE DATE. This Ordinance shall be effective on publication and shall apply retroactively to July 1, 2020.

PASSED AND ADOPTED this 18th day of June, 2020

PARK CITY MUNICIPAL CORPORATION

Mayor Andy Beerman

Attest:

Michelle Kellogg, City Recorder

Approved as to form:

Mark Harrington, City Attorney

Council Agenda Item Report

Meeting Date: June 18, 2020

Submitted by: Josh Miller

Submitting Department: Budget, Debt & Grants

Item Type: Resolution

Agenda Section:

Subject:

Consideration to Approve Resolution 14-2020, a Resolution Adopting the Fee Schedule; and Replacing and Repealing Resolution 25-2019 In Its Entirety
(A) Public Hearing (B) Action

Suggested Action:

Attachments:

[Fee Schedule Resolution](#)

[Exhibit A: Fee Schedule Amendments](#)



Resolution No. 14-2020

A RESOLUTION RE-ADOPTING THE FEE SCHEDULE; AND REPLACING AND REPEALING RESOLUTION 25-2019

WHEREAS it is necessary to update the fee resolution to reflect the changing costs of performing services; and

WHEREAS, a public hearing was held on June 11, 2020, to receive public comments on the user fee increases.

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

SECTION 1. FEE SCHEDULE AMENDMENTS. The Park City Fee Schedule is hereby re-adopted with changes as outlined in Exhibit A.

SECTION 2. REPEALER. Resolution 25-2019 is hereby repealed.

SECTION 3. EFFECTIVE DATE. This resolution shall take effect on July 1, 2020.

PASSED AND ADOPTED this 18th day of June, 2020.

PARK CITY MUNICIPAL CORPORATION

Mayor Andy Beerman

Attest:

Michelle Kellogg, City Recorder

Approve as to form:

Mark D. Harrington, City Attorney

PARK CITY FEE SCHEDULE – Amended ~~November 21, 2019~~ May 26, 2020

TABLE OF CONTENTS

<u>Section 1. CONSTRUCTION AND DEVELOPMENT RELATED FEES</u>	3
1.1 Planning Fees	
1.2 Building Fees	
1.3 Engineering Fees	
1.4 Administrative Code Enforcement (ACE) Fees	
<u>Section 2. UTILITY FEES</u>	9
2.1 Water Impact Fees	
2.2 Water Metered Services Fee Schedule	
2.3 Water Violation Penalties	
2.4 Water Service Reinstatement Fee	
2.5 Water Meter Testing Fee	
2.6 Water Labor Rate	
2.7 Water Parts & Supplies Rate	
2.8 Fire Hydrant Meter Deposit Fee	
2.9 Renter Deposit	
2.10 Non-Mailed Shut-Off Notice Fee	
2.11 Improper Water Shut-Off or Turn-On	
2.12 Storm water Fee	
<u>SECTION 3. SPECIAL MEETINGS FEES</u>	15
3.1 Special Council Meeting	
3.2 Type 2 CSL Special Meeting	
<u>SECTION 4. BUSINESS LICENSING</u>	15
4.1 Business Licenses	
4.2 Convention Sales and Hospitality Licenses	
4.3 Beer and Liquor Licensing Fee	
4.4 Solicitors Licensing Fee	
4.5 Outdoor Sales	
<u>SECTION 5. MISCELLANEOUS LAW ENFORCEMENT FEES</u>	17
5.1 Alarm Monitoring Fees	
5.2 Direct Access Alarms	
5.3 Dispatching Fee	
5.4 Vehicle Impound Fee	
5.5 Contract Law Enforcement Services	
<u>SECTION 6. GRAMA (Government Records Access and Management Act) FEES</u>	18
6.1 Copies	
6.2 Copies from outside copiers	
6.3 Copies retrieved from Utah State Archives or other storage facility	
6.4 Compiling Documents in a form other than that normally maintained by the City, pursuant to U.C.A. 63G-2-203 (2008)	
6.5 Fee Waiver for Public Benefit	
6.6 Requests for Police Records	
<u>SECTION 7. PARKING, METER RATES, VIOLATIONS, TOWING, AND IMPOUND FEES</u>	19
7.1 Fines for meter violations	
7.2 Fines for mobility disabled space violations	
7.3 Fines for special event parking violations	
7.4 Fines for time limit parking violations	
7.5 Fines for all other parking violations	

7.6	Parking Permits	
7.7	Special Event Parking	
7.8	Tow and Storage Fees	
7.9	Immobilization Fee	
7.10	Fees for Special Use of Public Parking	
7.11	Garage and Surface Lot Parking Rates	
7.12	Meter rates	
7.15	Meter payment by cell phone	
SECTION 8.	RECREATION SERVICES AND FACILITY RENTAL FEES	24
8.1	Purpose and Philosophy	
8.2	Cost Recovery	
8.3	Establishing User Fees	
8.4	Recreation Center	
8.5	Golf Fees	
8.6	Library Fees	
8.7	Cemetery Fees	
8.8	Park Pavilion Rental Fees	
8.9	Miners Hospital Community Center Fees	
8.10	Park City Library Room Rental Rates	
SECTION 9.	ICE ARENA AND FIELDS RENTAL FEE SCHEDULE	32
9.1	Establishing User Fees/Field Fees/Ice Arena Admission Fees	
9.2	Recreation Program Fees	
9.3	Fee Increases	
9.4	Discounting Fees	
9.5	Fee Waivers	
9.6	Establishing Fields User Fees	
SECTION 10.	MISCELLANEOUS FEES	36
10.1	Fee for in lieu of providing public parking	
10.2	Returned Check Charge:	
10.3	News Rack Application and Permit	
10.4	Bleachers	
10.5	Banner Installation	
10.6	Parks Clean Up, Labor and Equipment	
10.7	Public Safety	
10.9	Parking Reservation Fees (Parking Department)	
10.10	Barricades (cost per barricade)	
10.11	Dumpsters	
10.12	Streets Equipment and Materials Equipment	
10.13	Materials	
10.14	Personnel	
10.15	Special Event Application Fee (Processing and Analysis)	
10.16	Public Parking Lot Use Rates for approved Events	
10.17	Trail Use Fees	
10.18	Credit Card Transaction Fees	
SECTION 11.	MUNICIPAL ELECTION FILING FEES	41

SECTION 1. CONSTRUCTION AND DEVELOPMENT RELATED FEES

1.1 PLANNING FEES

1.1.1 Plat/Subdivision *

Plat Amendment	\$900.00 per application
Subdivision	\$290.00 per lot/parcel
Administrative lot line adjustment	\$300.00 per application
Extension of Approval	\$330.00 per application

Condominium

Condominium or timeshare conversion	\$450.00 per unit
Record of Survey	\$450.00 per unit
Amendment to Record of Survey	\$100.00 per unit affected
Extension of Approval	\$330.00 per application

1.1.2 Master Planned Development (MPD) Process *

Pre-Master Planned Development	\$1,200.00
<i>Application includes one formal staff review and Planning Commission review of compliance with General Plan that includes a public hearing. If applicant files for formal Master Planned Development the \$1,200 will apply toward the application fee.</i>	
Master Planned Development	\$560.00 per unit equivalent
Modification to an MPD	\$330.00 per unit equivalent

1.1.3 Conditional Use Permit (CUP) *

Planning Commission Review	\$1,140.00 per application
Steep Slope Review	\$1,330.00 per application
Administrative Staff Review	\$330.00 per application
Extension or Modification	\$330.00 per application

1.1.4 Zone Changes *

\$1,650.00

1.1.5 Board of Adjustment *

Variance	\$940.00 per application
----------	--------------------------

1.1.6 Architectural and Design Review

Historic District/Site

New residential construction <1000 sf	\$200.00 per application
---------------------------------------	--------------------------

New residential construction ≥ 1000 sf
Commercial review

\$750.00 per application
\$200.00 per unit equivalent for the
first 10 units \$15.00/ue after

Non-Historic District/Site

New Residential - SF/Duplex
Multi-Family/Commercial

\$200.00 per application
\$100.00 per unit equivalent up to 10
units then \$15.00/ue after

Residential Additions
Commercial Additions

\$100.00 per application
\$100.00 per unit equivalent up to 10
units then \$15.00/ue after

- 1.1.7 Historic Review *
 Historic Design Review (no increase in existing area) \$210.00
 Historic Design Review (increase in existing area) \$1,030.00
 Determination of Significance \$350.00
 Certificate of Appropriateness for Demolition \$300.00
- 1.1.8 Land Management Code Review * \$2,000.00 per application
- 1.1.9 General Plan Amendment * \$2,000.00 per application
- 1.1.10 Sign Review
 Master Sign Plan Review \$320.00
 Amendment to Master Sign Plan \$120.00
 Individual sign permit \$120.00 (\$118.80) plus 1% state tax
 Sign permit under master sign plan \$130.00 (\$128.70) plus 1% state tax
 Temporary Sign Permit \$60.00 (\$59.40) plus 1% state tax
- 1.1.11 Annexation * \$5,850.00
 Annexation Fiscal Impact Analysis \$1,550.00
plus actual cost of City approved consultant fee
 Modification to Annexation Agreement \$4,150.00
- 1.1.12 Appeals Fees *
 Appeals to Board of Adjustment \$500.00
 Appeals to City Council \$500.00
 Appeals to Historic Preservation Board \$500.00
 Appeals to Planning Commission \$500.00
- 1.1.13 TDR – Development Credit Determination \$100.00
- 1.1.14 Refund of Withdrawn Planning Applications
 In the case of a withdrawal of an application, the associated fees shall be refunded, less the actual cost for professional services rendered by City staff.
- 1.1.15 Reactivation Fee
 For projects that have been inactive by the applicant for more than six months a Reactivation Fee of 50% of orig. application fee will be assessed
- 1.1.16 Attorney or Other Professional Services
 Reimbursement for actual expense incurred

1.1.17 Mailing Fee

In addition to the Application Fee listed, the Applicant will also be responsible for a separate payment for the mailing of a property notice. A \$1.00 fee will be assessed per piece of mail that needs to be sent. The specifics on which Applications require property notices to be sent and to whom can be found in Land Management Code § 15-1-21, *Notice Matrix*.

* Projects under these classifications may be assessed the additional cost of the property posting and courtesy mailing as required by Land Management Code regulations at the time of submittal.

1.2 BUILDING FEES

1.2.1 Impact Fee Schedule Impact fees are now located in the Park City Municipal Code, Title 11, Chapter 13.

1.2.2 Building Permit

Total Valuation

Free – Calculated by the actual value of construction, excluding the value of on-site renewable energy systems (including solar voltaic systems, ground source heat pumps and solar hot water)

\$1.00 and up

1% of the total valuation of construction as herein above described with a minimum fee of \$15.00.

1.2.3 Plan Check Fees

a. Deposit. On buildings requiring plan checks at the time of building permit application, the applicant shall pay a deposit of \$500.00 for residential buildings; and \$2,000.00 for commercial buildings. The deposit shall be credited against the plan check fee when the permit is issued. This deposit is non-refundable in the event permits are not issued.

b. Fee. Except as otherwise provided herein, the plan check fee shall be equal to sixty-five percent (65.0%) of the building permit fee for that building. The plan check fee for identical plans shall be charged at a rate of \$54.26 per hour of total Community Development staff time. As used herein, identical plans means building plans submitted to Park City that: (1) are substantially identical to building plans that were previously submitted to and reviewed and approved by Park City; and (2) describe a building that is: (A) located on land zoned the same as the land on which the building described in the previously approved plans is located; and (B) subject to the same geological and meteorological conditions and the same law as the building described in the previously approved plans.

1.2.4 Mechanical Permit

Plus 1% State Surcharge

See fee table below. Building Department enters the total valuation for materials and labor for each sub-permit into the Fee Table to determine the permit fee.

Total Valuation	Fee
\$1.00 to \$1,300.00	\$50.00
\$1,301.00 to \$2000.00	\$50.00 for the first \$1,300.00 plus \$3.05 for each additional \$100.00, or fraction thereof, to and including \$2,000.00
\$2,001.00 to \$25,000.00	\$69.25 for the first \$2,000.00 plus \$14.00 for each additional \$1,000.00, or fraction thereof, to and including \$25,000.00
\$25,001.00 to \$50,000.00	\$391.75 for the first \$25,000.00 plus \$10.10 for each additional \$1,000.00, or fraction thereof, to and including \$50,000.00
\$50,001.0 to \$100,000.00	\$643.75 for the first \$50,000.00 plus \$7.00 for each additional \$1,000.00, or fraction thereof, to and including \$100,000.00
\$100,001.00 to \$500,000.00	\$993.75 for the first \$100,000.00 plus \$5.60 for each additional \$1,000.00, or fraction thereof, to and including \$500,000.00

\$500,001.00 to \$1,000,000.00	\$3,233.75 for the first \$500,000.00 plus \$4.75 for each additional \$1,000.00, or fraction thereof, to and including \$1,000,000.00
\$1,000,001.00 and up	\$5,608.75 for the first \$1,000,000.00 plus \$3.65 for each additional \$1,000.00, or fraction thereof

1.2.5 Electrical Permit

See fee table below.

Total Valuation	Fee
\$1.00 to \$1,300.00	\$50.00
\$1,301.00 to \$2000.00	\$50.00 for the first \$1,300.00 plus \$3.05 for each additional \$100.00, or fraction thereof, to and including \$2,000.00
\$2,001.00 to \$25,000.00	\$69.25 for the first \$2,000.00 plus \$14.00 for each additional \$1,000.00, or fraction thereof, to and including \$25,000.00
\$25,001.00 to \$50,000.00	\$391.75 for the first \$25,000.00 plus \$10.10 for each additional \$1,000.00, or fraction thereof, to and including \$50,000.00
\$50,001.0 to \$100,000.00	\$643.75 for the first \$50,000.00 plus \$7.00 for each additional \$1,000.00, or fraction thereof, to and including \$100,000.00
\$100,001.00 to \$500,000.00	\$993.75 for the first \$100,000.00 plus \$5.60 for each additional \$1,000.00, or fraction thereof, to and including \$500,000.00
\$500,001.00 to \$1,000,000.00	\$3,233.75 for the first \$500,000.00 plus \$4.75 for each additional \$1,000.00, or fraction thereof, to and including \$1,000,000.00
\$1,000,001.00 and up	\$5,608.75 for the first \$1,000,000.00 plus \$3.65 for each additional \$1,000.00, or fraction thereof

1.2.6 Plumbing Permit

See fee table below.

Total Valuation	Fee
\$1.00 to \$1,300.00	\$50.00
\$1,301.00 to \$2000.00	\$50.00 for the first \$1,300.00 plus \$3.05 for each additional \$100.00, or fraction thereof, to and including \$2,000.00
\$2,001.00 to \$25,000.00	\$69.25 for the first \$2,000.00 plus \$14.00 for each additional \$1,000.00, or fraction thereof, to and including \$25,000.00
\$25,001.00 to \$50,000.00	\$391.75 for the first \$25,000.00 plus \$10.10 for each additional \$1,000.00, or fraction thereof, to and including \$50,000.00
\$50,001.0 to \$100,000.00	\$643.75 for the first \$50,000.00 plus \$7.00 for each additional \$1,000.00, or fraction thereof, to and including \$100,000.00
\$100,001.00 to \$500,000.00	\$993.75 for the first \$100,000.00 plus \$5.60 for each additional \$1,000.00, or fraction thereof, to and including \$500,000.00
\$500,001.00 to \$1,000,000.00	\$3,233.75 for the first \$500,000.00 plus \$4.75 for each additional \$1,000.00, or fraction thereof, to and including \$1,000,000.00
\$1,000,001.00 and up	\$5,608.75 for the first \$1,000,000.00 plus \$3.65 for each additional \$1,000.00, or fraction thereof

1.2.7 International Fire Code Fee Issuance Fee

\$20.00

In Addition:

Aircraft Refueling Vehicles	\$30.00
Open Burning	\$50.00
Candles and Open Flames in Assembly Area	\$50.00
Compressed Gas	\$30.00
Explosives or Blasting Agents	\$150.00
Fireworks (Displays)	\$150.00
Firework (Sales)	\$75.00
Flammable Liquids	\$15.00
Flammable or Combustible Liquid Tanks	\$130.00
Hot Work (welding)	\$15.00
Liquefied Petroleum Gases (heaters and devices up to 5 units)	\$55.00
Liquefied Petroleum Gases (heaters and devices) each additional unit	\$11.00
Liquefied Petroleum Gases on an active construction site (125+ gal)	\$130.00
Places of Assembly	\$50.00
Vehicles (liquid or gas fueled) within a building	\$130.00
Others not listed	\$15.00

Tents, air-supported structures and trailers \$.20 per square foot. Temporary structures built to permanent standards will be subject to fees set forth in Section 1.2.2. For plans already on file and approved, the fee will be reduced to \$.13 per square foot.

1.2.8 Grading Plan Review and Permit Fees

See fee table below.

Total Valuation	Fee
\$1.00 to \$1,300.00	\$50.00
\$1,301.00 to \$2000.00	\$50.00 for the first \$1,300.00 plus \$3.05 for each additional \$100.00, or fraction thereof, to and including \$2,000.00
\$2,001.00 to \$25,000.00	\$69.25 for the first \$2,000.00 plus \$14.00 for each additional \$1,000.00, or fraction thereof, to and including \$25,000.00
\$25,001.00 to \$50,000.00	\$391.75 for the first \$25,000.00 plus \$10.10 for each additional \$1,000.00, or fraction thereof, to and including \$50,000.00
\$50,001.0 to \$100,000.00	\$643.75 for the first \$50,000.00 plus \$7.00 for each additional \$1,000.00, or fraction thereof, to and including \$100,000.00
\$100,001.00 to \$500,000.00	\$993.75 for the first \$100,000.00 plus \$5.60 for each additional \$1,000.00, or fraction thereof, to and including \$500,000.00
\$500,001.00 to \$1,000,000.00	\$3,233.75 for the first \$500,000.00 plus \$4.75 for each additional \$1,000.00, or fraction thereof, to and including \$1,000,000.00
\$1,000,001.00 and up	\$5,608.75 for the first \$1,000,000.00 plus \$3.65 for each additional \$1,000.00, or fraction thereof

1.2.9 Soil Sample Fee \$100.00

1.2.10 Demolition Permit Fee

Total Valuation	Fee
\$1.00 to \$1,300.00	\$50.00
\$1,301.00 to \$2000.00	\$50.00 for the first \$1,300.00 plus \$3.05 for each additional \$100.00, or fraction thereof, to and including \$2,000.00

\$2,001.00 to \$25,000.00	\$69.25 for the first \$2,000.00 plus \$14.00 for each additional \$1,000.00, or fraction thereof, to and including \$25,000.00
\$25,001.00 to \$50,000.00	\$391.75 for the first \$25,000.00 plus \$10.10 for each additional \$1,000.00, or fraction thereof, to and including \$50,000.00
\$50,001.0 to \$100,000.00	\$643.75 for the first \$50,000.00 plus \$7.00 for each additional \$1,000.00, or fraction thereof, to and including \$100,000.00
\$100,001.00 to \$500,000.00	\$993.75 for the first \$100,000.00 plus \$5.60 for each additional \$1,000.00, or fraction thereof, to and including \$500,000.00
\$500,001.00 to \$1,000,000.00	\$3,233.75 for the first \$500,000.00 plus \$4.75 for each additional \$1,000.00, or fraction thereof, to and including \$1,000,000.00
\$1,000,001.00 and up	\$5,608.75 for the first \$1,000,000.00 plus \$3.65 for each additional \$1,000.00, or fraction thereof

1.2.11 Flatwork Permit

Total valuation.

\$1.00 and up 1% of the total valuation of construction as herein above described with a minimum fee of \$15.00. Flatwork permits are subject to Plan Check fees as described above.

1.2.12 Other Inspections and Fees

Inspections outside normal business hours*	\$150.00 per hour (minimum charge 2 hours)
Re-inspection fee	\$150.00 per hour (minimum charge 1 hour)
Additional inspection services*	\$75.00 per hour (minimum charge 1 hour)
Starting work without a permit (first offense)	Double (x2) the building permit fee
Continuing work without a permit (second offense)	Quadruple (x4) the building permit fee
For use of outside consultants for plan reviews, inspections or both	Actual cost**

* Or the total hourly cost to the City, whichever is greatest. This cost shall include supervision, overhead, equipment, hourly wages and fringe benefits of the employee involved. These services will be offered based on inspector availability.

** Actual Cost includes administrative and overhead costs.

1.3 **ENGINEERING FEES**

1.3.1 Construction Inspection Fees. Prior to receiving a building permit, a notice to proceed or plat approval, developers shall pay a fee equal to six percent (6%) of the estimated construction cost as determined by the City Engineer. In projects with private street systems that limit city inspection requirements to water, drainage, and other improvements, but not to streets, the inspection fee shall be four percent (4%) of the estimated construction cost of the improvements to be inspected as determined by the City Engineer. The city, upon notice to the developer, may charge the developer a fee of \$75.00 per man-hour to recoup costs to the city above the fee charged. The city may also charge \$75.00 per man-hour for re-inspections of work previously rejected.

1.3.2 Permit to Work in Public Right-of-Way

\$200.00 fee plus \$2,000.00 letter of credit or cashier's check plus proof of insurance

1.4 ADMINISTRATIVE CODE ENFORCEMENT (ACE) FEES

1.4.1 Civil Fee Schedule

Daily Violation Fee	\$100.00 per day
Re-inspection Fee	\$75.00

1.4.2 Operating without a Type 2 CSL \$800.00 per violation

SECTION 2. UTILITY FEES

2.1 WATER IMPACT FEES. Water Impact Fees are located in the Park City Municipal Code, Title 11, Section 13.

2.2 MONTHLY WATER METERED SERVICES FEE SCHEDULE:

2.2.1 Base Rates & Meter Price (For all water billed on or after July 1, 2019~~20~~).

2.2.1.1 Single Family Residential

Meter Size	Base Rate	Meter Price
3/4"	\$50.55 <u>\$52.07</u>	\$801.94 <u>\$826.00</u>
1 "	\$68.24 <u>\$70.29</u>	\$921.69 <u>\$949.34</u>
1.5"	\$80.93 <u>\$83.36</u>	\$1,311.27 <u>\$1,350.61</u>

2.2.1.2 Multi-Family Residential or Commercial

Meter Size	Base Rate	Meter Price
3/4"	\$65.52 <u>\$67.49</u>	\$801.94 <u>\$826.00</u>
1"	\$111.19 <u>\$114.53</u>	\$921.69 <u>\$949.34</u>
1.5"	\$237.53 <u>\$244.66</u>	\$1,311.27 <u>\$1,350.61</u>
2 "	\$495.35 <u>\$510.21</u>	\$2,319.38 <u>\$2,388.96</u>
3"	\$1,289.15 <u>\$1,327.82</u>	\$2,743.85 <u>\$2,826.17</u>
4"	\$2,340.35 <u>\$2,410.56</u>	\$4,781.26 <u>\$4,924.70</u>
6"	\$4,411.64 <u>\$4,543.99</u>	\$7,438.69 <u>\$7,661.85</u>
8"	\$7,597.24 <u>\$7,031.06</u>	\$11,172.43 <u>\$11,507.60</u>

2.2.1.3 Irrigation

Meter Size	Base Rate	Meter Price
3/4"	\$95.20 <u>\$104.72</u>	\$801.94 <u>\$826.00</u>
1"	\$161.10 <u>\$177.21</u>	\$921.69 <u>\$949.34</u>
1.5"	\$344.14 <u>\$378.55</u>	\$1,311.27 <u>\$1,350.61</u>
2"	\$717.67 <u>\$789.44</u>	\$2,319.38 <u>\$2388.96</u>
3"	\$1,867.58 <u>\$2,054.34</u>	\$2,743.85 <u>\$2,826.17</u>
4"	\$3,390.84 <u>\$3,729.92</u>	\$4,781.26 <u>\$4,924.70</u>
6"	\$6,391.87 <u>\$7,031.06</u>	\$7,661.85 <u>\$7,438.69</u>

2.2.1.4 Construction Base Rate: ~~\$302.58~~\$293.77

2.2.1.5 Necessitous Base Rate: \$4.~~45~~32

2.2.2 Water Consumption Rates. The following water consumption rates apply. Relief in the event of a leak may be granted, consistent with the leak policy.

2.2.2.1 Single Family Residential

	Block 1	Block 2	Block 3	Block 4	Block 5	Block 6
Price per 1,000 gallons	\$6. 4930	\$10. 4010	\$10. 9462	\$13. 764.17	\$16. 4190	\$28. 689.54
Gallons in Block	0-5,000	5,001-15,000	15,001-25,000	25,001-35,000	35,001-55,000	Over 55,000

2.2.2.2 Multi-Family Residential

	Block 1	Block 2	Block 3	Block 4
Price per 1,000 gallons	\$7. 4668	\$10. 1040	\$16. 4190	\$25. 7726.03
3/4" Meter, Allowance in Block	0-10,000	10,001-36,000	36,001-80,000	Over 80,000
1" Meter, Allowance in Block	0-17,000	17,001-57,000	57,001-120,000	Over 120,000
1.5" Meter, Allowance in Block	0-30,000	30,001-100,000	100,001-200,000	Over 200,000
2" Meter, Allowance in Block	0-48,000	48,001-160,000	160,001-320,000	Over 320,000
3" Meter, Allowance in Block	0-96,000	96,001-320,000	320,001-640,000	Over 640,000
4" Meter, Allowance in Block	0-150,000	150,001-500,000	500,001-1,000,000	Over 1,000,000
6" Meter, Allowance in Block	0-180,000	180,001-600,000	600,001-1,200,000	Over 1,200,000

2.2.2.3 Commercial

	Block 1	Block 2
Price per 1,000 gallons	\$8. 859.12	\$13. 7114.12
3/4" Meter, Allowance in Block	0-150,000	Over 150,000
1" Meter, Allowance in Block	0-300,000	Over 300,000
1.5" Meter, Allowance in Block	0-500,000	Over 500,000
2" Meter, Allowance in Block	0-750,000	Over 750,000
3" Meter, Allowance in Block	0-1,200,000	Over 1,200,000
4" Meter, Allowance in Block	0-1,700,000	Over 1,700,000
6" Meter, Allowance in Block	0-1,700,000	Over 1,700,000

2.2.2.4 Irrigation

	Block 1	Block 2
Price per 1,000 gallons	\$10. 1011.11	\$16. 418.05
3/4" Meter, Allowance in Block	0-56,000	Over 56,000
1" Meter, Allowance in Block	0-90,000	Over 90,000
1.5" Meter, Allowance in Block	0-185,000	Over 185,000
2" Meter, Allowance in Block	0-300,000	Over 300,000
3" Meter, Allowance in Block	0-600,000	Over 600,000
4" Meter, Allowance in Block	0-935,000	Over 935,000
6" Meter, Allowance in Block	0-1,865,000	Over 1,865,000

2.2.2.5 Construction ~~\$11.88~~12.24 per 1,000 gallons

2.2.2.6 Necessitous

The Necessitous Base Rate includes 10,000 gallons. Water consumption above 10,000 gallons is charged per the Single Family Residential rate structure in paragraph 2.2.2.1.

2.2.2.7 Contract Rules

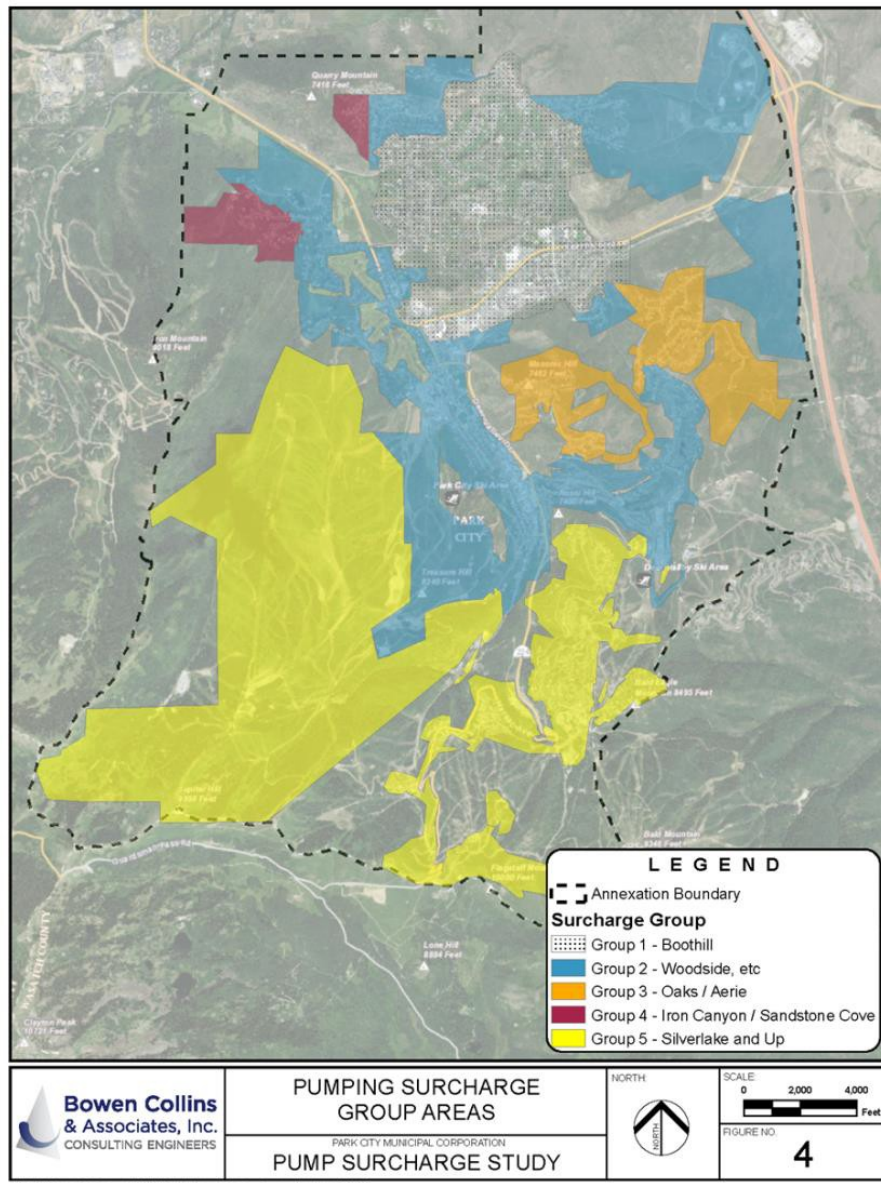
The City will honor the rates as they are set by a Council approved contract.

2.2.3 Energy Surcharge (For all water billed on or after July 1, ~~2019~~2020). All water billed under 2.2.2, except for paragraph 2.2.2.7 Contract Rules, shall be billed a location dependent Energy Surcharge, comprised of a Pumping Surcharge and an Efficiency Optimization Surcharge.

2.2.3.1. Surcharge Group

The following table and associated map identify an account's Surcharge Group Number. Conflicts between the map and the table will be resolved by reference to the table.

Surcharge Group No.	Surcharge Group	Pressure Zone Numbers Included in Group
1	Boothill	29
2	Woodside, etc	8,10,17,18,19,20,21,22,
		23,24,25,26,27,42,48,49,30,32
3	Oaks / Aerie	11,12,13,14,15,16
4	Iron Canyon / Sandstone Cove	28,31
5	Silver Lake and Up	1,37,2,3,4,5,6,7,
		34,38,39,40,41



2.2.3.2 Energy Surcharge

An Energy Surcharge shall be assessed by Surcharge Group and at a price per 1,000 gallons by as follows:

Group No	Pumping Surcharge	Energy Optimization Surcharge	Total Energy Surcharge
1	\$0.00	\$0.55	\$0.55
2	\$0.53	\$0.80	\$1.33
3	\$1.19	\$1.12	\$2.31
4	\$1.59	\$1.31	\$2.90
5	\$2.30	\$1.65	\$3.95

2.3 WATER VIOLATION PENALTIES

\$150.00	first violation
\$200.00	second violation
\$400.00	third violation
\$500.00	fourth violation
\$750.00	for the fifth violation and for each subsequent violation within that calendar year.

2.4 WATER SERVICE REINSTATEMENT FEE

The reinstatement fee shall be assessed at reconnection, based on the amount of time since the account was last active.

Time since last active	Amount
0-30 days	\$100.00
31-60 days	Two month's base rate as previously billed.
61-90 days or more	Three month's base rate as previously billed.

2.5 WATER METER TESTING FEE \$500.00 per test

2.6 WATER LABOR RATE \$50.00 per hour (rounded up to the nearest half hour)

2.7 WATER PARTS & SUPPLIES RATE Cost + 15% stocking fee

2.8 FIRE HYDRANT METER DEPOSIT FEE

2 Inch Meter	\$1,950.00
¾ Inch Meter	\$500.00
Fire hydrant wrench deposit fee	\$50.00
Meter Radio	\$200.00

2.9 RENTER DEPOSIT \$50.00

2.10 NON-MAILED SHUT-OFF NOTICE FEE \$75.00

2.11 IMPROPER WATER SHUT-OFF OR TURN ON \$250.00

2.12 STORMWATER FEE

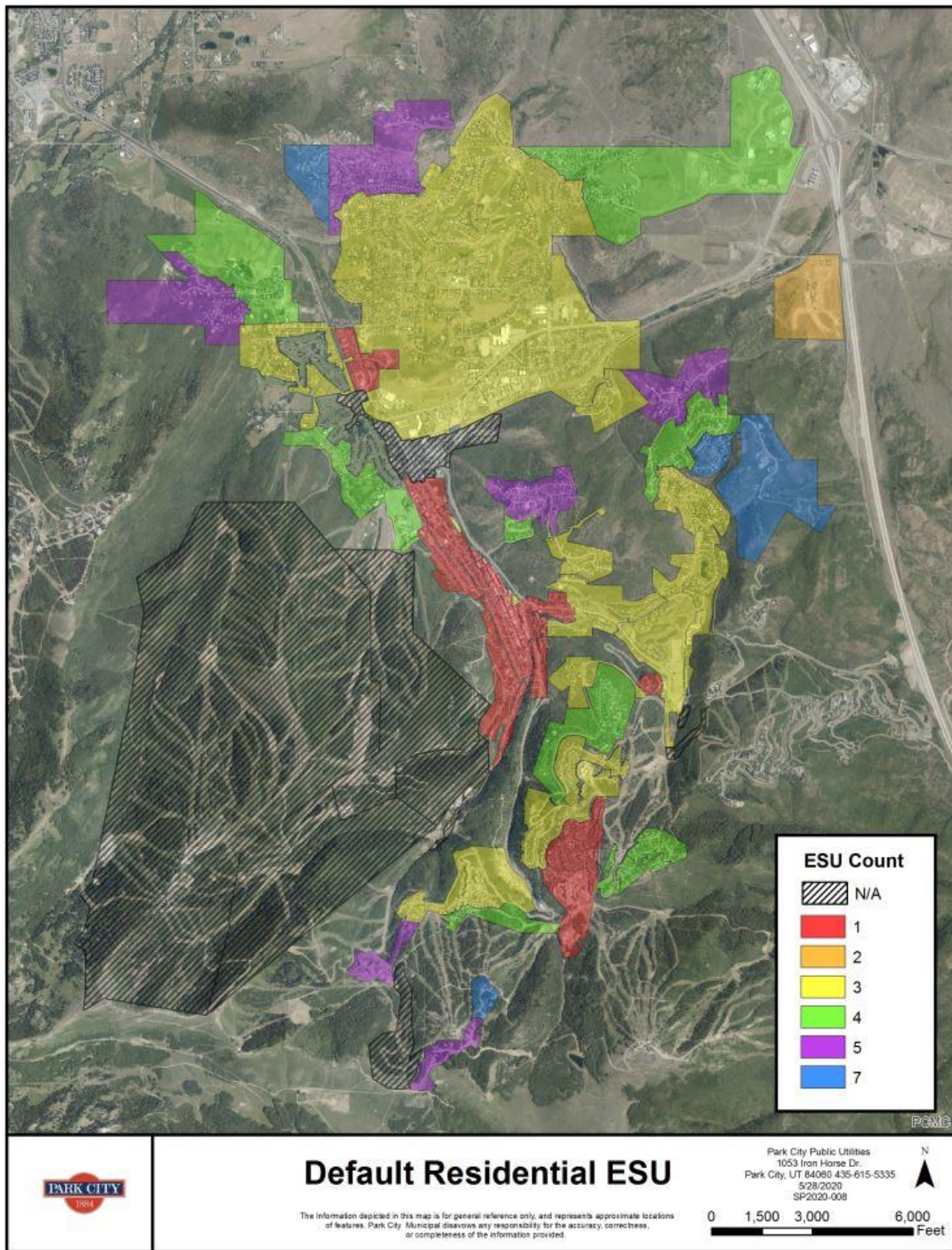
2.12.1 An Equivalent Surface Unit or ESU \$6.~~284~~7

2.12.1.1 Green Infrastructure Reduction

After submittal of a complete application for a Green Infrastructure ESU reduction, an account may be eligible for a reduction of up to 20% of the ESU fee listed in 2.12.1.2. ~~This reduction shall expire on June 30th, 2020.~~

2.12.2 Single Family Residential Initial Assignment

A Single Family Residential property shall be assigned an ESU number based the following map. The assignment may be changed based on an evaluation of an individual property.



The default Residential ESU Map was updated to reflect the construction that has occurred in Park City Heights. A new average in the Phase I decreases the default ESU count of 4 to a default of 2. All other zones remain the same.

2.12.3 Multi-Family Residential Initial Assignment

A Multi-Family Residential property shall be assigned 1 ESU per dwelling unit. This assignment may be changed based on an evaluation of an individual property.

SECTION 3. SPECIAL MEETINGS FEES

3.1 SPECIAL COUNCIL MEETING

\$270.00 for initial 30 minutes and
\$133.00 per 30 minutes thereafter

When a special council meeting (not regularly scheduled) must be called in order to accommodate an applicant for a license, permit or any other issue not requested by Council or staff, the applicant will be assessed a \$270 fee per application. If the meeting is longer than 30 minutes the applicant will be charged an additional \$133 per 30 minute increment thereafter.

3.2 TYPE 2 CSL SPECIAL MEETING

\$76.00 per applicant

SECTION 4. BUSINESS LICENSING

4.1- 4.5.

PARK CITY BUSINESS LICENSE FEE SCHEDULE									
Transit Service Enhancement Fee			Festival Facilitation, Service Enhancement Fee		Enhanced Enforcement Fee		Administrative Fee		
Rate	Unit of Measure		Rate	Unit of Measure	Rate	Unit of Measure	Rate Renewals	Rate New/ Inspections	Unit of Measure
Ski Resort	\$0.26	Skier Day	\$0.01	Skier Day		-	\$22.00	\$149.00	License
Lodging	\$19.25	Per Bedroom	\$9.49	Per Bedroom		-	\$17.00	\$149.00	License
Restaurant	\$0.23	Per Sq. Ft.	\$0.10	Per Sq. Ft.		-	\$22.00	\$149.00	License
Outdoor Dining	\$0.06	Per Sq. Ft.	\$0.03	Per Sq. Ft.		-	\$22.00	\$149.00	License
Retail	\$0.23	Per Sq. Ft.	\$0.10	Per Sq. Ft.		-	\$22.00	\$149.00	License
Large Retail (>12,000 sq. ft.)	\$0.16	Per Sq. Ft.	\$0.07	Per Sq. Ft.		-	\$22.00	\$149.00	License

Transit Service Enhancement Fee			Festival Facilitation, Service Enhancement Fee		Enhanced Enforcement Fee		Administrative Fee		
Rate		Unit of Measure	Rate	Unit of Measure	Rate	Unit of Measure	Rate Renewals	Rate New/ Inspections	Unit of Measure
Office, Service, Other	\$0.21	Per Sq. Ft.	\$0.01	Per Sq. Ft.	-	-	\$22.00	\$149.00	License
Warehouse	\$0.06	Per Sq. Ft.	\$0.00	Per Sq. Ft.	-	-	\$22.00	\$149.00	License
Resort and Amusement	\$1.04	Per User	\$0.05	Per User	-	-	\$22.00	\$149.00	License
For-Hire Ground Transportation Vehicles	\$37.50	Per Vehicle	\$1.75	Per Vehicle	\$45.58	Per Vehicle	\$71.83	\$71.83	License
Other Commercial Vehicles and Trailers	\$7.50	Per Vehicle	\$0.29	Per Vehicle	-	-	\$22.00	\$74.00	License
Employee Based	\$3.75	Per Employee	\$0.15	Per Employee	-	-	\$22.00	\$149.00	License
Commercial Vending, Game and Laundry Machines	\$18.75	Per Machine	\$0.73	Per Machine	-	-	\$22.00	\$149.00	License
Escort Services	\$3.75	Per Employee	\$0.15	Per Employee	\$46.19	Per Employee	\$22.00	\$149.00	License

Solicitor	\$10.50	Per Solicitor	\$2.50	Per Solicitor	-	-	\$74.00	\$74.00	License
-----------	---------	------------------	--------	------------------	---	---	---------	---------	---------

	Transit Service Enhancement Fee		Festival Facilitation, Service Enhancement Fee		Enhanced Enforcement Fee		Administrative Fee		
	Rate	Unit of Measure	Rate	Unit of Measure	Rate	Unit of Measure	Rate Renew-als	Rate New/Inspections	Unit of Measure
Alcoholic Beverage/ Single Event Alcoholic Beverage	\$27.92	Per License	\$12.50	Per License	\$45.58	Per License	\$100.00	\$100.00	License
Type 1 CSL	\$0.23	Per Sq. Ft.	\$0.10	Per Sq. Ft.	-	-	-	\$149.00	License
Type 2 CSL	\$288.00	Per License	\$125.00	Per License	\$45.58	Per License	-	\$372.00	License
Type 3 CSL	-	-	-	-	-	-	-	\$149.00	License
Outdoor Sales	*In addition to regularly issued business license							\$5.00	License
Outdoor Sales-Promotion by Merchants Association	*In addition to regularly issued business license							\$4.00	License
Outdoor Sales-Seasonal Plants								\$50.00	License

SECTION 5. MISCELLANEOUS LAW ENFORCEMENT FEES.

5.1 Alarm Monitoring Fees

\$100.00 Cash deposit to be posted at time of installing each alarm system within the Park City limits.

\$ - 0 - First response within 6 months, no fee deducted from \$100.00 bond.

\$25.00 Second response to premise within 6 months, and for each subsequent response to said premise. [\$25 deducted from bond].

5.2 Direct Access Alarms

\$100.00 Per alarm connected through a direct access device, and not per alarm company, for the initial installation of the alarm.

\$50.00 Per year, per alarm for subsequent years or parts thereof.

5.3 Dispatching Fee

\$100.00 Per month for each private agency being dispatched from the City Communication Center.

5.4 Vehicle Impound Fee

\$20.00 Per vehicle, per impound (also see Section 7.7).

5.5 Contract Law Enforcement Services

Police Officer (per employee, per hour - four hour minimum) \$75.00

Holiday (per employee, per hour - four hour minimum) \$165.00

SECTION 6. GRAMA (Government Records Access and Management Act) FEES.

6.1 Copies. Copies made at a city facility: \$.10 per page*. Double-sided copies shall be charged as two pages. **For police records requests, see Section 6.6.*

6.2 Copies from outside copiers. The city reserves the right to send the documents out to be copied and the requestor shall pay the actual cost to copy the documents, including any fee charged for pick-up and delivery of the documents.

6.3 Copies retrieved from Utah State Archives or other storage facility. In addition to the copy fee, the requester must pay actual cost for staff time and mileage (computed using the current official federal standard mileage rate).

6.4 Compiling Documents in a form other than that normally maintained by the City, pursuant to U.C.A. 63G-2-203 (2008). In the event the City compiles a record in a form other than that normally maintained by the City, the actual costs under this section may include the following:

(a)(i) the cost of staff time for compiling, formatting, manipulating, packaging, summarizing, or tailoring the record either into an organization or media to meet the person's request;

(ii) the cost of staff time for search, retrieval, and other direct administrative costs for complying with a request; and

(iii) in the case of fees for a record that is the result of computer output other than word processing, the actual incremental cost of providing the electronic services and products together with a reasonable portion of the costs associated with formatting or interfacing the information for particular users, and the administrative costs as set forth in Subsections (i) and (ii).

(b) An hourly charge under this section may not exceed the salary of the lowest paid employee who, in the discretion of the custodian of records, has the necessary skill and training to perform the request.

(c) Notwithstanding Subsections (a) and (b), no charge may be made for the first quarter hour of staff time.

6.5 Fee Waiver for Public Benefit. The City may fulfill a record request without charge if it determines that: releasing the record primarily benefits the public rather than a person; the

individual requesting the record is the subject of the record, or an individual specified in U.C.A. Subsection 63G-2-202(1) or (2); or the requester's legal rights are directly implicated by the information in the record, and the requester is impecunious.

6.6 Requests for Police Records

\$10.00 per police report/traffic accident report
\$20.00 per CD (compact disc) of Video or Photographs
\$5.00 per printed color photograph
\$15.00 per fingerprinting request

SECTION 7. PARKING, METER RATES, VIOLATIONS, TOWING, AND IMPOUND FEES

7.1 Fines for meter violations are as follows:

First violation per registered owner(s): No fine or late fees. Vehicle license plate and/or VIN numbers will be logged into the system and a courtesy card issued to welcome to Main Street and educate user on the meter system.

Second thru Fifth (2nd - 5th) violation per registered owner(s):

Effective July 1, 2019
\$35.00 from the date of violation until fourteen (14) days following the violation, escalating to:
\$38.00 after 14 days;
\$41.00 after 30 days;
\$43.00 after 60 days

More than five (>5) violations per registered owner(s):

Effective July 1, 2019
\$70.00 from the date of violation until fourteen (14) days following the violation, escalating to:
\$77.00 after 14 days;
\$84.00 after 30 days;
\$88.00 after 60 days

7.2 Fines for mobility disabled space violations are as

follows: Effective July 1, 2019
\$270.00 from the date of violation until fourteen (14) days following the violation, escalating to:
\$297.00 after 14 days;
\$326.00 after 30 days;
\$344.00 after 60 days

7.3 Fines for special event parking violations. When enacted by the City Manager under Section 7.7, the fines for special event parking violations are as follows:

A. Egregious violations (i.e., obstructing traffic on Main Street or along bus routes) or mobility disabled space violations. \$150.00 from the date of violation until fourteen (14) days following the violation, escalating to:

\$165.00 after 14 days;
\$181.00 after 30 days;
\$189.00 after 60 days

B. Fines for all other special event parking violations.

Effective December 15, 2017

\$145.00 from the date of violation until fourteen (14) days following the violation

\$145.00 after 14 days;
\$145.00 after 30 days;
\$145.00 after 60 days

7.4 FINES FOR TIME LIMIT PARKING VIOLATIONS are as follows:

Effective July 1, 2019

\$35.00 from the date of violation until fourteen (14) days following the violation, escalating to:

\$38.00 after 14 days;
\$41.00 after 30 days;
\$43.00 after 60 days

Second thru Fifth (2nd - 5th) violation per registered owner(s):

Effective July 1, 2019

\$35.00 from the date of violation until fourteen (14) days following the violation, escalating to:

\$38.00 after 14 days;
\$41.00 after 30 days;
\$43.00 after 60 days

More than five (>5) violations in the previous three years per registered owner(s):

Effective July 1, 2019

\$70.00 from the date of violation until fourteen (14) days following the violation, escalating to:

\$77.00 after 14 days;
\$84.00 after 30 days;
\$88.00 after 60 days

7.5 Fines for all other parking violations are as

follows: Effective July 1, 2019

\$40.00 from the date of violation until fourteen (14) days following the violation, escalating to:

\$44.00 after 14 days;
\$48.00 after 30 days;

\$50.00 after 60 days

Second thru Fifth (2nd - 5th) violation per registered owner(s):

Effective July 1, 2019

\$66.00 from the date of violation until fourteen (14) days following the violation, escalating to:

\$72.00 after 14 days;

\$79.00 after 30 days;

\$82.00 after 60 days

More than five (>5) violations per registered owner(s):

Effective July 1, 2019

\$66.00 from the date of violation until fourteen (14) days following the violation, escalating to:

\$72.00 after 14 days;

\$79.00 after 30 days;

\$82.00 after 60 days

7.6 Parking Permits.

China Bridge Parking Permits –Business Permit: Businesses with a Main Street area address and a valid business license are eligible to purchase a parking permit(s) valid for China Bridge and Gateway covered areas. The permit is not valid during major events. Alternative parking areas may be provided for these events. This permit allows parking beyond the 6 hour limit not to exceed 72 hours at one time in a parking space. Cost for this permit is \$400.00 annually, \$200.00 if purchased after April 1st of each calendar year. A replacement permit can be purchased for \$200.00 subject to approval by the Parking Manager.

Drop & Load Parking Permits - \$200 per vehicle annually, \$100 replacement permit Ground Transportation, Lodging and TNC Companies with a valid business license per Title 4-8 and Title 9 are eligible to purchase a parking permit(s) valid for Drop and Load areas during timeframes, seasons, Special Events, and locations as approved by the Parking Manager and City Manager. Drop and Load parking permits may be transferable between vehicles.

7.7 Special Event Parking. The City Manager may implement Special Event Parking Permit Fees, Special Event Meter Rates and/or Special Event Parking Fines for events held under a Master Festival License. The fee for these Special Event Parking Permits and Special Event Meter Rates will not exceed \$60.00 per day.

7.8 Tow and Storage Fees. Vehicles towed from City parking and stored in private lots are subject to Utah State allowed amounts as outlined in the Park City Police Department Towing Rate Schedule.

7.9 Immobilization Fee \$35.00

7.10 Fees for Special Use of Public Parking are as follows:

Main Street, Heber Avenue, Park Avenue (Heber to 9th St): Daily rate of \$16.00 per space
Swede Alley: Daily rate of \$12.00 per space

Sandridge, South City Park, Residential Permit Zones: Monthly rate of \$20.00 per space

- a. Up to two spaces for vehicle parking with approved and active building permit \$0.00
- b. Vehicle Permits \$20.00 per space per month
- c. Dumpster or Equipment Permit \$50.00 per space per month

Pay station removal for construction: \$1,000.00

Application Fee: \$20.00

Applications are reviewed by appropriate divisions, such as Parking Services, Transportation, Police, Building Departments, and Special Events.

7.11 Garage and Surface Lot Parking Rates, Effective December 15, 2017:

Peak Season, December through April 15 and June through September

China Bridge:

11:00 a.m.-5:00 p.m. – FREE, no hourly
max 5:00 p.m.-Midnight – 1st hour FREE
\$3.00/hour after, no hourly max

Hourly rate may be modified, and may not exceed \$4.00/hour
Lost ticket fee will equal the maximum daily fee

Swede Alley, Flag Pole, & Bob Wells Plaza:

AM – FREE, 4 hour max
11:00 a.m.-5:00p.m. – FREE, 4 hour max
5:00 p.m.-Midnight – \$3.00/hour, 4 hour max
Hourly rate may be modified, and may not exceed \$4.00/hour

North Marsac:

AM-5:00 p.m. – FREE, 24 hour max
5:00 p.m.-Midnight – \$1.00/hour, 24 hour max
Hourly rate may be modified, and may not exceed \$3.00/hour

Sandridge:

AM-5:00 p.m. – FREE, 72 hour max
5:00 p.m.-Midnight – FREE, 72 hour max

South Marsac:

AM-5:00 p.m. – FREE, 2 hour max
5:00 p.m.-Midnight – FREE, 2 hour max

West Heber, between Main Street and Park Avenue:

11:00 a.m.-5:00 p.m. – \$2.00/hour, 3 hour max
Hourly rate may be modified, and may not exceed \$3.00/hour

5:00 p.m.-Midnight – \$4.00/hour, 3 hour max
Hourly rate may be modified, and may not exceed \$5.00/hour

Park Avenue:

6:00 a.m.-2:00 a.m. – FREE, 2 hour max

East Heber, between Main Street and Swede Alley:

6:00 a.m.-2:00 a.m. – Load Zone, 2 hour max.

Gateway top level:

FREE for Main Street permit holders

Non-Peak Season, April 15 through May and October through November

China Bridge:

11:00 a.m.-5:00 p.m. – FREE-No hourly max 5:00 p.m.-Midnight
– 1st hour FREE

\$1.00/hour after free first hour, no hourly max

Hourly rate may be modified, and may not exceed \$3.00/hour Lost ticket fee will equal the maximum daily fee

Swede Alley, Flag Pole, & Bob Wells Plaza:

AM – FREE, 4 hour max

11:00 a.m.-5:00 p.m. – \$1.50/hour, 4 hour max

Hourly rate may be modified, and may not exceed \$3.00/hour

5:00 p.m.-Midnight – \$1.50/hour, 4 hour max

Hourly rate may be modified, and may not exceed \$3.00/hour

Sandridge/North Marsac:

AM-5:00 p.m. – FREE, no hourly max

5:00 p.m.-Midnight – FREE, no hourly max

7.12 Meter rates are as follows:

Effective December 15, 2017

Peak Season

AM – FREE, no hourly max

11:00 a.m.-5:00 p.m. – \$2.00/hour, 3 hour max

Hourly rate may be modified, and may not exceed \$3.00/hour

5:00 p.m.-Midnight – \$4.00/hour, 3 hour max

Hourly rate may be modified, and may not exceed \$5.00/hour

Non-Peak Season

AM – FREE, no hourly max

11:00 a.m.-5:00 p.m. – \$1.00/hour, 3 hour max

Hourly rate may be modified, and may not exceed \$1.50/hour

5:00 p.m.-Midnight – \$2.00/hour, 3 hour max
Hourly rate may be modified, and may not exceed \$3.00/hour

No less than one hour can be purchased with a credit card. For event rates, see Section 7.7.

Effective December 15, 2017 Tokens will no longer be an acceptable method of payment.

7.13 Meter payment by cell phone:

Users sign up for a free account. Meter rates in Section 7.12 apply; no less than one hour can be purchased. City pays the convenience fee charged by the service provider.

SECTION 8. RECREATION SERVICES AND FACILITY RENTAL FEES

8.1 PURPOSE AND PHILOSOPHY. Recreation Services, the Parks Department, Miners Hospital Community Center and the Library are supported primarily by tax dollars through the City's General Fund. The Golf Course has been established as an enterprise fund and should be primarily supported by revenues other than taxes. This policy applies to Recreation Services and the Golf Course Enterprise fund.

The purpose of this section is to establish a level of operations and maintenance cost recovery for programs, activities and facilities, and direction for establishing fees and charges for the use of and/or participation in the programs, activities and facilities offered by the Recreation Services, Golf Course, Library, and Miners Hospital Community Center.

It is the intent of the City to offer its Recreation Services programs, activities and facilities to the entire community. To help offset the cost of providing these services, and since the primary beneficiaries of these services are users, it is appropriate to charge fees that are adequate to fund operation of the facility in line with other like programs.

8.2 COST RECOVERY. It is the intent of the City to recover roughly 70% of the operations and maintenance expenses incurred by the Recreation Department and the Recreation Center and 100% of the operations and maintenance expenses incurred by the Golf Course through sources of revenue other than taxes. The City's cost recovery plan is described in detail in the City's budget document. User fees should not be considered the only source for accomplishing this objective. Revenues may also include:

Increases in program participation.

- Fees charged for non-recreational use of facilities (conventions/special events)
- Rental income
- New programs or activities
- Private sponsorship of programs or activities
- Public agency grants or contributions.

8.3. ESTABLISHING USER FEES. Fees shall be set at a level which ensures program quality and meets the objectives of the City Council.

8.3.1 Area Resident Discount: Those people whose primary residence is within the Park City School District limits; are currently paying property tax within Park City School District limits; or are holding a valid Park City business license and leasing or renting office space within Park City are entitled to receive a discount on user fees for the Recreation Center and Golf Course.

8.3.2 Recreation Program Fees: The Recreation Department, the Recreation Center and the Golf Course offer a variety of organized programs and activities. Due to the fluctuations in the number of participants and frequent changes in circumstances, program fees are established on a program-by-program basis by dividing the number of projected participants by the estimated program costs. Fees are then published on the city's website. In most cases, fees will be kept commensurate with fees charged by others providing like service.

8.3.3 Fees for Non-Recreational Activities at the Recreation Center: The fees charged for non-recreational or special event use will be competitive with the marketplace providing the fees cover a minimum of: a) the costs involved in the production of the event; and, b) recovery of lost revenue.

The Recreation Center facility is principally for recreation. Non-recreation activities usually will be charged up to fifty percent (50%) more than the minimum. No fee waivers for non-recreational or special event use will be permitted. However, the City Council may authorize the City to pay all or a portion of the fee in accordance with the master festival ordinance provisions.

8.3.4 Fee Increases: Recommendations for fee increases may be made on an annual basis. The City will pursue frequent small increases as opposed to infrequent large ones. Staff will be required to provide an annual review and analysis of the financial posture of the Golf Course Fund along with justification for any recommended increase. When establishing fees, the City will consider rates charged by other public and private providers as well as the ability of the users to pay.

To establish and maintain the Council's objective of 70% cost recovery, the City Manager will have the authority to annually increase fees up to \$.50 or 10%, whichever is greater. Any requested increase over that amount will require Council action.

Fee increases will take place only if they are necessary to achieve the City Council's objective and maintain program quality, and only with the authorization of the City Manager or the City Council.

8.3.5 Discounting Fees: The Recreation Services Manager may, at his or her discretion, discount fees when:

- Offering special promotions designed to increase use.
- Trying to fill non-prime time.
- Introducing new programs or activities.
- Playing conditions are below standard due to weather or facility disrepair.

8.3.6 Fee Waivers: The City intends that no resident under 18 years old or over age 65 be denied the use of any program, activity or facility for reasons of financial hardship. The Recreation Services Manager may, at his discretion, waive all or a portion of a fee, or may arrange offsetting volunteer work for anyone demonstrating an inability to pay for services.

8.4. RECREATION CENTER:

8.4.1 Recreation Center Fees

Punch Card Admission. For ease of administration and convenience to users, a punch card system has been established for Recreation Center programs and activities. The purchase of a punch card may result in a savings off the regular rate.

Punch Passes	Resident	Visitor
Youth (3 to 17) 10 Punch	\$28.00	\$40.00
Adult 10 Punch	\$80.00	\$100.00
Senior & Military 10 Punch	\$60.00	\$70.00
Child Care 10 Punch (10 hrs.)	\$35.00	

Tennis & Pickleball Court Charges

	<u>Hourly Court Fees</u>	
	Indoor	Outdoor
Resident rate	\$32.00	\$12.00
Visitor rate	\$44.00	\$16.00

Pickleball Outdoor Court Time Passes

1 month	\$65.00
3 month	\$180.00

Other Tennis & Pickleball Fees

Private Lesson 1 hour	\$78.00
Private Lesson 1/2 hour	\$42.00
Semi Private Lesson 1 hour (Per person)	\$41.00
Group of 3 (Per person)	\$30.00
Group of 4 (Per person)	\$25.00
Clinic drop-in fee 1 hr	\$17.00
Clinic drop-in fee 1.5 hours	\$26.00
Ball Machine per hour	\$12.00
Tennis Courts Non Athletic (Daily)	\$3,000.00

Daily Drop In

	Resident	Visitor
Toddlers 2 & Under	Free	Free
Youth (3 to 17)	\$3.00	\$6.00
Adult	\$8.00	\$15.00
Senior 65+ & Military	\$6.00	\$8.00
Fitness Classes	\$10.00	\$18.00
Senior/Military Fitness Classes	\$8.00	\$10.00

Facility Passes: There are two types of facility passes one which includes all amenities except tennis & pickleball and the other which includes all amenities except group fitness, pickleball and tennis. Program fees are additional and are not included in pass fees.

Individual Rate

Term	Facility Rate	Class Add On	Total
1 Month	\$45	\$22	\$67
3 Month	\$125	\$60	\$185
6 Month	\$232	\$108	\$340
12 Month	\$433	\$192	\$625

Senior 65+ & Military Individual Rate

Term	Facility Rate	Class Add On	Total
1 Month	\$40	\$22.00	\$62
3 Month	\$112	\$60.00	\$172

6 Month	\$205	\$108.00	\$313
12 Month	\$375	\$192.00	\$567

Couple Rate

Term	Facility Rate	Class Add On	Total
1 Month	\$82	\$38.00	\$120
3 Month	\$242	\$108.00	\$350
6 Month	\$393	\$182.00	\$575
12 Month	\$725	\$325.00	\$1,050

PC MARC Tennis Passes

Term	Single	Couple	Additional Family Member
1 Month	\$200.00	\$320.00	\$30.00
3 Month	\$475.00	\$760.00	\$60.00
6 Month	\$775.00	\$1,345.00	\$110.00
12 Month	\$1,210.00	\$2,150.00	\$225.00

Gymnasium	Hourly Resident	Hourly Visitor	Daily
Full Gym	\$65.00	\$125.00	
Half Gym	\$35.00	\$75.00	
Non Athletic			\$1,400.00

Fitness Studios	\$65.00 (for profit) \$35.00 (non-profit)	\$125.00 (for profit) \$75.00 (non-profit)
------------------------	--	---

Other Fees

Visitor 10 Punch Card	\$100.00
1 Month Visitor Pass	\$100.00
Child Care Per Hr.	\$4.00
Personal Training Daily Fee	\$25 per session
Personal Training Monthly Fee	\$400 per month
Personal Training Annual Fee	\$4,000 per year
Birthday Party	\$150.00
Party Room per hour	\$50.00

8.5 GOLF FEES. The Park City Municipal Golf Course is an 18 hole course and 6,743 yards in length. The fees listed below are established fees, however they may be altered for certain types of tournament play. To receive a resident discount, the recreation card (which must have a City resident designation) must be presented to the golf starter. Season passes are available only to those who possess a locals card. Playing conditions on the course may vary due to weather constraints, particularly early and late in the season. The Golf Manager may, at his discretion, discount the established fees in order to encourage use of the course when playing conditions are less than optimum.

Regular Season- Memorial Day through September
Off-Season- Pre-Memorial Day, October and November

Resident Season Pass	\$1110.00
Junior Pass	\$425.00
Jr./Sr. Punch Pass	\$350.00
Non-Resident Sr. Punch Pass	\$390.00
Corporate Pass	\$3,000.00

Resident 18 Hole	\$39.00
Resident 18 Hole with Cart	\$54.00
Utah Resident 18 Hole	\$48.00
Utah Resident 18 Hole with Cart	\$63.00
Non-Resident 18 Hole	\$55.00
Non-Resident 18 Hole with Cart	\$70.00
Resident 9 Hole	\$19.50
Resident 9 Hole with Cart	\$27.00
Utah Resident 9 Hole	\$24.00
Utah Resident 9 Hole with Cart	\$31.50
Non-Resident 9 Hole	\$27.50
Non-Resident 9 Hole with Cart	\$35.00
Resident Off-Season 18 Hole	\$28.00
Non-Resident Off-Season 18 Hole	\$32.00
Small Range Bucket	\$5.00
Large Range Bucket	\$10.00
Rental Clubs for 18 Holes (includes 6 golf balls)	\$50.00
Rental Clubs for 9 Holes (includes 3 golf balls)	\$25.00

8.6. LIBRARY FEES. The Park City Library Board routinely reviews non-resident fee options and recommends changes. Library services, which are funded by the General Fund, are provided without charge to property owners, residents, and renters within the City's boundaries. Non-resident card fees are charged to those who request borrowing privileges but live outside the City's taxing area. On September 8, 2002, the Library Board voted to change the fee charged to some non-resident library users.

Non-Resident Card Fees

Household	\$40.00 per year
Non- City Limits Visitor Resident Card Fess Household (6 months)	\$20.00
Students residing in Summit County	Free
Educators in Park City School District	Free
Wasatch County Student Cards	\$15.00 per year
Organization card - non-profit	\$45.00 per year
Organization card - for-profit	\$55.00 per year
Interlibrary Loans	\$1.00 charge per item

8.7. CEMETERY FEES. Anyone owning property, currently residing, or having resided in Park City for a period of more than ten years consecutively, is eligible to purchase cemetery property or may be buried in the Park City Cemetery. All cemetery plots will be sold on a first-come, first-served basis. The same criteria above are used for the rights to purchase a plaque space on the Memorial Walls in the Cemetery.

	<u>Resident Fees</u>	<u>Eligible Non-Resident Fees</u>
Single adult grave	\$300.00	\$600.00
Single infant grave	\$150.00	\$300.00
Opening and closing adult grave	\$600.00	\$600.00

Opening and closing infant grave	\$360.00	\$360.00
Removal of adult from one grave to another within cemetery	\$960.00	\$960.00
Removal of infant from one grave to another within cemetery	\$720.00	\$720.00
Removal of adult for interment outside cemetery	\$1,000	\$1,000
Removal of infant for interment outside cemetery	\$360.00	\$360.00
Schil for flower beds/grave	N/A	N/A
Additional charge for after hour burials including Saturdays, holidays, weekends	\$200.00	\$300.00
Interment of cremated remains	\$70.00	\$140.00
Monument grave marker maintenance	\$100.00	\$100.00
Memorial Wall plaque space	\$250.00	\$500.00

8.7.1. Cemetery Fee Waivers. Any or all of the fees associated with the operation of the Park City Cemetery may be waived by the Cemetery Sexton, however such consideration is focused on persons who provided exceptional community service or residents with proven financial hardship. Grave sites, located in the "veterans section" for Park City veterans, firemen and police officers will be provided free of charge, as well as fees for cemetery services. Family members wishing to be buried in this section of the cemetery will be charged for lots and services.

8.8. PARK PAVILLION RENTAL FEES. It is not mandatory that a fee be paid for the use of a park pavilion. However, those persons having reserved a pavilion and paid the reservation fee shall have the exclusive use to use that pavilion over others. Reservation fees for park pavilion use are as follows:

<u>Rotary and South-End of City Park Pavilions</u>	<u>Half Day</u>	<u>Full Day</u>
Residents within Park City School District	\$ 60.00	\$90
Non-residents/commercial +\$100 refundable cleaning deposit	\$125.00+	\$200.00+

8.9. MINERS HOSPITAL COMMUNITY CENTER FEES. This facility is located at 1354 Park Avenue. Reservation fees for use of the Miners Hospital Community Center are as follows:

- Group 1: Activities which are free and open to the public, or educational/informational.
- Group 2: Activities which are open for public participation but charge a fee for participation such as fundraisers, conferences or other promotional events.
- Group 3: Activities which are closed to the public such as private receptions, conferences or parties.
- Group 4: Activities which are held between the hours of 6:00 p.m. and 8:00 a.m.

--	--	--	--	--

Location	Group 1	Group 2	Group 3	Group 4
Miners Hospital 1 st Floor	Free	\$18/Hour	\$23/Hour	\$30/Hour
Miners Hospital 2 nd Floor	Free	\$18/Hour	\$23/Hour	\$30/Hour
Miners Hospital 3 rd Floor	Free	\$15/Hour	\$20/Hour	\$25/Hour
Miners Hospital Basemen	Free	\$15/Hour	\$20/Hour	\$25/Hour

Cancellation Policies for entire building reservations:

For two hour reservations, a \$25.00 handling fee will be charged for cancellations received less than one week prior to rental.

For half-day reservations, a \$50.00 handling fee will be charged for cancellations received less than two weeks prior to rental.

For whole day reservations, a \$75.00 handling fee will be charged for cancellations received less than two weeks prior to rental.

Notes:

****a** \$50.00 damage/cleaning deposit is required on all whole day rentals, refundable if the facility is left in satisfactory condition; full payment of all fees is due two weeks prior to the facility rental.

*****a** \$300.00 damage/cleaning deposit is required on all special events rentals, \$275 is refundable if the facility is left in satisfactory condition; full payment of all fees for special events is due 30 days prior to the date of the event.

8.10. PARK CITY LIBRARY ROOM RENTAL RATES

Park City Library Rooms are located at 1255 Park Avenue. The rates for the spaces are as follows:

- Group 1: Activities which are free and open to the public during library hours. Groups such as book clubs, support groups, government institutions, Library/City partners, HOAs, and other affiliated community organizations, as approved by the Library Director.
- Group 2: Activities during Library hours which are open for public participation but charge a fee for entry or activities which are closed to the public.
- Group 3: Activities which are outside of Library operating hours or promote or solicit business. This includes businesses that offer initial free services/consultations /presentations, and then later charge a fee or contact attendees
- Non-Profits: Receive one free contiguous rental of up to four hours per month, which may be split between multiple rooms within the Library's operational hours.

Location	Room	Occ.	Group 1	Group 2	Group 3 4	Non-Cleaning Fine
Library 1 st Floor	Entry Hall	43	Unavailable	Unavailable	\$300/Hour (Unavailable during library hours)	\$20/hour, \$40 minimum
Library 1 st Floor	Entry Hall Patio	90	Unavailable	Unavailable	\$400/Hour (Unavailable during library hours)	\$20/hour, \$40 minimum
Library 1 st Floor	Public Meeting Room 101	34	Free	\$25/Hour	\$50/Hour	\$20/hour, \$40 minimum
Library 2 nd Floor	Study Rooms 1 - 8	3 - 6	Free	Unavailable	Free (Unavailable outside library hours)	\$20/hour, \$40 minimum
Library 2 nd Floor	Meeting Room 201	34	Free	\$25/Hour	\$50/Hour	\$20/hour, \$40 minimum
Library 2 nd Floor	North Conference Room	12	Free	\$20/Hour	\$40/Hour	\$20/hour, \$40 minimum
Library 2 nd Floor	South Conference Room	12	Free	\$20/Hour	\$40 (unavailable outside Library hours)	\$20/hour, \$40 minimum
Library 3 rd Floor	Public Meeting Room 301	34	Free	\$25/Hour	\$50/Hour	\$20/hour, \$40 minimum
Library 3 rd Floor	Jim Santy Auditorium	516	Free	\$95/Hour	\$200/Hour	\$20/hour, \$40 minimum
Library 3 rd Floor	Community Room	85	Free	\$75/Hour	\$150/Hour	\$20/hour, \$40 minimum
Library 3 rd Floor	Kitchen	10	Free	\$30	\$40	\$20/hour, \$40 minimum

Santy Technology Fees:

Projection Fees: Users have two options for projection.

1 - Users may use the in-house technology at no additional cost. Users are responsible for scheduling a training to learn to use the equipment and facilitate use during their rental. Training must be scheduled at least one week prior to the rental date(s).

2 - Users may rent the Projection Booth and have a trained projectionist manage technology needs. The Projection Booth rents for \$500 per event rental (\$250 for Non-Profits), with a hired projectionist approved by the Park City Library. Projectionists have their own fee scale; Users pay projectionists directly. A list of approved projectionists is available upon request.

Lighting Fees: Stage lighting may be rented when approved by the Library Director or his/her designee. Any change in the direction of lighting must be made by a pre-approved vendor at the expense of the User. The User shall pay the vendor directly. Lighting must be returned to the original direction before vacating the rental. The Projection Booth and a projectionist must be reserved to utilize lighting.

Notes:

1. Advance reservations and standard lease agreement required, tenants included.
2. It is the responsibility of the User to review the *Park City Library Room Use and Rental Policy*.
3. Special parking arrangements may be required for events for more than 250 participants and guests.
4. All rates are subject to change without notice.
5. All deposits and fees are to be paid in advance.
6. Rental rates for auditorium equipment are calculated separately.
7. The City intends that no resident under 18 years old or over age 65 be denied the use of any program, activity or facility for reasons of financial hardship. The Library Director may, at her discretion, waive all or a portion of a fee, or may arrange offsetting volunteer work for anyone demonstrating an inability to pay for services.

SECTION 9. ICE ARENA AND FIELDS RENTAL FEE SCHEDULE.

9.1. Establishing User Fees. Fees shall be set at a level which ensures program quality and meets the objectives of the City Council. Area rates apply to residents of Park City, Summit County and Wasatch County. Outside rates apply to requests outside Summit and Wasatch Counties.

Field Fees

Additional Restroom Cleaning \$30.00 per clean

<u>Ice Arena Admission Fees</u>	<u>Local Area Rates</u>	<u>Outside Area Rates</u>
---------------------------------	-------------------------	---------------------------

Youth = 6-17 year olds; Adult = 18 and over

Youth Resident Rate Honored for all Seniors (65+) and Military

Public Skate – 5 years & under	Free	Free
Public Skate – youth & adult	\$6.00	\$10.00
Cheap Skate (includes skate rental)	\$6.00	\$10.00
Group Rates (20+) includes skate rental	\$6.00	\$10.00

School Rate – includes skate rental	\$6.00	\$10.00
Skate Rental	\$4.00	\$4.00
Drop-in Hockey - youth	\$8.00	\$12.00
Drop-in Hockey - adult	\$10.50	\$14.00
Coached Drop-in Hockey – adult	\$12.50	\$16.00
Coached Drop-in Hockey – youth	\$10.00	\$13.00

*Goalies may play for free during Stick & Puck if they are available for others to shoot on and not in a lesson. Goalies can play Drop-in program for free if there is space available. The respective Drop-in hockey fee applies if the goalie is in a lesson or would like to reserve their spot.

Freestyle- 5 & Under, Only in lesson (punch card only)	\$50.00	\$50.00
--	---------	---------

Freestyle-Youth	\$8.00	\$12.00
Freestyle-Adult	\$10.50	\$14.00

Drop-in Curling	\$20.00	\$24.00
Drop-in Broomball	\$14.00	\$18.00
Broomball Rental (individual)	\$3.50	\$3.50
Drop-in Skating Class	\$15.00	\$18.00

Off-Ice Programming:		
Strength & Conditioning, Ballet, Skate Treadmill	\$11.50	\$14.00
Visiting Coach Fee	\$16.00	\$16.00
Curling Instructor Fee	\$50/per hour/per instructor	

10 Session Punch Cards

Punch cards are available for Public Skate, Drop-in Hockey and Freestyle sessions at a discount equal to \$.50 per session. Punch card fees are adjusted to reflect the admission of residents and non- residents. Punch cards are also available for skate sharpening with no discount simply, for convenience. Punch cards should be paid in full at the time of purchase. If the balance on a punch card is not paid in full within 7 calendar days (one week) a 10% late fee will be applied.

Annual Passes

Platinum (Freestyle, Off-Ice, Public Skate, Skate Sharpening)

Single Annual Payment	\$4,750
Semi Annual Payment	\$4,900

Bronze (Public Skate):

Family (Up to 4 family members)	\$550
Additional Family Member	\$50
Adult	\$260
Youth (6-17 year olds/Senior +65 years)	\$190

Hourly Ice

Tax Exempt User Groups*/Employees	\$200
Local Rate (<u>Summit or Wasatch County Resident</u>)	\$215 <u>\$225</u>
<u>Non Resident, Not for Profit</u>	<u>\$250</u>

Camp	\$290 300
For-profit	\$375

**User Groups are defined as local, organized programs who rent weekly ice from the arena (minimum 25 hours per season).

Room Rental

Multi-purpose Rooms \$40/hr. (per room)
User Groups can use the Party Room for 24 hours at no cost, but rooms must be booked in advance.

Birthday Parties

Basic Package	\$175
Super Star Birthday Package	\$300
Instructor	\$50/per 30 minutes

Equipment (per hour)

Broomball	\$50
Curling	\$50/hour/lane
Hockey (non-program rental)	\$10/week
Dividers	\$25

Cleaning Event Fees

Rentals 1-50 people	\$50
Rentals 51-100 people	\$100
Rentals 101+ people	\$200
<u>Bleachers</u>	<u>\$200/day</u>
<u>Catering Fee</u>	<u>\$150</u>
<u>Scheduling Impact Fee</u>	<u>\$150</u>

Skate Services

Fees listed below are for services requested for 24 hours or more. An additional fee may be paid for services requested within 24 hours. Punch cards available for overnight services only. There is no discount for skate sharpening punch cards, they are available for convenience. Pre-payment is required for all skate sharpening.

Hockey Skate Sharpening	\$85.50
Goalie Skate Sharpening	\$6.50
Figure Skate Sharpening	\$7.50 10.00
Custom Radius	\$20.00 30.00
Figure Skate Sealing	\$30.00
Rivets Replacements	\$2.500
Figure Skate Blade Mounting (per pair)	\$25.00
Skate Fitting (without purchase)	\$20.00

Locker Rental (Annual Fee)

	<u>First Floor</u>	<u>Second Floor</u>
Regular Locker	\$180	\$130
Large Locker	\$210	\$160

Gate Fees

The Park city Ice Arena will take 25% of any gate fees collected for an event.

Advertising Fees and Sponsorship Fees

Dasher Board Ads	\$1,600
Wall Banners	\$2,500
Glass Decals	\$400
Program Sponsorship	Varies by program
Information Screen	\$150/month

Note: All user groups will receive a free dasher board ad on the east side to promote their activity. They can sell the ad, acknowledge their sponsors or promote their program.

9.2. Recreation Program Fees: The Park City Ice Arena offers a variety of organized programs and activities. Due to the fluctuations in the number of participants and frequent changes in circumstances, program fees are established on a program-by-program basis by dividing the number of projected participants by the estimated program costs.

9.3. Fee Increases: Recommendations for fee increases may be made on an annual basis. The City will pursue frequent small increases as opposed to infrequent large ones. Staff will be required to provide an annual review and analysis of the financial posture of the Ice Arena Fund along with justification for any recommended increase. When establishing fees, the City will consider rates charged by other public and private providers as well as the ability of the users to pay.

The City Manager will have the authority to annually increase fees up to \$.50 or 10%, whichever is greater. Any requested increase over that amount will require Council action. Fee increases will take place only if they are necessary to achieve the City Council's objective and maintain program quality, and only with the authorization of the City Manager or the City Council.

9.4. Discounting Fees: The Ice Arena Manager may discount fees when:

- a. Offering special promotions designed to increase use.
- b. Trying to fill non-prime time.
- c. Introducing new programs or activities.
- d. Playing conditions are below standard due to weather or facility disrepair.

9.5. Fee Waivers: The City intends that no resident under 18 years old or over age 65 be denied the use of any program, activity or facility for reasons of financial hardship. The Ice Arena Manager may, at her discretion, waive all or a portion of a fee, or may arrange offsetting volunteer work for anyone demonstrating an inability to pay for services.

The Ice Arena is pleased to offer the Fee Reduction program as a means for individuals to apply for reduced costs associated with our youth programs. Not all programs are eligible for fee reduction. Applicants must be residents of Summit or Wasatch Counties and submit an application. Program fees may be discounted up to 75% off for students in the Park City School District who qualify for free or reduced lunch. Fees may be discounted for specified youth and adult programs based on an individual's Average Median Income (AMI). Families qualifying for Fee Reduction may receive Public Skate admission and Skate Rental for a combined \$3.00 per person.

9.6 Establishing Fields User Fees: Fees shall be set at a level which ensures field quality and meets the objectives of the City Council. Resident rates apply to residents of Park City School District. Visitor rates apply to requests outside of the Park City School District Boundaries. In order to receive the resident rate a minimum of 75% of the participants must be residents of the Park City School District. A service charge of 2%

will be applied to credit card charges over \$5,000.

FULL COMPLEX RATES						
	FULL DAY VISITOR	FULL DAY RESIDENT	HR/FIELD VISITOR	HR/FIELD RESIDENT	VISITOR TOTAL	RESIDENT TOTAL
PCSC Stadium SB	\$500	\$200	\$100	\$50		
PCSC Stadium SOC	\$500	\$200	\$100	\$50		
PCSC multipurpose	\$375	\$200	\$100	\$50	\$1,600	\$1,000
PCSC Sportexe	\$1,000	\$500	\$200	\$100		
PCHS BB	\$375	\$100	\$75	\$50		
PCHS SB	\$375	\$100	\$75	\$50		
PCHS LL	\$375	\$100	\$75	\$50	\$800	\$575
North 40 North	\$375	\$250	\$100	\$50		
North 40 South	\$375	\$250	\$100	\$50	\$500	\$350
City Park	\$375	\$250	\$100	\$50	\$375	\$250
PCHS Dozier	\$1,000	\$500	\$200	\$100	\$1,000	\$500
TMJHS	\$375	\$100	\$75	\$50	\$800	\$575
Stakeholder Fee						\$200 per team per season youth

Non-exclusive Commercial Use of Outdoor Recreation Facilities

	Per Day	Season
Resident	\$50	\$300
Non-Resident	\$75	\$500

Volleyball Court Fees (per court)	\$30.00/hr. Res.	\$50.00/hr. NonRes
	\$120.00/day Res	\$200.00/day NonRes
(2 courts)	\$200.00/day Res	\$300.00/day NonRes
Stakeholder Fee	\$300.00/team/season - adult	
Additional Restroom Cleaning	\$30.00 per clean	
Additional Field Prep (Softball/Baseball)	\$95.00 per field	
Special Field Prep (Low grass Cut)	\$1,000.00 per field	
Field Set Up (Lacrosse, Soccer, Football)	\$200.00 per field	
Lights - PCSC & City Park	\$20.00 per hr.	

SECTION 10. MISCELLANEOUS FEES. The following fees are set to insure cost recovery and use fees for additional City services associated with but not limited to Special Event Permits and

approved filming activity

10.1	<u>Fee for in lieu of providing public parking</u>	\$40,000.00 per stall
10.2	<u>Returned Check Charge:</u>	\$25.00
10.3	<u>News Rack Application and Permit</u>	\$50.00 per application \$75.00 per three-year permit
10.4	<u>Bleachers</u>	
	Bleacher Rental (per bleacher, per day)	\$53.00
	Bleacher Delivery and Pick Up (per event, all bleachers)	\$93.25
10.5	<u>Banner Installation</u>	
	Street Banner Installation-entire Main	\$648.70
	Street Banner Installation-every other Main	\$486.55
	Street Banner Installation-every 3rd	\$324.35
	Street banner Installation- Roundabout	\$346.65
	Street Banner Installation- Kearns	\$1,431.00 (Includes state permit, barricades and signage, required during install and takedown)
10.6	<u>Parks Clean Up, Labor and Equipment</u>	
	Pressure Washing (per hour, incl. operator)	\$47.70
	Pavilion Cleaning	\$157.95
	Trash Removal	\$33.90
	(public property only - not provided for private property)	
	Extra Trash Cans	\$6.75
	Trash Bags	\$2.10
10.7	<u>Public Safety</u>	
	Police Officer (per employee, per hour - four hour minimum)	\$75.00 Holiday
	(per employee, per hour - four hour minimum)	\$165.00
	Mobile Command Trailer (Placement, Day One, Removal)	\$250.00
	Mobile Command Trailer (each additional day)	\$100.00
10.8	<u>Parking Reservation Fees (Parking Department)</u>	
	Application Fee	\$22.25
	Main Street, Heber Avenue, Park Avenue (Heber to 9th St)	\$20.00
	Swede Alley Parking Space (per space, per day)	\$13.25
10.9	<u>Barricades (cost per barricade)</u>	
	Crowd Control Barricades	\$5.90
	Portable Electronic Sign/Message Board (per day)	\$151.20
	Temporary Signs (each)	\$18.50
	Street Barricades (per day)	\$1.40
10.10	<u>Dumpsters</u>	
	8 Yard (delivery + haul off fee)	\$210.00
	30 yard (delivery + haul off fee)	\$210.00
	Landfill fee for 30 yard dumpster (per ton)	\$35.00
10.12	<u>Streets Equipment and Materials Equipment (2</u>	
	hour min. - billable rate is portal to portal,	

cost includes operator, fuel, maintenance)	
Large Loader (per hour, 1 staff)	\$103.20
Small Loader (per hour, 1 staff)	\$71.95
Street Mechanical Sweeper (per hour, 1 staff)	\$150.60
Unimog with Snow Blower (per hour, 1 staff)	\$180.20
Unimog Snowplow (per hour, 1 staff)	\$88.35
Loader with Blower (per hour, 1 staff)	\$218.65
1 Ton Truck with dump (per hour, 1 staff)	\$54.15
2 Ton Truck with dump (per hour, 1 staff)	\$86.55
Bucket Truck (per hour, 2 staff)	\$117.65
Skid Steer (Cat 262 - per hour, 1 staff)	\$55.90
Add Grinder	\$7.60
Add Snow Blower	\$6.35
Backhoe (per hour, 2 staff)	\$98.75
Air Compressor (per hour, 1 staff)	\$42.00
Graffiti Truck (per hour, 1 staff)	\$75.05

10.13 Materials

Salt (per ton)	\$45.00
Road base (per ton)	\$18.00
Sand (per ton)	\$16.00
Cold Patch (per ton)	\$90.70
Hot Mix (per ton)	\$66.95

10.14 Personnel (total compensation per employee, per hour, during regular business hours)

Parks Department (PCMC Parks employee)	\$38.50
Streets Department (Streets employee)	\$38.50
Special Events Department (staff)	\$42.25
Cleaning Labor –	\$28.00
restrooms, buildings and other (contract labor)	

10.15 Special Event Application Fee (Processing and Analysis)

Level Five Event	\$640.00
Level Four Event	\$320.00
Level Three Event	\$160.00
Level Two Event	\$ 80.00
Level One Event	\$ 40.00
First Amendment Event	\$ 40.00
Film Permit Application Fee	\$ 80.00

As according to section 4-8-9, Fee Reduction requests for Special Events will be reviewed twice a year. All event fee reduction requests must be submitted to the Special Events Department prior to the application deadlines:

- (1) October 1st – Events occurring between January 1st and June 30th.
- (2) April 1st – Events occurring between July 1st and December 31st.

Fee reduction applications received outside of the normal application process may be considered for reductions but must demonstrate an immediate need for reduction and provide justification as to why the application was not filled within the specified deadline.

10.16 Public Parking Lot Use Rates for approved Events:

All lot fees are for approved permitted Special Events only. Regular parking rates apply at all other times.

Brew Pub Lot – Upper Lot	\$240.00 per day
Brew Pub Lot – Lower Lot	\$105.00 per day
North Marsac Lot	\$ 50.00 per day
Swede Alley Surface Lot	\$ 50.00 per day
Swede Alley Wall Lot	\$ 50.00 per day
Flag Pole Lot	\$ 50.00 per day
Sandridge lot – Upper/Lower	\$ 50.00 per day/ per lot
Quinn's Sports Parking Lots 1, 2, 3	\$ 50.00 per day/ per lot
Mawhinney Parking Lot	\$ 50.00 per day
Library Parking Lot – Partial Use Only	\$ 50.00 per day

10.17 Trail Use Fees

Trail Use Fee and Deposit Schedule

ACTIVITY	NUMBERS	LOCAL NON-PROFIT	OUT OF AREA NON-PROFIT	LOCAL PROFIT	OUT OF AREA PROFIT
Mountain Biking	30-350	1% x \$150 x number of participants	2% x \$150 x number of participants	1.5% x \$150 x number of participants	3% x \$150 x number of participants
Cross Country Skiing*	30-350	.5% x \$150 x number of participants	1% x \$150 x number of participants	1% x \$150 x number of participants	1.5% x \$150 x number of participants
Triathlon*	30-350	1.5% x \$150 x number of participants	2.5% x \$150 x number of participants	2% x \$150 x number of participants	3.5% x \$150 x number of participants
Running/Walking/Snowshoe*	30-500	.5% x \$150 x number of participants	1% x \$150 x number of participants	1% x \$150 x number of participants	1.5% x \$150 x number of participants
Other (Events that may propose significant impacts to the system)	TBD	TBD	TBD	TBD	TBD

If Council approves additional participation above a capped quota of participants, add \$2.00/participant in addition to fees provided below.

*All winter events that propose to use the winter trails system may be subject to a grooming fees of \$30.00/hr. This fee may include pre-event preparation of the trails and post event maintenance of the trails.

10.18 Credit Card Transaction Fees

Effective July 1, 2019, there will be a 2.00% service fee for all non-utility credit card payments equal to or greater than \$5,000.

SECTION 11. MUNICIPAL ELECTION FEES

11.1 Fees for municipal elections are as follows:

\$150.00 Mayoral filing fee*

\$100.00 Council filing fee*

*Fees are waived for candidates who prefer to collect 100 signatures of Park City registered voters.

Council Agenda Item Report

Meeting Date: June 18, 2020

Submitted by: Mike McComb

Submitting Department: Executive

Item Type: Resolution

Agenda Section:

Subject:

Consideration to Approve Resolution 15-2020 a Resolution Adopting the Park City Comprehensive Emergency Management Plan (CEMP)
(A) Public Hearing (B) Action

Suggested Action:

Attachments:

[CEMP 2020 Staff Report](#)

[Exhibit A: CEMP](#)

[Exhibit B: CEMP Resolution](#)



City Council Staff Report

Subject: Comprehensive Emergency Management Plan Adoption
Author: Mike McComb, Emergency Program Manager
Department: Executive
Date: June 18, 2020
Type of Item: Administrative

Recommendation

Staff recommends that the City Council review the amended 2020 Comprehensive Emergency Management Plan (CEMP), hold a public hearing, and adopt by resolution the CEMP in order to continue compliance with existing Federal and State requirements and standards.

Executive Summary

- The City's CEMP requires formal annual adoption by Council in order to remain compliant with the National Incident Management System (NIMS) requirements, and to be eligible for Emergency Management Program Grant (EMPG) funding and/or Public Assistance (PA) reimbursements through the Federal Emergency Management Agency (FEMA).
- The current CEMP was originally adopted in August of 2007 and has been re-adopted annually, including any changes, every year since then. As in previous years, Resolution 15-2019 requires all amendments to the CEMP to be ratified by the City Council within one year.
- In addition to minor updates and revisions, the Emergency Program Manager (EPM) in conjunction with the Emergency Management Group (EMG) has amended the CEMP with the significant addition of a formal Continuity of Operations Plan (COOP)/Continuity of Government Plan (COG) to address the City's ability to continue operations during a large-scale disaster. Virtually every aspect of the COOP was fully tested during the City's COVID-19 response.
- In May 2020, in an effort to standardize training at every level of government, FEMA released nationwide guidance for NIMS Training Programs. The City's NIMS training program has been updated to better align with this Federal guidance.

The Problem and Opportunity

Without formal adoption of a CEMP, the City is ineligible for certain Federal grants and Federal disaster Public Assistance (PA) reimbursements following an emergency. Further, NIMS compliance has become a *de facto* requirement for other Federal assistance and grants. State assistance to municipalities through the Utah Division of Emergency Management (DEM) is also available with approved emergency management plans, required training, an assigned Emergency Manager, and CEMP adoption. The City continues to receive FEMA/State Emergency Management Performance Grant (EMPG) funding because we have an Emergency Manager and continue to meet State and Federal requirements. We will continue to apply for available EMPG grants as they become available.

Background

- The Robert T. Stafford Disaster Relief and Emergency Assistance Act (the Stafford Act), as amended (42 U.S.C. §§ 5121 et seq.) and Section 662 of the Post Katrina Emergency Management Reform Act of 2006, as amended (6 U.S.C. § 762), authorize

non-disaster (ND) Federal preparedness grants to all 56 U.S. States and territories, administered by FEMA.

- Park City Municipal Corporation (PCMC), through DEM, has successfully applied for and received annual non-disaster grant funding through FEMA's EMPG Program since 2008. This funding is provided at a 50-50 level, meaning for every Federal dollar received through DEM, the City funds an equal amount.
- PCMC received disaster PA funding in 2011 due to flooding in Summit and surrounding counties.
- Various provisions of the CEMP were enacted during the City's declaration of emergency in response to the COVID-19 pandemic.
- PCMC has applied for and is eligible to receive disaster PA funding as a result of expenses incurred responding to the COVID-19 pandemic. This reimbursement has a 75% Federal share, 25% local cost match (which may be fulfilled using CARES Act funding). The total amount of reimbursement is yet to be determined, as the pandemic is still ongoing.

Analysis

This year, in addition to some minor updates to the CEMP, two major additions include modification of the City's NIMS Training Program to better align with FEMA's recently-released NIMS Training Program, as well as a formalized COOP/COG Plan - all aspects of which were effectively exercised during the City's response to the COVID-19 pandemic in March and April of 2020. The base COOP/COG is available for Council viewing upon request, but is protected under UCA 63-2-304 and UCA 62-2-106 due to personnel and security contents. Various appendices and annexes to that plan are still in development. Additionally, a Distribution Management Plan, as required by the State and FEMA, is in development and will be added to the CEMP as Appendix S.

Nature of the Change	Page Affected
Update Emergency Interim Successors under Chapter 1 to reflect the addition of a comprehensive Continuity of Operations/Continuity of Government Plan, Appendix R.	13
Update membership on the Emergency Management Group under Chapter 2 to reflect addition of two Deputy City Managers and removal of the Assistant City Manager position, as well as the addition of the Public Utilities Director.	16
Update requirement for an additional annual exercise to be held each year, for a total of three annual exercises, in accordance with current State guidance.	16
Update language to reflect succession of authority from the City Manager to the Deputy City Managers, as well as the addition of Appendix R.	18
Add language to reflect the City's primary requests for assistance may include neighboring Counties in addition to Summit County, as some City property lies within or borders those Counties.	23
Update required NIMS training for staff, in accordance with FEMA NIMS Training Program of May 2020, and reflect staff organizational changes	Appendix E
Update Contact and Resource Lists	Appendix H
Update Employee Contact List	Appendix I
Update FEMA course information	Appendix J

Addition of a Continuity of Operations Plan/Continuity of Government Plan, with annexes and appendices (various annexes and appendices in development)	Appendix R (Protected)
Addition of a Distribution Management Plan Appendix (Plan in development)	Appendix S

In addition to the basic plan, nineteen (19) Appendices lay out the details of Mitigation, Preparedness, Response, and Recovery. The basic CEMP (Attachment A) is provided for your review and adoption, in order to meet State/Federal NIMS requirements. The resolution to readopt the CEMP is Attachment B.

The various appendices exceed 1,500 pages, and are not included with the CEMP, but are available to Council for review. Some appendices are protected documents under Utah Code section 63-2-304 and section 62-2-106 due to personnel and security contents.

Department Review

Emergency Management, Legal, and Executive

Funding Source

Funding for the PCMC emergency management program is provided through four general fund accounts and one capital improvement fund (CIP) account as approved by the City Council.

Attachments

- A 2020 CEMP as amended
- B A RESOLUTION ADOPTING THE PARK CITY COMPREHENSIVE EMERGENCY MANAGEMENT PLAN (CEMP)



PARK CITY MUNICIPAL CORPORATION

COMPREHENSIVE EMERGENCY MANAGEMENT PLAN (CEMP)

June 2020

Re-adopted 6/18/2020

TABLE OF CONTENTS

Resolution No. XX-2020	5
Record of Changes.....	9
PURPOSE	10
CONCEPT & PRINCIPLES.....	10
OBJECTIVES CONTAINED WITHIN THE CEMP	12
CHAPTER 1 – Authority.....	13
Mayor.....	13
City Council.....	13
City Manager	13
City Attorney	14
Chief of Police/Deputy Fire Marshal.....	14
Emergency Program Manager	14
Community Engagement Manager	15
Chief Building Official/Chief Fire Official	15
CHAPTER 2 – Organization	16
Emergency Management Group (EMG).....	16
Departmental Emergency Management.....	16
Direction and Control	17
CEMP Organizational Chart.....	17
Continuity of Government Operations.....	18
Administrative Items.....	18
Accounting for Resources, Costs and Losses	19
Incident Command System (ICS)	19
Plan Development and Maintenance	19
CHAPTER 3 – Procedures and Operations	20
Emergency Levels.....	20
Level III: NO OUTSIDE ASSISTANCE NECESSARY	20
Level II: ENHANCED RESPONSE REQUIRED	20
Level I: MAJOR INCIDENT.....	20
Response Conditions.....	21
Response Condition - III: NO OUTSIDE ASSISTANCE NECESSARY	21
Response Condition II: ENHANCED RESPONSE REQUIRED	21
Response Condition I: MAJOR INCIDENT	21
Declaration of Emergency	23
Emergency Operations Center (EOC)	23

CHAPTER 4 – Incident Response and Management	25
Emergency Support Functions (ESF) Concept	25
ESF Overview	25
Departmental Roles and Responsibilities	26
General Responsibilities	26
Individual Responsibilities.....	27
1. Chief Administrative Officer/City Manager (Executive)	27
2. Emergency Program Manager (Executive).....	28
3. Mayor and City Council.....	28
4. Finance.....	28
5. City Attorney	29
6. City Recorder (Executive)	29
7. Police.....	29
8. Budget and Grants.....	29
9. Sustainability/Community Engagement	29
10. Public Works/Public Utilities	30
11. Information Technology	30
12. Building/Fire Marshal/Engineering	31
13. Planning	31
14. Human Resources	31
15. GRIL [for the purpose of this document, “GRIL” refers to the Golf, Recreation, Ice and Library departments working jointly]	31
CHAPTER 5 – Damage Assessment and Recovery	32
Damage Assessment and Analysis Information	32
Damage Assessment and Reporting.....	32
Incident Reporting	33
Reports and Record Keeping	33

APPENDICES (provided under separate covers)

- Appendix A. Park City Municipal Code - Emergency Management & Responsibilities
- Appendix B. State of Utah Code Annotated 1953 - Title 53 – Emergency Management Act
- Appendix C. Hazard Identification and Vulnerability Analysis Worksheets and
Emergency/Disaster Action Plans (HIVA/EAP) (Protected*)
- Appendix D. Emergency Preparedness for City Facilities (Protected*)
- Appendix E. Training, Implementation and Exercise Plan
- Appendix F. Incident Command System (ICS)
- Appendix G. Mutual Aid Agreements
- Appendix H. Resource List and Contracts
- Appendix I. Employee Contact List (Protected*)
- Appendix J. Available FEMA Training Courses
- Appendix K. Emergency Operations Center (EOC) (Protected*)
- Appendix L. Emergency Support Functions (ESF) (Protected*)
- Appendix M. Community Preparedness Information and Plan
- Appendix N. Acronyms and Glossary
- Appendix O. Form and Log Templates
- Appendix P. Emergency Manager (EM) Notification Procedure
- Appendix Q. Standard Operating Procedures (SOP) in Support of ESF (Protected*)
- Appendix R. Continuity of Operations Plan (COOP) (Protected*)
- Appendix S. Distribution Management Plan (in development)

* Some parts or all of these appendices are Private or Protected pursuant to UCA - 63-2-304 and UCA 62-2-106



Resolution No. XX-2020

**A RESOLUTION ADOPTING THE PARK CITY COMPREHENSIVE
EMERGENCY MANAGEMENT PLAN (CEMP)**

WHEREAS, the purpose of the CEMP is to develop a comprehensive emergency management program that will provide a system to mitigate the effects of an emergency or disaster, preserve life, respond during emergencies, provide necessary assistance, and establish a recovery system, in order to return the community to its normal state of affairs; and

WHEREAS, this plan attempts to define clearly the roles and responsibilities of each department and function within the City organization by providing guidance in accomplishing the objectives of this plan with lists of guidelines, plans, assessments and resources; and

WHEREAS, on February 28, 2003, the President issued Homeland Security Presidential Directive (HSPD) - 5 *Management of Domestic Incidents*, which directs the Secretary of Homeland Security to develop and administer a National Incident Management System (NIMS) and the directive also requires Federal Departments and agencies to make adoption of the NIMS by State, Tribal and local organizations a condition for Federal preparedness assistance beginning in Federal FY 2005; and

WHEREAS, certain State and Federal disaster reimbursements require local jurisdictions to adopt and train in a CEMP, NIMS and Incident Command Systems (ICS); and

WHEREAS, certain Federal grant programs now require an adopted CEMP; and

WHEREAS, the City Manager and the Emergency Management Group (EMG) have reviewed the updated Comprehensive Emergency Management Plan with all of its attachments as periodically amended by the EMG and recommends adoption by the City Council; and

WHEREAS, the City Council deems it in the best interest of Park City Municipal Corporation to formally adopt them;

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

SECTION 1. ADOPTION. The Comprehensive Emergency Management Plan, dated June 18, 2020 attached hereto, along with all appendices and compendiums as periodically amended by the City Manager, are hereby adopted, to replace any and all others previously adopted. Any amendments approved by the City Manager shall be effective for not more than one year unless ratified by the City Council.

adoption. **SECTION 2. EFFECTIVE DATE.** This Resolution shall take effect upon

PASSED AND ADOPTED this 18th day of June, 2020

PARK CITY MUNICIPAL CORPORATION

Andy Beerman, Mayor

Attest:

Michelle Kellogg, City Recorder

Approved as to form:

Mark Harrington, City Attorney



Resolution No. 23-07

**A RESOLUTION ADOPTING THE USE OF THE NATIONAL INCIDENT
MANAGEMENT SYSTEM (NIMS)**

WHEREAS, natural and man-made disasters may occur in any part of Park City, and;

WHEREAS, Utah State Code Title 63, State Affairs in General, Chapter 5a, Disaster Response and Recovery outlines authority, and;

WHEREAS, Park City is responsible to respond to emergency incidents as well as disasters with local responders, i.e. Law Enforcement, Fire, Emergency Medical Services, Public Services, and other such departments and divisions that might be required, and;

WHEREAS, City departments may be called to respond to and/or assist in response and/or recovery from the effects of emergency incidents and disasters, and;

WHEREAS, Park City is committed to achieving a system that will provide a consistent approach for local, State and Federal governments to work effectively and efficiently together to prevent, prepare for, respond to and recover from domestic emergency and disaster incidents, regardless of cause, size or complexity, and;

WHEREAS, The Homeland Security Presidential Directive (HSPD-5) requires Federal departments and local jurisdictions to adopt the National Incident Management Systems (NIMS), and;

WHEREAS, in times of disaster, local and State agencies work closely with Federal agencies, and;

WHEREAS, NIMS provides a consistent nationwide template for all agencies to work together to prevent, prepare for, respond to and recover from all hazards, and;

WHEREAS, as a condition for Federal preparedness assistance, beginning in Federal Fiscal Year 2005, local organizations are mandated by HSPD-5 to adopt NIMS as the model for incident management in times of disaster;

NOW, THEREFORE, BE IT RESOLVED that the City Council of Park City, Utah as follows:

SECTION 1. ADOPTION. Park City Municipal Corporation hereby adopts the National Incident Management System (NIMS) to be used by all City departments in response to all incidents and/or disasters within Park City.

SECTION 2. EFFECTIVE DATE. This resolution shall take effect upon adoption.

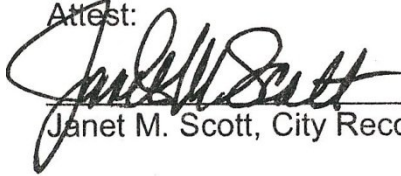
PASSED AND ADOPTED by the City Council this 9th day of August, 2007.

PARK CITY MUNICIPAL CORPORATION



Mayor Dana Williams

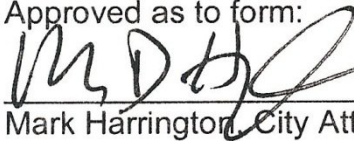
Attest:



Janet M. Scott, City Recorder



Approved as to form:



Mark Harrington, City Attorney

**Park City Municipal Corporation
Comprehensive Emergency Management Plan**

Record of Changes

Pursuant to Resolution 15-2019, the City Manager may approve amendments to the Comprehensive Emergency Management Plan (CEMP), which shall remain in effect for up to one year or until permanently ratified by the City Council.

Nature of Changes	Date of Change	Pages Affected	City Manager's Signature
--------------------------	-----------------------	-----------------------	-------------------------------------

PARK CITY MUNICIPAL CORPORATION

COMPREHENSIVE EMERGENCY MANAGEMENT PLAN (CEMP)

PURPOSE

The purpose of the Park City Comprehensive Emergency Management Plan (CEMP) is to develop a comprehensive emergency management program that will provide a system to mitigate the effects of an emergency or disaster, preserve life, respond during emergencies, provide necessary assistance, and establish a recovery system in order to return the community to its normal state of affairs.

This plan attempts to define clearly the roles and responsibilities of each department and function within the City organization by providing guidance in accomplishing the objectives of this plan with lists of guidelines, plans, assessments and resources.

CONCEPT & PRINCIPLES

On February 28, 2003, the President issued Homeland Security Presidential Directive (HSPD) - 5 *Management of Domestic Incidents*, which directs the Secretary of Homeland Security to develop and administer a National Incident Management System (NIMS). This plan utilizes the tenants of NIMS, including the Incident Command System (ICS), as the basis for operations and to the level the various tenants apply to local government. In adopting this CEMP, Park City Municipal Corporation also adopts NIMS and ICS as required in HSPD-5.

It is the responsibility of Park City government to undertake comprehensive emergency management planning in order to protect life and property from the effect of an event prompted by natural or man-made occurrences. Local government has the primary responsibility of emergency management activities. When the emergency exceeds the local government's capabilities to respond, assistance will be requested from Summit County, and then the State of Utah. The Federal Government will provide assistance to the State when appropriate.

This plan is based upon the concept that the emergency functions for City departments, functions or groups will generally parallel their normal day-to-day functions. To the extent possible, the same personnel and material resources will be employed in both cases.

Day-to-day functions that do not contribute directly to the emergency response or operations may be suspended for the duration of the incident. The efforts that would normally be required for those functions will be redirected to accomplish the emergency response tasks.

A CEMP should be concerned with all types of emergency situations. It is more than an operational plan and it accounts for activities before, during and after the emergency operations. While the City has a plan as outlined herein, we realize that we may not have adequate resources to carry out all phases of the plan depending on the size and type of a specific emergency or disaster. The following are the four phases of a CEMP:

Phases of Emergency Management

1. Mitigation: Mitigation activities are those which eliminate or reduce the probability of an occurrence. Actions accomplished before an event to prevent it from causing a disaster, or to reduce its effects if it does, save the most lives, prevent the most damage, and are the most cost effective. City departments will enforce all public safety mandates including land use management and building codes; and recommend to governing bodies legislation required to improve the emergency readiness of the City. These activities also include long-term efforts that lessen the undesirable effects of unavoidable hazards.
2. Preparedness: Preparedness activities develop the response capabilities needed if an emergency arises. Preparedness consists of almost any pre-disaster action that is assured to improve the safety or effectiveness of disaster response. Preparedness consists of those activities that have the potential to save lives, lessen property damage, and increase individual and community control over the subsequent disaster response. Emergency/Disaster Action Plans spell out the scope of activities required for community response. Departments/agencies shall ensure that employees are trained to implement emergency and disaster procedures and instructions. Departments/agencies shall validate their level of emergency readiness through internal drills and participation in exercises selected by the Emergency Program Manager (EPM). Other government jurisdictions within and outside the City boundaries shall also participate in these exercises. Exercise results shall be documented and used in a continuous planning effort to improve the City's emergency readiness posture. In addition to the ongoing training and education of City employees and elected officials in the CEMP, local citizens and businesses shall also be educated on their responsibilities in preparing for an emergency.
3. Response: Response is the actual provision of services during the incident or crisis. These activities help reduce casualties and damage and speeds recovery from the incident. The active use of resources to address the immediate and short-term effects of an emergency or disaster constitutes the response phase and is the focus of department/agency Emergency/Disaster Action Plans. They include emergency and short-term medical care, return of vital life-support systems to minimum operating conditions, mass communications, evacuations and initial damage assessment. When any department/agency within the City receives information about a potential emergency or disaster, it will conduct an initial assessment, determine the need to alert others, and set in motion appropriate actions to reduce risk and potential impacts. Emergency response activities will be described in department/agency Emergency/Disaster Action Plans and may involve activating the Emergency Operations Center (EOC) for coordination and support of the Incident Command System (ICS). Departments/agencies will strive to provide support to warning and emergency public information, save lives and property, supply basic human needs, maintain or restore essential services, and protect vital resources and the environment.

4. Recovery: Recovery is both a short-term and long-term process. They involve detailed damage assessments, complete restoration of vital life-support systems, financial assistance, and long-term medical care. There is no definite point at which response ends and recovery begins. However, generally speaking, most recovery efforts will occur after the emergency organization is deactivated and departments/agencies have returned to pre-disaster operation, and will be integrated with day-to-day functions. The recovery period is also an opportune time to institute mitigation measures, particularly those related to the recent incident. Examples of recovery actions would be: provision of temporary housing and food, restoration of non-vital government services, and reconstruction of damaged areas.

OBJECTIVES CONTAINED WITHIN THE CEMP

1. Defines clearly the roles and responsibilities of key members of City staff, City departments or functions and elected officials, in order to mitigate, prepare for, respond to, and recover from the effects of any major emergency or disaster.
2. Establishes and defines roles and responsibilities within NIMS and ICS, as required by law.
3. Ensures that essential City services are maintained during an emergency or disaster.
4. Outlines the cooperative efforts between the City, the County, other governmental subdivisions and the State in response to an emergency or disaster.
5. Provides the necessary Mitigation, Preparedness, Response, Recovery, Mutual Aid, Action Plans, Hazard Identification, Risk Assessment, Emergency Support Functions, Resource Lists, Contact Lists and documents in appendices and compendiums to accomplish the activities laid out in this CEMP.

CHAPTER 1 – Authority

Emergency Authority

A compendium of existing local and State legislation pertaining to emergency management and authority are shown in Appendices A and B.

Mayor

Statutory Authority

The Mayor, as outlined in City Code 2-2-3, shall be the chief executive of the City. He/she shall be recognized as the head of the City government for all ceremonial and legal purposes, and he/she shall execute and authenticate legal instruments requiring his/her signature as such official. Further, the Mayor has emergency powers as set out in UCA 53-2a-205. The Mayor heads the Emergency Policy Council.

Proclamation of Local Emergency

In the event of or threat of, as disaster, attack, internal disturbance, natural phenomenon, or technological hazard, the Mayor may proclaim a state of “Local Emergency” under UCA 53-2a-208.

Appointment of Special Police

Under City Code 2-4-12C, the Mayor may upon any emergency, riot, pestilence, invasion, or at any time he shall deem necessary for the peace, good order, or health of the City, order the Chief of Police to appoint special policemen for a specified time.

City Council

Emergency Ordinances

Emergency ordinances, as outlined in City Code 2-3-7C, may be enacted by City Council for the preservation of public property, health, peace or safety. Further, the City Council may authorize expenditures for an emergency in excess of the budget as outlined in UCA 10-6-129.

Emergency Interim Successors

The City Council and Mayor shall annually set out Emergency Interim Successors for Local Officers as set out in UCA 53-2a-807 (see also Continuity of Government Operations - Succession of Command, and the Continuity of Operations Plan (COOP)/Continuity of Government Plan, Appendix R).

City Manager

Statutory Authority

The City Manager is the Chief Administrative Officer of the City as defined in City Code 2-4-1 and will administer all affairs of the City as directed in City Code 2-4-3 A through M. In

the absence of the Mayor, the City Manager may proclaim a state of “Local Emergency” as provided for in City Code and UCA 53-2a-203.

Administrative Authority

The City Manager or his/her designee or successor, as Chief Administrative Officer shall administer all emergency or disaster operations as outlined in the CEMP, including but not limited to EOC Operations Commander, Unified Commander (UC), Area Commander (AC) and/or Incident Commander (IC).

City Attorney

Statutory Authority

The City Attorney shall be the legal representative of the City and he or she shall advise the Mayor and Council and City officials in matters relating to their official powers and duties and perform such other duties as the Mayor and Council may prescribe by ordinance, resolution or otherwise as outlined in City Code 2-4-10 .

Chief of Police/Deputy Fire Marshal

Statutory Authority

The Chief of Police shall direct the police department in the enforcement of all the laws of the City and all statutes of the State of Utah applicable to the City as outlined in City Code 2-4-12, 6-3-6 and 11-9-2, including evacuation orders. The Chief of Police shall also serve as the City’s Deputy Fire Marshal.

Emergency Program Manager

Administrative Authority

The Emergency Program Manager (EPM), also sometimes known as the Emergency Manager (EM) is hereby appointed by the City Manager to act as the City’s designated manager to be involved in all areas of emergency management for the City. His or her responsibilities include: maintenance of the CEMP with all of its appendices (which must be updated annually); establishing and maintaining the City's State and Federal NIMS compliance in the FEMA database; serving as Emergency Operations Center (EOC) Manager; establishing, maintaining , and participating in the training of all City staff in emergency preparedness and response; helping set City building preparedness and response to building specific emergencies; identifying and analyzing potential hazards to the community and the City's response; serving as liaison to the Summit County Emergency Manager and Region 2 of the Utah Division of Emergency Management; participating in individual incidents as a coordinator and review officer; and in conjunction with the Community Engagement Manager, setting up citizen and business emergency preparedness programs. The EPM works with a policy and review body called the Emergency Management Group (EMG). The City Manager may reassign the responsibilities of EPM at any time.

Community Engagement Manager

Administrative Authority

The Community Engagement Manager is hereby appointed by the City Manager to act as the City's designated Public Information Officer (PIO). The City Manager may reassign the responsibilities of the PIO at any time.

Chief Building Official/Chief Fire Official

Statutory Authority

The Chief Building Official shall be responsible for the enforcement of the building codes, and all other such codes as adopted by the City and as outlined in City Code 6-1-2, 6-3-6, 11-2-2, 11-2-3 and 11-9-1.

CHAPTER 2 – Organization

Departments within the City will have emergency functions in addition to their normal duties. Each department is responsible for developing and maintaining its own emergency management procedures with assistance from the Emergency Manager and in accordance with the CEMP. Departments will prepare plans, forms, documents, and procedures to carry out their missions as outlined in the CEMP. Specific responsibilities for some departments may be outlined within the CEMP and/or its appendices.

Emergency Management Group (EMG)

An Emergency Management Group (EMG) has been established to assist in the preparation of the CEMP, make periodic reviews and amendments, provide assistance and direction to the Emergency Program Manager (EPM) and assist departments with their components and implementation of the CEMP. The EPM is Chair of this group and the Police Chief is the Vice Chair.

The Emergency Management Group (EMG) members are:

1. City Manager – Operations Commander
2. Deputy City Manager - Internal Services
3. Deputy City Manager - External Services
4. Emergency Program Manager (EPM) - Chair
5. Community Engagement Manager (PIO)
6. Information Technology Director
7. Chief of Police – Vice Chair
8. City Attorney or Special Counsel
9. Public Works Directors
10. Chief Building Official
11. City Engineer
12. Outside Agency and other members (as decided by the City Manager)

The Committee will ensure that emergency policies, activities, and resources are coordinated among the City departments. On no less than an annual basis, the EPM will hold an EMG policy review meeting, make necessary CEMP amendments, and hold a training session for Committee members and elected City officials.

At least three times annually, the EPM will also facilitate City-wide emergency response exercises to evaluate portions of this plan, its components, and the individual department's emergency management procedures.

Departmental Emergency Management

Under the direction of each City department manager or designee, each department will educate its employees on the CEMP and how it impacts their department, including individual and department roles and responsibilities, specific facility action plans, and conduct regular training to meet the requirements of the CEMP. Further, training in the ICS will be conducted at

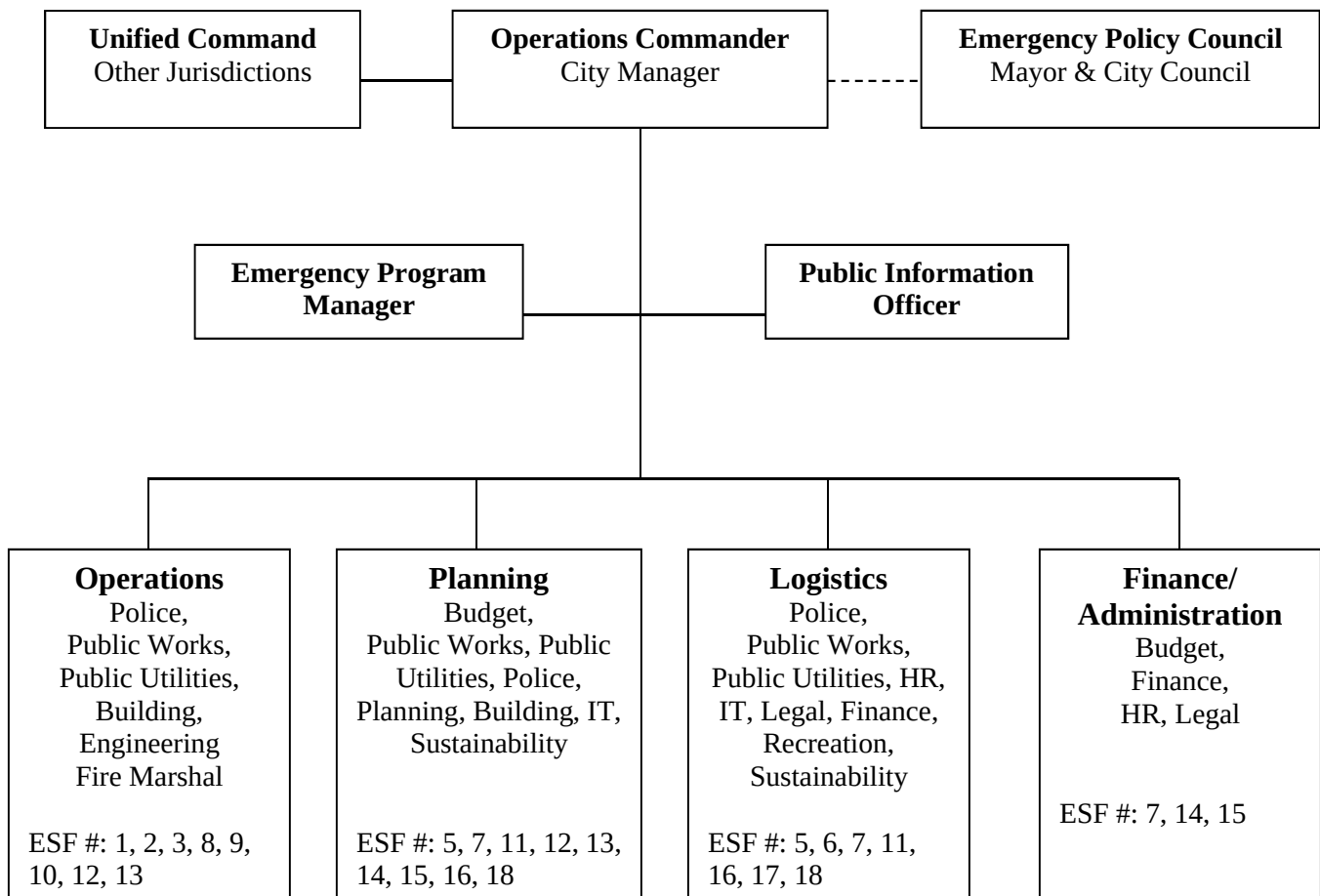
all levels, including the need to complete tasks while under the supervision of an Incident Commander who may not be a regular supervisor. An outline of FEMA training required for various line and supervisory levels of City staff are outlined in Appendix E and F.

Direction and Control

The final responsibility for all emergency management belongs to the City Manager, a member of the Emergency Management Group (EMG) and Operations Commander. The EMG is responsible for all policy level recommendations and changes. The City Council shall adopt by resolution the CEMP and compliance with NIMS, including all appendices and compendiums that encompass the total plan as periodically amended by the EMG. During response operations, elected officials will be available to interact with constituents and forward community concerns, provide emergency policy direction, enact emergency legislation, provide for funding, and provide designated public information in conjunction with the Public Information Officer (PIO) and/or other duties as agreed upon with the Operations Commander

The EPM has responsibility for coordinating the entire emergency plan and response program, and makes all routine decisions for this committee. During emergency operations, the EPM ensures that the policy and coordination of all groups are working in concerted, supportive effort to overcome the emergency.

CEMP Organizational Chart



Continuity of Government Operations

Succession of Command

1. The line of succession of the City Manager as the Operations Commander is to the Deputy City Managers, the Chief of Police, and then to the Emergency Manager. In the event the Emergency Manager assumes the Operations Commander position, he/she will be replaced by a trained Acting Emergency Manager.

The line of succession of the City Manager for his/her position as City Manager, i.e. appointment of an Acting City Manager, is to the Deputy City Managers, the City Attorney and then the Chief of Police. An Acting City Manager may not serve as Emergency Manager or Acting Emergency Manager at the same time.

2. The line of succession of each City department is according to the operating procedures established by each department and should be no less than three deep. This succession is further detailed in Appendix R, Continuity of Operations/Continuity of Government Plan.
3. The line of succession of the Mayor is to the Mayor Pro Tempore, to the Alternate Mayor Pro Tempore, and then to the most senior member of the City Council.
4. The line of succession of the City Council shall be governed by Park City Municipal Code 2-2-9. In the event a majority of Council members are unavailable or unable to fill vacancies by appointment, then emergency interim succession is pursuant to UCA 53-2a-807.

Preservation of Records

1. In order to develop after-action reports, all messages and logs will be maintained and submitted to the EPM immediately after deactivating emergency operations.
2. Documentation of emergency response actions is required for the following:
 - a. Accounting/reimbursement
 - b. Response action improvement
 - c. Possible legal action

Administrative Items

Emergency Authority

1. A compendium of existing State legislation pertaining to emergency management are shown in Appendices A and B.

Mutual Aid/Automatic Aid

1. Should local government resources prove inadequate during an emergency operation, requests for assistance from other local jurisdictions and higher levels

of government will be made according to existing or emergency negotiated mutual aid/automatic aid agreements and memorandums of understanding entered into by duly authorized officials, and formalized in writing whenever possible. See Appendix G.

Consumer Protection

1. Consumer complaints pertaining to alleged unfair or illegal business practices will be referred to the State Attorney General's Consumer Protection Division.

Accounting for Resources, Costs and Losses

In an emergency, proper accounting of costs and losses is required for insurance and/or Federal disaster assistance reimbursements. Care should be taken to record all direct and indirect costs. Park City will use accounting methods in accordance with Federal guidelines. The required documentation will be forwarded to appropriate State and Federal agencies.

Incident Command System (ICS)

The Incident Command System is one of the key organizational systems of the National Incident Command System (NIMS). The ICS provides overall management at the incident site. The Incident Commander develops a management structure based on the needs of the incident. All appropriate elected officials, department heads, managers, supervisors and line personnel shall be trained in the ICS. See Appendices E and F.

Plan Development and Maintenance

If a plan is to be effective, its contents must be known and understood by those who are responsible for its implementation. The Emergency Program Manager (EPM) and members of the Emergency Management Group (EMG) will brief appropriate public/private sector officials in emergency management operations of this plan in particular.

The plan shall be updated at least once every year. Training for all employees and elected officials shall be ongoing.

CHAPTER 3 – Procedures and Operations

Emergency Levels

During an emergency situation, a timely and well-documented system of assessing the damage experienced or expected is crucial for determining appropriate response actions, alleviating victim suffering and hardship, managing resources effectively, and planning future hazard mitigation activities.

When carrying out the Comprehensive Emergency Management Plan, the transition from normal operations to emergency operations must be orderly. To achieve unified response operations, it is important that all departments have a common definition and status of emergencies. These defined levels of an emergency provide a transition from normal operating posture to full alert and provide for coordination with other agencies. When responding to emergencies, the following apply:

Level III: NO OUTSIDE ASSISTANCE NECESSARY

An emergency that poses a threat to life, property, or the environment and where ample local resources exist. The responding department(s) handles the incident with on-duty resources and notifies the City Manager or his/her designee via department notification protocols.

Level II: ENHANCED RESPONSE REQUIRED

An emergency of a greater hazard, which poses a threat to life, property, or the environment, and requires coordination between more than one City department. Park City personnel handle the emergency with City resources, mutual aid, and resource sharing. Once a Level II emergency is in effect, any request for assistance or resources from the on scene Incident Commander will take precedence over other daily activities. Incident Commanders responding to Level II emergencies will notify the City Manager or his designee via department notification protocols. If needed, request for EOC activation may be made by responding Incident Commander(s), involved department chiefs or department heads, the City Manager, or the Emergency Program Manager.

Level I: MAJOR INCIDENT

An emergency involving a catastrophic incident. The incident may result from a natural or man-made disaster such as earthquake, flood, fire, terrorism, etc. The incident may result in an immediate threat to persons, property, or the environment and requires the resources of the entire City, including government, private, and outside assistance. The Mayor or designee may issue a formal declaration of emergency.

During response operations, responders maintain the principle of centralized control and decentralized execution. All response actions are in harmony and orchestrated by legal authority from the Emergency Operations Center.

As City departments, agencies, and non-governmental organizations progress from normal operations to an emergency posture, they go through the response conditions outlined below in accordance with the emergency level. For example, a locally-occurring Level II incident would initially require Response Condition II.

Response Conditions

Response Condition - III: NO OUTSIDE ASSISTANCE NECESSARY

1. Monitor the situation regularly.
2. Review applicable plans and Standard Operating Procedures.
3. Review the status of all equipment and supplies.
4. Notify the City Manager and key personnel.

Response Condition II: ENHANCED RESPONSE REQUIRED

1. The Emergency Operations Center may be activated as needed with partial staffing.
2. Notify City Manager and key personnel.
3. Accelerate repair or procurement of equipment and supplies on an emergency basis 24 hours a day, if necessary. Emergency procedures for procurement of supplies and equipment may be implemented.
4. Place personnel on standby status as needed.

Response Condition I: MAJOR INCIDENT

1. Place Emergency Operations Center on full staffing.
2. Bring equipment and supplies to full operational status.
3. Recall personnel as necessary.
4. Freeze supplies and resources and commit them to the emergency as needed.
5. Notify the County and the State

Incident Levels	Response Conditions		
	Response Condition III: NO OUTSIDE ASSISTANCE NECESSARY	Response Condition II: ENHANCED RESPONSE REQUIRED	Response Condition I: MAJOR INCIDENT
Level I: MAJOR INCIDENT A catastrophic incident resulting from a natural or man-made disaster such as earthquake, flood, fire, terrorism, etc. The incident may constitute an immediate threat to persons, property, or the environment, and <u>requires the resources of the entire City, including government, private, and outside assistance.</u>	1. Monitor the situation regularly. 2. Review applicable plans and Standard Operating Procedures. 3. Review the status of all equipment and supplies. 4. Notify the City Manager and key personnel. <i>NOTE: May be appropriate if Level I incident occurs at a National level, or in a neighboring State or jurisdiction.</i>	1. The Emergency Operations Center may be activated as needed with partial staffing. 2. Notify City Manager and key personnel. 3. Accelerate repair or procurement of equipment and supplies on an emergency basis 24 hours a day, if necessary. Emergency procedures for procurement of supplies and equipment may be implemented. 4. Place personnel on standby status as needed. <i>NOTE: May be appropriate if Level I incident occurs in nearby or neighboring jurisdiction, with potential for local impact.</i>	1. Place Emergency Operations Center on full staffing. 2. Bring equipment and supplies to full operational status. 3. Recall personnel as necessary. 4. Freeze supplies and resources and commit them to the emergency as needed. 5. Notify the County and the State
Level II: ENHANCED RESPONSE REQUIRED An emergency of a greater hazard, posing a threat to life, property, or the environment, and requires efforts and coordination between <u>more than one City department.</u>	1. Monitor the situation regularly. 2. Review applicable plans and Standard Operating Procedures. 3. Review the status of all equipment and supplies. 4. Notify the City Manager and key personnel. <i>NOTE: May be appropriate if Level II incident occurs in nearby or neighboring jurisdiction, with potential for local impact.</i>	1. The Emergency Operations Center may be activated as needed with partial staffing. 2. Notify City Manager and key personnel. 3. Accelerate repair or procurement of equipment and supplies on an emergency basis 24 hours a day, if necessary. Emergency procedures for procurement of supplies and equipment may be implemented. 4. Place personnel on standby status as needed.	1. Place Emergency Operations Center on full staffing. 2. Bring equipment and supplies to full operational status. 3. Recall personnel as necessary. 4. Freeze supplies and resources and commit them to the emergency as needed. 5. Notify the County and the State <i>NOTE: May be appropriate if Level II incident expands.</i>
Level III: NO OUTSIDE ASSISTANCE NECESSARY A local emergency that poses a threat to life, property, or the environment and where ample local resources exist to mitigate the effects. <u>Typically manageable by a single City department.</u>	1. Monitor the situation regularly. 2. Review applicable plans and Standard Operating Procedures. 3. Review the status of all equipment and supplies. 4. Notify the City Manager and key personnel.	1. The Emergency Operations Center (or Mobile Command Trailer) may be activated as needed with partial staffing. 2. Notify City Manager and key personnel. 3. Accelerate repair or procurement of equipment and supplies on an emergency basis 24 hours a day, if necessary. Emergency procedures for procurement of supplies and equipment may be implemented. 4. Place personnel on standby status as needed. <i>NOTE: Upgrading response condition may be appropriate if incident expands, consider upgrading to Level II incident.</i>	Not Applicable

NOTE: The above procedures are provided as an initial response guide only and shall not constrain or limit appropriate emergency actions of any responding department or agency. It is entirely possible - even likely - to move between Response Conditions and Incident Levels as an incident progresses, is managed, and is mitigated.

Declaration of Emergency

Park City is the primary responder to a disaster in the City. As such, it rapidly mobilizes resources, assesses the situation, and plans a course of action. Once the situation exceeds Park City's capability to respond, officials will first seek supplemental resources from Summit County and neighboring Counties, then the State of Utah, and finally the Federal government.

A local "emergency" may be declared by proclamation of the Mayor. In the absence of the Mayor, an interim successor, or City Manager may declare an emergency. Nothing in this section is intended to preclude the declaration of an emergency and the exercise of emergency powers as long as those actions are consistent with the requirements of declaring an emergency outlined herein.

The proclamation declaring the emergency will be filed with the City Recorder and will state four things:

- Nature of the emergency.
- Areas threatened.
- Various conditions which cause the emergency to be declared.
- Initial period of the emergency.

The declaration is kept on file with other supporting documentation to justify the disbursement of disaster assistance funds if available. See Appendix O for templates.

Emergency Operations Center (EOC)

The EOC serves as a centralized management center for emergency operations. Here, decisions are made by the EOC managers based upon information provided by the Incident Commander (IC) and other personnel. Regardless of size or process, every facility should designate an area where decision-makers can gather during an emergency. Each facility must determine its requirements for an EOC based upon the functions to be performed and the number of people involved. Ideally, the EOC is a dedicated area equipped with communications equipment, reference materials, activity logs and all the tools necessary to respond quickly and appropriately to an emergency.

EOC Resources:

- Communications equipment
- A copy of the emergency management plan and EOC procedures
- Blueprints, maps, status boards
- A list of EOC personnel and descriptions of their duties
- Technical information and data for advising responders
- Building security system information
- Information and data management capabilities

- Directories
- Backup power, communications and lighting
- Emergency supplies

An EOC has been established within the Police Department, 2060 Park Avenue. Those participating in the EOC will be located in secure meeting space adjacent to Police Records/Reception (the Lloyd D. Evans, Sr. Meeting Room). The Emergency Policy Council (EPC) will be located in the secure Police Department Administrative Conference Room. The general operations of the EOC functions will be conducted within the confines of the space available at the time of activation of the EOC.

1. Secondary Emergency Operations Center. Should the primary EOC location become unavailable due to structural failure, road inaccessibility, etc., the EOC functions will be moved to the Public Works Facility or the Marsac Building, as available and appropriate. The EOC shall function at that location until such time as the primary EOC becomes operational or an alternate site is identified that can facilitate the EOC operations to a higher degree.

2. Alternate Emergency Operations Center. In the event Park City Municipal Corporation facilities (including Mobile Command) designated for use as EOC sites become unavailable or unusable, the EOC function may be moved to the Summit County EOC at the Summit County Health Department in Park City, the Summit County Search & Rescue Building in Kamas, the Summit County Mobile Command (SCMC), or the Park City Mobile Command Trailer (MCT).

3. Authority to Activate EOC. Activation of the EOC is solely the responsibility of the City Manager, designee, or successor. The City Manager may consult with the Emergency Program Manager, Chief of Police, PIO, Public Works Director, and the Mayor in making the determination to activate the EOC; however, the final decision rests with the City Manager. In the absence of the City Manager or an immediate successor, in order to expedite the City's emergency response, the Emergency Program Manager may activate the EOC.

4. EOC Command Structure. While the EOC is functional, the City Manager will act as the Operations Commander, unless he/she relinquishes that responsibility to a designee. The City Manager will interact with the appropriate manager or managers when addressing the incident response, assessment, operations, and recovery phases. Each City Department or function involved in any phase of an incident will have a management representative located within the EOC operations area, or in a location directed by the City Manager. The EPM or designee shall manage the EOC. See Appendix K.

CHAPTER 4 – Incident Response and Management

Emergency Support Functions (ESF) Concept

In order to facilitate the delivery of emergency services during a disaster, Park City has adopted the Emergency Support Function (ESF) concept found in the National Response Framework (NRF). The Emergency Support Function concept is based on the idea of designating specific emergency response tasks to the City departments and outside organizations best suited to complete the designated task. Each function has an assigned department or organization responsible for that function with other departments and organizations playing supporting roles.

ESF Overview

The tasks that may need to be performed in emergency situations have been categorized as Emergency Support Functions (ESFs) under the National Incident Management System (NIMS) and Park City's CEMP generally follows that categorization. The tasks have been grouped into 18 Emergency Support Functions. Each ESF is supported by Standard Operating Procedures (SOP) for that ESF. See ESF and SOP details in Appendices L and Q.

ESF 1 TRANSPORTATION Public Works/Transit/Fleet

Coordinate the use of transportation resources required to perform the emergency response, recovery and assistance mission.

ESF 2 COMMUNICATIONS.....Summit County Sheriff's Office Dispatch / Information Technology / Public Information Officer

Coordinate and provide communication support, and, where necessary, establish temporary telecommunications support.

ESF 3 PUBLIC WORKS.....Public Works/Public Utilities/Building/Engineering

Assist in lifesaving or life-protection activity following a disaster. This may include technical advice and evaluation, engineering services, construction management and inspection, emergency contracting, and emergency repairs.

ESF 4 FIREFIGHTING.....Park City Fire District (PCFD)

Manage and coordinate firefighting and emergency medical activity.

ESF 5 INFORMATION MANAGEMENT.....Sustainability

Collect, process, and organize information about a potential or actual disaster or emergency. Disseminate accurate information to the public.

ESF 6 MASS CARE.....Red Cross/FEMA/GRIL

Coordinate activities involved with emergency shelter, mass feeding, bulk distribution of relief supplies for victims of disaster, and disaster welfare information.

ESF 7 RESOURCE SUPPORT.....Sustainability/Emergency Manager

Provide logistical and resource support. This includes provision of emergency relief supplies, space, office equipment, office supplies, telecommunications, contracting services, transportation services, and personnel.

ESF 8 HEALTH & MEDICAL SERVICESSummit County Health/PCFD

Provide assistance in identifying and meeting the health and medical needs of disaster victims and emergency responders.

**ESF 9 URBAN SEARCH & RESCUE.....Park City Fire District (PCFD)/
Summit County Sheriff's Office/
Police**

Provide support in locating, extricating, and treating victims if buildings are damaged or collapsed.

ESF 10 HAZARDOUS MATERIALS.....PCFD/Summit County Health

Provide support in response to actual or potential discharge and/or release of hazardous materials.

ESF 11 FOOD &

**WATER.....Golf/Recreation/Ice/
Library (GRIL)**

Identify food and water needs. Identify sources of water; arrange for manpower and transportation to the disaster area and distribute as needed to responders and mass shelters.

ESF 12 UTILITIES.....Public Works/Public Utilities/Utility Companies

Assist in coordinating efforts to provide emergency power and fuel to support response operations as well as providing power and fuel to restore normal community functions.

ESF 13 LAW ENFORCEMENT.....Police

Provide sufficient resources to maintain civil order under emergency conditions.

ESF 14 LEGALCity Attorney's Office

Review local legal authorities and State statutes relating to emergency activities and advise City decision makers.

ESF 15 FINANCE MANAGEMENTFinance/Budget

Create a central management committee to oversee the emergency purchasing and reimbursement process. Maintain a disaster documentation system.

ESF 16 FACILITIES.....Building/Engineering/Building Maint/Planning

Coordinate the inspection and use of City owned/operated facilities to support disaster response and recovery operations.

ESF 17 VOLUNTEERS & DONATIONS.....GRIL/Finance & Budget

Coordinate the use of volunteers (Recreation Departments) and donated goods (Finance & Budget) in support of disaster recovery operations.

ESF 18 ANIMALS.....Summit County Animal Control

Provide for emergency evacuation, medical care, shelter, food and water for domestic animals.

Departmental Roles and Responsibilities

General Responsibilities

1. General Preparedness Responsibilities

The following common responsibilities are assigned to each department listed in this plan. Further, each department shall create an internal emergency management organization and develop standard operating procedures (SOP) in accordance with the provisions of this plan. Preparation activities include:

- Establishing departmental and individual responsibilities (as indicated in this plan); identify emergency tasks.
- Working with other departments to enhance cooperation and coordination, and eliminate redundancy. Departments having shared responsibilities should coordinate work to complement each other's efforts.

- Establishing education and training programs so that each division and employee will know exactly where, when, and how to respond.
- Developing site-specific plans for department facilities as necessary.
- Ensuring employee job descriptions reflect assigned emergency duties.
- Training staff and volunteers to perform emergency duties and tasks.
- Identifying, categorizing and inventorying all available departmental resources, including but not limited to fixed assets, personnel and contracts.
- Developing procedures for mobilizing and employing additional resources.
- Ensuring communication capabilities.
- Preparing to provide internal logistical support to department operations during the initial emergency response phase.
- Prepare Standard Operating Procedures (SOP) in support of ESF responsibilities.

2. General Response Responsibilities

The following common responsibilities are assigned to each department listed in this plan, but are not all-inclusive.

- Upon receipt of an alert or warning, initiate notification actions to alert employees and volunteers of assigned response duties.
- As appropriate:
 - Suspend or curtail normal business activities
 - Recall essential off-duty employees
 - Release non-essential employees
 - Evacuate departmental facilities
- As requested, augment the City's effort to warn the public through use of vehicles equipped with public address systems, sirens, radio, uniformed and credentialed employees going door-to-door, etc.
- Keep the Operations Commander informed of field activities, and maintain a communications link to the Incident Commander and/or EOC.
- Activate a control center to support and facilitate department response activities, maintain events log, and report information within the ICS or EOC.
- Report damages and status of critical facilities within the ICS or EOC.
- If appropriate or requested, send a representative to the EOC.
- Ensure staff members tasked to work with the EOC have the authority to commit resources and set policies.
- Coordinate with the EOC to establish protocols for interfacing with County, State, Federal responders.
- Utilize only the Public Information Officer to release any information to the media.
- Submit reports to the EPM detailing departmental emergency expenditures and obligations.

Individual Responsibilities

1. Chief Administrative Officer/City Manager/Deputy City Manager (Executive)

- a. Provide overall administration, direction and control of the emergency, damage assessment, and response operation within Park City
- b. Serve as a member of the Emergency Management Group (EMG)
- c. Command the EOC

- d. Coordinate with the Mayor and Emergency Policy Council
- e. Provide risk management reporting and City insurance program
- f. Provide resources (supplies, equipment, and personnel) as requested

2. Emergency Program Manager (Executive)

- a. Assist the City Manager with the planning, management, and control of emergency operations
- b. Make the Emergency Operations Center available to Park City officials for conducting overall direction/coordination of response and recovery operations. Manage and coordinate the EOC and interdepartmental operations
- c. Maintain supplies and equipment for the Emergency Operations Center.
- d. Coordinate department provision of supplies, equipment, and personnel as requested
- e. Work with the PIO and volunteer agencies to inform citizens of the actions they should take for their protection
- f. Coordinate with other departments to ensure that special needs populations receive information regarding actions taken for them to protect their life and property
- g. Conduct after-action meetings and prepare after-action reports in conjunction with the Operations Commander and/or Incident Commander(s)
- h. Additional responsibilities prior to an emergency include:
 - 1) Updating the Comprehensive Emergency Management Plan, and providing updated copies of the CEMP
 - 2) Coordinating emergency management exercises involving the City and community
 - 3) Participating in community preparedness training in conjunction with the PIO
 - 4) Coordinating the Special Needs Registry and assisting in Special Needs community planning

3. Mayor and City Council

- a. Monitor situations within their constituencies and coordinate information with City Manager or designee
- b. Mayor submits formal local Declarations of Emergency
- c. Meet formally as a City Council as necessary.
- d. Mayor or designee acts as official City spokesperson in concert with the PIO, as needed
- e. Provide emergency policy direction
- f. Issue emergency rules and proclamations that have the force of law during proclaimed emergency period
- g. Identify and allocate funds to meet disaster expenditure needs
- h. Extend or terminate Declarations of Emergency

4. Finance

- a. Perform functions in the EOC or on-scene as assigned
- b. Assist IC and/or EOC initial situation/damage reports as per field units observations and reports from the general public
- c. Provide supplies, equipment, and personnel as requested
- d. Provide appraisers to assist with damage assessments
- e. Process emergency purchases/procurement
- f. Establish and maintain a system whereby incident costs are identified and accumulated for County, State and Federal reimbursement
- g. Ensure payroll system setup to pay employees and contractors

- h. Coordinate financial resources
- i. Maintain records of expenditures and use of resources.
- j. In conjunction with Budget and EOC assistance, manage any Donations Programs
- k. Under the direction of the City Manager, assist with the resolution of claims and accounting for resources expended during the emergency.

5. City Attorney

- a. Provide legal advice to staff and Council
- b. Be familiar with laws governing emergency powers and advise on all related issues
- c. Review and approve as to form all emergency documents signed by the Mayor or designee
- d. Perform functions in the EOC as needed or assigned
- e. Act as liaison between the Emergency Policy Council and the Operations Commander

6. City Recorder (Executive)

- a. Provide safekeeping of vital records during the emergency
- b. Co-sign all emergency documents signed by the Mayor or designee
- c. Assist in logging and documenting all actions during the emergency
- d. Provide administrative support to Operations Commander

7. Police

- a. Perform functions in the EOC and/or on-scene as assigned
- b. Provide the IC and/or EOC initial situation/damage reports as per field unit observations and reports from the general public
- c. Provide supplies, equipment, and personnel as requested
- d. Augment warning system by providing siren-equipped and/or public address mobile units, and/or manpower for door-to-door warning
- e. Coordinate search and rescue and heavy rescue operations in conjunction with PCFD and SCSD as needed
- f. Maintain law and order and provide public safety activities as required
- g. Provide security for key facilities
- h. Protect property in evacuated areas
- i. Enforce orders of fire officers and implement/enforce evacuation orders, when necessary
- j. Provide law enforcement and traffic control in support of emergency actions
- k. Organizes auxiliary law enforcement personnel and commits available resources to maintain peace

8. Budget and Grants

- a. Perform functions in the EOC or on-scene as assigned
- b. Provide IC and/or EOC initial situation/damage reports as per field unit's observations and reports from the general public
- c. Provide supplies, equipment, and personnel as requested
- d. In conjunction with Finance and EOC assistance manages any Donations Programs
- e. Provides planning, logistic and financial support to operations

9. Sustainability/Community Engagement

- a. Perform functions in the EOC or on-scene as assigned
- b. Provide IC and/or EOC initial situation/damage reports as per field unit's observations and reports from the general public

- c. Provide logistical and resource support as requested, which may include, the provision of emergency relief supplies, space, office equipment, office supplies, telecommunications, contracting services, transportation services, and personnel
- d. Serves as the Public Information Officer (PIO)
- e. Under the direction of the City Manager, collects, organizes, prepares and distributes public information materials about a potential or actual disaster or emergency.
- f. Participate with the EPM in disseminating and training in citizen and business preparedness plans
- g. In conjunction with the Mayor, act as the designated contact for the news media and public
- h. Ensure that special needs populations receive information regarding actions taken for them to protect their life and property

10. Public Works/ Public Utilities

- a. Perform functions in the EOC or on-scene as assigned
- b. Provide the IC and/or EOC initial situation/damage reports as per field unit observations and reports from the general public
- c. Provide supplies, equipment, and personnel as requested
- d. Assist with initial infrastructure damage assessment of horizontal construction, i.e., roads, bridges, storm sewers, etc.
- e. Provide heavy equipment to support rescue operations
- f. Provide technical information on damaged structures
- g. Provide traffic control signs and barricades
- h. Assist with the identification of evacuation routes and keep evacuation routes clear of stalled vehicles
- i. Coordinate the disposal of solid waste from congregate care facilities (shelter/mass feeding)
- j. Coordinate emergency utility support requirements with public and private utilities
- k. Operate fleet repair facility
- l. Provide for availability of motor fuels, vehicles and fuel driven equipment
- m. Provide for storage of equipment and vehicles in a safe place
- n. Provide comprehensive list of City vehicles and equipment to IC or EOC
- o. Provides for the removal of debris and maintenance of roadways
- p. Obtains additional equipment and transportation resources
- q. Establish contracts for outside services in compliance with FEMA schedules
- r. Coordinate transportation requirements for special needs agencies/individuals
- s. Provide buses for evacuations and temporary shelters
- t. Provide additional bus transportation resources
- u. Coordinate mobilization of emergency transportation services
- v. Use transportation communication links to provide damage assessment information
- w. Ensure that transportation assets meet the demands of emergency response personnel
- x. Maintain a resource list of all Park City fleet equipment and provides the EOC with updates of disaster damage to fleet
- y. Maintain fuel resources, controls and rations fuel as needed

11. Information Technology

- a. Perform functions in the EOC or on-scene as assigned
- b. Provide IC and/or EOC initial situation/damage reports as per field unit observations and reports from the general public
- c. Provide supplies, equipment, and personnel as requested

- d. Maintain all communication and data systems
- e. Protect archives and necessary documents
- f. Provide supplies, equipment, and personnel as requested

12. Building/Fire Marshal/Engineering

- a. Perform functions in the EOC or on-scene as assigned
- b. Provide IC and/or EOC initial situation/damage reports as per field unit observations and reports from the general public
- c. Provide supplies, equipment, and personnel as requested
- e. Direct building inspectors and/or rapid assessment teams to assist with damage assessment and safety of City facilities
- f. Provide Fire Marshal services

13. Planning

- a. Perform functions in the EOC or on-scene as assigned
- b. Provide IC and/or EOC initial situation/damage reports as per field unit observations and reports from the general public
- c. Provide supplies, equipment, and personnel as requested
- d. Assist in initial planning and ongoing planning during an emergency
- e. Organize staff to support damage assessment teams and participate in Citywide damage assessment and recovery with the Building Dept
- e. Provide documents and maps to assist in response and recovery
- f. Support building and engineering in their emergency functions.

14. Human Resources

- a. Perform functions in the EOC or on-scene as assigned
- b. Provide IC and/or EOC initial situation/damage reports as per field unit observations and reports from the general public
- c. Provide supplies, equipment, and personnel as requested
- d. Establish an employee call back system
- e. Establish a system to check on employee's families and communicate that information
- f. Assist with employee needs at work and with their families
- g. Track staff labor assignment requests and assist with obtaining outside labor/staff

15. GRIL [for the purpose of this document, “GRIL” refers to the Golf, Recreation, Ice and Library departments working jointly]

- a. Perform functions in the EOC or on-scene, as assigned
- b. Provide IC and/or EOC initial situation/damage reports as per field unit observations and reports from the general public
- c. Provide supplies, equipment, and personnel as requested
- d. Assist with the assessment of human needs during and after a disaster
- e. Obtain and supply food and water to City and emergency staff
- f. Coordinate with the Red Cross and other agencies as necessary to provide emergency programs for basic human needs, to include reception centers, shelters, and mass feeding at City-designated shelters
- g. Provide assistance in the registration of people at congregate care facilities (shelter/mass feeding)
- h. Work in close concert with Red Cross and others in activation and operation of short term, and longer-term shelters/disaster centers
- i. With assistance from the EOC, manage Volunteer Programs

- j. Provide facilities for emergency shelter, food, and water distribution points, child care facilities as needed
- k. Provide receiving and distribution sites and assist with the delivery of goods

CHAPTER 5 – Damage Assessment and Recovery

Damage Assessment and Analysis Information

1. Accurate damage assessment information must be obtained by Park City at the earliest possible time in order to:
 - a. Evaluate the impact on the population and socioeconomic system of Park City and its ability to respond and recover.
 - b. Assist the Governor with determining local and State level of contribution to the recovery effort.
 - c. Allow the State Coordination Officer and the Federal Emergency Management Agency Regional Director to determine the kinds and quantities of disaster assistance to be provided by the State and Federal government, if appropriate.
 - d. Document the need for supplementary Federal assistance under a Presidential ‘Emergency’ or ‘Major Disaster’ Declaration.
 - e. Notify insurers of damaged/destroyed property.

Damage Assessment and Reporting

1. Initial Damage Assessment. The nature and magnitude of a disaster will determine how quickly a complete Initial Damage Assessment can be conducted. Widespread debris, collapsed bridges, inundated roads, and unsafe buildings are a few of the problems that can delay the assessment. Immediately after a disaster, a preliminary assessment will provide the best information regarding the extent and magnitude of the damage. The Planning Department will assist in this function.

2. Damage Assessment Forms. During the response and recovery phases of a disaster, it is vital that the State Coordinating Officer and the Governor have accurate damage, cost, and socioeconomic impact information available in summary form. This will determine how best to supplement the action taken by Park City and whether Federal assistance is required. See Appendix O.

3. City Manager. It is the responsibility of the City Manager or his/her designee to coordinate with City and County elected officials to determine a systematic, unified course of action. The following items should be covered:

- a. Outline the extent (geographic area) and magnitude (severity) of the damage.
- b. Assess the socioeconomic impact on the City.
- c. Discuss the need for requesting outside assistance, the nature of such assistance and implications of accepting aid.
- d. Specify the geographic areas and damage categories, which need to be examined in greater detail.

4. Department Managers. Department managers oversee the gathering of damage assessment information in accordance with the assigned departmental duties. To assure accurate and efficient collection of data, department heads must take the following actions:

- a. Designate assessment teams of two or three people with specific areas of expertise.
- b. Assign the team to a specific geographic area or category of damage.
- c. Brief team members to ensure uniformity and understanding of damage categories, community impact, costs, reporting, procedures, etc.
- d. Identify damage sites by map location and street address. Roads and bridges should be listed by pre-assigned Utah State Department of Transportation numbers. Maps and photo identifications of damage sites will aid in conducting future surveys and on-site assessments.
- e. Provide each team with supplies to effectively perform the assessments (maps, cameras, list of property owners and locations). Have teams take photographs of damage sites and attach brief descriptions detailing vital information and describing the damage.
- f. Establish a deadline for gathering information so it can be summarized and presented to the governing body.
- g. Gather and maintain supporting documentation (invoices, contracts, expenditure records) for costs incurred in emergency response and mitigation work. Copies of emergency expenditure records should be maintained and attached to each damage site file.

Incident Reporting

1. Description and Purpose. Situation Reports should be made to continually update disaster status information. The information provided in the initial and subsequent Situation Reports should outline a sequential record of actions taken from the point of first response through restoration activities. The degree of detail will vary with the type and severity of the events.

2. Content and Format. Situation Reports contain specific data and answer the following basic questions:

- a. Location and nature of damage.
- b. Description of the categories and degree of damage.
- c. Socioeconomic impact on the community.
- d. Response actions being taken by local government.
- e. Form of supplemental State and Federal assistance requested.
- f. Public assistance and individual assistance for the community.

Reports and Record Keeping

1. A number of prescribed documents, reports and records must be executed and maintained during disaster operations. These ensure prompt and coordinated State and Federal disaster response and maximize financial assistance.

2. Once an emergency is declared an ‘**Emergency**’ or ‘**Major Disaster**’ by the President of the United States, Federal disaster assistance programs may be made available to the State and its designated political subdivision. The Federal Emergency Management Agency is responsible for coordinating and administering all Federal disaster relief programs through the Region VIII office. Subsequent to a presidential declaration, the Federal Coordinating Officer will establish a

field office in the disaster area to administer disaster relief programs according to Public Law 93-288, the Robert T. Stafford Disaster Relief and Emergency Assistance, and the Code of Federal Regulations, Title 44, Part 206.

3. An accurate record system maintained separately from normal day-to-day operations should be established immediately at the onset of the emergency. All recipients of State and Federal funds must maintain adequate disbursement and accounting records of costs incurred for approved disaster work.

4. One of the main responsibilities of Park City officials involved in disaster operations will be the preparation and maintenance of all required documents, reports and records. The Governor's Authorized Representative is responsible for the execution of all necessary documents on behalf of the State of Utah for State and Federal disaster assistance, including certifying any applications for public assistance. In addition, the Governor's Authorized Representative will provide guidance and assistance to Park City officials involved in the preparation and maintenance of their required reports and records.

5. All contracts subject to FEMA Public Assistance (PA) must follow the **Procurement Guidance as found in Title 44 of the [Code of Federal Regulations Part 13.36](#)** and established Park City Purchasing Policies.

END



Resolution No. 15-2020

**A RESOLUTION ADOPTING THE PARK CITY COMPREHENSIVE
EMERGENCY MANAGEMENT PLAN (CEMP)**

WHEREAS, the purpose of the CEMP is to develop a comprehensive emergency management program that will provide a system to mitigate the effects of an emergency or disaster, preserve life, respond during emergencies, provide necessary assistance, and establish a recovery system, in order to return the community to its normal state of affairs; and

WHEREAS, this plan attempts to clearly define the roles and responsibilities of each department and function within the City organization by providing guidance in accomplishing the objectives of this plan with lists of guidelines, plans, assessments and resources; and

WHEREAS, on February 28, 2003, the President issued Homeland Security Presidential Directive (HSPD) - 5 *Management of Domestic Incidents*, which directs the Secretary of Homeland Security to develop and administer a National Incident Management System (NIMS) and the directive also requires Federal Departments and agencies to make adoption of the NIMS by State, Tribal and local organizations a condition for Federal preparedness assistance beginning in Federal FY 2005; and

WHEREAS, certain State and Federal disaster reimbursements require local jurisdictions to adopt and train in a CEMP, NIMS and Incident Command Systems (ICS); and

WHEREAS, certain Federal grant programs now require an adopted CEMP; and

WHEREAS, the City Manager and the Emergency Management Group (EMG) have reviewed the updated Comprehensive Emergency Management Plan with all of its attachments as periodically amended by the EMG, and recommends adoption by the City Council; and

WHEREAS, the City Council deems it in the best interest of Park City Municipal Corporation to formally adopt them;

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

SECTION 1. ADOPTION. The Comprehensive Emergency Management Plan, dated June 18, 2020 attached hereto, along with all appendices and compendiums as periodically amended by the City Manager, are hereby adopted, to replace any and all others previously adopted. Any amendments approved by the City Manager shall be effective for not more than one year unless ratified by the City Council.

adoption. **SECTION 2. EFFECTIVE DATE.** This Resolution shall take effect upon

PASSED AND ADOPTED this 18th day of June, 2020

PARK CITY MUNICIPAL CORPORATION

Andy Beerman, Mayor

Attest:

Michelle Kellogg, City Recorder

Approved as to form:

Mark Harrington, City Attorney

Council Agenda Item Report

Meeting Date: June 18, 2020

Submitted by: Caitlyn Barhorst

Submitting Department: Planning

Item Type: Staff Report

Agenda Section:

Subject:

Consideration to Approve Ordinance 2020-28, an Ordinance Approving the 1162 Woodside Plat Amendment Located at 1162 Woodside Avenue, Park City, Utah
(A) Public Hearing (B) Action

Suggested Action:

Attachments:

[1162 Woodside Plat Amendment Staff Report](#)

[Exhibit A: Draft Ordinance](#)

City Council Staff Report

Subject: 1162 Woodside Avenue Plat Amendment
Application: PL-20-04522
Author: Caitlyn Barhorst
Date: June 18, 2020
Type of Item: Administrative



Summary Recommendations

Staff recommends the City Council review the Plat Amendment located at 1162 Woodside Avenue, hold a public hearing, and consider approving the 1162 Woodside Plat Amendment based on the Findings of Fact, Conclusions of Law, and Conditions of Approval as found in the attached Ordinance.

Description

Applicant: Tucker Perkins, represented by Andrew Foster of Park City Design Build
Location: 1162 Woodside Avenue
Zoning District: Historic Residential (HR-1) District
Adjacent Land Uses: Residential,
Reason for Review: Plat Amendments require Planning Commission review and City Council review and action

Acronyms

HDDR Historic District Design Review
HPB Historic Preservation Board
HSI Historic Sites Inventory
LMC Land Management Code

Terms that are capitalized as proper nouns throughout this staff report are defined in LMC § [15-15-1](#).

Executive Summary

On May 8, 2020, the Planning Department received a complete Plat Amendment application. The applicant is proposing to combine Lot 17 and the North ½ of Lot 18 of Block 5 of Snyder's Addition into one (1) Lot of Record.

Background

The property located at 1162 Woodside Avenue is designated as Landmark on the Park City Historic Sites Inventory (HSI) (see [Historic Site Form](#)). The subject property is located in the Historic Residential (HR-1) Zoning District.

The Planning Commission reviewed the application during their regularly scheduled meeting on June 10, 2020 and forwarded a unanimous positive recommendation to City Council. ([June 10, 2020 Staff Report](#)).

Analysis

Per [LMC § 15-7.1-3\(B\)](#) the Planning Commission shall review the Final Subdivision Plat and shall make findings as to Good Cause prior to making a positive recommendation to City Council. Staff recommends the City Council approve the 1162 Woodside Plat Amendment in accordance with [LMC § 15-7.1-6](#) Final Subdivision Plat.

The applicant is proposing to combine Lot 17 and the North ½ of Lot 18 of Block 5 of Snyder's Addition into one (1) Lot of Record. The property located at 1162 Woodside Avenue is designated as Landmark on the Park City Historic Sites Inventory (HSI) (see [Historic Site Form](#)).

(I) Staff recommends the City Council approve the 1162 Woodside Plat Amendment because it complies with the HR-1 Zoning District Requirements outlined in [LMC § 15-2.2](#).

a. HR-1 Zoning Code Land Use Table

Zoning Requirement	Analysis of Proposal
Minimum Lot Area – 1,875 square feet	Lot contains 2,813 square feet.
Minimum Lot Width – 25 feet	Lot Width of 37.5 feet.
Lot Depth	75 feet
Maximum Building Footprint – 1,201 square feet	Any development will comply.
Minimum Front Setback – 10 feet	Any development will comply.
Minimum Rear Setback – 10 feet	Any development will comply.
Minimum Side Setback – 3 feet	Any development will comply.
Minimum Corner Lot Side Setback – 5 feet	Any development will comply.
Maximum Building Height – 27 feet	Any development will comply.

- b. Encroachment Analysis. The encroachment identified in red is the existing Historic Structure that encroaches into the 12th Street Right-of-Way. Condition of Approval (COA) #4 addresses this encroachment. The encroachment identified in yellow is the neighboring structure that encroaches onto 1162 Woodside Avenue; COA #5 addresses this encroachment.

Figure 1: Property survey with encroachments highlighted:



- c. The proposed Lot complies with the HR-1 Zoning District Requirements. The proposed plat amendment will resolve the existing legal non-compliance because the Historic Structure currently straddles the common lot line between Lot 17 and the northern ½ of Lot 18. Per [LMC § 15-2.2-4](#) Existing Historic Structures: *Historic Structures that do not comply with Building Footprint, Building Height, Building Setbacks, Off-Street parking, and driveway location standards are valid Complying Structures.*

(II) Staff recommends the City Council approve the 1162 Woodside Plat Amendment because it complies with [LMC § 15-7.3](#) Requirements for Improvements, Reservations, and Design.

a. Analysis

Section	Analysis of Proposal
15-7.3-1 (A-E) Conformance to Applicable Rules and Regulations	Complies.
15-7.3-2 (A-N) General Subdivision Requirements	Complies.
15-7.3-3 (A-K) General Lot Design Requirements	Complies.
15-7.3-4 (A-I) Road Requirements and Design	The proposal does not create any new Roads nor alter any existing Roads.
15-7.3-5 (A-C) Drainage and Storm Sewers	The proposal does not create any new Drainage and/or Storm Sewer nor alter any existing Drainage and/or Storm Sewer
15-7.3-6 (A-B) Water Facilities	The proposal does not extend nor create a new water-supply system.
15-7.3-7 (A-B) Sewer Facilities	The proposal does not create any new sanitary sewer facilities.
15-7.3-8 (A) Sidewalks, Hiking Trails, Bike Paths, and Horse Trails	The proposal does not create nor alter any Sidewalks, Hiking Trails, Bike Paths, or Horse Trails.
15-7.3-9 (A-B) Utilities	Any future construction on this site proposed will connect into existing utilities in Woodside Avenue. The Development Review Committee reviewed the proposal and did not identify any utility connection issues.
15-7.3-10 (A-B) Public Uses	Not required. The proposal does not consist of a Major or Minor Subdivision.
15-7.3-11 (A) Preservation of Natural	Complies.

Features and Amenities	
15-7.3-12 (A-B) Nonresidential Subdivisions	Does not apply.

- b. The proposed Lot complies with [LMC § 15-7.3](#).

The Development Review Committee did not identify any concerns with the proposed Plat Amendment.

Staff recommends the Commission approve this project because the proposed Plat Amendment meets the LMC requirements as analyzed above.

Department Review

The Development Review Committee and Planning, Engineering, and Legal Departments reviewed this application.

Good Cause

There is good cause for this Plat Amendment. 1162 Woodside Avenue consists of Lot 17 and the North ½ of Lot 18 of Block 5 of Snyder's Addition; by combining these into one Lot, the existing non-conformity created by the Lot line between Lot 17 and 18 will be resolved. The Historic character of the neighborhood will be preserved as this Plat Amendment allows for development of the property, which contains an existing Historic Structure that will be Preserved and Rehabilitated.

Notice

Staff published notice on the City's website and the Utah Public Notice website, and posted notice to the property on May 27, 2020. Staff mailed courtesy notice to property owners within 300 feet on May 27, 2020. The *Park Record* published notice May 27, 2020. LMC [§ 15-1-21](#).

Public Input

Staff did not receive any public input at the time this report was published.

Alternatives

- The City Council may approve Ordinance 2020-28, an Ordinance approving the 1162 Woodside Plat Amendment located at 1162 Woodside Avenue;
- The City Council may deny the Ordinance 2020-28, an Ordinance approving the 1162 Woodside Plat Amendment located at 1162 Woodside Avenue; or
- The City Council may request additional information and continue the discussion to June 25, 2020.

Exhibits

Exhibit A: Draft Ordinance with Existing Conditions Survey and Proposed Plat

Ordinance No. 2020-28

AN ORDINANCE APPROVING THE 1162 WOODSIDE PLAT AMENDMENT LOCATED AT 1162 WOODSIDE AVENUE, PARK CITY, UTAH.

WHEREAS, the owner of the properties located at 1162 Woodside Avenue has petitioned the City Council for approval of the Subdivision Plat; and

WHEREAS, on May 27, 2020, the property was properly noticed and posted according to the requirements of the Land Management Code; and

WHEREAS, on May 27, 2020, proper legal notice was published according to requirements of the Land Management Code and courtesy letters were sent to surrounding property owners; and

WHEREAS, the Planning Commission held a public hearing on June 10, 2020 to receive input on the Subdivision Plat; and

WHEREAS, the Planning Commission, on June 10, 2020, forwarded a positive recommendation to the City Council; and,

WHEREAS, on June 18, 2020, the City Council held a public hearing to receive input on the Subdivision Plat; and

WHEREAS, it is in the best interest of Park City, Utah to approve the 1162 Woodside Plat Amendment, located at 1162 Woodside Avenue.

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

SECTION 1. APPROVAL. The 1162 Woodside Plat Amendment, as shown in Attachment 1, is approved subject to the following Findings of Facts, Conclusions of Law, and Conditions of Approval:

Findings of Fact

Background:

1. On May 8, 2020, the Planning Department received a complete Plat Amendment application.
2. The applicant is proposing to combine Lot 17 and the North ½ of Lot 18 of Block 5 of Snyder's Addition into one (1) Lot of Record.
3. The property is located at 1162 Woodside Avenue.
4. The property is designated as Landmark on the Park City Historic Sites Inventory.

Zoning District:

5. The property is located in the Historic Residential (HR-1) Zoning District.

Public Notice Requirements:

6. Staff published notice on the City's website and the Utah Public Notice website, and

posted notice to the property on May 27, 2020. Staff mailed courtesy notice to property owners within 300 feet on May 27, 2020. The *Park Record* published notice on May 27, 2020.

Lot and Site Requirements

7. The proposed Lot complies with the HR-1 Zoning District Requirements outlined in LMC § 15-2.2:
 - a. Minimum Lot Area is 1,875 square feet. The proposed Lot contains 2,813 square feet.
 - b. Minimum Lot Width is 25 feet. The proposed Lot Width is 37.5 feet.
 - c. The Lot Depth is 75 feet.
 - d. The Maximum Building Footprint is 1,201 square feet. Any development will comply.
 - e. The Minimum Front Setback is 10 feet. Any development will comply.
 - f. The Minimum Rear Setback is 10 feet. Any development will comply.
 - g. The Minimum Side Setback is 3 feet. Any development will comply.
 - h. The Minimum Corner Lot Side Setback is 5 feet. Any development will comply.
 - i. The Maximum Building Height is 27 feet. Any development will comply.
8. The proposed Lot complies with the HR-1 Zoning District Requirements. The proposed plat amendment will resolve the existing legal non-compliance because the Historic Structure currently straddles the common lot line between Lot 17 and the northern ½ of Lot 18. Per LMC § 15-2.2-4 Existing Historic Structures: *Historic Structures that do not comply with Building Footprint, Building Height, Building Setbacks, Off-Street parking, and driveway location standards are valid Complying Structures.*

Subdivision Requirements:

9. The proposal complies with LMC § 15-7.1-6.
10. The proposal complies with LMC § 15-7.3-1(A-E) Conformance to Applicable Rules and Regulations.
11. The proposal complies with LMC § 15-7.3-2(A-N) General Subdivision Requirements.
12. The proposal complies with LMC § 15-7.3-3(A-K) General Lot Design Requirements.
13. 15-7.3-4 (A-I) Road Requirements and Design. The proposal does not create any new Roads nor alter any existing Roads.
14. 15-7.3-5 (A-C) Drainage and Storm Sewers. The proposal does not create any new Drainage and/or Storm Sewer nor alter any existing Drainage and/or Storm Sewer.
15. 15-7.3-6 (A-B) Water Facilities. The proposal does not extend nor create a new water-supply system.
16. 15-7.3-7 (A-B) Sewer Facilities. The proposal does not create any new sanitary sewer facilities.
17. 15-7.3-8 (A) Sidewalks, Hiking Trails, Bike Paths, and Horse Trails. The proposal does not create nor alter any Sidewalks, Hiking Trails, Bike Paths, or Horse Trails.
18. 15-7.3-9 (A-B) Utilities. Any future construction on this site proposed will connect into existing utilities in Woodside Avenue. The Development Review Committee reviewed the proposal and did not identify any utility connection issues.
19. 15-7.3-10 (A-B) Public Uses. Not required. The proposal does not consist of a Major

or Minor Subdivision.

20. The proposal complies with 15-7.3-11 (A) Preservation of Natural Features and Amenities
21. 15-7.3-12 (A-B) Nonresidential Subdivisions does not apply.
22. The Development Review Committee and Planning, Engineering, and Legal Departments reviewed this application.
23. Staff did not receive any public input at the time this report was published.

Conclusions of Law

1. There is Good Clause for this Plat Amendment.
2. The Plat Amendment is consistent with the Park City Land Management Code, including LMC § 15-2.2-3 Historic Residential (HR-1) District, LMC § 15-7.1-3(B) Plat Amendment, LMC § 15-7.1-6 Final Subdivision Plat, LMC § 15-7.3 Requirements for Improvements, Reservations, and Design.
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 shall 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. The plat shall note that fire sprinklers are required for all new or renovation construction on this lot, to be approved by the Chief Building Official.
4. The encroachment of the existing historic structure located within the 12th Street Right-of-Way shall be resolved with in encroachment agreement between the applicant and the city prior to recordation of this plat.
5. The encroachment of the neighboring property at 1158 Woodside Avenue shall be resolved with an encroachment agreement between the two properties prior to recordation of this plat.
6. A ten foot (10') public snow storage easement on both 12th Street and Woodside Avenue shall be noted on the Plat.
7. The property is not located within the Park City Landscaping and Maintenance of Soil Cover Ordinance (Soils Ordinance) and therefore it is not regulated by the City for mine related impacts. However, if the property owner does encounter mine waste or mine waste impacted soils they must handle the material in accordance to State and Federal law.
8. City Engineer review and approval of all lot grading, utility installations, public improvements and drainage plans for compliance with City standards is a condition precedent to building permit issuance.

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

PASSED AND ADOPTED this 18th day of June, 2020.

PARK CITY MUNICIPAL CORPORATION

Andy Beerman, MAYOR

Date

ATTEST:

City Recorder

APPROVED AS TO FORM:

Mark Harrington, City Attorney

Attachment 1 – Proposed Plat and Existing Conditions Survey



GRAPHIC SCALE

VICINITY AND ZONING MAP

CONSENT TO RECORD

STATE OF _____
COUNTY OF _____

THE UNDERSIGNED LEND HOLDER HEREBY CONSENTS TO THE RECORDED OF THIS PLAT

BY _____
AUTHORIZED OFFICIAL

THE FOREGOING CONSENT TO RECORD WAS ACKNOWLEDGED BEFORE ME
THIS _____ DAY OF _____, 2020 BY _____

MY COMMISSION EXPIRES _____

NOTARY PUBLIC

LESSING IN _____

SURVEYOR'S STATEMENT

OREGONIAN, I HEREBY CERTIFY THAT I AM AN INTERESTED, LAND SURVEYOR AND THAT I HOLD A LICENSE IN THE STATE OF OREGON, AS PRESCRIBED UNDER THE LAWS OF THE STATE OF OREGON. I FURTHER CERTIFY THAT BY AUTHORITY OF THE OWNERS, I HAVE MADE A SURVEY OF THE TRACT OF LAND SHOWN ON THIS PLAT AND DESCRIBED HEREON AND THAT THE SAME HAS BEEN CORRECTLY SURVEYED AND MONUMENTED ON THE GROUND AS SHOWN ON THIS PLAT.

 FEBRUARY 14, 2013
 U.S. #46590
 OREGONIAN, I HEREBY CERTIFY THAT I AM AN INTERESTED, LAND SURVEYOR AND THAT I HOLD A LICENSE IN THE STATE OF OREGON, AS PRESCRIBED UNDER THE LAWS OF THE STATE OF OREGON. I FURTHER CERTIFY THAT BY AUTHORITY OF THE OWNERS, I HAVE MADE A SURVEY OF THE TRACT OF LAND SHOWN ON THIS PLAT AND DESCRIBED HEREON AND THAT THE SAME HAS BEEN CORRECTLY SURVEYED AND MONUMENTED ON THE GROUND AS SHOWN ON THIS PLAT.

LEGAL DESCRIPTION:

OT 1:
 17' AND THE NORTH 1/2 OF LOT 18, BLOCK 5, SNYDER ADDITION TO PARK CITY SURVEY, ACCORDING TO THE OFFICIAL PLAT THEREOF ON FILE AND RECORD AT THE SUMMIT COUNTY RECORDERS OFFICE.
 MORE PARTICULARLY DESCRIBED AS FOLLOWS:
 BEGINNING AT THE NORTHEAST CORNER OF LOT 17, BLOCK 5, SNYDER ADDITION TO PARK CITY THENCE
 SOUTH 54°01'00" WEST 75.00 FEET, THENCE SOUTH 54°01'00" WEST 75.00 FEET, THENCE NORTH 35°59'00" WEST
 75.00 FEET, THENCE SOUTH 35°59'00" EAST 75.00 FEET, THENCE NORTH 54°01'00" EAST 75.00 FEET TO THE POINT OF BEGINNING.

NOTES:

1. MODIFIED 13-D SPRINKLERS WILL BE REQUIRED FOR NEW CONSTRUCTION AS REQUIRED BY THE CHIEF BUILDING OFFICIAL AT THE TIME OF REVIEW OF THE BUILDING PERMIT SUBMITTAL.
2. THIS PLAT AMENDMENT IS SUBJECT TO THE CONDITIONS OF APPROVAL OF ORDINANCE

LEGEND:

PROPERTY LINE	5/8" REBAR & CAP L3509005
ADJOINING PROPERTY LINE	5/8" REBAR & CAP L35046008
CENTER LINE	
LOT LINE	
SNOW STORAGE EASEMENT	

OWNER'S DEDICATION AND CONSENT TO RECORD

KNOW ALL MEN BY THESE PRESENTS THAT THE UNDERSIGNED ARE THE OWNER(S) OF THE ABOVE DESCRIBED TRACT OF LAND AND HAVE CAUSED THIS PLAT AMENDMENT TO BE PREPARED TO BE HEREAFTER KNOWN AS THE 1162 WOODSIDE PLAT AMENDMENT TO HEREBY DEDICATE FOR PERPETUAL USE OF THE PUBLIC ALL ROADS AND OTHER AREAS OF THE LAND SHOWN ON THIS PLAT AS INTENDED FOR PUBLIC USE. THE UNDERSIGNED ALSO HEREBY CONVEY ANY OTHER INTERESTS AND CLAIMS AS SHOWN ON THIS PLAT TO THE PARTIES INDICATED AND FOR THE PURPOSES SHOWN HEREON.

IN WITNESS WHEREOF THE UNDERSIGNED SET HIS HAND, THIS _____ DAY OF _____, 20____.

AL PERKINS

DONNA PERGINS

THICKER BEAMS

ACKNOWLEDGMENT

[illegible]NOTA
RESI

ACKNOWLEDGMENT

STATE OF)
COUNTY OF) ss
ON THIS _____ DAY OF _____ 2020, DONNA PERKINS

CHW

5000

ACKNOWLEDGMENT

STATE OF _____)
COUNTY OF _____) SS
ON THIS _____ DAY OF _____, 2020, TUCKER PERKINS
PERSONALLY APPEARED BEFORE ME, WHOSE IDENTITY IS PERSONALLY KNOWN TO ME OR PROVEN ON THE BASIS OF
SATISFACTORY EVIDENCE, AND WHO BE DULY SWORN/AFFIRMED, THAT HE/HIS ACKNOWLEDGED TO ME THAT
HE/HIS EXECUTED THE 1162 WOODSIDE AVENUE PLAT AMENDMENT.

5000

NOTA

CITY ENGINEER

END THIS PLAT TO BE IN ACCORDANCE WITH
INFORMATION ON FILE IN MY OFFICE
THIS ____ DAY OF _____, 2020 A.D.

PLANNING COMMISSION

APPROVED BY THE LAND USE AUTHORITY
THIS ____ DAY OF _____, 2020 A.D.
BY: _____

SNYDERVILLE BASIN WATER RECLAMATION DISTRICT

REVIEWED FOR CONFORMANCE TO SNYDERVILLE BASIN WATER
RECLAMATION DISTRICT STANDARDS ON
THIS _____ DAY OF _____, 2020 A.D.
BY:

PUBLIC SAFETY ANSWERING POINT

APPROVAL

APPROVED

THIS _____ DAY OF _____, 2020 A.D.

BY _____

PARK CITY MUNICIPAL CORPORATION

BY _____ MAYOR, ANDY BEERMAN

CERTIFICATE OF ATTEST

BY _____
CITY RECORDER MICHELLE KELLY

RECORDED

COUNTY OF SU
OF _____ BOOK _____

City Council Staff Report



PLANNING DEPARTMENT

Subject: 1064 Park Avenue Condominiums
Author: Laura Kuhrmeyer, Planner I
Project Number: PL-20-04499
Date: June 18, 2020
Type of Item: Administrative – Condominium Plat

Summary Recommendations

Staff recommends the City Council review and hold a public hearing for the 1064 Park Avenue Condominiums and consider approving the Condominium Conversion based on the Findings of Fact, Conclusions of Law, and Conditions of Approval as found in the draft ordinance.

Description

Applicant: SKIHOME LLC
Represented by – Alliance Engineering, Inc. – Marshall King
Location: SSH-A
Zoning District: Historic Residential Medium Density (HRM)
Adjacent Land Uses: Residential
Reason for Review: Condominium Plats require Planning Commission review and City Council review and action

Acronyms

CUP	Conditional Use Permit
DOS	Determination of Significance
HDDR	Historic District Design Review
HRM	Historic Residential Medium Density Zoning District
HSI	Historic Sites Inventory
LMC	Land Management Code

Terms that are capitalized as proper nouns throughout this staff report are defined in LMC [§ 15-15-1](#).

Executive Summary

On March 24, 2020 the Applicant submitted a Condominium Plat application. On March 24, 2020, Staff notified the Applicant that the application was complete. The Applicant proposes to create a two (2) unit condominium plat from the Duplex that is under construction on this Lot.

On April 22, 2020, the subject Condominium Plat was reviewed by the Planning Commission (See Exhibit G: Planning Commission Staff Report April 22, 2020; and Exhibit H: Planning Commission Minutes April 22, 2020). The Planning Commission was concerned about parking, specifically for Unit B. Staff explained that Parking requirements were being met for the current Use of the Building as a Duplex. The

Commission discussed potentially conditioning the Condominium Conversion to not allow the Accessory Structure to be turned into an additional livable Dwelling Unit. Staff explained that adding an additional Dwelling Unit to a Condominium would require additional parking. The Commission debated the possibility of not allowing Nightly Rentals in the Accessory Structure.

The Commission also discussed the concern about parking on 11th Street and potentially blocking the access to a trail nearby. The City Attorney explained that the trail access was not physically on the subject property and therefore could not be conditioned. Staff also added that parking on 11th Street would be a Code Enforcement issue, and not something that could be conditioned on a Plat.

The Commission returned to the issue of residential Uses in the Accessory Structure and suggested adding a Condition that the additional space above the garage could not be used for residential habitation. The Planning Director was not supportive of this Condition without a Finding of Fact that explains why it would not comply either with the Condominium Act or the Condominium Conversion, because there are Uses that are allowed in the Zone. The Planning Director suggested a condition that would limit additional Uses on the Lot by requiring parking to be met. Ultimately, the Planning Commission unanimously forwarded a positive recommendation to City Council with the understanding that Staff would include an additional Condition of Approval to alleviate parking concerns.

Staff determined that delineating the accessory structure as “limited common,” consistent with the Utah Condominium statute, would allow exclusive use by the Unit owner but would require a plat amendment to enable conversion to residential/nightly rental. Staff has provided this new proposal to the Applicant and they will have an opportunity to discuss this at the City Council meeting if they so choose.

See Analysis Section III for additional information and staff analysis regarding Use and residential habitation of the Accessory Structure that were discussed by the Planning Commission.

Background

On May 1, 2007, the Planning Department received a Determination of Significance (DOS) application, requesting to deem the Structure historically insignificant. On July 16, 2007, the Historic Preservation Board reviewed the DOS application and found the Site historically insignificant.

On October 11, 2007, the City received a Demolition Permit to demolish the Structure at this Site. The Structure was demolished and has remained vacant.

On June 7, 2018, the Sunshine Ski Home Plat Amendment was approved by City Council (Entry No. 1101664). On May 31, 2018, the Planning Department received a complete Historic District Design Review (HDDR) Application to construct a duplex on

this Lot. On November 13, 2018, Planning Staff approved the HDDR and on December 17, 2018, a building permit was issued.

On March 24, 2020 the Applicant submitted a Condominium Plat application. On March 24, 2020, Staff notified the Applicant that the application was complete. The Applicant proposes to create a two (2) unit condominium plat from the Duplex that is under construction on this Lot.

Analysis

Per Land Management Code (LMC) [§ 15-12-15\(B\)\(9\)](#), the Planning Commission has the authority to review all plats affecting land within the City limits. The scope of the review is limited to finding substantial compliance with the provisions of the state statute on recording of plats, and that all previously imposed conditions of approval have been satisfied. A plat that is found to be in compliance with the state statute and that has met conditions of approval must be approved.

- (I) **Staff recommends the Commission approve the Condominium Conversion application because it complies with the Historic Residential Medium (HRM) Density Zoning District requirements outlined in Land Management Code (LMC) [Chapter 15-2.4](#).** Staff has included *Table 2* below, outlining the compliance with the HRM Zoning requirements.

Table 2: Zoning Compliance

	LMC Requirements	Proposal
Minimum Lot Size	Duplex dwelling – 3,750 sf	6,855 sf
Minimum Lot Width	37.5 ft	50 ft
Front Setback	15 ft	15 ft
Rear Setback	10 ft Main Building, 1ft Accessory Building	10 ft Main Building, 1ft Accessory Building
Side Setback	10 ft on Street-fronting Side, 5 ft Interior	10 ft on Street-fronting Side, 5 ft Interior
Building Height	27 ft from Existing Grade	27 ft from Natural Grade*
Off-Street Parking	Two (2) spaces per Dwelling Unit	Two (2) spaces per Dwelling Unit

**The Planning Director went on Site prior to approval of the HDDR to determine the estimated Natural Grade.*

- (II) **The Development Review Committee reviewed the proposed Application and no further issues were brought up at that time.**

(III) The Applicant meets the standards of LMC [§ 15-2.4-2, Allowed Uses](#); LMC [Chapter 15-3, Off-Street Parking](#); and LMC [Chapter 15-5, Architectural Review](#).

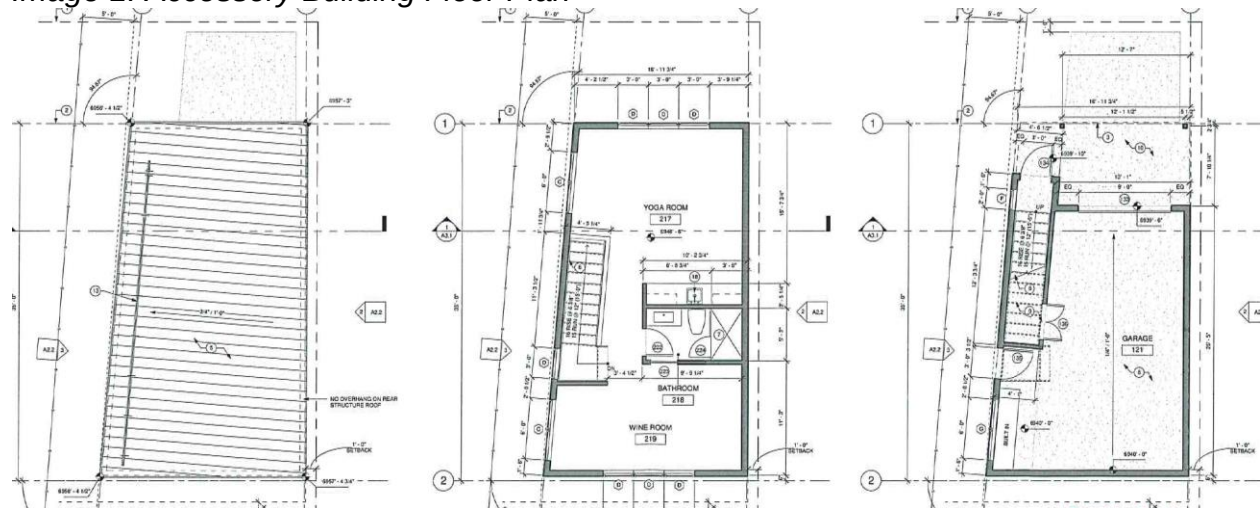
a. LMC [§ 15-2.4-2, Allowed Uses](#)

The proposal meets the standards in LMC [§ 15-2.4-2](#) as a Duplex is an Allowed Use. The Use of the Accessory Building is not currently proposed to change. Staff has provided the following information to outline the concerns regarding Use and residential habitation of the Accessory Structure that were discussed by the Planning Commission.

On April 22, 2020, the subject Condominium Plat was reviewed by the Planning Commission (See Exhibit G: Planning Commission Staff Report April 22, 2020; and Exhibit H: Planning Commission Minutes April 22, 2020). The Planning Commission discussed several concerns including parking and the uses that may occur within the Accessory Structure in the rear of the lot. The Commission discussed the possibility of preventing Nightly Rentals or any residential Use that may require additional parking.

The Accessory Building currently holds a Wine Room, a Bathroom, a Yoga Room, a Kitchenette, and a Garage. It does not currently have a Bedroom, is not considered a separate Dwelling Unit, and cannot be used as a Nightly Rental. Staff has included the Accessory Building Floor Plan below.

Image 1: Accessory Building Floor Plan



While the current Floor Plan of the Accessory Building would prevent any Nightly Rentals in the Accessory Building, the main Dwelling Unit (Unit B) could be used as a Nightly Rental, as could Unit A. Staff has also included Table 1 below to outline these Uses and definitions that are Permitted or Conditional Uses in the HRM Zoning District. As you will note, for the Accessory Structure to have residential habitation, Nightly Rentals would

be precluded, or a new Conditional Use Permit required, in whichever Use was ultimately chosen. In addition, there would be a Parking Requirement Associated with each Use as outlined below.

Table 1: Residential Uses and Definitions

Residential Use	Definition (LMC § 15-15-1)	Parking Requirements (LMC § 15-3-6)	Analysis
Secondary Living Quarters	“An Area within a main dwelling which is used by the Property Owner or primary tenant as a dwelling for the private Use of the Property Owner’s relatives, domestic help, caretakers, nursing staff, house guest, or similar user.”	1 Parking Space per bedroom in addition to requirements for primary residence	Secondary Living Quarters cannot be used for Nightly Rentals, per LMC § 15-4-4 , <i>Secondary Living Quarters</i> .
Lockout Unit	“An Area of a dwelling with separate exterior Access and toilet facilities, but no Kitchen.”	1 Parking Space per bedroom in addition to requirements for primary residence	The Nightly Rental of a Lockout Unit requires a Conditional Use Permit (CUP) in this zone.
Accessory Apartment	“A self-contained Apartment, with cooking, sleeping, and sanitary facilities, created either by converting part of and/or by adding on to a Single-Family Dwelling or detached garage. Accessory Apartments do not increase the residential Unit Equivalent of the Property and are an	1 Parking Space per bedroom in addition to requirements for primary residence	The Accessory Building does not currently contain a full Kitchen. The applicant would have to add a kitchen and bedroom to create this Use. Further, Accessory Apartments cannot be used for Nightly Rentals, per LMC § 15-4-7 , <i>Accessory Apartments</i> .

	Accessory Use to the primary Dwelling.”		
--	---	--	--

The City Attorney recommended delineating the accessory structure as “limited common” consistent with the Utah Condominium statute. This still allows exclusive use by the Unit owner but would require a plat amendment to enable conversion to residential/nightly rental. "Limited common areas and facilities" means those common areas and facilities designated in the declaration as reserved for use of a certain unit or units to the exclusion of the other units.

This recommendation is designed to address the concerns of the Planning Commission. Staff has provided this new proposal to the Applicant and they will have an opportunity to discuss this at the City Council meeting if they so choose.

b. *LMC [Chapter 15-3](#), Off-Street Parking*

The proposal complies with LMC [§ 15-3-3](#), as a Duplex requires two (2) parking spaces per Dwelling Unit (four total) and the Applicant has proposed a total of four (4) parking spaces.

While the Use is not currently proposed to change, if the Accessory Building were converted to an Accessory Apartment, it would require additional parking be provided on Site.

c. *LMC [Chapter 15-5](#), Architectural Review*

The proposal complies with LMC [§ 15-5-2](#), as the Structure has undergone design review by the Planning Department for compliance with the Design Guidelines and LMC [§ 15-11-12](#).

The proposal complies with LMC [§ 15-5-5](#) as it is an Existing Structure that has gone through a Historic District Design Review (HDDR). Any future exterior changes would need to go through a new HDDR and Architectural Review.

(IV) Staff Recommends the Commission approve the project because as conditioned, the proposed Condominium Conversion complies with LMC [§ 15-4-12](#), *Condominium Conversion*; LMC [§ 15-7.1-6](#), *Final Subdivision Plat*; LMC [§ 15-12-15](#), *Review By Planning Commission*; as well as state law regarding condominium plats.

a. *LMC [§ 15-4-12](#), Condominium Conversion*

The proposal complies with LMC [§ 15-4-12](#), as the Planning, Engineering, and Building, and Legal Departments have reviewed the proposal and the Council is currently reviewing the Condominium Plat for approval.

b. *LMC [§ 15-7.1-6](#), Final Subdivision Plat*

The Planning Commission has reviewed the proposal, and City Council is currently reviewing the proposal for approval.

c. *LMC [§ 15-12-15](#), Review By Planning Commission.*

The Planning Commission has reviewed the proposal and found substantial compliance with the provisions of the state statute on recording of plats and all previously imposed conditions of approved have been satisfied.

Staff finds good cause for this Condominium Plat as the proposal will comply with zoning requirements for Lot Size, Width, and Depth, etc. Further, condominium conversion is merely a change in form of ownership and will not have any additional land use/density changes.

(V) The City Engineer reviewed the proposed Application and no further issues were brought up at that time.

Department Review

The Development Review Committee and Planning, Engineering, and Legal Departments reviewed this application.

Notice

Staff published notice on the City's website and the Utah Public Notice website on May 27, 2020. Staff mailed courtesy notice to property owners within 300 feet on May 26, 2020.

Public Input

No public comment has been received at the time of this report.

Alternatives

- The City Council may approve the proposed 1064 Park Avenue Condominium Plat, as conditioned or amended at the meeting; or
- The City Council may deny the proposed 1064 Park Avenue Condominium Plat, and direct staff to make Findings for this decision; or
- The City Council may continue the discussion on the proposed 1064 Park Avenue Condominium Plat, and request additional information or analysis in order to make a recommendation.

Exhibits

Exhibit A: Draft Ordinance

Attachment 1 – 1064 Park Avenue Condominium Plat (Proposed)

Exhibit B: Current Plat

Exhibit C: Applicant's Project Intent

Exhibit D: Existing Conditions Survey

Exhibit E: Aerial Photograph

Exhibit F: Site Photographs

Exhibit G: Planning Commission Staff Report April 22, 2020

Exhibit H: Planning Commission Minutes April 22, 2020

Exhibit A – Draft Ordinance

Ordinance No. 2020-29

AN ORDINANCE APPROVING THE 1064 PARK AVENUE CONDOMINIUM PLAT, LOCATED AT 1064 PARK AVENUE, PARK CITY, UTAH.

WHEREAS, the property owner of the property located at 1064 Park Avenue have petitioned the City Council for approval of the Condominium Plat; and

WHEREAS, on April 8, 2020, proper legal notice was published according to requirements of the Land Management Code; and

WHEREAS, on April 8, 2020, the site was properly noticed and posted according to the requirements of the Land Management Code; and courtesy letters were sent to surrounding property owners; and

WHEREAS, the Planning Commission held a public hearing on April 22, 2020, to receive input on the proposed Condominium Plat; and

WHEREAS, the Planning Commission on April 22, 2020, forwarded a positive recommendation to the City Council with a recommendation for additional Conditions of Approval; and

WHEREAS on June 18, 2020, the City Council held a public hearing to receive input on the Condominium Plat; and

WHEREAS, it is in the best interest of Park City, Utah to approve the 1064 Park Avenue Condominium Plat, located at 1064 Park Avenue.

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

SECTION 1. APPROVAL. The 1064 Park Avenue Condominium Plat 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. All findings within the Analysis section and the recitals of the Staff Report are incorporated herein as findings of fact.

Background:

2. The subject property is located at 1064 Park Avenue.
3. A duplex is currently under construction on this site.

4. On May 1, 2007, the Planning Department received a Determination of Significance (DOS) application, requesting to deem the Structure historically insignificant.
5. On July 16, 2007, the Historic Preservation Board reviewed the DOS application and found the Site historically insignificant.
6. On October 11, 2007, the City received a Demolition Permit to demolish the Structure at this Site. The Structure was demolished and has remained vacant.
7. On June 7, 2018, the Sunshine Ski Home Plat Amendment was approved by City Council (Entry No. 1101664).
8. On May 31, 2018, the Planning Department received a complete Historic District Design Review (HDDR) Application to construct a duplex on this Lot.
9. On November 13, 2018, Planning Staff approved the HDDR and on December 17, 2018, a building permit was issued.
10. On March 24, 2020 the Applicant submitted a Plat Amendment application.
11. On March 24, 2020, Staff notified the Applicant that the application was complete.
12. The Applicant proposes to create a two (2) unit condominium from the duplex.
13. The Development Review Committee reviewed the proposed Application and no further issues were brought up at that time.
14. On April 22, 2020, the subject Plat Amendment was reviewed by the Planning Commission.
 - a. The Planning Commission was concerned about parking, specifically for Unit B. Staff explained that Parking requirements were being met for the current Use of the Building as a Duplex.
 - b. The Commission discussed potentially conditioning the Condominium Conversion to not allow the Accessory Structure to be turned into an additional livable Dwelling Unit. Staff explained that adding an additional Dwelling Unit to a Condominium would require additional parking. The Commission debated the possibility of not allowing Nightly Rentals in the Accessory Structure.
 - c. The Commission also discussed the concern about parking on 11th Street and potentially blocking the access to a trail nearby. The City Attorney explained that the trail access was not physically on the subject property and therefore could not be conditioned. Staff also added that parking on 11th Street would be a Code Enforcement issue, and not something that could be conditioned on a Plat.
 - d. The Commission returned to the issue of residential Uses in the Accessory Structure and suggested adding a Condition that the additional space above the garage could not be used for residential habitation. The Planning Director was not supportive of this Condition without a Finding of Fact that explains why it would not comply either with the Condominium Act or the Condominium Conversion, because there are Uses that are allowed in the Zone. The Planning Director suggested a condition that would limit additional Uses on the Lot by requiring parking to be met.
15. Ultimately, the Planning Commission unanimously forwarded a positive recommendation to City Council with the understanding that Staff would include an additional Condition of Approval to alleviate parking concerns.

Zoning District:

16. The site is within the Historic Residential Medium Density (HRM) District and complies with Land Management Code (LMC) [Chapter 15-2.4](#).
17. The proposal meets the standards in LMC [§ 15-2.4-2](#) as a Duplex is an Allowed Use.
18. The Accessory Building currently holds a Wine Room, a Bathroom, a Yoga Room, a Kitchenette, and a Garage. It does not currently have a Bedroom, is not considered a separate Dwelling Unit, and cannot be used as a Nightly Rental.
19. While the current Floor Plan of the Accessory Building would prevent any Nightly Rentals in the Accessory Building, the main Dwelling Unit (Unit B) could be used as a Nightly Rental, as could Unit A.
20. The maximum Building Height in this zone is twenty-seven feet from Existing Grade. The Planning Director determined that the Existing Grade had been significantly altered and determined the estimated Natural Grade for the Site. The Duplex is not more than twenty-seven feet from the Natural Grade.

Lot and Site Requirements:

21. The Lot consists of 6,855 square feet and meets minimum Lot Size of 3,750 sf for a Duplex Dwelling.
22. The Lot measures fifty feet (50') wide and meets the minimum Lot Width of 37.5' in HRM.
23. The proposed Lot Size is compatible with existing lots in the neighborhood and in the overall Historic District.
24. The minimum required Front Setback is fifteen feet (15') and the existing duplex is located fifteen feet (15') from the Front Lot Line.
25. The minimum required Rear Setback is ten feet (10') for the Main Structure and one foot (1') for the Accessory Structure. The Main Structure of the Duplex is located approximately twenty-eight feet and eight inches (28'8") from the Rear Lot Line and the Accessory Structure is located one foot (1') from the Rear Lot Line.
26. The minimum Side Setback is five feet (5') with a minimum ten feet (10') required on Street facing sides. The existing duplex is located ten feet (10') from the Side Lot Line that abuts 11th Street and five feet (5') from the interior Side Lot Line.

Other Applicable LMC Requirements:

27. The proposal complies with LMC [§ 15-3-3](#), as a Duplex requires two (2) parking spaces per Dwelling Unit (four total) and the Applicant has proposed a total of four (4) parking spaces.
28. While the Use is not currently proposed to change, if the Accessory Building were converted to a Secondary Living Quarter or an Accessory Apartment, it would require additional parking be provided on Site.
29. The proposal complies with LMC [§ 15-5-2](#), as the Structure has undergone design review by the Planning Department for compliance with the Design Guidelines and LMC [§ 15-11-12](#).

30. The proposal complies with LMC [§ 15-5-5](#) as it is an Existing Structure that has gone through a Historic District Design Review (HDDR). Any future exterior changes would need to go through a new HDDR and Architectural Review.

Public Notice Requirements:

31. Staff published notice on the City's website and the Utah Public Notice website on May 27, 2020.
32. Staff mailed courtesy notice to property owners within 300 feet on May 26, 2020.

Conclusions of Law:

1. The proposal complies with LMC [§ 15-4-12](#), *Condominium Conversion*, as the Planning, Engineering, and Building, and Legal Departments have reviewed the proposal and the Council is currently reviewing the Condominium Plat for approval.
2. The proposal complies with LMC [§ 15-7.1-6](#), *Final Subdivision Plat*, as the Planning Commission has reviewed the proposal, and City Council is currently reviewing the proposal for approval.
3. The proposal complies with LMC [§ 15-12-15](#), *Review By Planning Commission*, The Planning Commission has reviewed the proposal and found substantial compliance with the provisions of the state statute on recording of plats and all previously imposed conditions of approved have been satisfied.

Conditions of Approval:

1. The City Planner, City Attorney, and City Engineer will review and approve the final form and content of the plat and CC&Rs for compliance with State law, the Land Management Code, and the conditions of approval, prior to recordation of the plat. The CC&Rs shall include a methodology for tie break.
2. The applicant shall 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. The plat shall note that fire sprinklers are required for all new or renovation construction on this lot, to be approved by the Chief Building Official.
4. The current Use of a Duplex meets Parking requirements per LMC [§ 15-3-3](#) of two (2) Parking Spaces per Dwelling Unit, for a total of four (4) Parking Spaces on Site. Any future additional Uses shall meet parking requirements on Site.
5. The ten foot (10') public snow storage easement on both street fronts shall be maintained and noted on the Plat.
6. A note shall be added stating that the Site is subject to all Plat Notes from the underlying Plat – Sunshine Ski Home (Entry No. 11101664), Ordinance 2018-29.
7. A note shall be added describing the current Federal Emergency Management Agency (FEMA) Flood Zone information.
8. The Accessory Structure shall be delineated as Limited Common to Unit B.

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

PASSED AND ADOPTED this 18th day of June, 2020.

PARK CITY MUNICIPAL CORPORATION

Andy Beerman, MAYOR

ATTEST:

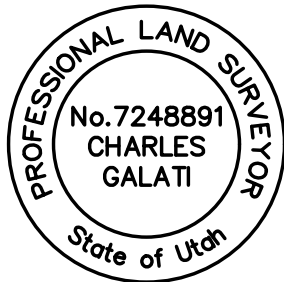
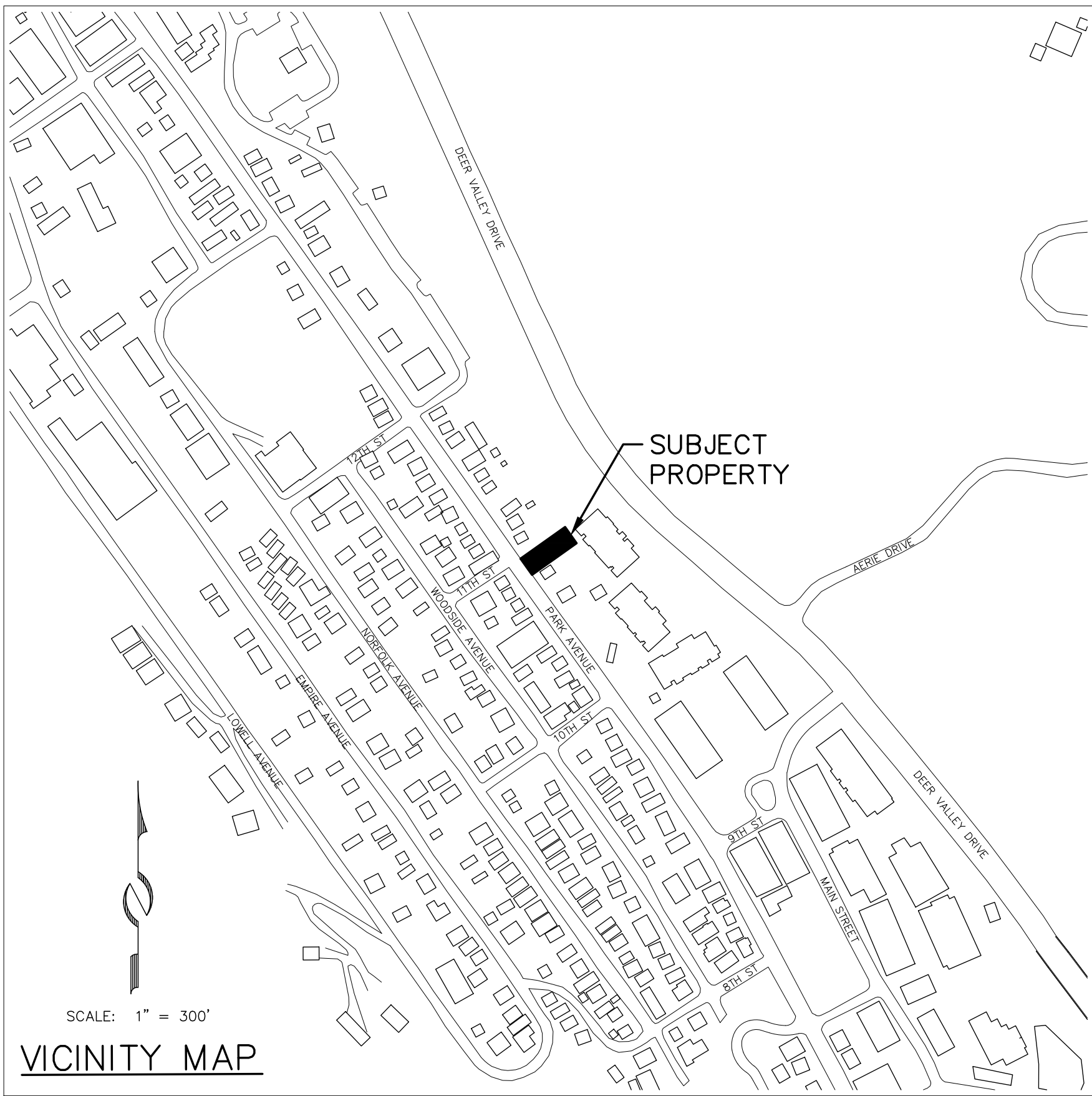
Michelle Kellogg, City Recorder

APPROVED AS TO FORM:

Mark Harrington, City Attorney

Exhibits

Attachment 1 – 1064 Park Avenue Condominium Plat (Proposed)



SURVEYOR'S CERTIFICATE

I, Charles Galati, certify that I am a Professional Land Surveyor and that I hold License No. 7248891, as prescribed by the laws of the State of Utah and that I have caused to be made under my direction and by the authority of the owner, 1064 PARK AVENUE CONDOMINIUMS, a Utah Condominium Project in accordance with the provisions of the Utah Condominium Act. I further certify that the information shown hereon is correct.

BOUNDARY DESCRIPTION

Lot A, SUNSHINE SKI HOME PLAT AMENDMENT, according to the official plat thereof on file and of record in the office of the Summit County Recorder.

OWNER'S DEDICATION AND CONSENT TO RECORD

KNOW ALL BY THESE PRESENTS that SKIHOME, LLC, a Texas limited liability company, the undersigned owner of the above described land, to be known hereafter as 1064 PARK AVENUE CONDOMINIUMS, does hereby certify that it has caused this plat to be prepared, and does hereby consent to its recordation.

ALSO, the owner or its representative hereby dedicates for the perpetual use of the public as intended for public use all the easements shown on this plat in accordance with an irrevocable offer of dedication.

In witness whereof, the undersigned set his hand this _____ day of _____, 2020.

By: Kevin Burns, Manager
SKIHOME, LLC, a Texas limited liability company

ACKNOWLEDGMENT

State of _____
County of _____ : ss.

On this _____ day of _____, 2020, Kevin Burns 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 SKIHOME, LLC, a Texas limited liability company, and that said document was signed by him on behalf of said corporation by authority of its Bylaws, or Resolution of its Board of Directors, and he acknowledged to me that he executed 1064 PARK AVENUE CONDOMINIUMS.

A Notary Public commissioned in _____

Printed Name _____

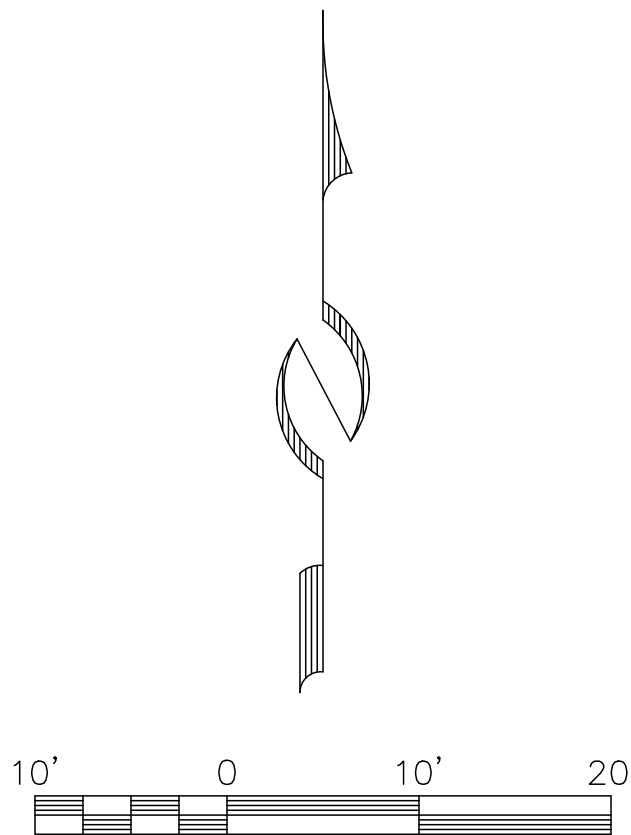
Residing in: _____

My commission expires: _____

NOTES

1. This plat is subject to the Conditions of Approval in Ordinance 2020-_____.
2. Record bearings and distances, when different from measured, are shown in parenthesis ().
3. Refer to Records of Survey S-9326 and S-9470.

OWNERSHIP LEGEND



1064 PARK AVENUE CONDOMINIUMS

A UTAH CONDOMINIUM PROJECT
LOCATED IN BLOCK 55, SNYDER'S ADDITION TO PARK CITY
TOWNSHIP 2 SOUTH, RANGE 4 EAST, SALT LAKE BASE AND MERIDIAN
PARK CITY, SUMMIT COUNTY, UTAH

SHEET 1 OF 2

3/23/20 JOB NO.: 4-2-20 FILE: X:\SnydersAddition\dwg\srv\plat2020\040220.dwg

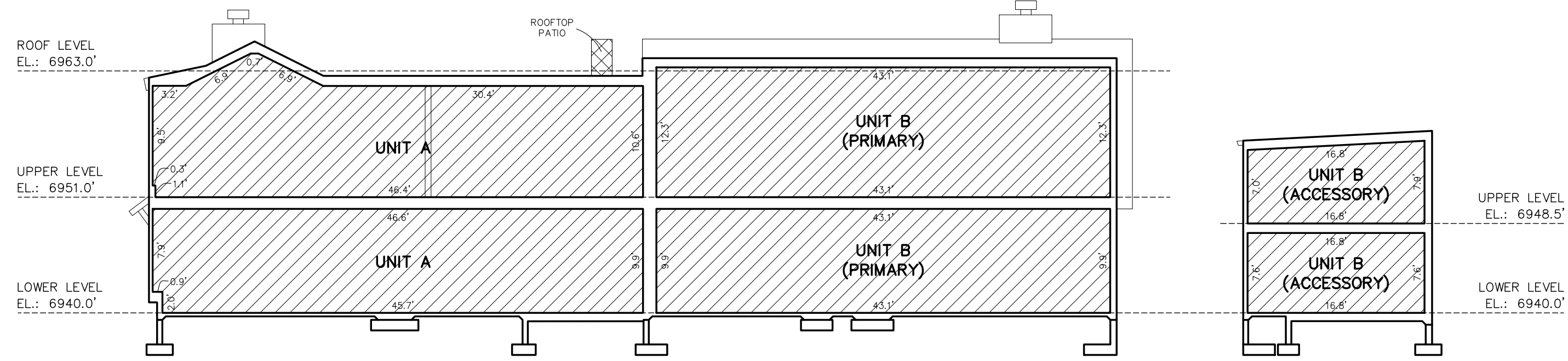
(435) 649-9467

Alliance Engineering Inc.

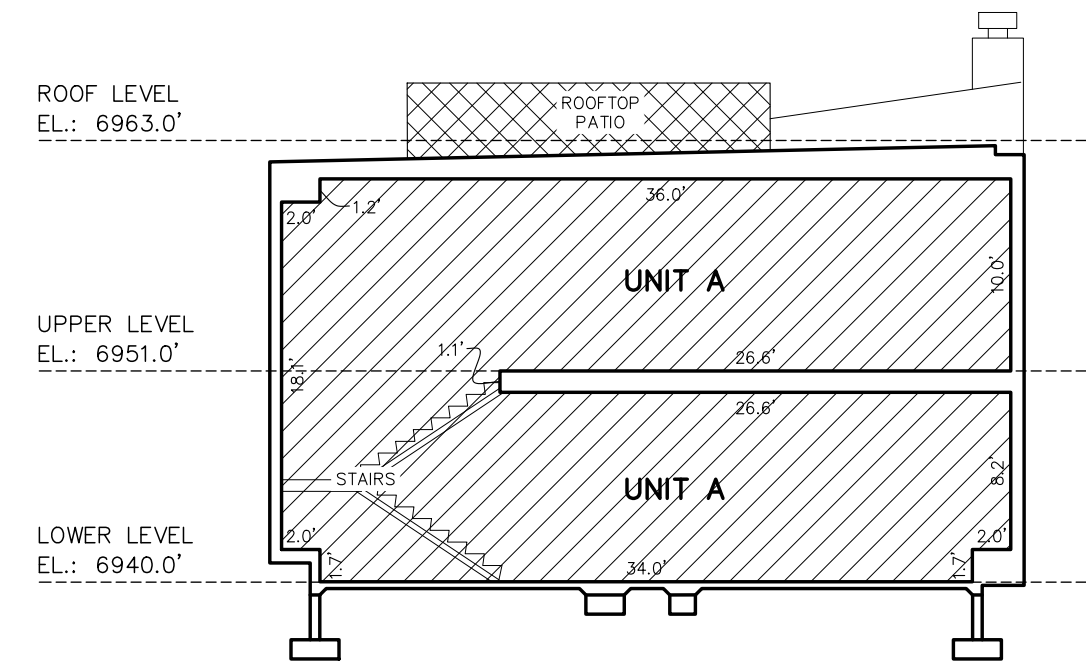
CONSULTING ENGINEERS LAND PLANNERS SURVEYORS

323 Main Street P.O. Box 2664 Park City, Utah 84060-2664

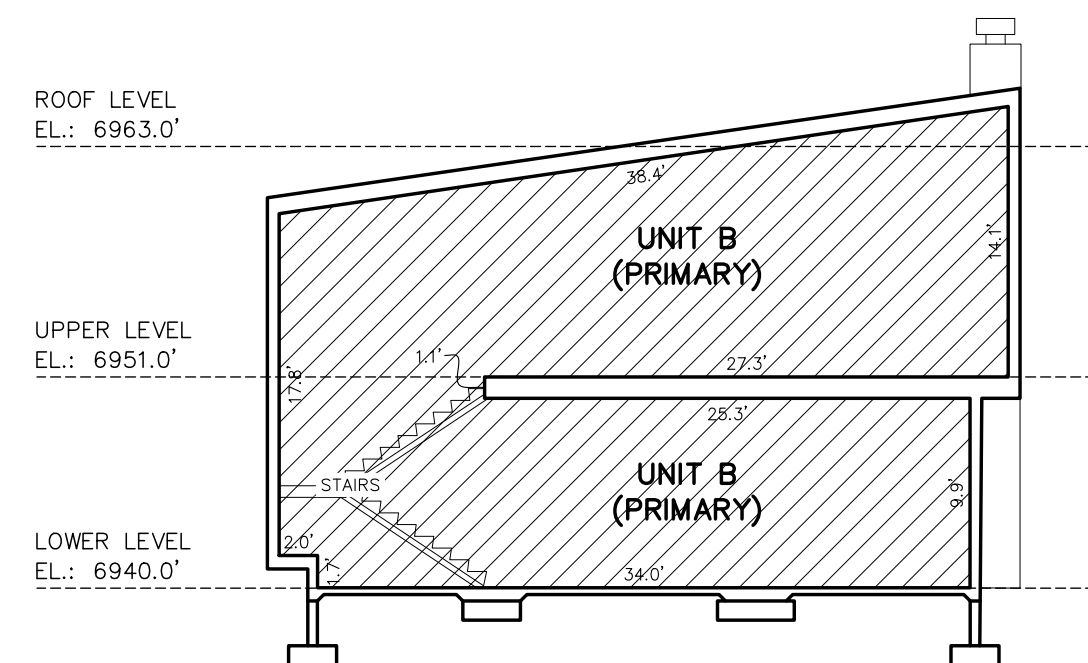
PUBLIC SAFETY ANSWERING POINT APPROVAL APPROVED THIS _____ DAY OF _____, 2020 BY _____ SUMMIT COUNTY GIS COORDINATOR	SNYDERVILLE BASIN WATER RECLAMATION DISTRICT REVIEWED FOR CONFORMANCE TO SNYDERVILLE BASIN WATER RECLAMATION DISTRICT STANDARDS ON THIS _____ DAY OF _____, 2020 BY _____ SNYDERVILLE BASIN WATER RECLAMATION DISTRICT	PLANNING COMMISSION APPROVED BY THE PARK CITY PLANNING COMMISSION THIS _____ DAY OF _____, 2020 BY _____ CHAIR	ENGINEER'S CERTIFICATE I FIND THIS PLAT TO BE IN ACCORDANCE WITH INFORMATION ON FILE IN MY OFFICE THIS _____ DAY OF _____, 2020 BY _____ PARK CITY ENGINEER	APPROVAL AS TO FORM APPROVED AS TO FORM THIS _____ DAY OF _____, 2020 BY _____ PARK CITY ATTORNEY	COUNCIL APPROVAL AND ACCEPTANCE APPROVAL AND ACCEPTANCE BY THE PARK CITY COUNCIL THIS _____ DAY OF _____, 2020 BY _____ MAYOR	CERTIFICATE OF ATTEST I CERTIFY THIS CONDOMINIUM PLAT WAS APPROVED BY PARK CITY COUNCIL THIS _____ DAY OF _____, 2019 BY _____ PARK CITY RECORDER	RECORDED STATE OF UTAH, COUNTY OF SUMMIT, AND FILED AT THE REQUEST OF _____ _____ FEE _____ RECORDER TIME _____ DATE _____ ENTRY NO. _____
--	--	--	---	---	--	--	---



SECTION 1



SECTION 2



SECTION 3

LOWER LEVEL
SQUARE FOOTAGE TABLE

UNIT NUMBER	SQUARE FOOTAGE
UNIT A	1,481 SF
UNIT B (PRIMARY)	1,477 SF
UNIT B (ACCESSORY)	457 SF

UPPER LEVEL
SQUARE FOOTAGE TABLE

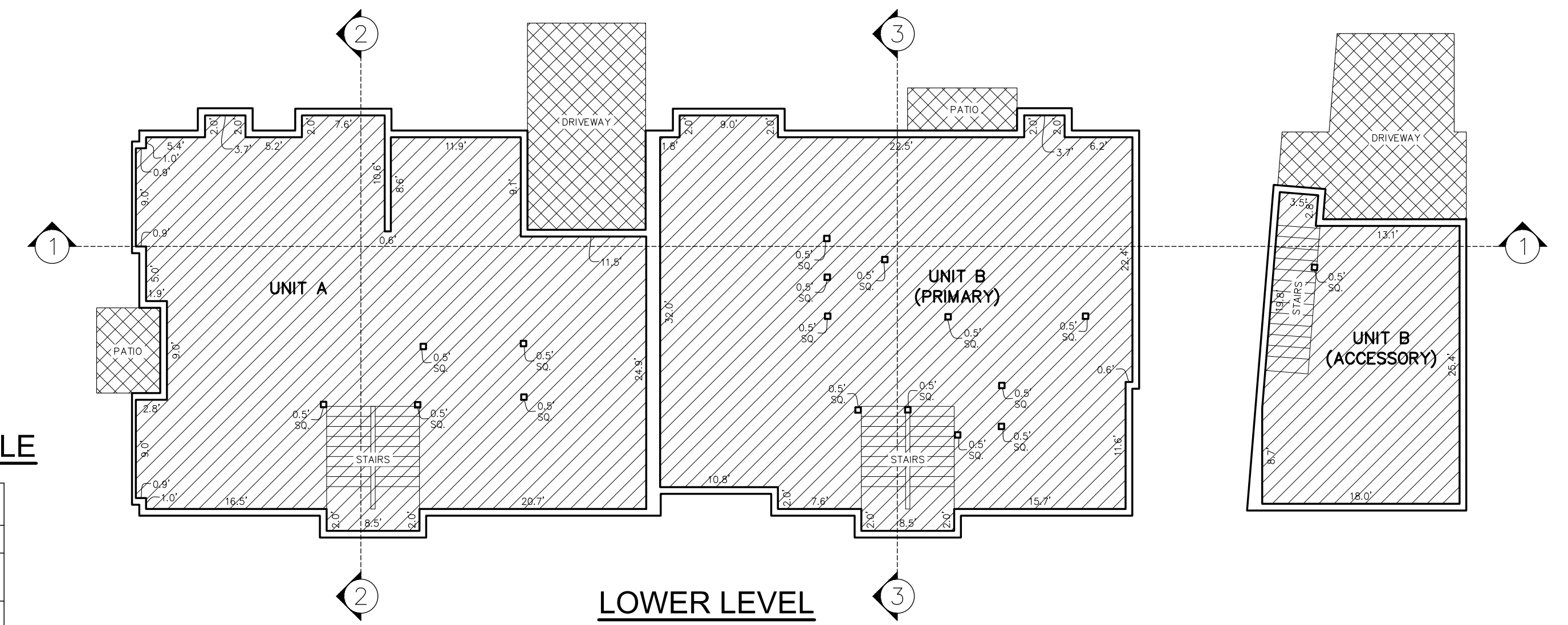
UNIT NUMBER	SQUARE FOOTAGE
UNIT A	1,382 SF
UNIT B (PRIMARY)	1,401 SF
UNIT B (ACCESSORY)	525 SF

TOTAL UNIT
SQUARE FOOTAGE TABLE

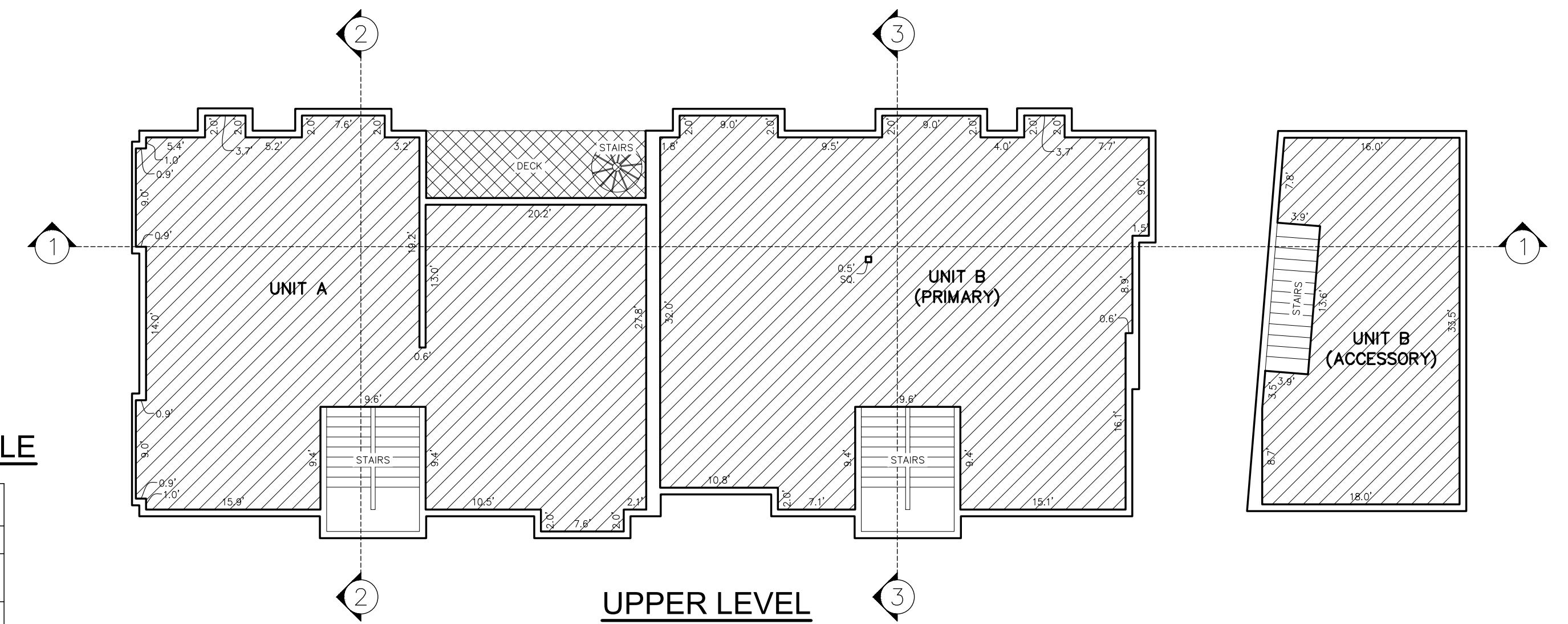
UNIT NUMBER	SQUARE FOOTAGE
UNIT A	2,863 SF
UNIT B	3,860 SF

OWNERSHIP LEGEND

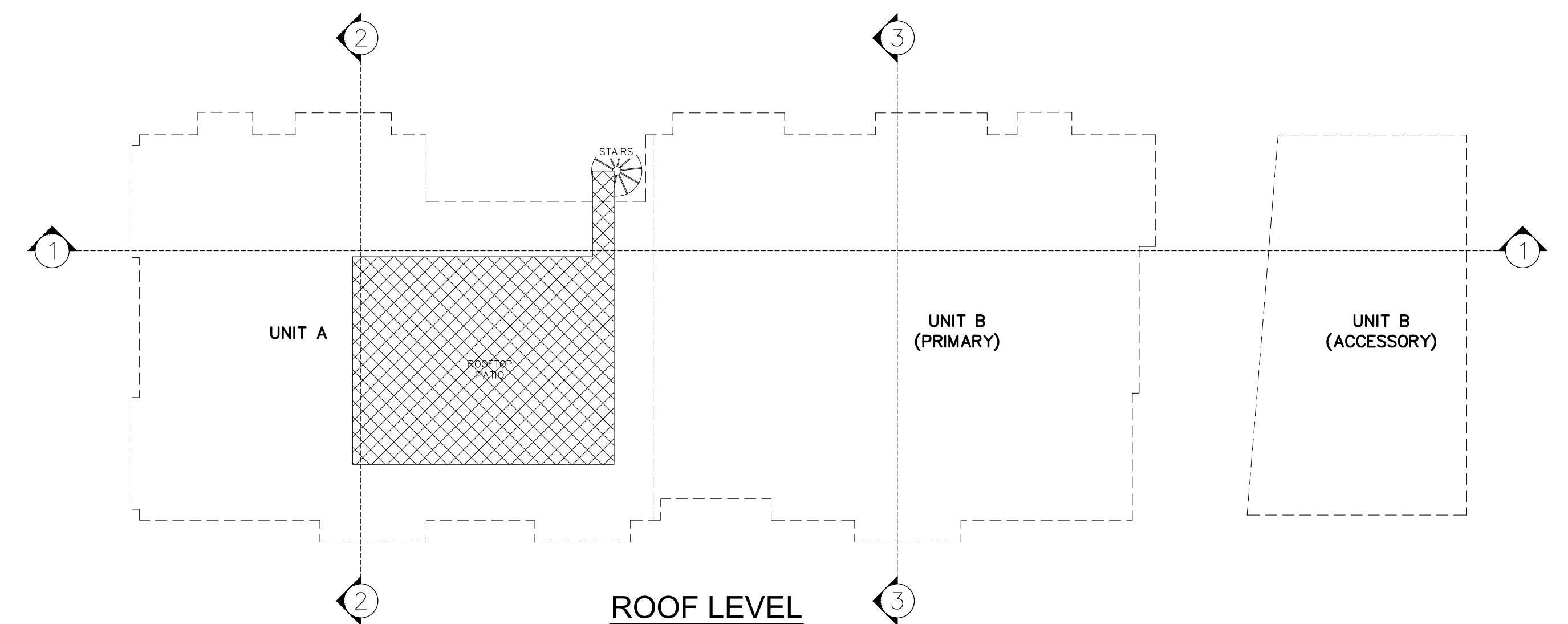
- COMMON
- LIMITED COMMON
- PRIVATE OWNERSHIP



LOWER LEVEL



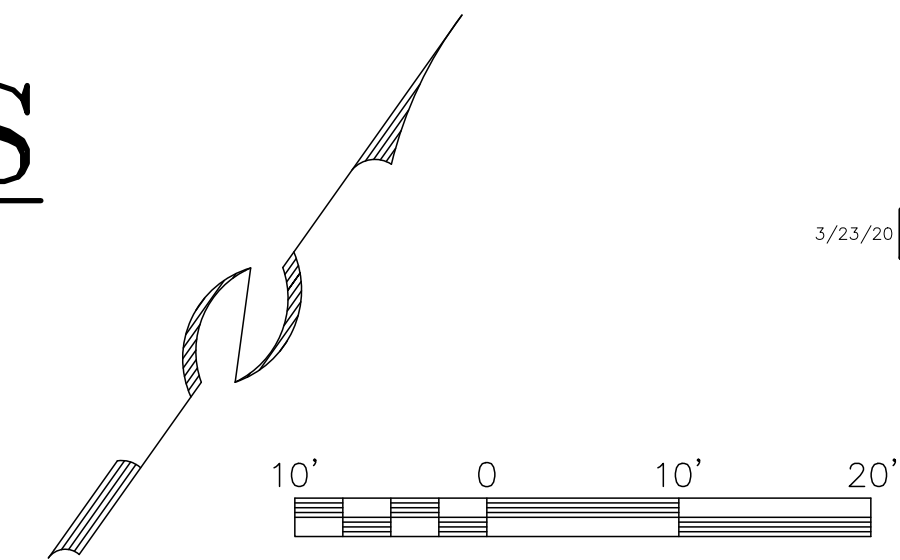
UPPER LEVEL

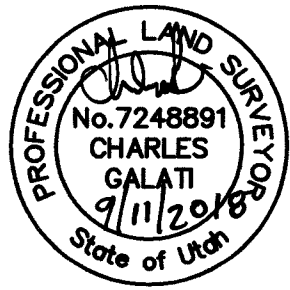
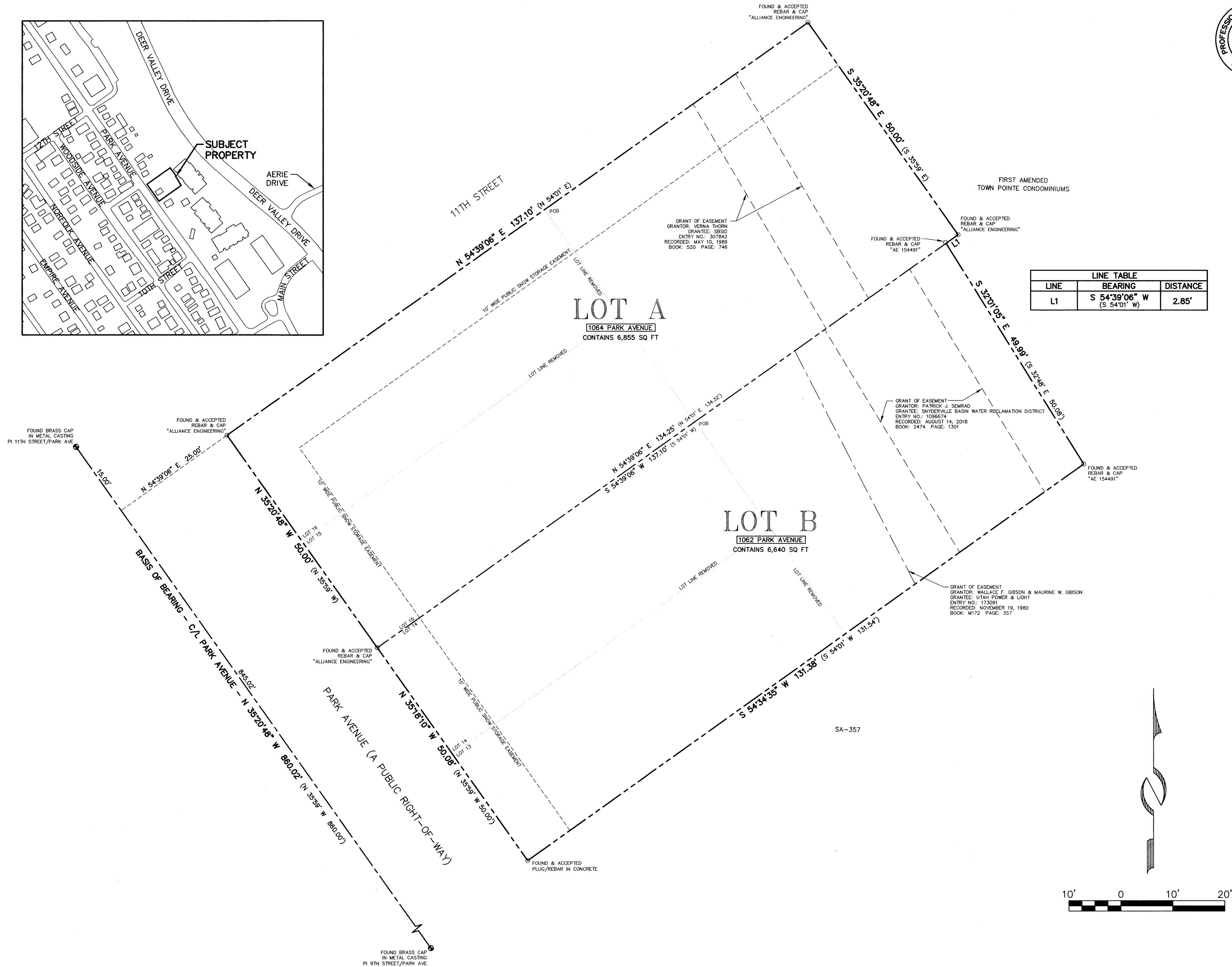
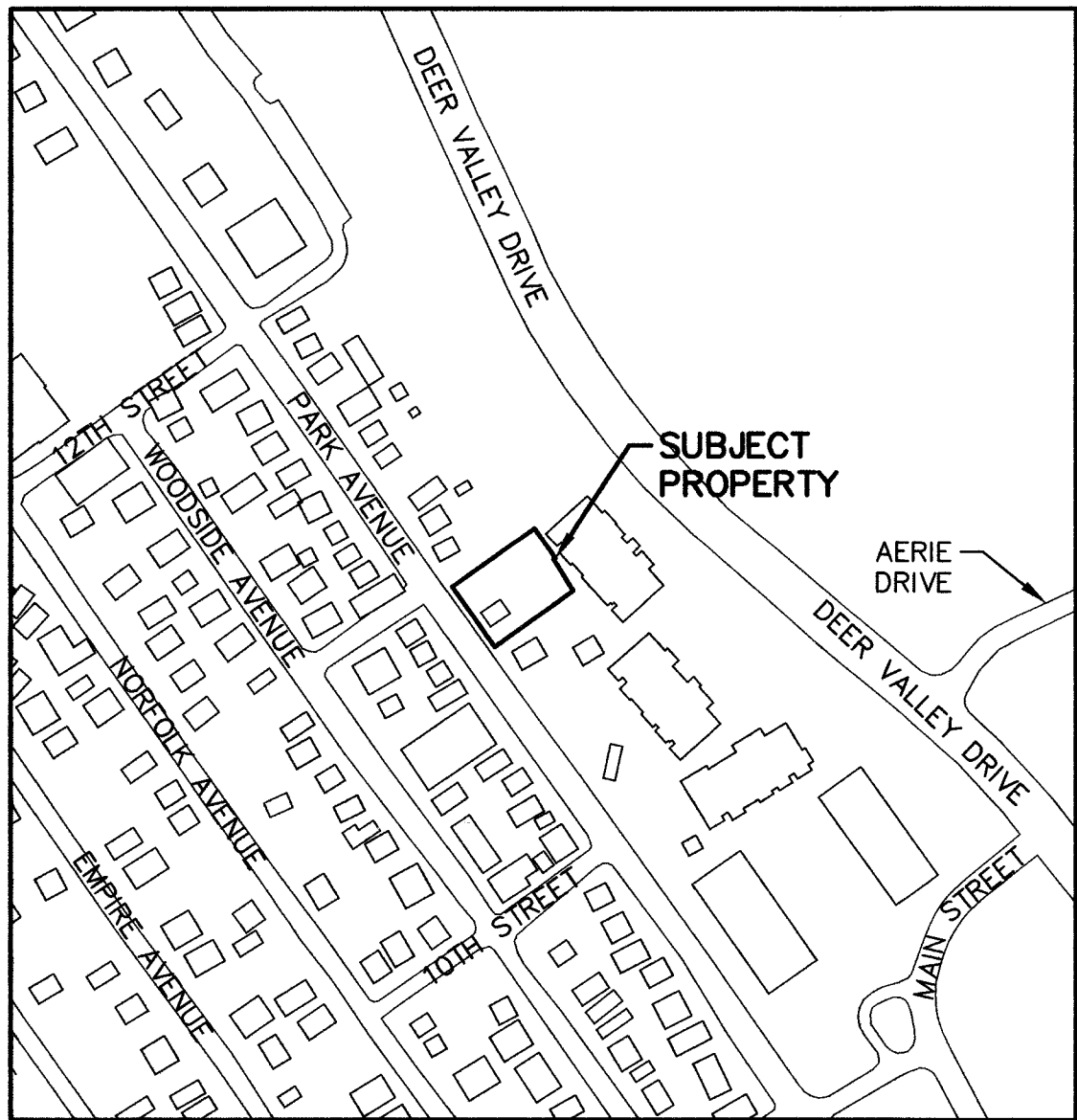


ROOF LEVEL

1064 PARK AVENUE CONDOMINIUMS

A UTAH CONDOMINIUM PROJECT
LOCATED IN BLOCK 55, SNYDER'S ADDITION TO PARK CITY
TOWNSHIP 2 SOUTH, RANGE 4 EAST, SALT LAKE BASE AND MERIDIAN
PARK CITY, SUMMIT COUNTY, UTAH





SURVEYOR'S CERTIFICATE

I, Charles Galati, do hereby certify that I am a Professional Land Surveyor, and that I hold License 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, together with easements, hereafter to be known as SUNSHINE SKI HOME PLAT AMENDMENT and that the same has been correctly surveyed and monumented on the ground as shown on this plat.

LEGAL DESCRIPTIONS

1062 PARK AVENUE

Parcel 1

All of Lot 13 and 14, Block 55, Snyder's Addition to Park City, according to the official plat thereof on file and of record in the office of the Summit County Recorder's Office.

Parcel 2

A parcel of land lying northeasterly of and adjacent to Lots 13 and 14 of Block 55, Snyder's Addition to Park City, in Park City, Summit County, Utah, bounded and described as follows:

Beginning at the northeasterly corner of said Lot 14; thence along the northwesterly line of said Lot 14 extended northeasterly North 54°01' East, a distance of 59.32 feet; thence South 32°48' East, a distance of 50.08 feet, more or less, to the southeasterly line of said Lot 13 extended northeasterly, thence along said northeasterly extension, South 54°01' West, a distance of 56.54 feet, more or less, to the most easterly corner of said Lot 13; thence along the northeasterly line of said Block 55, North 35°59' West, a distance of 50.00 feet, more or less, to the point of beginning.

1064 PARK AVENUE

Lots 15 and 16, Block 55, SNYDERS ADDITION TO THE PARK CITY, according to the official plat thereof on file and of record in the office of the Summit County Recorder.

Also: Beginning at the Northeasterly corner of Lot 16, Block 55, Snyder's Addition to the Park City Survey, according to the official plat thereof recorded in the office of the Summit County Recorder, and running thence North 54°01' East 62.1 feet; thence South 32°48' East 50 feet, more or less; thence South 54°01' West 62.1 feet, more or less, to the Southeast corner of Lot 15, said Block 55; thence North 35°59' West along the East side of Lots 15 and 16, 50 feet, more or less, to the point of beginning.

LINE TABLE		
LINE	BEARING	DISTANCE
L1	S 54°39'06" W (S 54°01' W)	2.85'

OWNER'S DEDICATION AND CONSENT TO RECORD

KNOW ALL MEN BY THESE PRESENTS that Patrick J. Semrad, the undersigned owner as to 1062 Park Avenue, to be known hereafter as SUNSHINE SKI HOME PLAT AMENDMENT, does hereby certify that he has caused this plat to be prepared, and does hereby consent to the recordation of this plat.

ALSO, the owner or its representative, hereby irrevocably offers for dedication to the city of Park City all the easements shown on the plat in accordance with an irrevocable offer of dedication.

In witness whereof, the undersigned set his hand this 27th day of September, 2018.

By: Patrick J. Semrad

ACKNOWLEDGMENT

State of Illinois ss:
County of Cook

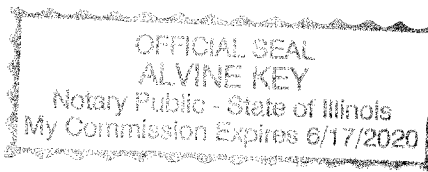
On this 27th day of September, 2018, Patrick J. Semrad personally appeared before me, whose identity is personally known to me or proven on the basis of satisfactory evidence, and who by me duly sworn/affirmed, that he acknowledged to me that he executed the SUNSHINE SKI HOME PLAT AMENDMENT.

By: Alvin Key
A Notary Public commissioned in ILLINOIS

Printed Name
ALVIN KEY

Residing in: ILLINOIS

My commission expires: 6/17/2020



OWNER'S DEDICATION AND CONSENT TO RECORD

KNOW ALL MEN BY THESE PRESENTS that SKIHOME, LLC, a Texas limited liability company, the undersigned owner as to 1064 Park Avenue, to be known hereafter as SUNSHINE SKI HOME PLAT AMENDMENT, does hereby certify that it has caused this Plat to be prepared, and does hereby consent to the recordation of this Plat.

ALSO, the owner or its representative, hereby irrevocably offers for dedication to the city of Park City all the easements shown on the plat in accordance with an irrevocable offer of dedication.

In witness whereof, the undersigned set his hand this 19th day of September, 2018.

By: Kevin Burns, Manager
SKIHOME, LLC, a Texas limited liability company

ACKNOWLEDGMENT

State of Texas ss:
County of Travis

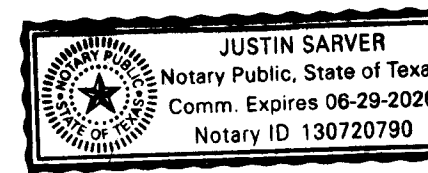
On this 19th day of September, 2018, Kevin Burns personally appeared before me, whose identity is personally known to me or proven on the basis of satisfactory evidence, and who by me duly sworn/affirmed, did say that he is the Manager of SKIHOME, LLC, a Texas limited liability company, and that said document was signed by him on behalf of said corporation by authority of its Bylaws, or Resolution of its Board of Directors, and he acknowledged to me that he executed the SUNSHINE SKI HOME PLAT AMENDMENT.

By: Justin Sarver
A Notary Public commissioned in Texas

Printed Name
Justin Sarver

Residing in: Texas

My commission expires: 06/29/2020



NOTES

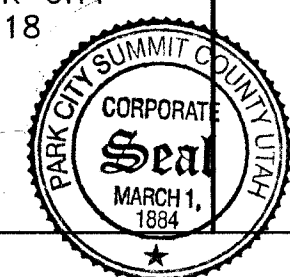
- This plat is subject to the Conditions of Approval in Ordinance 2018-29.
- Record bearings and distances, when different from measured, are shown in parenthesis ().
- Refer to Records of Survey S-9328 and S-9470.
- At the time of this plat amendment, the property is located in Zone A0 as shown on the Flood Insurance Rate Map of the Federal Emergency Management Agency, Panel 919, Map Number 49043C0919C, and has an effective date of March 16, 2006.

SUNSHINE SKI HOME PLAT AMENDMENT

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

SHEET 1 OF 1

 (435) 649-9467 CONSULTING ENGINEERS LAND PLANNERS SURVEYORS 323 Main Street P.O. Box 2664 Park City, Utah 84060-2664	SNYDERVILLE BASIN WATER RECLAMATION DISTRICT REVIEWED FOR CONFORMANCE TO SNYDERVILLE BASIN WATER RECLAMATION DISTRICT STANDARDS ON THIS 2 nd DAY OF October, 2018 BY S.B.W.R.D.	PLANNING COMMISSION APPROVED BY THE PARK CITY PLANNING COMMISSION THIS 23RD DAY OF MAY, 2018 BY CHAIR	ENGINEER'S CERTIFICATE I FIND THIS PLAT TO BE IN ACCORDANCE WITH INFORMATION ON FILE IN MY OFFICE THIS 7 th DAY OF November, 2018 BY G. Ryan Taha PARK CITY ENGINEER	APPROVAL AS TO FORM APPROVED AS TO FORM THIS 8 th DAY OF November, 2018 BY M.D. Hargis PARK CITY ATTORNEY	COUNCIL APPROVAL AND ACCEPTANCE APPROVAL AND ACCEPTANCE BY THE PARK CITY COUNCIL THIS 7TH DAY OF JUNE, 2018 BY Mayor	CERTIFICATE OF ATTEST I CERTIFY THIS PLAT MAP WAS APPROVED BY PARK CITY COUNCIL THIS 7TH DAY OF JUNE, 2018 BY Michelle Kelly PARK CITY RECORDER	RECORDED STATE OF UTAH, COUNTY OF SUMMIT, AND FILED AT THE REQUEST OF COALITION TITLE \$32.00 FEE C. Willoughby - deputy RECORDER TIME 3:24pm DATE 11/14/18 ENTRY NO. 1101664
--	--	--	---	--	---	---	--



LOT A, SUNSHINE SKI HOME PLAT AMENDMENT
LOCATED IN
SNYDER'S ADDITION TO PARK CITY SURVEY, BLOCK 55
(1064 Park Avenue)
March 17, 2020

PROJECT INTENT

Sunshine Ski Home Plat Amendment, recorded on November 14, 2018, as Entry No. 1101664 created Lots A and B. The subject of this application is Lot A, which is 1064 Park Avenue.

A duplex dwelling is currently under construction on Lot A at 1064 Park Avenue. The building is configured on the lot that places Unit A (west unit) facing Park Avenue and Unit B (east unit) is behind Unit A. Due to a sanitary sewer easement that encumbers the easterly portion of the lot about 15 to 20 feet from the easterly property line, Unit B is divided into two structures. The primary building of Unit B is west of the sanitary sewer easement and shares a common wall with Unit A. An accessory structure appurtenant to Unit B is between the sanitary sewer easement and the easterly property boundary. Both units will have driveway and garage access from platted 11th Street, which intersects with Park Avenue. The garage and driveway for Unit B will be at the accessory building appurtenant to Unit B

This application proposes to create a two-unit condominium plat from the duplex. The title of the proposed plat is 1064 Park Avenue Condominiums.

LOT A
SUNSHINE SKI HOME
SUBDIVISION

LOCATED IN THE NORTHEAST QUARTER OF SECTION 16
TOWNSHIP 2 SOUTH, RANGE 4 EAST
SALT LAKE BASE AND MERIDIAN
RECORD OF SURVEY
SUMMIT COUNTY, UTAH

SURVEYOR'S CERTIFICATE

I, Charles Galati, certify that I am a Professional Land Surveyor and that I hold License No. 7248891, as prescribed by the laws of the State of Utah. I further certify that under my direct supervision a survey has been performed on the hereon described property and that to the best of my knowledge this plat is a correct representation of said survey.

LEGAL DESCRIPTION

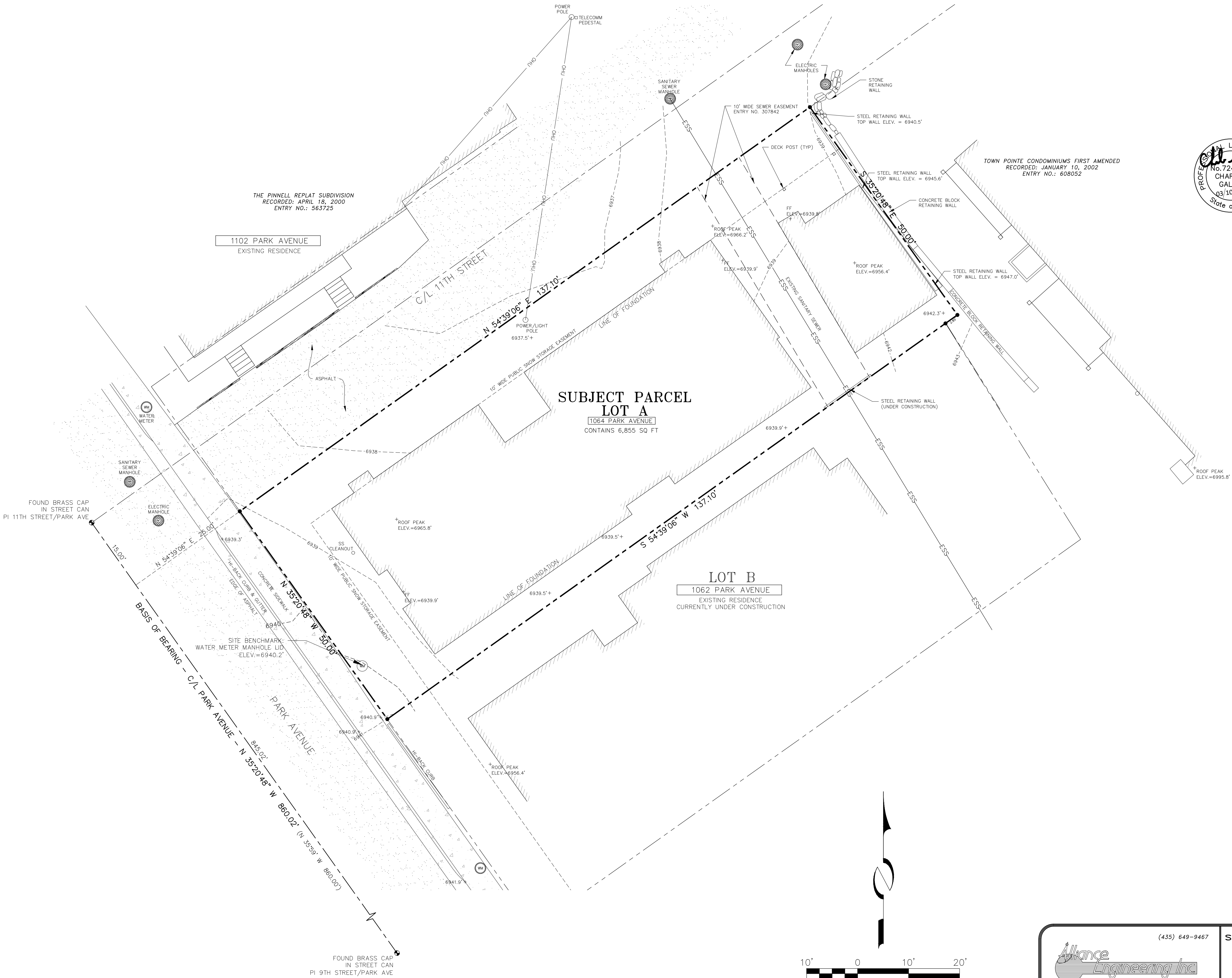
All of Lot A, Sunshine Ski Home Plat Amendment recorded November 14, 2018 as Entry No. 1101664 on file and of record at the Summit County Recorder's office.

NOTES

1. Basis of Bearing for this survey is between the found street monuments as shown on this plat.
2. Field work for this survey was completed January 11, 2018 and February 28, 2020, and is in compliant with generally accepted industry standards for accuracy.
3. The purpose of this survey was to prepare an Existing Conditions and Topography survey for the creation of a condominium plat of the property.
4. A Title Report was not provided to the surveyor and only easements per subdivision plat were shown and located as part of this survey. The surveyor found no obvious evidence of easements, encroachments or encumbrances on the property surveyed except as shown hereon.
5. Recorded deeds, Town Pointe Condominiums First Amended Plat, Sunshine Ski Home Plat Amendment, recorded surveys S-5957, S-6279, S-6752, S-9326 and S-9470 (all on file and of record in the Summit County Recorder's Office), and physical evidence found in the field were all used to determine the boundary as shown on this plat.
6. The architect is responsible for verifying building setbacks, zoning requirements and building heights.
7. Property corners were set as shown.
8. Record bearings and distances, when different from measured, are in parenthesis ().
9. Site Benchmark: Water Meter Manhole Lid Elevation=6940.2' as shown.
10. Snow coverage at the time of the survey was approximately 12-18" and the entire Subject Property and the neighboring property (1062 Park Avenue) were under construction at the time of the survey. As a result, monuments, improvements, and/or conditions may exist which are not shown on this survey.
11. Elevations for this survey are NAVD 88 and were determined using the Utah Turn GPS network.

LEGEND

- Set 5/8" rebar w/cap
- "ALLIANCE ENGINEERING"
- (Unless noted otherwise)
- Found Street Monument (As-Noted)



 (435) 649-9467 CONSULTING ENGINEERS LAND PLANNERS SURVEYORS 323 Main Street P.O. Box 2664 Park City, Utah 84060-2664	STAFF: CHARLES GALATI MARSHALL KING JASON WYNNE TOM LUND DATE: 3/10/2020	1064 PARK AVENUE EXISTING CONDITIONS & TOPOGRAPHIC MAP FOR: KEVIN BURNS JOB NO.: 4-2-20 FILE: X:\SnydersAddition\dwg\sr\sr\2020\1064 Park Ave\ROS TOPO.dwg	SHEET 1 OF 1



SUBJECT
PROPERTY



(435) 649-9467

CONSULTING ENGINEERS LAND PLANNERS SURVEYORS
323 Main Street P.O. Box 2664 Park City, Utah 84060-2664

STAFF:
RYAN BETZ
MARSHALL KING

DATE: 2/28/20

AERIAL PHOTOGRAPH
1064 PARK AVENUE
BLOCK 55, SNYDER'S ADDITION

FOR: SKIHOME, LLC
JOB NO.: 1-1-18 & 5-2-18
FILE: X:\SnydersAddition\Docs\PlatApplications\1064 park ave-ortho.dwg

SHEET
1
OF
1



1064 Park Avenue - looking easterly



1064 Park Avenue - looking southerly



1064 Park Avenue - looking northerly



1064 Park Avenue - looking westerly

Planning Commission Staff Report



PLANNING DEPARTMENT

Subject: 1064 Park Avenue Condominiums
Author: Laura Kuhrmeyer, Planner I
Project Number: PL-20-04499
Date: April 22, 2020
Type of Item: Administrative – Condominium Plat

Summary Recommendations

Staff recommends the Planning Commission review and hold a public hearing for the 1064 Park Avenue Condominiums and consider forwarding a positive recommendation to the City Council based on the Findings of Fact, Conclusions of Law, and Conditions of Approval as found in the draft ordinance.

Description

Applicant: SKIHOME LLC
Represented by – Alliance Engineering, Inc. – Marshall King
Location: SSH-A
Zoning: Historic Residential Medium Density (HRM)
Adjacent Land Uses: Residential
Reason for Review: Condominium Plats require Planning Commission review and City Council review and action

Proposal

The Applicant proposes to create a two (2) unit condominium plat from the Duplex that is under construction on this Lot.

Purpose

The purpose of the Historic Residential Medium Density (HRM) District can be found in [Land Management Code \(LMC\) § 15-2.4-1](#).

Background

On June 7, 2018, the Sunshine Ski Home Plat Amendment was approved by City Council (Entry No. 1101664). On May 31, 2018, the Planning Department received a complete Historic District Design Review (HDDR) Application to construct a duplex on this Lot. On November 13, 2018, Planning Staff approved the HDDR and on December 17, 2018, a building permit was issued.

On March 24, 2020 the Planning Department received a complete Condominium Plat Application to create a two (2) unit condominium plat from the Duplex that is under construction on this Lot.

Analysis

The subject Lot is located at 1064 Park Avenue. The site is within the Historic Residential Medium Density (HRM) District. The proposed Condominium Plat would create a two (2) unit condominium.

The Duplex that is currently under construction meets HRM zoning and code requirements. Staff has created the following table

Minimum Lot Size	Duplex dwelling – 3,750 sf	6,855 sf
Minimum Lot Width	37.5 ft	50 ft
Front Setback	15 ft	15 ft
Rear Setback	10 ft Main Building, 1ft Accessory Building	10 ft Main Building, 1ft Accessory Building
Side Setback	10 ft on Street-fronting Side, 5 ft Interior	10 ft on Street-fronting Side, 5 ft Interior
Building Height	27 ft from Existing Grade	27 ft from Natural Grade*
Off-Street Parking	Two (2) spaces per Dwelling Unit	Two (2) spaces per Dwelling Unit

**The Planning Director went on Site prior to approval of the HDDR to determine the estimated Natural Grade.*

Staff recommends approval of the Condominium Plat as it complies with all zoning requirements for this zoning district. The units' common walls were constructed anticipating condominium conversion.

Good Cause

As conditioned, the proposed conversion complies with LMC § 15-4-12; 15-7.1-6 and 15-12-15(B)(9), as well as state law regarding condominium plats. Staff finds good cause for this Condominium Plat as the proposal will comply with zoning requirements for Lot Size, Width, and Depth, etc. Further, condominium conversion is merely a change in form of ownership and will not have any additional land use/density changes.

Process

The approval of this Condominium Plat 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 April 8, 2020, the property was posted and notice was mailed to property owners within 300 feet. Legal notice was also published in the Park Record and the Utah Public Notice Website on April 8, 2020.

Public Input

No public comment has been received at the time of this report.

Alternatives

- The Planning Commission may forward a positive recommendation to the City Council for the proposed 1064 Park Avenue Condominium Plat, as conditioned or amended at the meeting; or
- The Planning Commission may forward a negative recommendation to the City Council for the proposed 1064 Park Avenue Condominium Plat, and direct staff to make Findings for this decision; or
- The Planning Commission may continue the discussion on the proposed 1064 Park Avenue Condominium Plat, and request additional information or analysis in order to make a recommendation.

Significant Impacts

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

Consequences of not taking recommended action

The consequences of not taking the recommended action would be that the duplex dwelling would remain as is, with one owner, and the owner could not sell the units separately.

Summary Recommendations

Staff recommends the Planning Commission review and hold a public hearing for the 1064 Park Avenue Condominium Plat and consider forwarding a positive recommendation to the City Council 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 – 1064 Park Avenue Condominium Plat (Proposed)

Exhibit B: Current Plat

Exhibit C: Applicant's Project Intent

Exhibit D: Existing Conditions Survey

Exhibit E: Aerial Photograph

Exhibit F: Site Photographs

Exhibit A – Draft Ordinance

Ordinance No. 2020-XX

AN ORDINANCE APPROVING THE 1064 PARK AVENUE CONDOMINIUM PLAT, LOCATED AT 1064 PARK AVENUE, PARK CITY, UTAH.

WHEREAS, the property owner of the property located at 1064 Park Avenue have petitioned the City Council for approval of the Condominium Plat; and

WHEREAS, on April 8, 2020, proper legal notice was published according to requirements of the Land Management Code; and

WHEREAS, on April 8, 2020, the site was properly noticed and posted according to the requirements of the Land Management Code; and courtesy letters were sent to surrounding property owners; and

WHEREAS, the Planning Commission held a public hearing on April 22, 2020, to receive input on the proposed Condominium Plat; and

WHEREAS, the Planning Commission on April 22, 2020, forwarded a recommendation to the City Council; and,

WHEREAS, on May 14, 2020, the City Council held a public hearing to receive input on the Condominium Plat and

WHEREAS, it is in the best interest of Park City, Utah to approve the 1064 Park Avenue Condominium Plat, located at 1064 Park Avenue.

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

SECTION 1. APPROVAL. The 1064 Park Avenue Condominium Plat 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 subject property is located at 1064 Park Avenue.
2. The site is within the Historic Residential Medium Density (HRM) District.
3. A duplex is currently under construction on this site.
4. The Applicant proposes to create a two (2) unit condominium from the duplex.

5. The Lot consists of 6,855 square feet and meets minimum Lot Size of 3,750 sf for a Duplex Dwelling.
6. The Lot measures fifty feet (50') wide and meets the minimum Lot Width of 37.5' in HRM.
7. The proposed Lot Size is compatible with existing lots in the neighborhood and in the overall Historic District.
8. The minimum required Front Setback is fifteen feet (15') and the existing duplex is located fifteen feet (15') from the Front Lot Line.
9. The minimum required Rear Setback is ten feet (10') for the Main Structure and one foot (1') for the Accessory Structure. The Main Structure of the Duplex is located approximately twenty-eight feet and eight inches (28'8") from the Rear Lot Line and the Accessory Structure is located one foot (1') from the Rear Lot Line.
10. The minimum Side Setback is five feet (5') with a minimum ten feet (10') required on Street facing sides. The existing duplex is located ten feet (10') from the Side Lot Line that abuts 11th Street and five feet (5') from the interior Side Lot Line.
11. The maximum Building Height is twenty-seven feet from Existing Grade. The Planning Director determined that the Existing Grade had been significantly altered and determined the estimated Natural Grade for the Site. The Duplex is not more than twenty-seven feet from the Natural Grade.
12. Two (2) Off-Street Parking Spaces per Dwelling Unit are required and the Duplex contains four (4) Parking Spaces.
13. As conditioned, the proposed conversion complies with LMC § 15-4-12; 15-7.1-6 and 15-12-15(B)(9), as well as state law regarding condominium plats. Staff finds good cause for this Condominium Plat as the proposal will comply with zoning requirements for Lot Size, Width, and Depth, etc. Further, condominium conversion is merely a change in form of ownership and will not have any additional land use/density changes.
14. All findings within the Analysis section and the recitals above are incorporated herein as findings of fact.

Conclusions of Law:

1. There is good cause for this Condominium Plat.
2. The Condominium Plat is consistent with the LMC § 15-4-12; 15-7.1-6 and 15-12-15(B)(9), as well as state law regarding condominium plats.
3. Neither the public nor any person will be materially injured by the proposed Condominium Plat.
15. Approval of the Condominium Plat, subject to the conditions stated below, will not have any additional land use/density changes.

Conditions of Approval:

1. The City Planner, City Attorney, and City Engineer will review and approve the final form and content of the plat and CC&Rs for compliance with State law, the Land Management Code, and the conditions of approval, prior to recordation of the plat. The CC&Rs shall include a methodology for tie break.
2. The applicant shall 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. The plat shall note that fire sprinklers are required for all new or renovation construction on this lot, to be approved by the Chief Building Official.
4. The ten foot (10') public snow storage easement on both street fronts shall be maintained and noted on the Plat.
5. A note shall be added stating that the Site is subject to all Plat Notes from the underlying Plat – Sunshine Ski Home (Entry No. 11101664), Ordinance 2018-29.
6. A note shall be added describing the current Federal Emergency Management Agency (FEMA) Flood Zone information.

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

PASSED AND ADOPTED this 14th day of May, 2020.

PARK CITY MUNICIPAL CORPORATION

Andy Beerman, MAYOR

ATTEST:

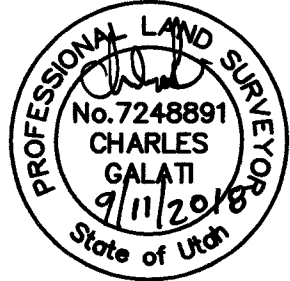
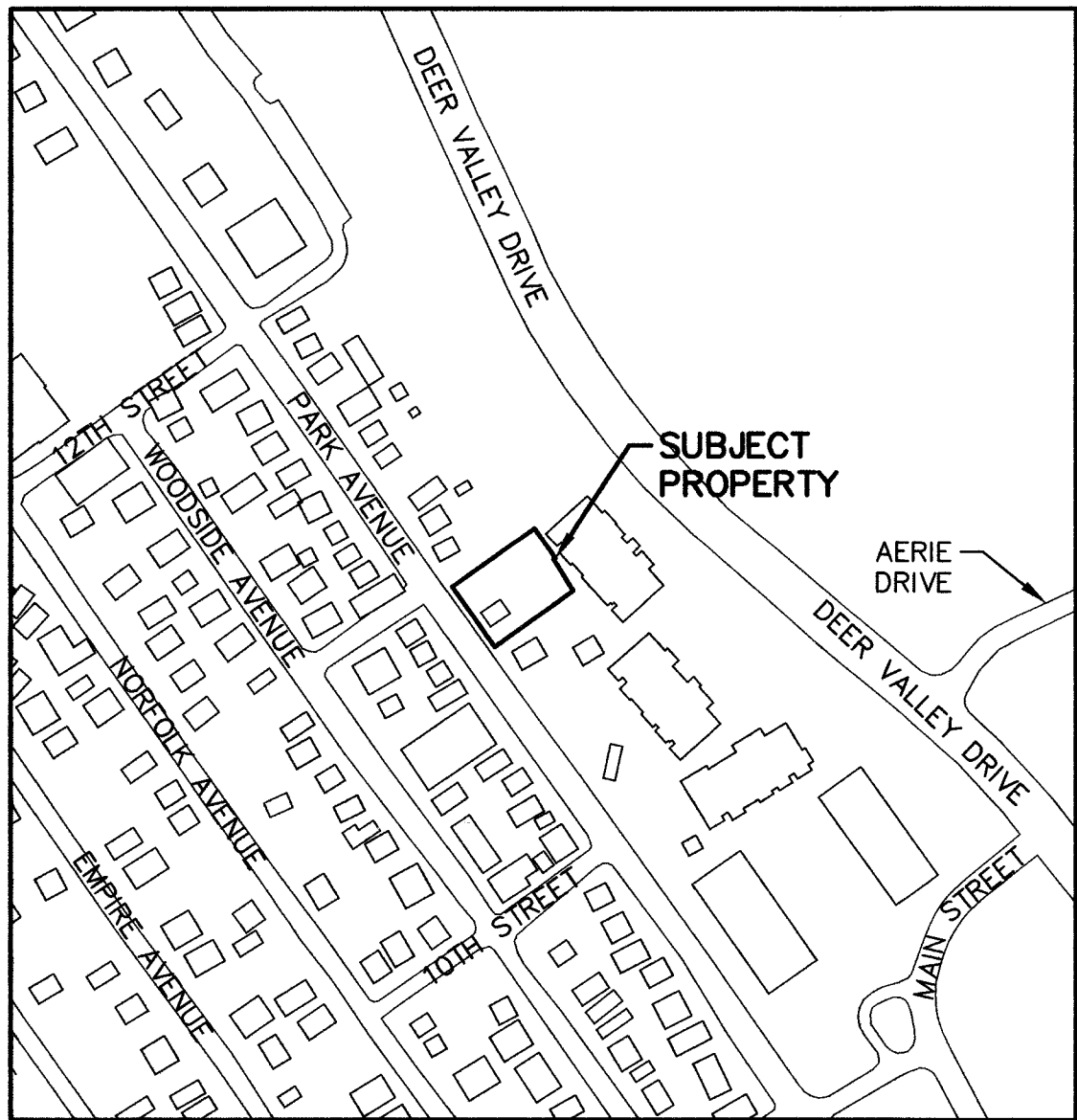
Michelle Kellogg, City Recorder

APPROVED AS TO FORM:

Mark Harrington, City Attorney

Exhibits

Attachment 1 – 1064 Park Avenue Condominium Plat (Proposed)



SURVEYOR'S CERTIFICATE

I, Charles Galati, do hereby certify that I am a Professional Land Surveyor, and that I hold License 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, together with easements, hereafter to be known as SUNSHINE SKI HOME PLAT AMENDMENT and that the same has been correctly surveyed and monumented on the ground as shown on this plat.

LEGAL DESCRIPTIONS

1062 PARK AVENUE

Parcel 1

All of Lot 13 and 14, Block 55, Snyder's Addition to Park City, according to the official plat thereof on file and of record in the office of the Summit County Recorder's Office.

Parcel 2

A parcel of land lying northeasterly of and adjacent to Lots 13 and 14 of Block 55, Snyder's Addition to Park City, in Park City, Summit County, Utah, bounded and described as follows:

Beginning at the northeasterly corner of said Lot 14; thence along the northwesterly line of said Lot 14 extended northeasterly North 54°01' East, a distance of 59.32 feet; thence South 32°48' East, a distance of 50.08 feet, more or less, to the southeasterly line of said Lot 13 extended northeasterly, thence along said northeasterly extension, South 54°01' West, a distance of 56.54 feet, more or less, to the most easterly corner of said Lot 13; thence along the northeasterly line of said Block 55, North 35°59' West, a distance of 50.00 feet, more or less, to the point of beginning.

1064 PARK AVENUE

Lots 15 and 16, Block 55, SNYDERS ADDITION TO THE PARK CITY, according to the official plat thereof on file and of record in the office of the Summit County Recorder.

Also: Beginning at the Northeasterly corner of Lot 16, Block 55, Snyder's Addition to the Park City Survey, according to the official plat thereof recorded in the office of the Summit County Recorder, and running thence North 54°01' East 62.1 feet; thence South 32°48' East 50 feet, more or less; thence South 54°01' West 62.1 feet, more or less, to the Southeast corner of Lot 15, said Block 55; thence North 35°59' West along the East side of Lots 15 and 16, 50 feet, more or less, to the point of beginning.

OWNER'S DEDICATION AND CONSENT TO RECORD

KNOW ALL MEN BY THESE PRESENTS that Patrick J. Semrad, the undersigned owner as to 1062 Park Avenue, to be known hereafter as SUNSHINE SKI HOME PLAT AMENDMENT, does hereby certify that he has caused this plat to be prepared, and does hereby consent to the recordation of this plat.

ALSO, the owner or its representative, hereby irrevocably offers for dedication to the city of Park City all the easements shown on the plat in accordance with an irrevocable offer of dedication.

In witness whereof, the undersigned set his hand this 27th day of September, 2018.

By: Patrick J. Semrad

ACKNOWLEDGMENT

State of Illinois ss: County of Cook

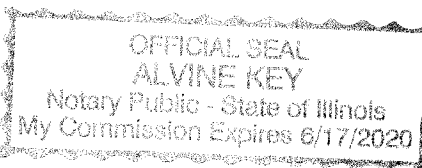
On this 27th day of September, 2018, Patrick J. Semrad personally appeared before me, whose identity is personally known to me or proven on the basis of satisfactory evidence, and who by me duly sworn/affirmed, that he acknowledged to me that he executed the SUNSHINE SKI HOME PLAT AMENDMENT.

Alvina Key, A Notary Public commissioned in ILLINOIS

Printed Name: ALVINE KEY

Residing in: ILLINOIS

My commission expires: 6/17/2020



OWNER'S DEDICATION AND CONSENT TO RECORD

KNOW ALL MEN BY THESE PRESENTS that SKIHOME, LLC, a Texas limited liability company, the undersigned owner as to 1064 Park Avenue, to be known hereafter as SUNSHINE SKI HOME PLAT AMENDMENT, does hereby certify that it has caused this Plat to be prepared, and does hereby consent to the recordation of this Plat.

ALSO, the owner or its representative, hereby irrevocably offers for dedication to the city of Park City all the easements shown on the plat in accordance with an irrevocable offer of dedication.

In witness whereof, the undersigned set his hand this 19th day of September, 2018.

By: Kevin Burns, Manager SKIHOME, LLC, a Texas limited liability company

ACKNOWLEDGMENT

State of Texas ss: County of Travis

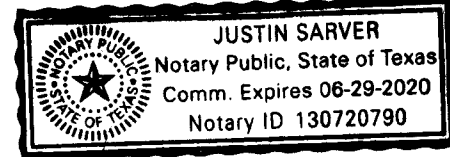
On this 19th day of September, 2018, Kevin Burns personally appeared before me, whose identity is personally known to me or proven on the basis of satisfactory evidence, and who by me duly sworn/affirmed, did say that he is the Manager of SKIHOME, LLC, a Texas limited liability company, and that said document was signed by him on behalf of said corporation by authority of its Bylaws, or Resolution of its Board of Directors, and he acknowledged to me that he executed the SUNSHINE SKI HOME PLAT AMENDMENT.

Justin Sarver, A Notary Public commissioned in Texas

Printed Name: Justin Sarver

Residing in: Texas

My commission expires: 06/29/2020



NOTES

- This plat is subject to the Conditions of Approval in Ordinance 2018-29.
- Record bearings and distances, when different from measured, are shown in parenthesis ().
- Refer to Records of Survey S-9328 and S-9470.
- At the time of this plat amendment, the property is located in Zone A0 as shown on the Flood Insurance Rate Map of the Federal Emergency Management Agency, Panel 919, Map Number 49043C0919C, and has an effective date of March 16, 2006.

SUNSHINE SKI HOME PLAT AMENDMENT

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

SHEET 1 OF 1



CONSULTING ENGINEERS LAND PLANNERS SURVEYORS
323 Main Street P.O. Box 2664 Park City, Utah 84060-2664

SNYDERVILLE BASIN WATER RECLAMATION DISTRICT

REVIEWED FOR CONFORMANCE TO SNYDERVILLE BASIN WATER RECLAMATION DISTRICT STANDARDS ON THIS 2nd

DAY OF October, 2018

BY S.B.W.R.D.

PLANNING COMMISSION

APPROVED BY THE PARK CITY PLANNING COMMISSION THIS 23RD DAY OF MAY, 2018

BY CHAIR

ENGINEER'S CERTIFICATE

I FIND THIS PLAT TO BE IN ACCORDANCE WITH INFORMATION ON FILE IN MY OFFICE THIS 7th DAY OF November, 2018

BY G. Ryan Taha PARK CITY ENGINEER

APPROVAL AS TO FORM

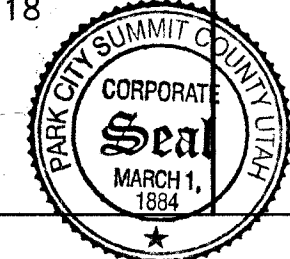
APPROVED AS TO FORM THIS 8th DAY OF November, 2018

BY M.D. Hargreaves PARK CITY ATTORNEY

COUNCIL APPROVAL AND ACCEPTANCE

APPROVAL AND ACCEPTANCE BY THE PARK CITY COUNCIL THIS 7TH DAY OF JUNE, 2018

BY Mayor



CERTIFICATE OF ATTEST

I CERTIFY THIS PLAT MAP WAS APPROVED BY PARK CITY COUNCIL THIS 7TH DAY OF JUNE, 2018

BY Michelle Kelly PARK CITY RECORDER

RECORDED

STATE OF UTAH, COUNTY OF SUMMIT, AND FILED

AT THE REQUEST OF COALITION TITLE

FEE \$32.00 C. Willoughby - deputy RECORDER

TIME 3:24pm DATE 11/14/18 ENTRY NO. 1101664

SUNSHINE SKI HOME PLAT AMENDMENT

LOT A, SUNSHINE SKI HOME PLAT AMENDMENT
LOCATED IN
SNYDER'S ADDITION TO PARK CITY SURVEY, BLOCK 55
(1064 Park Avenue)
March 17, 2020

PROJECT INTENT

Sunshine Ski Home Plat Amendment, recorded on November 14, 2018, as Entry No. 1101664 created Lots A and B. The subject of this application is Lot A, which is 1064 Park Avenue.

A duplex dwelling is currently under construction on Lot A at 1064 Park Avenue. The building is configured on the lot that places Unit A (west unit) facing Park Avenue and Unit B (east unit) is behind Unit A. Due to a sanitary sewer easement that encumbers the easterly portion of the lot about 15 to 20 feet from the easterly property line, Unit B is divided into two structures. The primary building of Unit B is west of the sanitary sewer easement and shares a common wall with Unit A. An accessory structure appurtenant to Unit B is between the sanitary sewer easement and the easterly property boundary. Both units will have driveway and garage access from platted 11th Street, which intersects with Park Avenue. The garage and driveway for Unit B will be at the accessory building appurtenant to Unit B

This application proposes to create a two-unit condominium plat from the duplex. The title of the proposed plat is 1064 Park Avenue Condominiums.

LOT A
SUNSHINE SKI HOME
SUBDIVISION

LOCATED IN THE NORTHEAST QUARTER OF SECTION 16
TOWNSHIP 2 SOUTH, RANGE 4 EAST
SALT LAKE BASE AND MERIDIAN
RECORD OF SURVEY
SUMMIT COUNTY, UTAH

SURVEYOR'S CERTIFICATE

I, Charles Galati, certify that I am a Professional Land Surveyor and that I hold License No. 7248891, as prescribed by the laws of the State of Utah. I further certify that under my direct supervision a survey has been performed on the hereon described property and that to the best of my knowledge this plat is a correct representation of said survey.

LEGAL DESCRIPTION

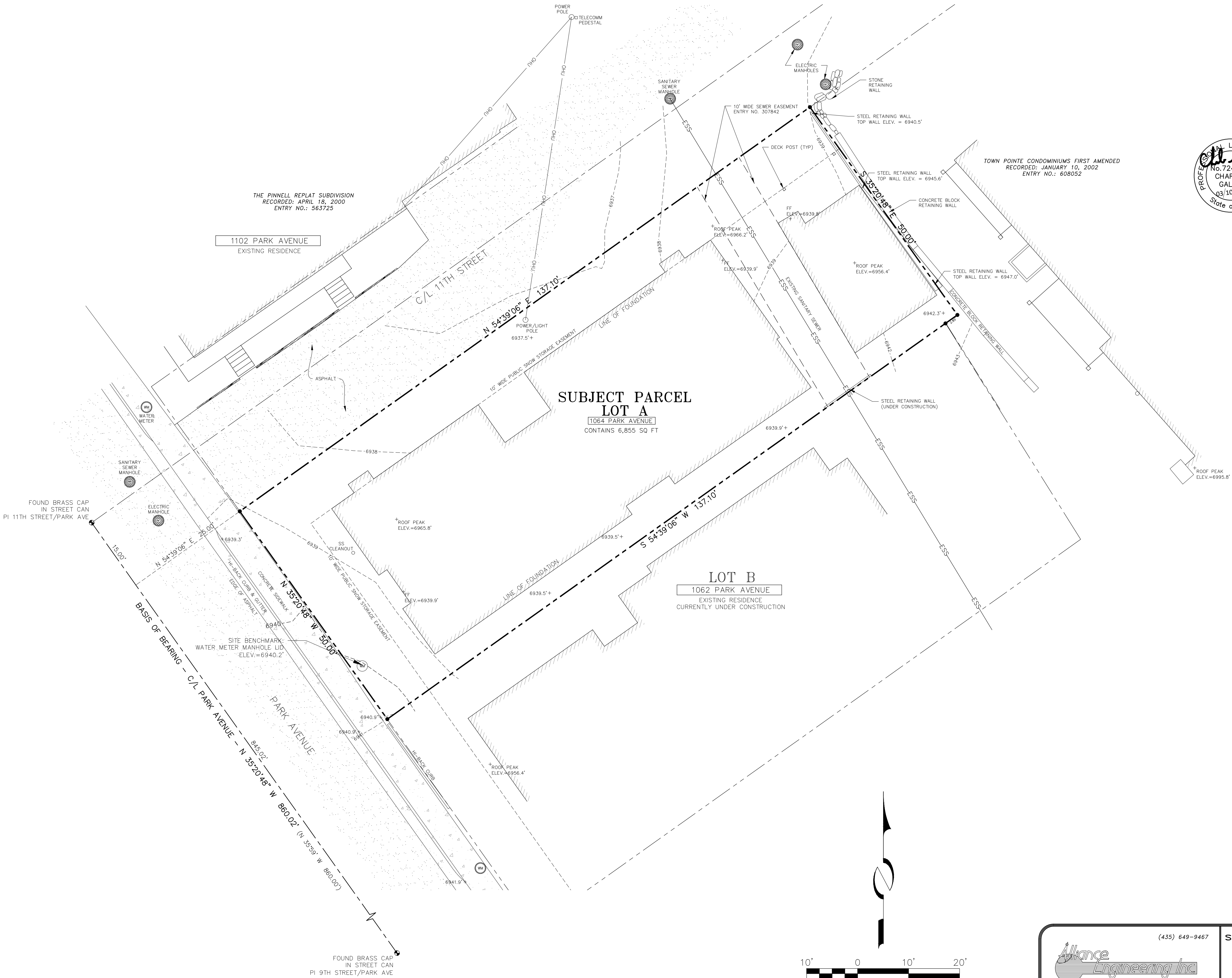
All of Lot A, Sunshine Ski Home Plat Amendment recorded November 14, 2018 as Entry No. 1101664 on file and of record at the Summit County Recorder's office.

NOTES

1. Basis of Bearing for this survey is between the found street monuments as shown on this plat.
2. Field work for this survey was completed January 11, 2018 and February 28, 2020, and is in compliant with generally accepted industry standards for accuracy.
3. The purpose of this survey was to prepare an Existing Conditions and Topography survey for the creation of a condominium plat of the property.
4. A Title Report was not provided to the surveyor and only easements per subdivision plat were shown and located as part of this survey. The surveyor found no obvious evidence of easements, encroachments or encumbrances on the property surveyed except as shown hereon.
5. Recorded deeds, Town Pointe Condominiums First Amended Plat, Sunshine Ski Home Plat Amendment, recorded surveys S-5957, S-6279, S-6752, S-9326 and S-9470 (all on file and of record in the Summit County Recorder's Office), and physical evidence found in the field were all used to determine the boundary as shown on this plat.
6. The architect is responsible for verifying building setbacks, zoning requirements and building heights.
7. Property corners were set as shown.
8. Record bearings and distances, when different from measured, are in parenthesis ().
9. Site Benchmark: Water Meter Manhole Lid Elevation=6940.2' as shown.
10. Snow coverage at the time of the survey was approximately 12-18" and the entire Subject Property and the neighboring property (1062 Park Avenue) were under construction at the time of the survey. As a result, monuments, improvements, and/or conditions may exist which are not shown on this survey.
11. Elevations for this survey are NAVD 88 and were determined using the Utah Turn GPS network.

LEGEND

- Set 5/8" rebar w/cap
- "ALLIANCE ENGINEERING"
- (Unless noted otherwise)
- Found Street Monument (As-Noted)



 (435) 649-9467 CONSULTING ENGINEERS LAND PLANNERS SURVEYORS 323 Main Street P.O. Box 2664 Park City, Utah 84060-2664	STAFF: CHARLES GALATI MARSHALL KING JASON WYNNE TOM LUND DATE: 3/10/2020	1064 PARK AVENUE EXISTING CONDITIONS & TOPOGRAPHIC MAP FOR: KEVIN BURNS JOB NO.: 4-2-20 FILE: X:\SnydersAddition\dwg\sr\svy2020\1064 Park Ave\ROS TOPO.dwg	SHEET 1 OF 1



SUBJECT
PROPERTY



(435) 649-9467

CONSULTING ENGINEERS LAND PLANNERS SURVEYORS
323 Main Street P.O. Box 2664 Park City, Utah 84060-2664

STAFF:
RYAN BETZ
MARSHALL KING

DATE: 2/28/20

AERIAL PHOTOGRAPH
1064 PARK AVENUE
BLOCK 55, SNYDER'S ADDITION
FOR: SKIHOME, LLC
JOB NO.: 1-1-18 & 5-2-18
FILE: X:\SnydersAddition\Docs\PlatApplications\1064 park ave-ortho.dwg

SHEET
1
OF
1



1064 Park Avenue - looking easterly



1064 Park Avenue - looking southerly



1064 Park Avenue - looking northerly



1064 Park Avenue - looking westerly

PARK CITY MUNICIPAL CORPORATION
PLANNING COMMISSION MEETING MINUTES
COUNCIL CHAMBERS
MARSAC MUNICIPAL BUILDING
APRIL 22, 2020

COMMISSIONERS IN ATTENDANCE:

Chair John Phillips, Sarah Hall, John Kenworthy, Laura Suesser, Mark Sletten, Doug Thimm, Christin Van Dine

EX OFFICIO: Planning Director Bruce Erickson; Rebecca Ward, Planner; Alexandra Ananth; Planner; Elizabeth Jackson, Planner; Laura Kuhrmeyer, Planner; Mark Harrington, City Attorney

The Planning Commission meeting was conducted virtually via Zoom.
The public was able to submit eComments during the meeting.

ROLL CALL

Chair Phillips called the meeting to order at 5:35 p.m. and noted that all Commissioners were present.

APPROVAL OF MINUTES

March 11, 2020

Commissioner Sletten referred to page 19 regarding the State control over nightly rentals; and clarified that it was a question he had posed to City Attorney Harrington as to whether or not it would be an issue.

MOTION: Commissioner Suesser moved to APPROVE the Minutes of March 11, 2020. Commissioner Kenworthy seconded the motion.

VOTE: The motion passed. Commissioners Hall, Kenworthy, Sletten, Suesser, and Van Dine voted in favor of the motion. Commissioner Thimm abstained from the vote since he had not attended the March 11th meeting.

PUBLIC COMMUNICATIONS

There were no comments.

STAFF/COMMISSIONER COMMUNICATIONS AND DISCLOSURES

Chair Phillips disclosed that he would be recusing himself from the 1209 Park Avenue item on the agenda due to a working relationship with the applicant on that particular property.

Commissioner Kenworthy disclosed that he sits on the HPCA with Puggy Holmgren, the applicant for 1209 Park Avenue. He also previously served with Ms. Holmgren on the Historic Preservation Board. Commissioner Kenworthy did not believe their association would affect his ability to discuss and vote on the 1209 Park Avenue plat amendment on the agenda this evening.

Director Erickson reported that the Planning Commission would hold their regularly scheduled meetings in May. He anticipated that the first meeting on May 13th would again be a virtual meeting. He was unsure how they would conduct the second meeting in May.

Director Erickson expressed appreciation to Scott Robertson, the IT Manager for setting up the meeting this evening. He noted that Jessica Nelson was taking notes for the Minutes this evening because neither ReNae Rezac nor Mary May could be there.

CONTINUATIONS - (Public Hearing and Continue to Date Specified)

- 5.A. Work Session – Staff Compiled the Planning Commission’s Goals and Priorities for Land Management Code Amendments Provided by the Commission in the Work Session on February 26, 2020. Staff will Present a Plan and Schedule of Proposed 2020 Land Management Code Amendments for the Commission’s Review.

Director Erickson reported that Rebecca Ward had done a nice job pulling all the amendments together. The Planning Department was trying to provide the Commissioners with all the information that was compiled on all the issues, including sustainability, traffic, MPDs, and historic preservation. Director Erickson stated that if any of the Commissioners do not receive the information, they should contact him rather than waiting for the normal Staff report, and he would send the information.

Director Erickson recommended that the Planning Commission continue the Work Session to a date uncertain.

MOTION: Commissioner Suesser moved to CONTINUE the Work Session for the Land Management Code Amendments to a date uncertain. Commissioner Kenworthy seconded the motion.

VOTE: The motion passed unanimously.

5B. Land Management Code Amendment – Amending LMC Section 15-10-5 to Allow the Board of Adjustment Alternate to Count Toward Establishing a Quorum.
(Application PL-20-04459)

Director Erickson explained that this amendment would bring all the Boards and Commissions in alignment with what is a quorum. The Board of Adjustment is the only Board that has an alternate member that is not allowed to vote unless they lack a quorum.

Director Erickson recommended that Planning Commission open the public hearing and continue this item to a date uncertain.

Chair Phillips opened the public hearing. No comments were submitted. Chair Phillips closed the public hearing.

MOTION: Commissioner Thimm moved to CONTINUE the Amendments to streamline the Appeals and Variance Process to a date uncertain. Commissioner Sletten seconded the motion.

VOTE: The motion passed unanimously.

REGULAR AGENDA - DISCUSSION/PUBLIC HEARINGS/ POSSIBLE ACTION

6.A. 445 King Road – Conditional Use Permit – The Applicant is Requesting a Conditional Use Permit for the Construction of a Single-Family Dwelling, Consistent with the Plat and Master Development Plan. This item was Originally Continued from the February 12, 2020 Planning Commission Meeting to the March 25, 2020 meeting, which was cancelled.
(Application PL-19-04373)

Planner Liz Jackson reviewed the application for a conditional use permit for 445 King Road. She noted that the Planning Commission previously reviewed this item on February 12, 2020. At that time, the applicant had submitted updates to the plan and the Staff did not have time to review those updates prior to the meeting. The Planning Commission continued the item to the March 25th meeting, which was later cancelled.

Planner Jackson presented slides showing the proposed changes. She noted that the updated plan reduces the percentage of the height allowance being utilized. The applicant was proposing to reduce the height from 12% to 10%. They were also adding

more shifts in the facade of the structure to create more variation. Planner Jackson reviewed Exhibit B, which included the new plans. She pointed out the new variation in the front facade that was facing the Old Town side on the east elevation. She referred to the red areas on the building height analysis showing the percentage of the horizontal roof area above 25'; and noted that it was lessened to be 10%.

Planner Jackson stated that the applicant was available if the Commissioners had questions.

Planner Jackson clarified that the conditional use permit was for a new single-family dwelling called out on the plat as the Main House. Per the plat, a conditional use permit is required for the final design of the house.

The Staff recommended that the Planning Commission review the CUP for the 445 King Road single-family dwelling Main House and consider approving the CUP according to the findings of fact, conclusions of law, and conditions of approval.

Chair Philips asked Planner Jackson to walk through Phase 3 and explain how it ties into the total square footage. Planner Jackson showed the proposed main structure and pointed to the 1,873 square feet for the addition. She also pointed to the 546 square feet extension. She also indicated the non-exempt portion of the garage at 198 square feet. Planner Jackson stated that the Main House is currently proposed to be 2,617 square feet. The applicant has a little wiggle room to work with because per the plat, the entire Main House building footprint shall not exceed 3500 square feet. Planner Jackson stated that because there was some flexibility in square footage, the Staff decided that the addition could be an Administrative Conditional Use permit reviewed by Staff.

Planner Jackson reported on a clarification from the applicant that she had emailed to the Planning Commission. The first is that instead of Aspens, the trees will be Evergreen and Maple trees. The second clarification addressed recorded easements and agreements. Chair Phillips noted that Planner Jackson had both clarifications pulled up on the screen.

Patrick Sweeney, the applicant and owner, agreed with the Staff report and Planner Jackson's comments this evening. He had nothing further to add.

Commissioner Thimm noted that the Staff report suggested an administrative review of the future phase and he thought that was appropriate. Commissioner Thimm referred to page 6 of the Staff report and noted that the Conclusions of Law was actually written as Conditions of Law and it needed to be corrected.

Commissioner Sletten noted that something he thought was missing on the map was a reference to 555 King Road, which is the property above the Sweeney's current application. He wanted to know if there were any impacts, specifically with respect to road maintenance and such. Planner Jackson stated that 555 King Road is part of its own subdivision. To her knowledge, there would be no impacts to access. She was not aware of any other impacts.

Commissioner Hall was confused about the Main House footprint that was limited to 3500 square feet. She understood that a single caretaker or guest house had a footprint of 1500 square feet. Commissioner Hall wanted to know how the Main House was separated into two structures with the Phase 3 addition. Planner Jackson stated that a CUP was brought forward in the past. She pointed to an existing house that is 1500 square feet that was previously approved as the main house, but with the intention that it would eventually become the caretakers house. At the present time it is considered the caretakers house and the new dwelling will be the Main House.

City Attorney Harrington understood that Commissioner Hall was asking if Phase 3 would be connected to the new Main House. Planner Jackson answered yes. The potential Phase 3 would be a connective portion.

Commissioner Hall asked if an Administrative CUP is common for something like the addition. City Attorney Harrington replied that Administrative CUPs are not uncommon for additions; however, the administrative decision is appealable to the Planning Commission. Mr. Harrington stated that it is unusual for single-family homes to go through a full CUP. However, because of the nature, sensitivity, and uniqueness of the single-family lots within the Treasure Hill original approval, it requires a heightened level of review. He believed the Staff determined that because the addition was subject to the already established square footage and locations requirements, a full-blown CUP was not necessary for the addition.

Commissioner Suesser did not recall a discussion about the addition being an administrative CUP at the last meeting. Planner Jackson stated that it was a minimal discussion. She recalled that Commissioner Suesser had a question about Phase 3, and that Commissioner Thimm had mentioned that he liked the conditions of approval. She thought that was the extent of the discussion. City Attorney Harrington stated that it was just a question on whether there was an appeal right to the Administrative CUP. He agreed that it was not extensively discussed.

Commissioner Hall was looking at the recorded easements, particularly regarding the trails. She asked if that was discussed at the last meeting when she was absent. Chair

Phillips informed Commissioner Hall that it was her time to ask those questions even if they were discussed at the last meeting. Commissioner Hall stated that she was able to look at previous easements that were recorded and found that trails will be maintained and will have minimal impacts from the structures. She asked if there was any anticipated interference from the construction. Planner Jackson stated that at this point would be minimal construction impacts. She understood that construction would utilize the existing access driveway, as well as a storage area near the building.

Pat Sweeney stated that coming off the third switchback on King Road there is a platted trail that goes well beneath the home. It cannot be seen or experienced. The trail then connects with John's Trail, proceeds the northwest, cuts back to the south, and then goes above the house. At that point it is on King Road Estate Lot 1. Mr. Sweeney stated that there are plenty of platted bike/hiking/running trails on the property, but they are well removed from the construction site and none of them conflict with the construction; both physically and visually. Mr. Sweeney remarked that there is a recorded ski easement to the northwest in favor of Park City Mountain Resort and there is a similar easement across the King Road Estate Lot 1. Currently, Park City Mountain Resort has not chosen to open or use those easements.

Commissioner Suesser commented on trails. She noted that part of the conditions of approval from 2003, which was Exhibit F, Ordinance 3-37, was a condition stating that, "all trails indicated on the Treasure Hill Subdivision plat, which have not yet been constructed and approved, shall be completed prior to issuance of a Certificate of Occupancy". Commissioner Suesser wanted to know which trails were indicated on the Treasure Hill subdivision plat, and she asked someone to confirm that those have been constructed and completed to make sure the condition was met.

Mr. Sweeney stated that when the guest house/caretaker house was built approximately ten years ago, all the platted trails shown on the plat as amended were constructed and have been open to the public. Those trails will remain open as they do not conflict with the site.

Commissioner Suesser commented on a reference to an open space easement that was part of the prior condition that the area outside the building pad would forever be preserved in a natural state. She asked if that open space easement had been recorded and reflected on the amended plat. Mr. Sweeney stated that he and City Attorney Harrington drafted the open space easement and it was recorded. He explained that it basically says that everything that is not allowed by the plat in terms of structures and driveway utilities will remain open space. The actual site is approximately one acre and the buildable area is approximately half an acre. The lot is approximately 12 acres. Therefore, the majority of the lot will be preserved as open

space in perpetuity, and the recorded easement says that. Commissioner Suesser asked if that was reflected on the plat. Mr. Sweeney stated that it was not reflected on the plat. As he recalled, the easement was recorded after the plat. City Attorney Harrington thought it was referenced on the plat, even though it was recorded separately. Planner Jackson stated that the title report was not included in the packet; however, in looking at the easements called out on the plat, she could not see where open space was called out specifically. She offered to look into it if the Commissioners would like her to follow up.

Commissioner Thimm stated that if the previous approval was conditioned on a Certificate of Occupancy, he suggested that they add the same condition to this application.

Commissioner Suesser stated that it was a condition for the Certificate of Occupancy, but the open space easement for everything outside the building pad was not part of the conditions for the Certificate of Occupancy. Commissioner Suesser clarified that she was looking at Conditions 7 and 8 of Exhibit F in the Staff report.

Commissioner Suesser was unsure how to address the issue. Chair Phillips suggested adding a condition of approval requiring that it is recorded and have Planner Jackson follow up to find out.

City Attorney Harrington stated that he was not able to find it referenced in the Exhibits, but it should be in the Title Report. Mr. Harrington thought the Planning Commission could add a condition of approval to state, "Prior to CO, the Staff will confirm that Condition #8 of the subdivision ordinance has been fulfilled".

Commissioner Sletten thought it was called out on the plat itself as open space surrounding the building envelope. It was just not called out separately as a plat note. Mr. Harrington was unable to read the language on the plat and thought it should be verified. Mr. Sweeney found that it was recorded as Entry 0073364, Book 01693, Page 1619 on April 20, 2005. Commissioner Suesser asked if it was titled an Open Space Easement. Mr. Sweeney replied that it was called "Cato Trail and Open Space Easement Agreement. Commissioner Hall stated that she had found the same thing that Mr. Sweeney just read.

Chair Phillips clarified that there was no reason to add the additional condition of approval. Commissioner Thimm thought it had already been satisfied. Commissioner Suesser stated that it sounded like it was recorded against the property and would show up on a Title report. It was already of record and there was no reason to further condition it on that requirement. The Commissioners concurred.

Commissioner Van Dine stated that her questions related to trails, conditions, and the surroundings, and those questions had already been answered.

Commissioner Kenworthy had no further comments.

Chair Phillips opened the public hearing.

No comments were submitted.

Chair Phillips closed the public hearing.

Chair Phillips thought this was a unique application for a house. He believed his questions regarding the Phase 3 portion had been adequately addressed. There is a clear plan moving forward, and it was clear that if the applicant wanted to do something else that they would need to come back to the Planning Commission with that request. Chair Phillips was comfortable with the Administrative CUP review knowing that the decision is appealable. He agreed that it would be very unique for an applicant to come to the Planning Commission for an addition on a house.

MOTION: Commissioner Thimm moved to APPROVE the proposed Conditional Use Permit for 445 King Road in the Estate District, in accordance with the Findings of Fact, Conclusions of Law, and Conditions of Approval as outlined in the Staff report. Commissioner Kenworthy seconded the motion.

VOTE: The motion passed unanimously.

Findings of Fact – 445 King Road

1. The Property is located at 445 King Road, Summit County Parcel Number THILL-3-8-1AM, and is within the Estate (E) Zoning District.
2. The Property is located on Lot 8 of the Treasure Hill Subdivision, Phase 3.
3. Per Plat Note 12, final house design shall be reviewed under the Conditional Use Permit process. Plat Note 1 lists this as the “Main House.” This “Main House” is considered a Single-Family Dwelling per the definition in LMC 15-15-1. The new Single Family Dwelling site is labelled as the “Main House” according to the Treasure Hill Subdivision Phase 3 First Amended Plat and will be referenced as such herein.
4. The proposed “Main House”, a 7,925 square foot residence, is located on a 11.9 acre parcel.
5. The City approved the Sweeney Master Planned Development on October 16, 1986.

The Sweeney Master Plan Approval identifies miscellaneous Properties including, "...a third lot to be situated up on top of Treasure Mountain (possible future access predicated on United Park City Mines Company's plans for development off of King Road). Development would be restricted to single-family homes with no greater than 3,500 square foot Footprints and maximum Building heights of 25 feet." Final house designs are required to be reviewed as Conditional Use Permits in accordance with the Sweeney Properties Master Plan.

6. On July 31, 2013, the City Council approved a Subdivision Plat to create one (1) Lot of record for this 11.9 acre Site. On this same date, Council approved a Zone Change for this Site to be changed from Recreation Open Space (ROS) to the Estate (E) Zoning District.

7. The CUP Application was deemed complete on December 11, 2019.

8. The Application meets the requirements of LMC 15-1-10(E), regarding the Conditional Use Review Process.

9. Per LMC 15-1-10(E)(1), there are no unmitigated impacts of the Site size and location as the Site's size and location are not changing.

10. Per LMC 15-1-10(E)(2), there are no unmitigated impacts regarding the traffic considerations including capacity of the existing Streets in the Area. In the fall of 2019, the Applicant upgraded a portion of King Road to 16' wide asphalt paving, with 2' on either side of compacted gravel to allow for Fire Department Access. This allows for sufficient emergency vehicle access on King Road. This Conditional Use Permit will not alter the required emergency vehicle access.

11. Per LMC 15-1-10(E)(3), there are potential impacts to the utility capacity, including storm water run-off. 445 King Road is currently used as a private residence and the addition of the "Main House" will not significantly change overall utility capacity and storm water run-off. See Condition of Approval 7 for drinking water booster pump requirements if updates to this system are proposed.

12. Per LMC 15-1-10(E)(4), there are no unmitigated impacts to emergency vehicle Access.

13. Per LMC 15-1-10(E)(5), there are no unmitigated impacts to the location and amount of Off-Street parking. Pursuant to LMC 15-3-6(A), three (3) parking spaces are required for this Site – two (2) for the Single-Family Dwelling and one (1) for the Guest House. This proposal meets these requirements. There is an enclosed Garage with two (2) side-by-side parking spaces and at least two (2) tandem parking spaces; and a carport with one (1) parking space.

14. Per LMC 15-1-10(E)(6), there are impacts to the internal vehicular and pedestrian circulation system. There is ample vehicular circulation on the Site, with a private driveway that leads from King Road to the "Building Zone". There is also a circular parking area that can be used as a turning point for vehicles. As this area is expanding, but staff finds it acceptable per the proposed "Main House" location, Condition of Approval 10 will mitigate further expansion of driveway area. The

Property includes trail easements for public access, per the Plat.

15. Per LMC 15-1-10(E)(7), there are no unmitigated impacts to the Fencing, but Screening and Landscaping to separate the Use from the adjoining Uses are proposed to be affected. No Fencing is proposed at this time. Landscaping is proposed to be native grasses to blend in with existing vegetation. The Applicant is requesting that the driveway be restricted to what is proposed in the plans (i.e. not allowed to change locations and further disrupt the Site, adjacent to the existing fire hydrant) and a low demarcation wall be required on the Site to not allow for further landscaping disturbance from development, expansion of driveway, and similar activities in the future. See Conditions of Approval 4 and 10.

16. Per LMC 15-1-10(E)(8), Conditions of Approval are proposed regarding impacts of the Building mass, bulk, and orientation, and the location of Buildings of the Site. The Building mass, bulk, orientation, and location are in accordance with the requirements of the Plat. The Plat (Notes 1, 2, 3, 5, and 6) already has restrictions regarding Footprint, visibility, Building Area (Zone), height, and massing to mitigate impacts the Building's design would have on the Site and adjacent Structures. As conditioned, the proposal is in alignment with restrictions on the Plat. See Condition of Approval 3 for review of the future design of the "Main House".

17. The Building Footprint for the "Main House" can be up to 3,500 square feet with a Guest House of an additional 1,500 square feet, per Plat Note 1. The Building Footprint included in this calculation is 2,617 square feet, as measured. This includes the proposed Phase 2 Addition (1,873 square feet), Phase 2 Extension (546 square feet), and Garage (198 square feet, non-exempt portion per Plat Note 1). A future extension of this Building's Footprint may be up to 883 square feet, per Plat Note 1.

18. The Plat states in Note 5 that "The 'Main House' height... shall be twenty-five (25') feet for roofs and roof elements that generally are parallel to existing Natural Grade and thirty (30') feet for roof ridges that are generally oriented (in the horizontal plane) perpendicular to existing contour lines... Such perpendicularly oriented roof portions located above twenty-five (25) feet shall comprise less than 20 percent of the roof plan." The Applicant has shown this requirement being met in Exhibit B Sheet CU102, including an analysis of the percentage of perpendicularly oriented roof portions that are above 25 feet in height. It is noted as 10% of the roof plan on that sheet. The Structure's physical design is compatible with surrounding Structures.

19. Per LMC 15-1-10(E)(9), there are no unmitigated impacts to the usable Open Space.

The Application is for a private Parcel, although there are easements on the Site for public access, per Plat Note 10. Approximately 74% of the 0.11-acre parcel is landscape. The development of the "Main House" will not significantly impact the Open Space or easements on the Site.

20. Per LMC 15-1-10(E)(10), there are no unmitigated impacts regarding Signs and

lighting. No signs or additional lighting are proposed to be installed.

21. Per LMC 15-1-10(E)(11), staff has proposed Conditions regarding the physical design and Compatibility with surrounding Structures in mass, scale, style, design, and architectural detailing. See Condition of Approval 3 regarding the materials and final detail design of the Structure. This Site is adjacent to the Historic District, and is required to abide by the Historic District Design Guidelines of LMC 15-13 Design Guidelines For Historic Districts and Historic Sites, per the SPMP. This was reviewed by the Planning Department's Design Review Team and was found to substantially comply with LMC 15-13-8.

22. Per LMC 15-1-10(E)(12), there are no unmitigated impacts regarding noise, vibration, odors, steam, or other mechanical factors that might affect people and Property Off-Site. No noise, vibration, odors, steam, or mechanical factors that might affect people and Property are anticipated.

23. Per LMC 15-1-10(E)(13), there are no unmitigated impacts regarding control of deliver and service vehicles, loading and unloading zones, and Screening of trash and recycling pickup areas. No deliveries are anticipated. Residential trash pickup for the Property will be similar to the frequency it is currently at, which is about every 8 weeks. Frequency of pick-up may increase slightly with the new Structure, but staff anticipates not greatly.

24. Per LMC 15-1-10(E)(14), there are no unmitigated impact regarding the ownership and management of the Property. At this time, the Single-Family Dwelling will be the primary residence of the Applicant. The Property cannot be further subdivided per Plat Note 12. Per LMC 15-4-6, Guest Houses may not be sold or leased separate – including Nightly Rentals – from the “Main House”.

25. Per LMC 15-1-10(E)(15), there are no unmitigated impacts regarding Environmentally Sensitive Lands, Physical Mine Hazards, Historic Mine Waste and Park City Soils Ordinance, Steep Slopes, and appropriateness of the proposed Structure to the existing topography of the Site. 445 King Road is located outside of the Park City Soils Ordinance Zone, but is within the Sensitive Land Overlay Zone.

26. Per LMC 15-1-10(E)(16), staff recommends that Condition of Approval 3 be added that allows for staff to review the “Future Phase 3 Addition” (as shown in Exhibit B Sheet CU-101 Site plan that depicts a red dashed Footprint of this addition) as an Administrative Conditional Use Permit. Per the Plat for this Site – Plat Note 12 – the final house design shall be reviewed under the Conditional Use process. Staff has determined that the plans submitted by February 27, 2020 (Exhibit B) are in compliance with this requirement and the future final details (phase 3 addition, window and door placement, proposed materials, and similar details) shall be reviewed through an Administrative Conditional Use Permit prior to Building Permit approval.

27. Due to the nature and location of the Site being shielded from the Historic District and a large distance from adjacent properties, staff recommends an allowance of

five (5) years for expiration of this Conditional Use Permit. This will vest restrictions on the Site to limit further Development than what is allowed per the Plat and this CUP, as shown in this report. Staff recommends this be the maximum timeframe for this Permit and no further Extensions be granted. See Condition of Approval 2. 28. The Application was reviewed by the Planning Commission on February 12, 2020 meeting and continued to the March 25, 2020 meeting date, which was cancelled. Cancelled meeting items were noticed as being rescheduled to the April 22, 2020 meeting.

Conclusions of Law – 445 King Road

1. The proposed Application as conditioned complies with the requirements of the Land Management Code.
2. The proposed Structure is compatible with surrounding Structures in Use, scale, mass, and circulation.
3. The proposed Conditional Use Permit is consistent with the Park City General Plan.
4. The Conditional Use Permit is consistent with the Sweeney Master Planned Development.
5. The effects in difference in use or scale of the Conditional Use Permit have been mitigated through careful planning and Conditions of Approval.

Conditions of Approval – 445 King Road

1. All standard project conditions shall apply.
2. This Conditional Use Permit shall expire on April 22, 2025, if the Applicant or any future Site owner has not been issued a Building Permit by that date. As this timeframe is already extending the typical one (1) year expiration period, per LMC 15-1-10(G), further extensions may not be granted for this Permit.
3. Prior to applying for a Building Permit:
 - a. Regarding the “Main House” as it is shown in Exhibit B, material samples and final design details must be approved by staff prior to issuance of any Building Permits. Construction shall be in substantial compliance with plans reviewed by the Planning Commission on April 22, 2020.
 - b. Regarding the “Future Phase 3 Addition” that is shown in Exhibit B, the Applicant shall apply for and receive approval from the Planning Department of an Administrative Conditional Use Permit for final design of the “Main House”. Material samples and final design details must be approved by staff prior to any Building Permit issuance. Construction shall be in substantial compliance with plans reviewed by the Planning Commission on April 22, 2020, regarding Footprint and location. Height shall be in compliance with Plat Note 5.

4. A water efficient (Water-wise) landscape and irrigation plan shall be submitted at the Building Permit phase for staff's review. This shall include information regarding defensible space on the Site. This plan shall abide by the Land Management Code at the time of submittal and will be reviewed by the Fire Marshal and Forestry Manager.
5. Exterior lights shall conform to the Land Management Code at the time of Building Permit submittal.
6. All Conditions of the First Amended Treasure Hill Subdivision Plat Phase 3 continue to apply.
7. Any update to the drinking water booster pump system and/or increase in demand will require Park City Public Utilities to be included in the review and approval process with the Utah Division of Drinking Water. Proof of this approval will need to be submitted at the Building Permit phase.
8. Grading and slope retention must be approved by the City prior to issuance of a Building Permit.
9. Trash pick-up will be by private contractor.
10. The proposed driveway Footprint shall not be expanded or changed. The stone-clad demarcation wall to the east of the new Structure ("Main House") will remain onsite to limit Site disturbance and any further driveway expansion into the naturally vegetated areas.
11. Final design of the "Main House" shall abide by the Plat, the Sweeney Property Master Plan, and the Land Management Code at the time of submittal.
12. Per LMC 15-4-6, Prior to Building Permit issuance, a deed restriction "Notice to Purchaser" stating that the Guest House may not be sold or leased separate from the "Main House", shall be recorded at the County Recorder's Office. Applicant will include a copy of the recorded document in the Building Permit file.

6.B. 1209 Park Avenue – Plat Amendment – The 1209 Park Avenue Plant Amendment Proposes to Combine Lot 3 and the Northern Half of Lot 2 of Block 6 of the Snyder's Addition to Park City into One Lot of Record.
(Application PL-20-04500)

Chair Phillips recused himself and left the room. Vice-Chair Suesser assumed the Chair.

Planner Jackson remarked that this request was a typical plat amendment. It is a lot and a half, and the lot line runs through an existing historic structure. The applicant would like to remove the lot line to enable future work on the lot.

Planner Jackson reviewed the request for the proposed plat amendment at 1209 Park Avenue to combine Lot 3 and the northern half of Lot 2 of Block 6 of the Snyder's Addition into one lot of record.

Planner Jackson presented the Existing Conditions Survey and pointed out the existing historic structure. She indicated other elements, including a concrete walkway, an asphalt driveway, a parking pad area, fencing, and a concrete area in the rear yard. There is a gas meter on the front of the house.

The Planning Department had not received no public input on the project.

The homeowner, Puggy Holmgren, was available to answer questions.

The Staff recommended that the Planning Commission review the proposed plat amendment, open a public hearing, and consider forwarding a positive recommendation to the City Council for their meeting on May 14, 2020, based on the findings of fact, conclusions of law, and conditions of approval in the Staff report.

Commissioner Sletten asked if there were any plans to change the structure itself and the driveway issues that are called. Planner Jackson did not believe there were any plans to change the historic structure; however, there is a potential for an accessory building in the rear yard.

Commissioner Kenworthy found good cause for the proposed plat amendment as presented.

Commissioner Thimm, Commissioner Van Dine, and Commissioner Hall had no issues or comments. Vice-Chair Suesser had no comments.

Vice-Chair Suesser opened the public hearing.

No public comments were submitted.

Vice-Chair Suesser closed the public hearing.

Puggy Holmgren explained that the glitch was found in the title report and she decided it was best to clean it up. That was her only reason for requesting this plat amendment.

Ms. Holmgren emphasized that she loves her house as it is and plans to be there forever. She does not even plan to change the color of the house.

MOTION: Commissioner Van Dine moved to forward a POSITIVE recommendation to the City Council for the plat amendment for 1209 Park Avenue, based on the Findings of Fact, Conclusions of Law, and Conditions of Approval as found in the draft ordinance. Commissioner Hall seconded the motion.

VOTE: The motion passed unanimously. Commissioner Phillips was recused.

Findings of Fact – 1209 Park Avenue

1. The subject Property is located at 1209 Park Avenue. It is listed through Summit County as Parcel SA-61-A.
2. The Site is within the Historic Residential-Medium Density (HRM) District.
3. The Site is listed as Landmark on the Park City Historic Sites Inventory (HSI).
4. The Plat Amendment application is a request to combine Lot 3 and the northern half of Lot 2 of Block 6 of Snyder's Addition into one (1) Lot of Record.
5. The proposed Lot Size is compatible with existing Lots in the neighborhood and in the overall Historic District. Per the submitted survey, the Lots on either side of this Site are the same Area as this Lot – a Lot and a half (2,812.5 SF, as measured).
6. The Lot has an existing Historic Structure with a footprint of 954 square feet, as measured. Any new Development will need to come into compliance with the Land Management Code at the time of City permit submittal. See Condition of Approval 4.
7. The Application complies with Lot and Site Requirements of LMC § 15-2.4-4, as represented on the certified survey and as follows:
 - a. The proposed Lot consists of 2,812.5 square feet and meets the minimum Lot Size for a Single-Family Dwelling (1,875 square feet), per LMC.
 - b. The proposed Lot measures thirty-seven and a half feet (37.5') wide and seventy-five feet (75') deep and meets the minimum Lot Width of twenty-five feet (25').
 - c. The minimum required Front and Rear Setbacks for the proposed Lot is ten feet (10').
 - i. The Front Setback Area contains the existing Historic Structure and wood porch, a concrete walkway, and a driveway.
 - ii. The Rear Setback Area contains a foundation wall and concrete patio Area.
 - d. The minimum required Side Setback for the proposed Lot is five feet (5').
 - i. The northwest Side Setback Area has an existing wood slat and chain link fence running along the Lot Line.
 - ii. The southeast Side Setback Area includes a concrete block and the Historic Structure.

- e. The existing Historic Structure is exempt from Setback requirements, per LMC § 15-2.4-6.
- 8. The maximum Building Height of any new Structure would be twenty-seven feet (27') from Existing Grade. The existing Historic Structure is 21.3 feet in height, as measured.
- 9. The Historic Site is exempt from parking requirements, per LMC § 15-2.4-6. Any new Structure will need to comply with parking requirements of LMC § 15-3, if said Structure is not a listed exemption of LMC § 15-2.4-6. See Condition of Approval 4.
- 10. Per LMC § 15-2.4-6, Historic Structures that do not comply with driveway location standards are valid Non-complying Structures. If in the future the driveway's footprint or location is proposed to change, it will need to come into compliance with the LMC at time of permit submittal. See Condition of Approval 5.
- 11. All findings within the Analysis section and the recitals above are incorporated herein as Findings of Fact.

Conclusions of Law – 1209 Park Avenue

- 1. The proposed Plat Amendment has been reviewed for compliance with Land Management Code Chapter 15-2.4 and Sections 15-7.1-3(B) and 15-12-15(B)(9).
- 2. There is good cause for this Plat Amendment in that it will remove an interior Lot Line on a Landmark Site and include a public snow storage easement dedication. The proposed Lot will comply with Zoning requirements for Lot Size, Width, and Depth.
- 3. The Plat Amendment is consistent with the Park City Land Management Code and applicable State law regarding Plat Amendments.
- 4. Neither the public nor any person will be materially injured by the proposed Plat Amendment.
- 5. 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 – 1209 Park Avenue

- 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 shall 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. The Plat shall note that fire sprinklers are required for all new or renovation construction on this Lot, to be approved by the Chief Building Official.

4. Any future Development on the Site shall abide by the Land Management Code and the Design Guidelines for Historic Districts and Historic Sites. Any new Structure will need to comply with parking requirements of LMC § 15-3, if said Structure is not a listed exemption of LMC § 15-2.4-6.
5. If in the future any changes to the existing driveway's footprint and/or location are proposed, it shall comply with the Land Management Code at the time of City permit submittal.
6. A ten foot (10') public snow storage easement on both street fronts shall be noted on the Plat.
7. This Site is not located within the Park City Landscaping and Maintenance of Soil Cover Ordinance (Soils Ordinance) and therefore it is not regulated by the City for mine related impacts. However, if the property owner does encounter mine waste or mine waste impacted soils they must handle the material in accordance to State and Federal law.
8. City Engineer review and approval of all Lot grading, utility installations, public improvements and drainage plans for compliance with City standards is a condition precedent to Building Permit issuance.

Chair Phillips returned to the meeting and assumed the Chair.

6.C. 1064 Park Avenue – Condominium Plat – The 1064 Park Avenue Condominium Plat Proposes to Create a Two (2) Unit Condominium Plat from the Duplex That is Under Construction On this Lot.

Planner Laura Kuhrmeyer noted that the plat was not attached to the back of the draft ordinance when the Staff report was printed. She would make sure it is included with the Minutes for the record.

Planner Kuhrmeyer reviewed the application for a condominium plat. The duplex structure was currently being constructed on the lot. The owner decided to sell the units separately and would like to condominiumize the duplex in order to sell the front unit and the rear units individually. Planner Kuhrmeyer presented the proposed plat. Unit B has the back half of the building, as well as a small accessory building in the rear of the lot. Unit A is the side closest to Park Avenue.

Planner Kuhrmeyer corrected a typo in Condition of Approval #6. The word "shell" should actually read "shall".

The Planning Department had received no public comments.

The Staff recommended that the Planning Commission open a public hearing and consider forwarding a positive recommendation to the City Council for the proposed condominium plat, according to the findings of fact, conclusions of law, and conditions of approval found in the Staff report.

Commissioner Thimm, Commissioner Sletten and Commissioner Hall had no comments or questions.

Commissioner Suesser commented on the parking for Unit B and asked if all the parking was underneath. Planner Kuhrmeyer explained that Unit A has a driveway and a garage. Unit B has a driveway in front of the accessory building in the rear, as well as a garage on the lower half of the accessory building. Commissioner Suesser asked if the accessory building has a residential component. Planner Kuhrmeyer thought there was something similar to a yoga room above the garage, but it is not living space. There are no bedrooms or a kitchen.

Chair Phillips stated that in the past, the Planning Commission has conditioned accessory buildings to prevent them from being turned into an additional livable unit with a kitchen. Planner Kuhrmeyer noted that the building was already near completion. She did not believe gas was into the structure currently, and she was willing to add a condition of approval prohibiting gas lines from being added in the future.

Commissioner Suesser asked for the number of bedrooms in Unit B. She thought the parking for Unit B was unclear and she wanted to confirm that the parking was appropriate for both units and whether the yoga studio could potentially be considered a bedroom. Planner Suesser wanted to know the parking requirements and the actual parking for the building.

Commissioner Thimm asked if the parking requirements were satisfied as part of the building permit. Planner Kuhrmeyer answered yes. Two parking spaces are required per dwelling unit. There are four parking spaces and two units; therefore, the requirement has been met.

Chair Phillips clarified that two parking spaces were on each portion of the units. Planner Kuhrmeyer answered yes.

Commissioner Sletten noted that the photograph on page 112 of the Staff report outlines the property and shows the accessory building with the garage is in the very back on the left-hand side. However, he pointed out that it still did not call out a limitation on future residential. Chair Phillips thought it would be wise to make sure that

limitation is captured through a condition of approval stating that the accessory building cannot be used as a rental because it does not have proper parking. Planner Kuhrmeyer reiterated that she would add a condition stating that the rear accessory unit cannot be used as an additional unit for any type of residential or rental use.

Commissioner Hall asked if the Commissioners would consider not allowing the accessory building to be a nightly rental but allow it to be a long-term rental if it complied with the Code. Chair Phillips remarked that the issue is not having enough parking for a long-term rental. Commissioner Hall clarified that parking would be part of Code compliance. Chair Phillips stated that if it could comply with parking or if the Code changes, it could be considered. He asked if the parking issue would be captured in any required permits for a long-term rental.

Planner Kuhrmeyer thought it was better if she could draft the requested condition and bring it back to the Planning Commission to make sure everyone is clear that the language is accurate.

City Attorney Harrington stated that since the Planning Commission was only making a recommendation to the City Council, they could direct the Staff to add a condition of approval that prohibits additional residential use or rental of the accessory space, unless additional Code compliance is achieved. It would be included in the Council Staff report and representative from the Planning Commission can provide additional input at the City Council meeting if the condition was not drafted appropriately. Mr. Harrington preferred that approach rather than delaying approval to another meeting since the applicant was already pushed back due to the circumstances.

Commissioner Sletten was comfortable with that approach as long as they include it in their recommendation to the City Council and the Staff drafts the appropriate language before going to the City Council for final approval. Chair Phillips concurred.

Chair Phillips thought it would be helpful if Planner Kuhrmeyer could email the drafted condition to the Planning Commission so they can provide additional input, if necessary, prior to publishing the Staff report for the City Council meeting. He also suggested that this be standard procedure whenever they direct the Staff to draft additional findings or conditions for the Council.

Commissioner Suesser clarified that the vote this evening would be to forward a recommendation to the City Council, conditioned on the Council considering additional language provided by Planner Kuhrmeyer. Chair Phillips answered yes, noting that the Planning Commission should expect to see that language before the City Council

meeting through an email from Planner Kuhrmeyer. At that time, the Commissioners will have the opportunity to provide additional comments to the City Council.

Commissioner Suesser referred to an access way next to the unit that accesses the Silver Creek bike trail near the river. She believed it is considered a public access way. If it is public, it should be open and not blocked. Commissioner Suesser asked if there was any consideration for keeping that access way clear. Planner Kuhrmeyer was not aware of the trail. City Attorney Harrington referred to page 109 and noted that it did not appear that any part of the access was on the subject parcel. For that reason, it could not be conditioned. He also did not believe the owners have any ability to block it. Commissioner Suesser noted that construction vehicles have blocked the access way during construction. She just wanted to make sure the public access way would not be blocked once construction is completed. Commissioner Suesser clarified that if the property line does not go up that far, the access way should be clear.

Planner Kuhrmeyer pulled up the existing conditions survey and pointed out that the trail was further down from the property. Chair Phillips asked Planner Kuhrmeyer to pull up the aerial view. Commissioner Suesser located the access way on the aerial and indicated the parking in that area. She was concerned that the access way might be blocked by the use of the condominium unit. Chair Phillips stated that since it was off the subject property, it would fall under the responsibility of Code Enforcement.

Commissioner Suesser asked for further clarification on the parking. Planner Kuhrmeyer stated that all the parking must be provided on the property. One space will be inside the accessory building and the other space is in the driveway, and all are within the property lines.

Commissioner Van Dine had no comments.

Commissioner Kenworthy stated that in an attempt to simplify, he asked if they could just say that the additional space above the garage is not to be used for overnight occupancy. Regarding the parking concerns, he asked if the spaces off the property were designated as “no overnight” parking. Commissioner Suesser thought it should be “no parking” whatsoever. Planner Kuhrmeyer stated that it is technically 11th Street. It is a platted right-of-way and people should not park there at all. She agreed with Chair Phillips that it was a Code Enforcement issue because it is off the property.

Chair Phillips assumed that area had been disturbed through construction. He wanted to make sure that any disturbance in that area is restored so it does not appear to be on the applicant's property. He was concerned that if the area is not restored, it could lend itself to be used by an occupant if it appears to be a parking spot. Chair Phillips stated

that in looking at the aerial there appears to be different colored gravel and it is important that the contractors clean up that space. He was unsure how that could be accomplished.

City Attorney Harrington suggested that the Planning Commission could make that request that the Staff communicate that concern to the City Engineer and the Building Department and report back to the Planning Commission on the status of that right-of-way post project and how it will be handled. Planner Kuhrmeyer stated that when the Engineering Department does their final inspection, they usually make sure that anything in the right-of-way has been restored to its pre-construction condition.

Commissioner Kenworthy reiterated his suggestion for a simple condition stating that "additional space above the garage is not to be used for overnight occupancy". Commissioner Thimm suggested stating, "The additional space over the garage is not to be used for residential habitation". Commissioner Kenworthy was comfortable with that language.

Director Erickson was uncomfortable with the restriction of additional residential use without a condition or finding of fact as to why this does not comply with either the condominium act or the conditional use permit. He stated that Planner Kuhrmeyer would need more fact in her report if the Planning Commission intends to restrict these uses because they are allowed in the zone subject to conditional use permits and parking.

Commissioner Sletten noted that unless the LMC changed the parking requirements, it would not qualify under the current LMC. Chair Phillips stated that Planner Kuhrmeyer has their input and he trusted her to capture what they were trying to do. He also understood Director Erickson's concern if they prohibit rentals because it is an allowed use. Director Erickson suggested that the Planning Commission consider changing the recommendation to the City Council and instead say, "Parking is limited to the two duplexes and no additional uses will be allowed unless additional parking is delivered in accordance with the Land Management Code". Planner Kuhrmeyer agreed that it would achieve the purpose to just limit it to the parking without specifically saying no other residential uses. Chair Phillips agreed, noting that if the parking changes in the future, they would have the right to use it per the zone. Planner Kuhrmeyer reiterated that she would still email the language to the Commissioners once it is finalized.

Chair Phillips opened the public hearing.

No comments were submitted.

Chair Phillips closed the public hearing.

MOTION: Commissioner Thimm moved to forward a POSITIVE recommendation to the City Council for the 1064 Park Avenue Plat Amendment based on the Findings of Fact, Conclusions of Law, and Conditions of Approval as found in the draft ordinance, including additional language to the City Council outlining the parking requirements and limitations to the use of the accessory building to what is allowed under the LMC. Commissioner Suesser seconded the motion.

VOTE: The motion passed unanimously.

Findings of Fact – 1064 Park Avenue

1. The subject property is located at 1064 Park Avenue.
2. The site is within the Historic Residential Medium Density (HRM) District.
3. A duplex is currently under construction on this site.
4. The Applicant proposes to create a two (2) unit condominium from the duplex.
5. The Lot consists of 6,855 square feet and meets minimum Lot Size of 3,750 sf for a Duplex Dwelling.
6. The Lot measures fifty feet (50') wide and meets the minimum Lot Width of 37.5' in HRM.
7. The proposed Lot Size is compatible with existing lots in the neighborhood and in the overall Historic District.
8. The minimum required Front Setback is fifteen feet (15') and the existing duplex is located fifteen feet (15') from the Front Lot Line.
9. The minimum required Rear Setback is ten feet (10') for the Main Structure and one foot (1') for the Accessory Structure. The Main Structure of the Duplex is located approximately twenty-eight feet and eight inches (28'8") from the Rear Lot Line and the Accessory Structure is located one foot (1') from the Rear Lot Line.
10. The minimum Side Setback is five feet (5') with a minimum ten feet (10') required on Street facing sides. The existing duplex is located ten feet (10') from the Side Lot Line that abuts 11th Street and five feet (5') from the interior Side Lot Line.
11. The maximum Building Height is twenty-seven feet from Existing Grade. The Planning Director determined that the Existing Grade had been significantly altered and determined the estimated Natural Grade for the Site. The Duplex is not more than twenty-seven feet from the Natural Grade.
12. Two (2) Off-Street Parking Spaces per Dwelling Unit are required and the Duplex contains four (4) Parking Spaces.
13. As conditioned, the proposed conversion complies with LMC § 15-4-12; 15-7.1-6 and 15-12-15(B)(9), as well as state law regarding condominium plats. Staff finds good cause for this Condominium Plat as the proposal will comply with zoning

requirements for Lot Size, Width, and Depth, etc. Further, condominium conversion is merely a change in form of ownership and will not have any additional land use/density changes.

14. All findings within the Analysis section and the recitals above are incorporated herein as findings of fact.

Conclusions of Law – 1604 Park Avenue

1. There is good cause for this Condominium Plat.
2. The Condominium Plat is consistent with the LMC § 15-4-12; 15-7.1-6 and 15-12-15(B)(9), as well as state law regarding condominium plats.
3. Neither the public nor any person will be materially injured by the proposed Condominium Plat.
15. Approval of the Condominium Plat, subject to the conditions stated below, will not have any additional land use/density changes.

Conditions of Approval – 1604 Park Avenue

1. The City Planner, City Attorney, and City Engineer will review and approve the final form and content of the plat and CC&Rs for compliance with State law, the Land Management Code, and the conditions of approval, prior to recordation of the plat. The CC&Rs shall include a methodology for tie break.
2. The applicant shall 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. The plat shall note that fire sprinklers are required for all new or renovation construction on this lot, to be approved by the Chief Building Official.
4. The ten foot (10') public snow storage easement on both street fronts shall be maintained and noted on the Plat.
5. A note shall be added stating that the Site is subject to all Plat Notes from the underlying Plat – Sunshine Ski Home (Entry No. 11101664), Ordinance 2018-29.
6. A note shall be added describing the current Federal Emergency Management Agency (FEMA) Floor Zone information.

- 6.D. **2290 Deer Valley Drive East – Condominium Plat – The applicant is requesting approval of the Snow Park Residences Condominium Plat, Phase 2 of the larger St. Regis Deer Valley project. The Snow Park Residences includes a four-story (4) condominium building with one (1)**

level of underground parking, nine (9) condominium units, meeting spaces, and support commercial space. (Application PL-20-04471)

Planner Alexandra Ananth noted that Tom Bennett, legal counsel for the applicant, was available to answer questions.

Planner Ananth reported that in 2001 the Rosewood CUP approved a hotel with up to 130 residential unit equivalents split between Roosevelt Gap and Snow Park. The CUP was amended a number of times; most recently in 2016, which amended the timing requirements for Phase 2 and 3 of the St. Regis Condominium Project. Planner Ananth stated that both phases are located in the Snow Park area.

Planner Ananth stated that this condominium plat is for the Snow Park Residences, adjacent to the funicular building. It includes a four-story condominium building with one level of underground parking, nine condominium units, meeting space, and support commercial, which total approximately 12.3 residential unit equivalents. It also includes two affordable units. One unit is located in the Phase 2 structure. A second unit is located in the existing funicular building. Planner Ananth reported that in addition to the nine condominium units, approximately 2200 square feet of new amenity club space in this building was recently approved earlier this year as lounge and ski locker space for the Deer Crest Club. A small new restaurant and kitchen totals 2300 square feet on the ground floor; as well as a media and library room for the residents of those nine condo units. Planner Ananth stated that the building remains in compliance with the allowed amount of support commercial and meeting space caps.

The Staff found good cause for this condominium plat, as it is consistent with the density, maximum height, location, and uses identified in the approved Deer Valley Settlement Agreement, the Deer Valley MPD, and the most recently hotel CUP. The project is in keeping with the goals of the General Plan for the Deer Valley neighborhood and adds two additional deed restricted employee units. Approval of the condominium plat will allow for the sale of individual units.

Tom Bennett, representing the applicant, stated that he had nothing to add to the presentation, and he was prepared to answer questions.

Commissioner Thimm had no questions or comments.

Commissioner Sletten thought the Planning Commission had adequately delved into the issues of parking, traffic, etc. with the last application. He had no further comments or questions.

Commissioner Hall stated that she normally rides her bike up there and when she visited the site, she thought it was obvious that one of the main trails was gone. She asked if there was a plan for a new trail connection.

Mr. Bennett was not familiar with the trail Commissioner Hall was referring to. He asked if the trail went through the subject property. Commissioner Hall stated that some people call it the Gap Trail and others call it the Funicular Trail. It is listed on the Deer Valley website for summer trails. The trailhead is maintained by the Deer Crest Association.

Planner Ananth did not have an immediate answer on the trail and offered to research it prior to this project going to the City Council. Commissioner Hall remarked that this trail is important for connecting Snow Park. She noted that the Development Agreement talks about a \$1.1 million offset of fees for the conservation easements for approximately ten miles of the trails. She was unsure how that specifically relates to this parcel because it covers all of Deer Crest.

Chair Phillips asked if Commissioner Hall was saying that the trail has been cut off. Commissioner Hall replied that she knew the trail was gone before today, and she took pictures when she was up there today.

Commissioner Sletten referred to page 129 of the Staff report, and he thought it appeared that the trail goes through the cross-hatched section on the back side of the building. However, it does not show where the trail connects going south.

Commissioner Hall was able to show her photos on the screen. She indicated the main entrance to the Deer Crest funicular, the main trail, and a clear fence. The huge indentation from the parking lot is the trail that would go behind the St. Regis funicular building. She noted that the name of the trail differs on different maps.

Commissioner Suesser was surprised there was no condition about restoring trails. Chair Phillips preferred to hear the applicant's plan for that trail before forwarding a recommendation to the City Council.

Commissioner Sletten asked for clarification on whether the dotted line in the middle of the cross hatched section on page 129 was intended to be the trail, or whether it reflected some other element. Planner Ananth thought it looked like a trail that would connect behind the new building. She suggested that the connection might be restricted currently because of the construction fencing. It is labeled as a trail and she thought it would remain and continue to connect towards the Black Diamond residences.

Tom Bennett offered to follow up on the trail question and provide that information to the City Council. Planner Ananth stated that she would draft a condition of approval to that affect. Chair Phillips was comfortable adding the condition and making sure the City Council receives the proper input from the applicant regarding the trail.

Commissioner Hall was comfortable that the City Council would understand the concern; however, she wanted to provide additional information to the City Council and offered to share the Deer Valley Trail Map and the photos she had taken. Chair Phillips agreed that it was important for the Planning Commission to direct the Staff to make sure the trail issue is well-addressed by the City Council, and that the Staff report include exhibits and at least a statement letter from the applicant.

Commissioner Hall thought the information should include page 47 of the Settlement Agreement because it talks about the offsets of fees in exchange for the conservation easements and fee simple land for recreational open space. She wanted it clear that the developer was given significant offset of fees.

Mr. Bennett did not believe that allocation of open space affected this property. He noted that there are a number of designated open space parcels throughout the Deer Crest subdivision that are preserved as open space, but those are separately designated as open space parcels. The open space is not found in portions of platted lots. Commissioner Hall note that 335 acres was deeded as open space, but 177 acres also have conservation easements. Mr. Bennett was certain there was no conservation easement on the subject property. He would look at page 47 of the Deer Crest Settlement Agreement. Commissioner Hall stated that even if there is no easement connecting this property to the trailhead, she would like Mr. Bennett to find out if there is an easement connecting the trailhead on another piece of property that was developed by this applicant.

Commissioner Hall clarified that her goal was to revive the trail.

Commissioner Suesser requested clarification on the deed restricted employee unit that is currently in the funicular building. She asked if that unit counted towards the new construction and whether it was counted in the past towards other developments. Mr. Bennett stated that it is a new unit. There are currently two affordable housing units in the funicular building. The applicant taking space that is currently used as storage area and converting it into an additional affordable unit as part of this project.

Commissioner Suesser clarified that the new affordable or employee restricted unit would be in the new condominium. Mr. Bennett replied that she was correct. Two units

are being added. One is in the new condominium building and the other one is a change of use of space in the funicular building.

Commissioner Van Dine concurred with all the comments regarding the trail restoration.

Commissioner Kenworthy had no additional comments or questions.

Chair Phillips opened the public hearing.

No comments were submitted.

Chair Phillips closed the public hearing.

MOTION: Commissioner Sletten moved to forward a POSITIVE recommendation to the City Council for 2290 Deer Valley Drive East Condominium Plat, based on the Findings of Fact, Conclusions of Law, and Conditions of Approval contained in the draft ordinance, with the amendment to forward additional information to the City Council as requested by Commissioner Hall for restoration of the trail as reflected on page 129 of the Staff report. Commissioner Van Dine seconded the motion.

Commissioner Suesser asked that the motion clarify that the restoration of the trail is a condition of approval for the condominium plat.

Commissioner Sletten amended his motion to clarify that a condition of approval would be added to the conditions of approval in the existing Staff report.

VOTE: The motion passed unanimously.

Findings of Fact – 2290 Deer Valley Drive East

1. The St. Regis Deer Valley Phase 2 Snow Park Residences Condominium Plat is located at 2290 Deer Valley Drive East.
2. This application is a part of a larger Master Planned Development known as the Deer Crest Annexation MPD and is subject to the 1995 Deer Crest Settlement Agreement, as amended in December of 1998 and also in April 6, 2001, by the City Council.
3. On February 28, 2001 Planning Commission approved the Deer Crest Hotel CUP (formally known as the Rosewood CUP). Amendments to the CUP were approved by the Planning Commission on July 25, 2001, March 24, 2004, May 11, 2005, April 22, 2009, and April 23, 2014, and April 13, 2016. The City Council denied an appeal of the April 22nd approval on June 18, 2009.

4. The density of 99.5 residential unit equivalents at Roosevelt Gap, 30.5 residential unit equivalents for Snow Park (total of 130-unit equivalents) and up to 5% of the gross floor area for support commercial uses with an additional 5% gross floor area for meeting space on the 12.07 acre development site is consistent with the Deer Crest Settlement, as amended.
5. The Hotel is located in the RD (Residential Development) and RC (Resort Commercial) zoning districts subject to the Deer Crest Settlement Agreement and MPD. Phase 2, the Snow Park Residences is located in the RD zone.
6. A total of 105 overnight parking spaces, and up to 41 day use spaces, are allowed at the Roosevelt Gap site. Eight of these spaces are provided as tandem spaces for valet parking. The amended Settlement Agreement, allowed the Planning Commission to approve overnight parking in conjunction with a luxury hotel and upon demonstration that the remainder of the (Deer Crest) project has been modified to result in no net increase of traffic on Keetley Road.
7. A total of 374 parking spaces are required for the entire Hotel, with a maximum of 157 spaces allowed at Roosevelt Gap and the remaining spaces required at Snow Park (north and south sites). The applicant expects to have 444 parking stalls available upon completion of the project and 430 stalls available upon completion of Phase 2.
8. A Traffic and Parking Study by Hales Engineering as part of the 2019 expansion of the Deer Crest Amenity Club at the St. Regis determined that the Hotel has sufficient parking for all of the existing and proposed uses.
9. It is the desire of the applicant to build out the St. Regis in three phases. The first phase is complete and consists of the 105 Roosevelt Gap hotel/condominiums (99.5 UE), including a restaurant, bar, and spa; the funicular and funicular building at Snow Park (the funicular building contains one condominium unit, common area for the hotel lobby and check in, back of house hotel uses, and two affordable housing units); and a temporary sales office with surface parking.
10. This application is for the second phase and consists of the south parking structure at Snow Park (35 stalls) with nine (9) condominium units above (approximately 12.2 UE's). The third phase consists of the north parking structure and condominium units above (approximately 17 UE's). The total density approved for Snow Park is 30.5 UEs.
11. Staff finds Good Cause for this Condominium Plat as it is consistent with the density, maximum height, location and uses identified in the approved Deer Valley Settlement Agreement, the Deer Valley Master Planned Development and the most recently amended Hotel CUP.
12. The project is in keeping with the goals of the General Plan for the Deer Valley neighborhood and adds two additional deed restricted employee units.
13. The applicant is creating a Condominium Plat so that the nine (9) condominium hotel units can be sold as individual units creating the Snow Park Residences.

14. All Conditions of the Hotel CUP's shall continue to apply and remain in full force and effect.

15. All findings within the Analysis section and the recitals above are incorporated herein as Findings of Fact.

Conclusions of Law – 2290 Deer Valley Drive East

1. There is good cause for this Condominium Plat as it will allow for the sale of the nine (9) units and the creation of two (2) affordable units.
2. The Condominium Plat is consistent with the Park City Land Management Code including Sections 15-4-12, 15-7.1-3(C) and 15-12-15(B)(9) and applicable State Law regarding Condominium Plats.
3. Neither the public nor any person will be materially injured by the proposed Condominium Plat.
4. Approval of the Condominium Plat, subject to the conditions stated below, does not adversely affect the health, safety and welfare of the citizens of Park City.

Conditions of Approval – 2290 Deer Valley Drive East

1. The City Planner, City Attorney, and City Engineer will review and approve the final form and content of the Condominium 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. All conditions of approval of the 1995 Deer Crest Settlement Agreement, as amended, continue to apply.
4. All conditions of approval of the Deer Crest Hotel CUP approved on February 28, 2001 (then known as the Rosewood CUP) and amended by the Planning Commission on July 25, 2001; March 24, 2004; May 11, 2005; and April 22, 2009 (with final approval by the City Council on appeal on June 18, 2009), April 23, 2014; and April 13, 2016, shall continue to apply.
5. The two (2) new deed restricted housing units shall be a minimum of 449 and 459 sf respectively, to meet the requirement of 1.135 AUE consistent with the 1st Amendment to the Housing Mitigation Plan for Phase 2 of the St. Regis. One AUE is equivalent to 800 sf according to the Development Agreement.
6. Deed Restrictions for the AUEs, approved by the City in accordance with the applicable Housing Resolution, shall be recorded prior to plat recordation, and Certificates of Occupancy shall be issued for these units prior to the issuance of Certificates of Occupancy for any of the market rate units.

7. The CCRs shall limit the HOA dues related to the deed restricted employee housing units in order to ensure the units remains affordable. The CCRs shall reflect a lower par-value to reflect the reduced cost of the unit (or exempt the unit from HOA fees) to ensure that the unit doesn't lose its affordability due to such fees. The CCRs shall be submitted with the Condominium Plat for review and approval by the City prior to final Condominium Plat recordation.

8. The applicant shall clear any obstacles and restore public access to any and all trails located on the St. Regis property.

The Planning Commission Meeting adjourned at 7:09 p.m.

Approved by Planning Commission: _____

APPROVED 05.13.2020

Council Agenda Item Report

Meeting Date: June 18, 2020

Submitted by: Josh Miller

Submitting Department: Budget, Debt & Grants

Item Type: Ordinance

Agenda Section:

Subject:

Consideration to Approve Resolution RDA 02-2020, a Resolution Adopting the Fiscal Year 2020 Revised Budget and the Fiscal Year 2021 Budget for Park City Redevelopment Agency
(A) Public Hearing (B) Action

Suggested Action:

Attachments:

[RDA Budget Adoption Resolution FY21](#)

Resolution No. RDA 02-2020

**A RESOLUTION ADOPTING THE FISCAL YEAR 2020 REVISED BUDGET
AND THE FISCAL YEAR 2021 BUDGET
FOR PARK CITY REDEVELOPMENT AGENCY**

WHEREAS, Utah State law requires that city budgets be adopted; and

WHEREAS, a public hearing was held on May 14, May 21, June 11, and June 18, 2020 at the City Council's regularly scheduled meetings, complying with State law;

NOW, THEREFORE BE IT RESOLVED by the Redevelopment Agency of Park City, Utah that:

SECTION 1. 2020 REVISED BUDGET ADOPTED. The budget as outlined in the City Manager's Recommended Budget presented on May 14, 2020 and with changes as summarized in the attachments to this resolution is hereby adopted as the Fiscal Year 2020 Redevelopment Agency Revised Budget for Park City, Utah.

SECTION 2. 2021 BUDGET ADOPTED. The budget as outlined in the City Manager's Recommended Budget presented on May 14, 2020 and with changes as summarized in the attachments to this resolution is hereby adopted as the Fiscal Year 2021 Redevelopment Agency Budget for Park City, Utah.

SECTION 3. EFFECTIVE DATE. Section 1 for the 2020 Revised Budget shall take effect upon publication and Section 2 for the 2021 Budget shall take effect on July 1, 2020.

PASSED AND ADOPTED the 18th day of June, 2020.

PARK CITY REDEVELOPMENT AGENCY

Chairman Andy Beerman

Attest:

Michelle Kellogg, Secretary

Approved as to form:

Mark D. Harrington, City Attorney

Council Agenda Item Report

Meeting Date: June 18, 2020

Submitted by: Josh Miller

Submitting Department: Budget, Debt & Grants

Item Type: Ordinance

Agenda Section:

Subject:

Consideration to Approve Resolution MBA 02-2020, a Resolution Adopting the Fiscal Year 2020 Revised Budget and the Fiscal Year 2021 Budget for Park City Municipal Building Authority
(A) Public Hearing (B) Action

Suggested Action:

Attachments:

[MBA Budget Resolution FY21](#)

Resolution No. MBA 02-2020

**A RESOLUTION ADOPTING THE PARK CITY MUNICIPAL BUILDING
AUTHORITY REVISED BUDGET FOR FISCAL YEAR 2020 AND THE
BUDGET FOR FISCAL YEAR 2021**

WHEREAS, Utah State law requires that city budgets be adopted; and

WHEREAS, a public hearing was held on May 14, May 21, June 11, and June 18, 2020 at the City Council's regularly scheduled meetings, complying with State law;

NOW, THEREFORE, BE IT RESOLVED by the Municipal Building Authority of Park City, Utah that:

SECTION 1. 2020 REVISED BUDGET ADOPTED. The budget as outlined in the City Manager's Recommended Budget presented on May 14, 2020 and with changes as summarized in the attachments to this resolution is hereby adopted as the Fiscal Year 2020 Municipal Building Authority Revised Budget for Park City, Utah.

SECTION 2. 2021 BUDGET ADOPTED. The budget as outlined in the City Manager's Recommended Budget presented on May 14, 2020 and with changes as summarized in the attachments to this resolution is hereby adopted as the Fiscal Year 2021 Municipal Building Authority Budget for Park City, Utah.

SECTION 3. EFFECTIVE DATE. Section 1 for the 2020 Revised Budget shall take effect upon publication and Section 2 for the 2021 Budget shall take effect on July 1, 2020.

PASSED AND ADOPTED this 18th day of June, 2020.

PARK CITY MUNICIPAL BUILDING AUTHORITY

Chairman Andy Beerman

Attest:

Michelle Kellogg, Secretary

Approved as to form:

Mark D. Harrington, City Attorney